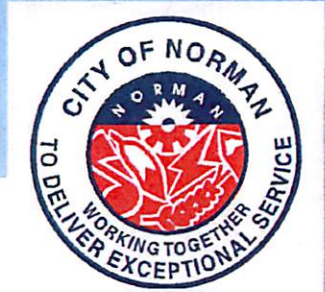
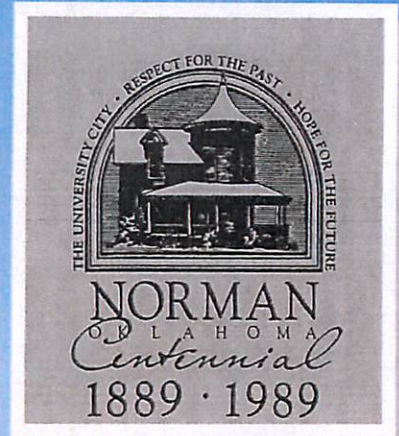
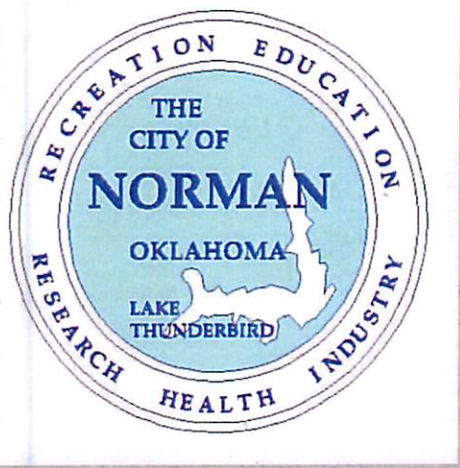
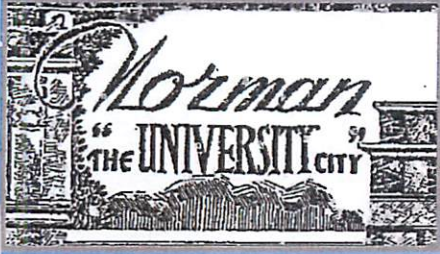


# BUDGET

125<sup>th</sup> Anniversary of the City of Norman



THE CITY OF NORMAN, OKLAHOMA  
FISCAL YEAR ENDING JUNE 30, 2016

FINANCIAL PLAN—FISCAL YEAR-END 2017-2020

CITY OF NORMAN



CITY COUNCIL

**MAYOR**  
Cindy Rosenthal

<b>Ward 1</b>	Greg Heiple	<b>Ward 5</b>	Lynne Miller
<b>Ward 2</b>	Clint Williams	<b>Ward 6</b>	Jerry Lang
<b>Ward 3</b>	Robert Castleberry	<b>Ward 7</b>	Stephen Tyler Holman
<b>Ward 4</b>	Greg Jungman	<b>Ward 8</b>	Kyle Allison

Presented by:  
Steven D. Lewis, City Manager



CITY OF NORMAN

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This document was prepared by the City of Norman, Finance Department and printed by  
City of Norman, Office Services Division.  
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Norman, Oklahoma 73070  
(405) 366-5413

# **THE CITY OF NORMAN**

## **OUR MISSION**

### **“WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE”**

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

#### **TEAMWORK**

We value each other's contribution and encourage teamwork.

#### **CARING**

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

#### **ACCOUNTABILITY**

We are responsible for our work and actions.

#### **SERVICE**

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

#### **RESPECT**

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

#### **FAIRNESS**

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

#### **PROFESSIONALISM**

We value a knowledgeable, capable and effective organization.

#### **RESPONSIVENESS**

We value a timely response to both customer and employee.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Norman  
Oklahoma**

For the Fiscal Year Beginning

**July 1, 2014**

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, 2014.

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 16, 2015

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 City of Norman Budget for the fiscal year July 1, 2015 – June 30, 2016 (FYE 2016). The adoption of an annual budget is required by the City Charter (Article III, Section 4) and by State law (Title 11, Oklahoma Statutes, Section 17-205). An annual budget must be adopted by the City Council at least seven days before the beginning of the new fiscal year, certified by the Cleveland County Excise Board before the start of the fiscal year (July 1) and transmitted to the State Auditor and Inspector within 30 days of the start of the fiscal year. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

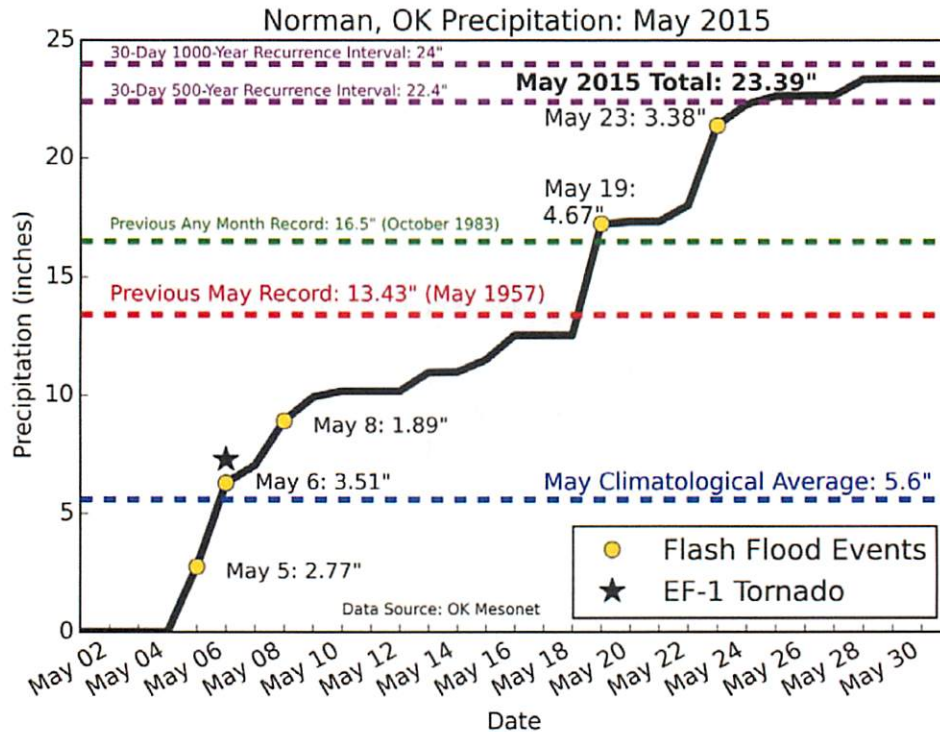
The FYE 2016 budget recognizes the progress that the City of Norman has made in addressing the General Fund's long-term condition of spending more revenue than we have been taking in. We continue to budget for a net loss in General Fund operations, however, and it is also recognized, that the reduction in the annual net loss has come at the expense of service provision in some areas. Council has targeted some areas for improved service delivery, and those areas have been at least partially addressed in this budget proposal. As illustrated in the per capita benchmarking information in the Community Profile Section of the Budget document, Norman is already a very small governmental operation and our citizens will be asked to consider whether they choose to continue our current levels of service.

Major capital improvements are underway throughout the City, thanks to the willingness of the Norman voters to approve sales tax, general obligation bond and utility rate increase proposals in recent years to pay for the improvements in recent years. These improvements will be discussed in the Capital and Utility Enterprise Sections of this letter.

The total budget for all City of Norman funds for fiscal year ending 2015 was \$179,681,396 and for FYE 2016, the total budget is \$183,057,260. The primary reason for this increase is that a one-time Community Development Block Grant expenditure for disaster recovery capital projects of \$12,027,053 is budgeted in FYE 2016 (see Special Revenue Fund discussion below).

## MAY, 2015 STORM EVENTS

It is rather telling and ironic that the fiscal year 2015-2016 budget is heavily impacted by federal grant revenue and expenditures that we expect to receive and expend in response to wildfire and storm events in 2013. While this adopted budget does not reflect it, there will be significant expenditures to be made, and federal and state reimbursement revenues anticipated, related to historic rainfall, flooding and storm events that occurred in Norman and our surrounding area in May, 2015, as illustrated below:



These storm events, and the state and federal disaster declaration that resulted from them, occurred after the City Manager's Proposed Budget was presented to the City Council. The Council and the entire City of Norman workforce should be commended for our response to these historic events, which fortunately resulted in no loss of life to Norman citizens. The impact on our budget and financial resources, however, will be long-lasting. We believe that the prudent reserve policies that Council has directed will enable us to make the necessary infrastructure repairs, debris removal and other emergency response measures required, but we will need to prepare for several financial actions that can be anticipated:

Debris Removal – The May 6<sup>th</sup> Enhanced-Fujitsu Scale 1 (E-F1) Tornado that struck a limited area of northwest Norman required mobilization of our on-retainer Debris Removal Contractor, to clean up vegetative and construction debris from public rights of way and private property, at an estimated cost of \$300,000. We have absorbed this expenditure within our General Fund allocations, although the expenditure was not anticipated at the time the fiscal year-end 2014-2015 expenditure projections were presented to the Council in April.



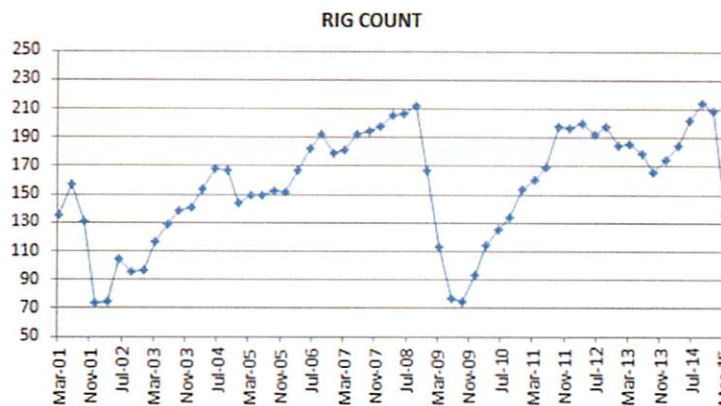
Emergency Response – The flooding events of May 6, 8, 19 and 23 caused personnel from throughout the City, particularly the Public Works, Fire and Police Departments to work many hours of overtime to ensure the public safety during these rain events. There will be unexpected financial burden on the General Fund, Risk Management Fund and Public Safety Sales Tax Fund as a result. Again, we believe that we are well prepared, but we will have to call on reserves in a way that was not anticipated at the time the FYE 2016 budget was presented to Council.

Rebuilding Infrastructure – an estimated \$7.5 million in damage was done to roads, bridges, culverts and drainage structures, primarily in rural Norman, as a result of the May flooding events. While we expect that substantial portions of these infrastructure repair expenses will ultimately be reimbursed by the Federal Emergency Management Agency (up to 80%) and the Oklahoma Department of Homeland Security (up to 12.5%), the Capital Fund (primarily) will be called upon to up-front the repair expenditures. These expenses were not included in the FYE 2016 capital budget, but we anticipate that significant shuffling of budget allocations during the course of the fiscal year will be required. There may be some delays in proceeding with some budgeted capital projects as we await disaster reimbursement funds to be received. As proposed strategies are developed for re-allocating funds, Council will be consulted for your direction.

**NATIONAL AND REGIONAL ECONOMIC TRENDS**

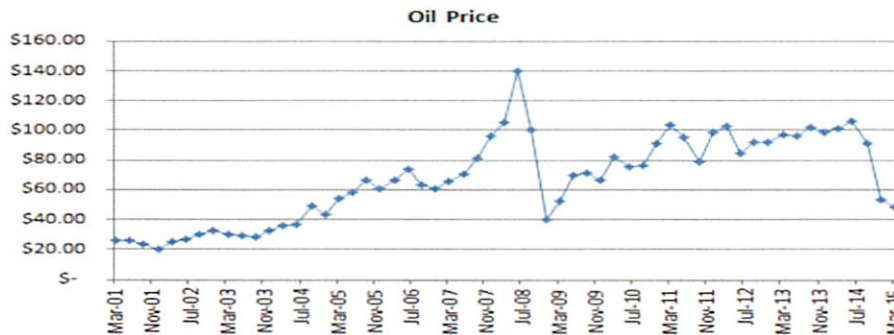
*The overriding economic discussion point in Oklahoma’s region is the status of the petrochemical industry.* There are many tangible and intangible impacts of the positive and negative trends in the regional and national oil and gas industries, which compete in international markets. While Norman is less directly impacted by the volatile trends in the petrochemical industry than many cities and counties throughout the state, there is no question that Norman is impacted by the “booms” and “busts” in the oil and gas industry. *The fiscal year 2015-2016 budget is being prepared in a period of great concern about the petrochemical industry* at the State and Oklahoma City Metropolitan Area levels, as reflected below:

**Oklahoma Oil Rig Count**  
**Source: Baker-Hughes Oilfield Knowledge Center**



## Oil "Spot" Price

Source: U.S. Dept. of Energy  
Cushing, OK West Texas Intermediate



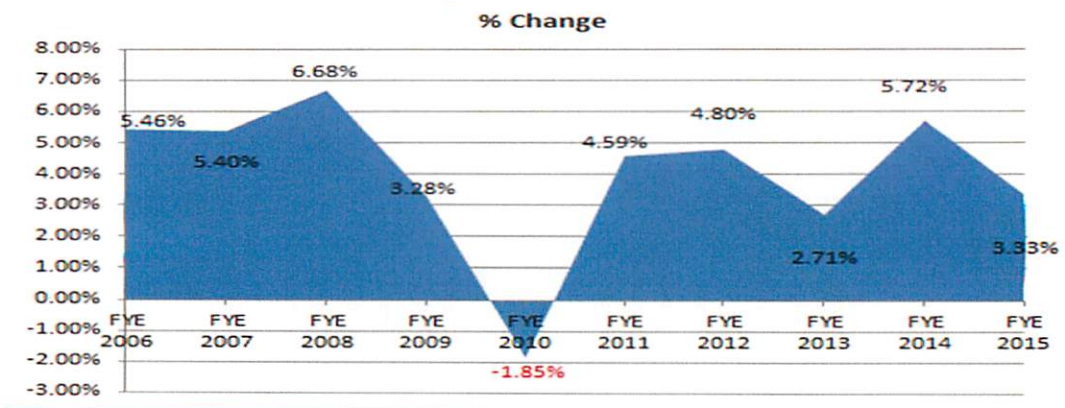
*The oil and gas industry has direct and indirect impact on Norman's economy.* First, the State of Oklahoma's budget is directly impacted by oil and gas gross production tax revenue, and two of Norman's major employers are state agencies: The University of Oklahoma and Griffin Memorial Hospital. Many Norman residents work in the industry, and their income level and perceptions of their future income levels has immediate impact on their spending behavior, which in turn impacts Norman's sales tax prospects. The impact of the petrochemical industry on Norman's economy (positive or negative) tends to lag current trends by approximately six months to a year. These tangible and intangible impacts have been factored in to projected revenue and expenditures throughout the budget.

There are positive City of Norman budgetary impacts of reductions in the price of oil, however. With lower fuel prices, the City can expect reduced expenditures for fuel, tires and asphalt for paving operations. Savings from these areas has been built in to the projected FYE 2016 budget.

*Sales tax growth patterns are a widely accepted indicator of the health of the local retail economy.* The striking similarity between the oil and gas industry trend indicators above and the Norman sales tax growth patterns below are indicative of the ties between the health of the petrochemical industry and Norman's retail economy:

## Sales Tax, 10 Year History

In % Change From Prior Year



## MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2014-2015

Sales and Use Taxes - The major source of General Fund revenue is sales tax and by its nature, sales tax reflects the overall vitality of the local economy, as discussed above. Sales tax collections for FYE 2015 are 3.5 percent (+3.5%) above FYE 2014 levels, and below budgeted levels (budgeted increase of 4.25%). In FYE 2016, the growth rate in sales tax revenue is projected to moderate (+2.5%), reflecting the slowdown in the state and metropolitan area economies.

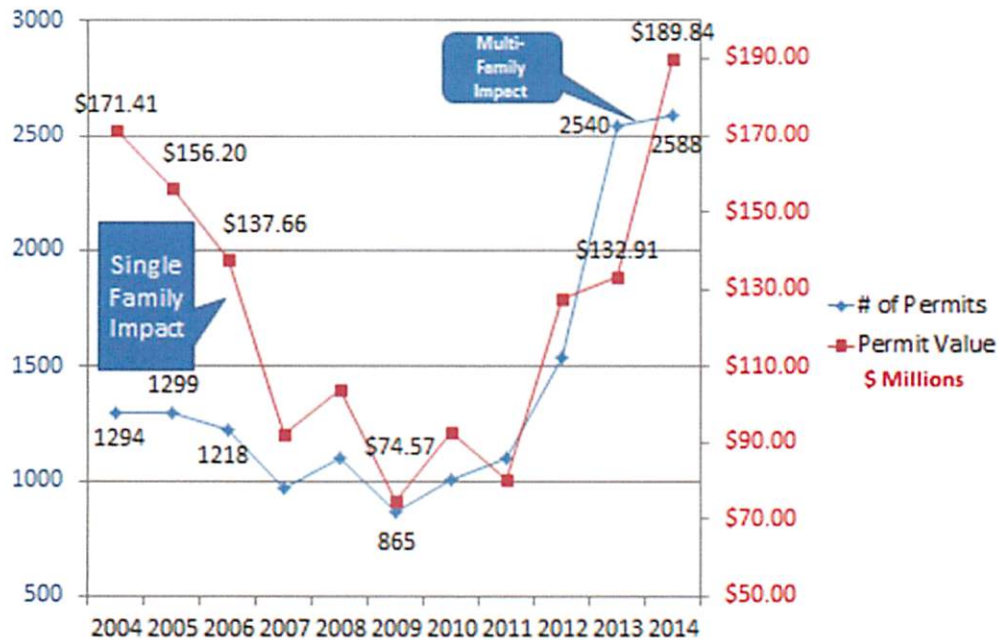
The Oklahoma State Legislature responded to requests from municipalities to more closely match the Oklahoma Tax Commission's cost to administer sales and use taxes by reducing the administrative charge taken against local sales and use tax collections. The City of Norman will have the administrative charge reduced from one percent to one-half percent, beginning in FYE 2016. This will increase City sales tax collections by an estimated \$480,000 per year, benefitting the General Fund, Capital Fund, Public Safety Sales Tax Fund and University North Park Tax Increment Finance Fund (this increase was considered in sales tax revenue projections for FYE 2016).

Use Tax collections have grown steadily in FYE 2015 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. 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 in line with overall budgeted projections for FYE 2015. Collections are projected to increase by three percent overall in FYE 2016, with an additional revenue increase tied to an increase in the ONG franchise rate from three percent to four percent.

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 is reflected in the significant increase in the number of permits issued in the last 2-3 years, as illustrated below:

## Residential Permits, 10-Year History



SOURCE: City of Norman Dept. of Planning and Community Development

The data depicted in this graph indicate several important things. First, there are up and down cycles in the local residential homebuilding industry, and Norman seems to be nearing the end of a five-year “up” cycle. Second, the recent “boom” in residential building has been concentrated in the multi-family housing sector. This is indicated by the relatively large gap between the number of permits and permit values during the 2004-2006 period, and the very small gap between permit volume and permit values in more recent years. This indicates that the value of individual permits is much smaller, indicating the construction of smaller housing units (i.e., apartments). *There is concern that this growth in Norman’s multi-family housing sector is not sustainable.* It can be expected that there will be a period of slower growth in the multi-family housing sector, but the impact on the overall residential homebuilding industry and on License and Permit revenues cannot be accurately predicted. 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, DUI, etc.). Fine and forfeiture revenue is above budget for FYE 2015.

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 "Restricted" 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%).

During fiscal year 2014-2015, the Council allocated funds to be transferred to the Rainy Day Fund from the General Fund and the Public Safety Sales Tax Fund. *With the completion of these transfers, as of June 30, 2015, the Net Revenue Stabilization Fund is projected to be at*

*\$3,188,735, and for the first time since it was established, the Rainy Day Fund will have reached its Targeted level.* With the General Fund allocation to the 2% Emergency Reserve and adequate Operational Reserves in the General Fund balance, the City of Norman will have achieved its targeted reserve levels. The City Council has never made any appropriations to spend money from the Rainy Day Fund. The May 2015 storm events would qualify for the Council to appropriate funds from the Rainy Day Fund, but at this point we hope to avoid such an appropriation in order to maintain our targeted reserve levels.

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.

## **FISCAL YEAR 2015-2016 OPERATIONAL BUDGET PREPARATION**

### **General Fund Budget Preparation**

In response to Council direction, aggressive actions have been taken in recent years to manage General Fund expenses within available revenues. After several consecutive years of General Fund expenses outstripping annual revenue collections, the General Fund "bottom line" was positive in FYE 2013 and FYE 2014. Some of these actions include the following:

- We have been able to manage without making extensive expenditures from the Emergency Reserve allocation (mandated 2% Reserve account) for outside contractual debris removal or other services;
- We have had some success in reducing the rate of growth in health insurance and other benefit expenditures;
- We have continued strategic management of filling vacancies, which has resulted in savings in personnel costs;
- The reduction in costs for oil and natural gas has resulted in savings in City fuel costs;
- We have added some new revenue sources, and major General Fund revenues have been slightly above budget overall for the last few years.

This strategic management of General Fund operations has not come without some negative consequences to the provision of services in some areas, however. The City of Norman is an extremely small operation, relative to comparable municipalities (see Inter-City Benchmark City Comparisons in the Community Profile Section) and several General Fund operations have been chronically under staffed over many years. This has resulted in increased overtime expenses, workload concerns, and below-expectation service delivery in some areas. The FYE 16 General Fund budget attempts to address service delivery in some of these critical areas:

- Animal Welfare
- Development Services
- Utility Customer Services

This budget includes additional staffing to improve services in these areas.

Animal Welfare – the new Animal Shelter facility that was funded by voter-approved General Obligation Bonds in 2012 is slated to open in the near future. Council directed that staff be added to enhance service delivery in the facility and the FYE 2016 budget proposes to add an *Administrative Technician II* position (authorized during FYE 2015 for in-house customer service and administrative service functions, *freeing up an existing Kennel Attendant* to provide direct animal welfare services) and a *Veterinary Technician* position.

Development Services – as illustrated in the License and Permit Revenue section above, City permit activity has remained at historically high levels for the last 2-3 years. A *Plans Examiner* position has been added to the FYE 2016 budget in an effort to better streamline plan review operations and timelines in the Development Services Division. Concerns have been voiced by permit customers about increasing permit review timelines, particularly for commercial projects and this position will help to alleviate those concerns.

Further *the management structure of the Planning and Community Development Department is being reorganized* to provide better services to the development community, homeless and other social service programs. The capital improvements project budget also includes funding for an *update to the Norman Comprehensive Land Use Plan*, which will be better administered by the reorganized Long-Range Planning Division.

Utility Customer Services – the significant increase in the number of multi-family housing units in Norman has also significantly increased the number of water meters that have to be read and serviced on a monthly basis. Current staffing levels had been insufficient to keep up with (highest priority) meter reading schedules along with (second priority) service initiation and (third priority) termination demands. In some cases, this resulted in undue delays in terminating the services of customers who were delinquent in their utility payments. The FYE 2016 budget adds a *Meter Service Representative position* (primarily responsible for meter turn-ons and turn-offs) and a *Meter Reader position*. The meter services staffing level has not been increased in over 20 years. The General Fund will be reimbursed for the costs of these positions by the City's Water, Water Reclamation and Sanitation Utilities.

An *Administrative Technician* position is also added to the Facility Management Division, to handle increased workload from additional City facilities.

#### Storm Water Management Enhancements

For many years, Norman has been a regional leader in its commitment to concerns for water quality and the reduction of surface and ground water pollution. *The U.S. Environmental Protection Agency and its state affiliate the Oklahoma Department of Environmental Quality will impose stricter storm water guidelines on cities of Norman's size under the National*

***Pollutant Discharge Elimination System.*** Norman will be required to renew its General Storm Water Permit in June, 2015. The permit renewal will require the City to submit a Compliance Plan for reduction of pollutants, based on the Lake Thunderbird Total Maximum Daily Load (TMDL) study, completed in 2015. Enhanced public education and outreach programs will also be required, along with additional local funding for pollutant reduction operations such as street sweeping and creek and floodway maintenance. The NPDES will also require the implementation of low-impact development standards and compliance inspections.

Norman has been preparing for these standards for many years, particularly with the adoption of the Norman Storm Water Master Plan in 2009. Many actions have been taken already. The FYE 2016 capital budget proposes to allocate approximately \$300,000 to implementation of the TMDL standards. The FYE 2016 General Fund budget proposes a reorganization of the Public Works Department's Storm Water Division into Storm Water Drainage and Storm Water Quality Divisions. No additional financial resources are dedicated to this reorganization, but in order to comply with the new federal and state regulations, the City will have to allocate more resources in the future. Norman has considered the implementation of a Storm Water Utility to provide the necessary financial resources to more adequately address these concerns. The new regulations will require that these resources become available in the near future and the historic storm events of May 2015 highlighted their need and exacerbated the problems that exist in Norman's storm drainage facilities.

#### 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 2015-2016 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;
- Federally-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 will be in effect from October 1, 2008 through September 30, 2015. The Public Safety Sales Tax (“PSST I”) funded 41 additional Police Department personnel and 30 additional Fire Department personnel over its seven-year authorization. The PSST I has also financed the construction of two additional fire stations, construction of an Investigations Center and briefing station, replacement of fire apparatus, replacement of the City’s Computer Aided Dispatch and Records Management Systems and funding of the Police and Fire Department’s pro rata share of the Rainy Day Fund’s Targeted balance.

On April 1, 2014, the citizens of Norman approved a permanent extension of the Public Safety Sales Tax, effective at the end of the current authorization period (effective October 1, 2015). The newly-authorized 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, to be added over a period of four fiscal years:

- 13 Police Officers to implement a School Resource Officer Program
- 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

In response to Council direction, *the City is moving forward aggressively to fulfill the purposes of the voter-approved PSST II.* The fiscal year 2015-2016 budget proposes to add the first six of the School Resource Officer personnel to the City workforce – *a Police Lieutenant and five Police Officer positions are proposed to be added to the FYE 2016 budget.* In order to adequately train the personnel and fill positions vacated by senior police officers transferring to SRO positions, the hiring processes will begin in the summer of 2015, so that the staff can be assigned to Norman public schools at the beginning of the 2016-2017 school year.

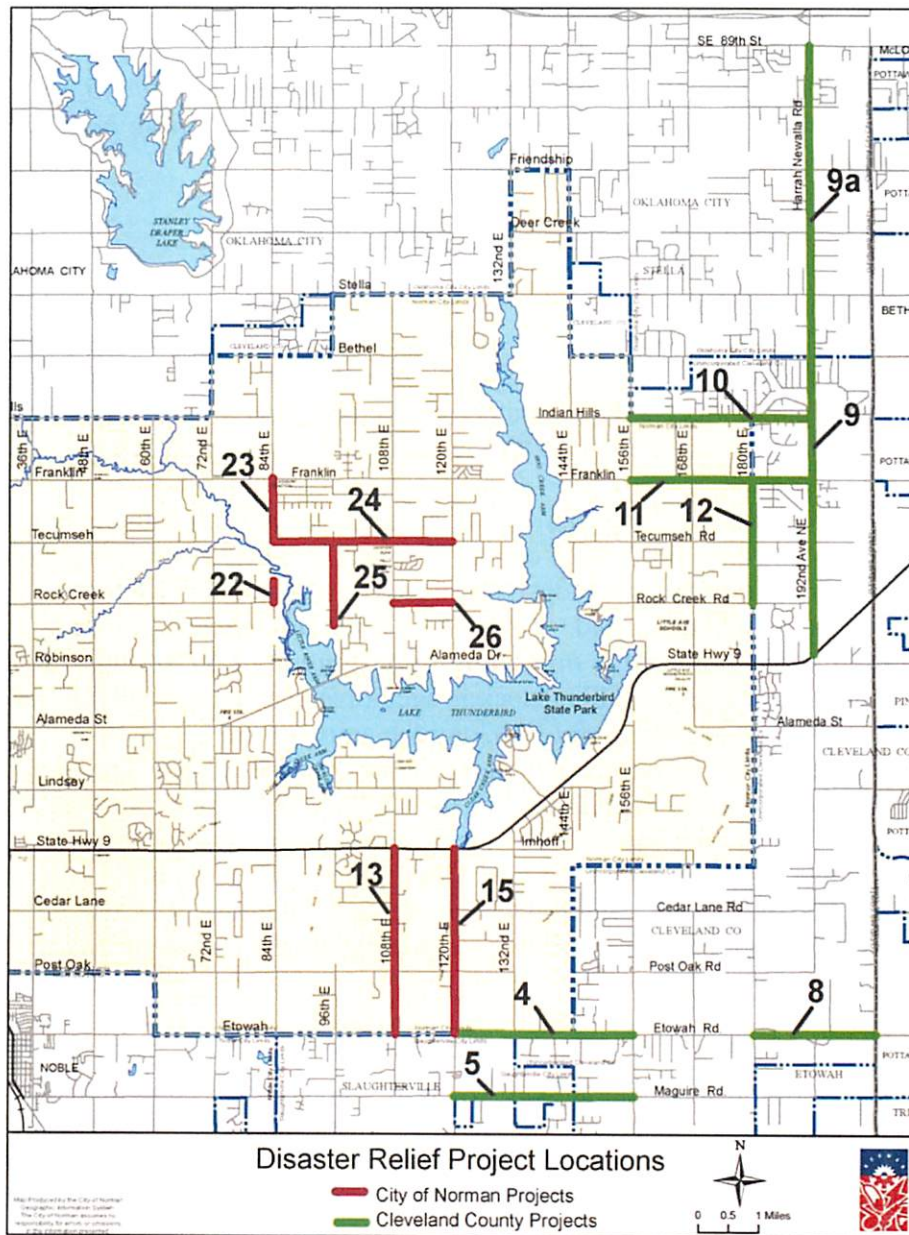
Planning has already begun for the acquisition of the Emergency Communications System equipment, and site selection and preliminary design processes have begun for the Emergency Operations/Dispatch facility. As discussed below, up-front financing for these multi-million dollar capital needs has also been secured, and includes funding for the replacement of the most critical of the fire apparatus, a platform truck with an estimated cost of \$1,100,000.

**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 will experience some administrative changes in fiscal year 2015-2016. Norman has been an “entitlement city”, receiving allocations of federal CDBG and HOME program funding from the federal government for many years. The retirement of the long-serving Revitalization Manager and CDBG Coordinator, along with new program emphases, directed by the Citizen’s CDBG Committee, have resulted in the FYE 2016 budget adding a full-time *Program Coordinator* (increased from part-time) and a *Grants Coordinator* position (change of title only).

*The City of Norman, Cleveland County and surrounding municipalities were awarded a CDBG Disaster Recovery (CDBG-DR) Grant of over \$21,000,000 to repair infrastructure damaged in tornadoes, severe storms and wildfires over the last three years. This rare opportunity will result in the improvement of over 10 miles of rural roads and bridges in east Norman (see illustration). These grant programs will be jointly administered by the CDBG staff in the Planning Department and engineering staff in the Public Works Department.*



It so happened that very few of the streets to be repaired or replaced through the CDBG-DR grant were also among the streets and bridges washed out in the May 2015 storms. We will continue to work to leverage as many funding sources as we can to rehabilitate the rural section line roads in Norman.

Operational Budget Summary

The fiscal year 2015-2016 operational budget continues to provide financial resources for basic service levels, and adds resources in some areas targeted by the City Council. The City's Net

Revenue Stabilization (“Rainy Day”) Fund has reached its Targeted level, and efforts will be made to maintain this level in the future. 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. *The fiscal year 2015-2016 budget will be implemented with an eye to the future, as economic trends and expenditure drivers would indicate a continuing need to develop new long-term revenue sources in the General Fund.*

### **Capital Expenditure Budget Preparation**

Major City of Norman capital improvement projects are funded by the dedicated 7/10% (0.7%) capital sales tax, utility funds, bond issuances and other sources, and are discussed in detail in the separate Capital Improvement Projects Budget 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.

Like other full-service municipalities, the City of Norman depends on equipment to deliver vital City services. The City has millions of dollars invested in its fleet of rolling stock and in its automated computer, telephone and radio systems. The replacement of this equipment is an ongoing and high priority budget need. *There is an ongoing concern, however that the costs for replacing the City’s equipment is increasing faster than the CST revenues made available to replace it.* The critical fleet of rolling stock is aged (average age of 8.9 years; approximately 60% older than the recommended useful life), and the aging of the City’s fleet results in higher maintenance and fuel costs and reduces efficiency in all City operations. The FYE 2016 budget allocates over \$2,000,000 to the replacement of the City’s rolling stock, but over \$10 million of critical replacement needs were identified by the Fleet Management Division. The consequence of underfunding fleet replacement needs will yield future spikes in, and further backlogs of, replacement spending needs. *A major policy issue to be addressed is the identification of additional funds for fleet replacement, both on a short-term and long-term basis.*

### **Capital Financing**

Municipal bond market rates remain at very low levels, creating an opportunity for the City of Norman and its related trusts to obtain long-term financing for capital needs at relatively low costs. *The Council and the Trustees of the Norman Utilities Authority and the Norman Municipal Authority recently authorized three debt issuances to finance major capital needs:*

NUA Refunding – Acting as the Norman Utilities Authority, the Trustees approved the re-financing (“refunding”) of the remaining outstanding principal (approximately \$17,300,000) on the NUA’s 2003, 2005 and 2006 Utility Revenue Bonds. The 2003 and 2005 bonds were for wastewater system improvements, and the 2006 bonds were for water system improvements. This refunding, placed with a Bank of Oklahoma subsidiary, will result in over \$680,000 in interest cost savings (average interest rate reduction from 4.05% to 2.17%) over the remaining life of the bonds (primarily accruing to the Water Fund) and will eliminate problematic terms in the previous bond contracts. The bonds will have a final maturity in twelve years.

PSST Financing – The Council anticipated financing the “Critical Capital Needs” promised in the permanent Public Safety Sales Tax initiative (“PSST II”) using a long-term debt issuance. Acting as the Norman Municipal Authority, the Trustees recently approved the issuance of \$22,825,000 in Sales Tax Revenue Notes to pay for the construction costs of the Emergency Operations Center, the purchase of the Emergency Communications System equipment, and the replacement of a fire platform truck. The NMA Notes will mature in twenty years, and were purchased by a subsidiary of JP Morgan Chase Bank at a competitive rate of 2.33%.

### 2015 General Obligation Bonds

In August 2012, the voters of Norman approved the issuance of \$42,575,000 in general obligation bonds to pay for street widening, bridge replacement and storm drainage improvement projects throughout Norman. The largest of the approved projects was the widening of Lindsey Street from 24<sup>th</sup> Avenue S.W. to Berry Road. The sale of authorized bonds for this project was anticipated to be done over two issuances, with the first completed in 2012. On April 28, 2015, the Council awarded the bids for the purchase of the remaining \$22,525,000 in authorized general obligation bonds, primarily for road widening and storm drainage improvements on Lindsey Street.

The proceeds of these debt issues will allow important capital projects to proceed on their anticipated schedules at relatively low interest costs.

### 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). Infrastructure improvements (streets, storm drainage facilities, waterlines, sewerlines, etc.) have recently been completed to serve the University North Park Corporate Center (UNPCC) which lies to the north of the retail portion of the UNP development. UNPCC is a development of the Norman Economic Development Coalition, of which the City of Norman is a partner (along with The University of Oklahoma, Moore-Norman Technology Center, and the Norman Chamber of Commerce’s “Sooner Centurions”). UNPCC consists of approximately 60 acres of land that is offered to businesses at below-market rates to encourage economic growth and job creation in Norman.

UNPCC has contracted with its first corporate tenant, Immuno-Mycologies Incorporated (“IMMY”). 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. Construction of IMMY’s new office and manufacturing facilities is slated to begin in the summer of 2015. It is hoped that with the infrastructure in place and the first commercial tenant obligated, 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.

Legacy Park is nearing completion within University North Park, funded by tax apportionments to the UNP TIF Fund. Legacy Park is an 8-acre City park which features a scenic water feature, an amphitheater which has the potential to be attractive regional performance venue, and walking and jogging trails and promenades, which will enhance the lodging and residential development in the area, and which will connect to Legacy Trail, connecting the University North Park development to the City's pedestrian/bicycle trails system.

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 2016 budget includes \$25,000 from BID assessments and \$116,485 in City TIF funds for these maintenance expenses.

Future plans for the University North Park development include several additional restaurants and entertainment facilities, along with a potential multi-family housing development proposed to the west of the UNPCC.

#### NORMAN FORWARD Initiative

While no allocations are included in the fiscal year 2015-2016 budget, the Council is considering the components of a citizen initiative for a package of public capital improvements to improve the quality of life in Norman. The initiative, called "NORMAN FORWARD", includes funding for potential improvements which were also proposed in the City's adopted Parks Master Plan, along with the construction of a new Norman Public Library main branch and eastside branch, and other facilities. A proposed revenue source under consideration is the imposition of a temporary, dedicated sales tax of ½ percent.

The Council conducted a series of public study sessions and meetings discussing the NORMAN FORWARD initiative on a concurrent schedule with its formal budget meetings. The proposals that may actually be referred to the voters were refined in these meetings and a tentative date of October 13, 2015 has been discussed by Council. Formal action to call the election remains to be taken.

#### Griffin Hospital Campus

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) has discussed making portions of its land in central Norman available to the City of Norman for various public facilities or commercial development. A Steering Committee has been appointed to consider this proposal, and funding was included in the FYE 2015 budget for a study of potential developments or uses of the property.

## Norman Comprehensive Land Use Plan Update

The City of Norman has not undergone a holistic update to its Comprehensive Land Use Plan in over ten years. Funding is included in the FYE 2016 capital budget for this update, which will involve extensive citizen input, discussion and professional guidance from City staff and planning consultants. The updated Comprehensive Land Use Plan will incorporate direction from the ongoing Center City Initiative, the recently-completed Norman Comprehensive Transportation Plan, and other studies.

## 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 is driven in large part by major capital projects.

*On January 13, 2015, the voters of Norman approved a water rate increase* for the first time in over nine years (the Norman City Charter requires a majority vote of the people to raise utility rates). The new rate structure will enable the Norman Water Utility 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 rate structure is designed to encourage water conservation by charging higher incremental rates to larger water users. Revenues from the new rates will also enable the Water Utility to *add additional water supplies* through the construction of additional ground water wells and the purchase of additional water on a year-round basis from the Oklahoma City Water Trust.

The fiscal year 2015-2016 Water Fund budget anticipates preliminary and final design of the plant improvements and water well siting and land acquisition. Major capital expenditures for the treatment plant and water well construction are anticipated in FYE 2017.

### Norman Water Reclamation (Wastewater) Utility

*Major improvements are underway at the Norman Water Reclamation Facility.* 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.

### 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 underfunded its fleet replacement needs. Addressing these needs will require increased sanitation rates.

## CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2016 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, and this is the primary source of revenue for the Capital Fund. By Council budget policy, these dedicated capital sales tax funds are set aside according to the following formula:

- 38% for pay-as-you-go capital projects
- 27% for capital outlay
- 25% for street maintenance
- 5% for maintenance of existing facilities
- 5% for contingency

The FYE 2016 capital budget continues major themes of ongoing street maintenance and maintenance of existing City facilities. The Capital Budget document gives detailed information on all programmed capital projects. As previously discussed, there will be a need to re-allocate some capital project funds to address the road, bridge, culvert and drainage infrastructure needs created by the May 2015 flooding events. It is anticipated that some projects will be delayed until reimbursement revenues are received and re-allocated to the original projects.



## CITY COUNCIL BUDGET ACTIONS – ADOPTION OF THE FYE 2016 BUDGET

The City Manager's Proposed Budget was presented to the City Council in a series of public study sessions on April 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>. The Council continued its consideration and discussion of budget-related issues leading up to the Public Budget Hearing held at the May 26<sup>th</sup> Council meeting. Final consideration of the budget was held on June 9, 2015 and the budget was adopted with the following amendments:

1. Capital Fund allocations were **increased by a net of \$158,505** to add funding for the replacement of the roof on the historic Norman Train Depot (+125,000); fund participation in development of a Central Oklahoma Regional Transportation Authority (+62,764); purchase fast-water rescue boats and related equipment (+78,650); for an up-to-date space allocation study for the Norman Municipal Complex, related to the NORMAN FORWARD library and senior center proposals (+\$65,000); re-allocate funding from traffic calming facilities and equipment to park facility projects; and reduce funding allocations for a Firearms Berm Renovation Design project (-\$120,000); and a 168<sup>th</sup> Avenue N.E. road improvement project, which was funded in FYE 2015 (-\$52,909).
2. Water Reclamation Fund allocations were **reduced by \$600,000** (-\$600,000) and Parkland Development Fund allocations were **reduced by \$40,000** (-\$40,000) to correct for double-counting of capital projects.
3. Public Safety Sales Tax Fund allocations were **increased by \$1,680** for wireless connectivity charges related to the new mobile data terminal program.

### SUMMARY

The fiscal year 2015-2016 budget is a "starting point" in many ways. The General Fund has operated on a break-even basis recently, but future trends would indicate that changes will be needed to continue to provide adequate service levels. Major capital programs are underway or are about to start in the utility enterprises and in bond or grant-funded street, drainage and bridge projects, but major infrastructure demands remain unfunded, particularly in the storm drainage area and in repairing damage to roads, bridges and drainage facilities created by the May, 2015 flooding events. The City's TIF fund investment in the University North Park development seems poised to result in many of the regional attractions that were originally envisioned. The comprehensive planning processes that we will undertake in 2015-2016 promise to guide Norman in any number of different ways in the future. The NORMAN FORWARD initiative proposes to move the City in many new directions, if it is approved by the voters of Norman. We are at a challenging point in time for our city, but at an exciting beginning in many ways.

The Council has provided clear direction in the way that this budget should be managed. We will carry out your directions to meet the challenges before us and we look forward to working with you to meet those challenges. We look forward to the additional tasks of educating the public about these challenges and our financial needs to continue to provide general services to our citizens and utility services to our enterprise customers.

**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 119,362 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.

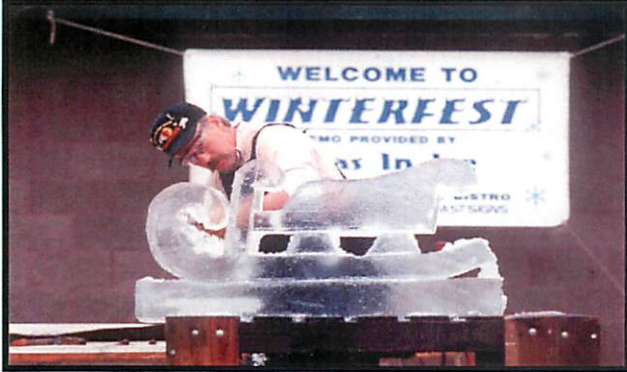
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman 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 24,044.

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.

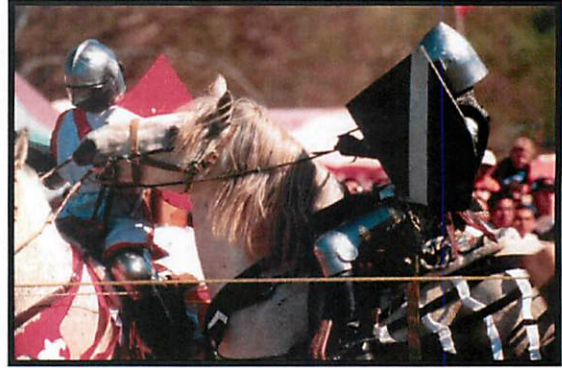
Norman's rich history plays an important role in citizen's lives and we continually make our history book more exciting with each passing year.

## 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 Winterfest in December and the Chocolate Festival held in February.



Winterfest in December



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June Festival



Earth Day Festival in April



Midsummer Night’s Fair held in July

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

## 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



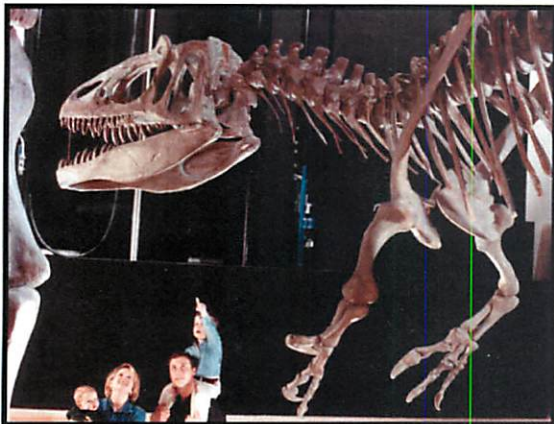
Owen Field and Oklahoma Memorial Football Stadium



Easter Egg Hunt at Andrew's Park



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reave's Park

Photos courtesy of Norman Convention & Visitor's Bureau

## Community Profile

### Municipal Parks and Recreation



Community & Special Use centers	10
Number of developed parks	62
Developed park acreage	982.85
Number of undeveloped parks	5
Undeveloped park acreage	169.75
18-hole golf courses	1
Disc golf courses	4
Swimming pools	5
Sprayground / Water Playground	2
Waterslides	2
Tennis courts	19
Skate park	1
Competition baseball / softball fields	32
Competition Soccer fields	17
Neighborhood practice baseball fields	27
Neighborhood soccer practice goals	25
Recreational football fields	4
Outdoor half-court basketball courts	27
Outdoor full-court basketball courts	7
Recreational / Fishing Ponds	8
Dog Parks	1
Miles of Walking Trails	13.8

### Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
2006	109,323	23,089	30.0	12,736	3.9
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	5.0
2011	113,169	28,603	30.2	14,644	4.5
2012	114,451	28,193	29.4	15,022	4.1
2013	119,151	25,316	29.1	15,129	4.2
2014	117,528	n/a	n/a	15,601	3.5
2015	119,362	n/a	n/a	15,819	3.1

Sources:

- (1) 2006-2009 and 2011-2014 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2015 Estimated – City of Norman Finance Department
- (2) 2006-2013 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate
- (3) 2006-2013 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, 2015 – First two months of calendar year 2015

N/A – Information not currently available

**Community Profile**

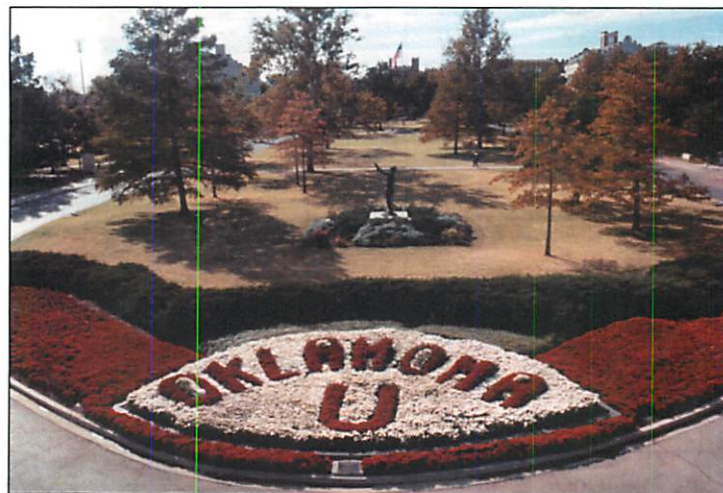
**Facilities and services not included in the reporting entity:**

**Hospitals:**

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

**Education (2014-2015 School Year):**

Total school enrollment – Norman Public Schools	15,819
Number of elementary schools	17
Number of elementary students	7,776
Number of elementary school instructors	585
Number of secondary schools	6
Number of secondary school students	8,043
Number of secondary school instructors	483
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

**Major Employers in Norman**

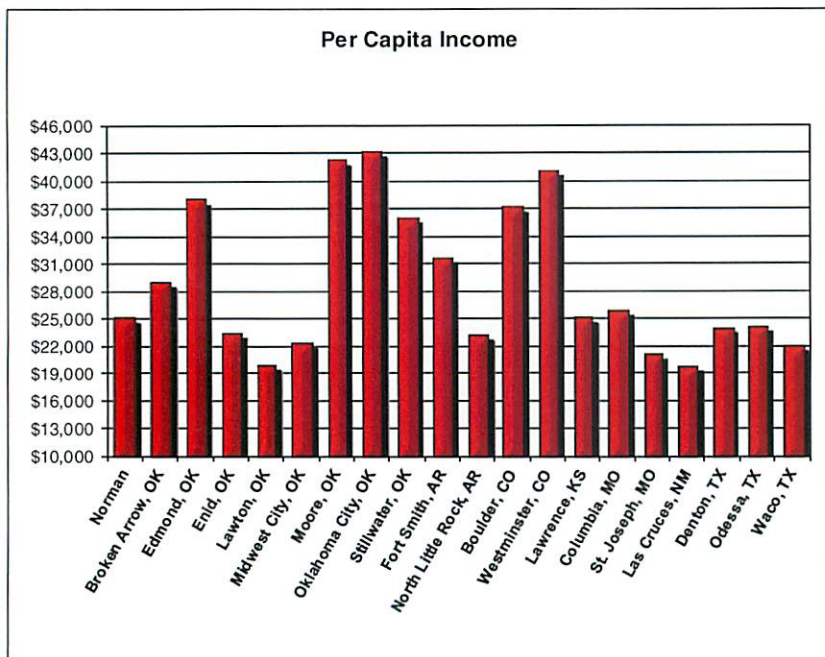
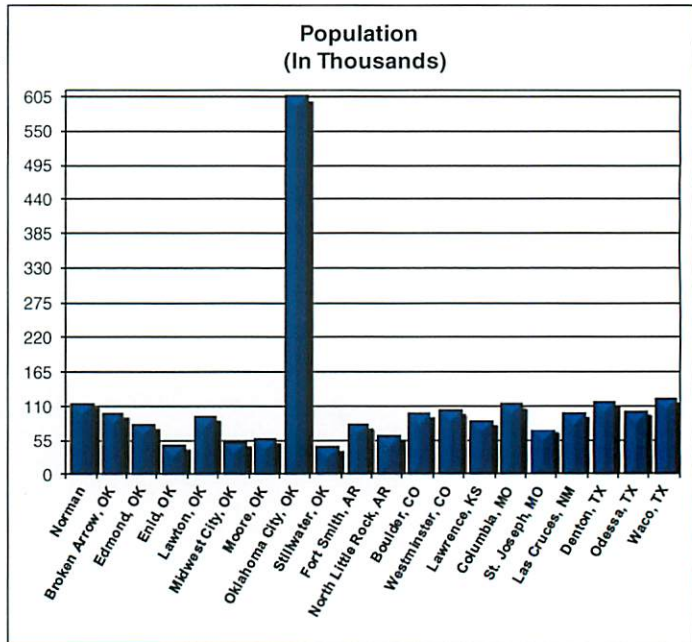
<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	12,446
Norman Regional Hospital	Medical Services	2,962
Norman Public Schools	Education Services	1,880
York International / Johnson Controls	Heating / Air Conditioning	950
City of Norman	Government Services	848
NOAA National Severe Storm Laboratory	National Weather Services	550
Hitachi	Computer Products	526
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	506
USPS National Center for Employee Development	Government Services	407
Oklahoma Veterans' Center – Norman Division	Medical Services	400
Sysco	Food Service Distributor	320
Sitel	Business Process Outsourcing	279

INTER-CITY BENCHMARK COMPARISONS

For purposes of comparative analysis, Norman compares (“benchmarks”) itself to 19 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>119,362</b>	<b>29.1</b>	<b>189.5</b>
Broken Arrow, OK	103,500	35.7	56.0
Edmond, OK	85,190	35.0	87.0
Enid, OK	49,379	36.5	73.9
Lawton, OK	98,376	29.7	75.1
Midwest City, OK	54,371	35.2	28.0
Moore, OK	59,407	32.0	21.6
Oklahoma City, OK	609,516	34.6	621.2
Stillwater, OK	47,186	23.7	28.0
Fort Smith, AR	86,209	35.0	92.4
North Little Rock, AR	66,075	35.9	54.6
Boulder, CO	103,166	28.4	25.8
Westminster, CO	108,807	35.8	35.0
Lawrence, KS	90,811	26.7	34.8
Columbia, MO	117,364	26.6	64.5
St. Joseph, MO	76,729	35.6	44.0
Las Cruces, NM	103,163	31.1	77.0
Denton, TX	120,945	29.5	97.4
Odessa, TX	107,158	31.2	45.9
Waco, TX	126,217	28.4	105.0



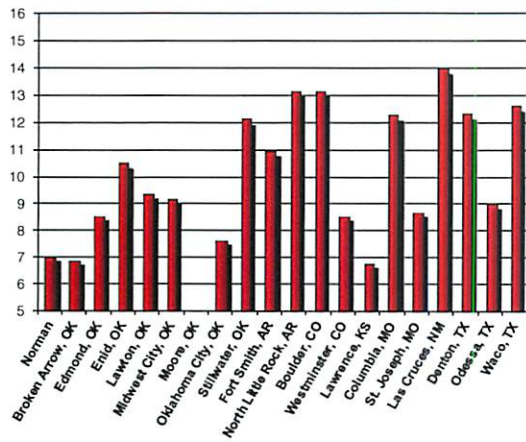
City	Per Capita Income
<b>Norman</b>	<b>\$25,316</b>
Broken Arrow, OK	\$29,103
Edmond, OK	\$38,124
Enid, OK	\$23,501
Lawton, OK	\$20,040
Midwest City, OK	\$22,451
Moore, OK	\$42,451
Oklahoma City, OK	\$43,343
Stillwater, OK	\$36,186
Fort Smith, AR	\$31,782
North Little Rock, AR	\$23,282
Boulder, CO	\$37,286
Westminster, CO	\$41,213
Lawrence, KS	\$25,322
Columbia, MO	\$26,110
St. Joseph, MO	\$21,201
Las Cruces, NM	\$19,923
Denton, TX	\$24,089
Odessa, TX	\$24,358
Waco, TX	\$22,078



CITY OF NORMAN

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
<b>Norman</b>	<b>15,819</b>	<b>3.10%</b>	<b>Oklahoma Gas &amp; Electric (OG&amp;E), Wal-Mart/Sam's Club, Links at Norman</b>
Broken Arrow, OK	28,404	4.20%	Public Service Company, Wal-Mart Stores Inc., Flight Safety International
Edmond, OK	23,484	3.70%	Southwestern Bell, Oklahoma Natural Gas (ONG), SCI Bryant Square Fund
Enid, OK	7,858	2.70%	Advance Pierre Foods, ADM Grain & Milling, Oklahoma Gas & Electric (OG&E)
Lawton, OK	14,730	6.50%	PSO, Republic Paper, SW Medical Center
Midwest City, OK	13,542	4.30%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), GS Legacy Corner, LLC
Moore, OK	22,899	3.20%	Oklahoma Gas & Electric (OG&E), Inland Diversified Shops at Moore, Greens at Moore
Oklahoma City, OK	45,745	3.60%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores, Inc.
Stillwater, OK	6,212	4.80%	Breckenridge Group Stillwater OK, LLC, The Links at Stillwater, Lakeview Point
Fort Smith, AR	14,048	7.70%	Mortgage Clearing Corp., Lereta LLC, Corelogic Tax Services LLC
North Little Rock, AR	not available	5.70%	not available
Boulder, CO	14,074	3.90%	IBM Corp., Public Service Co. of Colorado, Macerich Twenty Ninth Street, LLC
Westminster, CO	not available	6.00%	not available
Lawrence, KS	11,941	5.10%	Westar, Wal-Mart, Black Hills
Columbia, MO	17,905	3.50%	Union Electric, Shelter Insurance, TKG Biscayne LLC
St. Joseph, MO	11,244	5.50%	Missouri American Water Co., Boehringer Ingelheim Animal Health, Belt Highway Investment
Las Cruces, NM	31,001	6.90%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	25,775	4.00%	Columbia Medical Center of Denton (Denton Regional Hospital), Paccr, Inc., Target Corp.
Odessa, TX	30,450	3.40%	Odessa Regional Medical Center, Midland Investors LLC, BJ Services Company USA
Waco, TX	15,254	6.70%	Mars Chocolate - North America, Coca Cola Company, L-3 Platform Integration

Employees Per 1,000 Citizens



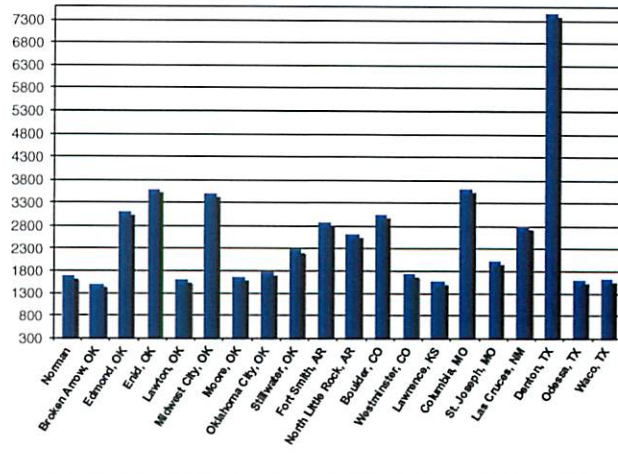
City Full-Time & Permanent Part-Time Budgeted Positions Employees Per 1,000 Citizens

City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
<b>Norman</b>	<b>848</b>	<b>7.1</b>
Broken Arrow, OK	721	7.0
Edmond, OK	731	8.6
Enid, OK	519	10.5
Lawton, OK	925	9.4
Midwest City, OK	500	9.2
Moore, OK	303	5.1
Oklahoma City, OK	4,672	7.7
Stillwater, OK	573	12.1
Fort Smith, AR	945	11.0
North Little Rock, AR	870	13.2
Boulder, CO	1,359	13.2
Westminster, CO	933	8.6
Lawrence, KS	804	6.8
Columbia, MO	1,442	12.3
St. Joseph, MO	670	8.7
Las Cruces, NM	1,445	14.0
Denton, TX	1,491	12.3
Odessa, TX	967	9.0
Waco, TX	1,593	12.6

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

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
<b>Norman</b>	<b>\$195.66</b>	<b>\$205.02</b>	<b>\$1,718</b>
Broken Arrow, OK	\$161.34	\$158.71	\$1,533
Edmond, OK	\$221.04	\$268.81	\$3,155
Enid, OK	\$167.55	\$179.99	\$3,645
Lawton, OK	\$134.90	\$160.70	\$1,634
Midwest City, OK	\$150.08	\$192.62	\$3,543
Moore, OK	\$100.84	\$100.84	\$1,697
Oklahoma City, OK	\$1,104.04	\$1,104.04	\$1,811
Stillwater, OK	\$114.14	\$109.13	\$2,313
Fort Smith, AR	\$314.50	\$252.10	\$2,924
North Little Rock, AR	\$175.24	\$176.27	\$2,668
Boulder, CO	\$313.34	\$319.10	\$3,093
Westminster, CO	\$246.07	\$192.53	\$1,770
Lawrence, KS	\$196.67	\$188.00	\$1,602
Columbia, MO	\$399.13	\$430.06	\$3,664
St. Joseph, MO	\$158.32	\$158.32	\$2,063
Las Cruces, NM	\$248.74	\$293.67	\$2,847
Denton, TX	\$908.38	\$907.88	\$7,507
Odessa, TX	\$174.40	\$176.23	\$1,645
Waco, TX	\$209.19	\$209.19	\$1,657

Expenditures Per Capita Income



## Government Facilities and Service Statistics

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**Year of Incorporation: 1891**

Form of Government: Council / Manager

**Area in square miles**

189.5

**General Obligation Debt Rating (Moody's rating)**

AA2

**Number of Employees (excluding police and fire):**

Union

294

Non-Union

149



**Fire Protection:**

Number of Stations

9

Number of fire personnel

163

Number of calls answered (for 2014)

12,370

Number of inspections conducted (for 2014)

2,956

**Police Protection:**

Number of stations (includes Norman Investigations Center)

2

Number of police personnel (includes emergency communications staff)

242

Number of patrol units

117

Physical arrests (for 2014)

6,095

Traffic violations (for 2014) (citations issued)

18,568

Parking violations (for 2014)

12,422

Number of reported crimes (part one crime index for 2014)

4,405

Calls for service (for 2014)

64,476

**Sewerage System:**

Miles of sanitary sewers maintained by the City

494

Miles of storm sewers maintained by the City

138

Number of treatment plants

1

Daily average treatment in gallons

9,000,000

Design capacity of treatment plant in gallons

12,000,000

**Water System:**

Miles of water mains maintained by the City

590

Number of service connections (includes 841 sprinkler connections)

36,663

Number of fire hydrants

5,812

Daily average production in gallons (for 2014-excluding water purchased from OKC)

13,101,400

Maximum daily capacity of plant in gallons

16,000,000

Number of water wells in operation

30

**Street Maintenance:**

Miles of urban streets maintained by the City

539.1

Miles of rural streets maintained by the City

227.9

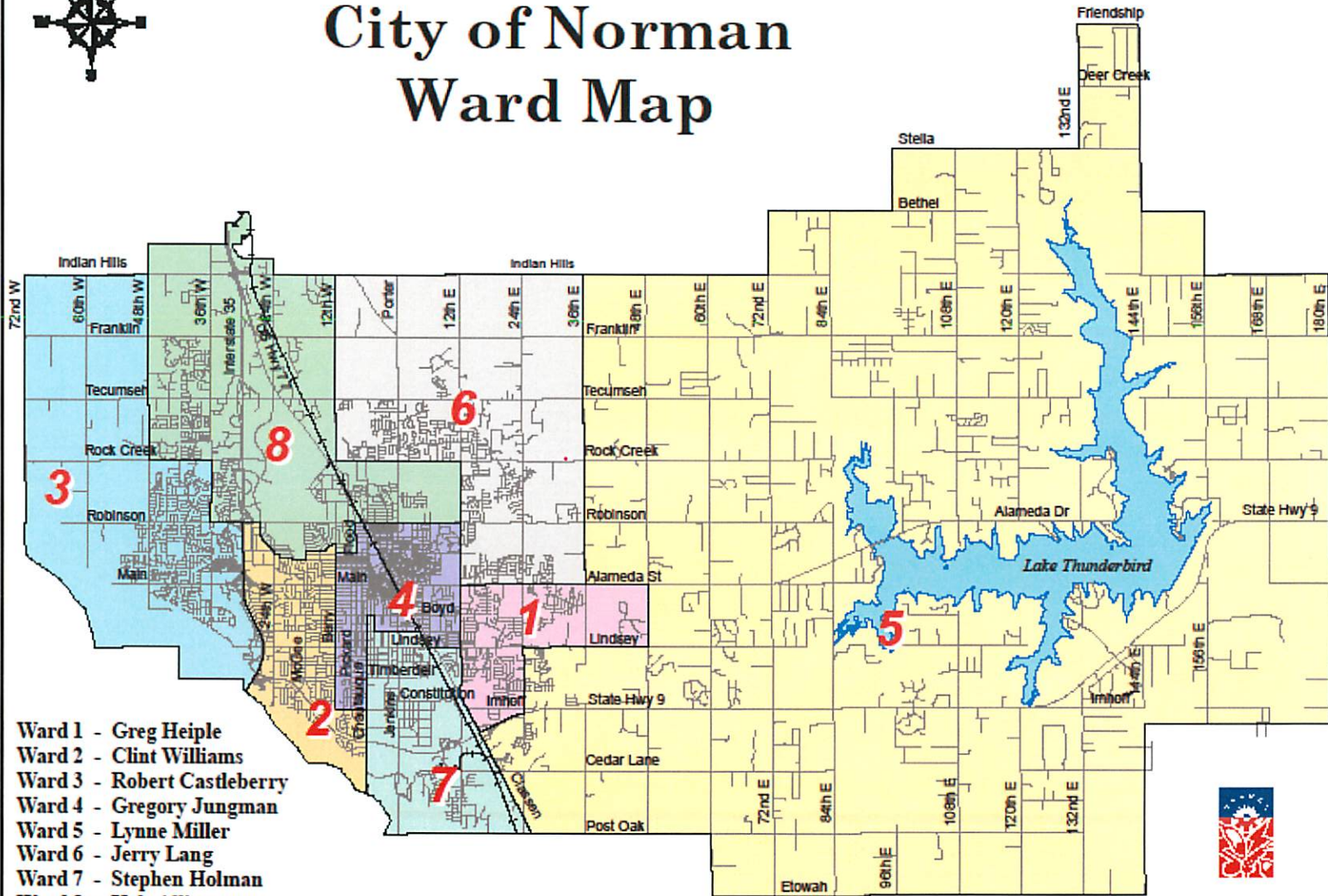
Number of street lights

6,334

Number of signalized locations

244

# City of Norman Ward Map



- Ward 1 - Greg Heiple
- Ward 2 - Clint Williams
- 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

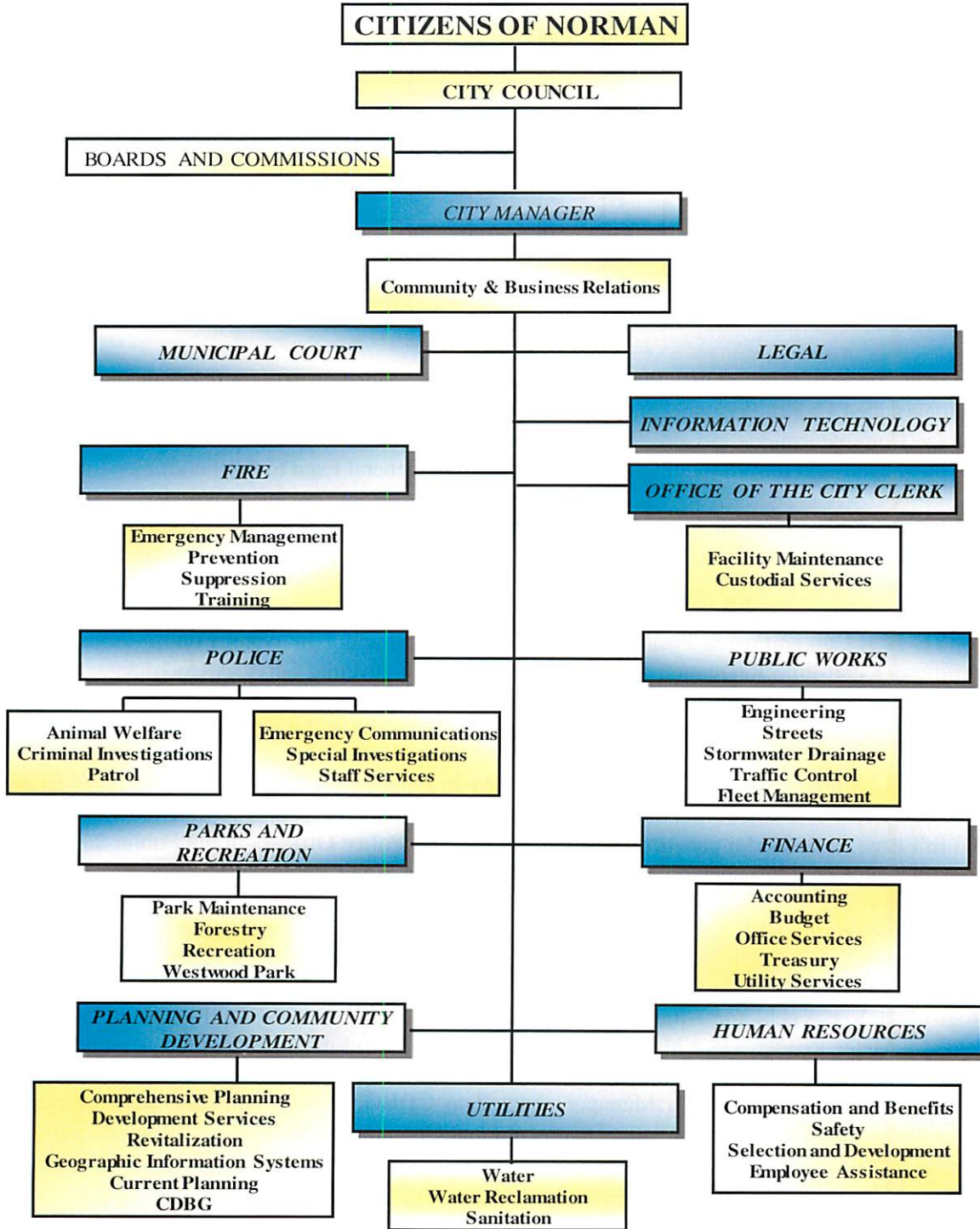
April 3, 2015



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.



CITY OF NORMAN

**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
GENERAL	530	559	568	599	558	601	602	596	599	610
PUBLIC SAFETY SALES TAX	0	0	0	0	45	65	67	69	71	77
RECREATION	18	19	20	20	20	0	0	0	0	0
CDBG	6	6	6	6	6	6	6	6	6	5
SPECIAL GRANTS	0	0	0	0	1	1	1	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	0	0	1	1	0
EMERGENCY COMMUNICATIONS	22	22	22	22	22	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8
WATER	50	50	52	52	52	52	52	51	51	50
WATER RECLAMATION	23	23	23	23	21	21	22	22	22	42
SANITATION	52	53	53	53	51	51	51	51	51	51
RISK MANAGEMENT	0	0	0	0	0	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	25	25	25	25	21	21	21	21	21	1
TOTAL	737	768	780	811	808	830	834	829	834	848

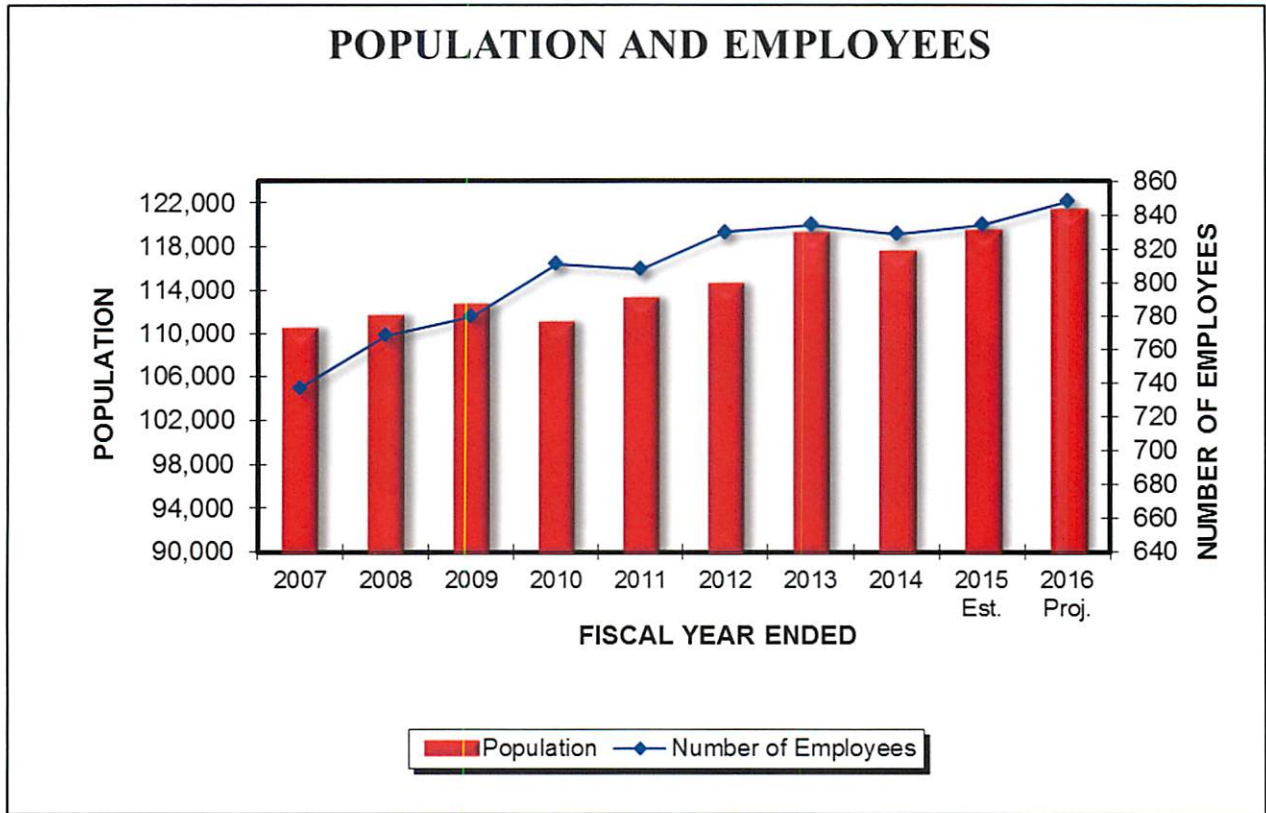
FYE 11 to FYE 12 - Eliminated PT Planning Intern in GIS, added 3 PT Call Takers in Emergency Communications, added 15 Fire Personnel and 5 Police Personnel in the Public Safety Fund. Moved Recreation and Emergency Communications personnel to General Fund per GASB 54 requirements. Started Risk Management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



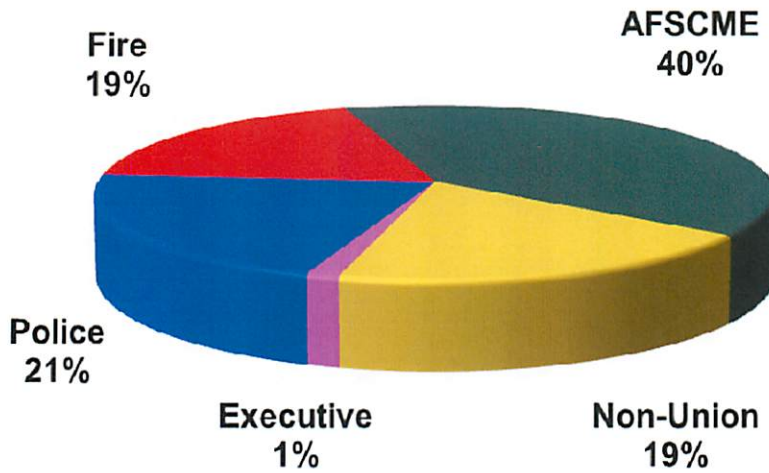
#### Discussion of the Graph

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2016, the City will employ 848 permanent employees, which are 14 more positions budgeted in FYE 2015. Seventy-seven positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 848 personnel, the City is budgeting for 111 more positions than in FY 2007, or an increase of 15.1%. In 2016, the City of Norman's population is projected to be 121,224, an increase of approximately 9.8% from 2007.

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

**BUDGETED POSITIONS BY UNION**

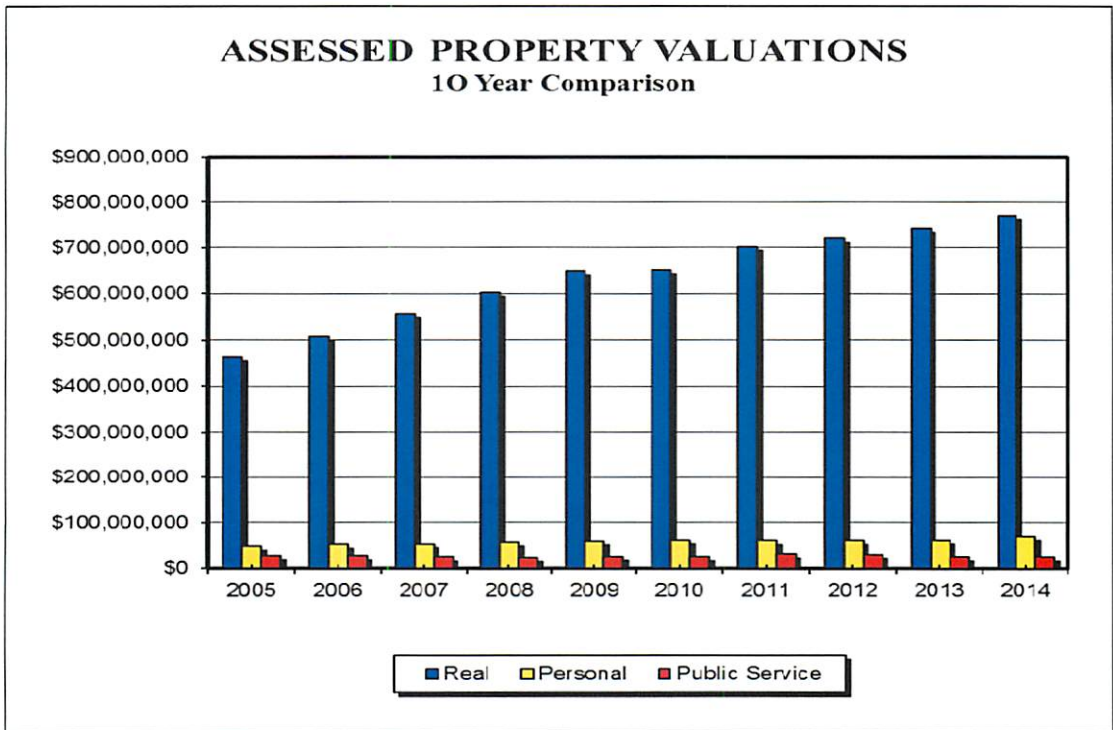
FYE 2016  
848 Total Positions



**Discussion of the Graph**

This graph illustrates the distribution of positions by bargaining unit. In FY 2015-2016, 848 budgeted full-time and permanent part-time employees are ADOPTED for the City of Norman. The majority of personnel (341) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 242 Police Department personnel, of which 177 are members of the Fraternal Order of Police (FOP) union and 46 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 12 Directors and the City Manager of the City of Norman. There are 173 employees that are non-union members including the executive employees.

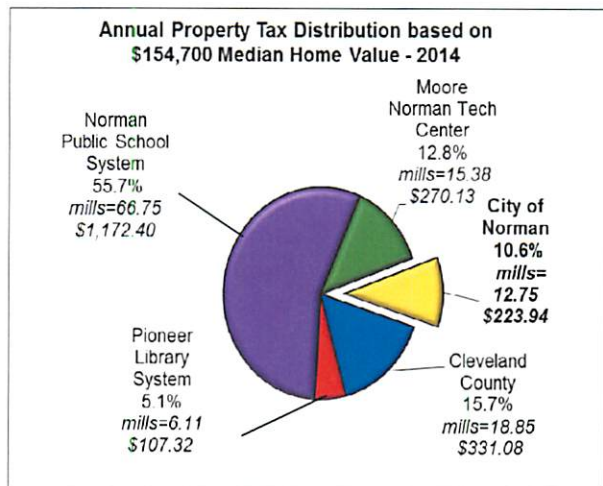




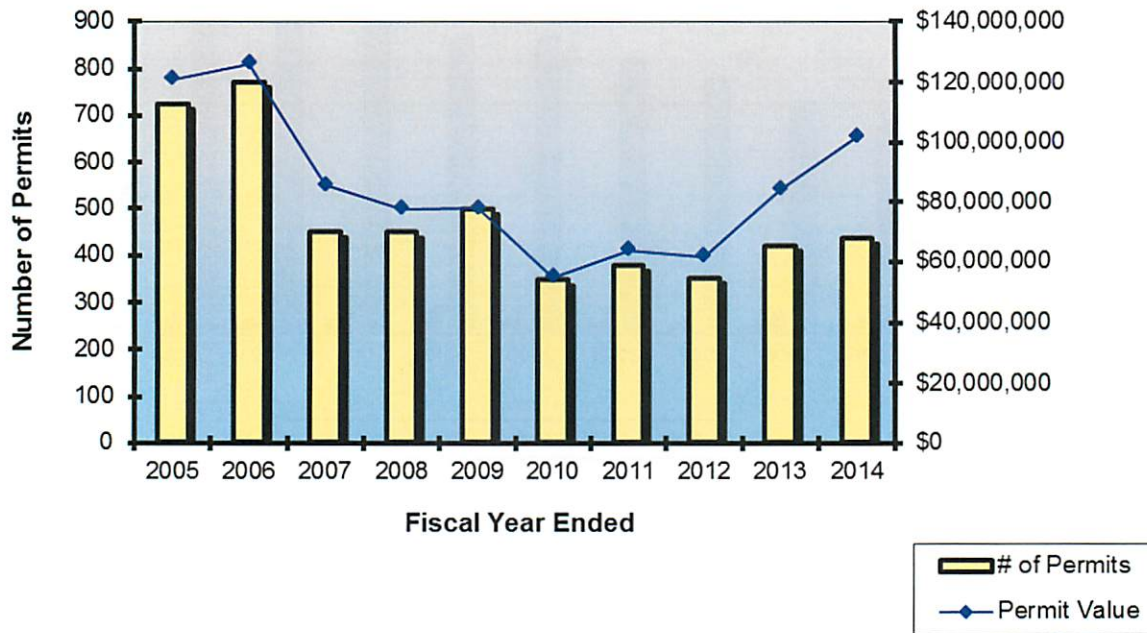
#### Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgments 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 2014 were 12.75 mills or \$10,753,856 which is 1.3% 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.

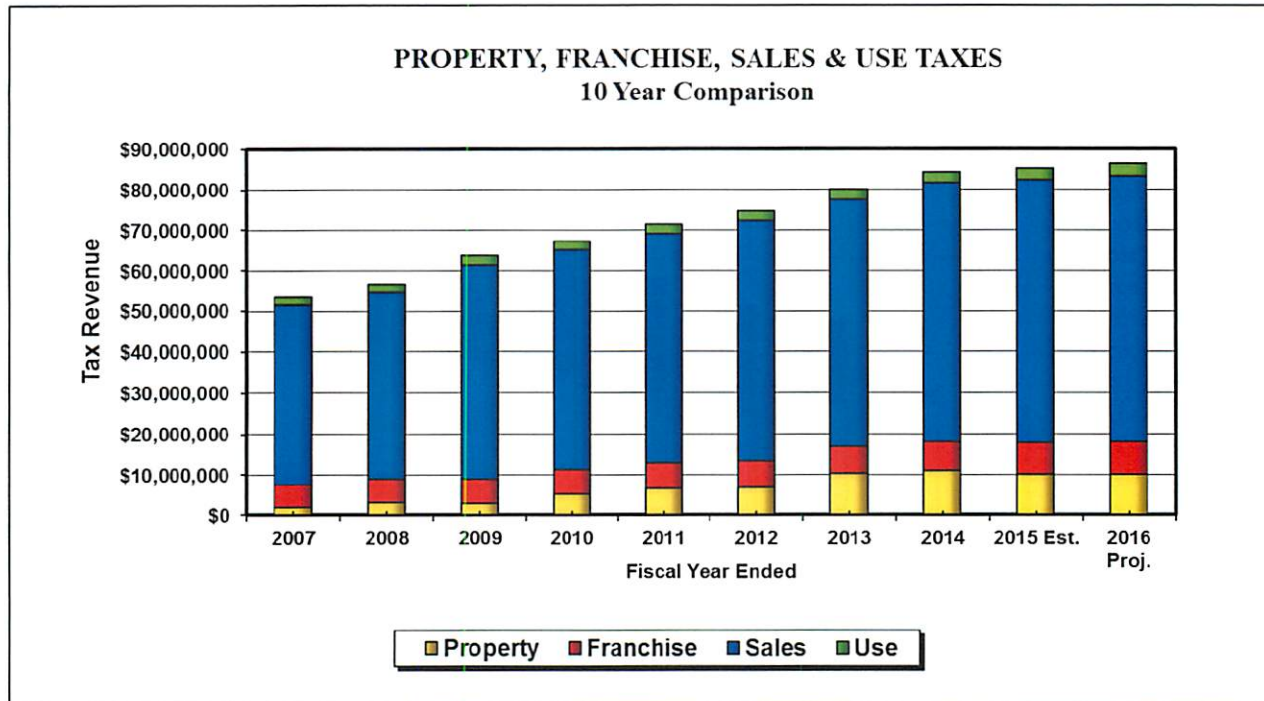


### SINGLE FAMILY CONSTRUCTION 10 Year Comparison



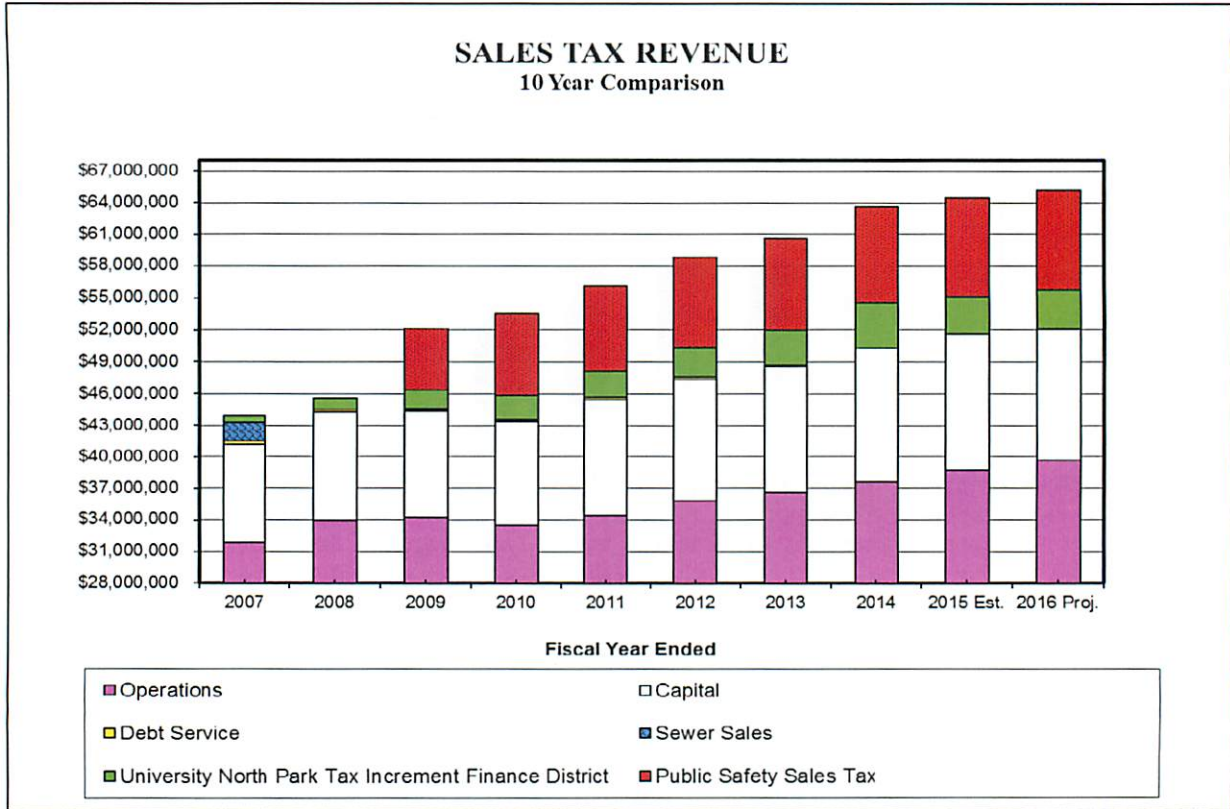
#### Discussion of the Graph

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). The sewer sales tax revenue and tax increment district revenue are included beginning in fiscal year 2002. 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. Sales tax performance is a good indicator of economic trends. Property tax collections indicate an increasing level of bonded indebtedness.

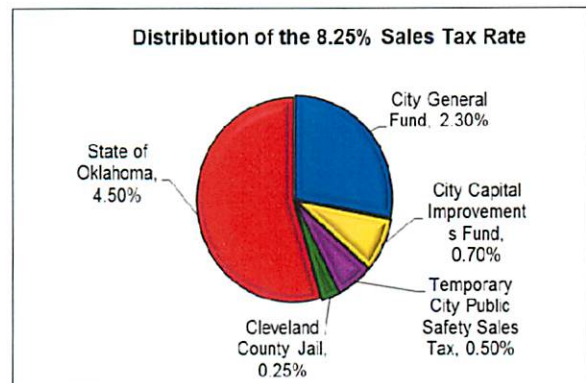


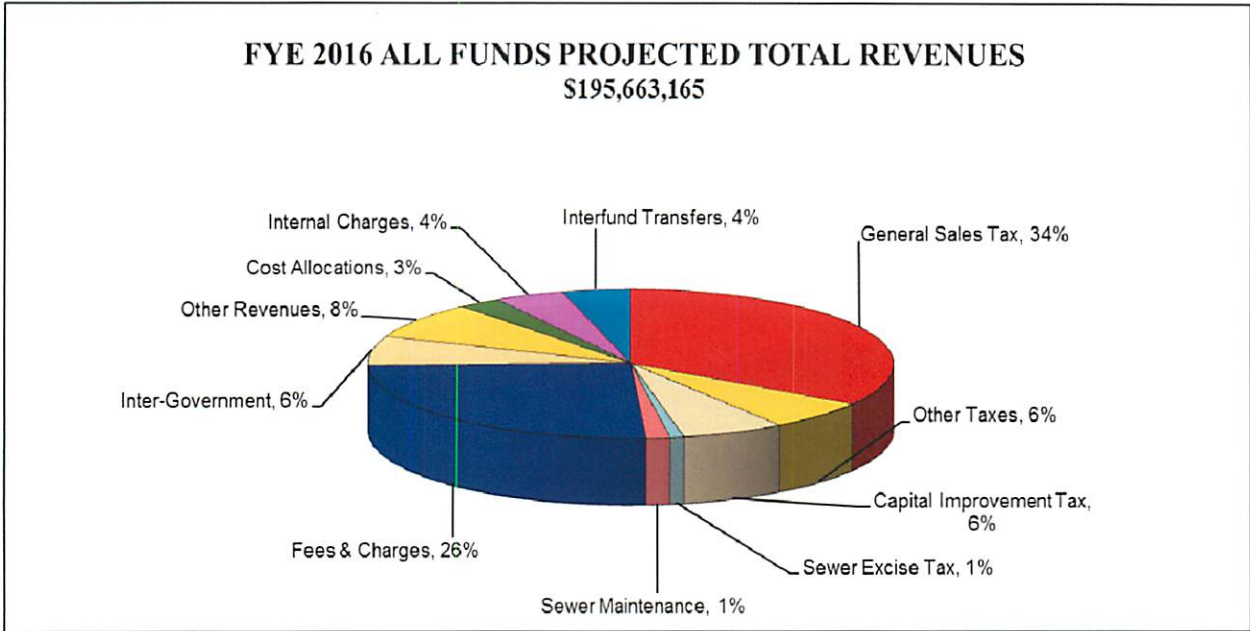
### Discussion of the Graph

The City of Norman currently has a 3.5% sales tax rate which is the primary source of revenue for General Fund operations and capital expenditures. On August 14, 2001 Norman citizens approved a 1/2 percent, 5-year, sewer sales tax dedicated to fund current capital needs in the City's wastewater system. This tax ended September 30, 2006. 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 2013. On May 13, 2008 Norman citizens approved a new 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 will no longer be needed. The bond was completely paid off.

FYE 2016 Projected Figures:

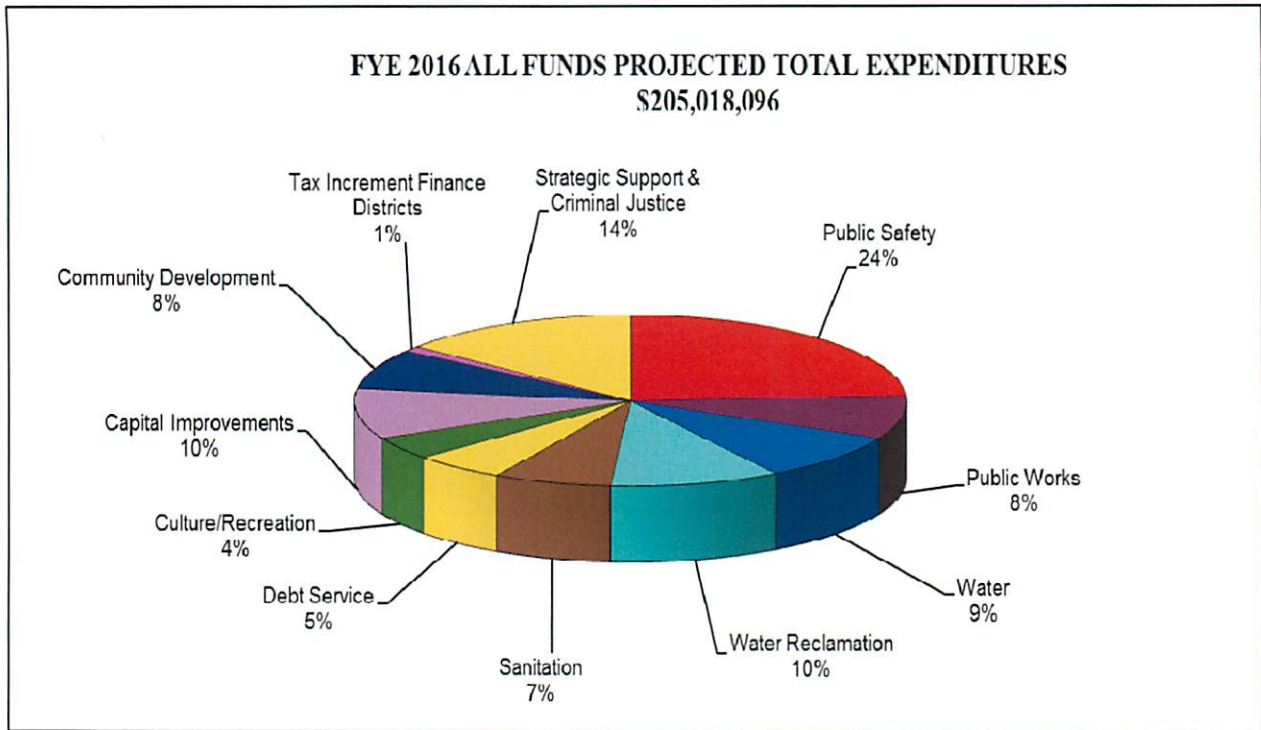
Operations	\$39,667,500
Public Safety	\$ 9,481,250
Capital	\$12,385,500
Tax Increment Finance	\$ 3,641,133
<b>Total</b>	<b>\$65,175,383</b>





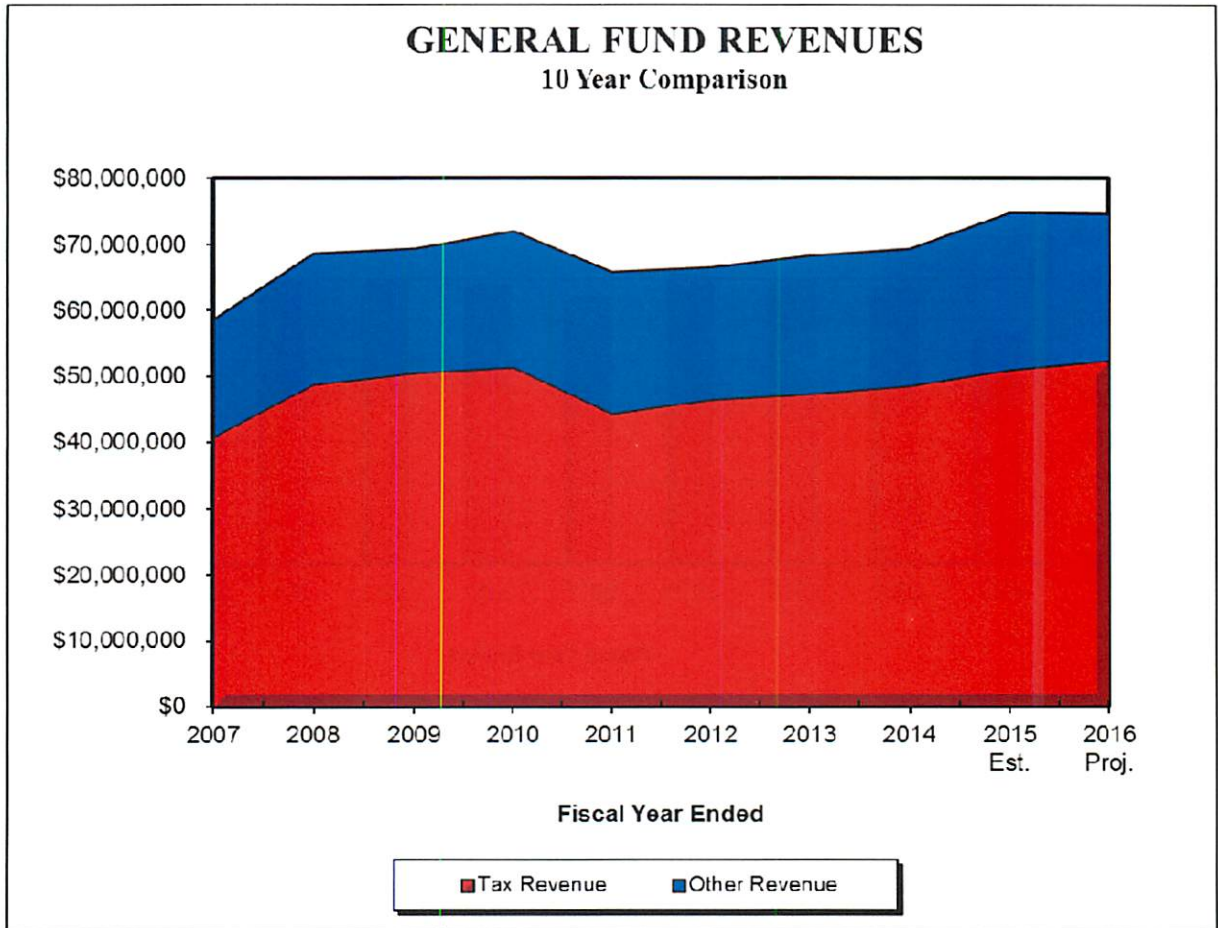
**Discussion of the Graph**

Budgeted revenues for FYE 2016 of \$195,663,165 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.



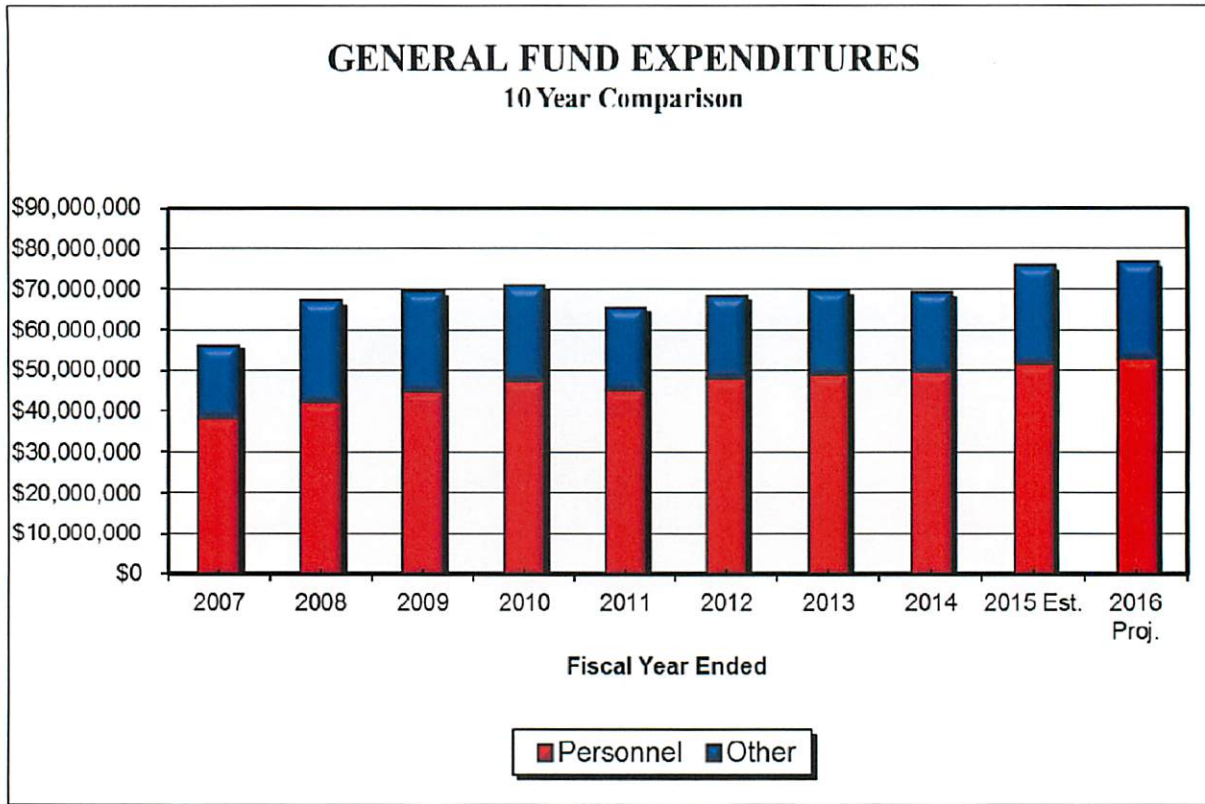
**Discussion of the Graph**

Budgeted expenditures for FYE 2016 of \$205,018,096 are derived from several uses. The largest portion is Public Safety at 24% or \$49,324,788. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Tax Increment Finance is the smallest portion of expenditures at 1% or \$2,103,882.



#### Discussion of the Graph

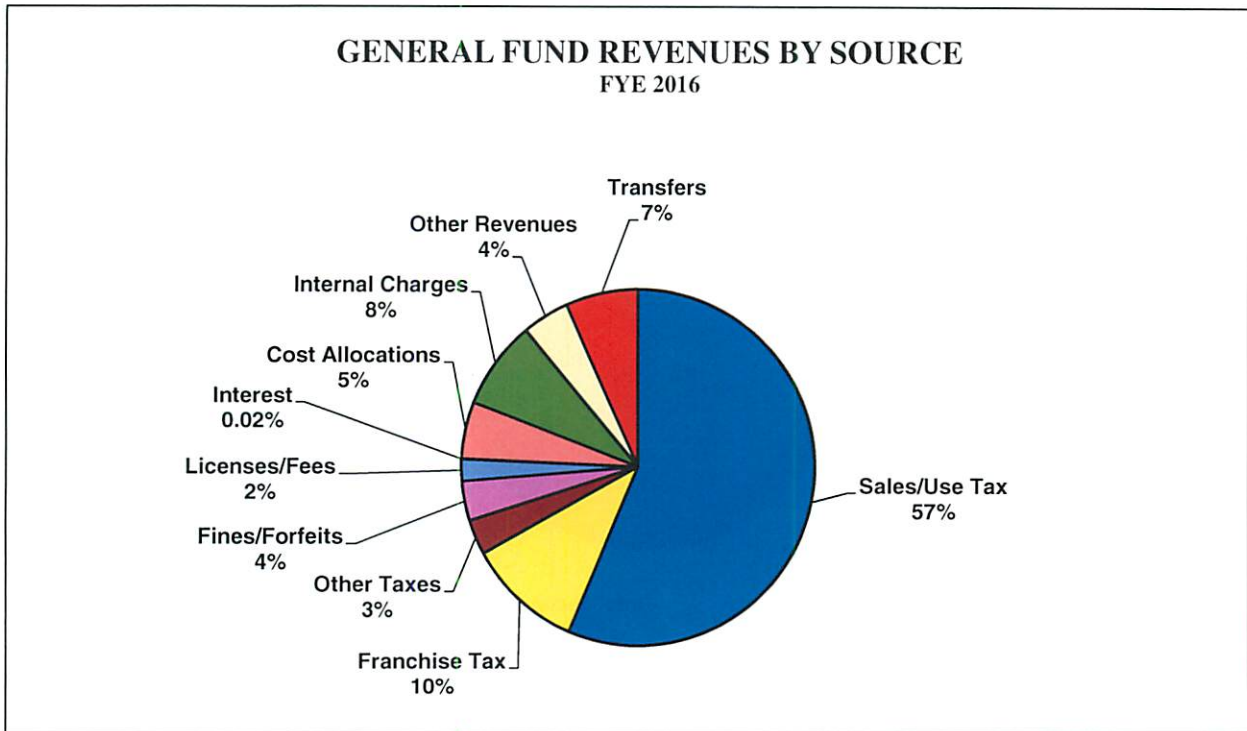
The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2007 to an estimated 68% of total revenues in FYE 2015 and a projected 70% in FYE 2016. The increase in the percent of other revenues in FYE 08 is due to a FEMA reimbursement 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 69% of total General Fund expenditures in FYE 2007 and are projected to comprise about 70% of General Fund expenditures in FYE 2016. The significant increase in the other costs category in FYE 2008 is related to costs associated with a severe ice storm that caused damages in December of 2007 and January of 2008. The FYE 2011 decrease in overall expenditures is due to budget cutbacks that included furloughs, no merit and no cost of living increases for employees, and a reduction in operating budgets. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.

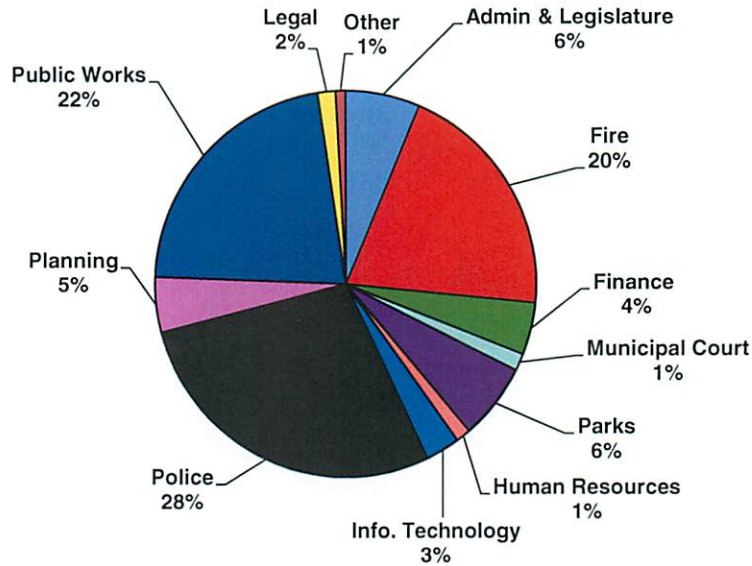




**Discussion of the Graph**

Taxes comprise 70% 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 2016**

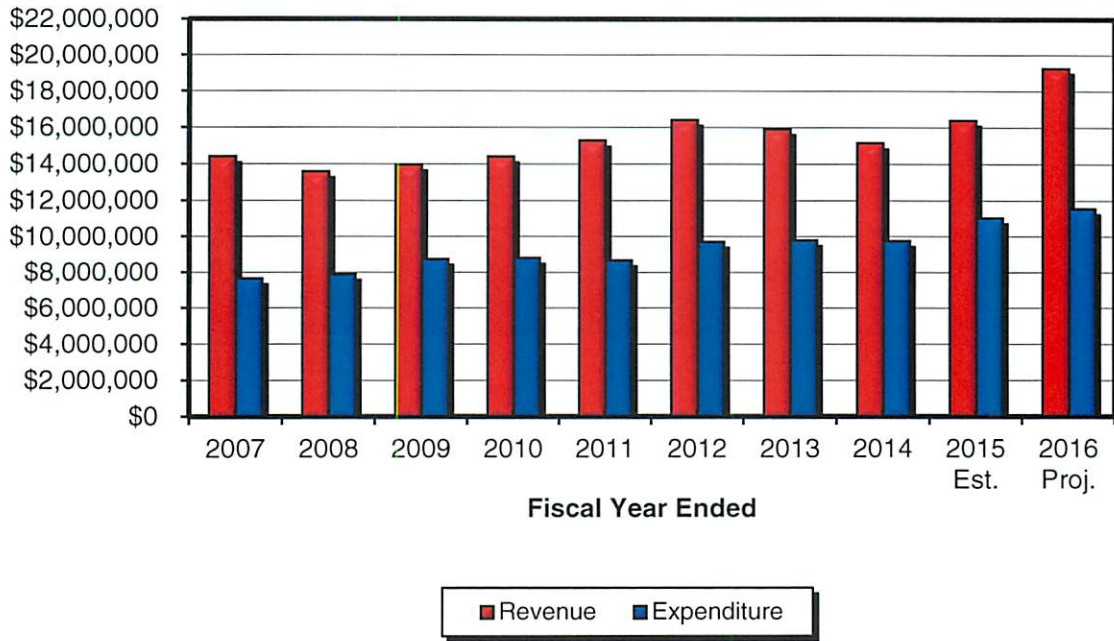


**Discussion of the Graph**

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$21,387,763 or 28% of total General Fund expenditures. This excludes any expenditure from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling \$16,881,233 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 )

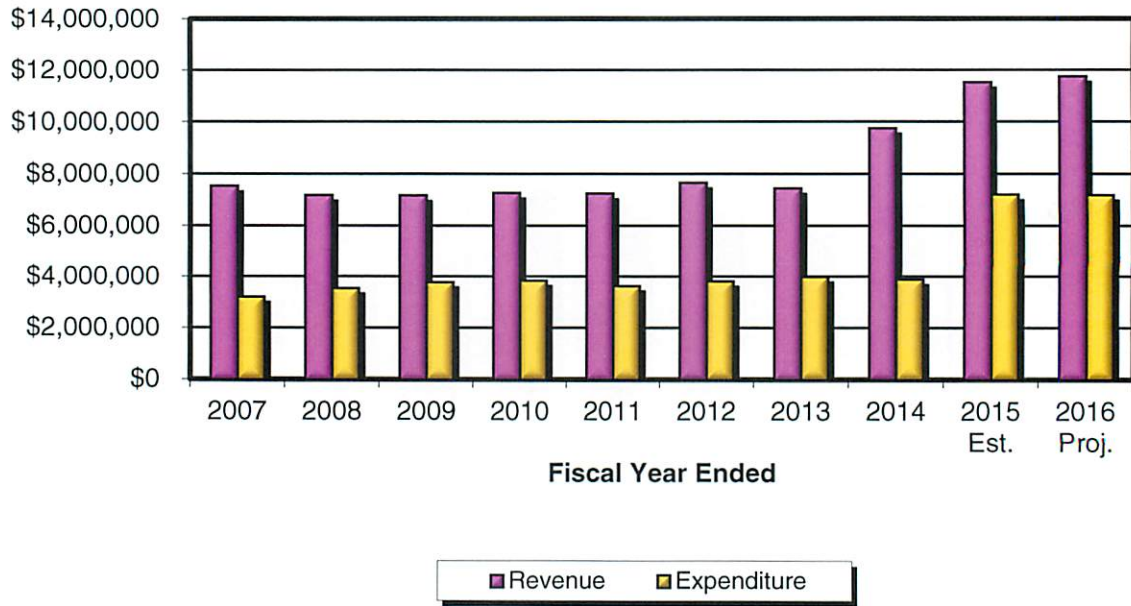
### WATER FUND OPERATIONS 10 YEAR COMPARISON



#### 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.

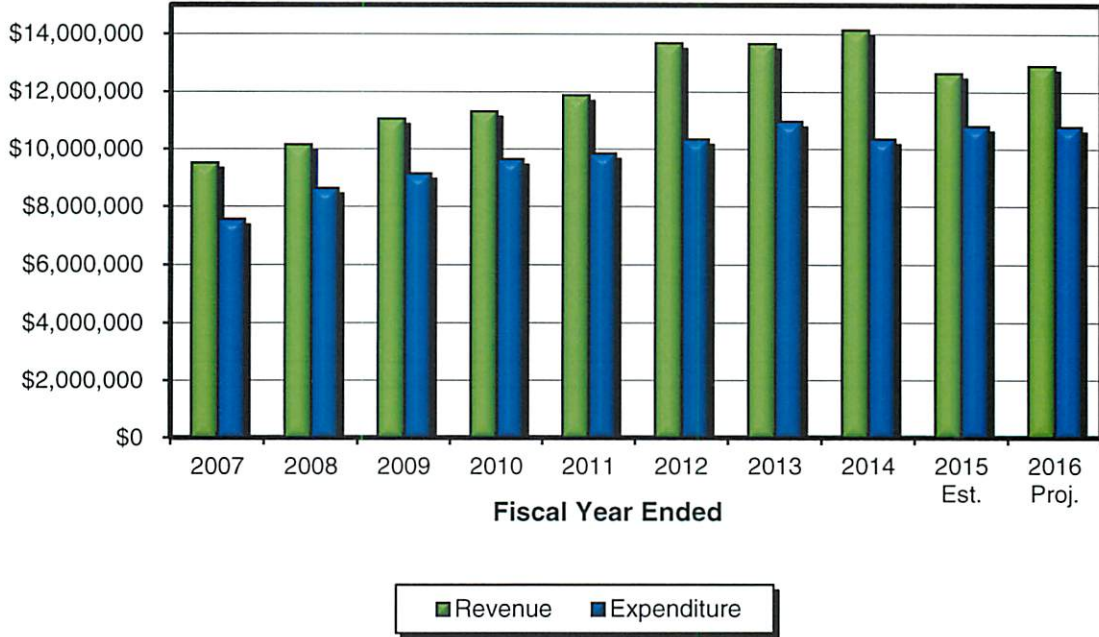
### WATER RECLAMATION FUND OPERATIONS 10 Year Comparison



#### Discussion of the Graph

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

### SANITATION FUND OPERATIONS 10 Year Comparison



#### Discussion of the Graph

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

**CITY OF NORMAN**

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

	<u>FYE13 Actual</u>		<u>FYE14 Actual</u>		<u>FYE 15 Budget</u>		<u>FYE 15 Est.</u>		<u>FYE 16 Proj.</u>
<b>Total Combined Fund Revenues</b>									
Sales Tax	\$ 62,986,827	7.8%	\$ 66,084,459	1.6%	\$ 67,910,213	-1.1%	\$ 67,159,280	1.3%	\$ 68,033,633
Property Tax	11,532,189	-2.4%	12,481,940	-9.8%	11,258,825	0.0%	11,258,825	0.7%	11,333,288
Other Taxes	11,415,110	15.8%	12,341,997	10.9%	13,215,141	3.6%	13,690,641	0.4%	13,741,361
Fees, User Charges & Fines	45,723,733	9.1%	48,282,807	2.0%	49,882,275	-1.2%	49,267,883	7.3%	52,849,786
Federal Funds	2,644,527	-58.2%	2,264,602	175.4%	1,105,036	464.5%	6,237,436	93.9%	12,097,104
State Funds	133,958	-100.0%	139,530	-54.1%	-	0.0%	63,982	-100.0%	-
Interest Income	608,426	11.7%	688,443	2.7%	679,500	4.0%	706,750	0.0%	707,000
Cost Allocations	14,610,135	-65.5%	7,307,232	-31.1%	5,037,743	0.0%	5,037,743	257.6%	18,016,061
Internal Services	7,672,555	14.2%	16,770,350	-47.7%	8,763,066	0.0%	8,763,066	-4.5%	8,370,682
Interfund Transfers	10,237,281	-26.7%	9,755,708	56.1%	7,500,855	103.1%	15,232,026	-45.2%	8,341,492
Bond/Loan Proceeds	30,522,937	-26.2%	14,235,000	571.9%	22,525,000	0.0%	95,650,000	0.0%	-
Other	5,467,708	179.0%	3,745,493	314.5%	15,255,857	1.8%	15,524,541	-86.0%	2,172,758
	<u>\$ 203,555,386</u>	<u>-0.2%</u>	<u>\$ 194,097,561</u>	<u>48.7%</u>	<u>\$ 203,133,511</u>	<u>42.1%</u>	<u>\$ 288,592,173</u>	<u>-32.2%</u>	<u>\$ 195,663,165</u>
<b>Total Combined Fund Expenditures</b>									
Salary / Benefits	\$ 67,432,223	4.9%	\$ 68,793,252	4.0%	\$ 70,707,375	1.2%	\$ 71,552,022	2.1%	\$ 73,033,462
Supplies / Materials	9,249,975	20.5%	9,397,188	15.2%	11,142,692	-2.8%	10,827,108	17.3%	12,703,033
Services / Maintenance	28,937,222	-29.2%	29,665,227	-32.8%	20,473,722	-2.7%	19,922,921	67.5%	33,368,805
Internal Services	4,906,489	7.1%	4,225,714	35.0%	5,254,057	8.6%	5,706,739	-9.1%	5,185,760
Capital Equipment	6,493,852	23.4%	11,085,793	17.2%	8,011,764	62.2%	12,991,355	-46.1%	7,008,695
Capital Projects	27,283,153	49.3%	33,122,891	388.9%	40,730,983	297.6%	161,950,589	-84.6%	24,909,761
Interfund Transfers	10,237,281	-26.7%	9,755,708	56.1%	7,500,855	103.1%	15,232,026	-45.2%	8,341,492
Cost Allocation Charges	4,955,125	1.7%	4,975,793	1.5%	5,037,743	0.3%	5,052,310	3.9%	5,248,662
Federal Grants	2,257,751	-51.1%	2,767,323	132.2%	1,103,628	482.1%	6,424,536	88.3%	12,097,104
Debt Service	12,467,828	41.8%	30,839,056	-43.2%	17,678,550	-1.0%	17,507,097	32.0%	23,105,322
Other	1,988,118	571.1%	2,642,251	410.2%	13,341,691	1.0%	13,480,841	-99.9%	16,000
	<u>\$ 176,209,017</u>	<u>14.1%</u>	<u>\$ 207,270,196</u>	<u>64.3%</u>	<u>\$ 200,983,060</u>	<u>69.5%</u>	<u>\$ 340,647,544</u>	<u>-39.8%</u>	<u>\$ 205,018,096</u>
<b>Net Difference</b>	<u>\$ 27,346,369</u>		<u>\$ (13,172,635)</u>		<u>\$ 2,150,451</u>		<u>\$ (52,055,371)</u>		<u>\$ (9,354,931)</u>

CITY OF NORMAN

**NET CITY BUDGET  
FISCAL YEAR ENDING 2016**

FUND	% TOTAL	FYE 16 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 16 BUDGET	NET FYE 15 BUDGET	% CHANGE
General	37.0%	\$75,834,444	\$0	\$4,637,979	\$0	\$71,196,465	\$69,552,241	2.4%
Public Safety Sales Tax	5.4%	11,063,122	0	370,981	0	10,692,141	8,394,854	27.4%
Community Development	5.9%	12,033,122	0	5,269	0	12,027,853	1,035,756	1061.3%
Special Grants	0.5%	1,083,957	0	0	1,019,975	63,982	64,982	-1.5%
Room Tax	0.9%	1,826,873	91,488	0	203,754	1,531,631	1,609,500	-4.8%
Seizures and Restitutions	0.1%	200,438	0	750	0	199,688	192,898	3.5%
Cleet	0.0%	30,705	0	0	0	30,705	30,505	0.7%
Art In Public Places	0.0%	16,000	0	0	0	16,000	14,000	14.3%
Westwood Park	0.7%	1,532,147	0	52,471	0	1,479,676	1,481,983	-0.2%
Water	9.0%	18,503,036	1,792,321	427,560	861,500	15,421,655	19,330,225	-20.2%
Water Reclamation	7.4%	15,079,351	1,777,809	477,483	524,948	12,299,111	8,379,345	46.8%
Sewer Maintenance	1.4%	2,863,103	0	2,041	0	2,861,062	2,828,812	1.1%
New Development Excise	1.3%	2,678,419	0	0	0	2,678,419	805,397	232.6%
Sanitation	6.9%	14,165,995	1,362,362	2,395,937	0	10,407,696	9,936,629	4.7%
Risk Management	7.5%	15,332,528	0	11	0	15,332,517	14,976,284	2.4%
Capital Improvement	9.5%	19,532,499	0	200	4,830,915	14,701,384	29,927,679	-50.9%
Park Land and Development	0.0%	37,500	0	0	0	37,500	137,500	-72.7%
University North Park TIF	1.0%	2,103,882	224,682	0	0	1,879,200	1,287,476	46.0%
General Debt Service	5.4%	11,100,975	0	0	900,400	10,200,575	9,695,330	5.2%
Arterial Roads Recoupment	0.0%	0	0	0	0	0	0	0.0%
	100.0%	\$205,018,096	\$5,248,662	\$8,370,682	\$8,341,492	\$183,057,260	\$179,681,396	1.9%

CITY OF NORMAN

CITY OF NORMAN, OKLAHOMA  
FISCAL YEAR ENDING 2016 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	\$3,983,935	\$69,683,137	\$5,060,388	\$74,743,525	\$76,634,444	\$0	\$76,634,444	(\$800,000)	\$75,834,444	(1,090,919)	2,893,016
<b>SPECIAL REVENUE FUNDS</b>											
Public Safety Sales Tax	28,027,261	9,917,500	0	9,917,500	11,063,122	0	11,063,122	0	11,063,122	(1,145,622)	26,881,639
Room Tax	236,847	1,829,750	0	1,829,750	1,623,119	203,754	1,826,873	0	1,826,873	2,877	239,724
Seizures and Restitutions	519,361	92,500	0	92,500	200,438	0	200,438	0	200,438	(107,938)	411,423
Fleet	23,699	32,000	0	32,000	30,705	0	30,705	0	30,705	1,295	24,994
Art in Public Places	1,169	16,000	0	16,000	16,000	0	16,000	0	16,000	0	1,169
Park Land and Development	565,223	100,000	0	100,000	37,500	0	37,500	0	37,500	62,500	627,723
Westwood Park	29,768	1,282,949	340,754	1,623,703	1,532,147	0	1,532,147	0	1,532,147	91,556	121,324
Net Revenue Stabilization	3,188,735	15,000	0	15,000	0	0	0	0	0	15,000	3,203,735
<b>GRANT FUNDS</b>											
Community Development	897,796	12,033,122	0	12,033,122	12,033,122	0	12,033,122	0	12,033,122	0	897,796
Special Grants	1,214,913	63,982	1,019,975	1,083,957	63,982	1,019,975	1,083,957	0	1,083,957	0	1,214,913
<b>ENTERPRISE FUNDS</b>											
Water	2,007,279	19,427,390	0	19,427,390	17,699,990	861,500	18,561,490	(58,451)	18,503,039	924,351	2,931,630
Water Reclamation	6,186,250	12,380,479	0	12,380,479	14,601,391	524,948	15,126,339	(46,988)	15,079,351	(2,698,872)	3,487,378
Sewer Maintenance	540	2,884,843	0	2,884,843	2,863,103	0	2,863,103	0	2,863,103	21,740	22,280
New Development Excise	11,723,368	1,900,000	0	1,900,000	2,678,419	0	2,678,419	0	2,678,419	(778,419)	10,944,949
Sanitation	4,540,931	12,950,120	0	12,950,120	14,165,994	0	14,165,994	0	14,165,994	(1,215,873)	3,325,057
<b>INTERNAL SERVICE FUNDS</b>											
Risk Management / Insurance	1,339,904	15,123,924	900,400	16,024,324	15,332,528	0	15,332,528	0	15,332,528	691,796	2,031,700
<b>CAPITAL PROJECTS FUND</b>											
Capital Improvements	11,406,653	12,547,056	1,019,975	13,567,031	14,701,583	4,830,915	19,532,498	0	19,532,498	(5,965,467)	5,441,186
University North Park TIF	12,779,922	4,518,633	0	4,518,633	2,103,881	0	2,103,881	0	2,103,881	2,414,752	15,194,674
Arterial Roads Recoupment	235,163	0	0	0	0	0	0	0	0	0	235,163
<b>DEBT SERVICE FUNDS</b>											
General Debt Service	8,951,391	10,523,288	0	10,523,288	10,200,575	900,400	11,100,975		11,100,975	(577,687)	8,373,704
G. O. Bonds	0	0	0	0	0	0	0		0	0	0
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$97,860,108</b>	<b>\$187,321,673</b>	<b>\$8,341,492</b>	<b>195,663,165</b>	<b>\$197,582,043</b>	<b>\$8,341,492</b>	<b>\$205,923,535</b>	<b>(\$905,439)</b>	<b>\$205,018,096</b>	<b>(\$9,354,930)</b>	<b>\$88,505,177</b>
Less: Interfund Transfers	0	0	(8,341,492)	(8,341,492)	0	(8,341,492)	(8,341,492)	0	(8,341,492)	0	0
Internal Service Charges	0	(8,370,682)		(8,370,682)	(8,370,682)	0	(8,370,682)	0	(8,370,682)	0	0
Cost Allocation Charges	0	(5,248,662)	0	(5,248,662)	(5,248,662)	0	(5,248,662)	0	(5,248,662)	0	0
Total Deductions	\$0	(\$13,619,344)	(\$8,341,492)	(21,960,836)	(\$13,619,344)	(\$8,341,492)	(\$21,960,836)	\$0	(\$21,960,836)	\$0	\$0
<b>NET TOTAL ALL FUNDS</b>	<b>\$97,860,108</b>	<b>\$173,702,329</b>	<b>\$0</b>	<b>173,702,329</b>	<b>\$183,962,699</b>	<b>\$0</b>	<b>\$183,962,699</b>	<b>(\$905,439)</b>	<b>\$183,057,260</b>	<b>(\$9,354,930)</b>	<b>\$88,505,177</b>



CITY OF NORMAN

**TOTAL CITY REVENUES AND OTHER RESOURCES  
FISCAL YEAR ENDING 2016**

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	\$52,352,611	\$5,562,559	\$0	\$25,000	\$1,818,000	\$3,910,810	\$6,014,157	\$5,060,388	\$74,743,525	\$1,090,919	\$75,834,444
Net Revenue Stabilization	0	0	0	15,000	0	0	0	0	15,000	0	15,000
Public Safety Sales Tax	9,867,500	0	0	50,000	0	0	0	0	9,917,500	1,145,622	11,063,122
Community Development	0	0	12,033,122	0	0	0	0	0	12,033,122	0	12,033,122
Special Grants	0	0	63,982	0	0	0	0	1,019,975	1,083,957	0	1,083,957
Room Tax	1,828,250	0	0	1,500	0	0	0	0	1,829,750	0	1,829,750
Seizures and Restitutions	0	77,000	15,000	500	0	0	0	0	92,500	107,938	200,438
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	1,275,449	0	7,500	0	0	0	340,754	1,623,703	0	1,623,703
Water	0	18,543,000	0	120,000	0	764,390	0	0	19,427,390	0	19,427,390
Water Reclamation	0	11,757,017	0	50,000	0	573,462	0	0	12,380,479	2,698,872	15,079,351
Sewer Maintenance	0	2,884,843	0	0	0	0	0	0	2,884,843	0	2,884,843
New Development	1,700,000	0	0	200,000	0	0	0	0	1,900,000	778,419	2,678,419
Sanitation	0	12,709,918	0	30,000	210,202	0	0	0	12,950,120	1,215,875	14,165,995
Capital Improvement	12,385,500	0	0	150,000	11,556	0	0	1,019,975	13,567,031	5,965,468	19,532,499
Park Land and Development	0	85,000	0	15,000	0	0	0	0	100,000	0	100,000
Univesty North Park TIF	4,476,133	0	0	17,500	25,000	0	0	0	4,518,633	0	4,518,633
General Debt Service	10,498,288	0	0	25,000	0	0	0	0	10,523,288	577,687	11,100,975
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0	0
Risk Management / Insurance	0	0	0	0	12,767,399	0	2,356,525	900,400	16,024,324	0	16,024,324
	<u>\$93,108,282</u>	<u>\$52,894,786</u>	<u>\$12,144,104</u>	<u>\$707,000</u>	<u>\$14,848,157</u>	<u>\$5,248,662</u>	<u>\$8,370,682</u>	<u>\$8,341,492</u>	<u>\$195,663,165</u>	<u>\$13,580,800</u>	<u>\$209,243,965</u>
PERCENT TO TOTAL	44.5%	25.3%	5.8%	0.3%	7.1%	2.5%	4.0%	4.0%	93.5%	6.5%	100.0%

CITY OF NORMAN

**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY  
FISCAL YEAR ENDING 2016**

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	\$52,860,771	\$5,032,042	\$10,660,917	\$3,422,735	\$0	\$4,637,979	\$0	\$0	(\$780,000)	\$75,834,444
Public Safety Sales Tax	7,247,573	155,943	273,993	257,112	2,259,675	370,981	0	0	497,845	11,063,122
Community Development	358,346	3,550	673,357	0	10,992,600	5,269	0	0	0	12,033,122
Special Grants	59,482	1,000	3,500	0	0	0	0	1,019,975	0	1,083,957
Room Tax	0	0	1,319,131	0	212,500	0	91,488	203,754	0	1,826,873
Seizures & Restitutions	72,728	11,370	115,590	0	0	750	0	0	0	200,438
CLEET	0	0	30,705	0	0	0	0	0	0	30,705
Art In Public Places	0	0	16,000	0	0	0	0	0	0	16,000
Westwood Park	802,540	117,085	219,297	137,000	0	52,471	0	0	203,754	1,532,147
Water	3,896,750	2,395,778	3,106,996	438,311	3,096,000	427,560	1,792,321	861,500	2,487,820	18,503,036
Water Reclamation	3,132,520	408,167	1,445,847	1,026,932	1,314,000	477,483	1,777,809	524,948	4,971,645	15,079,351
Sewer Maintenance	74,682	475	2,025	0	2,785,000	2,041	0	0	(1,120)	2,863,103
New Development Excise	0	0	1,000	0	0	0	0	0	2,677,419	2,678,419
Sanitation	3,958,861	83,386	2,995,796	1,726,605	1,000,000	2,395,937	1,362,362	0	643,048	14,165,995
Capital Improvement	935,065	0	16,000	0	13,750,319	200	0	4,830,915	0	19,532,499
Park Land & Development	0	0	0	0	37,500	0	0	0	0	37,500
University North Park TIF	0	0	126,656	0	454,767	0	224,682	0	1,297,777	2,103,882
General Debt Service	0	0	0	0	0	0	0	900,400	10,200,575	11,100,975
Risk Management / Insurance	958,531	0	14,373,986	0	0	11	0	0	0	15,332,528
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>\$74,357,849</b>	<b>\$8,208,796</b>	<b>\$35,380,796</b>	<b>\$7,008,695</b>	<b>\$35,902,361</b>	<b>\$8,370,682</b>	<b>\$5,248,662</b>	<b>\$8,341,492</b>	<b>\$22,198,763</b>	<b>\$205,018,096</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 2014 legal debt limit is approximately \$84,344,000, 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 2016

<b>November</b>	<ul style="list-style-type: none"> <li>18 Council Work Session on Capital Budget to identify Council priorities</li> <li>20 Finance Committee meeting to discuss budget process for FYE 2016</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>11 I.T. critical computer replacement list due</li> <li>12 "Budget Kick-Off" - Distribute budget request forms &amp; base budgets to department representatives</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>5 First Draft Capital Project forms due to Planning</li> <li>5-9 Budget Staff meets with individual departments</li> <li>8 Mid-Year Amendments/Adjustments meeting with Council Finance Committee</li> <li>12 All Computer/I.T. related request forms due to Budget for disbursement to I.T.</li> <li>14 Finance/City Manager begin review of reserve/budget policies Health Insurance recommendation</li> <li>26 Base Budget Adjustment Requests due</li> <li>30 Last day to make changes to Base Budgets</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>2 Personnel Adjustment &amp; Fleet Request forms due to Budget</li> <li>New/Expanded Program Request forms due to Budget</li> <li>Revenue projections due to Accounting</li> <li>2nd Draft Capital Project forms due to Planning</li> <li>12 Council Finance Committee meeting for outside agency funding requests</li> <li>16 Preliminary Fund Summaries due</li> <li>23 Fleet Capital Equipment/Vehicle recommendations due to Finance</li> <li>Personnel Adj. recommendations due to Budget from Human Resources</li> <li>Computer Equipment recommendations due to Budget from I.T.</li> <li>24 Council Retreat - Capital Budget (if necessary)</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>2 Updated Dept./Div. Summary forms &amp; Performance Measurement forms due</li> <li>Final Capital Project forms due to Planning (last day to make changes)</li> <li>6 Department Head Retreat to prioritize and rank department requests</li> <li>9-12 City Manager review of all Funds</li> <li>City Manager meets with department heads to review budget</li> <li>16 Finance begins compilation of budget data</li> <li>27 City Manager wrap up and proposal of budget</li> <li>Last day to make changes / additions to operating budget</li> <li>Capital Project Schedules due to Finance from Planning</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>9 Preliminary Budget to Print Shop</li> <li>10 Council &amp; Staff receive preliminary budget document</li> <li>14 Council Study Session - Overview, General Fund and Special Revenue Funds</li> <li>21 Council Study Session for Enterprise Funds</li> <li>28 Council Study Session for Capital Funds</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>19 Publish budget summary in newspaper announcing Public Hearing</li> <li>26 Public Hearing at Council meeting</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>2 Council Study Session (if necessary)</li> <li>9 Council considers budget for adoption</li> <li>19 Final Budget to Print Shop for printing/binding</li> <li>26 File budget with Excise Board &amp; State Auditor</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>1 Beginning of Fiscal Year Ending 2016</li> </ul>

**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.



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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).

## 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		
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 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%
Cox Communications Cable	5%
Cox Communications Telephone	2%
Oklahoma Electric Cooperative	5%

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

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

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

CITY OF NORMAN

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

FYE 16 Budget

The Fiscal Year Ending June 30, 2016 (FYE 16) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 3,983,935
Current Revenues & Interfund Transfers	<u>74,743,525</u>
Total Available Resources	78,727,460
Current Expenditures & Interfund Transfers	<u>(75,834,444)</u>
Estimated Ending Fund Balance	\$2,893,016

In the City's Comprehensive Annual Financial Report, (page 72) for Fiscal Year ending June 30, 2014, 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, 2014	\$ 2,908,049
Encumbrances outstanding	<u>2,152,744</u>
Fund summary cash balance (see page 56)	5,060,793
Current year accruals	5,523,841
Rainy Day Fund Balance	<u>2,554,595</u>
Total fund balances – fund balance sheet, June 30, 2014	\$ 13,139,229

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 16 sales tax is being projected at a 2.5% increase over estimated FYE 15 collections, and a slight increase of 0.04% from the FYE 15 Budget. Other revenues such as use tax, franchise fees, and other taxes are projected at a 3% increase from FYE 15 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 15 estimated figures. Fines and forfeitures are estimated at a 3% increase and service fees and charges are estimated at a 1% increase from FYE 15 estimated figures.

FYE 16 expenditures are projected based on a line-item analysis within each department. Several cost-containment actions have been adopted in the FYE 16 General Fund budget. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but do include merit increases.

A 2% increase in salaries and benefits, a -6.2 % decrease in supplies and materials and a 7.7% increase in services and maintenance cost from FYE 15 estimated figures are proposed for FYE 16. Internal service costs were decreased by -5.7% from the FYE 15 estimated figures. The increases in the services and maintenance category are related mostly to increased costs for computer system maintenance contracts, employee training and consultants.



CITY OF NORMAN

For the FYE 16 General Fund Budget, several positions were changed as follows:

<u>Department / Division</u>	<u>Added Positions</u>
City Clerk/Facility Mtce Admin	Administrative Technician II
Finance / Utility Services	Meter Reader
Finance / Utility Services	Meter Service Representative
Planning / Development Service	Plans Examiner
Police / Animal Welfare	Registered Veterinarian Technician

<u>Department / Division</u>	<u>Deleted Positions</u>
Planning / Revitalization	Revitalization Manager

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

Five Year Outlook

- Sales tax revenues are projected at an increase of 2.5% from FYE 15 Estimate to FYE 16. Projections for FYE 16 through FYE 20 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 15 Estimate to FYE 16 Projected, 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 16 net expenditures represent an approximate 1.6% increase from FYE 15 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 16, except Internal Services, which is projected at a 2% increase after FYE 16. Salaries and Benefits are projected at a 2% increase from FYE 15 to FYE 16 and a 5% annual increase after FYE 16.

Summary

The FYE 16 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by \$1,090,919. Estimated year-end reserves of \$2,893,016 exceed the 3% required operating reserve levels. Future actions will need to be taken to bring ongoing revenues in line with expenditures.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$4,951,712	\$3,189,950	\$5,060,793	\$3,983,935	\$2,893,016	\$2,152,303	\$852,523	(\$1,071,476)
2								
3 Revenues:								
4 Sales Tax	37,561,813	39,653,245	38,700,000	39,667,500	41,333,535	43,069,543	44,878,464	46,763,360
5 State Use Tax	2,146,403	2,119,339	2,400,000	2,472,000	2,546,160	2,622,545	2,701,221	2,782,258
6 Franchise Fees	6,782,746	7,649,089	7,649,089	7,878,562	8,114,919	8,358,366	8,609,117	8,867,391
7 Other Tax	2,141,605	2,266,552	2,266,552	2,334,549	2,404,585	2,476,723	2,551,025	2,627,556
8 Fines/Forfeitures	2,484,104	2,276,457	2,600,000	2,678,000	2,758,340	2,841,090	2,926,323	3,014,113
9 Interest/Investment Income	19,552	12,500	25,000	25,000	25,000	25,000	25,000	25,000
10 Other Revenues	1,758,113	1,516,316	1,800,000	1,818,000	1,836,180	1,854,542	1,873,087	1,891,818
11 License/Permit Fees	1,425,550	1,468,500	1,468,500	1,483,185	1,498,017	1,512,997	1,528,127	1,543,408
12 Service Fees and Charges	1,345,128	1,387,500	1,387,500	1,401,375	1,415,389	1,429,543	1,443,838	1,458,276
13 Cost Allocation Chrgs.	3,710,065	3,665,839	3,665,839	3,910,810	3,949,918	3,989,417	4,029,311	4,069,605
14 Internal Chrgs.	5,684,979	6,101,539	6,101,539	6,014,157	6,134,440	6,257,129	6,382,272	6,509,917
15								
16 Subtotal	65,060,058	68,116,876	68,064,019	69,683,138	72,016,483	74,436,896	76,947,785	79,552,701
17								
18 I/F Transf - Water	651,879	768,529	717,799	861,500	882,363	903,740	925,645	948,090
19 I/F Transf - Wastewater	476,772	514,655	514,655	524,948	535,447	546,156	557,079	568,221
20 I/F Transf - CIP (St Maint)	184,259	239,243	239,243	251,205	263,765	276,953	305,341	
22 I/F Transf - Capital Outlay	2,676,411	3,478,128	4,854,157	3,422,735	3,477,848	3,616,962	3,761,641	3,912,106
23 I/F Transf - PSST Fd	339,291	357,181	357,181	0	0	0	0	0
24 I/F Transf - Insurance	26,326	0	36,741	0	0	0	0	0
25 I/F Transf - Room Tax	12,000	0	0	0	0	0	0	0
26								
27 Subtotal	4,366,938	5,357,736	6,719,776	5,060,388	5,159,423	5,343,811	5,549,706	5,428,417
28								
29 Total Revenue	\$69,426,996	\$73,474,611	\$74,783,795	\$74,743,525	\$77,175,906	\$79,780,707	\$82,497,491	\$84,981,118
30								
31 Expenditures:								
32 Salary / Benefits	49,765,888	51,833,046	51,811,718	52,860,771	55,503,810	58,279,000	61,192,950	64,252,598
33 Supplies/Materials	6,009,001	6,813,058	6,603,988	6,195,149	6,257,100	6,319,671	6,382,868	6,446,697
34 Services/Maintenance	8,038,493	8,303,862	8,578,401	9,241,080	9,333,491	9,426,826	9,521,094	9,616,305
35 Internal Services	2,764,995	3,561,847	3,685,884	3,474,872	3,544,369	3,615,257	3,687,562	3,761,313
36 Capital Equipment	2,676,411	3,478,128	4,854,157	3,422,735	3,477,848	3,616,962	3,761,641	3,912,106
37								
38 Subtotal	69,254,788	73,989,941	75,534,148	75,194,607	78,116,619	81,257,716	84,546,115	87,989,019
39								
40 Audit Adjustments/Encumbrances	(146,268)	0	0	0	0	0	0	0
41 I/F Transf - Westwood	108,484	0	0	0	0	22,771	75,375	104,311
42 I/F Transf - Capital Fund	10,000	0	0	0	0	0	0	0
43 I/F Transf - Rainy Day Fund	0	0	326,505	0	0	0	0	0
44 Debt Service	90,911	0	0	20,000	0	0	0	0
45 Two Percent Reserve	0	1,394,236	0	1,419,837	0	0	0	0
46								
47 Subtotal	63,127	1,394,236	326,505	1,439,837	0	22,771	75,375	104,311
48								
49 Total Expenditures	69,317,915	75,384,177	75,860,653	76,634,444	78,116,619	81,280,487	84,621,490	88,093,330
50 Employee Turnover Savings	0	(800,000)	0	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
51 Supplies/Materials Savings	0	0	0	0	0	0	0	0
52 Services/Maintenance Savings	0	0	0	0	0	0	0	0
53								
54 Net Expenditures	69,317,915	74,584,177	75,860,653	75,834,444	77,916,619	81,080,487	84,421,490	87,893,330
55								
56 Net Difference	109,081	(1,109,566)	(1,076,859)	(1,090,919)	(740,713)	(1,299,780)	(1,923,999)	(2,912,212)
57								
58 Ending Fund Balance	\$5,060,793	\$2,080,384	\$3,983,935	\$2,893,016	\$2,152,303	\$852,523	(\$1,071,476)	(\$3,983,688)
59								
60 Reserved for encumbrances	2,153,774	0	0	0	0	0	0	0
61 Reserved for Operations (3%)	1,999,245	2,091,354	2,130,195	2,129,756	2,233,163	2,323,906	2,419,795	2,519,437
62 Reserve (Deficit)	907,774	(10,971)	1,853,740	763,260	(80,860)	(1,471,383)	(3,491,272)	(6,503,124)
63								
64 Total Reserves	\$5,060,793	\$2,080,384	\$3,983,935	\$2,893,016	\$2,152,303	\$852,523	(\$1,071,476)	(\$3,983,688)
65								

**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 (effective July 28, 2011) establishes a Net Revenue Stabilization of "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.

On June 28, 2011, City Council approved Ordinance O-1011-58 which amends Article VIII, Sections 8-103 and 8-104 of Chapter 8 of the Code of the City of Norman to create the Net Revenue Stabilization Fund and the requirements to maintain Net Revenue Stabilization Fund Balances.

FYE 16 Budget

Council agreed to transfer \$1,500,000 into the Net Revenue Stabilization Fund in FYE 12. In FYE 14, Council also agreed to transfer \$1,031,330 from the Public Safety Sales Tax Fund. In FYE 15, Council agreed to transfer \$292,885 from the Public Safety Sales Tax Fund for the pro rata share of public safety expenditures, and \$357,181 from the General Fund to bring the Rainy Day Fund balance to the Targeted (4.5%) level. FYE 16 ending fund balance is projected to be \$3,203,735, which meets the targeted (4.5%) level as well.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$1,510,323	\$2,541,653	\$2,554,595	\$3,188,735	\$3,203,735	\$3,218,735	\$3,233,735	\$3,248,735
2								
3 Revenues:								
4 Interest Income	12,942	0	14,750	15,000	15,000	15,000	15,000	15,000
5								
6 Subtotal	12,942	0	14,750	15,000	15,000	15,000	15,000	15,000
7								
8 I/F Transf - General Fund	0	0	326,505	0	0	0	0	0
9 I/F Transf - PSST Fund	1,031,330	292,885	292,885	0	0	0	0	0
10								
11 Subtotal	1,031,330	292,885	619,390	0	0	0	0	0
12								
13 Total Revenue	1,044,272	292,885	634,140	15,000	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	1,044,272	292,885	634,140	15,000	15,000	15,000	15,000	15,000
24								
25 Ending Fund Balance	\$2,554,595	\$2,834,538	\$3,188,735	\$3,203,735	\$3,218,735	\$3,233,735	\$3,248,735	\$3,263,735
NOTE: Rainy Day Reserve of 4.5% (deficit)		(302,494)	(6,557)	9,101	(131,010)	(252,124)	(380,958)	(515,420)
NOTE: Rainy Day Reserve of 3% (deficit)		743,184	1,058,540	1,073,979	985,572	909,829	828,940	744,298

**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.

Previous to Fiscal Year ending June 30, 2011, the revenues and expenditures associated with the Public Safety Sales Tax (PSST) were accounted for in the General Fund. As of the FYE 11 budget, the PSST Fund is a Special Revenue Fund to account for the temporary PSST revenue and related expenditures. Reserved portions of General Fund balance, totaling \$5,968,899, were transferred to establish the PSST Fund, effective on July 1, 2010.

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 16 Budget

Estimated FYE 16 PSST revenues of \$9,917,500 are being projected at a 2.5% increase over estimated FYE 15 collections.

Six positions will be added during FYE 16 in the Police Department for the school resource officer program, making a total of 77 positions in the PSST Fund that have been added for improved public safety. Thirty of these budgeted positions are in the Fire Department.

In the FYE 14 budget, the Council directed that funds be transferred from the PSST Fund to the General Fund to pay for a share of the costs of providing emergency communications (dispatch) functions, in proportion to the ratio of personnel to be added by the PSST to the total personnel in the Police and Fire Departments. Based on this share, the FYE 2015 budget included a \$357,181 transfer from the PSST to the General Fund. This transfer is discontinued after FYE 2015.

During final considerations of the FYE 15 budget, the Council directed that a transfer of \$292,885, representing the ratio of Police and Fire Department expenditures to total General Fund expenditures, be made from the PSST Fund to the City's Net Revenue Stabilization ("Rainy Day") Fund to bring the "Public Safety portion" of the Rainy Day Fund to its Targeted (4.5% of General Fund expenditures) level.

**CITY OF NORMAN**

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 (EOC), and a platform fire truck.

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$9,690,461	\$5,735,723	\$8,478,229	\$28,027,261	\$26,881,639	\$1,245,741	(\$654,768)	(\$2,380,276)
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	9,082,894	9,359,137	9,250,000	9,481,250	9,879,463	10,294,400	10,726,765	11,177,289
5 State Use Tax - Dedicated Public Sa	357,733	344,212	375,000	386,250	397,838	409,773	422,066	434,728
6 Interest Income	57,753	50,000	50,000	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	9,498,380	9,753,349	9,675,000	9,917,500	10,327,301	10,754,173	11,198,831	11,662,017
9								
10 Bond Proceeds	0	0	22,825,000	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	0	480,734	504,771	530,009	556,510
14								
15 Subtotal	0	0	22,825,000	0	480,734	504,771	530,009	556,510
16								
17 Total Revenue	9,498,380	9,753,349	32,500,000	9,917,500	10,808,035	11,258,944	11,728,840	12,218,527
18								
19 Expenditures:								
20 Salary / Benefits	6,144,268	6,447,407	6,447,407	7,247,573	8,401,976	8,822,075	9,406,565	9,876,893
21 Supplies/Materials	211,185	247,055	231,657	381,144	400,201	420,211	441,222	463,283
22 Services/Maintenance	177,696	237,627	411,803	273,993	287,693	302,078	317,182	333,041
23 Internal Service	113,522	154,792	167,934	145,780	153,069	160,722	168,758	177,196
24 Capital Equipment	2,619,123	1,603,560	4,016,028	257,112	4,530,403	1,110,493	770,493	1,499,493
25 Bond Project - '16 Issue	0	0	0	2,259,675	20,339,253	0	0	0
26 Bond Issue Costs	0	0	226,073	0	0	0	0	0
27 Debt Service	0	0	0	497,845	2,331,338	2,343,874	2,350,128	2,355,217
28								
29 Subtotal	9,265,794	8,690,441	11,500,902	11,063,122	36,443,933	13,159,453	13,454,348	14,705,123
30								
31 Audit Adjustments/Encumbrances	(3,803)	0	0	0	0	0	0	0
32 I/F Transf - Capital Fund	78,000	800,000	800,000	0	0	0	0	0
33 I/F Transf - General Fund	339,291	357,181	357,181	0	0	0	0	0
34 I/F Transf - Rainy Day Fund	1,031,330	292,885	292,885	0	0	0	0	0
35								
36 Subtotal	1,444,818	1,450,066	1,450,066	0	0	0	0	0
37								
38 Total Expenditures	10,710,612	10,140,507	12,950,968	11,063,122	36,443,933	13,159,453	13,454,348	14,705,123
39								
40 Net Expenditures	10,710,612	10,140,507	12,950,968	11,063,122	36,443,933	13,159,453	13,454,348	14,705,123
41								
42 Net Difference	(1,212,232)	(387,158)	19,549,032	(1,145,622)	(25,635,898)	(1,900,509)	(1,725,508)	(2,486,596)
43								
44 Ending Fund Balance	\$8,478,229	\$5,348,565	\$28,027,261	\$26,881,639	\$1,245,741	(\$654,768)	(\$2,380,276)	(\$4,866,872)
45								

**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 \$43,719,539 in CDBG-HOME Program Funds (CDBG - \$33,530,694 and HOME - \$10,188,845) has been allocated to the City of Norman since FYE 76 through FYE 15. The FYE 16 Budget includes a grant of \$744,311 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling \$296,211.

FYE 16 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 14 and FYE 15 funds are expected to be expended in FYE 16. Total revenues are projected at \$12,033,122 and total expenditures are projected at \$12,033,122. The increase over last fiscal year is due to the acceptance of CDBG-DR (disaster relief) project funds that will be used in areas declared a disaster after severe storms and tornadoes. The CDBG-DR Grant 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.



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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED
1 Beginning Fund Balance	\$30,667	\$30,667	\$347,796	\$897,796
2				
3 Revenues				
4 Other Revenues		0	0	0
5 Grant Revenue	607,139	721,987	561,437	744,311
6 Home Grant Revenue	686,947	318,067	2,123,260	296,211
7 Emergency Shelter	277,440	0	0	0
8 CDBG-DR	0	0	1,287,012	10,992,600
9 COC Planning Grant	0	0	10,000	0
10 I/F Transf - Capital	0	0	731,712	0
11				
12 Total Revenue	1,571,526	1,040,054	4,713,421	12,033,122
13				
14 Expenditures				
15 Community Development 07	28,070	0	17,131	0
16 Community Development 08	5,398	0	48,182	0
17 Community Development 09	8,750	0	66,342	0
18 Community Development 10	64,498	0	18,847	0
19 Community Development 11	13,126	0	62,598	0
20 Community Development 12	5,264	0	13,318	0
21 CDBG Housing 12	99,917	0	5,878	0
22 Community Development 13	14,379	0	58,673	0
23 CDBG Housing 13	8,094	0	155,010	0
24 Community Development 14	235,242	0	48,883	0
25 CDBG Housing 14	127,769	0	356,411	0
26 Community Development 15	0	219,392	219,392	0
27 CDBG Housing 15	0	502,595	502,595	0
28 Community Development 16	0	0	0	259,093
29 CDBG Housing 16	0	0	0	485,218
30 FY09 Home Grant	23,726	0	0	0
31 FY10 Home Grant	50,000	0	0	0
32 FY11 Home Grant	123,126	0	0	0
33 FY12 Home Grant	253,576	0	138,780	0
34 FY13 Home Grant	236,518	0	104,590	0
35 FY14 Home Grant	0	318,067	318,067	0
36 FY15 Home Grant	0	0	0	296,211
37 Emergency Shelter Grant	277,441	0	0	0
38 Accruals/Adjustments	(320,497)	0	0	0
39 COC Planning Grant	0	0	10,000	0
40 CDBG-DR	0	0	1,287,012	10,992,600
41				
42 Subtotal	1,254,397	1,040,054	3,431,709	12,033,122
43 I/F Transf - Capital			731,712	0
44				
45 Total Expenditures	1,254,397	1,040,054	4,163,421	12,033,122
46				
47 Net Difference	317,129	0	550,000	0
48				
49 Ending Fund Balance	347,796	30,667	897,796	897,796
50				
51 Reserves:				
52 Reserve for Contingency	347,796	30,667	897,796	897,796
53 Reserve for Affordable Housing	0	0	0	0
54				
55 Total Reserves	\$347,796	\$30,667	\$897,796	\$897,796

**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 16 for which the City qualifies.

DUI Enforcement	\$63,982
Safe Room Grant	\$1,019,975

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 16 expenditures are anticipated to be \$63,982.

Safe Room Grant

This program will fund a rebate program for citizens to have a safe room installed in their residence.

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.

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED
1 Beginning Fund Balance	\$1,746,357	\$0	\$1,370,031	\$1,214,913
2				
3 Revenues				
4 Okla. Highway Grant-DRE Training	76,037	0	71,000	0
5 County Court DUI Fines	63,493	64,982	64,982	63,982
8 SHPO/CLG Grant	21,200	0	15,000	0
12 Emergency Management Planning Grant	69,471	0	29,685	0
14 Misc. Police Grants	2,628	0	0	0
15 Homeland Security	85,579	0	0	0
16 Legacy Trail Improvements	266,457	0	600,000	0
17 Traffic & Alcohol Enforcement	49,654	0	86,500	0
22 Jag Grant	15,703	0	15,315	0
27 ACOG Traffic Data Grant	12,000	0	10,000	0
28 ARRA Misc Grant	0	0	5,260	0
32 Safe Routes to School	685	0	0	0
35 Transportation	0	0	600,000	0
36 OK Recreation Trail Fund	143,791	0	0	0
37 Saferoom Grant	0	0	520,000	0
38 School Zone Improvements Grant	0	0	190,000	0
39 Saxon Park Improvements	0	0	79,967	0
40 I/F Transf - Capital	0	0	0	1,019,975
41 Other Revenue/audit accruals	9,405	0	0	0
42				
43 Subtotal	816,103	64,982	2,287,709	1,083,957
44				
45 Total Revenue	\$816,103	\$64,982	\$2,287,709	\$1,083,957
46				
47 Expenditures				
48 DUI Enforcement	28,696	64,982	63,982	63,982
49 Okla. Highway Grant-DRE Training	53,028	0	122,967	0
52 SHPO/CLG Grant	15,000	0	19,000	0
54 Bullet Proof Vest Grant	0	0	214	0
55 Misc. Police Grants	0	0	14,946	0
56 Homeland Security	0	0	5,416	0
57 Traffic & Alcohol Enforcement	70,368	0	126,601	0
59 Audit Adj/Encumbrances	488,424	0	0	0
60 Legacy Trail Improvements	253,240	0	600,000	0
61 Transportation	10,000	0	600,000	0
67 Jag Grant	16,886	0	19,307	0
70 Intelligence Analysis	69,274	0	31,267	0
73 Traffic Control	0	0	19,475	0
80 Emergency Management Grant	59,912	0	29,685	0
82 Eastridge Park Grant	12,568	0	0	0
83 Saxon Park Improvements	115,033	0	79,967	0
85 Saferoom Grant	0	0	520,000	0
86 School Zone Improvements Grant	0	0	190,000	0
87				
88 Subtotal	1,192,429	64,982	2,442,827	63,982
91 I/F Transf - Capital	0		0	1,019,975
92				
93 Total Expenditures	\$1,192,429	\$64,982	\$2,442,827	\$1,083,957
94				
95 Net Difference	(376,326)	0	(155,118)	0
96				
97 Ending Fund Balance	\$1,370,031	\$0	\$1,214,913	\$1,214,913
98				
99 Reserved for County DUI Program	320,643	286,846	321,643	286,846
100 Unreserved	1,049,388	(286,846)	893,270	928,067
101				
102 Total Reserves	\$1,370,031	\$0	\$1,214,913	\$1,214,913

**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 16 Budget

Revenues from the 5% tax are projected to be \$1,828,250, a 3% increase from estimated collections for FYE 15 and a 7.6% increase from FYE 15 budgeted collections. In FYE 15, Council directed the administrative cost increase from 3% to 5%.

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Expenditures in FYE 16 are based upon a pro rata share of the estimated revenue, as summarized below:

	<b><u>FYE 2016</u></b>
	<b>Revenue</b>
	\$1,829,750
Administrative Fee - 5%	\$ 91,488
Arts & Humanities - 25%	450,000
Parks Development - 25%	416,254
Convention & Tourism - 50%	<u>869,131</u>
	\$1,826,873

\$212,500 in Parks projects are scheduled in FYE 16, spending funds accumulated in previous years.

Five Year Outlook

Over the next five years, projected operating revenue of \$9,713,927 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 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$418,084	\$501,943	\$505,305	\$236,847	\$239,724	\$226,392	\$335,031	\$333,677
2								
3 Revenues								
4 Taxes	1,648,451	1,699,500	1,775,000	1,828,250	1,883,098	1,939,590	1,997,778	2,057,711
5 Interest/Investment Income	2,316	1,500	1,500	1,500	1,500	1,500	1,500	1,500
6								
7 Total Operating Revenues	1,650,767	1,701,000	1,776,500	1,829,750	1,884,598	1,941,090	1,999,278	2,059,211
8								
9 Expenditures								
10 Administration	49,632	85,050	85,050	91,488	94,230	97,055	99,964	102,961
11 Arts & Humanities	401,239	425,000	427,000	450,000	447,592	461,009	474,829	489,063
12 Parks Capital Projects	147,741	334,500	378,244	212,500	255,000	150,000	273,000	0
13 Conventions/Visitor Bureau	752,478	850,000	948,500	869,131	895,184	922,018	949,657	978,125
14 I/F Transf - Westwood	204,134	206,164	206,164	203,754	205,924	202,369	203,182	203,182
15 I/F Transf - General Fund	12,000	0	0	0	0	0	0	0
16 Carryover Encumbrances/Audit Adj.	(3,678)	0	0	0	0	0	0	0
17								
18 Total Expenditures	1,563,546	1,900,714	2,044,958	1,826,873	1,897,930	1,832,451	2,000,632	1,773,331
19								
20								
21 Net Difference	87,221	(199,714)	(268,458)	2,877	(13,333)	108,639	(1,354)	285,880
22								
23 Ending Fund Balance	\$505,305	\$302,229	\$236,847	\$239,724	\$226,392	\$335,031	\$333,677	\$619,558
24								
25 Reserves:								
26 Reserved for Administration	(8,353)	3,647	0	0	0	0	0	0
27 Reserved for Arts & Humanities	83,453	88,396	79,316	63,881	63,881	63,881	63,880	63,880
28 Reserved for Parks & Rec.	221,195	41,292	51,297	69,608	56,276	164,916	163,562	449,443
29 Reserved for Conv. & Tourism	209,010	168,895	106,235	106,235	106,235	106,234	106,235	106,235
30								
31 Total Reserves	\$505,305	\$302,229	\$236,847	\$239,724	\$226,392	\$335,031	\$333,677	\$619,558

CITY OF NORMAN

**NORMAN ARTS COUNCIL  
FISCAL YEAR ENDING 2016 BUDGET**

**INCOME:**

Norman Arts Council Share of City Room Tax Funds	\$440,000
<b>TOTAL INCOME</b>	<b>\$440,000</b>

**EXPENSES:**

Organizational Grants:

Academia Filarmonica, Concert Series 2015-2016	5,000
Assistance League of Norman – Mayfair Adventures in Art	1,500
Medieval Fair 2016	18,000
Namron Players Theatre, 3 Show Season	440
Norman Ballet Company	9,100
Norman Children’s Chorus, Winter and Spring Concerts	9,000
Norman Children’s Chorus, Spring Sing	3,000
Norman Music Alliance, Norman Music Festival 2016	18,000
Norman Philharmonic, 2015-2016 Concert Series	18,000
OU Film and Media Studies, Native Crossroads Film Festival	5,000
OU Musical Theatre/Opera Guild, Developing Young Audiences	5,000
OU Neustadt Festival	5,500
OU Sam Noble Museum of Natural History, Indigenous Arts of the Americas	5,000
Pioneer Library System, Big Read 2016 Fahrenheit 451	13,500
Pioneer Library System, Jazz at Norman West Library	1,500
Pioneer Library, Crowns Tea	3,000
Preservation Project, Wheel of Life Sand Painting	4,500
Preservation Project, African Drumming and Dance Workshop	<u>1,000</u>
<b>Subtotal</b>	<b>\$126,040</b>

Operational Support:

Cimarron Opera	20,000
Cleveland County Historical Society	3,500
Dreamer Concepts	17,000
Firehouse Art Center	20,000
Jazz in June	20,000
Performing Arts Center (The Depot)	19,252
Sooner Theatre	<u>20,000</u>
<b>Subtotal</b>	<b>\$119,752</b>

Norman Arts Council Hotel/Motel Administration:	70,408
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Personnel:

Executive Director	
Associate Director	
Events Coordinator	

Norman Arts Council Programs:	66,000
Norman Arts Council Marketing	<u>57,800</u>
<b>Subtotal</b>	<b>\$194,208</b>

<b>TOTAL EXPENSES</b>	<b>\$440,000</b>
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**NORMAN CONVENTION & VISITORS BUREAU  
FISCAL YEAR ENDING 2016 BUDGET**

**INCOME:**

Convention & Visitors Bureau Share of City Room Tax Fund	\$ 869,131
Advertising Income	46,000
Interest Income	1,500
Special Events	7,000
<b>TOTAL INCOME:</b>	<b>\$ 923,631</b>

**EXPENSES:**

Advertising / Marketing	\$ 424,420
Research	1,250
Operations	126,255
Personnel:	350,370
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Interns	
Special Events	9,500
Membership/Affiliations	15,855
Legislative/Governmental Affairs	1,850
<b>TOTAL EXPENSES</b>	<b>\$ 929,500</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 16 Budget

Expenditures for operations and equipment are projected at \$200,438 on revenues of \$92,500. This fund accounts for a portion of an Assistant City Attorney's compensation for time spent on Juvenile Services.

Available revenues 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 16 – FYE 20.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Restatement								
2 Beginning Fund Balance	\$875,364	\$603,243	\$832,068	\$519,361	\$411,423	\$426,620	\$441,814	\$457,005
3								
4 Revenues								
5 Federal Seizures & Restitutions	76,908	6,000	6,000	6,000	6,000	6,000	6,000	6,000
6 State Seizures & Restitutions	126,272	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines - Juvenile	65,901	77,000	77,000	77,000	77,000	77,000	77,000	77,000
8 I/F Transfer - General Fund	0	0	0	0	0	0	0	0
9 Interest/Investment Income	3,368	500	500	500	500	500	500	500
10								
11 Total Revenues	272,449	92,500	92,500	92,500	92,500	92,500	92,500	92,500
12								
13 Expenditures								
14 Audit Adjustments	941	0	0	0	0	0	0	0
15 Services/Maintenance- Federal	151	0	0	300	303	306	309	312
16 Services/Maintenance- State	184,168	95,251	305,998	115,060	0	0	0	0
17 I/F Transfer - General Fund	0	0	0	0	0	0	0	0
18 Capital Equipment- State	55,031	0	0	0	0	0	0	0
19 Capital Equipment- Federal	0	0	0	0	0	0	0	0
20 Juvenile Program	75,454	98,471	99,209	85,078	77,000	77,000	77,000	77,000
21								
22 Total Expenditures	315,745	193,722	405,207	200,438	77,303	77,306	77,309	77,312
23								
24 Net Difference	(43,296)	(101,222)	(312,707)	(107,938)	15,197	15,194	15,191	15,188
25								
26 Ending Fund Balance	832,068	502,021	519,361	411,423	426,620	441,814	457,005	472,193
27								
28 Reserves								
29 Reserve for Federal Seizures	242,910	178,033	248,910	254,610	260,307	266,001	271,692	277,380
30 Reserve for State Seizures	574,023	339,312	277,525	171,965	181,465	190,965	200,465	209,965
31 Reserve for Juvenile Funds	15,135	(15,324)	(7,074)	(15,152)	(15,152)	(15,152)	(15,152)	(15,152)
32								
33 Total Reserves	\$832,068	\$502,021	\$519,361	\$411,423	\$426,620	\$441,814	\$457,005	\$472,193

**CLEET FUND  
BUDGET  
HIGHLIGHTS**

Background

The CLEET (Council on Law Enforcement Education and Training) 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 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. Monies 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 any and all fines and penalties otherwise provided for by law. The money retained by the City, as a result of being an academy 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 Bureau of Narcotics.

FYE 16 Budget

FYE 16 projected revenues are \$32,000 with projected expenditures at \$30,705. This leaves a projected ending fund balance of \$24,994.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$26,498	\$27,243	\$29,515	\$23,699	\$24,994	\$26,289	\$27,584	\$28,879
2								
3 Revenues								
4 CLEET for Police Training	24,098	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5 CLEET for Court Training	1,810	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	153	0	0	0	0	0	0	0
7 Transfer from CF	0	0	0	0	0	0	0	0
8								
9 Total Revenues	26,061	32,000	32,000	32,000	32,000	32,000	32,000	32,000
10								
11 Expenditures								
12 Police Training	22,029	29,005	36,316	29,205	29,205	29,205	29,205	29,205
13 Court Training	979	1,500	1,500	1,500	1,500	1,500	1,500	1,500
14 Audit adjustments	36	0	0	0	0	0	0	0
15								
16 Total Expenditures	23,044	30,505	37,816	30,705	30,705	30,705	30,705	30,705
17								
18 Net Difference	3,017	1,495	(5,816)	1,295	1,295	1,295	1,295	1,295
19								
20 Ending Fund Balance	29,515	28,738	23,699	24,994	26,289	27,584	28,879	30,174
21								
22 Reserves								
23 Reserve for Police Training	25,130	24,384	18,814	19,609	20,404	21,199	21,994	22,789
24 Reserve for Court Training	4,385	4,354	4,885	5,385	5,885	6,385	6,885	7,385
25								
26 Total Reserves	\$29,515	\$28,738	\$23,699	\$24,994	\$26,289	\$27,584	\$28,879	\$30,174

**CAMPUS CORNER TAX INCREMENT DISTRICT FUND  
BUDGET  
HIGHLIGHTS**

Background

The Campus Corner Tax Increment Finance District Fund is a Special Revenue Fund established to account for the increment of sales and property taxes generated from Tax Increment District One, City of Norman. A Campus Corner Revitalization Project Review Committee was convened, consisting of various property taxing jurisdictions (Norman Public Schools, Cleveland County Health Department, Cleveland County, and Moore/Norman Technology District) that would be impacted by the formation of the Tax Increment District. This Committee authorized the City Council to proceed with the formation of the District.

On December 18, 2001, the Norman City Council adopted Ordinance No. O-0102-28, approving the Campus Corner Revitalization Project Plan ("Project Plan") and establishing Increment District Number One, City of Norman ("Increment District") pursuant to the Oklahoma Local Development Act, 62 O.S. 850, et. seq. The Project Plan provided for the apportionment of both ad valorem and sales tax increments to leverage private investment by current property owners, as well as present and future businesses, in order to revitalize the Campus Corner commercial district.

FYE 16 Budget

Sales taxes collected from this TIF were complete in FYE 07, reaching the goal of \$1.25 million. Remaining funds will be spent in FYE 15, and the fund will be closed beginning in FYE 16.

CITY OF NORMAN

**CAMPUS CORNER TAX INCREMENT DISTRICT FUND (27)  
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$134,056	\$0	\$4,287	\$0	\$0	\$0	\$0	\$0
2								
3 Revenues								
4 Sales Tax	0	0	0	0	0	0	0	0
5 Property Tax	0	0	0	0	0	0	0	0
6 I/F Transfer- General	0	0	0	0	0	0	0	0
7 I/F Transfer- Capital	0	0	0	0	0	0	0	0
8 Interest income	80	0	0	0	0	0	0	0
9								
10 Total Revenues	80	0	0	0	0	0	0	0
11								
12 Expenditures								
13 Audit adjustments/encumbrances	9	0	0	0	0	0	0	0
14 Capital Projects	129,840	0	4,287	0	0	0	0	0
15								
16 Total Expenditures	129,849	0	4,287	0	0	0	0	0
17								
18 Net Difference	(129,769)	0	(4,287)	0	0	0	0	0
19								
20 Ending Fund Balance	\$4,287	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**ART IN PUBLIC PLACES FUND  
BUDGET  
HIGHLIGHTS**

Background

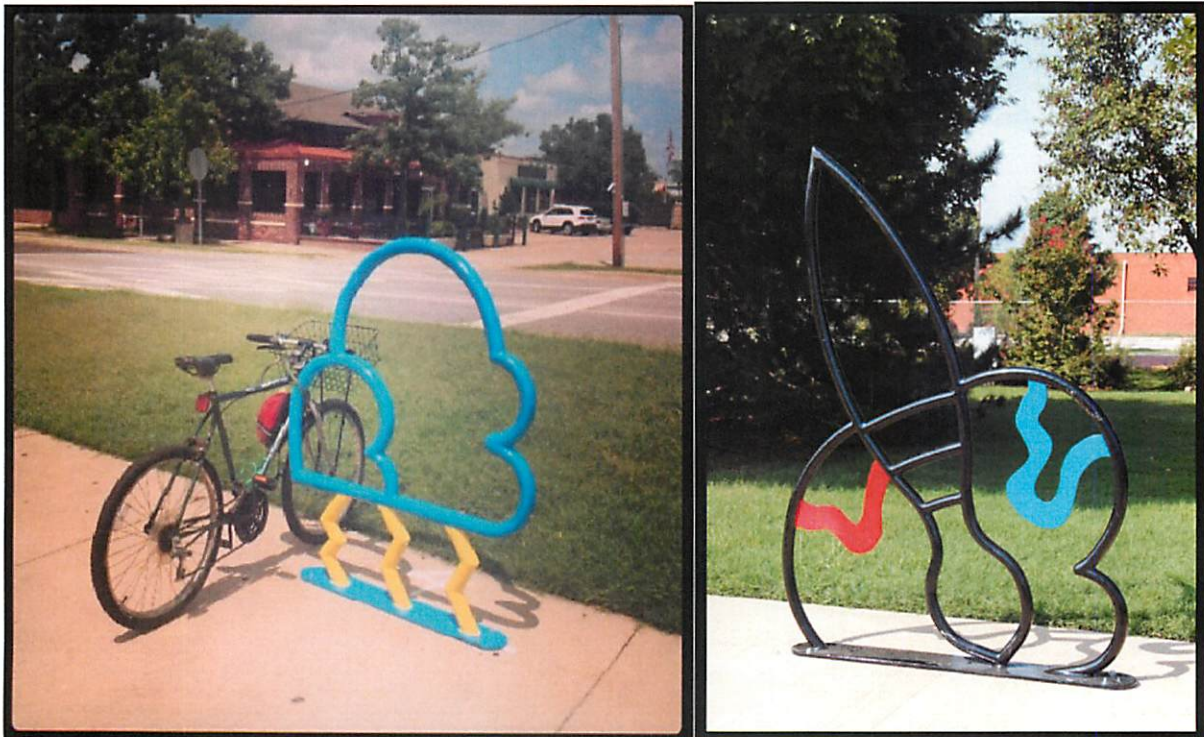
The Art in Public Places Fund is a Special Revenue Fund established to account for revenue derived from citizen donations as a means to fund the acquisition of works of art by the City of Norman and to provide for the maintenance and repair of the works of art in the collection.

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

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

FYE 16 Budget

FYE 16 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 \$74,961 in contributions since the beginning of FYE 08.





CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$2,537	\$2,537	\$1,169	\$1,169	\$1,169	\$1,169	\$1,169	\$1,169
2								
3 Revenues								
4 Citizen Donations	10,632	14,000	14,000	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	10,632	14,000	14,000	16,000	16,000	16,000	16,000	16,000
8								
9 Expenditures								
10 Audit adjustments/encumbrances	0							
11 Payment to Arts Board	12,000	14,000	14,000	16,000	16,000	16,000	16,000	16,000
12								
13 Total Expenditures	12,000	14,000	14,000	16,000	16,000	16,000	16,000	16,000
14								
15 Net Difference	(1,368)	0	0	0	0	0	0	0
16								
17 Ending Fund Balance	\$1,169	\$2,537	\$1,169	\$1,169	\$1,169	\$1,169	\$1,169	\$1,169

**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 16 Budget

Statement of Revenues and Expenditures

Projected FYE 16 fee revenues have been increased 2% from the FYE 15 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 15. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 16 operating expenditures have been decreased -3.5% from the FYE 15 budget. Projections for the swimming pool are based upon line-item analysis. Cost allocation charges for centrally provided services have previously been calculated at 5% of revenues; however, these charges (approximately \$62,000 per year) will not be assessed. 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 (\$203,754 in FYE 16) 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.

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.

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 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$10,195	\$0	\$27,313	\$29,768	\$121,324	\$193,951	\$268,872	\$374,281
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	1,102,085	1,250,213	1,200,000	1,275,217	1,300,721	1,326,735	1,353,270	1,380,335
5 Service Fees/Chgs	21,132	225	225	232	239	246	253	261
6								
7 Total Operating Revenues	1,123,217	1,250,438	1,200,225	1,275,449	1,300,960	1,326,981	1,353,523	1,380,596
8								
9 Operating Expenditures:								
10 Salaries and Benefits	837,325	848,070	848,070	802,540	842,667	884,800	929,040	975,492
11 Supplies and Materials	121,168	129,931	129,049	127,102	128,373	129,657	130,954	132,264
12 Services/Maintenance	228,497	219,097	180,359	219,297	221,490	223,705	225,942	228,201
13 Internal Service Fund Chgs	34,863	38,026	47,792	42,454	43,303	44,169	45,052	45,953
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	1,221,853	1,235,124	1,205,270	1,191,393	1,235,833	1,282,331	1,330,988	1,381,910
18								
19 Net Operating Revenue	(98,636)	15,314	(5,045)	84,056	65,127	44,650	22,535	(1,314)
20								
21 Other Revenues:								
22 I/F Transf - Capital Fund - Golf	92,278	90,575	90,575	137,000	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	204,134	206,164	206,164	203,754	205,924	202,369	203,182	203,182
25 I/F Transf - General Fund	108,484	0	0	0	0	22,771	75,375	104,311
26 I/F Transf - Westwood Enterprise Fd	0	0	0	0	0	0	0	0
27 Interest Income	(19,774)	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28 Misc. revenue	768	0	0	0	0	0	0	0
29								
30 Total Other Revenues	385,890	304,239	304,239	348,254	274,924	294,140	347,557	376,493
31								
32								
33 Other Expenditures:								
34 Audit Accruals/Ad/encumbrances	(26,276)	0	0	0	0	0	0	0
35 Debt Service	204,134	206,164	206,164	203,754	205,924	202,369	203,182	203,182
36 Capital Projects-GOLF	0	0	0	0	0	0	0	0
37 Capital Equipment-GOLF	92,278	40,575	40,575	87,000	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	50,000	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	270,136	296,739	296,739	340,754	267,424	263,869	264,682	264,682
45								
46 Net Revenues (Expenditures)	17,118	22,814	2,455	91,556	72,627	74,921	105,410	110,497
47								
48 Ending Fund Balance	\$27,313	\$22,814	\$29,768	\$121,324	\$193,951	\$268,872	\$374,281	\$484,778
49								
50 Reserves								
51 Reserve for Operations	97,748	98,810	96,422	95,311	98,867	102,587	106,479	110,553
52 Reserve for Debt	0	0	0	0	0	0	0	0
53 Reserve for Capital Project	76,600	80,375	76,600	61,500	61,500	61,500	61,500	61,500
54 Reserve (Deficit)	(147,035)	(156,371)	(143,254)	(35,487)	33,584	104,785	206,302	312,725
55								
56 Total Reserves	\$27,313	\$22,814	\$29,768	\$121,324	\$193,951	\$268,872	\$374,281	\$484,778

**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 590 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 16 million gallons per day / peak day and as of March 2015 serves an average of 36,000 customers.

FYE 16 Budget

Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of March 2015) 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.

In FYE 16, one Water Treatment Plant Operator was cut from the budget.

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 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.

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 2016 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 16 ending fund balance is projected to be \$2,931,630 with a reserve deficit of \$9,237,807, 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.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$24,366,825	\$6,978,404	\$22,305,950	\$2,007,279	\$2,931,630	\$5,282,953	(\$3,758,534)	(\$7,318,390)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	12,539,029	14,758,527	13,605,975	16,330,000	16,738,250	17,156,706	17,585,624	18,025,265
5 Connection Fee	663,545	612,060	750,000	900,000	909,000	918,090	927,271	936,544
6 Capital Improvement Charge	1,231,060	1,156,111	1,300,000	1,313,000	1,326,130	1,339,391	1,352,785	1,366,313
7 Cost Allocation	736,733	765,626	765,626	764,390	772,034	779,754	787,552	795,428
8								
9 Total Operating Revenues	15,170,367	17,292,324	16,421,601	19,307,390	19,745,414	20,193,941	20,653,232	21,123,550
10								
11 Operating Expenditures:								
12 Salaries / Benefits	3,780,224	3,979,243	3,979,243	3,896,750	4,091,588	4,296,167	4,510,975	4,736,524
13 Supplies / Materials	1,246,753	1,738,495	1,911,221	2,533,633	2,558,969	2,584,559	2,610,405	2,636,509
14 Services / Maintenance	2,792,129	3,057,196	3,143,597	3,106,996	3,138,066	3,169,447	3,201,141	3,233,152
15 Internal Services	258,367	365,931	386,756	289,708	295,502	301,412	307,440	313,589
16 Cost Allocations	1,698,182	1,646,039	1,680,691	1,792,321	1,810,244	1,828,347	1,846,630	1,865,096
17 Employee Turnover Savings		(59,689)	(59,689)	(58,451)	(61,374)	(64,443)	(67,665)	(71,048)
18								
19 Total Operating Expenditures	9,775,655	10,727,215	11,041,819	11,560,957	11,832,995	12,115,489	12,408,927	12,713,823
20								
21 Net Operating Revenue	5,394,712	6,565,108	5,379,782	7,746,433	7,912,419	8,078,452	8,244,305	8,409,727
22								
23 Other Revenues:								
24 Interest Income	114,582	120,000	120,000	120,000	120,000	120,000	120,000	120,000
25 Other Misc. Revenue	422,094	1,086,538	1,086,538	0	0	0	0	0
26 I/F Transfer - General Fund	0	0	0	0	0	0	0	0
27 I/F Transfer - Insurance Fund	20,000	0	0	0	0	0	0	0
28 Revenue Bond Proceeds	0	0	0	0	40,000,000	0	0	0
29 Bond/lease proceeds	0	0	0	0	0	0	0	0
30 Grant Revenue	0	0	0	0	0	0	0	0
31								
32 Total Other Revenues	556,676	1,206,538	1,206,538	120,000	40,120,000	120,000	120,000	120,000
33								
34 Other Expenditures:								
35 Audit Accruals/Adj/Encumbrances	588,880	0	0	0	0	0	0	0
36 Master Conservancy Debt	447,510	268,333	268,333	268,126	266,669	72,854	72,511	72,178
37 Debt Service - 06 Issue	1,520,083	1,516,831	1,219,966	0	0	0	0	0
38 Debt Service - 10 Issue	666,247	357,519	804,396	804,396	804,396	804,396	804,396	804,396
39 Debt Service - 15 Issue	0	0	45,293	1,473,749	1,493,668	1,477,949	1,476,909	1,475,391
40 Debt Service - 16 Issue	0	0	0	0	2,025,000	2,025,000	2,025,000	2,025,000
41 Capital Projects	3,618,859	8,158,900	18,832,337	3,096,000	7,777,000	5,466,000	6,389,700	25,345,540
42 Capital Projects - 06 Issue	0	0	4,346,264	0	0	0	0	0
43 Capital Projects - 10 Issue	0	0	0	0	0	0	0	0
44 Capital Projects - 16 Issue	0	0	0	0	31,002,000	6,260,000	0	0
45 Bond issue costs	0	0	0	0	1,200,000	0	0	0
46 Capital Equipment	518,805	471,186	650,603	438,311	230,000	230,000	230,000	230,000
47 I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
48 I/F Transf - General Fund	651,879	768,529	717,799	861,500	882,363	903,740	925,645	948,090
49 I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
50								
51 Total Other Expenditures	8,012,263	11,541,298	26,884,991	6,942,082	45,681,096	17,239,939	11,924,161	30,900,595
52								
53 Net Revenues (Expenditures)	(2,060,875)	(3,769,652)	(20,298,671)	924,351	2,351,323	(9,041,487)	(3,559,856)	(22,370,868)
54								
55 Ending Fund Balance	\$22,305,950	\$3,208,752	\$2,007,279	\$2,931,630	\$5,282,953	(\$3,758,534)	(\$7,318,390)	(\$29,689,258)
56								
57 Reserves								
58 Reserve for Operations	782,052	858,177	883,346	924,877	946,640	969,239	992,714	1,017,106
59 Reserve for Encumbrances	3,461,533	0	0	0	0	0	0	0
60 Reserve for Bond Projects - 06 Issue	4,210,656	0	(135,608)	0	0	0	0	0
61 Reserve for Bond Projects - 10 Issue	0	0	0	0	0	0	0	0
62 Reserve for Bond Projects - 16 Issue	0	0	0	0	7,798,000	1,538,000	1,538,000	1,538,000
63 Reserve for Capital	9,614,848	5,682,175	9,614,848	11,244,560	12,400,413	15,867,620	25,345,540	25,345,540
64 Reserve (Deficit) Surplus	4,236,861	(3,331,600)	(8,355,307)	(9,237,807)	(15,862,101)	(22,133,393)	(35,194,644)	(57,589,904)
65								
66 Total Reserves	\$22,305,950	\$3,208,752	\$2,007,279	\$2,931,630	\$5,282,953	(\$3,758,534)	(\$7,318,390)	(\$29,689,258)



**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT  
FISCAL YEAR ENDING 2016 BUDGET****INCOME:**

Operation & Maintenance Assessments	\$ 1,882,679
Special Assessments	525,000
Annual Repayment Installment	<u>522,836</u>

**TOTAL INCOME** **\$ 2,930,515**  
(Less energy project interest)

**EXPENSES:**

Personnel	\$ 701,479
Maintenance	132,500
Utilities	547,500
Insurance & Bonds	32,250
Administrative Supplies	12,000
Professional Services	303,200
State & Federal Services	151,600
Major Equipment Replacement	527,150
Debt Repayment	<u>522,836</u>

**TOTAL EXPENSES** **\$2,930,515**

**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 494 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 16 Budget

Statement of Revenues and Expenditures

FYE 16 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 15. 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 16 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 16 ending fund balance is projected to be \$3,487,378. 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 16 projected revenues are 1.9% higher than FYE 15 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.



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

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$8,017,840	\$4,688,286	\$7,427,085	\$6,186,250	\$3,487,378	\$3,805,933	\$4,093,875	\$172,421
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	9,538,975	10,293,101	10,293,101	10,498,963	10,708,942	10,923,121	11,141,584	11,364,415
5 Sewer Replacement Charge	237,196	564,017	564,017	569,647	575,343	581,096	586,907	592,776
6 Capital Improvement Charge	0	681,591	681,591	688,407	695,291	702,244	709,266	716,359
7								
8 Total Operating Revenues	9,776,171	11,538,699	11,538,699	11,757,017	11,979,576	12,206,461	12,437,757	12,673,550
9								
10 Operating Expenditures:								
11 Salaries and Benefits	1,728,476	3,158,200	3,164,200	3,132,520	3,289,146	3,453,603	3,626,283	3,807,598
12 Supplies and Materials	350,704	542,797	529,852	502,673	507,700	512,777	517,904	523,084
13 Services and Maintenance	677,996	1,225,292	1,380,303	1,445,847	1,460,305	1,474,909	1,489,658	1,504,354
14 Internal Services	71,357	352,399	371,910	382,977	390,637	398,449	406,418	414,547
15 Cost Allocations	1,070,825	1,788,898	1,819,710	1,777,809	1,795,587	1,813,543	1,831,678	1,849,995
16 Employee Turnover Savings	0	(47,373)	(47,373)	(46,988)	(49,337)	(51,804)	(54,394)	(57,114)
17								
18 Total Operating Expenditures	3,899,358	7,020,213	7,218,602	7,194,838	7,394,038	7,601,477	7,817,548	8,042,663
19								
20 Net Operating Revenue	5,876,813	4,518,486	4,320,097	4,562,179	4,585,539	4,604,984	4,620,209	4,630,887
21								
22 Other Revenues:								
23 Interest Income	91,076	50,000	50,000	50,000	50,000	50,000	50,000	50,000
24 Bond Proceeds/Grant Reimb.	0	0	29,827,900	0	0	0	0	13,900,000
25 Misc. Revenue/Cost Allocation	699,952	606,278	606,278	573,462	579,197	584,989	590,838	596,747
26 I/F Transf - Haltpark (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	791,028	656,278	30,484,178	623,462	629,197	634,989	640,838	14,546,747
32								
33								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	611,009	0	0	0	0	0	0	0
36 Debt Service-05 Rev. Bonds	476,278	457,548	432,374	0	0	0	0	0
37 Debt Service-96 SRF Note	140,553	139,200	139,200	69,336	0	0	0	0
38 Debt Service- Ref. 03 (96 issue)	760,838	756,135	724,528	0	0	0	0	0
39 Debt Service-99 SRF Note	257,779	255,340	255,340	254,093	252,819	251,557	250,296	124,677
40 Debt Service-14 SRF Note	0	1,300,000	847,619	3,380,100	3,421,610	3,463,120	3,504,630	3,549,105
41 Debt Service - 15 Rev. Bonds	0	0	7,529	1,315,104	650,555	241,449	246,497	126,332
42 Capital Projects	1,327,567	140,000	27,885,716	1,314,000	0	414,000	4,624,000	13,900,000
43 Capital Equipment	327,136	590,110	660,807	1,026,932	35,749	35,749	0	0
44 I/F Transf - Sewer Maint Fund 321	2,870,664	0	4,577,342	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 - Haltpark	0	0	0	0	0	0	0	0
47 I/F Transf - General Fund	476,772	514,655	514,655	524,948	535,447	546,156	557,079	568,221
48								
49 Total Other Expenditures	7,248,596	4,152,988	36,045,110	7,884,513	4,896,180	4,952,031	9,182,502	18,268,335
50								
51 Net Revenues (Expenditures)	(580,755)	1,021,776	(1,240,835)	(2,698,872)	318,555	287,942	(3,921,455)	909,299
52								
53 Ending Fund Balance	\$7,427,085	\$5,710,062	\$6,186,250	\$3,487,378	\$3,805,933	\$4,093,875	\$172,421	\$1,081,719
54								
55 Reserves								
56 Reserve for Encumbrances	25,748,539	0	0	0	0	0	0	0
57 Reserve for Operations	311,949	561,617	577,488	575,587	591,523	608,118	625,404	643,413
58 Reserve for Capital	4,050,400	1,588,000	4,050,400	4,734,500	6,312,667	9,262,000	13,900,000	13,900,000
59 Reserve (Deficit) Surplus	(22,683,803)	3,560,445	1,558,362	(1,822,709)	(3,098,256)	(5,776,243)	(14,352,983)	(13,461,694)
60								
61 Total Reserves	\$7,427,085	\$5,710,062	\$6,186,250	\$3,487,378	\$3,805,933	\$4,093,875	\$172,421	\$1,081,719

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

FYE 16 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 15 extrapolated for a full year.

FYE 16 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 16 total budgeted expenditures are \$2,863,103.

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 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$386,483	(50)	(\$64,661)	\$540	\$22,280	\$54,145	\$111,239	\$193,659
2								
3 Operating Revenues:								
4 Capital Improvement Charge	762,137	0	0	0	0	0	0	0
5 Sewer Maintenance Rate	2,859,112	2,856,280	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979
7								
8 Total Operating Revenues	3,621,249	2,856,280	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979
9								
10 Operating Expenditures:								
11 Salaries and Benefits	1,335,562	74,713	74,713	74,682	78,416	82,337	86,454	90,776
12 Supplies and Materials	143,788	2,074	1,396	2,516	2,541	2,567	2,592	2,618
13 Services and Maintenance	316,030	2,025	991	2,025	2,045	2,066	2,086	2,107
14 Internal Services	156,444	0	0	0	0	0	0	0
15 Cost Allocations	708,445	0	0	0	0	0	0	0
16 Employee Turnover Savings		0	0	(1,120)	(1,176)	(1,235)	(1,297)	(1,362)
17								
18 Total Operating Expenditures	2,660,269	78,812	77,100	78,103	81,826	85,734	89,836	94,140
19								
20 Net Operating Revenue	960,980	2,777,468	2,779,180	2,806,740	2,831,865	2,857,094	2,882,420	2,907,839
21								
22 Other Revenues:								
23 Interest Income	0	0	0	0	0	0	0	0
24 Misc. Revenue	20,473	0	0	0	0	0	0	0
25 I/F Transf - Capital	0	0	0	0	0	0	0	0
26 I/F Transf - Wastewater Fund 32	2,870,664	0	4,577,342	0	0	0	0	0
27								
28 Total Other Revenues	2,891,137	0	4,577,342	0	0	0	0	0
29								
30								
31 Other Expenditures:								
32 Capital Projects	3,251,011	2,750,000	2,285,576	2,785,000	2,800,000	2,800,000	2,800,000	2,800,000
33 Capital Equipment	1,052,250	0	5,745	0	0	0	0	0
34 Audit Accruals/Adjustments	0	0	0	0	0	0	0	0
35								
36 Total Other Expenditures	4,303,261	2,750,000	2,291,321	2,785,000	2,800,000	2,800,000	2,800,000	2,800,000
37								
38 Total Revenues	6,512,386	2,856,280	7,433,622	2,884,843	2,913,691	2,942,828	2,972,256	3,001,979
39								
40 Total Expenditures	6,963,530	2,828,812	7,368,421	2,863,103	2,881,826	2,885,734	2,889,836	2,894,140
41								
42 Net Revenues (Expenditures)	(451,144)	27,468	65,201	21,740	31,865	57,094	82,420	107,839
43								
44 Ending Fund Balance	(\$64,661)	\$27,468	\$540	\$22,280	\$54,145	\$111,239	\$193,659	\$301,498
45								



**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 16 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 16.

Five Year Outlook

Based on extraordinary multi-family residential housing construction in FYE 14 and FYE 15, excise tax revenues have been higher than usual. Excise tax revenues are projected at a 15% decrease from FYE 15 Estimated to FYE 16, and are projected to be the same in years FYE 16 through FYE 20. It is anticipated that construction will return to historic patterns beginning in FYE 15-16.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$15,409,981	\$765,206	\$14,729,228	\$11,723,368	\$10,944,949	\$10,138,040	\$9,302,641	\$8,438,752
2								
3 Operating Revenues:								
4 Excise Tax - Residential	1,594,518	1,200,000	1,850,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
5 Excise Tax - Commercial	174,677	400,000	150,000	400,000	400,000	400,000	400,000	400,000
6								
7 Total Operating Revenues	1,769,195	1,600,000	2,000,000	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	1,769,195	1,600,000	2,000,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
12								
13 Other Revenues:								
14 Interest Income	66,912	200,000	200,000	200,000	200,000	200,000	200,000	200,000
15 Bond Proceeds/Grant Reimb.	0	0	20,472,100	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	66,912	200,000	20,672,100	200,000	200,000	200,000	200,000	200,000
21								
22 Other Expenditures:								
23 Debt Service - 09 SRF	504,878	804,397	357,519	357,519	357,519	357,519	357,519	357,519
24 Debt Service - 14 SRF	0	0	581,754	2,319,900	2,348,390	2,376,880	2,405,370	2,435,895
25 Services & maintenance	0	1,000	0	1,000	1,000	1,000	1,000	1,000
26 Capital Projects	2,011,982	0	24,738,687	0	0	0	0	3,100,000
27								
28 Total Other Expenditures	2,516,860	805,397	25,677,960	2,678,419	2,706,909	2,735,399	2,763,889	5,894,414
29								
30 Net Revenues (Expenditures)	(680,753)	994,603	(3,005,860)	(778,419)	(806,909)	(835,399)	(863,889)	(3,994,414)
31								
32 Ending Fund Balance	\$14,729,228	\$1,759,809	\$11,723,368	\$10,944,949	\$10,138,040	\$9,302,641	\$8,438,752	\$4,444,338
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.

FYE 16 Budget

Statement of Revenues and Expenditures

Sewer Sales Tax revenue collections ended September 30, 2006.

Five Year Outlook

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 are expected to be spent by FYE 15. The fund will be closed for future years.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$7,015,016	\$0	\$5,899,765	\$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	31,501	0	0	0	0	0	0	0
15 Misc. Revenue/Grant Reimbursements	0	0	0	0	0	0	0	0
16 I/F Transfer - Wastewater Fd	0	0	0	0	0	0	0	0
17								
18 Total Other Revenues	31,501	0	0	0	0	0	0	0
19								
20 Other Expenditures:								
21 Audit Accruals/Adj/Encumbrances								
22 Capital Projects	1,146,752	0	5,899,765	0	0	0	0	0
23 I/F Transfer - Develop Excise Fd	0	0	0	0	0	0	0	0
24 I/F Transfer - Water Reclamation Fd	0	0	0	0	0	0	0	0
25								
26 Total Other Expenditures	1,146,752	0	5,899,765	0	0	0	0	0
27								
28 Net Revenues (Expenditures)	(1,115,251)	0	(5,899,765)	0	0	0	0	0
29								
30 Ending Fund Balance - Reserved for use	\$5,899,765	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31 to meet current needs in accordance with								
32 the tax imposing Ordinance								

CITY OF NORMAN

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 16 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 16 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 16 for a Material Recovery Facility.

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 16 ending fund balance is projected to be \$3,325,057, 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. Improvements to the Refuse Transfer Station are complete and fleet replacement schedules will be caught up over time.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$7,756,838	\$3,640,200	\$7,034,287	\$4,540,931	\$3,325,057	\$3,213,937	\$3,075,553	\$3,074,115
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	13,895,337	12,460,704	12,460,704	12,709,918	12,964,117	13,223,399	13,487,867	13,757,624
5 Other Revenue	249,614	208,121	208,121	210,202	212,304	214,427	216,571	218,737
6								
7 Total Operating Revenues	14,144,951	12,668,825	12,668,825	12,920,120	13,176,421	13,437,826	13,704,438	13,976,361
8								
9 Operating Expenditures:								
10 Salaries / Benefits	4,063,005	4,017,741	4,019,604	3,958,861	4,156,804	4,364,644	4,582,876	4,812,020
11 Supplies / Materials	1,314,589	1,669,116	1,334,365	1,630,315	1,646,618	1,663,084	1,679,715	1,696,512
12 Services / Maintenance	2,823,948	3,104,806	3,094,178	2,995,796	3,025,754	3,056,012	3,086,572	3,117,438
13 Internal Services	826,166	778,630	1,045,976	849,008	865,988	883,308	900,974	918,993
14 Cost Allocations	1,345,875	1,297,515	1,324,068	1,362,362	1,375,986	1,389,746	1,403,643	1,417,679
15								
16 Total Operating Expenditures	10,373,583	10,867,808	10,818,191	10,796,342	11,071,150	11,356,794	11,653,780	11,962,642
17								
18 Net Operating Revenue	3,771,368	1,801,017	1,850,634	2,123,778	2,105,271	2,081,032	2,050,658	2,013,719
19								
20 Other Revenue:								
21 Interest Income	39,936	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22 Bond/Grant Proceeds	20,000	0	0	0	0	0	0	0
23								
24 Total Other Revenue	59,936	30,000	30,000	30,000	30,000	30,000	30,000	30,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	243,515							
28 Capital Equipment	3,744,759	1,778,205	2,655,987	1,726,605	1,600,000	1,600,000	1,600,000	1,600,000
29 Debt Service - 2010 Notes	317,490	318,840	318,840	315,991	317,970	314,690	316,151	316,151
30 Debt Service - 2013 Notes	195,871	325,608	325,608	327,057	328,420	334,726	165,945	0
31 Capital Projects	52,220	310,000	1,073,555	1,000,000	0	0	0	0
32 Bond Issue Costs	0	0	0	0	0	0	0	0
33 I/F Transfer - Wastewater	0	0	0	0	0	0	0	0
34 I/F Transfer - Fleet Maint.	0	0	0	0	0	0	0	0
35								
36 Total Other Expenditures	4,553,855	2,732,653	4,373,990	3,369,653	2,246,390	2,249,416	2,082,096	1,916,151
37								
38 Net Revenues (Expenditures)	(722,551)	(901,636)	(2,493,356)	(1,215,875)	(111,119)	(138,384)	(1,438)	127,568
39								
40 Ending Fund Balance	\$7,034,287	\$2,738,564	\$4,540,931	\$3,325,057	\$3,213,937	\$3,075,553	\$3,074,115	\$3,201,683
41								

**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.

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 16 is \$1,927,432.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 16 estimated cost of unemployment claims is approximately \$22,000. 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 16 health claim costs are projected to be \$12,329,313, a 4% increase over FYE 15 budget figures.

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.

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.

FYE 16 Budget

Revenues are being projected to reflect conservative estimates while recognizing some extraordinary losses in the prior year. Claims are customarily paid when reduced to judgments, which depletes fund balance. Collections from the tax rolls in subsequent years rebuild fund balance.



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 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$1,045,135	\$184,803	\$1,037,123	\$1,339,904	\$2,031,700	\$1,897,460	\$2,083,434	\$2,415,582
2								
3 Revenues								
4 Int Svs Ch - W/C	990,535	2,350,903	2,350,903	1,927,432	1,430,092	1,759,912	2,006,506	2,106,969
5 Int Svs Ch - Risk	394,228	310,395	310,395	419,866	208,144	221,091	420,080	434,215
6 Int Svs Ch - Unemployment	0	229	229	9,227	22,230	22,442	22,667	22,893
7 Int Svs Ch - Health Ins Prem - City	9,700,608	9,796,122	9,796,122	10,506,341	10,979,126	11,473,187	11,760,017	12,054,017
8 Health Ins Premiums - Employee	2,160,482	2,108,213	2,108,213	2,261,058	2,362,806	2,469,132	2,530,861	2,594,132
9 Other Revenues	523,889	0	0	0	0	0	0	0
10 I/F Transfer - Debt Service	973,880	753,495	753,495	900,400	825,000	825,000	825,000	825,000
11								
12 Total Revenues	14,743,622	15,319,357	15,319,357	16,024,324	15,827,389	16,770,764	17,565,130	18,037,226
13								
14 Expenditures								
15 Salary / Benefits - Risk	239,571	244,358	244,358	214,530	225,257	236,519	248,345	260,763
16 Salary / Benefits - Health Ins	94,231	90,005	90,005	91,501	96,076	100,880	105,924	111,220
17 Services / Maintenance	307,460	160,673	161,673	166,684	168,351	170,034	171,735	173,452
18 Judgments / Claims	329,793	270,000	270,000	290,000	320,000	320,000	320,000	320,000
19 Workers' Comp Pymts	2,107,935	2,323,980	2,326,531	2,218,500	2,307,240	2,399,530	2,495,511	2,595,331
20 Unemployment Claims	9,227	22,000	22,000	22,000	22,230	22,442	22,667	22,893
21 Health Insurance Claims	10,025,786	9,980,089	9,980,089	10,229,591	10,638,775	11,064,326	11,506,899	11,967,175
22 Health Insurance Fees	1,613,452	1,885,179	1,885,179	2,099,722	2,183,711	2,271,059	2,361,902	2,456,378
23 I/F Transfer - General Fd	26,326	0	36,741	0	0	0	0	0
24 I/F Transfer - Water Fd	20,000	0	0	0	0	0	0	0
25 Audit Accruals / Adjustments	(22,147)	0	0	0	0	0	0	0
26 Total Expenditures	14,751,634	14,976,284	15,016,576	15,332,528	15,961,629	16,584,790	17,232,982	17,907,211
27								
28 Net Difference	(8,012)	343,073	302,781	691,796	(134,240)	185,974	332,148	130,015
29								
30 Ending Fund Balance	\$1,037,123	\$527,876	\$1,339,904	\$2,031,700	\$1,897,460	\$2,083,434	\$2,415,582	\$2,545,597
31								
32 Reserves:								
33 Reserved for Health Insurance	458,439	273,093	407,501	754,086	1,177,457	1,683,511	1,999,664	2,113,041
34 Reserved for Unemployment	34,544	0	12,773	0	0	0	0	0
35 Reserved for W/C/Claims/Judgments	79,489	437,330	587,356	906,688	534,540	399,922	415,918	432,555
36 Reserved for Risk Mgmt	464,651	(182,547)	332,274	370,926	185,463	0	0	0
37								
38 Total Reserves	1,037,123	527,876	1,339,904	2,031,700	1,897,460	2,083,434	2,415,582	2,545,597
39								
40 Targeted Reserves:								
41 Reserve for Health Insurance	1,670,964	1,663,348	1,663,348	1,704,932	1,773,129	1,844,054	1,917,816	1,994,529
42 Reserve for Workers Comp	351,323	387,330	387,755	369,750	384,540	399,922	415,918	432,555
43								
44 Total Targeted Reserves	\$3,059,410	\$2,050,678	\$3,391,007	\$2,074,682	\$2,157,669	\$2,243,976	\$2,333,735	\$2,427,084
Reserve Deficit								
NOTE: Reserve surplus (deficit)	(2,022,287)	(1,522,802)	(2,051,103)	(42,982)	(260,209)	(160,542)	81,847	118,512

**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) 2016-2020. 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, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2016-2020 document.

All capital projects and their funding are approved by City Council. The City Manager has authority to transfer any unexpended appropriation from one project to another upon completion of the approved project. Transfers made under the City Manager's authorization may be provided to the City Council for information.

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%
Contingency:	7%
Capital Outlay:	27%
Street Maintenance:	25%
Capital Projects:	Balance or 36%

Beginning in FYE 10, council approved an increase in the allocation of funds for maintenance of existing facilities from 3% to 5%. An emphasis will be placed on maintaining and improving existing facility structures over the next several years.

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.

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 March 2, 2010, a general obligation bond issue was approved by voters; \$19 million for the resurfacing and reconstruction of urban and rural roads and \$2,250,000 to upgrade and expand the outdoor emergency warning system. Some of the road projects will be ongoing during FYE 2016.

On November 8, 2011, a General Obligation Bond issue was approved by voters; \$3,035,000 for the purpose of constructing, equipping, furnishing, remodeling and expanding the City's current Animal Shelter facilities. This project will be completed in FYE 2015.

On August 28, 2012, a General Obligation Bond issue was approved by voters; \$42,575,000 for several transportation projects. These projects will be ongoing during FYE 2016.

#### FYE 16 Budget

The FYE 16 Budget shows total projected resources available of \$24,973,684, including beginning fund balance, of \$11,406,653 and total expenditures projected at \$19,532,499 with an ending fund balance of \$5,441,186. Sales tax is projected at a -3.8% decrease from FYE 15 estimate after apportionment of taxes to the University North Park Tax Increment Finance Fund, and at an average 4% growth rate in years FYE 16 through FYE 20. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2016 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2016 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 2016-2020 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 2016 projects**

<b><u>Project Title</u></b>	<b><u>Project Category</u></b>	<b><u>Operating Impact</u></b>	
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
Master Meters Installation	Water Distribution Lines	Positive	Maintenance only
Water Distribution System Improvements, Seg. D	Water Distribution System	Positive	Will improve water distribution system capabilities
Water Distribution System Improvements, Seg. B	Water Distribution System	Positive	Will improve water distribution system capabilities
Water Distribution System Improvements, Seg. G	Water Distribution System	Positive	Will improve water distribution system capabilities
WTP Backwash Tower - Resurfacing	Water Towers	Negligible	Maintain asset
Well Field Blending at WTP	Water Treatment Plant	Negligible	Maintain asset
Urban Service Area Waterlines	Urban Service Area Water	Positive	Reduce maintenance cost
Water Line Replacement	Water Line Replacement - Hot Soils	Positive	Reduce maintenance cost
WRF Effluent Reuse at Compost Facility	Non Potable Water System	Positive	Reduced use of potable water for irrigation
WRF Land Purchase	Wastewater Improvements	Slight	Demolition cost of existing structures
WRF Primary Sludge Thickener Replacement	Wastewater Improvements	Positive	Higher efficiency and lower operating / maint. costs
WRF South Digester Boiler Replacement	Wastewater Improvements	Positive	Higher efficiency and lower operating / maint. costs
Sewer Maintenance Royal Oaks Force Main Rehab.	Wastewater Improvements	Positive	Prevent imminent failure of force main, or associated repair costs
Sewer Lift Station Rehabilitation	Line Maintenance	Negligible	Increases reliability of lift station design life
Sewer Maintenance Project FYE 2014	Sanitary Sewer Replacements	Positive	Replacement of lines will reduce the frequency of maintenance calls
Sanitary Sewer Emergency Repairs	Line Maintenance	Negligible	Maintains a means for emergency system repairs
Material Recovery Facility (MRF)	Sanitation - Recycling	Positive	Allows Sanitation Division to be more efficient
12th Ave. NE & High Meadows Dr. Intersection	Intersection Widening with new signal	Negligible	\$5,000 per year for electricity and preventive maintenance
24th Ave. NW & Tee Drive	Intersection Widening with new signal	Negligible	\$5,000 per year for electricity and preventive maintenance
36th Ave. NW & Crail Drive	Intersection Widening with new signal	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
Indian Hills Road Signals	Intersection Widening with new signal	Slight	\$15,000 per year for electricity and preventive maintenance
Jenkins Ave. & Bratcher Minor	Intersection Improvements	Negligible	\$3,000 per year for sign and pavement marking maintenance
Downtown Streetscape Improvements	Traffic Improvements	Negligible	\$5,000 per year for electricity and preventive maintenance
Railroad Quiet Zone	Traffic Improvements	Negligible	\$5,000 per year for maintenance of channelizing devices
Rock Creek Rd. @ 12th Ave. NW & Trailwoods	Intersection Widening with new signal	Slight	\$10,000 per year for electricity and preventive maintenance
US 77 & Post Oak	New Signal	Negligible	\$5,000 per year for electricity and preventive maintenance
Tree Program - Matching Funds	Parks & Recreation	Negligible	Irrigation maintenance and pruning
Drainage Projects	Drainage	Slight	Project sight will require additional maintenance activity and expenditure due to the addition of storm sewer pipe
Lake Thunderbird Watershed TMDL Compliance	Storm water Drainage	Moderate	Project should have a positive impact on operations. As water quality entering Lake Thunderbird improves, drinking water quality will improve.

On a positive note, the City phone system replacement project completed in FYE 15 is estimated to save \$36,000 in annual maintenance agreement costs. Starting in FYE 17 the annual maintenance cost for this system is estimated at \$114,000 per year.

Water Fund capital projects in FYE 16 are expected to have an impact on the operating budget. As deteriorated water lines get replaced, maintenance costs are reduced. Overtime costs of approximately \$52,000 in FYE 14 have been reduced in FYE 15 by \$6,300 to-date repairing deteriorated lines.

Sewer line capital projects in FYE 16 are expected to have an impact on the operating budget as well. The replacement of old lines will reduce the frequency of maintenance calls which leads to overtime expenses.

Other improvement projects such as parks and recreation, street maintenance and maintenance of existing facility projects will have the operating costs of personnel and material, but will have maintenance cost savings that are difficult to quantify.

**Summary**

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

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$51,862,509	\$7,221,442	\$43,654,800	\$11,406,653	\$5,441,186	\$5,102,035	\$4,039,459	\$1,109,788
2								
3 Revenues:								
4 Sales Tax	12,716,064	12,881,955	12,881,955	12,385,500	12,880,920	13,396,157	13,932,003	14,489,283
5 Allocated to Debt Service	0	0	0	0	0	0	0	0
6 Interest/Investment Income	111,320	150,000	150,000	150,000	150,000	150,000	150,000	150,000
7 GO Bond Interest Income	23,690	0	0	0	0	0	0	0
8 Donations/Other	490,676	434,547	434,547	11,556	240,336	0	0	0
9								
10 Subtotal	13,341,750	13,466,502	13,466,502	12,547,056	13,271,256	13,546,157	14,082,003	14,639,283
11 I/F Transf - General	10,000	0	0	0	0	0	0	0
12 I/F Transf - PSST Fund	78,000	800,000	800,000	0	0	0	0	0
13 I/F Transf - Special Grant Fund	0	0	0	1,019,975	0	0	0	0
14 I/F Transf - CDBG Fund	0	0	731,712	0	0	0	0	0
15 Bond Proceeds	0	22,525,000	22,525,000	0	0	0	0	0
16								
17 Total Revenue	13,429,750	36,791,502	37,523,214	13,567,031	13,271,256	13,546,157	14,082,003	14,639,283
18								
19 Expenditures:								
20 Salary and Benefits	898,933	921,654	893,719	935,065	981,818	1,030,909	1,082,455	1,136,577
21 Services and Maintenance	1,289	16,366	16,366	16,200	16,362	16,526	16,691	16,858
22 Capital Outlay (Transfer)	2,676,411	3,478,128	4,854,157	3,422,735	3,477,848	3,616,962	3,761,641	3,912,106
23 Street Maintenance	1,399,669	2,165,377	5,748,807	2,165,377	2,440,377	2,440,377	2,440,377	2,440,377
24 Capital Projects (See Detail)	6,194,048	7,144,078	15,524,290	7,621,247	4,896,534	5,077,106	5,531,200	1,785,000
25 Maintenance of Facilities	466,438	636,000	1,171,906	323,000	170,000	170,000	170,000	170,000
26 Paygo (Bond Projects )	47,512	600,000	1,094,578	0	0	0	0	0
27 New Bond Projects - 05 Election	353,832	0	873,376	0	0	0	0	0
28 New Bond Projects - 10 Election	2,592,365	4,060,506	10,008,335	0	0	0	0	0
29 New Bond Projects - 99 Election	278,732	0	0	0	0	0	0	0
30 New Bond Projects - 11 Election	1,096,089	0	1,640,374	0	0	0	0	0
31 New Bond Projects - 12 Election	5,317,033	14,294,122	26,792,287	3,640,695	1,302,202	1,918,400	3,657,010	0
32 Bond Issue Cost	0	89,776	89,776	0	0	0	0	0
33 Debt Service	0	0	0	0	0	0	0	0
34 Audit Accruals/Adj/Encumbrances	38,571	0	0	0	0	0	0	0
35								
36 Subtotal	21,360,922	33,406,007	68,707,971	18,124,319	13,285,142	14,270,280	16,659,373	9,460,919
37 I/F Transf - CF (St. Maint. Drainage Labor)	184,259	239,243	239,243	251,205	263,765	276,953	290,801	305,341
38 I/F Transf - Parkland Fd	0	0	1,860	0	0	0	0	0
39 I/F Transf - Special Grant Fund	0	0	0	1,019,975	0	0	0	0
40 I/F Transf - CDBG Fund	0	0	731,712	0	0	0	0	0
41 I/F Transf - Westwood - Golf	92,278	90,575	90,575	137,000	61,500	61,500	61,500	61,500
42								
43 Total Expenditures	21,637,459	33,735,825	69,771,361	19,532,499	13,610,407	14,608,733	17,011,674	9,827,759
44								
45 Net Difference	(8,207,709)	3,055,677	(32,248,147)	(5,965,468)	(339,151)	(1,062,576)	(2,929,671)	4,811,524
46								
47 Ending Fund Balance	\$43,654,800	\$10,277,120	\$11,406,653	\$5,441,186	\$5,102,035	\$4,039,459	\$1,109,788	\$5,921,311
48								
49 Reserves:								
50 General Contingency	890,124	901,737	901,737	866,985	901,664	937,731	975,240	1,014,250
51 Reserve for Bond Proceeds - 05 Election	966,596	92,332	93,220	93,220	93,220	93,220	93,220	93,220
52 Reserve for Bond Proceeds - 10 Election	10,985,605	411,349	977,270	977,270	977,270	977,270	977,270	977,270
53 Reserve for Bond Proceeds - 99 Election	212	0	212	0	0	0	0	0
54 Reserve for Bond Proceeds - 11 Election	1,642,738	0	2,364	0	0	0	0	0
55 Reserve for Bond Proceeds - 12 Election	11,539,922	7,209,361	7,182,859	3,542,164	2,239,962	321,562	(3,335,448)	(3,335,448)
56 Reserve for Encumbrances	7,396,189	0	0	0	0	0	0	0
57 Available for New Projects	10,233,414	1,662,341	2,248,991	(38,453)	889,919	1,709,676	2,399,506	7,172,019
58								
59 Total Reserves	\$43,654,800	\$10,277,120	\$11,406,653	\$5,441,186	\$5,102,035	\$4,039,459	\$1,109,788	\$5,921,311

**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 and Ruby Grant. There are in addition 56 neighborhood parks.

FYE 16 Budget

There are revenues of \$100,000 estimated in FYE 16, which include fees of \$85,000.

There is a fund balance of \$627,723 projected at the end of FYE 16 that may be utilized for the purposes discussed in the Park Land Ordinance.

\$37,500 is estimated in FYE 16 for park capital projects.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$1,175,828	\$791,851	\$1,216,774	\$565,223	\$627,723	\$627,723	\$587,723	\$412,723
2								
3 Revenues								
4 Interest/Investment Income	7,214	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5 Community Park Fees	79,950	45,000	45,000	45,000	45,000	45,000	45,000	45,000
6 Neighborhood Park Fees	67,875	40,000	40,000	40,000	40,000	40,000	40,000	40,000
7 In-Lieu of/Other	30,592	0	0	0	0	0	0	0
8 I/F Transfer - Capital	0	0	1,860	0	0	0	0	0
9								
10 Total Revenue	185,631	100,000	101,860	100,000	100,000	100,000	100,000	100,000
11								
12 Expenditures								
13 Community Park Projects	32,240	102,500	228,588	37,500	50,000	50,000	275,000	0
14 Neighborhood Park Projects	110,614	35,000	524,823	0	50,000	90,000	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	1,831	0	0	0	0	0	0	0
21								
22 Total Expenditures	144,685	137,500	753,411	37,500	100,000	140,000	275,000	0
23								
24 Net Difference	40,946	(37,500)	(651,551)	62,500	0	(40,000)	(175,000)	100,000
25								
26 Ending Fund Balance	1,216,774	754,351	565,223	627,723	627,723	587,723	412,723	512,723
27								
28 Reserves								
29 Reserve for Community Parks	177,089	3,121	(6,499)	1,001	(3,999)	(8,999)	(238,999)	(193,999)
30 Reserve for Neighborhood Parks	812,976	441,938	541,687	581,687	571,687	521,687	561,687	601,687
31 Reserve for Park Land	226,709	309,292	30,035	45,035	60,035	75,035	90,035	105,035
32								
33 Total Reserves	\$1,216,774	\$754,351	\$565,223	\$627,723	\$627,723	\$587,723	\$412,723	\$512,723



**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 to the TIF area.

FYE 16 Budget

In Fiscal Year 2016, incremental apportionment revenues of an estimated \$3,641,133 in sales tax and \$835,000 in property tax are projected. Several transportation improvement projects and Legacy Park, funded by the University North Park TIF, will be under construction or completed in FYE 16. The first major employer to be housed in the University North Park Corporate Center is expected to begin construction on their facility in 2015 (Immuno-Mycologics, Inc.) and a major housing development for UNP is in advanced planning stages. 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 2016 budget includes \$25,000 from BID assessments and \$116,485 in City TIF funds for these maintenance expenses.

Beginning in FYE 14 a 3% (of TIF revenue) charge for administrative costs was expensed as an Inter-Fund transfer to the General Fund. In FYE 15 this charge was increased to 5%.



**Architect’s Rendering of Legacy Park**

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$16,645,250	\$10,235,051	\$17,515,062	\$12,779,922	\$15,194,674	\$17,556,494	\$20,994,361	\$24,412,385
2								
3 Revenues								
4 Sales Tax	3,516,293	3,552,325	3,552,325	3,641,133	3,794,061	3,945,823	4,103,656	4,267,802
5 Sales Tax - Economic Dev	703,259	0	0	0	0	0	0	0
6 Interest Income	56,181	17,500	17,500	17,500	17,500	17,500	17,500	17,500
7 Property Tax	1,031,431	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	14,215,000	0	0	0	0	0	0	0
10 Misc Income	0	0	0	0	0	369,516	385,680	385,680
11 BID Assessment Receipts	0	0	0	25,000	50,000	75,000	100,000	125,000
12 Donations/Other	0	0	0	0	0	0	0	0
13								
14 Subtotal	19,522,164	4,404,825	4,404,825	4,518,633	4,696,561	5,242,839	5,441,836	5,630,982
15								
16 Int Transf - Capital	0	0	0	0	0	0	0	0
17								
18 Total Revenue	19,522,164	4,404,825	4,404,825	4,518,633	4,696,561	5,242,839	5,441,836	5,630,982
19								
20 Expenditures								
21 Services /Maintenance	8,169	10,171	10,171	10,171	10,273	10,375	10,479	10,584
22 Administration	152,466	220,241	142,791	224,682	232,328	239,916	247,808	256,015
23 BID Expenses	0	0	113,092	116,485	119,980	123,579	127,286	131,105
24 Transfer to GF	0	0	0	0	0	0	0	0
25 Transfer to Capital Fund	0	0	0	0	0	0	0	0
26 Capital Projects	3,696,088	0	7,596,607	454,767	655,816	0	0	0
27 Debt Service	14,570,701	1,277,304	1,277,304	1,297,777	1,316,344	1,431,102	1,638,239	1,638,239
28 Audit adjustments	224,928	0	0	0	0	0	0	0
29								
30 Total Expenditures	18,652,352	1,507,717	9,139,965	2,103,882	2,334,741	1,804,973	2,023,812	2,035,943
31								
32 Net Difference	869,812	2,897,108	(4,735,140)	2,414,752	2,361,820	3,437,867	3,418,024	3,595,039
33								
34 Ending Fund Balance	\$17,515,062	\$13,132,160	\$12,779,922	\$15,194,674	\$17,556,494	\$20,994,361	\$24,412,385	\$28,007,424
35								
36 Reserves								
37 Reserved for BID	0	0	86,908	170,423	250,443	326,864	399,578	468,473
38 Available for Debt Repayment	0	0	12,693,014	12,665,000	11,815,000	10,815,000	9,565,000	8,065,000
39 Unreserved	0	0	0	2,359,251	5,491,051	9,852,497	14,447,807	19,473,951
40								
41 Total Reserves	0	0	12,779,922	15,194,674	17,556,494	20,994,361	24,412,385	28,007,424
42								
43 Outstanding Debt			\$13,465,000	\$12,665,000	\$11,815,000	\$10,815,000	\$9,565,000	\$8,065,000

**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	4,850,000	3.5% - 4.5%
Combined Purpose Bonds of 2007A	June 1, 2027	5,020,000	3.8% - 4.25%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	2,910,000	3.375% - 4.25%
Combined Purpose Bonds of 2010	Sept. 1, 2015	3,130,000	1% - 1.5%
Combined Purpose Bonds of 2012B	Mar.1, 2017	11,250,000	.5% - 2%
Combined Purpose Bonds of 2012C	Mar.1, 2017	2,285,000	1% - 2%
Combined Purpose Bonds of 2012D	Dec. 1, 2032	<u>20,050,000</u>	2.5% - 3%
Total		\$ 49,495,000	
<b>Tax Increment Authority Debt</b>			
TIF Revenue Note of 2013	Sept. 1, 2023	\$14,215,000	3.81%

**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	\$ 552,117	2.74%
Water Reclamation OWRB SRF Note	Aug. 15, 2015	207,489	.5%
Water Reclamation OWRB SRF Note	Sept. 15, 2019	1,367,949	.5%
NMA Sanitation Notes	Oct. 1, 2024	2,775,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,265,000	3.5% - 6.125%
NMA Loan (Gray Street Property)	July 15, 2014	6,838	2.89%
Clean Water OWRB SRF Note	*	4,751,429	2.91%
Drinking Water OWRB SRF Note	*	10,149,248	3.28%
Sanitation System Note	Oct. 1, 2018	1,440,000	1.1455%
NMA Loan (Republic Bank)	Nov. 1, 2022	134,239	0%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	50,300,000	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>\$113,279,309</b>	
<b>Grand Total</b>			<b><u>\$113,343,019</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**

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

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE			(3) COVERAGE RATIO
			DEBT SERVICE	DEBT SERVICE REQUIREMENT PRINCIPAL INTEREST	TOTAL	
2005	24,282	10,130	14,152	1,595 690	2,285	6.19
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

(1) Total revenues (including interest) exclusive of sewer sales and use taxes and capital improvement charges.

(2) Total operating expenses exclusive of depreciation and amortization, Sewer Maintenance Fund expenses, Sewer Sales Tax and Use Tax Fund expenses.

Source: City of Norman, 2014 Comprehensive Annual Financial Report, p. 110

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, 2014

Assessed Valuation:		
Net Assessed Value		\$843,440,000
Section 26 limitation:		
10% of net assessed value	\$ 84,344,000	
Section 27 limitation:		
30% of net assessed value		\$253,032,000
Debt applicable to limitation:		
Total general bonded debt	\$ 49,495,000	
Less amount available for payment	<u>(8,967,000)</u>	
Total debt applicable to limitation	<u>\$ 40,528,000</u>	
Legal debt margin		\$212,504,000

Source: City of Norman, 2014 Comprehensive Annual Financial Report, p. 109

FYE 16 Budget

The Combined Purpose Bonds of 1992 in the amount of \$4,340,000 were issued in FYE 93, and \$3,600,000 in FYE 95, but will be paid from sales tax revenue dedicated to capital improvements. 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. Proposed Revenue Bonds for improvements to the University North Park Tax Increment Finance District will be issued by the Norman Tax Increment Finance Authority. The following table illustrates the ratio of General Government debt service to total General Government expenditures. On March 29, 2005, the voters approved 4 out of 5 General Obligation Bond propositions totaling \$31,830,000. The moneys are being used for major street construction projects, citywide pavement reconstruction, Fire Station #3 relocation, and a railroad crossing underpass on Robinson Street.



CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$9,120,061	\$9,572,285	\$8,951,391	\$8,951,391	\$8,373,704	\$8,373,704	\$8,373,704	\$8,373,704
2								
3 Revenues:								
4 Property Tax	11,450,509	10,423,825	10,423,825	10,498,288	10,477,309	5,732,128	5,653,616	4,961,873
5 Interest/Investment Income	57,140	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	11,507,649	10,448,825	10,448,825	10,523,288	10,502,309	5,757,128	5,678,616	4,986,873
9 I/F Transf - 92 & 95 Bonds	0	0	0	0	0	0	0	0
10 I/F Transf - CF	0	0	0	0	0	0	0	0
11								
12 Total Revenue	11,507,649	10,448,825	10,448,825	10,523,288	10,502,309	5,757,128	5,678,616	4,986,873
13								
14 Expenditures								
15 Principal Payments	9,125,000	8,510,000	8,510,000	8,520,000	8,170,000	3,635,000	3,670,000	3,060,000
16 Interest Payments	1,560,783	1,183,785	1,183,785	1,679,030	1,505,764	1,295,583	1,182,071	1,100,328
17 Agents Fees	1,925	1,545	1,545	1,545	1,545	1,545	1,545	1,545
18 Assessment District-HP	0	0	0	0	0	0	0	0
19 Audit Accruals/Adjustments	14,731	0	0	0	0	0	0	0
20								
21 Subtotal	10,702,439	9,695,330	9,695,330	10,200,575	9,677,309	4,932,128	4,853,616	4,161,873
22 I/F Transf - Insurance	973,880	753,495	753,495	900,400	825,000	825,000	825,000	825,000
23 I/F Transf - CF	0	0	0	0	0	0	0	0
24								
25 Total Expenditures	11,676,319	10,448,825	10,448,825	11,100,975	10,502,309	5,757,128	5,678,616	4,986,873
26								
27 Net Difference	(168,670)	0	0	(577,687)	0	0	0	0
28								
29 Ending Fund Balance	\$8,951,391	\$9,572,285	\$8,951,391	\$8,373,704	\$8,373,704	\$8,373,704	\$8,373,704	\$8,373,704
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 16 Budget

The FYE 16 Budget shows a beginning fund balance of \$235,163. No expenditures are projected to be made for FYE 16 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2016 – 2020 discusses planned recoupment projects in detail.

CITY OF NORMAN

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

	FYE 14 ACTUAL	FYE 15 BUDGET	FYE 15 ESTIMATED	FYE 16 ADOPTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	FYE 20 PROJECTED
1 Beginning Fund Balance	\$430,325	\$231,914	\$433,574	\$235,163	\$235,163	\$235,163	\$235,163	\$235,163
2								
3 Revenues								
4 Reimbursements/Interest	3,249	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	3,249	0	0	0	0	0	0	0
8								
9 Expenditures								
10 Capital Projects	0	0	198,411	0	0	0	0	0
11 Audit Adjustments	0	0	0	0	0	0	0	0
12								
13 Total Expenditures	0	0	198,411	0	0	0	0	0
14								
15 Net Difference	3,249	0	(198,411)	0	0	0	0	0
16								
17 Ending Fund Balance	\$433,574	\$231,914	\$235,163	\$235,163	\$235,163	\$235,163	\$235,163	\$235,163



**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 6, 2015, the Plan included 11 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

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

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

Oklahoma Police Pension and Retirement System

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

**GENERAL 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	577	579	581	581	587
Part-time Positions	22	22	25	25	24
Total Budgeted Positions	<u>599</u>	<u>601</u>	<u>606</u>	<u>606</u>	<u>611</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	49,765,888	51,833,046	51,811,718	51,811,718	52,860,771
Supplies & Materials	6,009,001	6,813,058	6,907,684	6,603,988	6,195,149
Services & Maintenance	8,038,492	9,698,098	10,468,177	8,578,401	10,660,917
Internal Services	2,764,995	3,561,847	3,563,805	3,685,884	3,474,872
Capital Equipment	2,676,412	3,478,128	4,854,157	4,854,157	3,422,735
Subtotal	<u>69,254,788</u>	<u>75,384,177</u>	<u>77,605,541</u>	<u>75,534,148</u>	<u>76,614,444</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	90,911	0	0	0	20,000
Interfund Transfers	118,484	0	326,505	326,505	0
Audit Adjust/Encumbrances	(146,268)	0	0	0	0
Subtotal	<u>63,127</u>	<u>0</u>	<u>326,505</u>	<u>326,505</u>	<u>20,000</u>
Fund Total	<u><u>69,317,915</u></u>	<u><u>75,384,177</u></u>	<u><u>77,932,046</u></u>	<u><u>75,860,653</u></u>	<u><u>76,634,444</u></u>

# *OFFICE OF THE CITY CLERK*

18 EMPLOYEES

CITY CLERK (1)

**ADMINISTRATIVE CLERICAL SERVICE (5)**

Deputy City Clerk (1)  
Administrative Technician IV (2)  
Administrative Technician III (2)

**FACILITY MAINTENANCE (6)**

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

**CUSTODIAL SERVICES (6)**

Custodial Coordinator (1)  
FT Custodian (1)  
PT Custodian (4)

## DEPARTMENT SUMMARY

### TOTAL CITY CLERK

**MISSION:**

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

**DESCRIPTION:**

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	12	12	13	13	14
Part-time Positions	0	0	4	4	4
<b>Total Budgeted Positions</b>	<b>12</b>	<b>12</b>	<b>17</b>	<b>17</b>	<b>18</b>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	851,070	866,379	883,215	883,215	1,050,575
Supplies & Materials	113,221	114,080	103,114	98,759	112,836
Services & Maintenance	265,534	318,462	304,415	294,620	265,081
Internal Services	25,463	25,744	25,744	28,125	27,741
Capital Equipment	53,012	80,200	86,755	86,755	14,145
Subtotal	<u>1,308,300</u>	<u>1,404,865</u>	<u>1,403,243</u>	<u>1,391,474</u>	<u>1,470,378</u>
<b>Department Total</b>	<b><u>1,308,300</u></b>	<b><u>1,404,865</u></b>	<b><u>1,403,243</u></b>	<b><u>1,391,474</u></b>	<b><u>1,470,378</u></b>

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	442,832	454,248	454,248	454,248	458,916
Supplies & Materials	4,053	6,378	5,226	5,226	6,378
Services & Maintenance	74,931	74,293	76,853	74,528	98,540
Internal Services	13,293	12,952	12,952	13,399	15,114
Capital Equipment	8,977	0	0	0	4,900
Subtotal	544,087	547,871	549,279	547,401	583,848
Division Total	544,087	547,871	549,279	547,401	583,848

## 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	99%	90%	95%	95%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	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%	93%	95%	95%
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	17	15	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	1	1	1	1	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	26,935	31,751	31,751	31,751	84,104
Supplies & Materials	984	2,346	2,496	2,328	2,757
Services & Maintenance	15,179	34,312	35,993	28,523	44,702
Internal Services	1,856	1,901	1,901	2,424	2,502
Capital Equipment	11,502	1,800	1,800	1,800	3,375
Subtotal	<u>56,455</u>	<u>72,110</u>	<u>73,941</u>	<u>66,826</u>	<u>137,440</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>56,455</u></u>	<u><u>72,110</u></u>	<u><u>73,941</u></u>	<u><u>66,826</u></u>	<u><u>137,440</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	1	1	2	2	2
Part-time Positions	0	0	4	4	4
Total Budgeted Positions	1	1	6	6	6

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	57,667	50,489	67,325	67,325	166,456
Supplies & Materials	53,330	36,389	26,840	26,320	41,041
Services & Maintenance	93,791	122,898	106,062	106,062	400
Internal Services	1,901	2,041	2,041	1,863	1,739
Capital Equipment	0	0	600	600	3,000
Subtotal	206,689	211,817	202,868	202,170	212,636
Capital Projects	0	0	0	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	206,689	211,817	202,868	202,170	212,636

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	323,636	329,891	329,891	329,891	341,099
Supplies & Materials	54,853	68,967	68,552	64,885	62,660
Services & Maintenance	13,084	28,844	27,392	27,392	29,324
Internal Services	8,413	8,850	8,850	10,439	8,386
Capital Equipment	32,533	78,400	84,355	84,355	2,870
Subtotal	<u>432,520</u>	<u>514,952</u>	<u>519,040</u>	<u>516,962</u>	<u>444,339</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>432,520</u>	<u>514,952</u>	<u>519,040</u>	<u>516,962</u>	<u>444,339</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	68,549	58,115	58,115	58,115	92,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>68,549</u>	<u>58,115</u>	<u>58,115</u>	<u>58,115</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><u>68,549</u></u>	<u><u>58,115</u></u>	<u><u>58,115</u></u>	<u><u>58,115</u></u>	<u><u>92,115</u></u>

## DEPARTMENT SUMMARY

### TOTAL CITY COUNCIL

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	51,589	51,627	51,627	51,627	51,627
Supplies & Materials	7,916	18,425	16,196	14,623	18,475
Services & Maintenance	951,817	2,478,203	2,507,219	1,112,580	2,551,104
Internal Services	22,424	29,210	30,168	31,170	44,064
Capital Equipment	3,109	0	17,814	17,814	5,400
Subtotal	<u>1,036,855</u>	<u>2,577,465</u>	<u>2,623,024</u>	<u>1,227,814</u>	<u>2,670,670</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>1,036,855</u></u>	<u><u>2,577,465</u></u>	<u><u>2,623,024</u></u>	<u><u>1,227,814</u></u>	<u><u>2,670,670</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 16 General Fund allocation to the City Council includes funding in the amount of \$909,900 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Campus Area Rapid Transit (CART) - \$535,500
- Norman Economic Development Coalition (NEDC) - \$125,000
- Center for Children & Families, Inc. (CCFI) - \$100,000
- Association of Central Oklahoma Governments (ACOG) – Membership – \$61,000
- Oklahoma Municipal League (OML) – Membership - \$65,000
- Kiwanis Kruiser - \$14,500
- Great American West/89er Day Parade - \$5,000
- Performing Arts Studio - \$3,500
- Veterans Day Parade - \$400

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	51,589	51,627	51,627	51,627	51,627
Supplies & Materials	7,916	17,425	15,876	14,303	17,475
Services & Maintenance	800,937	2,323,203	2,352,219	957,580	2,376,104
Internal Services	22,424	29,210	30,168	31,170	44,064
Capital Equipment	3,109	0	17,814	17,814	5,400
Subtotal	<u>885,976</u>	<u>2,421,465</u>	<u>2,467,704</u>	<u>1,072,494</u>	<u>2,494,670</u>
Division Total	<u>885,976</u>	<u>2,421,465</u>	<u>2,467,704</u>	<u>1,072,494</u>	<u>2,494,670</u>

\*FYE 16 includes a 2% Emergency Reserve of \$1,419,837 and FYE 15 included a 2% Emergency Reserve of \$1,394,236.

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	1,000	320	320	1,000
Services & Maintenance	880	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>880</u>	<u>1,000</u>	<u>320</u>	<u>320</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>880</u></u>	<u><u>1,000</u></u>	<u><u>320</u></u>	<u><u>320</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:**

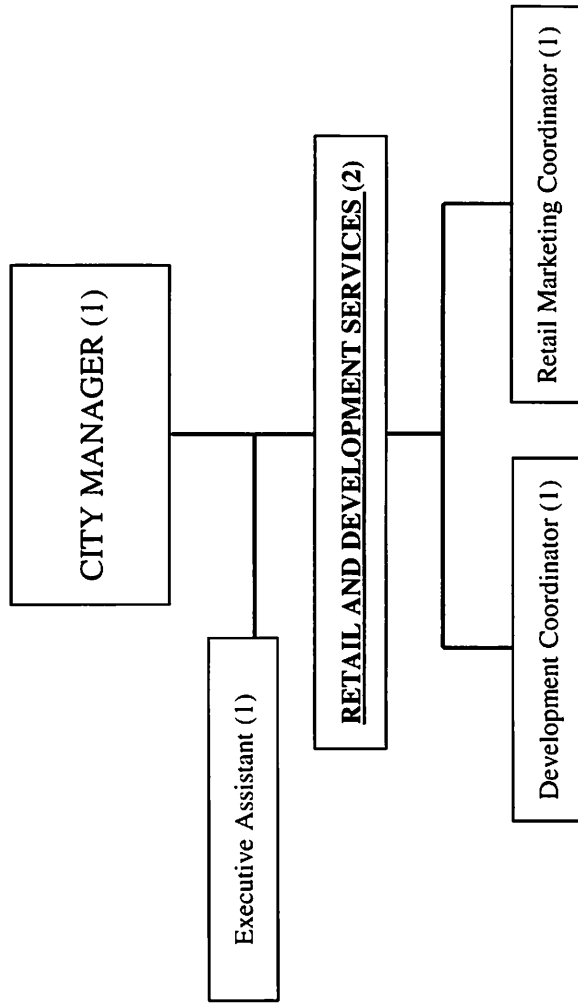
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	150,000	155,000	155,000	155,000	175,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	150,000	155,000	155,000	155,000	175,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	150,000	155,000	155,000	155,000	175,000

# OFFICE OF THE CITY MANAGER

4 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	484,092	482,159	482,159	482,159	504,651
Supplies & Materials	13,575	11,040	13,743	13,743	12,590
Services & Maintenance	234,702	61,531	100,293	98,733	90,015
Internal Services	16,952	38,909	38,909	26,786	39,799
Capital Equipment	1,462	101,118	140,886	140,886	63,320
Subtotal	<u>750,783</u>	<u>694,757</u>	<u>775,990</u>	<u>762,307</u>	<u>710,375</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>750,783</u></u>	<u><u>694,757</u></u>	<u><u>775,990</u></u>	<u><u>762,307</u></u>	<u><u>710,375</u></u>

## DIVISION SUMMARY

### 010-1010 CITY MANAGER

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	383,513	292,722	292,722	292,722	306,933
Supplies & Materials	3,221	8,318	10,941	10,941	8,293
Services & Maintenance	12,628	17,338	15,938	14,378	17,461
Internal Services	16,878	38,823	38,823	26,680	39,553
Capital Equipment	0	101,118	135,218	135,218	63,320
Subtotal	<u>416,240</u>	<u>458,319</u>	<u>493,642</u>	<u>479,939</u>	<u>435,560</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>416,240</u></u>	<u><u>458,319</u></u>	<u><u>493,642</u></u>	<u><u>479,939</u></u>	<u><u>435,560</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
CITY MANAGER

**GOALS:**

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

**WORK PLAN FOR 2015**

- Administration of the 2012 General Obligation Street Bond Package including eight (8) major capital projects valued at nearly \$90M. The program is a hybrid package of storm water and transportation projects.
- Continue implementation of the Storm Water Master Plan Action Plan including creation of a storm water utility rate system.
- Renovation of the Animal Welfare Center.
- Computer Aided Dispatch (CAD) implementation and Records Management System (RMS) integration.
- 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.
- Complete the retail market analysis to assist in retail expansion and development efforts.
- 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 Oklahoma City.
- Provide analysis and financial projections in support of a citizen based Quality of Life Initiative (e.g. Norman Forward) as directed by City Council.
- Finalize a joint City/NPS School Resource Officer Program and finalize the assessment and purchase of a new City-wide emergency communication system.
- 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.
- Complete the Lake Thunderbird Total Maximum Daily Load (TMDL) Compliance Plan with submittal to the Department of Environmental Quality (DEQ) by November, 2015.
- Support Planning collaboration between the City and the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) for the Urban Land Institute (ULI) panel scheduled for the Spring of 2015.
- Support and participate in the Community Planning project for a master plan and building form standards for the City Center Visioning Project area.

CITY OF NORMAN

**PERFORMANCE MEASUREMENTS – RESULTS REPORT**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of press releases	197	211	200	225	250
Number of visits on the City of Norman website	1,393,511	841,040	1,500,000	900,000	1,000,000
Norman News members	1,090	945	1,150	1,000	1,150
Facebook followers	0	2,625	1,900	2,700	3,000
Twitter followers	0	1,193	875	1,200	1,300



**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	100,579	189,437	189,437	189,437	197,718
Supplies & Materials	2,752	2,522	2,602	2,602	4,097
Services & Maintenance	47,185	30,767	42,555	42,555	59,128
Internal Services	74	86	86	106	246
Capital Equipment	1,462	0	5,668	5,668	0
Subtotal	<u>152,052</u>	<u>222,812</u>	<u>240,348</u>	<u>240,368</u>	<u>261,189</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>152,052</u>	<u>222,812</u>	<u>240,348</u>	<u>240,368</u>	<u>261,189</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).

**OBJECTIVES:**

- Develop a list of common building/fire code concerns and work with staff to create a series of Code Clarifications for non-residential projects.
- Completion of Fee Study and Analysis of the City of Norman Wastewater Excise Tax on New Development and Connection Fees.
- Revise Building Permit section of Development Services webpage to clarify building permit requirements for users.
- 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 a process and criteria for priority plan review for priority non-residential projects.

**WORK PLAN FOR 2015:**

- **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. In addition to the traditional elements of information utilized during City projects (i.e. press releases, webpage), staff in on-site face-to-face meetings with impacted business owners and residents in advance of construction impacting their property, use of social media sites (i.e. Twitter, Facebook), development of a construction guide for businesses (currently in draft form) and notification through the Blackboard Connect system. The City and Norman Convention and Visitors Bureau have partnered to develop, implement and install (when the project begins) 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 continued research into cities with similar lists and/or webpages to establish “common” items that are clarified on the pages. Residential code clarifications were posted on the Development Services webpage as part of the discussion from the City/Builders of South Central Oklahoma (BASCO) “Brown Bag Lunch” meetings. Work will continue on non-residential code clarifications to post on the Development Services website. Once established, the webpage(s) will need to be reviewed and/or updated to determine if changes need to be made. Once the initial page is complete, notification to the business community will be made through the Norman Developer’s Council, Chamber of Commerce and BASCO.

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

**GOALS:**

- 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:**

- Continue recruitment of targeted retailers from Retail Coach Match List (study conducted in May 2014) and leads from outside sources.
- Represent Norman at industry events, specifically the International Council of Shopping Centers (ICSC), both regionally and nationally.
- Launch a Commercial District Revitalization Program (CDRP), similar to that of Oklahoma City.
- 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**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of leads generated from recruitment efforts	n/a	n/a	n/a	50	50
Number of businesses opened or leases signed after contact with Retail Marketing Coordinator	n/a	n/a	n/a	2	4
DestinationNorman.com website traffic	n/a	n/a	n/a	2,000 visits	5,000 visits
Number of CDRP participant organizations	n/a	n/a	n/a	1	3
Attendance at CDRP events	n/a	n/a	n/a	25	50

Notes to Results Report: These numbers are very difficult to estimate for the newly created position.

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	7,602	200	200	200	200
Services & Maintenance	5,750	8,526	7,818	7,818	8,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>13,352</u>	<u>8,726</u>	<u>8,018</u>	<u>8,018</u>	<u>8,726</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>13,352</u></u>	<u><u>8,726</u></u>	<u><u>8,018</u></u>	<u><u>8,018</u></u>	<u><u>8,726</u></u>

## DIVISION SUMMARY

### 010-1093 SPECIAL STUDIES / CONTRIBUTIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

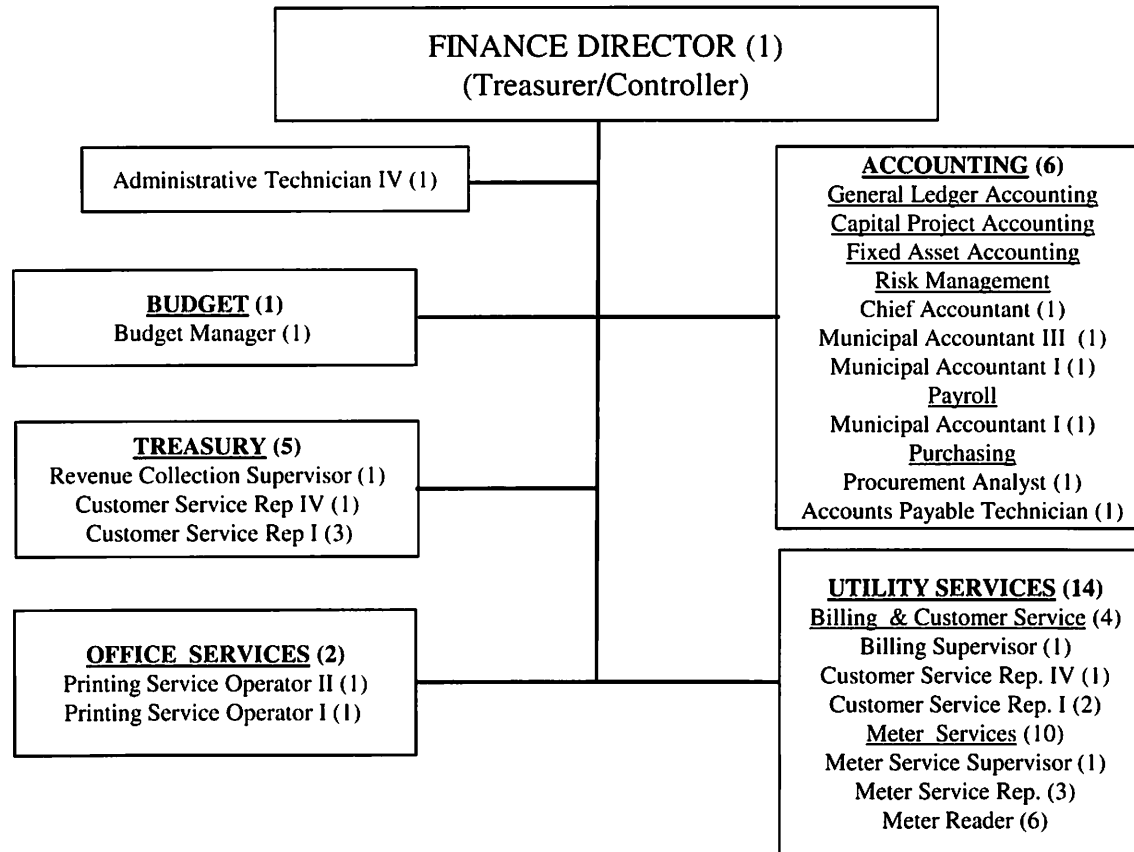
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	169,139	4,900	33,982	33,982	4,900
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>169,139</u>	<u>4,900</u>	<u>33,982</u>	<u>33,982</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>169,139</u></u>	<u><u>4,900</u></u>	<u><u>33,982</u></u>	<u><u>33,982</u></u>	<u><u>4,900</u></u>

# FINANCE DEPARTMENT

30 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	28	28	28	28	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>28</u>	<u>28</u>	<u>28</u>	<u>28</u>	<u>30</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	2,931,339	2,034,925	2,033,902	2,033,902	2,148,696
Supplies & Materials	76,327	57,536	63,536	60,438	55,118
Services & Maintenance	1,251,369	803,014	810,908	799,728	805,074
Internal Services	194,544	200,279	200,279	203,230	197,570
Capital Equipment	45,498	106,328	136,230	136,230	166,387
Subtotal	<u>4,499,078</u>	<u>3,202,082</u>	<u>3,244,855</u>	<u>3,233,528</u>	<u>3,372,845</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	20,000
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,000</u>
Department Total	<u><u>4,499,078</u></u>	<u><u>3,202,082</u></u>	<u><u>3,244,855</u></u>	<u><u>3,233,528</u></u>	<u><u>3,392,845</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	497,195	477,131	477,131	477,131	510,075
Supplies & Materials	2,865	3,072	2,572	2,572	3,672
Services & Maintenance	168,621	134,598	146,437	146,437	134,598
Internal Services	10,337	14,781	14,781	14,935	17,049
Capital Equipment	5,739	1,800	1,800	1,800	0
Subtotal	<u>684,757</u>	<u>631,382</u>	<u>642,721</u>	<u>642,875</u>	<u>665,394</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>684,757</u></u>	<u><u>631,382</u></u>	<u><u>642,721</u></u>	<u><u>642,875</u></u>	<u><u>665,394</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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	22	23	24	24	25

CITY OF NORMAN

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

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 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	7 days	7 days	7 days	7 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	91%	92%	95%	100%	100%
<b><u>Purchasing:</u></b>					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	98%	100%	98%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	62%	65%	68%	68%	68%

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	229,188	228,915	228,915	228,915	232,658
Supplies & Materials	504	880	730	730	880
Services & Maintenance	19,631	33,440	32,322	21,773	31,030
Internal Services	42,059	42,380	42,380	44,676	45,903
Capital Equipment	0	0	0	0	0
Subtotal	<u>291,383</u>	<u>305,615</u>	<u>304,347</u>	<u>296,094</u>	<u>310,471</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>291,383</u></u>	<u><u>305,615</u></u>	<u><u>304,347</u></u>	<u><u>296,094</u></u>	<u><u>310,471</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	108,280	110,233	110,233	110,233	115,391
Supplies & Materials	375	398	344	344	398
Services & Maintenance	3,756	5,012	5,066	5,066	5,012
Internal Services	12,616	12,617	12,617	12,661	13,565
Capital Equipment	0	0	0	0	0
Subtotal	<u>125,027</u>	<u>128,260</u>	<u>128,260</u>	<u>128,304</u>	<u>134,366</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	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>125,027</u></u>	<u><u>128,260</u></u>	<u><u>128,260</u></u>	<u><u>128,304</u></u>	<u><u>134,366</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECED
<b>PERFORMANCE INDICATORS:</b>					
Number of years GFOA Distinguished Presentation Award received since 1991	23	24	25	25	26
City Manager's ADOPTED Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	77 days	80 days	70 days	79 days	80 days
Respond to requests for information within required time limit, 95% of the time	98%	98%	95%	98%	98%
Number of Training Workshops conducted/ attended	1/5	1/5	2/3	1/2	2/3
Number of budget transfer requests annually	1,902	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	-2.98%	-10.93%	n/a	+42.07%	n/a
Actual expenditures vs. budget	-14.03%	-7.9%	n/a	+69.46%	n/a

## DIVISION SUMMARY

### 010-3021 INFORMATION TECHNOLOGY

**MISSION:**

The mission of the Information Technology Division is to manage the City of Norman's information system and telecommunication system resources on behalf of the citizens, elected officials, and staff members of the City of Norman to ensure that they receive the maximum possible return on their investment in those resources and that those resources are properly utilized, safeguarded, and available when needed.

**DESCRIPTION:**

During FYE 14, the Information Technology Division of the Finance Department became its own Department. See page 185 for more information.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	878,340	0	0	0	0
Supplies & Materials	22,694	0	0	0	0
Services & Maintenance	361,897	0	0	0	0
Internal Services	12,850	0	0	0	0
Capital Equipment	17,678	0	0	0	0
Subtotal	1,293,459	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	1,293,459	0	0	0	0

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
INFORMATION TECHNOLOGY

**GOALS:**

See new Information Technology Department (pages 186-187)

**OBJECTIVES:**



## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	111,930	114,950	114,950	114,950	101,174
Supplies & Materials	23,676	24,726	24,852	24,852	24,426
Services & Maintenance	121,942	111,455	111,479	110,848	111,570
Internal Services	1,181	1,149	1,149	1,149	1,264
Capital Equipment	20,504	0	102	102	0
Subtotal	279,233	252,280	252,532	251,901	238,434
Capital Projects	0	0	0	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	279,233	252,280	252,532	251,901	238,434

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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%	100%	100%	98%	100%
Reduce follow up time	n/a	n/a	10%	8%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	n/a	n/a	100%	95%	100%
Reduce outside printing costs by specified percentage	10%	10%	10%	8%	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 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	362,747	364,870	363,847	363,847	366,623
Supplies & Materials	2,526	2,100	3,040	3,040	2,125
Services & Maintenance	310,418	277,063	277,539	277,539	277,063
Internal Services	6,749	7,088	7,088	6,542	8,250
Capital Equipment	577	3,250	3,258	3,258	8,675
Subtotal	<u>683,017</u>	<u>654,371</u>	<u>654,772</u>	<u>654,226</u>	<u>662,736</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>683,017</u>	<u>654,371</u>	<u>654,772</u>	<u>654,226</u>	<u>662,736</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
TREASURY**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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 maintain 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	12	12	12	12	14
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>14</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	743,658	738,826	738,826	738,826	822,775
Supplies & Materials	23,687	26,360	31,998	28,900	23,617
Services & Maintenance	265,104	241,446	238,065	238,065	245,801
Internal Services	108,752	122,264	122,264	123,267	111,539
Capital Equipment	1,000	101,278	131,070	131,070	157,712
Subtotal	<u>1,142,202</u>	<u>1,230,174</u>	<u>1,262,223</u>	<u>1,260,128</u>	<u>1,361,444</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,142,202</u></u>	<u><u>1,230,174</u></u>	<u><u>1,262,223</u></u>	<u><u>1,260,128</u></u>	<u><u>1,361,444</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### UTILITY SERVICES

**GOALS:**

- To further trust in City government by providing accurate and timely billing for utility customers (within two days of target date).
- Accommodate customers by providing payment options.
- To increase the quality of life in Norman by instituting the “Good Neighbor Policy” which benefits both the customer and the City.
- To 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.
- To better direct customers to the proper area.
- To work with each employee on a personal goal and objective platform in order to increase job satisfaction.
- To read water meters in a timely and accurate manner.
- To maintain meter boxes in order to get accurate readings.

**OBJECTIVES:**

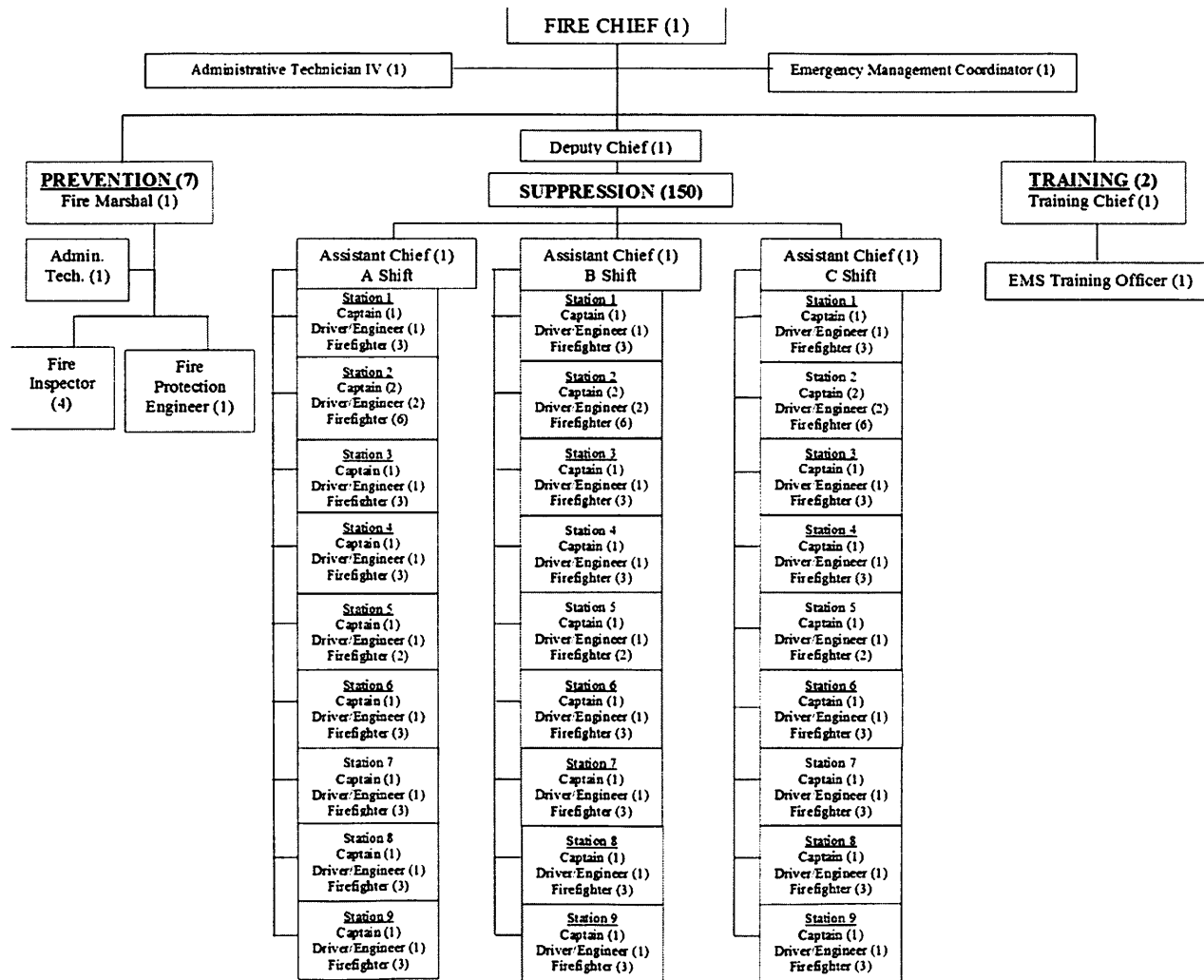
- Maintain accurate water meter reading schedules with a variance of less than 1%.
- Clean 183 meter boxes every month.
- Decrease billing errors by <1% of total billing.
- Decrease amount of delinquency accounts by 1% of total delinquency.
- Provide at least one training session per year for employees. Instill pride and confidence in employees, which will be reflected in better performance.
- Provide more direct access to customers by recorded voice commands.
- Implement a complaint/request tracking system.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b><u>Meter Reading Services:</u></b>					
Percentage of routes read on time (every 28 to 31 days)	56%	60%	65%	68%	68%
Training seminars provided per employee	0	0	0	0	3
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	37,680	37,576	38,290
<b><u>Utility Customer Service:</u></b>					
New residential accounts processed	n/a	n/a	n/a	n/a	n/a
New business accounts processed	n/a	n/a	n/a	n/a	n/a
Delinquency notices issued	n/a	n/a	n/a	n/a	n/a
Number of accounts billed through ACH	n/a	n/a	n/a	n/a	n/a
Accounts turned over to external collection agency	n/a	n/a	2,500	1,600	2,500
Number of customer requested service orders	n/a	n/a	n/a	n/a	n/a
Number of customer supplied leak adjustment requests	n/a	n/a	n/a	n/a	n/a

# 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	133	133	133	133	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	133	133	133	133

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	12,734,295	13,298,369	13,271,869	13,271,869	13,448,929
Supplies & Materials	460,204	340,905	362,721	373,454	280,522
Services & Maintenance	228,570	370,259	452,918	429,718	544,424
Internal Services	624,812	1,070,783	1,070,783	1,100,419	987,854
Capital Equipment	283,626	156,885	345,239	345,239	297,074
Subtotal	14,331,506	15,237,201	15,503,530	15,520,699	15,558,803
Capital Projects	0	0	0	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	14,331,506	15,237,201	15,503,530	15,520,699	15,558,803



## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	412,866	406,228	406,228	406,228	415,415
Supplies & Materials	14,523	16,090	18,087	16,408	13,618
Services & Maintenance	107,451	127,963	128,541	105,341	143,728
Internal Services	12,076	11,284	11,284	12,824	12,171
Capital Equipment	3,501	0	0	0	0
Subtotal	<u>550,416</u>	<u>561,565</u>	<u>564,140</u>	<u>540,801</u>	<u>584,932</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>550,416</u></u>	<u><u>561,565</u></u>	<u><u>564,140</u></u>	<u><u>540,801</u></u>	<u><u>584,932</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
CAD/RMS training	n/a	25%	100%	100%	100%
Equipment installation	n/a	0%	100%	100%	100%
ISO rating improvement	n/a	0%	25%	25%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	99,682	102,796	102,796	102,796	106,833
Supplies & Materials	9,238	8,559	10,376	7,901	15,836
Services & Maintenance	4,976	5,991	5,449	5,449	5,091
Internal Services	3,874	4,591	4,591	2,759	3,550
Capital Equipment	51,349	0	8,227	8,227	26,700
Subtotal	<u>169,119</u>	<u>121,937</u>	<u>131,439</u>	<u>127,132</u>	<u>158,010</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>169,119</u>	<u>121,937</u>	<u>131,439</u>	<u>127,132</u>	<u>158,010</u>

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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	2	2	2	2
Audible tone warning system tested	48	48	48	48	48
Training attended	6	6	8	8	8
Public awareness activities	8	8	6	6	6
Staff exercises	0	0	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	757,800	762,062	762,062	762,062	788,313
Supplies & Materials	24,658	19,546	30,852	30,024	19,009
Services & Maintenance	12,616	10,865	10,290	10,290	10,865
Internal Services	26,864	33,054	33,054	33,991	23,188
Capital Equipment	31,546	0	10,139	10,139	37,016
Subtotal	<u>853,484</u>	<u>825,527</u>	<u>846,397</u>	<u>846,506</u>	<u>878,391</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>853,484</u>	<u>825,527</u>	<u>846,397</u>	<u>846,506</u>	<u>878,391</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of public education events conducted	125	140	140	150	140
Number of personnel fully certified	4	4	4	4	4
Code Enforcement inspections	3,576	2,982	3,700	4,000	3,500
Number of plans reviewed	632	648	500	675	630
Fire cause determined	93%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	120	120	120	120	120
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	11,254,603	11,801,206	11,774,706	11,774,706	11,903,198
Supplies & Materials	404,084	286,012	292,908	308,985	221,850
Services & Maintenance	100,892	213,620	296,602	296,602	211,420
Internal Services	578,982	1,018,518	1,018,518	1,047,372	945,111
Capital Equipment	194,214	153,685	323,673	323,673	156,070
Subtotal	<u>12,532,775</u>	<u>13,473,041</u>	<u>13,706,407</u>	<u>13,751,338</u>	<u>13,437,649</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>12,532,775</u>	<u>13,473,041</u>	<u>13,706,407</u>	<u>13,751,338</u>	<u>13,437,649</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	734	450	964	500	550
Emergency medical calls answered	8,237	8,396	8,908	8,500	8,700
Average response time (urban area)	No information	No information	5.2 minutes	5.0 minutes	5.0 Minutes
Fire loss per capita	\$44.04	\$89.76	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	114%	200.13%	80%	85%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	209,344	226,077	226,077	226,077	235,170
Supplies & Materials	7,700	10,698	10,498	10,136	10,209
Services & Maintenance	2,635	11,820	12,036	12,036	173,320
Internal Services	3,017	3,336	3,336	3,473	3,834
Capital Equipment	3,016	3,200	3,200	3,200	77,288
Subtotal	<u>225,712</u>	<u>255,131</u>	<u>255,147</u>	<u>254,922</u>	<u>499,821</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>225,712</u>	<u>255,131</u>	<u>255,147</u>	<u>254,922</u>	<u>499,821</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
TRAINING**

**GOALS:**

- Provide essential job skill training to all Department members to assure a high level of 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:**

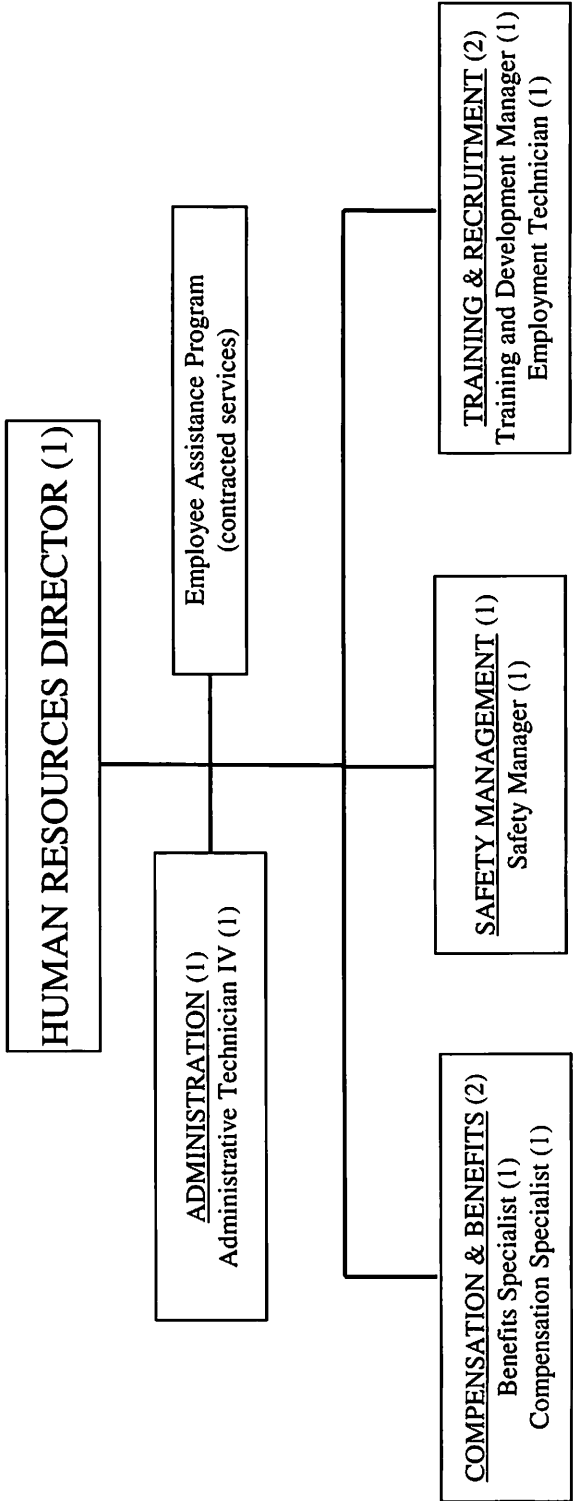
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total staff hours in internal training programs	29,653	29,231	30,000	30,000	35,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	93	102	120	110	120
Total EMT-Basic members	117	125	135	129	135

Notes to Results Report:

EMT-B – Emergency Medical Technician-Basic

# 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	546,382	546,822	546,822	546,822	554,769
Supplies & Materials	23,325	26,197	31,138	31,138	26,372
Services & Maintenance	229,309	255,344	261,392	258,320	312,794
Internal Services	38,952	38,074	38,074	39,536	42,385
Capital Equipment	7,706	53,494	53,494	53,494	6,600
Subtotal	<u>845,673</u>	<u>919,931</u>	<u>930,920</u>	<u>929,310</u>	<u>942,920</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>845,673</u></u>	<u><u>919,931</u></u>	<u><u>930,920</u></u>	<u><u>929,310</u></u>	<u><u>942,920</u></u>

## DIVISION SUMMARY

### 010-3130 HUMAN RESOURCES

**MISSION:**

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

**DESCRIPTION:**

The Human Resources Department fulfills this mission through:

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	477,781	490,439	490,439	490,439	495,190
Supplies & Materials	15,627	16,900	20,000	20,000	17,075
Services & Maintenance	134,563	142,377	147,437	144,365	222,379
Internal Services	38,952	38,074	38,074	39,536	42,385
Capital Equipment	7,706	51,694	51,694	51,694	6,600
Subtotal	<u>674,629</u>	<u>739,484</u>	<u>747,644</u>	<u>746,034</u>	<u>783,629</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>674,629</u></u>	<u><u>739,484</u></u>	<u><u>747,644</u></u>	<u><u>746,034</u></u>	<u><u>783,629</u></u>

## **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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Ratio of AFSCME and non-union grievances resolved prior to arbitration to number of grievances.	95%	71%	90%	60%	70%
# of grievances / % total employees	19 / 2.3%	7 / .84%	6 / .72%	5 / .60%	6 / .72%
Percent of new hires successfully completing six-month probation	82%	87.5%	90%	87%	87%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name*	n/a	76.41%	n/a	76.50%	76.60%
Total prescription plan cost*	n/a	\$2,354,225	n/a	\$2,000,000	\$1,900,000
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	96%	98%	95%	97%	97%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	\$57,330	\$49,920	\$52,500	\$60,000	\$45,000
Number of training hours provided in the Computer Training Lab	4,088	3,328	3,500	4,000	3,000
Website utilization/average number of visits per month					
to Human Resources site:	3,553	4,955	5,500	5,000	5,000
to Job Posting Site/% of HR site visits	3,129/88%	4,422/89%	4,950/90%	4,500/90%	4,500/90%
APWA Re-Accreditation Internal Audits	81/465	160/484	354/465	484/484	242/484
34, chapters, 484 management practices	17.42%	33.06%	76.13%	100%	50%
% internal audits completed					
Percent of Environmental Management Plans implemented (16 plans/8 divisions)	37.5%	63%	75%	75%	100%
Percent of employees participating in special events and programs	15%	16%	15%	15%	15%

\*Change in Health Plan Administrator, data not available at this time.

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	68,601	56,383	56,383	56,383	59,579
Supplies & Materials	7,698	9,253	11,094	11,094	9,253
Services & Maintenance	69,798	88,018	89,006	89,006	65,466
Internal Services	0	0	0	0	0
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	<u>146,097</u>	<u>155,454</u>	<u>158,283</u>	<u>158,283</u>	<u>134,298</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>146,097</u></u>	<u><u>155,454</u></u>	<u><u>158,283</u></u>	<u><u>158,283</u></u>	<u><u>134,298</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:**

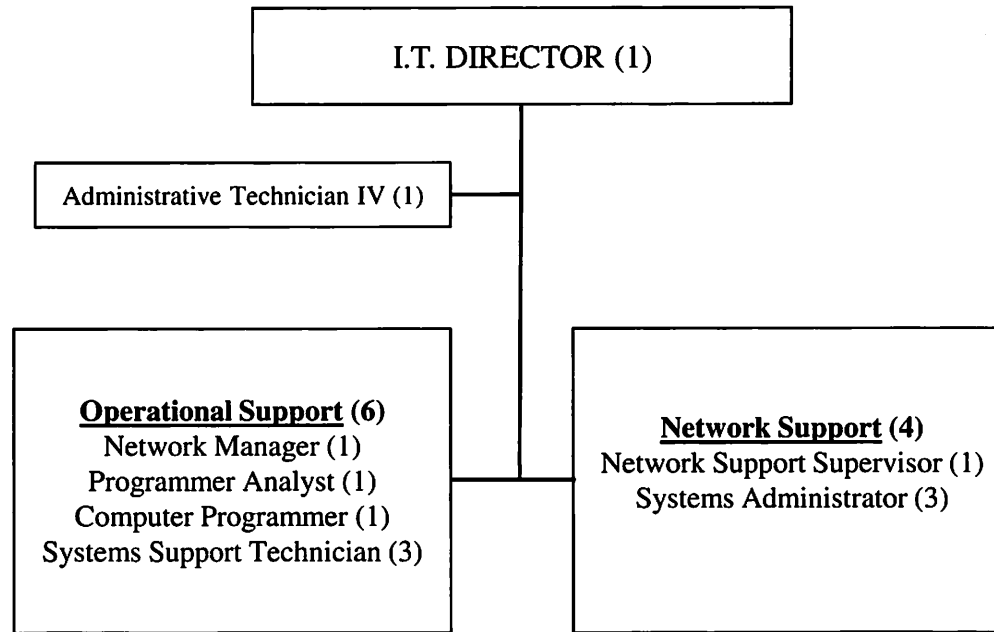
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Training of employees in First Aid/CPR/AED	n/a	n/a	45	40	80
Cost savings of certifying employees in First Aid/CPR/AED Training	n/a	n/a	\$2,520	\$2,520	\$5,040
Conduct safety meetings at CON facilities to OSHA standards to help minimize accidents/incidents in all work environments	n/a	n/a	60 meetings	60 meetings	120 meetings
Conduct job hazard analysis at work sites and correct hazards, if applicable	n/a	n/a	20 JHAs	20 JHAs	40 JHAs
Implementation of CON Safety Committee to work together collectively to discuss hazards and make recommendations, as needed	n/a	n/a	3 meetings	3 meetings	12 meetings
Inspect all CON facilities and provide feedback to each department	n/a	n/a	10	10	30

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.

\*For previous year information see page 156.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	10	10	10	10	12
Part-time Positions	1	1	1	1	0
<b>Total Budgeted Positions</b>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>12</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	1,019,227	1,019,227	1,019,227	1,211,776
Supplies & Materials	0	62,197	80,710	74,982	79,363
Services & Maintenance	0	519,123	642,982	637,646	803,509
Internal Services	0	13,814	13,814	13,465	41,259
Capital Equipment	0	153,825	407,020	407,020	111,276
<b>Subtotal</b>	<u>0</u>	<u>1,768,186</u>	<u>2,163,753</u>	<u>2,152,340</u>	<u>2,247,183</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>Department Total</b>	<u>0</u>	<u>1,768,186</u>	<u>2,163,753</u>	<u>2,152,340</u>	<u>2,247,183</u>

## **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, and process 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 for IT support.
- 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:**

- Implement security tracking filter for email, network traffic, web filtering, and infrastructure protection to reduce and monitor system attacks and intrusions and to help create a solid sustainment strategy.
- Implement Trackit ticketing software enhancements, define, communicate, and follow a solid Service Level Agreement (SLA) for the user base, develop project RAILS, create reports in the Trackit system to measure on time delivery.
- IT staff to attend training for budgeted items, develop onboarding manual, organize meetings with HR for the proper systems removal and equipment collection of employees who terminate and implement these strategies. All items in this category must be 100% complete by the end of Fiscal Year 16.
- Report generation and monitoring for relevant critical systems, enhancements to the data backup strategy, creation and demonstration of disaster recover strategy.
- Monitoring software implementation and reporting, enhancement of data wiring of network cabinets, enhancement of electrical wiring, improvement of fire suppression and cooling systems, and improvement of battery backups at various city locations, fiber mapping and enhanced virtualization efforts.

CITY OF NORMAN

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

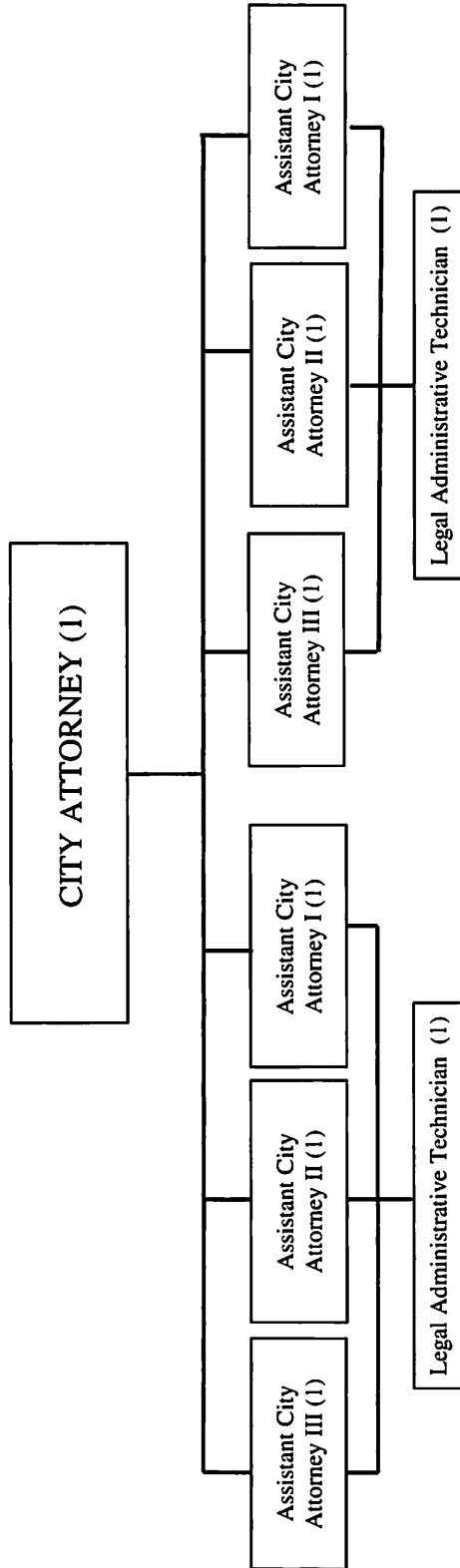
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>Performance Indicators:</b>					
Number of IT work requests completed	6,433	4,379	4,005	4,500	5,000
Number of public safety users supported	307	307	310	323	340
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	n/a	400	440	440	713
Number of public safety vehicles outfitted with IT supported equipment	124	125	143	137	152
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	158	181	193	193	219
Number of public safety work requests resolved	2,012	1,356	1,522	1,550	1,800
Number of department system users supported (excluding public safety)	n/a	350	375	375	376
Number of department devices supported (excluding public safety)	n/a	1,500	1,505	1,505	1,550
Number of business applications supported	356	358	360	360	365
Number and type of major projects launched	14	13	13	13	16
Percent of servers virtualized	60%	64%	72%	68%	77%
Data growth in Terabytes**	118 TB	165 TB	180 TB	180 TB	300 TB

Notes to Results Report:

\*\*1Terabyte = 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	791,993	920,811	920,811	920,811	943,452
Supplies & Materials	6,813	12,698	14,077	14,077	12,973
Services & Maintenance	254,244	181,344	180,977	177,620	181,739
Internal Services	18,418	17,632	17,632	18,016	21,178
Capital Equipment	1,548	0	0	0	7,400
Subtotal	<u>1,073,016</u>	<u>1,132,485</u>	<u>1,133,497</u>	<u>1,130,524</u>	<u>1,166,742</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>1,073,016</u></u>	<u><u>1,132,485</u></u>	<u><u>1,133,497</u></u>	<u><u>1,130,524</u></u>	<u><u>1,166,742</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:**

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**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	791,992	920,811	920,811	920,811	943,452
Supplies & Materials	6,729	12,698	13,999	13,999	12,973
Services & Maintenance	254,244	180,938	180,649	177,292	181,333
Internal Services	18,418	17,632	17,632	18,016	21,178
Capital Equipment	1,548	0	0	0	7,400
Subtotal	<u>1,072,932</u>	<u>1,132,079</u>	<u>1,133,091</u>	<u>1,130,118</u>	<u>1,166,336</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>1,072,932</u></u>	<u><u>1,132,079</u></u>	<u><u>1,133,091</u></u>	<u><u>1,130,118</u></u>	<u><u>1,166,336</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### LEGAL

**GOALS:**

- Continue to enhance tort claims process
- Process workers' compensation cases more efficiently
- Process expungements more efficiently to ensure statutory requirements are met
- Enhance individual expertise of staff in assigned topic areas
- Develop uniform procedure and tracking mechanism for requests for legal opinions
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property

**OBJECTIVES:**

- Maintain periodic updates of departmental website
- Review and streamline process and tracking of tort claims
- Establish database and tracking mechanism for workers' compensation cases
- Maintain database and streamline tracking mechanism for expungements
- Establish database and tracking mechanism for legal opinions
- Present departmental in-service presentations following each training and seminar
- Establish database and streamline tracking mechanism for collection process

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 12 ACTUAL	FYE 13 ACTUAL	PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Quarterly review and update of departmental website	25%	25%	50%	25%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	90%	90%	95%	90%	95%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	50%	95%	95%	95%	95%
Develop database to track current workers' compensation cases under new Act and Guidelines effective February 1, 2014	95%	25%	25%	25%	95%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%	95%	95%	95%
Attend Continuing Legal Education seminars and workshops that focus on specific issues facing the City of Norman and areas of specialty for staff	95%	95%	95%	95%	95%
Develop database to track requests for legal opinions, legal research and/or legal services	50%	20%	50%	15%	25%
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%	75%	35%	35%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	90%	90%	95%	95%	95%

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	78	78	0
Services & Maintenance	0	176	98	98	176
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>176</u>	<u>176</u>	<u>176</u>	<u>176</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>176</u></u>	<u><u>176</u></u>	<u><u>176</u></u>	<u><u>176</u></u>

## DIVISION SUMMARY

### 010-1085 HUMAN RIGHTS COMMISSION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

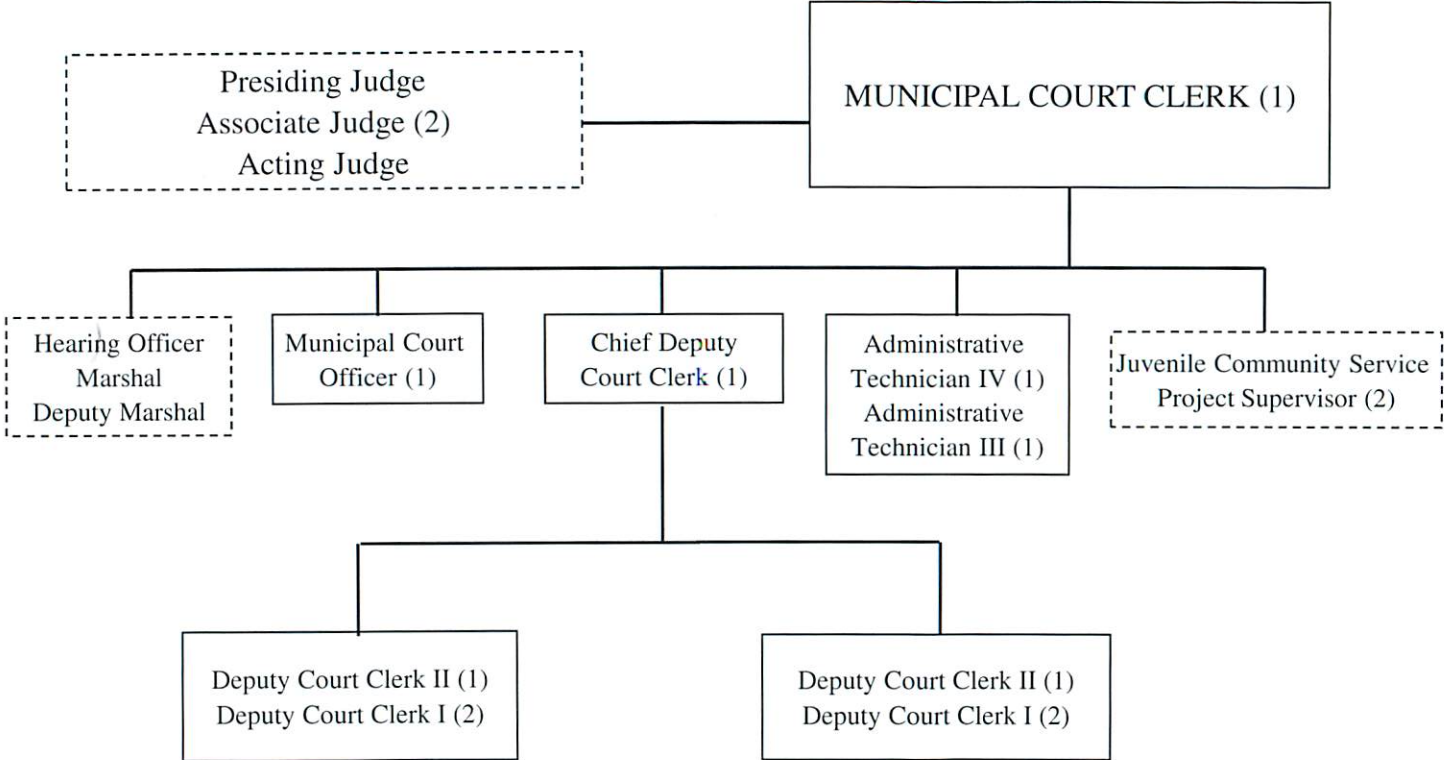
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	84	0	0	0	0
Services & Maintenance	0	230	230	230	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>84</u>	<u>230</u>	<u>230</u>	<u>230</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>84</u></u>	<u><u>230</u></u>	<u><u>230</u></u>	<u><u>230</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions <sup>0</sup>	1	1	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>11</u>	<u>11</u>	<u>11</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	894,827	944,212	944,212	944,212	972,268
Supplies & Materials	6,638	10,533	12,242	12,212	13,038
Services & Maintenance	50,610	57,976	62,475	60,203	57,976
Internal Services	24,611	39,483	39,483	38,974	44,013
Capital Equipment	0	12,500	12,500	12,500	16,500
Subtotal	<u>976,686</u>	<u>1,064,704</u>	<u>1,070,912</u>	<u>1,068,101</u>	<u>1,103,795</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>976,686</u></u>	<u><u>1,064,704</u></u>	<u><u>1,070,912</u></u>	<u><u>1,068,101</u></u>	<u><u>1,103,795</u></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 13	FYE 14	FYE 15		FYE 16
	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	91%	90%	93%	92%	93%
Administrative Deferred Sentence Program	765	459	500	1,288	750
Disposition rate of traffic and non-traffic cases	91%	87%	95%	84%	85%
Recovered costs for prisoner care	18%	17%	20%	16%	15%
<b><u>Equality, Fairness and Integrity:</u></b>					
Assignment of court appointed attorneys for indigent defendants within 48 hours of approval	100%	100%	100%	100%	100%
Ratio of warrants served to warrants issued	80%	82%	90%	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	2	3	2	4	4
Produce brochures and videos on court information	0	4	1	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)*	36	38	48	52	48

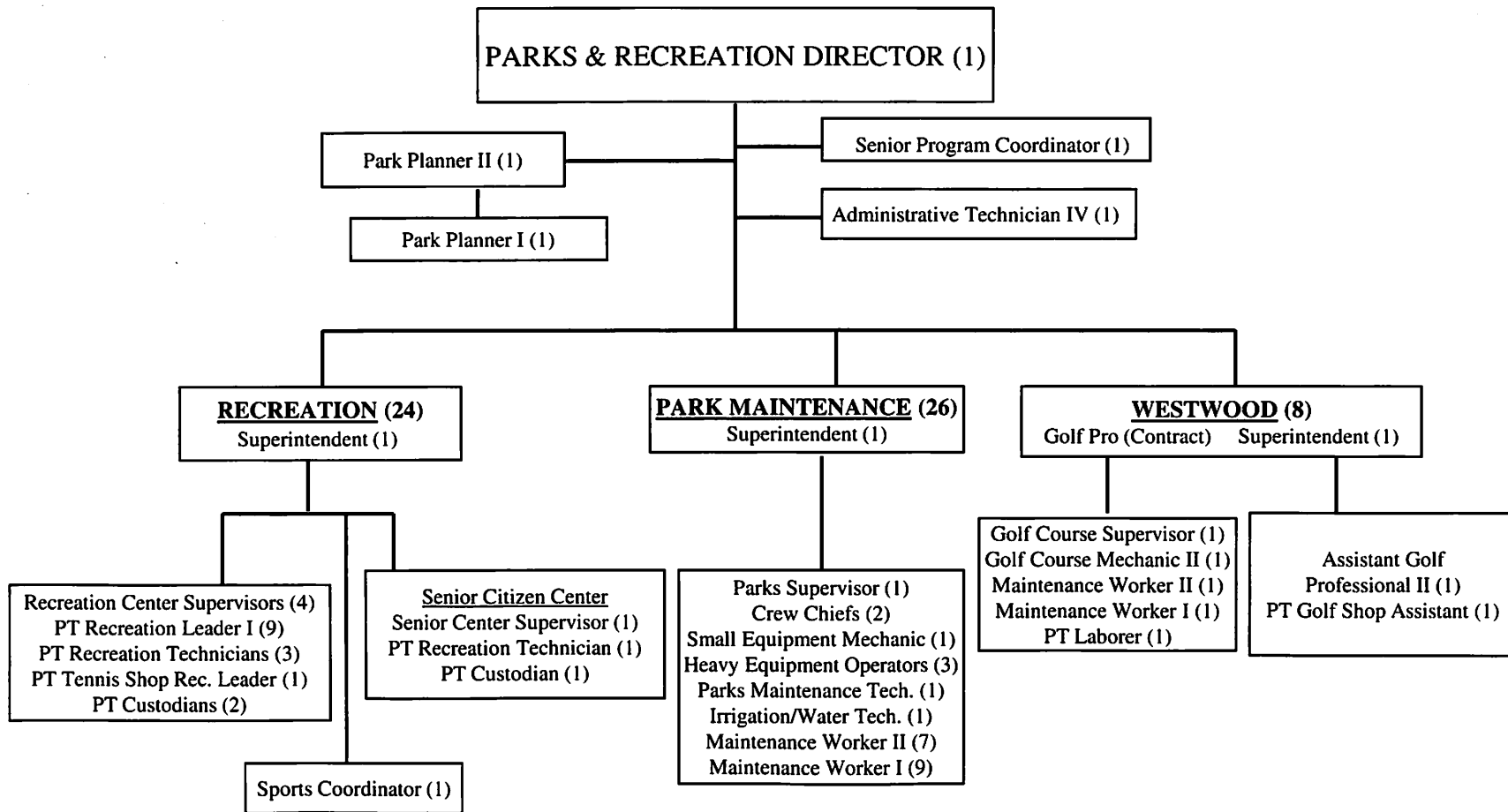
Notes to Results Report:

\*Tracked by fiscal year.



# PARKS & RECREATION DEPARTMENT

63 EMPLOYEES



## DEPARTMENT SUMMARY

### TOTAL PARKS DEPARTMENT

**MISSION:**

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

**DESCRIPTION:**

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

Beginning in FYE 12, Recreation Programs, the Senior Citizen's Center, and Youth Baseball and Softball is accounted for in the General Fund due to GASB 54 requirements.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	38	38	38	38	38
Part-time Positions	16	17	17	17	17
Total Budgeted Positions	<u>54</u>	<u>55</u>	<u>55</u>	<u>55</u>	<u>55</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	3,093,733	3,220,809	3,212,609	3,212,609	3,249,628
Supplies & Materials	263,931	315,553	326,351	301,518	307,402
Services & Maintenance	513,705	599,212	612,074	508,721	627,777
Internal Services	338,243	365,548	365,548	378,371	335,871
Capital Equipment	173,162	809,000	850,759	850,759	330,706
Subtotal	<u>4,382,773</u>	<u>5,310,122</u>	<u>5,367,341</u>	<u>5,251,978</u>	<u>4,851,384</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>4,382,773</u></u>	<u><u>5,310,122</u></u>	<u><u>5,367,341</u></u>	<u><u>5,251,978</u></u>	<u><u>4,851,384</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	5	5	5	5	5

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	396,284	408,401	408,401	408,401	418,422
Supplies & Materials	5,237	4,147	5,915	5,915	3,972
Services & Maintenance	113,584	182,101	183,416	122,351	199,071
Internal Services	13,562	15,481	15,481	16,250	16,147
Capital Equipment	3,109	0	0	0	57,023
<b>Subtotal</b>	531,776	610,130	613,213	552,917	694,635
Capital Projects	0	0	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>	0	0	0	0	0
<b>Division Total</b>	531,776	610,130	613,213	552,917	694,635

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Westwood Pool participants	27,931	24,844	28,000	26,000	26,000
Westwood Golf participants	34,311	33,740	36,103	34,774	35,433
Forestry Programs participants	551	501	575	131	150
Recreation Programs participants	227,925	235,573	228,800	234,970	237,000
Youth Baseball/Softball participants	1,696	1,660	1,700	1,600	1,650
Senior Center participants	30,071	30,275	30,000	30,000	30,500
Total number of participants in activities listed above	322,485	326,593	325,178	327,475	330,733

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,706	9,743	10,148	10,148	9,743
Services & Maintenance	3,359	11,202	14,454	14,454	11,202
Internal Services	199	174	174	116	10
Capital Equipment	0	0	0	0	0
Subtotal	<u>7,263</u>	<u>21,119</u>	<u>24,776</u>	<u>24,718</u>	<u>20,955</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>7,263</u></u>	<u><u>21,119</u></u>	<u><u>24,776</u></u>	<u><u>24,718</u></u>	<u><u>20,955</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### FORESTRY

**GOALS:**

- Implement the Community Forest Management Plan; follow recommended priority removals, pruning, replacement and maintenance schedule.
- Promote and provide urban forestry public education opportunities.
- Maintain public urban forest health.
- Collaborate with all City departments, State agencies and non-profit organizations to enhance and improve the urban forest.

**OBJECTIVES:**

- Obtain required funding to follow recommended schedule of removals, pruning and replacement.
- Provide workshops, volunteer opportunities and special events that teach proper care and maintenance of the tree canopy.
- Implement maintenance schedule of all public trees.
- Increase efforts for new planting opportunities; neighborhoods, green spaces, public schools, parks and open spaces.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Free Apache Foundation trees	550	501	575	123*	150*
Castlerock Park ODOT Tree Grant** FYE 2012; grant complete FYE 2015.	1	0	0	0	0
Boy Scout Project participants	0	0	0	8	0

Notes to Results Report:

\*Apache Free Tree Program was greatly reduced in the fall of 2014.

\*\*Castlerock Park grant closed in the fall of 2014

ODOT – Oklahoma Department of Transportation

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	5,708	5,230	5,230	5,230	5,230
Services & Maintenance	20,000	21,500	21,500	21,500	31,198
Internal Services	2,975	2,885	2,885	4,482	4,313
Capital Equipment	0	49,000	49,000	49,000	0
Subtotal	<u>28,683</u>	<u>78,615</u>	<u>78,615</u>	<u>80,212</u>	<u>40,741</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>28,683</u></u>	<u><u>78,615</u></u>	<u><u>78,615</u></u>	<u><u>80,212</u></u>	<u><u>40,741</u></u>

## DIVISION SUMMARY

### 010-7096 MOSQUITO CONTROL

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	4,382	8,827	627	627	8,827
Supplies & Materials	1,049	1,350	1,350	1,350	1,350
Services & Maintenance	1,811	0	9,508	9,508	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>7,241</u>	<u>10,177</u>	<u>11,485</u>	<u>11,485</u>	<u>10,177</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>7,241</u></u>	<u><u>10,177</u></u>	<u><u>11,485</u></u>	<u><u>11,485</u></u>	<u><u>10,177</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	255	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	<u>255</u>	<u>767</u>	<u>767</u>	<u>767</u>	<u>767</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>255</u></u>	<u><u>767</u></u>	<u><u>767</u></u>	<u><u>767</u></u>	<u><u>767</u></u>

**DIVISION SUMMARY**

## 010-7010 PARKS MAINTENANCE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,733,538	1,806,546	1,806,546	1,806,546	1,763,883
Supplies & Materials	202,118	241,549	244,860	220,113	226,339
Services & Maintenance	177,395	148,338	144,470	144,470	147,838
Internal Services	232,339	262,283	262,283	265,048	223,209
Capital Equipment	163,527	760,000	801,759	801,759	270,083
Subtotal	<u>2,508,918</u>	<u>3,218,716</u>	<u>3,259,918</u>	<u>3,237,936</u>	<u>2,631,352</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>2,508,918</u>	<u>3,218,716</u>	<u>3,259,918</u>	<u>3,237,936</u>	<u>2,631,352</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
PARKS MAINTENANCE**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	85%	85%	90%	90%	90%
On the job injuries	9	4	6	6	6

**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.

Beginning in FYE 12, Recreation Programs is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	14	15	15	15	15
Total Budgeted Positions	<u>20</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	810,076	824,539	824,539	824,539	881,092
Supplies & Materials	37,666	35,130	40,444	40,358	42,314
Services & Maintenance	186,784	218,186	221,591	178,984	218,000
Internal Services	79,416	75,696	75,696	80,845	80,768
Capital Equipment	6,526	0	0	0	3,600
Subtotal	<u>1,120,468</u>	<u>1,153,551</u>	<u>1,162,270</u>	<u>1,124,726</u>	<u>1,225,774</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>1,120,468</u>	<u>1,153,551</u>	<u>1,162,270</u>	<u>1,124,726</u>	<u>1,225,774</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	199,250	200,500	200,000	200,000	201,000
Tennis lessons, open court and tournament participants	25,012	31,162	31,000	31,000	32,000
Daddy-Daughter Dance participants	3,663	3,911	4,000	3,701	4,000
Total recreation revenue	\$493,743	\$475,690	\$468,525	\$480,000	\$485,000

## 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.

Beginning in FYE 12, Senior Citizen's Center is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	121,781	129,329	129,329	129,329	134,237
Supplies & Materials	768	2,278	2,278	2,278	2,328
Services & Maintenance	6,030	7,809	7,809	8,128	10,392
Internal Services	9,752	9,029	9,029	11,630	11,424
Capital Equipment	0	0	0	0	0
Subtotal	<u>138,331</u>	<u>148,445</u>	<u>148,445</u>	<u>151,365</u>	<u>158,381</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>138,331</u></u>	<u><u>148,445</u></u>	<u><u>148,445</u></u>	<u><u>151,365</u></u>	<u><u>158,381</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Annual senior fee program revenue	\$14,297	\$12,617	\$12,000	\$12,000	\$12,000
Annual participants including congregate meals program and special events	30,071	30,275	31,000	30,000	30,500

## 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.

Beginning in FYE 12, Youth Baseball and Softball is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	27,671	43,167	43,167	43,167	43,167
Supplies & Materials	7,425	15,440	15,440	15,440	15,440
Services & Maintenance	4,743	9,995	9,245	9,245	9,995
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>39,838</u>	<u>68,602</u>	<u>67,852</u>	<u>67,852</u>	<u>68,602</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>39,838</u></u>	<u><u>68,602</u></u>	<u><u>67,852</u></u>	<u><u>67,852</u></u>	<u><u>68,602</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:**

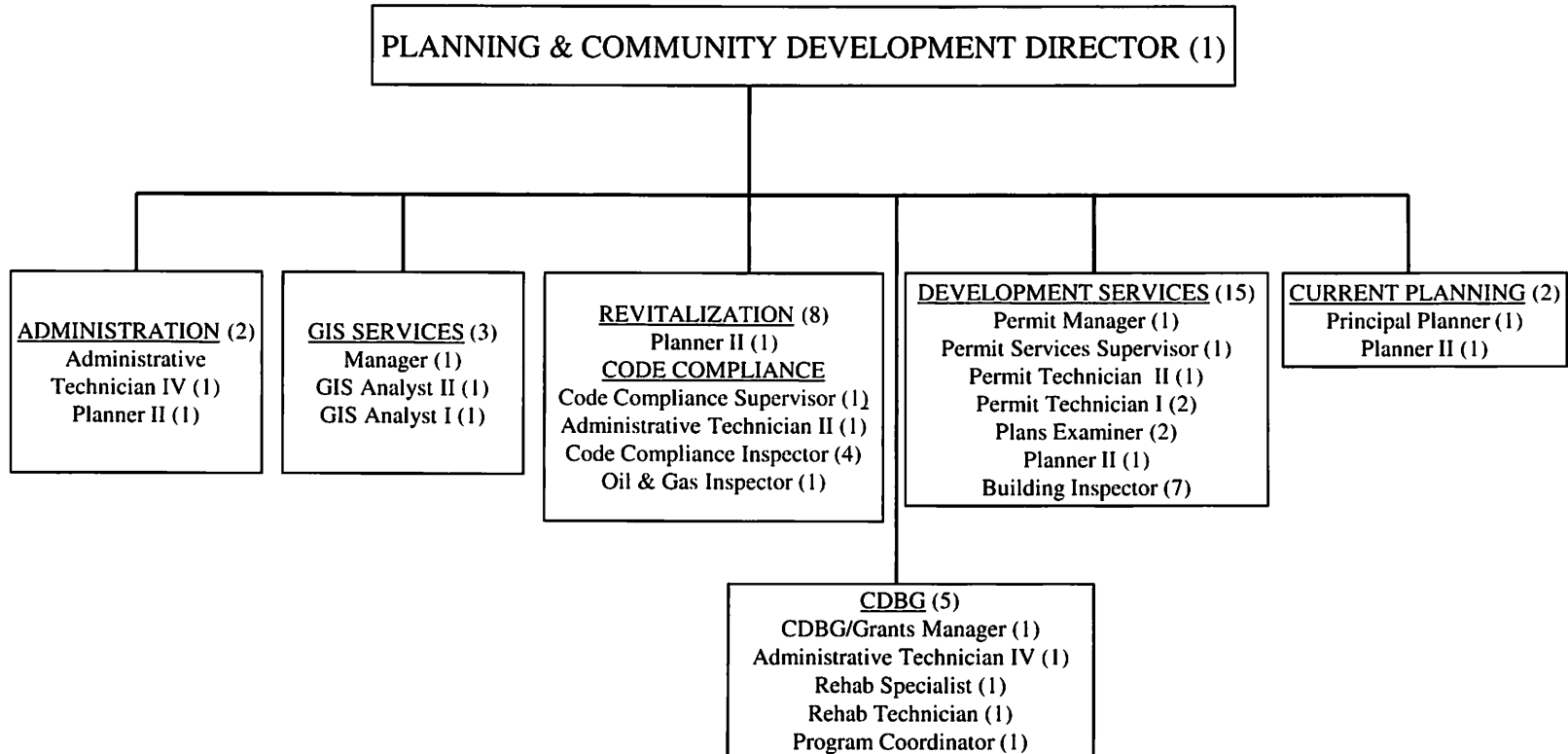
	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue in excess of expenditures	(\$22,968)*	\$3,275	(\$5,000)	\$2,000	\$2,000
Number of youth participants	1,696	1,660	1,600	1,600	1,650

Notes to Results Report:

\*Although many sports tend to experience ebbs and flows in participation, by summer 2013, we had a decrease of 156 baseball/softball players in the junior high and senior high age range which decreased revenue. Additionally, the cost of equipment replacement, field maintenance and field lighting has increased.

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

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	2,999,736	3,041,616	3,053,616	3,053,616	3,019,746
Supplies & Materials	54,669	54,702	63,357	60,226	53,844
Services & Maintenance	184,803	249,289	253,479	243,478	259,241
Internal Services	98,526	97,405	97,405	102,598	123,249
Capital Equipment	62,528	93,064	215,142	215,142	151,509
Subtotal	<u>3,400,263</u>	<u>3,536,076</u>	<u>3,682,999</u>	<u>3,675,060</u>	<u>3,607,589</u>
Department Total	<u><u>3,400,263</u></u>	<u><u>3,536,076</u></u>	<u><u>3,682,999</u></u>	<u><u>3,675,060</u></u>	<u><u>3,607,589</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	346,120	349,826	349,826	349,826	357,990
Supplies & Materials	2,884	4,645	8,345	7,357	4,080
Services & Maintenance	24,144	51,725	53,326	43,325	67,177
Internal Services	47,082	49,097	49,097	50,426	51,499
Capital Equipment	32,621	4,799	12,717	12,717	600
Subtotal	<u>452,850</u>	<u>460,092</u>	<u>473,311</u>	<u>463,651</u>	<u>481,346</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>452,850</u></u>	<u><u>460,092</u></u>	<u><u>473,311</u></u>	<u><u>463,651</u></u>	<u><u>481,346</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ADMINISTRATION**

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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>
Division Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**DIVISION SUMMARY**

010-4053 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	201,451	208,539	208,539	208,539	211,261
Supplies & Materials	0	75	75	75	200
Services & Maintenance	0	2,373	2,373	2,373	2,373
Internal Services	1,686	1,377	1,377	1,442	2,304
Capital Equipment	1,554	0	0	0	0
Subtotal	<u>204,691</u>	<u>212,364</u>	<u>212,364</u>	<u>212,429</u>	<u>216,138</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>204,691</u></u>	<u><u>212,364</u></u>	<u><u>212,364</u></u>	<u><u>212,429</u></u>	<u><u>216,138</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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	95%	90%	95%	95%	95%
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%	95%	95%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	14	14	14	14	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>15</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,272,760	1,294,288	1,306,288	1,306,288	1,408,467
Supplies & Materials	32,779	31,088	35,293	31,780	29,407
Services & Maintenance	50,064	33,374	34,748	34,748	30,374
Internal Services	23,686	20,915	20,915	24,425	41,275
Capital Equipment	4,569	68,765	88,112	88,112	107,876
Subtotal	<u>1,383,858</u>	<u>1,448,430</u>	<u>1,485,356</u>	<u>1,485,353</u>	<u>1,617,399</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>1,383,858</u></u>	<u><u>1,448,430</u></u>	<u><u>1,485,356</u></u>	<u><u>1,485,353</u></u>	<u><u>1,617,399</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### DEVELOPMENT SERVICES

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Non-residential permits reviewed within 14 days. FYE 14 average review days: 15	84%	72%	75%	72%	75%
Non-residential permits reviewed within 28 days.	97%	91%	90%	93%	90%
Residential permits issued within 1 hour as a % of all residential permits	70%	76%	95%	55%	60%
Residential permits issued within 2 days	74%	80%	100%	63%	98%
Residential permits issued within 4 days	86%	88%	100%	78%	100%
Inspections performed within 48 hours. FYE 14 average inspection time: 1 day	97%	98%	99%	98%	99%

## DIVISION SUMMARY

### 010-4050 GEOGRAPHIC INFORMATION SERVICES

**MISSION:**

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

**DESCRIPTION:**

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

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	333,109	331,590	331,590	331,590	337,053
Supplies & Materials	5,711	6,375	7,375	7,375	6,275
Services & Maintenance	35,363	59,445	60,274	60,274	59,445
Internal Services	9,673	9,371	9,371	9,010	10,848
Capital Equipment	8,500	2,500	14,845	14,845	1,800
Subtotal	392,355	409,281	423,455	423,094	415,421
Capital Projects	0	0	0	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	392,355	409,281	423,455	423,094	415,421

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Update zoning database within 1 week of receipt of the ordinance by the division.	100%	100%	100%	94%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	257	2,644	2,644	2,644	2,644
Internal Services	140	372	372	372	138
Capital Equipment	0	0	0	0	0
Subtotal	<u>397</u>	<u>3,016</u>	<u>3,016</u>	<u>3,016</u>	<u>2,782</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>397</u></u>	<u><u>3,016</u></u>	<u><u>3,016</u></u>	<u><u>3,016</u></u>	<u><u>2,782</u></u>

**DIVISION SUMMARY**

010-4081 PLANNING COMMISSION

**MISSION:**

The mission of the Planning Commission is to review land development applications, generally prepare plans for the systematic development and improvement of the City as a place of residence and business, and to make recommendations to the City Council.

**DESCRIPTION:**

The Planning Commission holds public hearings on all proposed amendments to the City's long range plan (Norman 2025). It also makes recommendations to the City Council on all proposed rezoning applications and development proposals involving platting and subdivision of land. It reviews and recommends changes to the City's ordinances involving planning, zoning, building, and subdivision regulations, as well as specific items referred to the Commission by the City Council.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	90	90	90	90
Services & Maintenance	0	257	257	257	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>347</u>	<u>347</u>	<u>347</u>	<u>347</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>347</u></u>	<u><u>347</u></u>	<u><u>347</u></u>	<u><u>347</u></u>

**DIVISION SUMMARY**

## 010-4052 REVITALIZATION

**MISSION:**

To provide a higher quality of life in Norman by protecting the health, safety and welfare of the citizens of Norman through the enforcement of City Codes, the administration of funding for the Social & Voluntary Services Commission, preparation of the Capital Budget, and the management of federal grant programs.

**DESCRIPTION:**

The Revitalization Division is responsible for the ongoing process of revitalization of our community through the enforcement of various codes that affect the health, safety and welfare of the citizens of Norman. The Division is also responsible for staffing the Historic District Commission, the Social & Voluntary Services Commission, preparation of the Capital Budget, and the management of federal grant programs related to housing and community development. (Details of HUD grant programs are provided in the Community Development Fund Budget Highlights.)

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	846,297	857,373	857,373	857,373	704,975
Supplies & Materials	13,295	12,139	11,889	13,259	13,502
Services & Maintenance	74,976	99,271	99,657	99,657	96,771
Internal Services	16,260	16,273	16,273	16,923	17,185
Capital Equipment	15,284	17,000	99,468	99,468	41,233
Subtotal	<u>966,111</u>	<u>1,002,056</u>	<u>1,084,660</u>	<u>1,086,680</u>	<u>873,666</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>966,111</u>	<u>1,002,056</u>	<u>1,084,660</u>	<u>1,086,680</u>	<u>873,666</u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
REVITALIZATION**

**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 insure the health and safety of hotels/motels, rooming and boarding houses, mobile home parks, salvage 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 strengthen the physical and social environment of Norman neighborhoods.
- To maintain the integrity of designated historic districts.
- To produce a balanced capital budget in compliance with long range, comprehensive plans.
- To provide appropriate access to local non-profits for funding from the Social and Voluntary Services Commission (SVSC).

**OBJECTIVES:**

- 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.
- Acquire grant funds to supplement the budget related to historic districts and the general welfare of our community.
- Disperse City funds to local non-profits through the SVSC.
- Facilitate neighborhood conversations to create effective neighborhood plans in both new and existing neighborhoods.
- Produce a balanced capital budget that meets the goals of the City's comprehensive plans and maintains and updates public infrastructure including public facilities.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
News coverage and other information re: City Codes, the capital budget, Social and Voluntary Services Commission, and Historic Districts. A violation index and ongoing log of cases were maintained.	11	16	12	42	24
Percent of complaints inspected within 7 working days. (7,488 total complaints in 2014)	99%	99%	99%	99%	99%

CITY OF NORMAN

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
Percent of violations voluntarily abated after owner notification	57%	55%	56%	58%	57%
Percent of weed/junk work orders voluntarily abated after work order issued to contractor	26.8%	44%	25%	27%	27%
Average time for weed orders to be completed by City contractors	4 days	10 days	6 days	6 days	6 days
Average number of working days for clean ups/securing measures to be completed by City contractor	5 days	6 days	5 days	6 days	6 days

# POLICE DEPARTMENT

242 EMPLOYEES

CHIEF OF POLICE (1)

**ADMINISTRATION (8)**

Deputy Police Chief (1)  
 Captain (1)  
 Lieutenant (1)  
 Public Safety Information Officer (1)  
 Administrative Tech. IV (1)  
 Administrative Tech. III (2)  
 Crime Analyst II (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)  
 Administrative Tech. III (1)  
 Captain (3)  
 Lieutenants (11)  
 Sgt./MPO/Police Officers (76)  
 Parking Service Officers (4)

**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 (26)**

Captain (1)  
 Lieutenants (2)  
 Detectives – Sgt./MPO/Police Officers (16)  
 Administrative Tech. II (1)  
 Crime Analyst (1)  
 Crime Analyst I (1)  
 Forensic Technician (2)  
 Property Custody Officer (2)

**PSST: CRIMINAL INVESTIGATIONS (5)**

Detectives – Sgt./MPO/Police Officers (5)

**SPECIAL INVESTIGATIONS (11)**

Captain (1)  
 Lieutenant (1)  
 Detectives - Sgt./MPO/Police Officers (9)

**ANIMAL WELFARE (12)**

Administrative Tech. II (2)  
 Animal Welfare Supv. (1)  
 Registered Vet. Tech (1)  
 Animal Welfare Officers (5)  
 Kennel Attendant (2)  
 Pet Adoption Coordinator (1)

**EMERGENCY COMMUNICATIONS (25)**

Communication Systems Mngr. (1)  
 Communications Supervisors (4)  
 Communications System Tech (1)  
 Communications Officers (16)  
 PT Call Takers (3)

\* In FYE 2016 there will be 47 Police positions associated with the Public Safety Sales Tax (PSST)

## DEPARTMENT SUMMARY

### TOTAL POLICE DEPARTMENT

**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 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.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	190	191	192	192	192
Part-time Positions	4	3	3	3	3
<b>Total Budgeted Positions</b>	<u>194</u>	<u>194</u>	<u>195</u>	<u>195</u>	<u>195</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	16,730,425	17,484,643	17,484,643	17,484,643	17,651,032
Supplies & Materials	670,482	890,228	988,501	829,770	733,321
Services & Maintenance	820,674	1,110,018	1,147,990	1,075,633	1,250,132
Internal Services	632,713	756,020	756,020	815,534	835,880
Capital Equipment	886,562	632,350	1,011,277	1,011,277	917,398
<b>Subtotal</b>	<u>19,740,856</u>	<u>20,873,259</u>	<u>21,388,431</u>	<u>21,216,857</u>	<u>21,387,763</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>Department Total</b>	<u><u>19,740,856</u></u>	<u><u>20,873,259</u></u>	<u><u>21,388,431</u></u>	<u><u>21,216,857</u></u>	<u><u>21,387,763</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	10	10	10	10	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	9

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	949,732	1,010,673	1,010,673	1,010,673	867,680
Supplies & Materials	9,812	7,762	10,692	10,041	7,350
Services & Maintenance	123,562	123,968	127,048	111,206	145,398
Internal Services	30,565	29,334	29,334	32,949	33,081
Capital Equipment	7,984	0	4,022	4,022	1,200
Subtotal	1,121,654	1,171,737	1,181,769	1,168,891	1,054,709
Capital Projects	0	0	0	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	1,121,654	1,171,737	1,181,769	1,168,891	1,054,709

## 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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 115,000	\$197	\$197	\$210	\$210	\$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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	9	10	11	11	12
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>11</u>	<u>11</u>	<u>12</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	591,828	682,676	682,676	682,676	777,266
Supplies & Materials	88,688	110,290	156,092	153,399	107,960
Services & Maintenance	55,953	91,331	89,867	82,549	96,426
Internal Services	46,486	44,056	44,056	44,843	41,586
Capital Equipment	63,122	142,000	158,886	158,886	82,800
Subtotal	<u>846,076</u>	<u>1,070,353</u>	<u>1,131,577</u>	<u>1,122,353</u>	<u>1,106,038</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>846,076</u></u>	<u><u>1,070,353</u></u>	<u><u>1,131,577</u></u>	<u><u>1,122,353</u></u>	<u><u>1,106,038</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 during construction.
- 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Spay / neuter of adopted animals	100%	100%	100%	100%	100%
Monthly adoption events	14	14	14	14	14
Microchip all adopted animals	100%	100%	100%	100%	100%
Increase the number of pet licenses sold	10,036	10,000	10,500	10,500	10,750
Sponsor “low income” spay/neuter services for Norman residents	0	0	\$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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	24	24	24	24	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	24	24	24	26

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,962,869	2,303,395	2,303,395	2,303,395	2,528,341
Supplies & Materials	59,491	59,860	64,370	56,584	52,583
Services & Maintenance	61,538	153,524	151,002	107,200	143,423
Internal Services	78,277	123,281	123,281	126,709	112,046
Capital Equipment	38,948	49,900	52,088	52,088	123,739
Subtotal	2,201,124	2,689,960	2,694,136	2,645,976	2,960,132
Capital Projects	0	0	0	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	2,201,124	2,689,960	2,694,136	2,645,976	2,960,132

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### CRIMINAL INVESTIGATIONS

**GOALS:**

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

**OBJECTIVES:**

- Fill two (2) vacant Detective positions in FYE 2016
- Implement technology to create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Increase the number of supervisors in CID and stabilize the “Span of Control”
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total cases assigned	1,453	1,388	>1,400	1,357	1,460
Average annual case load	85	82	>100	211	90
Total cases unassigned with leads (code “23”)	329	268	>1,000	320	120
Total COP follow-ups (code “31”)	199	388	>1,000	500	400
Total unassigned cases with no follow-up (code “21”)	3,781	3,905	<4,000	4,383	3,800

**Notes to Results Report:**

CID – Criminal Investigations Division  
 FOP – Fraternal Order of Police  
 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.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	22	22	22	22	22
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,858,148	1,820,172	1,820,172	1,820,172	1,743,043
Supplies & Materials	28,647	33,703	29,851	27,349	30,931
Services & Maintenance	75,490	106,469	119,975	119,975	164,169
Internal Services	21,107	20,282	20,282	21,108	25,424
Capital Equipment	63,264	38,100	48,277	48,277	4,500
Subtotal	<u>2,046,657</u>	<u>2,018,726</u>	<u>2,038,557</u>	<u>2,036,881</u>	<u>1,968,067</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>2,046,657</u>	<u>2,018,726</u>	<u>2,038,557</u>	<u>2,036,881</u>	<u>1,968,067</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.

**OBJECTIVES:**

- Technically expand existing supervisor offices to allow for call taking and limited radio dispatching abilities.
- Increase Emergency Medical Quality Assurance to 95 percent accuracy. (2014=93%)
- Implement a police call taking protocol system to allow for more accurate data gathering and distribution to field units.
- Recruit and fill all communications positions with competent and dedicated team members (requires budget approval).

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Increase work area	0	0	100%	100%	100%
Increase EMD QA scores	90%	92%	95%	95%	97%
Implement police protocol	0	0	50%	50%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	98	98	98	98	96
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>98</u>	<u>98</u>	<u>98</u>	<u>98</u>	<u>96</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	9,112,551	9,276,794	9,276,794	9,276,794	9,207,822
Supplies & Materials	346,855	496,080	518,825	391,834	380,401
Services & Maintenance	75,171	105,186	113,539	113,539	105,186
Internal Services	349,030	416,001	416,001	455,417	503,207
Capital Equipment	535,135	198,650	526,917	526,917	487,246
Subtotal	<u>10,418,742</u>	<u>10,492,711</u>	<u>10,852,076</u>	<u>10,764,501</u>	<u>10,683,862</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>10,418,742</u></u>	<u><u>10,492,711</u></u>	<u><u>10,852,076</u></u>	<u><u>10,764,501</u></u>	<u><u>10,683,862</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
PATROL**

**GOALS:**

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

**OBJECTIVES:**

- Maintain and enhance current programs that assist in the building of partnerships and educating the community.
- Use data driven approaches to target high crime and accident locations.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement, public education, and by working with other City departments.
- Reduce part 1 crime by working in partnership with the public, using problem oriented policing concepts, and focusing on high crime areas.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase documented traffic contacts	-15%	+12%	+10%	+20%	+5%
Reduce part 1 crime	+1.8%	+12.8%	-2.5%	-3.0%	-1%
Reduce accidents	0%	+5%	-2.5%	-10%	-2.5%
Increase community policing hours	-5%	+45%	+10%	+25%	+5%

**DIVISION SUMMARY**

## 010-6030 SPECIAL INVESTIGATIONS

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,112,458	1,161,675	1,161,675	1,161,675	1,172,349
Supplies & Materials	48,295	63,189	62,515	50,674	51,335
Services & Maintenance	10,062	35,158	40,283	40,283	35,158
Internal Services	49,934	63,633	63,633	67,458	53,589
Capital Equipment	40,171	43,850	48,613	48,613	59,938
Subtotal	<u>1,260,920</u>	<u>1,367,505</u>	<u>1,376,719</u>	<u>1,368,703</u>	<u>1,372,369</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>1,260,920</u>	<u>1,367,505</u>	<u>1,376,719</u>	<u>1,368,703</u>	<u>1,372,369</u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### SPECIAL INVESTIGATIONS

**GOALS:**

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

**OBJECTIVES:**

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations. Provide representation on local drug and narcotics support group.
- 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of Intelligence Reports received	n/a	120	180	180	180
Number of cases investigated	n/a	70	70	70	70
Number of presentations / press releases	37	32	25	25	25
Number of hours in specialized training	744	240	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	16	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,142,839	1,229,258	1,229,258	1,229,258	1,354,531
Supplies & Materials	88,695	119,344	146,156	139,889	102,761
Services & Maintenance	418,898	494,382	506,276	500,881	560,372
Internal Services	57,314	59,433	59,433	67,050	66,947
Capital Equipment	137,937	159,850	172,474	172,474	157,975
Subtotal	<u>1,845,683</u>	<u>2,062,267</u>	<u>2,113,597</u>	<u>2,109,552</u>	<u>2,242,586</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>1,845,683</u></u>	<u><u>2,062,267</u></u>	<u><u>2,113,597</u></u>	<u><u>2,109,552</u></u>	<u><u>2,242,586</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
STAFF SERVICES**

**GOALS:**

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- 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 all commissioned personnel
- Develop and implement 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, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence and Cultural Diversity
- 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.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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%	75%
Total number of in-service training hours scheduled for commissioned personnel	40	40	40	32	30

**CITY OF NORMAN**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
Number of outside courses hosted by training section	4	4	8	10	10
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	7	10	13	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

In FYE 2015

- All Records Clerks attended Emotional Intelligence training
- All division personnel attended Cultural Diversity training
- Police Recruiter attended Recruitment course
- One employee attended the Women's Leadership Institute
- Two employees attended the Law Enforcement Fitness Specialist course at the Cooper Institute of Fitness
- The 51<sup>st</sup> Police Academy was completed and the 52<sup>nd</sup> began using improved adult learning techniques

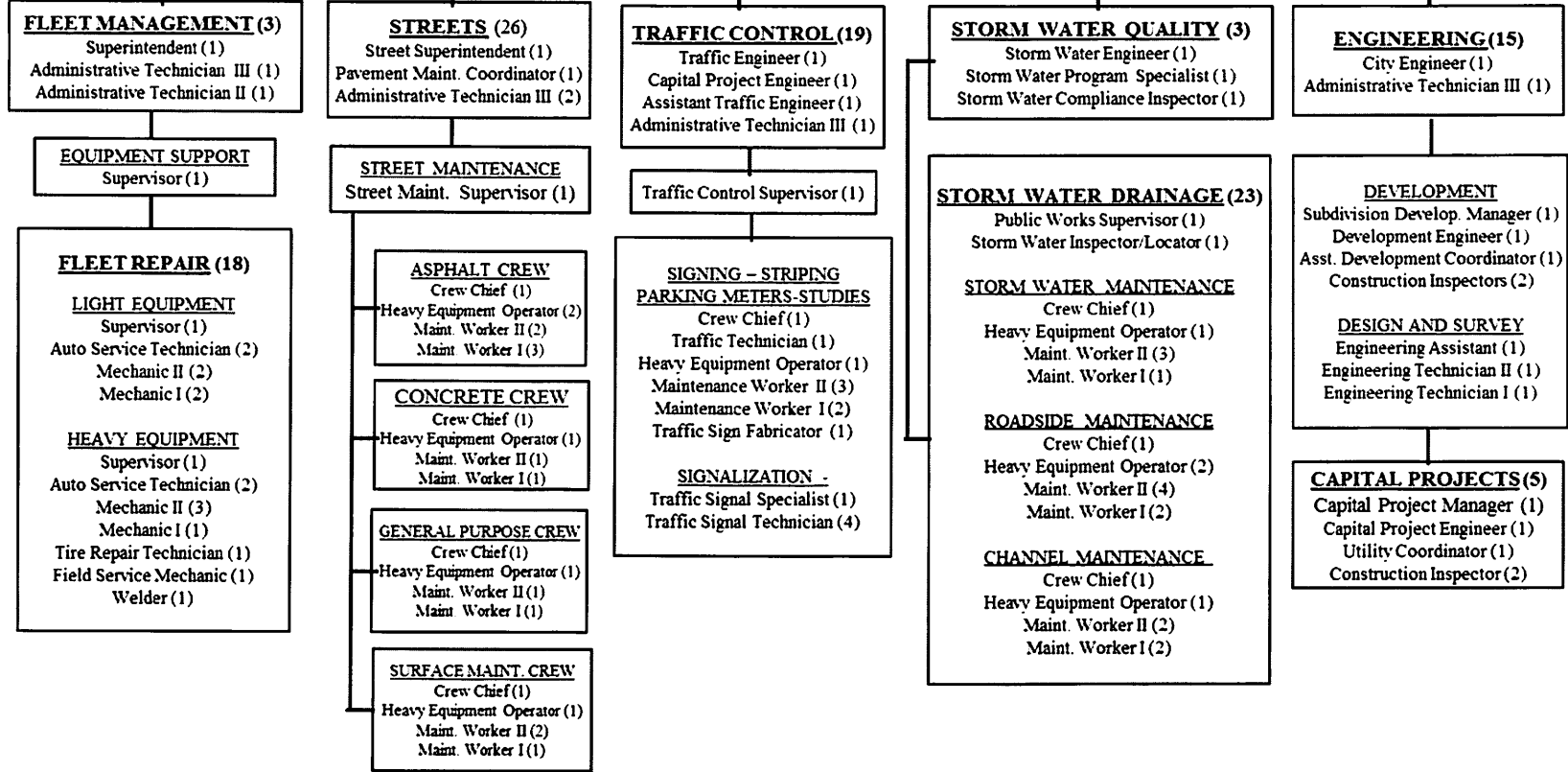
NPD – Norman Police Department

# PUBLIC WORKS DEPARTMENT

109 EMPLOYEES

PUBLIC WORKS DIRECTOR (1)

Administrative Technician IV (1)



## DEPARTMENT SUMMARY

### TOTAL PUBLIC WORKS

**MISSION:**

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

**DESCRIPTION:**

The Public Works Department is organized into five functional divisions: Administration, Engineering, Fleet Management, Streets, 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	105	106	106	106	106
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>105</u>	<u>106</u>	<u>106</u>	<u>106</u>	<u>106</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	7,656,406	7,921,447	7,907,006	7,907,006	8,053,622
Supplies & Materials	4,311,869	4,898,964	4,831,898	4,718,948	4,489,295
Services & Maintenance	2,621,385	2,167,091	2,570,076	2,447,650	2,397,694
Internal Services	602,429	741,536	756,036	759,145	605,602
Capital Equipment	1,158,199	1,279,364	1,538,541	1,552,041	1,335,020
Subtotal	<u>16,350,288</u>	<u>17,008,402</u>	<u>17,603,557</u>	<u>17,384,790</u>	<u>16,881,233</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>16,350,288</u></u>	<u><u>17,008,402</u></u>	<u><u>17,603,557</u></u>	<u><u>17,384,790</u></u>	<u><u>16,881,233</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	244,209	242,519	237,494	237,494	239,126
Supplies & Materials	7,011	4,150	6,486	6,486	4,100
Services & Maintenance	13,983	29,862	36,804	33,112	33,731
Internal Services	17,956	16,497	16,497	17,384	18,380
Capital Equipment	1,462	0	3,838	3,838	600
Subtotal	<u>284,620</u>	<u>293,028</u>	<u>301,119</u>	<u>298,314</u>	<u>295,937</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>284,620</u></u>	<u><u>293,028</u></u>	<u><u>301,119</u></u>	<u><u>298,314</u></u>	<u><u>295,937</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.
- 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.
- Assist the community in its desire to improve appearance and appeal of the University of Oklahoma including the development of a citywide Wayfinding Program.
- Develop the City’s first comprehensive Transportation Plan “Moving Forward”.
- Implement 2012 G.O. Bond program including eight (8) major Transportation/Storm Water projects.
- Enhance Compressed Natural Gas (CNG) Fueling Program with marketing and interlocal agreements.
- Complete a Fleet System Management Analysis to address efficiency and budget issues.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Highway projects completed	25%	25%	75%	45%	75%
NPDES permit compliance	Yes	Yes	100%	100%	100%
Implement Storm Water Master Plan	20%	20%	40%	25%	40%
Number of labor hours spent on litter control program	0	0	4,340	6,025	4,336

CITY OF NORMAN

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

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
Development of Traffic Congestion Mitigation Plan	15%	15%	50%	30%	50%
Completion of 2010 Street Bond Program	40%	40%	80%	60%	90%
Completion of comprehensive Transportation Plan	5%	5%	100%	50%	100%
Completion of Wayfinding Plan	20%	20%	100%	90%	100%
Implementation of 2012 Bond program	0	0	20%	10%	25%

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	959,301	1,040,362	1,034,362	1,034,362	1,023,859
Supplies & Materials	31,538	32,719	32,024	29,698	29,434
Services & Maintenance	36,934	44,905	52,929	50,812	44,905
Internal Services	41,691	34,617	34,617	30,731	41,864
Capital Equipment	49,822	24,920	70,024	70,024	30,288
Subtotal	<u>1,119,286</u>	<u>1,177,523</u>	<u>1,223,956</u>	<u>1,215,627</u>	<u>1,170,350</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>1,119,286</u></u>	<u><u>1,177,523</u></u>	<u><u>1,223,956</u></u>	<u><u>1,215,627</u></u>	<u><u>1,170,350</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
ENGINEERING**

**GOALS:**

- Respond to requests for information in a prompt, courteous manner.
- Manage projects efficiently and professionally.
- Provide other City Departments / Divisions with prompt, quality service.

**OBJECTIVES:**

- Respond to citizen complaints and regulatory agencies in a courteous, professional and timely manner.
- Perform more in-house designs of capital improvements, instead of using consulting engineers.
- Build and inspect construction projects in strict accordance with the plans and specifications.
- Complete construction projects on time and within budget.
- Investigate drainage problems promptly.
- Provide technical advice to other City Departments / Divisions.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Complete projects within 15% of the original budget, 80% of the time	100%	100%	80%	100%	80%
Complete projects on time, 75% of the time	100%	100%	75%	100%	75%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	95%	95%	90%	95%	90%
Addresses will be assigned within 5 working days, 70% of the time	100%	100%	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	99.8%	90%	70%	95%	70%
Will inspect all active projects once a day, 90% of the time	100%	95%	90%	100%	90%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	95%	90%	95%	90%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	95%	75%	95%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	90%	75%	85%	75%

CITY OF NORMAN

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
The review of construction plans will be completed within 10 working days, 100% of the time	100%	95%	90%	95%	90%
The review of final plats will be completed within 10 working days, 95% of the time	100%	100%	95%	95%	95%
Conduct storm water quality program erosion and sediment control inspection of all active construction sites once per month, 95% of the time	100%	95%	95%	95%	95%
Conduct investigation of citizen's drainage concerns within 10 working days, 100% of the time	95%	95%	100%	100%	100%

CITY OF NORMAN

**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. Fleet Management uses a computer program, Faster Asset Solutions, which tracks mechanic productivity, repair types, work orders, parts issued, inventory, diesel fuel, unleaded fuel, compressed natural gas fuel and equipment replacement needs.

**DESCRIPTION:**

There are 21 employees within the Fleet Management Administration and Repair Divisions. We provide the administrative, logistical and mechanical support to all other City departments who operate City owned equipment/vehicles. Fleet staff is responsible for establishing budget figures for the coming fiscal year with regards to the internal fuel and parts accounts. Fleet Management Administration staff establishes capital funds for vehicle/equipment purchases. The division completes the drafting and awarding of bids relating to the acquisition of new equipment and vehicles.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	238,643	232,427	234,041	234,041	231,940
Supplies & Materials	26,185	21,320	22,627	22,120	22,794
Services & Maintenance	61,172	73,348	92,079	68,106	69,425
Internal Services	2,385	2,436	3,436	3,436	4,205
Capital Equipment	3,212	0	2,000	2,000	2,800
Subtotal	<u>331,598</u>	<u>329,531</u>	<u>354,183</u>	<u>329,703</u>	<u>331,164</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>331,598</u></u>	<u><u>329,531</u></u>	<u><u>354,183</u></u>	<u><u>329,703</u></u>	<u><u>331,164</u></u>

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Preventive maintenance program:					
(missed services)	119	164	>70	194	100
(completed services)	1,133	1,309	1,200	1,468	1,400
Capital Equipment/Vehicle – Outlay (excluding Westwood)	\$2,852,126	\$2,523,228	\$3 mil	\$3.5 mil	\$10.5 mil
Sanitation Fund outlay only	\$685,951	\$1,170,647	\$2 mil	\$1.9 mil	\$1.5 mil
Vehicle Replacement Report:					
No. of requests for replacement	63	70	80	70	153
No. of requests approved for replacement	44	26	55	26	60
No. of requests deferred for replacement	19	44	25	44	106
Fuel Report:					
Diesel / gallons dispensed	320,702	315,179	300,000	294,651	290,000
Unleaded gasoline / gallons dispensed	252,132	251,791	250,000	248,205	240,000
Compressed natural gas / gallons dispensed	41,665	61,505	82,000	95,334	120,000
Compressed natural gas sold to public:					
Gallons	96,909	191,881	200,000	200,787	178,000
Dollars	\$121,550	\$262,406	\$335,000	\$336,827	\$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 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.

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,390	42,720	42,720	42,720	43,971
Supplies & Materials	1,149	167,613	167,613	167,613	153,246
Services & Maintenance	0	102,500	102,500	102,500	102,500
Internal Services	0	0	0	0	0
Capital Equipment	0	13,500	13,500	13,500	40,000
Subtotal	2,540	326,333	326,333	326,333	339,717
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	2,540	326,333	326,333	326,333	339,717

**DIVISION SUMMARY**

010-5073 FLEET FUEL & PARTS INVENTORY

**MISSION:**

The mission of Fleet Management is to support the City departments and agencies in the delivery of municipal services by ensuring that the City vehicles and other automotive-related equipment are available, dependable, and safe to operate.

**DESCRIPTION:**

This division accounts for all fuel and parts inventory for all of the City's vehicles and pieces of equipment.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,045,243	3,097,646	3,027,165	3,027,165	2,765,417
Services & Maintenance	355,298	302,156	341,298	342,205	486,319
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	3,400,541	3,399,802	3,368,463	3,369,370	3,251,736
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,400,541	3,399,802	3,368,463	3,369,370	3,251,736



**DIVISION SUMMARY****010-5071 FLEET REPAIR SERVICES****MISSION:**

The mission of Fleet Repair 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:**

Supervisors are responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. They are responsible for writing bid specifications for purchasing vehicles/equipment and decommissioning surplus equipment. They oversee the day-to-day operations, provide for the health, welfare, and safety of the department employees as it relates to personnel, equipment, shop and environmental safety. The Tire Repair Tech performs all in-house tire repairs including replacement, and roadside assistance. The Welder performs all in-house welding and fabrication. The Field Service Mechanic II and performing all repairs in the field on City vehicles/equipment. The Fleet Repair staff also provide support services after hours and weekends during holidays, spring and fall cleanup, and during inclement weather snow and ice removal. After hours and weekends an "on-call" technician is available for emergency repairs and wrecker service.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,109,395	1,152,021	1,146,991	1,146,991	1,171,909
Supplies & Materials	59,170	42,135	64,917	60,648	46,998
Services & Maintenance	109,261	21,263	121,188	121,188	27,857
Internal Services	11,203	11,600	11,600	11,600	17,595
Capital Equipment	153,853	196,340	221,567	221,567	30,500
Subtotal	<u>1,442,883</u>	<u>1,423,359</u>	<u>1,566,263</u>	<u>1,561,994</u>	<u>1,294,859</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>1,442,883</u>	<u>1,423,359</u>	<u>1,566,263</u>	<u>1,561,994</u>	<u>1,294,859</u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS FLEET REPAIR SERVICES

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of CNG vehicles	23	37	51	73	90
Yearly productive average (national standard average is 70%)	81.5%	73.2%	>70%	79%	82%
Benchmark repair standards average compared to industrial standards	-0.13%	-0.24%	0.00%	-0.12%	-0.25%
Preventive services completed	928	1,309	900	1,468	1,000
Work orders completed	5,458	4,763	5,500	4,485	5,500
Work order requests completed in 24 hours	3,491	2,571	3,500	2,051	3,500
Work order requests completed in 48 hours	503	393	550	504	550

**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 138 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	26	26	26	26	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	23

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,735,297	1,817,906	1,817,906	1,817,906	1,692,573
Supplies & Materials	257,450	418,267	373,172	334,274	386,550
Services & Maintenance	960,937	346,382	514,041	509,834	334,067
Internal Services	188,346	286,326	286,326	295,423	183,500
Capital Equipment	128,633	284,355	319,607	319,607	388,745
Subtotal	3,270,663	3,153,236	3,311,052	3,277,044	2,985,435
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,270,663	3,153,236	3,311,052	3,277,044	2,985,435

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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	25%	30%	50%	35%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	25%	75%	75%	75%	75%
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%	75%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	20%	30%	50%	40%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	0	0	0	0	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	3

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	171,298
Supplies & Materials	0	0	0	0	26,089
Services & Maintenance	0	0	0	0	13,939
Internal Services	0	0	0	0	84
Capital Equipment	0	0	0	0	53,533
Subtotal	0	0	0	0	264,943
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	264,943

**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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Permit all earth disturbing operations over 1 acre in size	90%	90%	90%	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	100%	100%	95%	95%	95%
Inspect City facilities identified as potential storm water pollution sources	50%	50%	50%	50%	50%

Notes to Results Report:

ROW – Right-of-Way

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,946,739	1,937,444	1,937,444	1,937,444	1,976,147
Supplies & Materials	605,177	860,692	818,461	756,692	807,878
Services & Maintenance	86,576	61,239	79,990	75,480	63,905
Internal Services	248,756	307,018	307,018	317,632	255,342
Capital Equipment	618,616	574,135	607,817	607,817	440,939
Subtotal	<u>3,505,864</u>	<u>3,740,528</u>	<u>3,750,730</u>	<u>3,695,065</u>	<u>3,544,211</u>
Division Total	<u><u>3,505,864</u></u>	<u><u>3,740,528</u></u>	<u><u>3,750,730</u></u>	<u><u>3,695,065</u></u>	<u><u>3,544,211</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 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%	90%	95%
Overlay / pave 10 lane-miles per year	95%	100%	95%	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	20%	25%	50%	40%	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 244 traffic and pedestrian signals, 23,762 traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,421,431	1,456,048	1,456,048	1,456,048	1,502,799
Supplies & Materials	278,949	254,422	319,433	314,252	246,789
Services & Maintenance	997,226	1,185,436	1,229,247	1,144,413	1,221,046
Internal Services	92,091	83,042	83,042	82,939	84,632
Capital Equipment	202,600	186,114	313,688	313,688	347,615
Subtotal	2,992,296	3,165,062	3,401,458	3,311,340	3,402,881
Capital Projects	0	0	0	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	2,992,296	3,165,062	3,401,458	3,311,340	3,402,881

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### TRAFFIC CONTROL

**GOALS:**

- Provide a transportation system that allows the safe, orderly and predictable movement of all traffic, motorized and non-motorized.
- Provide and maintain the control, guidance and warning devices necessary for the efficient movement of people and goods.
- Respond to citizen requests in a courteous, timely and efficient manner.
- Provide prompt assistance to other City Departments and Divisions.
- Ensure employee safety.

**OBJECTIVES:**

- Investigate traffic problems reported by the public in a timely manner.
- Complete traffic studies in a timely manner.
- Review plans in a timely manner.
- Maintain high quality pavement markings on roadways with more than 1,000 vehicles per day on average. Stripe high traffic volume roadways (with more than 10,000 vehicles per day) utilizing thermoplastic which is re-stripped every 4 to 6 years depending on wear. All other roadways with more than 1,000 vehicles per day are striped annually utilizing waterborne paint.
- Respond to damaged traffic control signs in a timely manner.
- Respond to traffic signal malfunctions in a timely manner.
- Perform preventive maintenance on all traffic signal and parking meter equipment.
- Provide a safe working environment for all employees.
- Maintain traffic signal timing plans for coordination of urban arterials on closed loop systems.
- Respond to neighborhood requests for traffic calming projects.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 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%

CITY OF NORMAN

**PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	100	100	0
Services & Maintenance	71,941	88,253	88,153	72,706	81,386
Internal Services	6,146	6,022	6,022	12,248	10,436
Capital Equipment	0	0	0	0	0
Subtotal	<u>78,086</u>	<u>94,275</u>	<u>94,275</u>	<u>85,054</u>	<u>91,822</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>78,086</u></u>	<u><u>94,275</u></u>	<u><u>94,275</u></u>	<u><u>85,054</u></u>	<u><u>91,822</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	37,332	40,060	40,060	37,476	40,748
Internal Services	1,681	1,599	1,599	4,653	4,543
Capital Equipment	0	0	0	0	0
Subtotal	<u>39,013</u>	<u>41,659</u>	<u>41,659</u>	<u>42,129</u>	<u>45,291</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>39,013</u></u>	<u><u>41,659</u></u>	<u><u>41,659</u></u>	<u><u>42,129</u></u>	<u><u>45,291</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Services & Maintenance	0	0	0	0	0
Public Safety Sales Tax	0	0	0	0	0
Rainy Day Fund	0	0	326,505	326,505	0
Recreation Fund	0	0	0	0	0
Emergency Communications	0	0	0	0	0
Seizures and Restitution Fund	0	0	0	0	0
Westwood Fund	108,484	0	0	0	0
Water Fund	0	0	0	0	0
Wastewater Excise Fund	0	0	0	0	0
Capital Project Fund	10,000	0	0	0	0
CDBG Fund	0	0	0	0	0
Special Grant Fund	0	0	0	0	0
Insurance Fund	0	0	0	0	0
Hallpark Debt Service	0	0	0	0	0
Subtotal	<u>118,484</u>	<u>0</u>	<u>326,505</u>	<u>326,505</u>	<u>0</u>
Division Total	<u>118,484</u>	<u>0</u>	<u>326,505</u>	<u>326,505</u>	<u>0</u>

**DIVISION SUMMARY**

## 010-2080 NORMAN PUBLIC LIBRARY

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	236,177	297,742	331,315	237,910	295,044
Internal Services	113,340	113,893	113,893	107,505	109,642
Capital Equipment	0	0	25,000	25,000	0
Subtotal	349,517	411,635	470,208	370,415	404,686
Capital Projects	0	0	0	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	349,517	411,635	470,208	370,415	404,686



**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 Amtrak passengers.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	29	0	0	0	0
Services & Maintenance	5,527	9,258	9,287	5,711	8,461
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>5,556</u>	<u>9,258</u>	<u>9,287</u>	<u>5,711</u>	<u>8,461</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>5,556</u></u>	<u><u>9,258</u></u>	<u><u>9,287</u></u>	<u><u>5,711</u></u>	<u><u>8,461</u></u>

## DIVISION SUMMARY

010-7083 SOONER THEATRE

**MISSION:**

The mission of the Sooner Theatre is to provide cultural and entertainment opportunities for the community by operating a financially sound performing arts center and by maintaining its historical integrity and character.

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	80,585	91,919	92,164	79,948	88,718
Internal Services	5,741	5,896	5,896	6,109	3,786
Capital Equipment	0	0	0	0	0
Subtotal	<u>86,326</u>	<u>97,815</u>	<u>98,060</u>	<u>86,057</u>	<u>92,504</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>86,326</u></u>	<u><u>97,815</u></u>	<u><u>98,060</u></u>	<u><u>86,057</u></u>	<u><u>92,504</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12,000	14,000	14,000	14,000	16,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>12,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>16,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>12,000</u></u>	<u><u>14,000</u></u>	<u><u>14,000</u></u>	<u><u>14,000</u></u>	<u><u>16,000</u></u>

## FUND SUMMARY

### TOTAL CLEET PROGRAM FUND - (26)

**MISSION:**

The collection and disbursement of the portion of CLEET funds retained by the City for court and police training.

**DESCRIPTION:**

To accurately collect, account for, and disburse CLEET funds retained by the City.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	23,008	30,505	37,816	37,816	30,705
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>23,008</u>	<u>30,505</u>	<u>37,816</u>	<u>37,816</u>	<u>30,705</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	36	0	0	0	0
Subtotal	<u>36</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>23,044</u></u>	<u><u>30,505</u></u>	<u><u>37,816</u></u>	<u><u>37,816</u></u>	<u><u>30,705</u></u>

## DIVISION SUMMARY

026-2111 COURT CLEET TRAINING

**MISSION:**

The disbursement of CLEET funds for court and prosecution training until the fund balance is depleted.

**DESCRIPTION:**

Disbursement of CLEET funds for court and prosecution training.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	979	1,500	1,500	1,500	1,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>979</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,700</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>979</u></u>	<u><u>1,500</u></u>	<u><u>1,500</u></u>	<u><u>1,500</u></u>	<u><u>1,700</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	22,029	29,005	36,316	36,316	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>22,029</u>	<u>29,005</u>	<u>36,316</u>	<u>36,316</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>22,029</u></u>	<u><u>29,005</u></u>	<u><u>36,316</u></u>	<u><u>36,316</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	1	1	1	0
Total Budgeted Positions	<u>5</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>5</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Community Development	610,508	721,987	1,573,260	1,573,260	633,326
HOME	686,947	318,067	561,437	561,437	296,211
Emergency Shelter	277,440	0	0	0	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-DR	0	0	1,287,012	1,287,012	10,992,600
SHPRP ARRA Grant	0	0	0	0	0
COC Planning Grant	0	0	10,000	10,000	0
Public Services	0	0	0	0	110,985
Interfund Transfers	0	0	0	731,712	0
Audit Adjust/Encumbrances	(320,497)	0	0	0	0
Fund Total	<u>1,254,398</u>	<u>1,040,054</u>	<u>3,431,709</u>	<u>4,163,421</u>	<u>12,033,122</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.
- 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.
- 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.
- Expand anti-poverty plan to work with additional agencies.
- 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of social services units of service provided	105,744	154,756	50,000	141,424	0
Number of households assisted through housing programs	53	34	25	38	36
Awarded contract amounts for homeless programs	\$534,031	\$493,278	\$500,000	\$518,797	\$500,000
Funding application amounts submitted (not including CDBG and HOME)	\$576,730	\$493,278	\$500,000	*\$22,780,297	\$500,000

**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 14

\*Funding includes CDBG-DR (disaster relief) for projects related to the 2012 wildfires and 2013 tornadoes – all are infrastructure/road projects.

CDBG – Community Development Block Grant

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Community Park Improve	32,241	102,500	191,088	228,588	37,500
Neighborhood Park Improve	110,614	35,000	524,823	524,823	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	1,831	0	0	0	0
Fund Total	144,686	137,500	715,911	753,411	37,500

## 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.

Beginning in FYE 11, Public Safety Sales Tax revenues and expenditures are reported in Fund 15, Public Safety Sales Tax Fund. Prior to FYE 11, these funds were included in the General Fund.

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	69	71	71	71	77
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>69</u>	<u>71</u>	<u>71</u>	<u>71</u>	<u>77</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	6,144,268	6,447,407	6,447,407	6,447,407	7,247,573
Supplies & Materials	211,185	247,055	270,776	231,657	381,144
Services & Maintenance	177,696	237,627	428,383	411,803	273,993
Internal Services	113,522	154,792	154,792	167,934	145,780
Capital Equipment	2,619,123	1,603,560	4,016,028	4,016,028	257,112
Subtotal	<u>9,265,794</u>	<u>8,690,441</u>	<u>11,317,386</u>	<u>11,274,829</u>	<u>8,305,602</u>
Capital Projects	0	0	0	0	2,259,675
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	226,073	497,845
Interfund Transfers	1,448,621	1,450,066	1,450,066	1,450,066	0
Audit Adjust/Encumb	(3,803)	0	0	0	0
Subtotal	<u>1,444,818</u>	<u>1,450,066</u>	<u>1,450,066</u>	<u>1,676,139</u>	<u>2,757,520</u>
Fund Total	<u>10,710,612</u>	<u>10,140,507</u>	<u>12,767,452</u>	<u>12,950,968</u>	<u>11,063,122</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.

\*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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	2,677,930	2,716,747	2,716,747	2,716,747	2,858,877
Supplies & Materials	44,153	66,825	71,538	68,957	151,651
Services & Maintenance	39,508	95,285	151,877	135,297	121,748
Internal Services	26,614	29,965	29,965	24,965	28,497
Capital Equipment	1,472,849	1,273,640	1,931,382	1,931,382	0
Subtotal	<u>4,261,054</u>	<u>4,182,462</u>	<u>4,901,509</u>	<u>4,877,348</u>	<u>3,160,773</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>4,261,054</u></u>	<u><u>4,182,462</u></u>	<u><u>4,901,509</u></u>	<u><u>4,877,348</u></u>	<u><u>3,160,773</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.

Beginning in FYE 11, the Suppression Division - Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	2,677,930	2,716,747	2,716,747	2,716,747	2,858,877
Supplies & Materials	44,153	66,825	71,538	68,957	151,651
Services & Maintenance	39,508	95,285	151,877	135,297	121,748
Internal Services	26,614	29,965	29,965	24,965	28,497
Capital Equipment	1,472,849	1,273,640	1,931,382	1,931,382	0
Subtotal	<u>4,261,054</u>	<u>4,182,462</u>	<u>4,901,509</u>	<u>4,877,348</u>	<u>3,160,773</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>4,261,054</u></u>	<u><u>4,182,462</u></u>	<u><u>4,901,509</u></u>	<u><u>4,877,348</u></u>	<u><u>3,160,773</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	734	450	964	500	550
Emergency medical calls answered	8,237	8,396	8,908	8,500	8,700
Average response time (urban area)	No information	No information	5.20 minutes	5.00 minutes	5.00 Minutes
Fire loss per capita	\$44.04	\$89.76	\$35.00	\$35.00	\$35.00
Ratio to national per capita loss	114%	200.13%	80%	85%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	39	41	41	41	47
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>39</u>	<u>41</u>	<u>41</u>	<u>41</u>	<u>47</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	3,466,338	3,730,660	3,730,660	3,730,660	4,388,696
Supplies & Materials	167,032	180,230	199,238	162,700	229,493
Services & Maintenance	138,189	142,342	276,506	276,506	152,245
Internal Services	86,908	124,827	124,827	142,969	117,283
Capital Equipment	1,146,273	329,920	2,084,646	2,084,646	257,112
Subtotal	<u>5,004,740</u>	<u>4,507,979</u>	<u>6,415,877</u>	<u>6,397,481</u>	<u>5,144,829</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>5,004,740</u></u>	<u><u>4,507,979</u></u>	<u><u>6,415,877</u></u>	<u><u>6,397,481</u></u>	<u><u>5,144,829</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	538,083	514,314	514,314	514,314	534,078
Supplies & Materials	19,254	5,338	5,338	3,174	15,822
Services & Maintenance	67,319	0	70	70	2,160
Internal Services	4,756	4,098	4,098	3,444	3,889
Capital Equipment	354,331	1,800	37,293	37,293	1,800
<b>Subtotal</b>	<u>983,743</u>	<u>525,550</u>	<u>561,113</u>	<u>558,295</u>	<u>557,749</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>983,743</u></u>	<u><u>525,550</u></u>	<u><u>561,113</u></u>	<u><u>558,295</u></u>	<u><u>557,749</u></u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
CRIMINAL INVESTIGATIONS**

**GOALS:**

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

**OBJECTIVES:**

- Implement technology to create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Increase the number of supervisors in CID and stabilize the “span of control”.
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total cases assigned	1,453	1,388	1,400	1,357	1,460
Average annual case load	85	82	200	211	90
Total cases unassigned with leads (code “23”)	329	268	150	320	120
Total COP follow-ups (Code “31”) cases	199	388	700	500	400
Total unassigned cases with no follow-up (code “21”)	3,781	3,905	3,800	4,383	3,800

Notes to Results Report:

CID – Criminal Investigations Division  
 FOP – Fraternal Order of Police  
 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.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

**PERSONNEL:**

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

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	127,239	127,239	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
<b>Subtotal</b>	<u>0</u>	<u>0</u>	<u>127,239</u>	<u>127,239</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
<b>Subtotal</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Fund Total</b>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>127,239</u></u>	<u><u>127,239</u></u>	<u><u>0</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.

**OBJECTIVES:**

- Technically expand existing supervisor offices to allow for call taking and limited radio dispatching abilities.
- Increase Emergency Medical Quality Assurance to 95 percent accuracy. (2014=93%)
- Implement a police call taking protocol system to allow for more accurate data gathering and distribution to field units.
- Recruit and fill all communications positions with competent and dedicated team members (requires budget approval).

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Increase work area	0	0	100%	100%	100%
Implement Police Protocol	0	0	50%	50%	100%
Recruit and train	92%	92%	100%	100%	100%
Increase EMD QA scores	90%	92%	95%	95%	97%

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	34	36	36	36	42
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>34</u>	<u>36</u>	<u>36</u>	<u>36</u>	<u>42</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	2,928,255	3,216,346	3,216,346	3,216,346	3,854,618
Supplies & Materials	139,676	168,477	186,502	153,363	213,671
Services & Maintenance	58,368	90,155	97,993	97,993	100,058
Internal Services	79,228	118,740	118,740	137,257	113,394
Capital Equipment	196,809	328,120	1,100,830	1,100,830	255,312
Subtotal	<u>3,402,337</u>	<u>3,921,838</u>	<u>4,720,411</u>	<u>4,705,789</u>	<u>4,537,053</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>3,402,337</u></u>	<u><u>3,921,838</u></u>	<u><u>4,720,411</u></u>	<u><u>4,705,789</u></u>	<u><u>4,537,053</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.

**OBJECTIVES:**

- Maintain and enhance current programs that assist in the building of partnerships and educating the community.
- Use data driven approaches to target high crime and accident locations.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement, public education, and by working with other City departments.
- Reduce part 1 crime by working in partnership with the public, using problem oriented policing concepts, and focusing on high crime areas.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase documented traffic contacts	-15%	+12%	+10%	+20%	+5%
Reduce part 1 crime	+1.8%	+12.8%	-2.5%	-3.0%	-1%
Reduce accidents	0%	+5%	-2.5%	-10%	-2.5%
Increase community policing hours	-5%	+45%	+10%	+25%	+5%

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	7,345	6,415	6,415	5,180	0
Services & Maintenance	230	2,160	2,160	2,160	0
Internal Services	2,924	1,989	1,989	2,268	0
Capital Equipment	0	0	0	0	0
Subtotal	10,498	10,564	10,564	9,608	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	10,498	10,564	10,564	9,608	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 Narcotic Division's investigative capabilities in the areas of illicit drug investigations, narcotics interdiction, prescription drug diversion, and technical investigations.

**OBJECTIVES:**

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations. Provide representation on local drug and narcotics support group.
- 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of Intelligence Reports received	171	120	180	180	180
Number of cases investigated	67	70	70	70	70
Number of presentations / press releases	37	32	25	25	25
Number of hours in specialized training	744	240	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	0	0	0	0	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	757	0	983	983	0
Services & Maintenance	12,272	50,027	49,044	49,044	50,027
Internal Services	0	0	0	0	0
Capital Equipment	595,133	0	946,523	946,523	0
Subtotal	<u>608,162</u>	<u>50,027</u>	<u>996,550</u>	<u>996,550</u>	<u>50,027</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>608,162</u></u>	<u><u>50,027</u></u>	<u><u>996,550</u></u>	<u><u>996,550</u></u>	<u><u>50,027</u></u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
STAFF SERVICES**

**GOALS:**

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- 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 all commissioned personnel
- Develop and implement 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, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence and Cultural Diversity
- 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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 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%	75%
Total number of in-service training hours scheduled for commissioned personnel	40	40	40	32	30

**CITY OF NORMAN**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
Number of outside courses hosted by training section	4	4	8	10	10
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	7	10	13	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

In FYE 2015

- All Records Clerk attended Emotional Intelligence training
- All division personnel attended Cultural Diversity training
- Police Recruiter attended Recruitment course
- One employee attended the Women's Leadership Institute
- Two employees attended the Law Enforcement Fitness Specialist course at the Cooper Institute of Fitness
- The 51<sup>st</sup> Police Academy was completed and the 52<sup>nd</sup> began using improved adult learning techniques

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,153,717	1,275,000	1,375,500	1,375,500	1,319,131
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>1,153,717</u>	<u>1,275,000</u>	<u>1,375,500</u>	<u>1,375,500</u>	<u>1,319,131</u>
Capital Projects	147,741	334,500	364,244	378,244	212,500
Cost Allocation	49,632	85,050	85,050	85,050	91,488
Debt Service	0	0	0	0	0
Interfund Transfers	216,134	206,164	206,164	206,164	203,754
Audit Adjust/Encumb	(3,678)	0	0	0	0
Subtotal	<u>409,829</u>	<u>625,714</u>	<u>655,458</u>	<u>669,458</u>	<u>507,742</u>
Fund Total	<u><u>1,563,546</u></u>	<u><u>1,900,714</u></u>	<u><u>2,030,958</u></u>	<u><u>2,044,958</u></u>	<u><u>1,826,873</u></u>

## DIVISON SUMMARY

023-3040 ROOM TAX - ADMINISTRATION

**MISSION:**

Efficiently receipt and collect room tax revenues.

**DESCRIPTION:**

Administers the receipt and collection of room tax revenues. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the administration charge.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	49,632	85,050	85,050	85,050	91,488
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>49,632</u>	<u>85,050</u>	<u>85,050</u>	<u>85,050</u>	<u>91,488</u>
Division Total	<u><u>49,632</u></u>	<u><u>85,050</u></u>	<u><u>85,050</u></u>	<u><u>85,050</u></u>	<u><u>91,488</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	401,239	425,000	427,000	427,000	450,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>401,239</u>	<u>425,000</u>	<u>427,000</u>	<u>427,000</u>	<u>450,000</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>401,239</u></u>	<u><u>425,000</u></u>	<u><u>427,000</u></u>	<u><u>427,000</u></u>	<u><u>450,000</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	752,478	850,000	948,500	948,500	869,131
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	752,478	850,000	948,500	948,500	869,131
Capital Projects	0	0	0	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	752,478	850,000	948,500	948,500	869,131

## DIVISION SUMMARY

### 23 - CAPITAL PROJECTS

**MISSION:**

To perform capital projects funded with Room Tax Funds.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 16 - FYE 20 for a detailed analysis of Room Tax Capital Projects.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	147,741	334,500	364,244	378,244	212,500
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	216,134	206,164	206,164	206,164	203,754
Subtotal	<u>363,875</u>	<u>540,664</u>	<u>570,408</u>	<u>584,408</u>	<u>416,254</u>
Division Total	<u><u>363,875</u></u>	<u><u>540,664</u></u>	<u><u>570,408</u></u>	<u><u>584,408</u></u>	<u><u>416,254</u></u>

## FUND SUMMARY

### TOTAL SEIZURES AND RESTITUTION FUND (25)

**MISSION:**

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

**DESCRIPTION:**

To provide assistance with police investigations.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	68,527	86,047	86,047	86,047	72,728
Supplies & Materials	112,854	11,470	85,214	85,214	11,370
Services & Maintenance	78,302	95,381	176,006	176,006	115,590
Internal Services	88	824	824	487	750
Capital Equipment	55,031	0	57,453	57,453	0
Subtotal	<u>314,803</u>	<u>193,722</u>	<u>405,544</u>	<u>405,207</u>	<u>200,438</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumb	941	0	0	0	0
Subtotal	<u>941</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>315,744</u></u>	<u><u>193,722</u></u>	<u><u>405,544</u></u>	<u><u>405,207</u></u>	<u><u>200,438</u></u>



**DIVISION SUMMARY**

25-6038 FEDERAL SEIZURES AND RESTITUTION

**MISSION:**

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

**DESCRIPTION:**

To provide assistance with police investigations.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	151	0	0	0	300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>151</u>	<u>0</u>	<u>0</u>	<u>0</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><u>151</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>300</u></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.

In FYE 13 this division was under the Legal Department (025-2235).

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	68,527	86,047	86,047	86,047	72,728
Supplies & Materials	3,145	3,470	3,470	3,470	3,370
Services & Maintenance	3,693	8,130	9,205	9,205	8,230
Internal Services	88	824	824	487	750
Capital Equipment	0	0	0	0	0
Subtotal	75,454	98,471	99,546	99,209	85,078
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	75,454	98,471	99,546	99,209	85,078

## 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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%	55%	60%	0%	0%
Number of students referred to TEG	17	20	50	75	80
Number of community agencies contacted for community service projects	8	2	20	3	5
Number of students assigned to TAPP	87	60	85	18	40

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	109,709	8,000	81,744	81,744	8,000
Services & Maintenance	74,459	87,251	166,801	166,801	107,060
Internal Services	0	0	0	0	0
Capital Equipment	55,031	0	57,453	57,453	0
Subtotal	<u>239,198</u>	<u>95,251</u>	<u>305,998</u>	<u>305,998</u>	<u>115,060</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>239,198</u></u>	<u><u>95,251</u></u>	<u><u>305,998</u></u>	<u><u>305,998</u></u>	<u><u>115,060</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	137,109	59,482	194,850	194,850	44,482
Supplies & Materials	96,288	1,000	106,343	106,343	1,000
Services & Maintenance	81,561	4,500	647,740	647,740	18,500
Internal Services	0	0	0	0	0
Capital Equipment	8,206	0	23,927	23,927	0
Subtotal	<u>323,164</u>	<u>64,982</u>	<u>972,860</u>	<u>972,860</u>	<u>63,982</u>
Capital Projects	380,841	0	1,469,967	1,469,967	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	1,019,975
Audit Adjust/Encum	488,424	0	0	0	0
Subtotal	<u>869,265</u>	<u>0</u>	<u>1,469,967</u>	<u>1,469,967</u>	<u>1,019,975</u>
Fund Total	<u><u>1,192,429</u></u>	<u><u>64,982</u></u>	<u><u>2,442,827</u></u>	<u><u>2,442,827</u></u>	<u><u>1,083,957</u></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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	129,840	0	4,318	4,287	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>129,840</u>	<u>0</u>	<u>4,318</u>	<u>4,287</u>	<u>0</u>
Fund Total	<u>129,840</u>	<u>0</u>	<u>4,318</u>	<u>4,287</u>	<u>0</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	7	7	6	6	6
Part-time Positions	1	1	2	2	2
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	837,325	848,070	848,070	848,070	802,540
Supplies & Materials	121,168	129,931	128,682	129,049	126,562
Services & Maintenance	228,497	219,097	221,504	180,359	219,837
Internal Services	34,863	38,026	38,026	47,792	42,454
Capital Equipment	92,278	90,575	90,575	90,575	137,000
Subtotal	<u>1,314,130</u>	<u>1,325,699</u>	<u>1,326,857</u>	<u>1,295,845</u>	<u>1,328,393</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	204,134	206,164	206,164	206,164	203,754
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	(26,276)	0	0	0	0
Subtotal	<u>177,858</u>	<u>206,164</u>	<u>206,164</u>	<u>206,164</u>	<u>203,754</u>
Division Total	<u>1,491,988</u>	<u>1,531,863</u>	<u>1,533,021</u>	<u>1,502,009</u>	<u>1,532,147</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	2	2	1	1	1
Part-time Positions	0	0	1	1	1
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	195,977	203,380	203,380	203,380	149,602
Supplies & Materials	7,105	7,607	6,714	6,714	6,625
Services & Maintenance	197,503	199,510	200,403	159,258	200,240
Internal Services	1,346	1,441	1,441	1,485	3,315
Capital Equipment	4,522	3,575	3,575	3,575	0
Subtotal	<u>406,453</u>	<u>415,513</u>	<u>415,513</u>	<u>374,412</u>	<u>359,782</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>406,453</u></u>	<u><u>415,513</u></u>	<u><u>415,513</u></u>	<u><u>374,412</u></u>	<u><u>359,782</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Annual rounds of golf*	34,096	33,511	35,877	34,551	35,201
Men's & Women's Associations	30	30	34	34	34
Outside tournaments	35	29	37	36	37
Junior Academy Participants	87	97	80	90	90
Regular annual memberships	7	7	7	6	7
Regular annual membership w/range balls	2	3	3	2	2
Regular annual membership w/cart	10	13	14	13	14
Regular annual membership w/cart & w/range	11	17	17	15	15
Senior annual membership	1	0	1	0	0
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	9	6	7	5	7
Senior annual membership w/cart & w/range	3	0	0	2	2
Junior annual membership	3	4	1	4	5
Junior summer membership	3	4	4	4	4
Range only membership	2	3	4	2	3
Additional family member	11	15	16	9	10
Annual trail fee membership	1	1	1	1	1

Notes to Results Report:

\*Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area. 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, 8 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	517,539	521,484	521,484	521,484	529,732
Supplies & Materials	82,694	89,768	88,794	89,161	87,381
Services & Maintenance	19,698	5,686	7,200	7,200	5,696
Internal Services	21,228	21,519	21,519	24,333	23,203
Capital Equipment	87,756	87,000	87,000	87,000	137,000
Subtotal	<u>728,915</u>	<u>725,457</u>	<u>725,997</u>	<u>729,178</u>	<u>783,012</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>728,915</u></u>	<u><u>725,457</u></u>	<u><u>725,997</u></u>	<u><u>729,178</u></u>	<u><u>783,012</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Golf cart availability rate	99.6%	99.2%	100%	99.3%	100%
Turf quality*	8.7	8.3	8.5	8.3	8.5
Customer satisfaction (scale of 1-5)**	4.6	4.5	4.0	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	123,809	123,206	123,206	123,206	123,206
Supplies & Materials	31,370	32,556	33,174	33,174	32,556
Services & Maintenance	11,296	13,901	13,901	13,901	13,901
Internal Services	12,288	15,066	15,066	21,974	15,936
Capital Equipment	0	0	0	0	0
Subtotal	<u>178,763</u>	<u>184,729</u>	<u>185,347</u>	<u>192,255</u>	<u>185,599</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>178,763</u></u>	<u><u>184,729</u></u>	<u><u>185,347</u></u>	<u><u>192,255</u></u>	<u><u>185,599</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### WESTWOOD POOL

**GOALS:**

- Provide a safe and healthy swim complex for the citizens of Norman and the surrounding communities.
- Manage the swim complex on a self-supporting basis.
- Increase the number of youth swim lesson participants each year.

**OBJECTIVES:**

- Provide highly qualified staff to monitor use of the complex.
- Provide quality swim lessons to the general public.
- Increase attendance through advertising and positive experiences.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue in excess of operating cost	(\$6,846)*	(\$25,474)**	\$1,000	\$1,000	\$1,000
Number of swim lessons sold	666	775	800	800	800
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	27,931	24,844	26,000	26,000	26,000

**Notes to Results Report**

\*Due to higher than normal heat, and drought conditions during the summer of 2013, both gate attendance and swim lesson enrollment was down.

\*\*In FYE 2014, new local competition decreased regular clientele.

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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:**

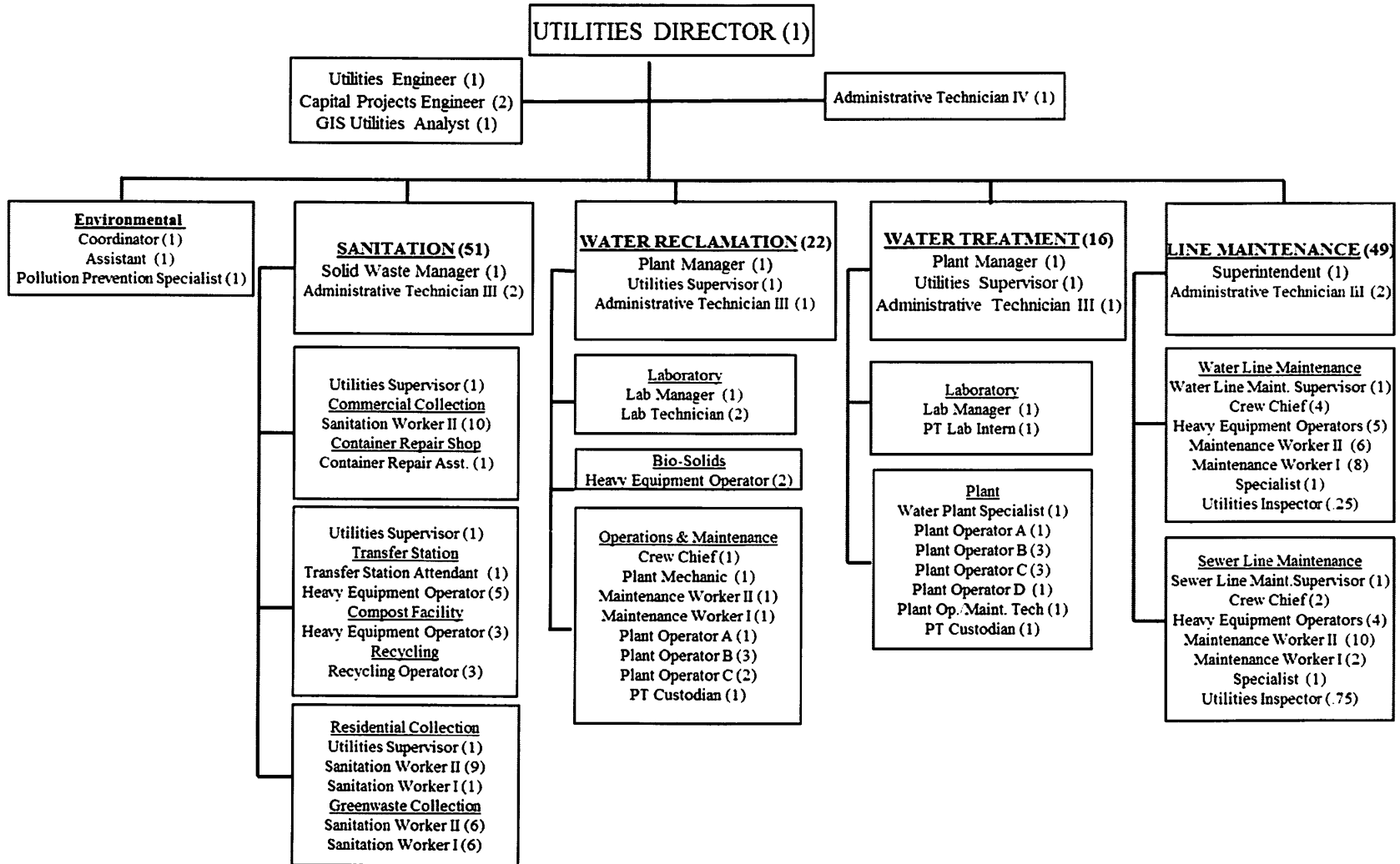
	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	204,134	206,164	206,164	206,164	203,754
Interfund Transfers	0	0	0	0	0
Subtotal	<u>204,134</u>	<u>206,164</u>	<u>206,164</u>	<u>206,164</u>	<u>203,754</u>
Division Total	<u><u>204,134</u></u>	<u><u>206,164</u></u>	<u><u>206,164</u></u>	<u><u>206,164</u></u>	<u><u>203,754</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

144 EMPLOYEES





**DEPARTMENT SUMMARY****TOTAL UTILITIES DEPARTMENT****MISSION:**

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

**DESCRIPTION:**

To manage, account for and administer the water system, water reclamation system, and sanitation services for the City of Norman. The department spans 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	142	142	142	142	141
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	<u>145</u>	<u>145</u>	<u>145</u>	<u>145</u>	<u>144</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	10,907,268	11,231,760	11,237,760	11,237,760	11,062,813
Supplies & Materials	3,055,834	3,952,482	4,163,378	3,776,834	4,669,137
Services & Maintenance	6,610,104	7,390,319	7,870,756	7,619,069	7,551,664
Internal Services	1,312,334	1,496,960	1,497,508	1,804,642	1,521,693
Capital Equipment	5,642,950	2,839,501	3,973,142	3,973,142	3,191,848
Subtotal	<u>27,528,490</u>	<u>26,911,022</u>	<u>28,742,544</u>	<u>28,411,447</u>	<u>27,997,155</u>
Capital Projects	11,408,390	11,358,900	96,926,933	90,061,901	8,195,000
Cost Allocation	4,823,327	4,732,452	4,732,452	4,824,469	4,932,492
Debt Service	5,287,527	6,499,751	6,499,751	6,328,299	10,885,371
Interfund Transfers	3,999,315	1,283,184	1,283,184	5,809,796	1,386,448
Audit Adjust/Encumbrances	1,443,404	0	0	0	0
Subtotal	<u>26,961,963</u>	<u>23,874,287</u>	<u>109,442,320</u>	<u>107,024,465</u>	<u>25,399,311</u>
Department Total	<u>54,490,453</u>	<u>50,785,309</u>	<u>138,184,864</u>	<u>135,435,912</u>	<u>53,396,466</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.
- 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
1. For Construction Projects:					
a. Project completed within contract time, 90% of the time.	100%	57%	90%	90%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	100%	100%	90%	90%	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.	81%	79%	90%	83%	90%
3. Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	100%	90%	90%	90%
4. Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	2	3	3	3	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.	5% (dry) 25% (wet)	n/a n/a	5% (dry) 25% (wet)	5% (dry) 25% (wet)	5% (dry) 25% (wet)

Notes:

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	51	51	51	51	51
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>51</u>	<u>51</u>	<u>51</u>	<u>51</u>	<u>51</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	4,063,005	4,019,604	4,019,604	4,019,604	3,958,861
Supplies & Materials	1,314,589	1,669,116	1,667,351	1,334,365	1,630,315
Services & Maintenance	2,823,948	3,104,806	3,107,014	3,094,178	2,995,796
Internal Services	826,166	778,630	778,630	1,045,976	849,008
Capital Equipment	3,744,759	1,778,205	2,655,987	2,655,987	1,726,605
Subtotal	<u>12,772,468</u>	<u>11,350,361</u>	<u>12,228,586</u>	<u>12,150,110</u>	<u>11,160,585</u>
Capital Projects	52,220	310,000	1,073,555	1,073,555	1,000,000
Cost Allocations	1,345,875	1,297,515	1,297,515	1,324,068	1,362,362
Debt Service	513,361	644,448	644,448	644,448	643,048
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	243,515	0	0	0	0
Subtotal	<u>2,154,971</u>	<u>2,251,963</u>	<u>3,015,518</u>	<u>3,042,071</u>	<u>3,005,410</u>
Fund Total	<u><u>14,927,439</u></u>	<u><u>13,602,324</u></u>	<u><u>15,244,104</u></u>	<u><u>15,192,181</u></u>	<u><u>14,165,995</u></u>

**DIVISION SUMMARY**

033-5560 SANITATION / ADMINISTRATION

**MISSION:**

The Sanitation Administration's mission is to provide the most efficient and cost effective services to the citizens of Norman: to serve the citizens and businesses of Norman, and to commit to an environmentally safe community.

**DESCRIPTION:**

Account for and monitor all expenditures related to the Sanitation Division. Oversee the collection and disposal of or the recycling of all municipal solid waste in the City of Norman in compliance with all State and Federal regulations.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	267,023	270,687	270,687	270,687	253,639
Supplies & Materials	8,634	10,033	10,033	9,388	10,347
Services & Maintenance	54,546	66,060	66,060	59,140	82,175
Internal Services	23,754	19,080	19,080	30,545	30,475
Capital Equipment	0	3,600	3,600	3,600	1,800
Subtotal	<u>353,957</u>	<u>369,460</u>	<u>369,460</u>	<u>373,360</u>	<u>378,436</u>
Capital Projects	0	0	0	0	0
Cost Allocation	57,591	55,159	55,159	56,115	58,260
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>57,591</u>	<u>55,159</u>	<u>55,159</u>	<u>56,115</u>	<u>58,260</u>
Division Total	<u><u>411,548</u></u>	<u><u>424,619</u></u>	<u><u>424,619</u></u>	<u><u>429,475</u></u>	<u><u>436,696</u></u>

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

**GOALS:**

- Ensure compliance with Federal and State municipal solid waste requirements.
- Protect the environment.
- Ensure that rates fully recover the costs of service.
- Continue ongoing efforts to prolong the landfill's life expectancy through recycling and compost operations.
- Supervise and administer the Sanitation Division.

**OBJECTIVES:**

- Improve administration accountability.
- Ensure personnel have the resources to accomplish the work duties required by management.
- Reduce injury rate in the Sanitation Division.
- Reduce the vehicle accident rate in the Sanitation Division.
- Coordinate various clean up and/or collection programs.
- Ensure public notice regarding clean-up programs and/or service day changes.
- Assist citizens to understand requirements regarding the collection of municipal solid waste.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total number sanitation accounts (residential and commercial)	38,264	38,799	39,837	39,013	39,226
Total annual tons collected	100,186	113,115	103,502	103,920	107,132
Total annual disposal cost	\$1,673,065	\$1,740,191	\$1,697,494	\$1,721,860	\$1,740,600
Total vehicle accidents per year*	18	17	0	10	0

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	975,158	922,161	922,161	922,161	884,748
Supplies & Materials	309,638	368,506	366,506	291,266	347,967
Services & Maintenance	14,569	17,257	19,757	16,004	16,849
Internal Services	187,521	162,637	162,637	201,453	158,508
Capital Equipment	355,462	452,940	1,048,582	1,048,582	689,070
Subtotal	<u>1,842,349</u>	<u>1,923,501</u>	<u>2,519,643</u>	<u>2,479,466</u>	<u>2,097,142</u>
Capital Projects	0	0	0	0	0
Cost Allocation	230,114	220,402	220,402	224,218	232,788
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>230,114</u>	<u>220,402</u>	<u>220,402</u>	<u>224,218</u>	<u>232,788</u>
Division Total	<u><u>2,072,463</u></u>	<u><u>2,143,903</u></u>	<u><u>2,740,045</u></u>	<u><u>2,703,684</u></u>	<u><u>2,329,930</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of commercial accounts	2,477	2,503	2,604	2,513	2,538
Annual tons collected	43,874	43,661	49,191	39,587	39,587
Annual disposal cost	\$801,578	\$821,700	\$925,775	\$745,027	\$765,613
Reduction of vehicle accidents	9	10	0	7	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	0%	0.8%	0%	0%	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	304,947	276,863	276,863	276,863	282,479
Supplies & Materials	63,666	113,739	113,755	104,903	100,063
Services & Maintenance	14,719	13,599	13,654	11,491	24,829
Internal Services	28,776	25,898	25,898	83,504	83,182
Capital Equipment	0	550,000	459,530	459,530	0
Subtotal	<u>412,108</u>	<u>980,099</u>	<u>889,700</u>	<u>936,291</u>	<u>490,553</u>
Capital Projects	0	0	0	0	0
Cost Allocation	131,910	140,315	140,315	146,841	140,134
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>131,910</u>	<u>140,315</u>	<u>140,315</u>	<u>146,841</u>	<u>140,134</u>
Division Total	<u><u>544,018</u></u>	<u><u>1,120,414</u></u>	<u><u>1,030,015</u></u>	<u><u>1,083,132</u></u>	<u><u>630,687</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Volume of Yard waste received (tons)	8,612	13,332	8,670	10,308	10,308
vs.					
Compost/mulch generated (tons)	1,631	1,193	1,855	5,245	5,244
Savings from landfill (cost avoidance)	\$162,061	\$231,199	\$168,024	\$193,978	\$193,978
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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	83,788	83,788	83,788	84,996
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>83,788</u>	<u>83,788</u>	<u>83,788</u>	<u>84,996</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>0</u>	<u>83,788</u>	<u>83,788</u>	<u>83,788</u>	<u>84,996</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	796,748	822,338	822,338	822,338	802,695
Supplies & Materials	115,680	144,383	144,358	111,728	120,231
Services & Maintenance	216,157	165,075	167,490	167,490	165,075
Internal Services	153,229	132,919	132,919	156,979	99,452
Capital Equipment	620,450	7,000	274,521	274,521	0
Subtotal	<u>1,902,264</u>	<u>1,271,715</u>	<u>1,541,626</u>	<u>1,533,056</u>	<u>1,187,453</u>
Capital Projects	0	0	0	0	0
Cost Allocation	483,297	462,898	462,898	470,910	488,911
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>483,297</u>	<u>462,898</u>	<u>462,898</u>	<u>470,910</u>	<u>488,911</u>
Division Total	<u><u>2,385,561</u></u>	<u><u>1,734,613</u></u>	<u><u>2,004,524</u></u>	<u><u>2,003,966</u></u>	<u><u>1,676,364</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	35,787	36,296	37,233	36,500	36,688
Annual tons collected	4,218	4,317	4,450	4,097	4,191
Saving from landfill (cost avoidance)	\$77,063	\$81,246	\$83,749	\$77,106	\$81,054
Percent hours lost to OJI (hours lost/total hours worked)	0%	3%	0%	0.4%	0%
Chargeable vehicle accidents per year	3	3	0	3	0
Reduce average number of complaints per route per year	21	15	0	4	0
Average number of households per route per day	1,193	1,210	1,241	1,217	1,223

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	214,398	230,866	230,866	230,866	236,680
Supplies & Materials	46,218	61,289	62,689	49,819	229,812
Services & Maintenance	709,020	900,400	913,454	913,454	763,454
Internal Services	30,883	34,770	34,770	44,795	40,655
Capital Equipment	42,867	0	0	0	12,885
Subtotal	<u>1,043,387</u>	<u>1,227,325</u>	<u>1,241,779</u>	<u>1,238,934</u>	<u>1,283,486</u>
Capital Projects	0	0	0	0	0
Cost Allocation	38,221	36,613	36,613	37,245	38,669
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>38,221</u>	<u>36,613</u>	<u>36,613</u>	<u>37,245</u>	<u>38,669</u>
Division Total	<u><u>1,081,608</u></u>	<u><u>1,263,938</u></u>	<u><u>1,278,392</u></u>	<u><u>1,276,179</u></u>	<u><u>1,322,155</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue earned from recyclables	\$345,705	\$340,961	\$311,135	\$249,176	\$308,024
Revenue earned for set fee of cardboard containers	\$96,624	\$112,828	\$93,750	\$118,124	\$108,750
Total tons of waste recycled (drop centers)	2,790	1,974	2,673	2,556	1,898
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	227	171	244	88.07	168
Aluminum	21	17	23	32.89	19
Steel Cans	29	25	29	25.08	22.75
Plastic	113	96	114	71.40	97
Cardboard	1,971	1,314	2,062	1,645.70	1,462
Newspaper	157	148	167	280.57	160
Mixed Office Paper	272	204	263	294.13	212
Savings of landfill cost avoidance (drop centers)	\$52,236	\$37,166	\$49,968	\$44,434	\$35,819
Total tons of waste recycled (curbside)	2,499	4,740*	5,334	5,074	7,712
Collect the following quantities (tons) of recyclable materials: (curbside)					
Glass	463	973	1,192	1,062	1,692
Aluminum	62	68	82	66	89
Steel Cans	188	9	114	121	128
Plastic	526	665	666	610	839
Newspaper	1,049	1,625	1,748	2,274	2,691
Mixed Office Paper	211	569	602	502	1,619
Savings of landfill cost avoidance (curbside)	\$41,008	\$92,494	\$103,373	\$105,292	\$232,553

**Notes to Results Report:**

\*The increase in the amount of curbside recycling will increase due to a new 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	909,462	830,191	830,191	830,191	822,552
Supplies & Materials	399,989	523,475	523,229	417,417	406,627
Services & Maintenance	9,319	10,580	10,826	10,826	11,579
Internal Services	258,454	247,635	247,635	305,300	259,940
Capital Equipment	2,668,771	476,215	486,840	486,840	461,850
Subtotal	<u>4,245,995</u>	<u>2,088,096</u>	<u>2,098,721</u>	<u>2,050,574</u>	<u>1,962,548</u>
Capital Projects	0	0	0	0	0
Cost Allocation	283,908	271,926	271,926	276,633	287,207
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>283,908</u>	<u>271,926</u>	<u>271,926</u>	<u>276,633</u>	<u>287,207</u>
Division Total	<u><u>4,529,903</u></u>	<u><u>2,360,022</u></u>	<u><u>2,370,647</u></u>	<u><u>2,327,207</u></u>	<u><u>2,249,755</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	35,787	36,296	37,233	36,500	36,688
Annual tons collected	25,985	27,234	29,710	27,016	28,529
Annual disposal cost	\$474,746	\$512,544	\$559,142	\$508,441	\$546,529
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0%	0%
Chargeable vehicle accidents per year	6	7	0	3	0
Reduce average number of complaints per route per year	50	10	30	6	6
Average number of households per route per day	895	907	931	913	917

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	621,545	582,710	582,710	582,710	591,072
Supplies & Materials	370,764	447,691	446,781	349,844	415,268
Services & Maintenance	1,805,618	1,931,835	1,915,773	1,915,773	1,931,835
Internal Services	143,548	155,691	155,691	223,400	176,796
Capital Equipment	57,209	288,450	382,914	382,914	561,000
Subtotal	<u>2,998,684</u>	<u>3,406,377</u>	<u>3,483,869</u>	<u>3,454,641</u>	<u>3,675,971</u>
Capital Projects	0	0	0	0	0
Cost Allocation	120,834	110,202	110,202	112,106	116,393
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>120,834</u>	<u>110,202</u>	<u>110,202</u>	<u>112,106</u>	<u>116,393</u>
Division Total	<u><u>3,119,518</u></u>	<u><u>3,516,579</u></u>	<u><u>3,594,071</u></u>	<u><u>3,566,747</u></u>	<u><u>3,792,364</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Tons of municipal solid waste transported to landfill	88,852	92,465	87,590	91,491	90,000
Disposal Cost	\$1,673,065	\$1,740,209	\$1,697,494	\$1,721,860	\$1,740,600
Quantity of municipal solid waste received at transfer station outside of route collections	17,181	20,176	17,191	17,874	17,868
Miles driven per year (transport trucks)	156,590	219,520	144,060	221,690	221,688
Tons of household waste disposed of during spring & fall cleanup	1,555	1,998	1,555	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 16 - FYE 20 for a detailed analysis of Sanitation Fund Capital Operations.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	52,220	310,000	1,073,555	1,073,555	1,000,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>52,220</u>	<u>310,000</u>	<u>1,073,555</u>	<u>1,073,555</u>	<u>1,000,000</u>
Division Total	<u><u>52,220</u></u>	<u><u>310,000</u></u>	<u><u>1,073,555</u></u>	<u><u>1,073,555</u></u>	<u><u>1,000,000</u></u>

## DIVISION SUMMARY

### 033 – SANITATION / DEBT SERVICE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	513,361	644,448	644,448	644,448	643,048
Interfund Transfers	0	0	0	0	0
Subtotal	<u>513,361</u>	<u>644,448</u>	<u>644,448</u>	<u>644,448</u>	<u>643,048</u>
Division Total	<u><u>513,361</u></u>	<u><u>644,448</u></u>	<u><u>644,448</u></u>	<u><u>644,448</u></u>	<u><u>643,048</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	21	41	41	41	41
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	22	42	42	42	42

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,728,476	3,158,200	3,164,200	3,164,200	3,132,520
Supplies & Materials	350,704	542,797	560,139	529,852	502,673
Services & Maintenance	677,996	1,225,292	1,375,264	1,380,303	1,445,847
Internal Services	71,357	352,399	352,947	371,910	382,977
Capital Equipment	327,136	590,110	660,807	660,807	1,026,932
Subtotal	3,155,669	5,868,798	6,113,357	6,107,072	6,490,949
Capital Projects	1,327,567	140,000	27,921,036	27,885,716	1,314,000
Cost Allocations	1,070,825	1,788,898	1,788,898	1,819,710	1,777,809
Debt Service	1,635,448	2,908,223	2,908,223	2,406,590	5,018,633
Interfund Transfers	3,347,436	514,655	514,655	5,091,997	524,948
Audit Adjust/Encumbrances	611,009	0	0	0	0
Subtotal	7,992,285	5,351,776	33,132,812	37,204,013	8,635,390
Fund Total	11,147,954	11,220,574	39,246,169	43,311,085	15,126,339

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	290,345	294,784	295,784	295,784	308,872
Supplies & Materials	10,626	20,418	21,638	13,030	11,154
Services & Maintenance	28,351	43,459	45,772	45,772	64,220
Internal Services	4,793	3,880	4,428	5,447	5,582
Capital Equipment	8,114	27,900	27,900	27,900	4,300
Subtotal	<u>342,229</u>	<u>390,441</u>	<u>395,522</u>	<u>387,933</u>	<u>394,128</u>
Capital Projects	0	0	0	0	0
Cost Allocations	572,581	583,281	583,281	608,119	558,925
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>572,581</u>	<u>583,281</u>	<u>583,281</u>	<u>608,119</u>	<u>558,925</u>
Division Total	<u><u>914,810</u></u>	<u><u>973,722</u></u>	<u><u>978,803</u></u>	<u><u>996,052</u></u>	<u><u>953,053</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
WATER RECLAMATION / ADMINISTRATION**

**GOALS:**

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory analysis.

**OBJECTIVES:**

- Improve energy conservation through enhanced operator and maintenance input.
- Continue providing safety training for all staff members.
- Provide training for operators and maintenance staff for license upgrades.
- Facilitate cross-training by giving employees time to cross-train in other departments.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Maintain all water quality requirements	100%	100%	100%	80%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	6	8	8	8	8
Employees cross-trained	3	4	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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	172,216	171,567	171,567	171,567	173,697
Supplies & Materials	200,144	219,500	215,292	215,350	219,891
Services & Maintenance	157,411	216,659	170,867	170,867	216,659
Internal Services	14,151	12,120	12,120	16,026	14,750
Capital Equipment	187,698	82,000	127,186	127,186	108,000
Subtotal	<u>731,619</u>	<u>701,846</u>	<u>697,032</u>	<u>700,996</u>	<u>732,997</u>
Capital Projects	0	0	0	0	0
Cost Allocations	70,000	69,542	69,542	69,632	70,483
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>70,000</u>	<u>69,542</u>	<u>69,542</u>	<u>69,632</u>	<u>70,483</u>
Division Total	<u>801,619</u>	<u>771,388</u>	<u>766,574</u>	<u>770,628</u>	<u>803,480</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 formal and informal training.
- Cross train other WRF staff on bio-solids process and procedure.

**OBJECTIVES:**

- Continue safe operation of highway and field equipment.
- Maintain compliance with the City of Norman's ODEQ approved Sludge Management Plan.
- Conduct in-house training sessions on bio-solids process and procedure.
- Allow for bio-solids staff to attend both practical and class room training.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Reportable number of vehicular accidents	0	0	0	0	0
PSRP requirements met	100%	100%	100%	100%	100%
Number of training hours per employee	16	16	24	16	20

Note to Results Report:

WRF – Water Reclamation Facility  
 ODEQ – Oklahoma Department of Environmental Quality  
 PSRP- Process to Significantly Reduce Pathogens

**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	36,264	34,965	34,965	34,965	35,555
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>36,264</u>	<u>34,965</u>	<u>34,965</u>	<u>34,965</u>	<u>35,555</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>36,264</u></u>	<u><u>34,965</u></u>	<u><u>34,965</u></u>	<u><u>34,965</u></u>	<u><u>35,555</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	304,274	307,362	307,362	307,362	311,618
Supplies & Materials	8,409	15,035	15,368	14,863	14,279
Services & Maintenance	109,316	133,263	150,322	150,280	140,024
Internal Services	15,409	12,901	12,901	13,996	14,869
Capital Equipment	0	9,960	9,960	9,960	0
Subtotal	<u>437,407</u>	<u>478,521</u>	<u>495,913</u>	<u>496,461</u>	<u>480,790</u>
Capital Projects	0	0	0	0	0
Cost Allocations	151,355	147,885	147,885	147,481	146,985
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>151,355</u>	<u>147,885</u>	<u>147,885</u>	<u>147,481</u>	<u>146,985</u>
Division Total	<u><u>588,762</u></u>	<u><u>626,406</u></u>	<u><u>643,798</u></u>	<u><u>643,942</u></u>	<u><u>627,775</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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	\$120,287	\$91,633	\$78,000	\$85,000	\$83,000
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

**DIVISON SUMMARY**

## 032-5544 WATER RECLAMATION / LABORATORY

**MISSION:**

To provide cost effective, reliable, timely laboratory data that meets the requirements of the U.S. Environmental Protection Agency and the Oklahoma Department of Environmental Quality for bio-solids application, discharge monitoring reports, and facility process control.

**DESCRIPTION:**

The Laboratory Division provides support to the Water Reclamation Facility by performing laboratory analysis for effective process control, water quality assessment, and data computation for DEQ Discharge Monitoring Reports. This division also manages the Sludge Management Program and provides our regulatory agencies documentation as needed.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	251,606	253,993	253,993	253,993	259,581
Supplies & Materials	15,070	18,370	20,004	20,004	22,370
Services & Maintenance	16,215	9,220	24,850	24,850	19,220
Internal Services	25	50	50	50	25
Capital Equipment	1,462	8,800	8,800	8,800	18,600
Subtotal	<u>284,378</u>	<u>290,433</u>	<u>307,697</u>	<u>307,697</u>	<u>319,796</u>
Capital Projects	0	0	0	0	0
Cost Allocations	82,263	83,866	83,866	84,159	85,007
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>82,263</u>	<u>83,866</u>	<u>83,866</u>	<u>84,159</u>	<u>85,007</u>
Division Total	<u><u>366,641</u></u>	<u><u>374,299</u></u>	<u><u>391,563</u></u>	<u><u>391,856</u></u>	<u><u>404,803</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of deficiencies on ODEQ annual inspections	0	1	0	1	0
Percent compliance with QC standards	100%	81.2%	100%	100%	100%

Notes to Results Report:

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

## DIVISION SUMMARY

### 032-5546 WATER RECLAMATION / OPERATIONS & MAINTENANCE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
<b>Total Budgeted Positions</b>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	688,334	704,546	709,546	709,546	738,133
Supplies & Materials	116,455	75,320	95,796	91,880	73,814
Services & Maintenance	366,267	478,510	493,544	499,719	657,097
Internal Services	36,979	32,853	32,853	37,181	39,350
Capital Equipment	129,386	19,700	19,700	19,700	59,043
<b>Subtotal</b>	<u>1,337,421</u>	<u>1,310,929</u>	<u>1,351,439</u>	<u>1,358,026</u>	<u>1,567,437</u>
Capital Projects	0	0	0	0	0
Cost Allocation	194,626	199,547	199,547	201,120	207,701
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
<b>Subtotal</b>	<u>194,626</u>	<u>199,547</u>	<u>199,547</u>	<u>201,120</u>	<u>207,701</u>
<b>Division Total</b>	<u><u>1,532,047</u></u>	<u><u>1,510,476</u></u>	<u><u>1,550,986</u></u>	<u><u>1,559,146</u></u>	<u><u>1,775,138</u></u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
WATER RECLAMATION / OPERATIONS & MAINTENANCE

**GOALS:**

- Comply with all Environmental Protection Agency and Oklahoma Department of Environmental Quality regulations relating to our OPDES permit.
- Increase the hours of formal and informal training.
- Increase the amount of unscheduled work orders.

**OBJECTIVES:**

- Maintain compliance with OPDES permit.
- Conduct in-house training on plant process and allow time for off-campus training.
- Train staff on work order entry protocol and provide incentive for completion of unscheduled work orders.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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.)	98%	100%	100%	75%	100%
Number of training hours per employee	24	21	24	21	24
Track number of unscheduled work orders completed	385	395	400	425	425

Notes to Results Report:

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 494 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,608 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	0	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	20	20	20	20

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	1,390,983	1,390,983	1,390,983	1,305,064
Supplies & Materials	0	194,154	192,041	174,725	161,165
Services & Maintenance	436	344,181	489,909	488,815	348,627
Internal Services	0	290,595	290,595	299,210	308,401
Capital Equipment	476	441,750	467,261	467,261	836,989
Subtotal	912	2,661,663	2,830,789	2,820,994	2,960,246
Capital Projects	0	0	0	0	0
Cost Allocation	0	704,777	704,777	709,199	708,708
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	704,777	704,777	709,199	708,708
Division Total	912	3,366,440	3,535,566	3,530,193	3,668,954

## 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.34 hr	.41 hr	.40 hr	.43 hr	.40 hr
% hours lost due to OJI per 1,000 hours worked	.34	.66	0	0	0
Feet of sewer line cleaned	1,922,342	1,665,796	1,800,000	1,477,520	1,800,000
Feet of sewer line roots mechanically removed	65,181	19,365	80,000	47,370	60,000
Feet of sewer pipe treated for roots	105,162	96,463	100,000	99,470	100,000
Feet of sewer pipe CCTV inspected	220,133	151,235	400,000	192,006	350,000
Number of SSOs*:	19	18	15	20	15
City side	14	10	5	14	5
Private	5	8	10	6	10
Lift station preventive maintenance hours	2,297 hrs	1,830 hrs	2,500 hrs	1,556 hrs	1,800 hrs
Safety training per employee per year	48 hrs	48 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	4,383	4,528	4,500	4,688	4,500
Number of service requests responded to	403	315	425	334	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 16 - FYE 20 for a detailed analysis of Water Reclamation Fund Capital Operations.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	1,327,567	140,000	27,921,036	27,885,716	1,314,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>1,327,567</u>	<u>140,000</u>	<u>27,921,036</u>	<u>27,885,716</u>	<u>1,314,000</u>
Division Total	<u><u>1,327,567</u></u>	<u><u>140,000</u></u>	<u><u>27,921,036</u></u>	<u><u>27,885,716</u></u>	<u><u>1,314,000</u></u>

## DIVISION SUMMARY

032-5549 WATER RECLAMATION / DEBT SERVICE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	1,635,448	2,908,223	2,908,223	2,406,590	5,018,633
Interfund Transfers	0	0	0	0	0
Subtotal	<u>1,635,448</u>	<u>2,908,223</u>	<u>2,908,223</u>	<u>2,406,590</u>	<u>5,018,633</u>
<b>Division Total</b>	<u><u>1,635,448</u></u>	<u><u>2,908,223</u></u>	<u><u>2,908,223</u></u>	<u><u>2,406,590</u></u>	<u><u>5,018,633</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 357).

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	21	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>21</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,335,562	74,713	74,713	74,713	74,682
Supplies & Materials	143,788	2,074	1,936	1,396	2,516
Services & Maintenance	316,031	2,025	991	991	2,025
Internal Services	156,444	0	0	0	0
Capital Equipment	1,052,250	0	5,745	5,745	0
Subtotal	<u>3,004,075</u>	<u>78,812</u>	<u>83,385</u>	<u>82,845</u>	<u>79,223</u>
Capital Projects	3,251,011	2,750,000	9,048,140	7,285,576	2,785,000
Cost Allocation	708,445	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>3,959,456</u>	<u>2,750,000</u>	<u>9,048,140</u>	<u>7,285,576</u>	<u>2,785,000</u>
Fund Total	<u><u>6,963,531</u></u>	<u><u>2,828,812</u></u>	<u><u>9,131,525</u></u>	<u><u>7,368,421</u></u>	<u><u>2,864,223</u></u>

**DIVISION SUMMARY****321-5552 SEWER LINE MAINTENANCE****MISSION:**

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the wastewater treatment facility. The wastewater collection system is maintained in such condition 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 494 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,608 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. In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund (see page 357).

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	20	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	0	0	0	0

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,262,139	0	0	0	0
Supplies & Materials	141,624	0	0	0	0
Services & Maintenance	315,283	0	0	0	0
Internal Services	156,444	0	0	0	0
Capital Equipment	1,011,363	0	0	0	0
Subtotal	2,886,853	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	708,445	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	708,445	0	0	0	0
Division Total	3,595,298	0	0	0	0

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
SEWER MAINTENANCE FUND / SEWER LINE MAINTENANCE

**GOALS:**

See the Sewer Line Maintenance Division in the Water Reclamation Fund (page 358).

**OBJECTIVES:**

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**



## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	73,423	74,713	74,713	74,713	74,682
Supplies & Materials	2,164	2,074	2,074	1,396	2,516
Services & Maintenance	748	2,025	2,025	991	2,025
Internal Services	0	0	0	0	0
Capital Equipment	40,887	0	5,745	5,745	0
Subtotal	<u>117,223</u>	<u>78,812</u>	<u>84,557</u>	<u>82,845</u>	<u>79,223</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>117,223</u></u>	<u><u>78,812</u></u>	<u><u>84,557</u></u>	<u><u>82,845</u></u>	<u><u>79,223</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Inspect all active projects once a day – 90% of the time	96%	97%	90%	95%	95%
Respond to public requests for information within 4 working hours – 80% of the time	97%	97%	85%	95%	90%

**DIVISION SUMMARY****321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS****MISSION:**

To account for capital projects funded by the Sewer Line Maintenance Fund.

**DESCRIPTION:**

See Capital Improvements Five-Year Plan FYE 16 – FYE 20 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	3,251,011	2,750,000	9,048,140	7,285,576	2,785,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>3,251,011</u>	<u>2,750,000</u>	<u>9,048,140</u>	<u>7,285,576</u>	<u>2,785,000</u>
Division Total	<u><u>3,251,011</u></u>	<u><u>2,750,000</u></u>	<u><u>9,048,140</u></u>	<u><u>7,285,576</u></u>	<u><u>2,785,000</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	1,000	0	0	1,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
Capital Projects	2,011,982	0	24,738,688	24,738,688	0
Cost Allocations	0	0	0	0	0
Debt Service	504,878	804,397	804,397	939,273	2,677,419
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	<u>2,516,860</u>	<u>804,397</u>	<u>25,543,085</u>	<u>25,677,961</u>	<u>2,677,419</u>
Fund Total	<u><u>2,516,860</u></u>	<u><u>805,397</u></u>	<u><u>25,543,085</u></u>	<u><u>25,677,961</u></u>	<u><u>2,678,419</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	1,146,751	0	5,698,737	5,899,765	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>1,146,751</u>	<u>0</u>	<u>5,698,737</u>	<u>5,899,765</u>	<u>0</u>
Fund Total	<u><u>1,146,751</u></u>	<u><u>0</u></u>	<u><u>5,698,737</u></u>	<u><u>5,899,765</u></u>	<u><u>0</u></u>

## FUND SUMMARY

### TOTAL WATER FUND (31)

**MISSION:**

Providing quality utility service to our customers in the most efficient and professional manner possible.

**DESCRIPTION:**

To manage, account for and administer the water system for the City of Norman.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	49	49	49	49	48
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	<u>51</u>	<u>51</u>	<u>51</u>	<u>51</u>	<u>50</u>

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	3,780,224	3,979,243	3,979,243	3,979,243	3,896,750
Supplies & Materials	1,246,754	1,738,495	1,933,814	1,911,221	2,533,633
Services & Maintenance	2,792,129	3,057,196	3,386,453	3,143,597	3,106,996
Internal Services	258,367	365,931	365,931	386,756	289,708
Capital Equipment	518,805	471,186	650,603	650,603	438,311
Subtotal	<u>8,596,278</u>	<u>9,612,051</u>	<u>10,316,044</u>	<u>10,071,420</u>	<u>10,265,398</u>
Capital Projects	3,618,859	8,158,900	28,446,777	23,178,601	3,096,000
Cost Allocations	1,698,182	1,646,039	1,646,039	1,680,691	1,792,321
Debt Service	2,633,840	2,142,683	2,142,683	2,337,988	2,546,271
Interfund Transfers	651,879	768,529	768,529	717,799	861,500
Audit Adjust/Encumbrances	588,880	0	0	0	0
Subtotal	<u>9,191,640</u>	<u>12,716,151</u>	<u>33,004,028</u>	<u>27,915,079</u>	<u>8,296,092</u>
Fund Total	<u><u>17,787,918</u></u>	<u><u>22,328,202</u></u>	<u><u>43,320,072</u></u>	<u><u>37,986,499</u></u>	<u><u>18,561,490</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	669,813	673,094	673,094	673,094	684,830
Supplies & Materials	4,428	6,138	6,093	5,867	5,849
Services & Maintenance	31,415	46,577	47,360	42,399	61,483
Internal Services	7,494	7,331	7,331	7,641	9,527
Capital Equipment	2,497	3,600	3,600	3,600	4,300
Subtotal	<u>715,648</u>	<u>736,740</u>	<u>737,478</u>	<u>732,601</u>	<u>765,989</u>
Capital Projects	0	0	0	0	0
Cost Allocation	166,981	161,980	161,980	164,856	176,968
Debt Service	0	0	0	0	0
Interfund Transfers	651,879	768,529	768,529	717,799	861,500
Subtotal	<u>818,860</u>	<u>930,509</u>	<u>930,509</u>	<u>882,655</u>	<u>1,038,468</u>
Division Total	<u><u>1,534,508</u></u>	<u><u>1,667,249</u></u>	<u><u>1,667,987</u></u>	<u><u>1,615,256</u></u>	<u><u>1,804,457</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	34,642	34,965	34,965	34,965	35,555
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>34,642</u>	<u>34,965</u>	<u>34,965</u>	<u>34,965</u>	<u>35,555</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>34,642</u></u>	<u><u>34,965</u></u>	<u><u>34,965</u></u>	<u><u>34,965</u></u>	<u><u>35,555</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 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	43,556	46,135	46,135	46,135	47,609
Supplies & Materials	1,102	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	0
Subtotal	<u>44,658</u>	<u>47,510</u>	<u>47,510</u>	<u>47,510</u>	<u>48,984</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>44,658</u>	<u>47,510</u>	<u>47,510</u>	<u>47,510</u>	<u>48,984</u>

\*Beginning FYE 08, Salary split between Water and Water Reclamation Funds.

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**

**WATER / UTILITIES MODELING**

**GOALS:**

- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among utility databases having a geographic component to improve the City's reporting and planning capacity.

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 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	60%	80%	60%	60%	60%
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	100%	n/a*	99%	99%	99%
Provide technical support to assist line maintenance staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

**Notes to Results Report:**

FYE 2013 – As-built data entry delayed due to position being vacant the last month of FYE 2012 and the first 2 months of FYE 2013.

FYE 2014 – Some as-built data entry was delayed due to plat information not being available when the as-builts were received.

\*FYE 2014 – There were no model run requests.

GIS – Geographic Information Systems

**DIVISION SUMMARY**

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	250,394	256,061	256,061	256,061	264,133
Supplies & Materials	2,670	4,312	4,032	3,653	3,325
Services & Maintenance	84,690	98,871	99,151	71,981	99,094
Internal Services	5,001	4,639	4,639	4,897	5,432
Capital Equipment	1,560	0	0	0	0
Subtotal	344,314	363,883	363,883	336,592	371,984
Capital Projects	0	0	0	0	0
Cost Allocation	100,382	97,186	97,186	98,912	106,180
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	100,382	97,186	97,186	98,912	106,180
Division Total	444,696	461,069	461,069	435,504	478,164

**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.
- Publish annual CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman within established deadline.
- Process all Division-received invoices within 3 working days 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average number of water and sewer service requests completed in 1 day	21	21	23	23	24
% of state and federal regulatory compliance reports mailed out of the office within 5 days	100%	95%	100%	100%	100%
CMOM manual completion and distribution to ODEQ by July 1	Complete	Complete	Complete	Complete	Complete
Number of staff hours per CMOM reporting period	125	100	125	100	100
% of invoices processed for payment authorization within 1 day of receipt	100%	90%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,680	1,600	1,200	2,780	1,800
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	85%	90%	95%	97%	98%

Notes to Results Report:

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

**DIVISION SUMMARY****031-5551 WATER / LINE MAINTENANCE****MISSION:**

The mission of the Water 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 590 miles of water lines and associated 5,812 fire hydrants and 10,052 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 38,234 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	1,654,476	1,745,267	1,745,267	1,745,267	1,678,968
Supplies & Materials	416,992	452,473	454,397	433,349	434,189
Services & Maintenance	56,692	74,056	77,320	77,320	76,106
Internal Services	142,805	225,409	225,409	237,667	175,189
Capital Equipment	460,063	345,386	372,964	372,964	366,011
Subtotal	2,731,028	2,842,591	2,875,357	2,866,567	2,730,463
Capital Projects	0	0	0	0	0
Cost Allocation	848,936	807,593	807,593	824,600	885,185
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	848,936	807,593	807,593	824,600	885,185
Division Total	3,579,964	3,650,184	3,682,950	3,691,167	3,615,648

## 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 600 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Replace 10,000 linear feet of ductile iron and cast iron pipe annually.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average repair time: water off to water on	2.46 hours	2.05 hours	2.30 hours	2.30 hours	2.30 hours
Number of AMR meters installed	425	425	450	71	200
Service calls completed	5,161	4,932	5,000	4,900	5,000
Number of locates completed	5,245	5,399	4,900	5,256	4,900
Number of valves exercised	1,997	2,547	4,000	2,998	2,500
Percent hours lost to OJI per 1,000 hours worked	7.57%	2.39%	0%	0%	0%
Fire hydrants maintained	485	1,092	5,490	1,224	2,500
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	4,350 ft	4,225 ft	4,940 ft	5,500 ft	5,600 ft
Feet of "hot soils" (corrosive soils) pipe replaced	3,252 ft	2,890 ft	2,065 ft	2,200 ft	3,400 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	308,736	307,814	307,814	307,814	299,551
Supplies & Materials	4,000	4,670	4,670	4,517	6,943
Services & Maintenance	27,118	45,931	74,018	71,405	52,797
Internal Services	98,597	126,281	126,281	131,710	96,011
Capital Equipment	5,237	1,800	1,800	1,800	0
Subtotal	<u>443,688</u>	<u>486,496</u>	<u>514,583</u>	<u>517,246</u>	<u>455,302</u>
Capital Projects	0	0	0	0	0
Cost Allocation	581,883	579,280	579,280	592,323	623,988
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>581,883</u>	<u>579,280</u>	<u>579,280</u>	<u>592,323</u>	<u>623,988</u>
Division Total	<u><u>1,025,571</u></u>	<u><u>1,065,776</u></u>	<u><u>1,093,863</u></u>	<u><u>1,109,569</u></u>	<u><u>1,079,290</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 16 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Safety training sessions held (safety)	12	12	12	8	12
OJI	0	0	0	0	0
Tours conducted (public education)	2	15	9	10	9
Number of people on tours	43	167	100	106	100
Job related training (personnel hours)	173	144	80	232	80
Cross training (personnel hours)	40	240	40	48	40

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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	96,109	110,411	110,411	110,411	112,864
Supplies & Materials	46,958	38,741	38,041	36,551	43,989
Services & Maintenance	94,124	78,140	81,687	81,687	78,840
Internal Services	1,075	453	453	617	487
Capital Equipment	0	3,600	63,600	63,600	0
Subtotal	<u>238,266</u>	<u>231,345</u>	<u>294,192</u>	<u>292,866</u>	<u>236,180</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>238,266</u></u>	<u><u>231,345</u></u>	<u><u>294,192</u></u>	<u><u>292,866</u></u>	<u><u>236,180</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS  
WATER / LABORATORY**

**GOALS:**

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Evaluate and carry out new chemical and bacterial testing regulations.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Provide data and information to consultants and support Water Treatment Division capital projects.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants.

**OBJECTIVES:**

- Bacteriological Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Read published information on upcoming regulations and relevant research and inform supervisor of the impact on the Water Treatment Division.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Microbiological sample collection	100%	118%	114%	110%	118%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	95%	99%	100%	97%	100%
Performance tests passed	100%	100%	100%	95%	100%
Laboratory inspection deficiencies	10	No inspection	0	5	No inspection
WTP and Water Well sample collection	100%	100%	100%	120%	100%
Number of samples invalidated	35	32	0	12	19

**Notes to Results Report:**

WTP – Water Treatment Plant  
 DEQ – Department of Environmental Quality  
 EPA – Environmental Protection Agency

**DIVISION SUMMARY**

031-5534 WATER / TREATMENT PLANT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Full-time Positions	11	11	11	11	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	11

**EXPENDITURES:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	663,758	675,773	675,773	675,773	631,840
Supplies & Materials	710,008	1,127,491	1,321,555	1,323,753	1,926,422
Services & Maintenance	1,800,730	1,944,048	2,236,817	2,138,984	1,958,386
Internal Services	2,275	830	830	3,132	2,471
Capital Equipment	28,006	65,800	155,800	155,800	9,000
Subtotal	3,204,778	3,813,942	4,390,775	4,297,442	4,528,119
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,204,778	3,813,942	4,390,775	4,297,442	4,528,119

## 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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	51%	64%	95%	71%	95%
Percent of bacterial water samples passing (quality)	99.2%	99.7%	100%	99.9%	100%
Number of complaints on water quality or pressure	22	66	45	175	45
Water production, million gallons per day					
Average day	12.3	12.4	12.0	9.3	12.0
Maximum day	24.8	20.6	22.0	20.6	22.0

Notes to Results Report:

\*\*NTU, or Nephelometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time.

**DIVISION SUMMARY**

## 031-5535 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	84,839	129,723	129,723	129,723	141,400
Supplies & Materials	58,662	98,295	98,651	97,156	106,541
Services & Maintenance	697,355	768,914	769,441	659,162	779,631
Internal Services	1,120	988	988	1,092	591
Capital Equipment	21,443	51,000	52,839	52,839	59,000
Subtotal	<u>863,418</u>	<u>1,048,920</u>	<u>1,051,642</u>	<u>939,972</u>	<u>1,087,163</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>863,418</u></u>	<u><u>1,048,920</u></u>	<u><u>1,051,642</u></u>	<u><u>939,972</u></u>	<u><u>1,087,163</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 13 ACTUAL	FYE 14 ACTUAL	FYE 15 PLAN	FYE 15 ESTIMATE	FYE 16 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percent of wells operational during the peak period (May - Sept)	94%	95%	95%	96%	95%
Percent of wells that have had yearly well disinfection	100%	100%	100%	97%	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 16 - FYE 20 for a detailed analysis of Water Fund Capital Operations.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	3,618,859	8,158,900	28,446,777	23,178,601	3,096,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>3,618,859</u>	<u>8,158,900</u>	<u>28,446,777</u>	<u>23,178,601</u>	<u>3,096,000</u>
Division Total	<u><u>3,618,859</u></u>	<u><u>8,158,900</u></u>	<u><u>28,446,777</u></u>	<u><u>23,178,601</u></u>	<u><u>3,096,000</u></u>

**DIVISION SUMMARY**

031-5539 WATER / DEBT SERVICE

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	2,633,840	2,142,683	2,142,683	2,337,988	2,546,271
Interfund Transfers	0	0	0	0	0
Subtotal	<u>2,633,840</u>	<u>2,142,683</u>	<u>2,142,683</u>	<u>2,337,988</u>	<u>2,546,271</u>
Division Total	<u><u>2,633,840</u></u>	<u><u>2,142,683</u></u>	<u><u>2,142,683</u></u>	<u><u>2,337,988</u></u>	<u><u>2,546,271</u></u>



**DIVISION SUMMARY**

## 031-5582 ENVIRONMENTAL CONTROL ADVISORY BOARD

**MISSION:**

The mission of the Environmental Control Advisory Board (ECAB) is to act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposal, and noise.

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,933	5,000	5,000	5,000	5,000
Services & Maintenance	5	659	659	659	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>1,939</u>	<u>5,659</u>	<u>5,659</u>	<u>5,659</u>	<u>5,659</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,939</u></u>	<u><u>5,659</u></u>	<u><u>5,659</u></u>	<u><u>5,659</u></u>	<u><u>5,659</u></u>

**INTERNAL SERVICE FUNDS**

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

## DEPARTMENT SUMMARY

### TOTAL RISK MANAGEMENT FUND (43)

**MISSION:**

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

**DESCRIPTION:**

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

Beginning in FYE 12, this function became Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	957,490	926,863	942,900	942,900	958,531
Supplies & Materials	0	0	203	203	0
Services & Maintenance	13,769,966	14,049,421	14,036,732	14,036,732	14,373,986
Internal Services	0	0	0	0	11
Capital Equipment	0	0	0	0	0
Subtotal	<u>14,727,456</u>	<u>14,976,284</u>	<u>14,979,835</u>	<u>14,979,835</u>	<u>15,332,528</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	46,326	0	36,741	36,741	0
Audit Adjust/Encum	(22,147)	0	0	0	0
Subtotal	<u>24,179</u>	<u>0</u>	<u>36,741</u>	<u>36,741</u>	<u>0</u>
Department Total	<u><u>14,751,635</u></u>	<u><u>14,976,284</u></u>	<u><u>15,016,576</u></u>	<u><u>15,016,576</u></u>	<u><u>15,332,528</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.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	94,231	90,005	90,005	90,005	91,501
Supplies & Materials	0	0	0	0	0
Services & Maintenance	11,639,238	11,865,268	11,865,268	11,865,268	12,329,313
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>11,733,469</u>	<u>11,955,273</u>	<u>11,955,273</u>	<u>11,955,273</u>	<u>12,420,814</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>11,733,469</u>	<u>11,955,273</u>	<u>11,955,273</u>	<u>11,955,273</u>	<u>12,420,814</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.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	329,793	270,000	270,000	270,000	290,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>329,793</u>	<u>270,000</u>	<u>270,000</u>	<u>270,000</u>	<u>290,000</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>329,793</u></u>	<u><u>270,000</u></u>	<u><u>270,000</u></u>	<u><u>270,000</u></u>	<u><u>290,000</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.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	245,692	244,358	244,358	244,358	214,530
Supplies & Materials	0	0	203	203	0
Services & Maintenance	307,460	160,673	161,470	161,470	166,673
Internal Services	0	0	0	0	11
Capital Equipment	0	0	0	0	0
Subtotal	<u>553,152</u>	<u>405,031</u>	<u>406,031</u>	<u>406,031</u>	<u>381,214</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>553,152</u></u>	<u><u>405,031</u></u>	<u><u>406,031</u></u>	<u><u>406,031</u></u>	<u><u>381,214</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.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	9,227	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>9,227</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>9,227</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.

Beginning in FYE 12, this function became a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	614,460	571,000	587,037	587,037	631,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,493,475	1,752,980	1,739,494	1,739,494	1,587,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>2,107,935</u>	<u>2,323,980</u>	<u>2,326,531</u>	<u>2,326,531</u>	<u>2,218,500</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,107,935</u></u>	<u><u>2,323,980</u></u>	<u><u>2,326,531</u></u>	<u><u>2,326,531</u></u>	<u><u>2,218,500</u></u>



**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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	898,933	893,719	893,719	893,719	935,065
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,085	16,000	16,000	16,000	16,000
Internal Services	204	366	366	366	200
Capital Equipment	0	0	0	0	0
Subtotal	<u>900,222</u>	<u>910,085</u>	<u>910,085</u>	<u>910,085</u>	<u>951,265</u>
Capital Projects	17,745,717	28,900,083	63,136,116	62,853,953	13,750,319
Cost Allocations	0	0	0	0	0
Debt Service	0	89,776	89,776	89,776	0
Interfund Transfers	2,952,948	3,807,946	4,549,518	5,917,547	4,830,915
Audit Adjust/Encumb	38,571	0	0	0	0
Subtotal	<u>20,737,236</u>	<u>32,797,805</u>	<u>67,775,410</u>	<u>68,861,276</u>	<u>18,581,234</u>
Fund Total	<u><u>21,637,458</u></u>	<u><u>33,707,890</u></u>	<u><u>68,685,495</u></u>	<u><u>69,771,361</u></u>	<u><u>19,532,499</u></u>

## 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	693,777	691,829	691,829	691,829	722,364
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	204	366	366	366	200
Capital Equipment	0	0	0	0	0
Subtotal	<u>693,981</u>	<u>692,195</u>	<u>692,195</u>	<u>692,195</u>	<u>722,564</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>693,981</u></u>	<u><u>692,195</u></u>	<u><u>692,195</u></u>	<u><u>692,195</u></u>	<u><u>722,564</u></u>

## DIVISION SUMMARY

### 050-2030 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

**MISSION:**

The mission of this Division is to account for the Facility Maintenance Superintendent who manages existing facility and maintenance projects per the approved five-year capital plan.

**DESCRIPTION:**

To efficiently account for Facility Maintenance Superintendent who manages Capital Projects .

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	96,200	95,250	95,250	95,250	99,035
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>96,200</u>	<u>95,250</u>	<u>95,250</u>	<u>95,250</u>	<u>99,035</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>96,200</u></u>	<u><u>95,250</u></u>	<u><u>95,250</u></u>	<u><u>95,250</u></u>	<u><u>99,035</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	108,957	106,640	106,640	106,640	113,666
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	108,957	106,640	106,640	106,640	113,666
Capital Projects	0	0	0	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	108,957	106,640	106,640	106,640	113,666

## 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 16 - FYE 20 for a detailed analysis of Capital Fund capital projects.

**PERSONNEL:**

	FYE 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	17,745,717	28,900,083	63,136,116	62,853,953	13,750,319
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,952,948	3,807,946	4,549,518	5,917,547	4,830,915
Subtotal	<u>20,698,665</u>	<u>32,708,029</u>	<u>67,685,634</u>	<u>68,771,500</u>	<u>18,581,234</u>
Division Total	<u><u>20,698,665</u></u>	<u><u>32,708,029</u></u>	<u><u>67,685,634</u></u>	<u><u>68,771,500</u></u>	<u><u>18,581,234</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	8,169	10,171	210,171	123,263	126,656
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	<u>8,169</u>	<u>10,171</u>	<u>210,171</u>	<u>123,263</u>	<u>126,656</u>
Capital Projects	3,696,088	0	7,596,607	7,596,607	454,767
Cost Allocations	152,466	220,241	220,241	142,791	224,682
Debt Service	14,570,701	1,277,304	1,277,304	1,277,304	1,297,777
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	224,928	0	0	0	0
Subtotal	<u>18,644,183</u>	<u>1,497,545</u>	<u>9,094,152</u>	<u>9,016,702</u>	<u>1,977,226</u>
Fund Total	<u><u>18,652,352</u></u>	<u><u>1,507,716</u></u>	<u><u>9,304,323</u></u>	<u><u>9,139,965</u></u>	<u><u>2,103,882</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	198,185	198,411	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>198,185</u>	<u>198,411</u>	<u>0</u>
Fund Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>198,185</u></u>	<u><u>198,411</u></u>	<u><u>0</u></u>



CITY OF NORMAN

**PUBLIC SAFETY SALES TAX FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
10	015-9523-419	BP0029	Emergency Communications Center ^	0	500,000	6,000,000	0	0	0	0
11	015-9519-419	BP0030	Emergency Communications System ^	0	660,747	14,339,253	0	0	0	0
12	015-	0	Fire Apparatus Replacement	0	1,106,700	1,293,500	508,000	430,000	1,189,000	2,454,000
13	015-	BP	Fire Station 5 Reconstruction/Relocation	0	0	0	0	0	0	3,500,000
<b>TOTAL PSST FUND 15 PROJECTS</b>				<b>0</b>	<b>2,267,447</b>	<b>21,632,753</b>	<b>508,000</b>	<b>430,000</b>	<b>1,189,000</b>	<b>5,954,000</b>

CITY OF NORMAN

**CDBG FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
17	021-4085-463	GC0070	Core Area Horizontal Saw Cutting Project	70,000	0	0	0	0	0	0
18	021-4000-463	GC0066	84th Ave NE: Rock Creek Rd to North End	42,400	354,600	0	0	0	0	0
19	021-4000-463	0	84th Ave SE: Tecumseh Rd to Franklin Rd	72,800	1,163,200	0	0	0	0	0
20	021-4000-463	GC0063	96th Ave NE: Tecumseh Rd to Arrowhead Dr	72,800	1,163,200	0	0	0	0	0
21	021-4000-463	GC0060	108th Ave SE: Etowah to SH9	218,400	3,475,600	0	0	0	0	0
22	021-4000-463	GC0065	120th Ave SE: Etowah Rd to SH9	64,000	1,016,000	0	0	0	0	0
23	021-4000-463	GC0064	Rock Creek Rd: 108th to 120th	21,600	344,400	0	0	0	0	0
24	021-4000-463	GC0062	Tecumseh Rd: 84th to 120th	218,400	3,475,600	0	0	0	0	0
<b>TOTAL CDBG FUND 21 PROJECTS</b>				<b>780,400</b>	<b>10,992,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF NORMAN

**SPECIAL GRANTS FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	022-9834-452	PR0044	Legacy S Ext/Campus-Duffy *	0	0	0	0	0	0	0
na	022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension	600,000	0	0	0	0	0	0
na	022-9674-452	0	Saxon Park Design & Improvements	44,967	0	0	0	0	0	0
na	022-9674-452	PR0023	Saxon Park Fitness Trail	35,000	0	0	0	0	0	0
na	022-9391-431	TR0073	State Highway 9 Multi-Modal Path	600,000	0	0	0	0	0	0
na	022-9082-431	TR0081	Safe Routes to School - Kennedy	190,000	0	0	0	0	0	0
<b>TOTAL SPECIAL REVENUE FUND 22 PROJECTS</b>				<b>1,469,967</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF NORMAN

**ROOM TAX FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	023-9050-452	RT0080	Andrews Park Rental Building A/C	22,000	0	0	0	0	0	0
31	023-9375-452	RT0084	Citywide Disc Golf Improvements	0	35,000	0	0	0	0	0
na	023-9321-451	RT0078	Gym Floor Irving & Whittier#	0	0	0	0	0	0	0
na	023-9099-452	RT0077	Normandy Park Tennis Courts#	0	0	0	0	0	0	0
na	023-9321-451	RT0079	Recreation Centers A/C (3)	120,000	0	0	0	0	0	0
32	023-	RT	Santa Fe Depot Renovations	0	0	80,000	0	0	0	0
33	023-9674-452	RT0081	Saxon Community Park Development	60,000	50,000	50,000	150,000	0	0	0
34	023-	RT	Sooner Theatre Seat Replace & Interiors	0	0	125,000	0	0	0	0
35	023-9441-452	RT0083	Sports Complex Bleacher Replacement	37,500	37,500	0	0	0	0	0
na	023-9364-451	RT0082	Westwood Tennis Youth Courts	109,000	0	0	0	0	0	0
36	023-9321-451	RT0085	Whittier & Irving Recreation Center Bleachers	0	90,000	0	0	0	0	0
<b>TOTAL ROOM TAX FUND 23 PROJECTS</b>				<b>348,500</b>	<b>212,500</b>	<b>255,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF NORMAN

**CAMPUS CORNER TAX INCREMENT DISTRICT FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	027-9368-431	TF0001	Campus Corner Revitalization	4,287	0	0	0	0	0	0
<b>TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS</b>				<b>4,287</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF NORMAN

**WATER FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b>WATER DISTRIBUTION SYSTEM</b>										
na	031-9395-462	WA0201	Backflow Prevention Program	40,000	0	0	0	0	0	0
na	031-9321-462	WA0194	Bulk Water Dispensing Services	80,000	0	0	0	0	0	0
na	031-	WA0198	Franklin Waterline Relocation	44,800	0	0	0	0	0	0
na	031-9345-462	WA0140	FY08 12" Water Line	100,000	0	0	0	0	0	0
na	031-9683-462	0	Hall Park W/L Replacement *	0	0	0	0	0	0	0
na	031-9353-462	WA0131	High Pressure Plane Upgrade *	4,002	0	0	0	0	0	0
na	031-	WA0196	1-35 Waterline Relocation	1,011,858	0	0	0	0	0	0
45	031-9360-462	WA0173	Master Meters Installation	161,855	100,000	0	0	0	0	0
na	031-9360-462	WA0187	Pendleton Drive Area: Ductile WL Replacement *	24,342	0	0	0	0	0	0
na	031-9552-462	WA0157	Robinson/12thNE Waterline *	0	0	0	0	0	0	0
na	031-9356-462	WA0051	WTP Raw Water Line Phase 1	400,000	0	0	0	0	0	0
46	031-9360-462	WA0184	Water Dist Sys Improvements-Segment D *	482,466	0	4,300,000	0	0	0	0
47	031-	WA	Water Dist Sys Improvements-Segment B	0	0	0	0	527,000	2,789,000	0
48	031-9360-462	WA	Water Dist Sys Improvements-Segment G	0	0	0	578,000	0	0	0
49	031-9360-462	WA0213	Water Line Replacement: Crossroads Area	0	149,000	992,000	0	0	0	0
50	031-	WA	Water Line Replacement: Flood-Rck Ck to Venture	0	0	0	0	1,517,000	0	0
na	031-9521-462	WA0202	Water Line Replacement: Gray Street	779,000	0	0	0	0	0	0
51	031-	WA	Water Line Replacement: Gray & Tonhawa	0	0	474,000	0	0	0	0
52	031-	WA	Water Line Replacement: Hall Park Phase 2	0	0	0	0	0	329,000	0
na	031-9360-462	WA0200	Water Line Replacement: Interstate Drive (TIF payback)	356,000	0	0	0	0	0	0
53	031-	WA	Water Line Replacement: North Interstate Drive	0	0	381,000	309,000	0	0	0
54	031-9360-462	WA0195	Water Line Replacement: Robinson Under I-35	3,043,926	2,070,000	0	0	0	0	0
55	031-	WA	Water Line Replacement: West of Campus	0	0	0	710,000	0	0	0
na	031-9683-462	WA0199	Waterline Relocation: Cedar Lane at Bishop Creek	111,969	0	0	0	0	0	0
56	031-9521-462	WA0305	Waterline Replacement: Berry Road	2,520,932	0	550,000	0	0	0	0
57	031-9521-462	WA0306	Waterline Replacement: Flood Ave-Rob to Boyd	0	0	0	1,601,000	0	0	0
<b>Subtotal Water Distribution System Projects</b>				<b>9,161,150</b>	<b>2,319,000</b>	<b>6,697,000</b>	<b>3,198,000</b>	<b>2,044,000</b>	<b>3,118,000</b>	<b>0</b>
<b>WATER TOWERS</b>										
58	031-9354-462	WA	Andrews Park Clearwell Rehabilitation Project	0	0	0	200,000	0	0	0
59	031-9354-462	WA0294	Water Tower Maint - Hall Park Tower	0	0	100,000	0	0	0	0
na	031-9354-462	WA0039	Water Tower Maint - Boyd Tower	74,671	0	0	0	0	0	0
60	031-9354-462	WA0274	WTP Backwash Tower - Resurfacing Project	0	0	60,000	180,000	0	0	0
61	031-9354-462	WA0189	Water Tower Maint - Cascade Tower	0	0	0	0	0	500,000	0
62	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower	0	0	200,000	0	0	0	0
na	031-9354-462	WA0040	Water Tower Maint - Robinson Tower	156,405	0	0	0	0	0	0
na	031-9354-462	WA0293	Water Towers - SW or SE(High Pressure Plane)	3,091,997	0	0	0	0	0	0
<b>Subtotal Water Tower Projects</b>				<b>3,323,073</b>	<b>0</b>	<b>360,000</b>	<b>380,000</b>	<b>0</b>	<b>500,000</b>	<b>0</b>
<b>WATER WELL IMPROVEMENTS</b>										
63	031-9345-462	WA0009	Arsenic Related Well Modifications	0	0	0	0	1,460,000	0	0
na	031-9345-462	WA0253	Arsenic Treatment - Well M Arsenic Removal	14,337	0	0	0	0	0	0
na	031-9642-462	WA0089	Arc Flash Safety	140,000	0	0	0	0	0	0
na	031-	WA0197	Water Well House #20 replacement	100,000	0	0	0	0	0	0
na	031-9353-462	WA0297	Water Well Telemetry	61,992	0	0	0	0	0	0
<b>Subtotal Water Well and Distribution System Projects</b>				<b>316,329</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,460,000</b>	<b>0</b>	<b>0</b>
<b>WATER TREATMENT PLANT</b>										
64	031-	WA	I2 MGD Groundwater Treatment Plant	0	0	0	0	0	13,717,000	57,119,000
na	031-9345-462	WA0212	FYE15 Water Wells and Supply Lines (paygo)	693,000	0	0	0	0	0	0
na	031-9939-462	WA0132	High Service Line Repair(PayGo)	0	0	0	0	0	0	0
68	031-	WA	New Building for Line Maintenance	0	0	0	102,500	1,025,000	0	0
na	031-9939-462	WA0272	Taste and Odor (PayGo)	0	0	0	0	0	0	0
na	031-9353-462	WA0027	Upgrade SCADA System %	0	0	0	0	0	0	0
na	031-9196-462	WA0174	2060 Water Supply Plan *	8,501	0	0	0	0	0	0
66	031-9398-468	WA0214	Well Field Blending at WTP	0	482,000	482,000	1,526,000	0	0	0
67	031-	WA	WTP Land Purchase	0	0	0	0	1,600,000	0	0
na	031-9939-462	WA0291	WTP Phase 1: Improvements (paygo)	4,755,352	0	0	0	0	0	0
68	031-	WA	WTP Raw Water Line Phase 2	0	0	0	0	0	2,430,000	21,412,000
69	031-	WA	WTP Raw Water Reservoir	0	0	0	0	0	5,239,000	17,777,000
na	031-9939-462	WA0203	WTP Software Upgrade and Service	135,000	0	0	0	0	0	0
<b>Subtotal WTP Other Projects</b>				<b>5,591,853</b>	<b>482,000</b>	<b>482,000</b>	<b>1,628,500</b>	<b>2,625,000</b>	<b>21,386,000</b>	<b>96,308,000</b>
<b>URBAN SERVICE AREA WATER LINES</b>										
<b>FYE 2014 Lines</b>										
na	031-9343-462	WA0316	Comanche:Porter to Jones *	1,000	0	0	0	0	0	0
na	031-9343-462	WA0317	Crawford:Main to Comanche *	13,193	0	0	0	0	0	0
na	031-9343-462	WA0318	Peters: Main to Gray	16,000	0	0	0	0	0	0
na	031-9343-462	WA0319	Peters: Main to Eufulka	34,800	0	0	0	0	0	0
<b>FYE 2015 Lines</b>										
na	031-9343-462	WA0204	Symmes Street	68,000	0	0	0	0	0	0
na	031-9343-462	WA0205	Barbour: Woods to Iowa	68,000	0	0	0	0	0	0
na	031-9343-462	WA0206	Rancho Drive	48,000	0	0	0	0	0	0
na	031-9343-462	WA0207	Woodsboro Court	30,000	0	0	0	0	0	0
na	031-9343-462	WA0208	Nicole Place	49,500	0	0	0	0	0	0
<b>FYE 2016 Lines</b>										
70	031-9343-462	WA0215	Vida Way: N Crawford to Stubbsman	0	69,000	0	0	0	0	0
70	031-9343-462	WA0216	Iowa St: Flood to Berry	0	63,000	0	0	0	0	0
70	031-9343-462	WA0217	Garfield: Lindsey to Stinson	0	45,500	0	0	0	0	0
70	031-9343-462	WA0218	Madison: Pickard to end of cul-de-sac	0	17,500	0	0	0	0	0

CITY OF NORMAN

**WATER FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<u>FYE 2017 Lines</u>										
70	031-9343-462	WA	Kingswood Dr: Meadowood Blvd to dead end	0	0	18,000	0	0	0	0
70	031-9343-462	WA	Richardson Dr: Kingswood Dr to Dunham Dr	0	0	40,000	0	0	0	0
70	031-9343-462	WA	Smalley Dr: Meadowood Blvd to end of cul de sac	0	0	28,000	0	0	0	0
70	031-9343-462	WA	Smalley Cir: Smalley Dr to end of cul de sac	0	0	28,000	0	0	0	0
70	031-9343-462	WA	Wellston Cir: Meadowood Blvd to end of cul de sac	0	0	24,000	0	0	0	0
<u>FYE 2018 Lines</u>										
70	031-9343-462	WA	Dunham Dr: Meeadowood Blvd to Dead End	0	0	0	28,000	0	0	0
70	031-9343-462	WA	Columbia Cir: Biloxi Dr to Dead end cul de sac	0	0	0	31,500	0	0	0
70	031-9343-462	WA	Timberdell Rd: Chautauqua to Pickard	0	0	0	56,000	0	0	0
70	031-9343-462	WA	Timberdell Rd: Chautauqua & Pickard	0	0	0	44,000	0	0	0
<u>FYE 2019 Lines</u>										
70	031-9343-462	WA	Rhoades Dr: Edward Dr to Ramsey Ct	0	0	0	0	37,200	0	0
70	031-9343-462	WA	Stinson St: Jenkins Ave to George Ave	0	0	0	0	78,000	0	0
70	031-9343-462	WA	Wellkie Dr: Tecumseh Rd to end of cul-de-sac	0	0	0	0	45,500	0	0
<u>FYE 2020 Lines</u>										
70	031-9343-462	WA	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse	0	0	0	0	0	31,200	0
70	031-9343-462	WA	Kiowa Way: Hunting Horse Tr to dead end cul de sac	0	0	0	0	0	29,120	0
70	031-9343-462	WA	Vida Way: Stubbeman to Crawford	0	0	0	0	0	102,830	0
70	031-9343-462	WA	E Eufula: Porter to Ponca	0	0	0	0	0	26,910	0
70	031-9343-462	WA	Comanche: Porter to Ponca	0	0	0	0	0	35,880	0
70	031-9343-462	WA	Robinson St (Griffin Park): Robinson north to silt	0	0	0	0	0	15,600	0
<b>Subtotal Urban Service Area Water Line Projects</b>				<b>328,493</b>	<b>195,000</b>	<b>138,000</b>	<b>159,500</b>	<b>160,700</b>	<b>241,540</b>	<b>0</b>
<u>HOT SOILS WATER LINE REPAIR PROGRAM</u>										
<u>FYE 2014 Lines</u>										
na	031-9344-462	WA0320	Buckingham Dr: 36th NW to Brownwood Ln *	11,439	0	0	0	0	0	0
<u>FYE 2015 Lines</u>										
na	031-9344-462	WA0209	Cimarron Dr: Tropicana to 2804 Cimarron Dr	50,000	0	0	0	0	0	0
na	031-9344-462	WA0210	Cameba St: Tropicana Ave to Cimarron Dr	20,000	0	0	0	0	0	0
na	031-9344-462	WA0211	Knobwood St: Overbrook Dr to 2801 Tropicana Ave	30,000	0	0	0	0	0	0
<u>FYE 2016 Lines</u>										
71	031-9344-462	WA0219	Wilderness Dr: Sandpiper Ln to War Bird Dr	0	64,000	0	0	0	0	0
71	031-9344-462	WA0221	War Bird Dr: Sandpiper Ln to Wilderness Dr	0	36,000	0	0	0	0	0
<u>FYE 2017 Lines</u>										
71	031-9344-462	WA	Pheasant Run Rd: Crossroad Blvd to Quail Hollow Dr	0	0	50,000	0	0	0	0
71	031-9344-462	WA	Greenwood Dr: Pheasant Run Rd to dead end at Green C	0	0	50,000	0	0	0	0
<u>FYE 2018 Lines</u>										
71	031-9344-462	WA	Rock Creek Rd to Pinewood Dr	0	0	0	50,000	0	0	0
71	031-9344-462	WA	24th Ave NE to End of cul de sac	0	0	0	50,000	0	0	0
<u>FYE 2019 Lines</u>										
71	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock	0	0	0	0	32,000	0	0
71	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	0	18,000	0	0
71	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasant Run Rd	0	0	0	0	50,000	0	0
<u>FYE 2020 Lines</u>										
71	031-9344-462	WA	Crail Dr: 36th Ave NW to Astor Dr	0	0	0	0	0	50,000	0
71	031-9344-462	WA	Buckingham Dr: Brownwood Ln to Bridgeport Rd	0	0	0	0	0	50,000	0
<b>Subtotal Hot Soils Water Line Repair Program</b>				<b>111,439</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>
<b>SUBTOTAL PAYGO WATER PROJECTS</b>				<b>18,832,337</b>	<b>3,096,000</b>	<b>7,777,000</b>	<b>5,466,000</b>	<b>6,389,700</b>	<b>25,345,540</b>	<b>96,308,000</b>
<u>WATER BOND PROJECTS Series 2006</u>										
na	031-9360-462	WB0184	24" Waterline (Seg D,SH9:24th SW to Jenkins)	2,816,325	0	0	0	0	0	0
na	031-9345-462	WB0140	FYE08 12" Water Line	0	0	0	0	0	0	0
na	031-9345-462	WB0141	FYE08 16" Water Line	0	0	0	0	0	0	0
na	031-9345-462	WB0133	Replace Control System	13,200	0	0	0	0	0	0
na	031-9345-462	WB0131	Water Line Improvements High Pressure Plane *	0	0	0	0	0	0	0
na	031-	WB	Water Line Replacement Berry Road	1,506,318	0	0	0	0	0	0
na	031-9345-462	WB0297	Water Well Telemetry	10,421	0	0	0	0	0	0
na	031-9356-462	WB0051	WTP Raw Waterline (Phase I)	0	0	0	0	0	0	0
<b>Subtotal Bond Expenses for 2006 Water Bond Projects</b>				<b>4,346,264</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>WATER BOND PROJECTS Series 2017</u>										
72	031-9345-462	WB	FYE15 Water Wells and Supply Lines (bonds)	0	0	4,845,000	6,260,000	0	0	0
73	031-9939-462	WB	WTP Phase 2: Improvements (bonds)	0	0	26,157,000	0	0	0	0
<b>Subtotal Bond Expenses for 2017 Water Bond Projects</b>				<b>0</b>	<b>0</b>	<b>31,002,000</b>	<b>6,260,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL WATER FUND 31 PROJECTS</b>				<b>23,178,601</b>	<b>3,096,000</b>	<b>38,779,000</b>	<b>11,726,000</b>	<b>6,389,700</b>	<b>25,345,540</b>	<b>96,308,000</b>

CITY OF NORMAN

**WATER RECLAMATION FUNDS  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	032-9048-432	WW0065	South WRF Phase 2 Improvements	26,957,652	0	0	0	0	0	0
77	032-	WW	South WRF Phase 3 Improvements	0	0	0	0	0	13,900,000	0
na	032-9677-432	0	WRF Admin Bldg Lighting	32,000	0	0	0	0	0	0
na	032-9911-432	WW0043	WRF Aeration Basin Blower VFD #	(1)	0	0	0	0	0	0
78	032-	WW	WRF Blower Building Roof Replacement	0	0	0	0	112,000	0	0
na	032-9911-432	WW0044	WRF Canadian River TMDL/WLA	13,230	0	0	0	0	0	0
na	032-9677-432	WW0167	WRF Chlorine Bldg Roof Replacement	37,426	0	0	0	0	0	0
79	032-	WW	WRF Class A Sludge Improvements	0	0	0	414,000	2,070,000	0	0
80	032-9911-432	WW0058	WRF Effluent Re-Use at Compost Facility	239,545	25,000	0	0	0	0	0
na	032-9911-432	WW0050	WRF Effluent Truck Wash # %	935	0	0	0	0	0	0
81	032-	WW	WRF Industrial Pretreatment Building Roof Replacement	0	0	0	0	43,000	0	0
82	032-9911-432	WW0170	WRF Land Purchase	0	200,000	0	0	0	0	0
83	032-9391-432	WW0205	WRF Non-Potable Effluent Reuse System	500,000	0	0	0	2,399,000	0	0
na	032-9911-432	WW0047	WRF North Digester Boiler(s) Replacement *	3,676	0	0	0	0	0	0
na	032-9677-432	WW0168	WRF Paint Shop Roof	9,302	0	0	0	0	0	0
84	032-9911-432	WW0171	WRF Primary Sludge Thickener	0	460,000	0	0	0	0	0
na	032-9911-432	WW0052	WRF SCADA Improvements	91,951	0	0	0	0	0	0
85	032-9677-432	WW0172	WRF Shop Building Roof Replacement	0	29,000	0	0	0	0	0
86	032-9911-432	WW0169	WRF South Digester Boiler Replacement	0	600,000	0	0	0	0	0
<b>TOTAL WATER RECLAMATION FUND 32 PROJECTS</b>				<b>27,885,716</b>	<b>1,314,000</b>	<b>0</b>	<b>414,000</b>	<b>4,624,000</b>	<b>13,900,000</b>	<b>0</b>



CITY OF NORMAN

**SEWER MAINTENANCE FUNDS  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	321-9338-432	WW0207	Lindsey SS Rehab: McGee to Berry %	519,000	0	0	0	0	0	0
na	321-9365-419	BC0025	Natural Gas Line Replacement	5,000	0	0	0	0	0	0
90	321-9649-432	WW0062	Royal Oaks Force Main	273,000	55,000	0	0	0	0	0
na	321-9234-432	0	Sewer Lift Station Rehab 2014: Royal Oaks *	6,777	0	0	0	0	0	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Alameda Park	0	0	0	50,000	0	0	0
na	321-9234-432	WW0206	Sewer Lift Station Rehab: Eagle Cliff South	50,000	0	0	0	0	0	0
91	321-9234-432	WW0208	Sewer Lift Station Rehab: Hall Park North	0	50,000	0	0	0	0	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Hall Park South	0	0	50,000	0	0	0	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Sienna Springs	0	0	0	0	0	50,000	0
91	321-9234-432	WW	Sewer Lift Station Rehab: Summit Lakes	0	0	0	0	50,000	0	0
92	321-9338-432	WW0202	Sewer Maint Plan FYE 2014 %	288,000	2,580,000	0	0	0	0	0
93	321-9338-432	WW	Sewer Maint Plan FYE 2017	0	0	2,650,000	0	0	0	0
94	321-9338-432	WW	Sewer Maint Plan FYE 2018	0	0	0	2,650,000	0	0	0
95	321-9338-432	WW	Sewer Maint Plan FYE 2019	0	0	0	0	2,650,000	0	0
96	321-9338-432	WW	Sewer Maint Plan FYE 2020	0	0	0	0	0	2,650,000	0
na	321-9338-432	WW0064	Sewer Maint Proj FYE 2011 *	0	0	0	0	0	0	0
na	321-9338-432	WW0070	Sewer Maint Proj FYE 2012	2,886,826	0	0	0	0	0	0
na	321-9338-432	WW0200	Sewer Maintenance FYE 2013 %	3,156,973	0	0	0	0	0	0
97	321-9974-432	WW0248	SS Emergency Repairs #	100,000	100,000	100,000	100,000	100,000	100,000	0
<b>TOTAL SEWER MAINTENANCE FUND 321 PROJECTS</b>				<b>7,285,576</b>	<b>2,785,000</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 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	322-9048-432	WW0267	Interceptor/SE Bishop-P2B	242,800	0	0	0	0	0	0
na	322-9048-432	WW0120	Intereceptor/Woodcrest	1,730,742	0	0	0	0	0	0
na	322-9048-432	0	Lift Station D Expansion	450,768	0	0	0	0	0	0
na	322-9049-432	WW0204	North WRF Engineering Report	77,614	0	0	0	0	0	0
na	322-9048-432	WW0262	Tecumseh Interceptor *	1,501	0	0	0	0	0	0
101	322-	WW	South WRF Phase 3	0	0	0	0	0	3,100,000	10,700,000
na	322-9048-432	WW0065	Phase 2 South WRF Improvements	22,235,262	0	0	0	0	0	0
<b>TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS</b>				<b>24,738,687</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,100,000</b>	<b>10,700,000</b>

CITY OF NORMAN

**SEWER SALES TAX FUNDS  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	323-9048-432	WW0267	Interceptor/SE Bishop-P2B	245,240	0	0	0	0	0	0
na	323-9049-432	WW0204	North WRF Engineering Report %	38,639	0	0	0	0	0	0
na	323-9048-432	0	Tecumseh Interceptor *	6,005	0	0	0	0	0	0
na	323-9048-432	WW0065	Phase 2 South WRF Improvements	5,408,853	0	0	0	0	0	0
<b>TOTAL SEWER SALES TAX FUND 323 PROJECTS</b>				<b>5,698,737</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF NORMAN

**SANITATION FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
108	033-9975-432	SA0012	Material Recovery Facility	0	1,000,000	0	0	0	0	0
na	033-9975-432	SA0010	East Norman Recycle Center	161,500	0	0	0	0	0	0
na	033-9975-432	0	Sanit Cont Maint Facility	460,000	0	0	0	0	0	0
na	033-9975-432	SA0011	Sanit Office Improvements	150,000	0	0	0	0	0	0
na	033-9975-432	SA0002	Transfer Station Expansion	54,232	0	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	247,823	0	0	0	0	0	0
<b>TOTAL SANITATION FUND 33 PROJECTS</b>				<b>1,073,555</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

CITY OF NORMAN

**CAPITAL FUND**  
**FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b>I. CAPITAL OUTLAY (Approximately 27% by Formula)</b>										
na	050-3090-419	n.a.	Capital Outlay #	4,854,157	3,422,735	3,477,848	3,616,962	3,761,641	3,912,106	0
<b>**SUBTOTAL CAPITAL OUTLAY</b>				<b>4,854,157</b>	<b>3,422,735</b>	<b>3,477,848</b>	<b>3,616,962</b>	<b>3,761,641</b>	<b>3,912,106</b>	<b>0</b>
<b>II. STREET MAINTENANCE (Approximately 25% by Formula)</b>										
na	050-9369-431	0	Alley Repair Program FYE 2010	58,234	0	0	0	0	0	0
119	050-9369-431	SC	Alley Repair Program FYE 2016-2020	0	0	200,000	200,000	200,000	200,000	ongoing
na	050-9511-431	SC0352	36th NW: Franklin-N Limits Asphalt Pavement Maintenance FYE07	69,992	0	0	0	0	0	0
na	050-9511-431	SC0384	Historical House: Peters/Jones Asphalt Pavement Maintenance FYE09	18,105	0	0	0	0	0	0
na	050-9511-431	SC0422	DaVinci: Pasteur-Fire Sta 7	22,837	0	0	0	0	0	0
na	050-9511-431	SC0423	Alameda Plz/Alameda St-24 NE	37,553	0	0	0	0	0	0
na	050-9511-431	SC0453	Main: Porter to Carter Asphalt Pavement Maintenance FYE10	38,863	0	0	0	0	0	0
na	050-9511-431	SC0488	Franklin: 48th NW to 60th NW Asphalt Pav Maint FYE 2013	13,934	0	0	0	0	0	0
na	050-9511-431	SC0541	Urban Street Surface Sealing Asphalt Pav Maint FYE 2014	133,011	0	0	0	0	0	0
na	050-9511-431	SC0557	Robinson: 24th NE - 60th NE	445,000	0	0	0	0	0	0
na	050-9511-431	SC0558	North Base City Facility Paving	140,000	0	0	0	0	0	0
na	050-9511-431	SC0559	48th Ave NW: Franklin Rd - Indian Hills Rd Asphalt Pav Maint FYE 2015	126,478	0	0	0	0	0	0
na	050-9511-431	SC0103	ODOT Roadway Res Match 15	425,000	0	0	0	0	0	0
na	050-9511-431	SC0104	Haddock: Peters-Crawford	300,000	0	0	0	0	0	0
na	050-9511-431	SC0105	Rosemeck: Cardinal-S end	96,377	0	0	0	0	0	0
na	050-9511-431	SC0106	Asphak Maint Data/Test 15 Asphalt Pav Maint FYE 2016	12,500	0	0	0	0	0	0
120	050-9511-431	SC0581	36th Ave NE: Alameda Street to Robinson	0	305,000	0	0	0	0	0
120	050-9511-431	SC0582	Alameda St: 72nd SE to end .5 east of 84th Ave SE	0	325,000	0	0	0	0	0
120	050-9511-431	SC0583	Peters Ave: Main St to Eufaula St	0	100,000	0	0	0	0	0
120	050-9511-431	SC0584	Comanche St: Jones Ave to Peters Ave	0	41,377	0	0	0	0	0
120	050-9511-431	SC0585	Park Drive: Symmes St to Elm Ave	0	50,000	0	0	0	0	0
120	050-9511-431	SC0586	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
120	050-9511-431		Asphalt Pav Maint FYE 2017-2020 Asphalt Paver Patch FYE10	0	0	833,877	833,877	833,877	833,877	ongoing
na	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Bowah Rd Asphalt Paver Patch FYE 2012	30,598	0	0	0	0	0	0
na	050-9692-431	SC0524	El Noble Parkway: Main - Lindsey	185,000	0	0	0	0	0	0
na	050-9692-431	SC0525	200-300 Blk Norman Center Court	46,000	0	0	0	0	0	0
na	050-9692-431	SC0526	3000 Block William Pereira Asphalt Paver Patch FYE 2013	30,000	0	0	0	0	0	0
na	050-9692-431	SC0543	Inglewood Dr: Central Pkwy - Newberry Dr	150,000	0	0	0	0	0	0
na	050-9692-431	SC0544	Cruce St: Berry Rd - Broad Ln	28,203	0	0	0	0	0	0
na	050-9692-431	SC0545	Broad Ln: Cruce St - Boyd St Asphalt Paver Patch FYE 2014	49,000	0	0	0	0	0	0
na	050-9692-431	SC0561	Indian Hills Rd: 48th Ave NW - 69th Ave NW	129,250	0	0	0	0	0	0
na	050-9692-431	SC0562	24th Ave NE: Franklin Rd - Indian Hills Rd Asphalt Paver Patch FYE 2015	2,115	0	0	0	0	0	0
na	050-9692-431	SC0107	Indian Hills: 24th NW-Broadway	158,000	0	0	0	0	0	0
na	050-9692-431	SC0109	Asphalt Patch Data/Test 15 Asphalt Paver Patch FYE 2016	12,500	0	0	0	0	0	0
122	050-9692-431	SC0587	36TH Ave NW: Franklin Rd to .5 north of Indian Hills Rd	0	258,500	0	0	0	0	0
122	050-9692-431	SC0587	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
122	050-9692-431	SC	Asphalt Paver Patch FYE 2017-2020 Concrete Pavement Maintenance FYE09	0	0	271,000	271,000	271,000	271,000	ongoing
na	050-9718-431	SC0433	Brooks: Classen-W of RR Concrete Pavement Maintenance FYE 2011	10,495	0	0	0	0	0	0
na	050-9718-431	SC0461	Lahoma: Boyd to Brooks	19,734	0	0	0	0	0	0
na	050-9718-431	SC0463	26th Ave NW at Parkway, panel replacement	2,267	0	0	0	0	0	0
na	050-9718-431	SC0464	Crawford Ave: Ridge Rd to Minosa	49,815	0	0	0	0	0	0
na	050-9718-431	SC0465	Barwick Dr: 36th NW to Brookhaven Blvd	5,226	0	0	0	0	0	0
na	050-9718-431	SC0466	Brooks: BNSF to Jenkins	29,872	0	0	0	0	0	0
na	050-9718-431	SC0467	Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr	6,968	0	0	0	0	0	0
na	050-9718-431	SC0468	Pheasant Run: Crossroads Blvd to Quail Hollow Dr Concrete Pavement Maintenance FYE 2011	8,013	0	0	0	0	0	0
na	050-9718-431	SC0497	Dak: Porter to Crawford	26,127	0	0	0	0	0	0
na	050-9718-431	SC0498	Hughbert: Porter to Crawford	26,127	0	0	0	0	0	0
na	050-9718-431	SC0499	Squoyah Trail: Rock Creek to 9th Ave NE	48,770	0	0	0	0	0	0
na	050-9718-431	SC0500	900 Block Barbour Avenue	26,127	0	0	0	0	0	0
na	050-9718-431	SC0501	1400 Block Lincoln Avenue	8,709	0	0	0	0	0	0
na	050-9718-431	SC0502	Boyd Street: Punca to Oklahoma	2,592	0	0	0	0	0	0
na	050-9718-431	SC0503	300 Block Overton: Panel Replacement	24,000	0	0	0	0	0	0
na	050-9718-431	SC0504	Westchester: South side at Main Street Concrete Pavement Maintenance FYE 2012	30,000	0	0	0	0	0	0
na	050-9718-431	SC0529	Hemphill Dr: 24 NW - 26 NW	104,943	0	0	0	0	0	0
na	050-9718-431	SC0530	IMS Conc Pvm Data/Test 12 Concrete Pavement Maintenance FYE 2013	10,000	0	0	0	0	0	0
na	050-9718-431	SC0548	Boyd Street Concrete Pavement Maintenance FYE 2014	1,455	0	0	0	0	0	0
na	050-9718-431	SC0564	Comanche St: Lahoma Ave - Chautauqua Ave	128,000	0	0	0	0	0	0
na	050-9718-431	SC0565	Morningside Dr: Alameda St - Schulze Dr	160,000	0	0	0	0	0	0
na	050-9718-431	SC0566	IMS FYE14	4,209	0	0	0	0	0	0

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**CAPITAL FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
			<b>Concrete Pavement Maintenance FYE2015</b>							0
na	050-9718-431	SCD110	Stoneleigh; Danfield - end	200,000	0	0	0	0	0	0
na	050-9718-431	SCD111	Peters & Eufaula Intersection	88,000	0	0	0	0	0	0
na	050-9718-431	SCD112	Concrete Pymt Dta/Tst 15	12,500	0	0	0	0	0	0
<b>Concrete Pavement Maintenance FYE2016</b>										
124	050-9718-431	SCD589	Peters Ave & Coimanche Street Intersection	0	25,000	0	0	0	0	0
124	050-9718-431	SCD590	Peters Ave & Eufaula Street Intersection	0	100,000	0	0	0	0	0
124	050-9718-431	SCD591	Reed Avenue/Schulze Drive	0	163,000	0	0	0	0	0
124	050-9718-431	SCD592	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
124	050-9718-431	SC	<b>Concrete Pavement Maintenance FYE2017-2020</b>	0	0	300,500	300,500	300,500	300,500	ongoing
126	050-9051-431	SCD253	Concrete Valley Gutter Project FYE2017-2020	0	0	75,000	75,000	75,000	75,000	ongoing
na	050-9686-431	SCD567	Crack Seal FYE2014	248,719	0	0	0	0	0	0
na	050-9686-431	SCD567	Crack Seal FYE2015	225,000	0	0	0	0	0	0
127	050-9686-431	SCD593	Crack Seal FYE2016	0	225,000	0	0	0	0	0
127	050-9686-431	SC	Crack Seal FYE2017-2020	0	0	225,000	225,000	225,000	225,000	ongoing
<b>Force Account Drainage Materials FYE08</b>										
na	050-9906-451	SCD408	Merkle Crk; Crestmont-Big L#	1	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE10</b>										
na	050-9906-451	SCD472	Carter Ave; Rich St south	11,674	0	0	0	0	0	0
na	050-9906-451	SCD473	Imhoff Channel Liner Repair; Frank to Acres	4,104	0	0	0	0	0	0
na	050-9906-451	SCD474	Pedestrian Hand/Safety Railing Upgrades	10,000	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE2011</b>										
na	050-9906-451	SCD508	Eufaula Street and College Avenue	27,957	0	0	0	0	0	0
na	050-9906-451	SCD509	Sandpiper Lane	14,818	0	0	0	0	0	0
na	050-9906-451	SCD510	Yorktown Circle	10,257	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE2012</b>										
na	050-9906-451	SCD533	Vicksburg Channel Liner Repair	85,000	0	0	0	0	0	0
na	050-9906-451	SCD534	Sutton Wilderness Dam Rehab	50,000	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE2013</b>										
na	050-9906-451	SCD551	2348 Blue Court Storm Sewer Extension	29,214	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE2014</b>										
na	050-9906-451	SCD568	400 Blk E Eufaula; Storm Sewer Installation	30,719	0	0	0	0	0	0
na	050-9906-451	SCD569	2000 Blk Grandview Ave; Storm Sewer Repair	60,000	0	0	0	0	0	0
na	050-9906-451	SCD570	Merkle Crk; Iowa St North to Westwood Golf Course	40,000	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE2015</b>										
na	050-9906-451	SCD575	Summit Lakes Park Storm Sewer	40,000	0	0	0	0	0	0
<b>Force Account Drainage Materials FYE2016</b>										
128	050-9906-451	SCD594	Acres St and Lahoma Ave Drainage Improvements	0	40,000	0	0	0	0	0
128	050-9906-451	SCD595	Guardrail Improvements	0	70,000	0	0	0	0	0
128	050-9906-451	SCD596	Pedestrian Hand/Safe Rail Improvements	0	25,000	0	0	0	0	0
128	050-9906-451	SC	<b>Force Account Drainage Materials FYE2017-2020</b>	0	0	135,000	135,000	135,000	135,000	ongoing
<b>Rural Roads Improvements FYE2010</b>										
na	050-9696-431	SCD479	168th NE Rock Creek to Tecumseh	52,909	0	0	0	0	0	0
<b>Rural Roads Improvements FYE2012</b>										
na	050-9696-431	SCD535	Cedar Ln; 1/2 Mi E of 24 SE - 48 SE	48,747	0	0	0	0	0	0
na	050-9696-431	SCD536	Alameda; 168 E - 180 E	10,629	0	0	0	0	0	0
na	050-9696-431	SCD537	120 NE; 1/2 Mi N of Lindsey to End	30,000	0	0	0	0	0	0
<b>Rural Roads Imprvts FYE2013</b>										
na	050-9696-431	SCD554	108th NE; Rock Creek Rd - Franklin Rd	146,560	0	0	0	0	0	0
<b>Rural Roads Imprvts FYE2014</b>										
na	050-9696-431	SCD571	60th Ave NE; Franklin Rd - Indian Hills Rd	200,000	0	0	0	0	0	0
na	050-9696-431	SCD572	Lindsey St; 84th Ave SE - East End	167,500	0	0	0	0	0	0
na	050-9696-431	SCD573	IMS FYE 14	12,500	0	0	0	0	0	0
<b>Rural Roads Imprvts FYE2015</b>										
na	050-9696-431	SCD577	168th NE; Tecumseh to Franklin	127,500	0	0	0	0	0	0
na	050-9696-431	SCD578	Rural Chip Seal FYE15	260,000	0	0	0	0	0	0
na	050-9696-431	SCD579	Rural Road Impr Dta/Tst15	12,500	0	0	0	0	0	0
<b>Rural Roads Imprvts FYE2016</b>										
130	050-9696-431	SCD597	Tecumseh Rd; 60th NE to 72nd NE	0	129,170	0	0	0	0	0
130	050-9696-431	SCD598	72nd NE; Tecumseh to Robinson	0	258,330	0	0	0	0	0
130	050-9696-431	SCD599	Infrastructure Data Collection/Testing	0	12,500	0	0	0	0	0
130	050-9696-431	SC	<b>Rural Roads Imprvts FYE2017-2020</b>	0	0	400,000	400,000	400,000	400,000	ongoing
<b>Subtotal Street Maintenance Projects</b>				<b>5,748,807</b>	<b>2,165,377</b>	<b>2,440,377</b>	<b>2,440,377</b>	<b>2,440,377</b>	<b>2,440,377</b>	<b>0</b>

**III. MAINTENANCE OF EXISTING FACILITIES 5%**

**MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs, special reduction FY2011-2015 for Bldg Maint Needs Project)**

132	050-9677-419	EF0164	12th Recreation Center Sports Count Gym Floor Replacement	14,187	0	0	0	0	0	0
	050-9677-419	EF0177	Andrews Park Electrical Service Upgrades	10,000	0	0	0	0	0	0
	050-9677-419	EF0178	Andrews Park Rental Building Kitchen Roof Replacement	8,000	0	0	0	0	0	0
	050-9677-419	EF0003	Animal Shelter Renovation	9,198	0	0	0	0	0	0
	050-9677-419	EF0179	City Datacenter Return Air System	30,000	0	0	0	0	0	0
	050-9677-419	EF0120	City Hall Building A Improvements	501	0	0	0	0	0	0
	050-9677-419	EF0146	City Hall Security Improvements	7,253	0	0	0	0	0	0
	050-9677-419	EF0082	East Radio Tower Repair *	64	0	0	0	0	0	0
	050-9677-419	EF0194	Fire Administration Office Security	0	7,000	0	0	0	0	0
	050-9677-419	EF0180	Fire Administration Remodel	70,000	0	0	0	0	0	0

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Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
	050-9677-419	EF0195	Fire Station #2 Fencing	0	13,000	0	0	0	0	0
	050-9677-419	EF0150	Fire Station #6 - Restoration & Repairs	12,711	0	0	0	0	0	0
	050-9677-419	EF0196	Fire Station #6 Concrete replacement	0	40,000	0	0	0	0	0
	050-9677-419	EF0134	Fire Station 1 Repair	16,167	14,000	0	0	0	0	0
	050-9677-419	EF0181	Fire Station 1 Concrete Replacement	13,000	0	0	0	0	0	0
	050-9677-419	EF0182	Fire Station 2 Concrete Replacement	35,000	0	0	0	0	0	0
	050-9677-419	EF0135	Fire Station 2 Remodel	3,141	0	0	0	0	0	0
	050-9677-419	EF0147	Fire Station 5 Replace two overhead doors	200	0	0	0	0	0	0
	050-9677-419	EF0144	Fire Station 6 Repairs *	321	0	0	0	0	0	0
	050-9677-419	EF0159	Fire Station 6 Truck Room Painting	2,122	0	0	0	0	0	0
	050-9677-419	EF0183	Fire Station 7 Rehab	5,500	0	0	0	0	0	0
	050-9677-419	EF0184	Firehouse A n Center gutter replacement	14,000	0	0	0	0	0	0
	050-9677-419	EF0122	Firehouse A n Center Improvements	327	0	0	0	0	0	0
	050-9677-419	EF0165	Fleet Window Replacement	45,000	0	0	0	0	0	0
	050-9677-419	EF0163	Gray St-F/Maint Tele/compur	1,613	0	0	0	0	0	0
	050-9677-419	EF0185	Hallway Door Project Building C	7,500	0	0	0	0	0	0
	050-9677-419	EF0129	Hot Water Heater Replacement	370	0	0	0	0	0	0
	050-9677-419	EF0130	HVAC Commissioning-Bldg C	11,900	0	0	0	0	0	0
	050-9677-419	EF0167	IT Service Center	3,441	0	0	0	0	0	0
	050-9677-419	EF0166	Kids' Space Playground Maintenance	9	0	0	0	0	0	0
	050-9677-419	EF0167	Library Furniture Replacement	50,000	0	0	0	0	0	0
	050-9677-419	EF0168	Library Plumbing Upgrade (Library Bonds)	487	0	0	0	0	0	0
	050-9677-419	EF0186	Little Ase Community Center Kitchen Improvements	30,000	0	0	0	0	0	0
	050-9677-419	EF0169	Painting Municipal Complex	87,453	0	0	50,000	50,000	50,000	ongoing
	050-9677-419	EF0187	Park Electrical Services Maintenance	5,000	5,000	5,000	5,000	5,000	5,000	ongoing
	050-9677-419	EF0143	Park Maintenance Fiber Optic Con *	29	0	0	0	0	0	0
	050-9677-419	EF0012	Park Parking Lots & Sidewalks Maintenance	61,789	40,000	40,000	40,000	40,000	40,000	ongong
	050-9677-419	EF0062	Park Playground Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	ongong
	050-9677-419	EF0197	Park Shelter & Restroom Maintenance	0	35,000	10,000	10,000	10,000	10,000	ongoing
	050-9677-419	EF0124	Park Sign & Fence Maintenance	45,287	25,000	25,000	25,000	25,000	25,000	ongong
	050-9677-419	EF0170	Police - Animal Welfare Fencing	15,000	0	0	0	0	0	0
	050-9677-419	EF0171	Police - Animal Welfare Generator	86,802	0	0	0	0	0	0
	050-9677-419	EF0188	Police - Special Investigations Flooring	15,000	0	0	0	0	0	0
	050-9677-419	EF0189	Police - Special Investigations Painting	5,000	0	0	0	0	0	0
	050-9677-419	EF0149	Police-Door Installation at Animal Welfare	3,815	0	0	0	0	0	0
	050-9677-419	EF0173	Recreation Center Interior Renovations (kitchens and paint)	70,681	0	0	0	0	0	0
	050-9677-419	EF0190	Replace Fleet's Power Washer & Plumbing	39,000	0	0	0	0	0	0
	050-9677-419	EF0191	Replacement Lifts - Fleet	93,000	0	0	0	0	0	0
	050-9677-419	EF0192	Rewire Park Maintenance Offices & Break Room	30,000	0	0	0	0	0	0
	050-9677-419	EF0161	Senior Center Basement & Bathroom Remodel	75,000	0	0	0	0	0	0
	050-9677-419	EF0151	Senior Center Elevator Compliance Upgrades	1,252	0	0	0	0	0	0
	050-	EF	Senior Center Flooring Replacement & Painting (MP)	0	58,000	0	0	0	0	0
	050-9677-419	EF0193	Sooner Theater Sign and Marquee Repairs	20,000	0	0	0	0	0	0
	050-9677-419	EF0128	Sooner Theatre Improvements	24,080	0	0	0	0	0	0
	050-9677-419	EF0017	Spots Field Relamping	20,333	10,000	10,000	10,000	10,000	10,000	ongong
	050-9677-419	EF0198	Upgrade Pneumatic Plymovent System w/ magnet	0	14,000	0	0	0	0	0
	050-9677-419	EF0110	Westwood Pro Shop Roof Replacement	1,650	0	0	0	0	0	0
	050-9677-419	EF0174	Westwood Tennis Center Court Plexipave Overlay	7,012	0	0	0	0	0	0
	050-	EF	Whittier and Irving Centers tile floor replacement	0	32,000	0	0	0	0	0
	050-9677-419	EF0111	William Morgan Park Boardwalk Repair	2,533	0	0	0	0	0	0
	050-9677-419	EF0020	Maintenance of Existing Facilities Contingency	50,178	20,000	20,000	20,000	20,000	20,000	ongong
<b>**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES</b>				<b>1,171,906</b>	<b>323,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>0</b>

**IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO**

<b>TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING</b>										
133	050-9076-431	TR0051	12th & High Meadows Signal	164,820	60,000	0	0	0	0	0
na	050-9076-431	TR0052	12th Ave NE and Indian Hills Road New Signal	15,000	0	0	0	0	0	0
na	050-9076-431	TR0061	12th SE & Triad Village Signal	45,000	0	0	0	0	0	0
134	050-9079-431	TR0053	24th Ave NW & Tee Drive Intersection with traffic signal	150,000	130,000	0	300,000	0	0	0
na	050-9076-431	TR0236	24th SE and Meadowood Blvd Signal *	0	0	0	0	0	0	0
135	050-9079-431	TR0050	36th and Havenbrook Signal	85,308	0	200,000	0	0	0	0
136	050-9079-431	TR0102	36th Ave NW & Crail Dr - Traffic Signal	0	40,000	0	80,000	0	0	0
137	050-9402-431	TR0103	36th Ave NW: Indian Hills to City Limits	0	168,000	100,000	204,000	336,200	0	0
na	050-9079-431	TR0232	36th NW and Brookhollow Signal *	0	0	0	0	0	0	0
na	050-9079-431	TR0231	36th NW and Quail Drive Signal *	0	0	0	0	0	0	0
na	050-9076-431	TR0228	36th NW and Rock Creek Signal *	0	0	0	0	0	0	0
138	050-9206-431	TC0038	ADA Compliance Audit and Repair	100,000	100,000	100,000	100,000	100,000	100,000	ongong
na	050-9076-431	TR0079	Alameda/Findlay Signal	7,764	0	0	0	0	0	0
na	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	0	0	0	0	0	0
na	050-9076-431	TR0091	Boyd and University Boulevard New Signal	48,802	0	0	0	0	0	0
na	050-9712-431	TR0093	Boyd Street Sidewalk Improvements	12,000	0	0	0	0	0	0
na	050-9687-431	TR0058	Boyd/Pickard Intersection&Bridge	9,002	0	0	0	0	0	0
na	050-9554-419	TC0044	Citywide ADA Assessment	200,000	0	0	0	0	0	0
			Citywide Pavement Overlays-Lindsey, Constitution, Inhoff and Alameda							
139	050-9511-431	TR0055	and Alameda	401,115	150,000	0	0	0	0	0
na	050-9076-431	TR0057	Classen Blvd Signals	300,000	0	0	0	0	0	0
140	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	15,810	5,000	30,000	0	0	0	0
na	050-9539-431	TR0087	Highway 9 Utilities 24th - 36th *	0	0	0	0	0	0	0

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Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	050-9940-431	TC0265	I-35/Frontage/Intersection	98,250	0	0	0	0	0	0
141	050-9079-431	TR0095	I-35/Indian Hills Rd Interchange Study	75,000	25,000	0	0	0	0	0
na	050-9583-431	TR0230	I-35/Main Interchange I3	175,000	0	0	0	0	0	0
142	050-9079-431	TR0080	Indian Hills Road Signals	100,000	200,000	0	0	0	0	0
143	050-9552-431	TC0039	Jenkins & Bratcher-Minor Intersection Realignment	0	50,000	0	0	0	0	0
na	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension	150,000	0	0	0	0	0	0
na	050-9584-431	TC0045	Lindsey Street Interchange Aesthetics	264,385	0	0	0	0	0	0
144	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh	637,622	412,000	0	0	0	0	0
na	050-9081-431	TR0075	Main Street Roadway Lighting Design	14,825	0	0	0	0	0	0
na	050-9712-431	TR0096	McGee Sidewalks - SH9 to Cherry Stone	62,005	0	0	0	0	0	0
145	050-9535-431	TR0068	ODOT Audit Adjustments	252,855	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9376-431	TC0014	One-way/Two-way Fm Study *	0	0	0	0	0	0	0
146	050-9079-431	TR0097	Porter & Acres Inters & Signal	160,000	0	0	0	250,000	200,000	400,000
na	050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec	17,064	0	0	0	0	0	0
na	050-9161-431	TR0019	Railroad Corridor Safety	84,538	0	0	0	0	0	0
147	050-9161-431	TR0066	Railroad Quiet Zone	50,000	1,240,000	0	0	0	0	0
148	050-9391-431	TC0047	Regional Transportation Authority	0	62,764	0	0	0	0	0
na	050-9081-431	TR0083	Roadway Lighting: Jenkins, SH9 and Constitution	994	0	0	0	0	0	0
na	050-9076-431	TR0098	Robinson & 48th NW - New Signal (private)	20,000	0	0	0	0	0	0
149	050-9552-431	TR1014	Robinson Street West of I-35 (match for Fund 57)	0	318,483	149,534	0	0	0	0
na	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	13,901	0	0	0	0	0	0
na	050-9076-431	TR0099	Rock Creek & Sequoyah Trail - New Signal (private)	20,000	0	0	0	0	0	0
150	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	195,000	395,000	0	354,106	0	0	0
151	050-9552-431	TR0094	Rock Creek Grandview to 36th NW Widening	246,010	30,000	290,000	0	500,000	0	0
na	050-9082-431	TR0081	Safe Routes to School - Kennedy	9,550	0	0	0	0	0	0
na	050-9067-431	TR0223	SH 9 & 24th Ave SW Signal/Inters *	0	0	0	0	0	0	0
na	050-9079-431	TR0067	SH 9 & Imhoff Intersection Widening *	0	0	0	0	0	0	0
na	050-9067-431	TR0240	SH 9 and 12th SE Signal/Roadway *	0	0	0	0	0	0	0
na	050-9688-431	TR0073	SH 9 Multi-modal Path	808,506	0	0	0	0	0	0
na	050-9076-431	TR0076	State Highway 9 and 36th Ave SE Signal	5,000	0	0	0	0	0	0
152	050-9079-431	TR0100	Tecumseh - 12th Ave NE to 700 East Widening/Signal	0	0	0	0	0	0	286,490
na	050-9076-431	TR0086	Tecumseh & 48th Ave NW New Signal *	0	0	0	0	0	0	0
na	050-9664-431	TR0054	Tecumseh & 60th Streets Widening Phase II *	0	0	0	0	0	0	0
na	050-9076-431	TR0074	Tecumseh Rd & Journey Pkwy/RR Pkwy Signal *	0	0	0	0	0	0	0
na	050-9079-431	TR0056	Tecumseh Traffic Signals *	0	0	0	0	0	0	0
na	050-9080-431	TC0040	Traffic Signal Adaptive Control System	110,500	0	0	0	0	0	0
153	050-9076-431	TR1011	US 77 (Classen) & Post Oak Signal	15,000	40,000	0	0	0	0	0
na	050-9079-431	TR0239	US 77 (Classen) and Imhoff	67,484	0	0	0	0	0	0
na	050-9611-431	TC0041	Wayfinding Pilot *	40,000	0	0	0	0	0	0
<b>Subtotal Transp w Fed'l Funds</b>				<b>5,277,420</b>	<b>3,526,247</b>	<b>969,534</b>	<b>1,138,106</b>	<b>1,286,200</b>	<b>400,000</b>	<b>686,490</b>
<b>TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING</b>										
154	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length	350,000	100,000	100,000	100,000	100,000	100,000	ongoing
na	050-9052-431	TC0242	Citywide Sidewalk Reconstruction FYE 2011 *	0	0	0	0	0	0	0
na	050-9052-431	TC0245	Citywide Sidewalk Reconstruction FYE 2012 *	0	0	0	0	0	0	0
na	050-9052-431	TC0250	Citywide Sidewalk Reconstruction FYE 2013 *	0	0	0	0	0	0	0
na	050-9052-431	TC0261	Citywide Sidewalk Reconstruction FYE 2014	18,347	0	0	0	0	0	0
na	050-9052-431	TC0263	Citywide Sidewalk Reconstruction FYE 2015	50,000	0	0	0	0	0	0
155	050-9052-431	TC0266	Citywide Sidewalk Reconstruction FYE 2016	0	50,000	0	0	0	0	0
155	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2017-2020	0	0	50,000	50,000	50,000	50,000	ongoing
156	050-9373-451	CD0001	Community/Neighborhood Improvements	383,215	0	100,000	100,000	100,000	100,000	ongoing
157	050-	TC	Downtown & Campus Corner Parking Study	120,000	0	0	0	0	0	0
na	050-9716-431	TC0243	Downtown Area Sidewalks & Curbs FYE11 *	0	0	0	0	0	0	0
na	050-9716-431	TC0246	Downtown Area Sidewalks & Curbs FYE12 *	0	0	0	0	0	0	0
na	050-9716-431	TC0254	Downtown Area Sidewalks & Curbs FYE15	43,035	0	0	0	0	0	0
158	050-9716-431	TC0267	Downtown Area Sidewalks & Curbs FYE16-2019	0	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9370-431	SC0556	Driveway Repair Program FYE 2013 *	0	0	0	0	0	0	0
na	050-9370-431	SC0574	Driveway Repair Program FYE 2014 *	5,720	0	0	0	0	0	0
na	050-9370-431	SC0580	Driveway Repair Program FYE 2015	10,000	0	0	0	0	0	0
159	050-9370-431	SC0600	Driveway Repair Program FYE 2016	0	10,000	0	0	0	0	0
159	050-9370-431	SC	Driveway Repair Program FYE 2017-2020	0	0	10,000	10,000	10,000	10,000	ongoing
160	050-	TC	Main/Gray Two Way Feasibility Study	100,000	0	0	0	0	0	0
161	050-9082-431	TC0046	McKinley Elementary School Zone Upgrade	0	15,000	0	0	0	0	0
na	050-9082-431	TC0042	McKinley School Traffic Circulation	50,000	0	0	0	0	0	0
na	050-9712-431	TC0252	Porter Sidewalk: Acres-Johnson	50,000	0	0	0	0	0	0
na	050-9082-431	TC0253	Porter/Acres Pedestrian Crossing Design	2,375	0	0	0	0	0	0
na	050-9712-431	TC0255	Sidewalk 24th NW: Robinson - UNP shopping area *	0	0	0	0	0	0	0
162	050-9316-431	TC0238	Sidewalk Accessibility	44,439	30,000	30,000	30,000	30,000	30,000	ongoing
na	050-9316-431	TC0017	Sidewalk Accessibility FYE 09 *	0	0	0	0	0	0	0
163	050-9317-431	TC0239	Sidewalk Prog Schools & Arterials	107,513	80,000	80,000	80,000	80,000	80,000	ongoing
na	050-9317-431	TC0244	Sidewalk Prog Schools & Arterials FYE 2011 *	0	0	0	0	0	0	0
na	050-9712-431	TC0258	Sidewalk: 500 Block of 48th Ave NW gap *	0	0	0	0	0	0	0
na	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	49,000	0	0	0	0	0	0
na	050-9712-431	TC0257	Sidewalk: Elmwood: Brookside Dr - Pickard Ave *	0	0	0	0	0	0	0
na	050-9712-431	TC0043	Sidewalk: Robinson: 12th NE to 24th NW South Side	200,000	0	0	0	0	0	0
164	050-9179-431	TC0262	Sidewalks & Trails	120,445	120,000	120,000	120,000	120,000	120,000	ongoing
165	050-9073-431	TC0230	Traffic Calming	103,464	0	25,000	25,000	25,000	25,000	ongoing
<b>Subtotal Transp City Funds Only</b>				<b>1,807,553</b>	<b>455,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>	<b>565,000</b>	<b>0</b>



CITY OF NORMAN

**CAPITAL FUND**  
**FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b>BUILDINGS AND GROUNDS</b>										
166	050-9364-419	BC0055	Above Lead Recirculation Fans	0	40,000	0	0	0	0	0
na	050-9556-419	BC0047	Access Control System Consolidation/Migrations	111,500	0	0	0	0	0	0
na	050-9092-419	BC0048	Apparatus/Equipment Maintenance and Storage	800,000	0	0	0	0	0	0
na	050-9935-419	BC0039	Building A HVAC	705,000	0	0	0	0	0	0
na	050-9540-419	EF1004	Building Maintenance - Lighting	198,649	0	0	0	0	0	0
167	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	122,580	50,000	50,000	50,000	50,000	50,000	ongoing
168	050-9540-419	EF1002	Building Maintenance - Roofs	250,241	550,000	0	0	0	0	0
na	050-9556-419	BC0050	City Datacenter Backups & Recovery of Data	195,000	0	0	0	0	0	0
169	050-9365-419	BC0056	City Datacenter Storage	0	467,000	467,000	467,000	0	0	0
170	050-9556-419	BC0060	City Fiber Infrastructure Repair & Expansion	0	60,000	250,000	0	0	0	0
171	050-9365-419	BC0040	City Phone System Replacement (VOIP)	326,607	205,000	0	0	0	0	0
172	050-9388-431	BC0164	Comprehensive Land Use Plan Update	0	500,000	0	0	0	0	0
na	050-9365-419	BC0027	Council Chambers Audio/Visual Upgrade	287,438	0	0	0	0	0	0
na	050-9534-431	W50002	Debris Management Plan	5,000	0	0	0	0	0	0
na	050-9365-419	BC0041	Demolition of 1 West Gray	121,750	0	0	0	0	0	0
na	050-9365-419	BC0028	Downtown Parking Lot Expansion	134,338	0	0	0	0	0	0
173	050-9644-419	BC0057	Exterior Door Replacement 201 W Gray (Admin)	0	100,000	0	0	0	0	0
174	050-9388-431	BC0165	Feasibility Study North Base Facility	0	80,000	0	0	0	0	0
na	050-9525-419	BC0032	Fire Bay Door Replacements Stations 2 & 4	6,201	0	0	0	0	0	0
na	050-9377-419	FT0002	Fire Station 8 Westside (PSST)	22,188	0	0	0	0	0	0
na	050-9377-419	FT0003	Fire Station 9 Eastside (PSST)	222,887	0	0	0	0	0	0
175	050-9556-419	BC0058	Fire Suppression for Data Centers	0	30,000	0	0	0	0	0
176	050-9175-452	PR0040	Greenbelt Acquisition	246,488	50,000	50,000	50,000	50,000	50,000	ongoing
na	050-9388-431	BC0049	Griffin Master Plan	125,000	0	0	0	0	0	0
na	050-9365-419	BC0042	HVAC Fire Stations 1, 7 and Admin Bldg	4,752	0	0	0	0	0	0
177	050-9507-455	BC0059	Library Automatic Sliding Doors Replacement	0	42,000	0	0	0	0	0
178	050-9533-419	BC0051	Mapping Update: Orthophoto, Planimetric, Contours	110,000	44,000	0	0	0	0	0
179	050-9388-431	BC0166	Municipal Complex Space Allocation Study	0	65,000	0	0	0	0	0
180	050-9365-419	BC0008	Municipal Judicial Center #	0	0	0	462,000	2,860,000	0	0
na	050-9699-441	BP0188	Norman Animal Shelter (2011 GOB)	1,640,374	0	0	0	0	0	0
na	050-9699-441	BC0246	Norman Animal Welfare	281,319	0	0	0	0	0	0
181	050-	BP	Norman Public Library New Building	0	0	0	0	0	0	44,000,000
na	050-9208-419	BC0052	Police - Classroom Expansion	90,000	0	0	0	0	0	0
na	050-9174-419	BC0053	Police - Training Center Network Connectivity	24,000	0	0	0	0	0	0
182	050-9913-421	BC0061	Police Firearms Berm Renovation	0	0	1,170,000	1,050,000	0	0	0
183	050-9607-419	BC0062	Police Investigations Center Auditorium	0	5,000	0	0	0	0	0
na	050-9965-419	BC0029	Retrofit Two Additional Bays at Fleet Shop	75,000	0	0	0	0	0	0
na	050-9365-419	BC0054	Security Projects	50,000	0	0	0	0	0	0
184	050-9644-419	BC0046	Signage Replacement Municipal Complex	50,000	0	100,000	0	0	0	0
na	050-9540-419	EF1001	Smalley Center (PSST and Capital)	28,081	0	0	0	0	0	0
185	050-	BG	Street Division North Base Facility	0	0	0	475,000	0	0	0
na	050-9389-419	BC0031	Treasury Area Safety Project	8,598	0	0	0	0	0	0
na	050-9092-419	BC0242	Trench Rescue Training	738	0	0	0	0	0	0
<b>Subtotal Buildings and Grounds</b>				<b>6,243,729</b>	<b>2,288,000</b>	<b>2,087,000</b>	<b>2,554,000</b>	<b>2,960,000</b>	<b>100,000</b>	<b>44,000,000</b>
<b>PARKS AND RECREATION</b>										
na	050-9050-452	PR0140	Andrews Park Reforestation	11,125	0	0	0	0	0	0
186	050-9973-452	PR0068	Basketball Court Replacements	35,674	20,000	20,000	0	0	0	0
187	050-9813-452	PR0146	Beautification Throughout the City	35,000	50,000	0	0	0	0	0
na	050-9813-452	PR0037	Beautification-City/ODOT	3,250	0	0	0	0	0	0
na	050-9926-452	PR0052	Bicycle Plan-Bike Paths	30,765	0	0	0	0	0	0
na	050-9639-452	PR0147	Griffin Drainage Improvements	14,000	0	0	0	0	0	0
na	050-9639-452	PR0134	Griffin Park Irrigation	12,838	0	0	0	0	0	0
na	050-9639-452	PR0103	Griffin Park Parking Lot Expansion	6,350	0	0	0	0	0	0
188	050-9639-457	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	0	120,000	120,000	0	0	0	0
na	050-9943-452	PR0120	Legacy Trail Improvements	15,733	0	0	0	0	0	0
na	050-9213-452	PR0148	Lions Park Tot Lot	75,000	0	0	0	0	0	0
189	050-9922-452	PR0123	Little Aze Improvements	124,600	70,000	0	0	0	0	0
na	050-9965-452	PR0117	NE Lions Improvements	26,829	0	0	0	0	0	0
190	050-9738-452	PR0128	New Park Development-Highland Village Park	0	100,000	0	0	0	0	0
190	050-9737-452	PR0055	New Park Development-Southlake Park	0	100,000	0	0	0	0	0
na	050-9218-452	PR0151	Park Mstr Plan: Eastwood Park	93,000	0	0	0	0	0	0
na	050-9218-452	PR0153	Park Mstr Plan: NE Lions Park	225,707	0	0	0	0	0	0
na	050-9218-452	PR0152	Park Mstr Plan: Tulls Park	123,593	0	0	0	0	0	0
191	050-9375-452	PR0106	Park Playground Additions	34,903	30,000	30,000	30,000	30,000	30,000	ongoing
192	050-9830-452	PR0024	Park Shelters New Construction (MP)	0	40,000	40,000	40,000	40,000	40,000	ongoing
193	050-9973-452	PR0013	Park Site Amenities and Furnishings	10,000	10,000	10,000	10,000	10,000	10,000	ongoing
na	050-9973-452	PR0014	Playground Equipment and Mulch	37,108	0	0	0	0	0	0
na	050-9205-452	PR0149	Reaves Park Road Replacement	50,000	0	0	0	0	0	0
na	050-9375-452	PR0132	Replant Landscape Hwy 77 & Main	42,091	0	0	0	0	0	0
na	050-9618-452	PR0095	Rotary Park Improvements	1,838	0	0	0	0	0	0
194	050-9674-452	PC0003	Saxon Community Park Development	0	190,000	150,000	100,000	0	0	0
na	050-9737-452	PR0055	Southlake Park Improvements	40,000	0	0	0	0	0	0
195	050-9074-452	PC0019	Sutton Wilderness Trail	0	40,000	0	0	0	0	0
na	050-9985-452	PR0124	Trail Replacements Hall Park Greenbelt	97,937	0	0	0	0	0	0
196	050-9966-452	PR0212	Tree Program - Matching Funds	30,611	10,000	10,000	10,000	10,000	10,000	ongoing
na	050-9372-452	PR0168	Westwood Clubhouse Restroom Renovation	54,500	0	0	0	0	0	0
na	050-9372-452	PR0150	Westwood Golf Tournament Shelter	130,000	0	0	0	0	0	0
na	050-9374-451	PR0142	Westwood Pool Tank and Pump Replacements	96,763	0	0	0	0	0	0
<b>Subtotal Parks &amp; Recreation</b>				<b>1,459,215</b>	<b>780,000</b>	<b>380,000</b>	<b>190,000</b>	<b>90,000</b>	<b>90,000</b>	<b>0</b>

CITY OF NORMAN

**CAPITAL FUND**  
**FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b>STORMWATER DRAINAGE AND STORM SEWER SYSTEMS</b>										
na	050-9968-431	DR0014	Bishop Creek Erosion Corr	120,000	0	0	0	0	0	0
na	050-9968-431	DR0004	Bishop Cr: Linn-Apache Drainage #	4,001	0	0	0	0	0	0
na	050-9641-431	DR0202	Brookhaven Creek Maintenance #	9,732	0	0	0	0	0	0
na	050-9388-431	DR0017	Brookhaven Creek-Rock Creek Road LOMR	25,000	0	0	0	0	0	0
na	050-9968-431	DR0010	Brookhaven Crk:Rob/Crossrds	39,308	0	0	0	0	0	0
na	050-9906-451	SC0576	Brookhaven Creek Tributary Channel	95,000	0	0	0	0	0	0
na	050-9528-431	DR0018	Cambridge Drainage improvements	65,000	0	0	0	0	0	0
197	050-9968-431	DR0063	Creston Way and Schulte Drive Storm Sewer	0	27,000	265,000	0	0	0	0
na	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011	43,994	0	0	0	0	0	0
na	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2014	90,000	0	0	0	0	0	0
na	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2015	45,000	0	0	0	0	0	0
198	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2016	0	45,000	0	0	0	0	0
198	050-9967-431	DR	Drainage - Misc Annual Projects FYE 2017-2020	0	0	45,000	45,000	45,000	45,000	ongoing
na	050-9968-431	DR0012	Drainage Projects FYE 09 (4500 Block W Main)	412,240	0	0	0	0	0	0
na	050-9968-431	DR0057	Drainage Projects FYE 10	63,955	0	0	0	0	0	0
199	050-9968-431	DR0057	Drainage Projects FYE 16	0	200,000	0	0	0	0	0
199	050-9968-431	DR0057	Drainage Projects FYE 2017-2020	0	0	285,000	285,000	285,000	285,000	ongoing
na	050-9530-431	DR0062	Inhoff Creek Stabilization Study	200,000	0	0	0	0	0	0
200	050-9968-431	DR0061	Lake Thunderbird Watershed TMDL	291,420	300,000	300,000	300,000	300,000	300,000	ongoing
na	050-9388-431	DR0060	Risk MAP & Discovery Program	6,200	0	0	0	0	0	0
na	050-9968-431	DR0059	Sutton Wilderness Dam Drainage	842,074	0	0	0	0	0	0
na	050-9968-431	DR0015	Teccunsch/36th NW - channel	83,623	0	0	0	0	0	0
<b>Subtotal Drainage</b>				<b>2,436,547</b>	<b>572,000</b>	<b>895,000</b>	<b>630,000</b>	<b>630,000</b>	<b>630,000</b>	<b>0</b>
<b>**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)</b>				<b>17,224,464</b>	<b>7,621,247</b>	<b>4,896,534</b>	<b>5,077,106</b>	<b>5,531,200</b>	<b>1,785,000</b>	<b>44,686,490</b>
<b>V. TRANSFERS (3/21/13)</b>										
na	050-5090-491		Transfer to GF St Maint Drainage Labor #	239,243	251,205	263,765	276,953	290,801	305,341	0
na	050-5090-491		Services and Maintenance #	16,366	16,200	16,362	16,526	16,691	16,858	0
na	050-0000-253		Transfer to Fund 21 CDBG Fund	731,712	0	0	0	0	0	0
na	050-0000-253		Transfer to Fund 22 for the Shelter Rebate Program	0	1,019,975	0	0	0	0	0
na	050-5090-491		Transfer to Park Land Fund	1,860	0	0	0	0	0	0
na	050-5090-491		Transfer To Westwood Golf #	90,575	137,000	61,500	61,500	61,500	61,500	0
<b>**SUBTOTAL TRANSFERS</b>				<b>1,079,756</b>	<b>1,424,380</b>	<b>341,627</b>	<b>354,979</b>	<b>368,992</b>	<b>383,699</b>	<b>0</b>
<b>VI SALARIES AND BENEFITS (3/21/13)</b>										
na	050-		Salary and Benefits #	893,719	935,065	981,818	1,030,909	1,082,455	1,136,577	0
<b>**SUBTOTAL SALARIES AND BENEFITS</b>				<b>893,719</b>	<b>935,065</b>	<b>981,818</b>	<b>1,030,909</b>	<b>1,082,455</b>	<b>1,136,577</b>	<b>0</b>
<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	BP0203	Robinson RR Grade Separation (GOB)	785,342	0	0	0	0	0	0
na	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)	1,071,657	0	0	0	0	0	0
na	050-9065-431	TR0203	Robinson RR Grade Separation (Federal)	0	0	0	0	0	0	0
na	050-9065-431	BP0226	Duffy RR Crossing and Realignment (GOB)	57,289	0	0	0	0	0	0
na	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo) *	0	0	0	0	0	0	0
<b>SUBTOTAL GOB COSTS PROP. 1</b>				<b>842,631</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
not recapture				<b>SUBTOTAL PAYGO COSTS PROP. 1</b>	<b>1,071,657</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
reimbursed				<b>SUBTOTAL FEDL SHARE ADVANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Proposition 2</b>										
na			Proposition 2 Issuance Cost (GOB)	0	0	0	0	0	0	0
na	050-9201-431	BP0004	24th: Inhoff to Lindsey Widening (GOB)	0	0	0	0	0	0	0
na	050-9201-431	TR0004	24th: Inhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0
na	078-9201-431	AR0004	24th: Inhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0
na	050-9310-431	BP0013	Jenkins and Inhoff Signal (GOB)	0	0	0	0	0	0	0
na	050-9310-431	TR0013	Jenkins and Inhoff Signal (PayGo)	6,150	0	0	0	0	0	0
na	050-9552-431	BP0235	Lindsey: Jenkins to Classen Widening (GOB)	9,438	0	0	0	0	0	0
na	050-9311-431	TR0234	Lindsey: Jenkins to Classen Widening (PayGo) *	0	0	0	0	0	0	0
na	050-9311-431	BP0014	Lindsey: Oakhurst to 24th E Widening (GOB)	0	0	0	0	0	0	0
na	050-9311-431	TR0014	Lindsey: Oakhurst to 24th E Widening (PayGo) *	0	0	0	0	0	0	0
na	078-9311-431	AR0014	Lindsey: Oakhurst to 24th E Widening (PayGo)	0	0	0	0	0	0	0
na	078-9311-431	AR0014	Lindsey: Oakhurst to 24th E Widening (GOB)	0	0	0	0	0	0	0
na	050-9064-431	BP0220	Main East: Carter to 12th Ave Widening (GOB)	0	0	0	0	0	0	0
na	050-9064-431	TR0220	Main East: Carter to 12th Ave Widening (PayGo) *	0	0	0	0	0	0	0
na	050-9079-431	BP0229	Main/36th W Signal & Intersection (GOB)	0	0	0	0	0	0	0
na	050-9079-431	TR0229	Main/36th W Signal & Intersection (PayGo)	0	0	0	0	0	0	0
na	050-9552-431	BP0044	Rock Creek: Porter to 12th NE Widening (GOB)	21,307	0	0	0	0	0	0
na	050-9552-431	TR0044	Rock Creek: Porter to 12th NE Widening (PayGo) *	0	0	0	0	0	0	0
incl 50/78 re				<b>SUBTOTAL GOB COSTS PROP. 2</b>	<b>30,745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
not recapture				<b>SUBTOTAL PAYGO COSTS PROP. 2</b>	<b>6,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
not recapture				<b>SUBTOTAL FUND 78 COSTS PROP. 2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Proposition 3</b>										
na			Proposition 3 Issuance Cost (GOB)	0	0	0	0	0	0	0
na	050-9371-431	BP0050	Rural Roads Improvements (GOB)	0	0	0	0	0	0	0
na			Urban Asphalt Pavement Reconstruction (GOB)	0	0	0	0	0	0	0
na	050-9401-431	BP0330	Boyd: Classen-University	0	0	0	0	0	0	0
na	050-9401-431	BP0324	Bryant Cr: Robinson/N End	0	0	0	0	0	0	0
na	050-9401-431	BP0328	Burgundy: Peppertree-E End	0	0	0	0	0	0	0

CITY OF NORMAN

**CAPITAL FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na	050-9401-431	BP0343	Colonial Estates South 2	0	0	0	0	0	0	0
na	050-9401-431	BP0101	DeBarr: Boyd/Duffy	0	0	0	0	0	0	0
na	050-9401-431	BP0331	Fritolan: 24th SW-West end	0	0	0	0	0	0	0
na	050-9401-431	BP0325	Hughbert/Utah: Berry/Acres	0	0	0	0	0	0	0
na	050-9401-431	BP0329	Jenkins: Lindsey-Constitution	0	0	0	0	0	0	0
na	050-9401-431	BP0100	Monnett: Boyd/Duffy	0	0	0	0	0	0	0
na	050-9401-431	BP0314	Wylie Rd: Leslie to Lindsey	0	0	0	0	0	0	0
<b>Urban Concrete Pavement Reconstruction (GOB)</b>										
na	050-9393-431	BP0125	Denison: Berry/Barbour	0	0	0	0	0	0	0
na	050-9393-431	BP0124	High Meadows: 12th NW/Northcliff	0	0	0	0	0	0	0
<b>SUBTOTAL GOB COSTS PROP. 3</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Proposition 4</b>										
<b>Proposition 4 Issuance Cost (GOB)</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
na	050-9088-419	BQ0238	Fire Station 3 Relocation (PayGo)	0	0	0	0	0	0	0
na	050-9088-419	BP0238	Fire Station 3 Relocation (GOB)	0	0	0	0	0	0	0
<b>SUBTOTAL GOB COSTS PROP. 4</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
not recapture SUBTOTAL PAYGO COSTS PROP. 4				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subtotal 2005 GOB Bond Issuance Costs</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal 2005 GOB Fund 50				873,376	0	0	0	0	0	0
Subtotal 2005 GOB Fund 78				0	0	0	0	0	0	0
Subtotal PayGo Fund 50				1,077,807	0	0	0	0	0	0
Subtotal PayGo Fund 50 (RR Grade Advanced)				0	0	0	0	0	0	0
Subtotal PayGo Fund 78				0	0	0	0	0	0	0
<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
<b>Urban Asphalt Pavement</b>										
na	050-9401-431	BP0300	Jamestown Estates No. 3	220,692	0	0	0	0	0	0
na	050-9401-431	BP0301	Northridge Industrial Park	132,299	0	0	0	0	0	0
na	050-9401-431	BP0302	Prairie Creek No. 7	303,647	0	0	0	0	0	0
na	050-9401-431	BP0303	Grandview Estates North	253,262	0	0	0	0	0	0
na	050-9401-431	BP0304	Hillview: Tecumseh-N 3300 block	64,732	0	0	0	0	0	0
na	050-9401-431	BP0305	48th W: Main-Willow Grove	20,024	0	0	0	0	0	0
na	050-9401-431	BP0345	Old Town-Urban Asphalt Pavement 2013	347,313	0	0	0	0	0	0
na	050-9401-431	BP0346	Boyd:Wylie-University Blv	74,994	0	0	0	0	0	0
na	050-9401-431	BP0347	Hidden Lake Estates	129,471	0	0	0	0	0	0
na	050-9401-431	BP0354	Alameda Pl/Crestland Estates	128,405	0	0	0	0	0	0
na	050-9401-431	BP0355	Royal Oaks Estates	77,629	0	0	0	0	0	0
na	050-9401-431	BP0241	Urban Asphalt Pavement 2014	1,380,615	0	0	0	0	0	0
na	050-9401-431	BP0246	Urban Asphalt Pavement 2015	1,777,506	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	0	0	0	0	0	0
na	050-9393-431	BP0307	Oakhurst Addition	6,143	0	0	0	0	0	0
na	050-9393-431	BP0308	Brooks St: 24 SW - McGee Dr	8,633	0	0	0	0	0	0
na	050-9393-431	BP0309	Edgemere Addition	46,811	0	0	0	0	0	0
na	050-9393-431	BP0310	Hetherington Heights	71,866	0	0	0	0	0	0
<b>Urban Concrete Pavement 2012</b>										
na	050-9393-431	BP0335	Starbrook Addition	42,754	0	0	0	0	0	0
na	050-9393-431	BP0336	Castlerock Addition	0	0	0	0	0	0	0
na	050-9393-431	BP0338	Park Central Addition	16,753	0	0	0	0	0	0
na	050-9393-431	BP0340	Heatherington Heights Addition	96,476	0	0	0	0	0	0
na	050-9393-431	BP0348	36th West:Main-Willowbend	389,022	0	0	0	0	0	0
na	050-9393-431	BP0349	Flood Ave:Main St-Gray St	54,369	0	0	0	0	0	0
na	050-9393-431	BP0350	Cherry Creek Addition	79,698	0	0	0	0	0	0
na	050-9393-431	BP0351	River Oaks, Sec 2	234,196	0	0	0	0	0	0
<b>Urban Concrete Pavement 2014 - Smoking Oaks Addition</b>										
na	050-9393-431	BP0237	Smoking Oak Addition	236,842	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	0	0	0	0	0	0
na	050-9393-431	BP0243	Comanche St (2 locations)	106,579	0	0	0	0	0	0
na	050-9371-431	BP0240	Rural Road Improvements 2014	177,890	0	0	0	0	0	0
na	050-9371-431	BP0244	Rural Road Improvements 2015	472,044	0	0	0	0	0	0
na	050-9385-431	BP0353	Road Reconstruction 2013	689,048	0	0	0	0	0	0
na	050-9385-431	BP0239	Road Reconstruction 2014	590,903	0	0	0	0	0	0
na	050-9385-431	BP0245	Road Reconstruction 2015 (Dakota: Berry to Univ)	942,945	0	0	0	0	0	0
<b>Proposition 2</b>										
na	Proposition 2 Issuance Cost (GOB)			0	0	0	0	0	0	0
na	050-9386-419	BP0313	Outdoor Warning	35,103	0	0	0	0	0	0
<b>Subtotal 2010 GOB Bond Issuance Costs</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal 2010 GOB Fund 50				10,008,335	0	0	0	0	0	0
<b>IX. BOND PROJECTS (October 2012 Referendum)</b>										
na	Proposition Issuance Cost (GOB)(rev 3-21-13)			89,776	0	0	0	0	0	0
201	050-9552-431	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening	479,134	513,214	0	0	0	0	0
202	050-9552-431	BP0192	24th East Widening from Lindsey to Robinson	2,541,918	0	0	1,938,400	0	0	0

CITY OF NORMAN

**CAPITAL FUND  
FYE 16 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
na		TR	24th East Widening from Lindsey to Robinson	0	0	0	0	0	0	0
203	050-9552-431	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	1,734,747	0	479,100	0	2,911,402	0	0
204	050-9552-431	BP0190	Alameda Street Safety Project	437,124	0	0	0	745,608	0	0
na	050-9352-431	BP0195	Bridge Replacement Franklin Rd 1/2 MI W 12th NW	1,360,102	0	0	0	0	0	0
na		TR0063	Bridge Replacement Franklin Rd 1/2 MI W 12th NW	0	0	0	0	0	0	0
na	050-9352-431	BP0194	Bridge Replacement Main St Local Bridge No 016	2,276,940	0	0	0	0	0	0
na		TR0062	Bridge Replacement Main St Local Bridge No 016	0	0	0	0	0	0	0
na	050-9079-431	BP0196	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	312,393	0	0	0	0	0	0
na		TR0235	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	0	0	0	0	0	0	0
na	050-9552-431	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1	16,771	0	0	0	0	0	0
205	050-9552-431	BP0189	Lindsey: 24th SW to Berry Rd Widening Phase 2	0	0	823,102	0	0	0	0
206	050-9552-431	BP0189	Lindsey: 24th SW to Berry Rd Widening Phase 1	17,649,929	3,127,481	0	0	0	0	0
Subtotal 2012 GOB Bond Issuance Costs				89,776	0	0	0	0	0	0
Subtotal 2012 GOB Fund 50				26,792,287	3,640,695	479,100	1,938,400	3,657,010	0	0
Subtotal PAYGO				16,771	0	0	0	0	0	0
<b>TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES</b>				<b>\$69,831,161</b>	<b>\$19,532,499</b>	<b>\$13,610,406</b>	<b>\$14,628,733</b>	<b>\$17,011,675</b>	<b>\$9,827,759</b>	<b>\$44,686,490</b>
<b>RESERVE - NEW REVENUE CONTINGENCY</b>				<b>901,737</b>	<b>868,985</b>	<b>901,664</b>	<b>937,731</b>	<b>975,240</b>	<b>1,014,250</b>	<b>0</b>
<b>REVENUES</b>										
<b>I. NEW SALES TAX REVENUE (rev 2-18-15)</b>				<b>12,881,955</b>	<b>12,385,500</b>	<b>12,880,920</b>	<b>13,396,157</b>	<b>13,932,003</b>	<b>14,489,283</b>	<b>0</b>
<b>II. GOB PROCEEDS (2012 REFERENDUM)</b>										
<b>PROPOSITION 1 GOB PROCEEDS (rev 3-21-13)</b>				<b>22,525,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal GOB Proceeds				<b>22,525,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>III. GOB PROCEEDS (1999 REFERENDUM)</b>										
Norman Public Library Improvements (rev3-19-13)				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,500,000</b>
Subtotal GOB Proceeds				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,500,000</b>
<b>IV. INTERFUND TRANSFERS AND SPECIAL (generally, to be budgeted when revenues actually received)</b>										
PSST	BG		Apparatus Equipment Maintenance and Storage	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal Interfund Transfers and Special				<b>800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>V. DONATIONS/OTHER (generally, to be budgeted when revenues actually received)</b>										
Merchants	TR0047		Downtown Streetscape Improvements	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FEMA			Shelter Rebate Program/Reimb from Fund 22	<b>0</b>	<b>1,019,975</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CDBG			Transfer Reimb from CDBG Fund 21	<b>731,712</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Private	TR0064		Flood Ave & Venture Drive Signal	<b>0</b>	<b>0</b>	<b>8,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Private	TR0080		Indian Hill Road Signals	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
BNSF	TR0019		Railroad Safety (claims submitted in 2001)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>506,380</b>
Private	TR0059		Rock Creek @ 12th NW & Trailwood	<b>253,547</b>	<b>0</b>	<b>231,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Private	TR0101		US 77 (Classen Blvd) & Post Oak Signal	<b>6,000</b>	<b>11,556</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal Donations/Other				<b>1,166,259</b>	<b>1,031,531</b>	<b>240,336</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>506,380</b>

CITY OF NORMAN

**PARK LAND AND DEVELOPMENT FUND  
FYE 15 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	BEYOND 5 YEARS
<b>EXPENDITURES</b>										
<b><u>COMMUNITY PARKS</u></b>										
na	052-9711-452	PC0017	Andrews Park Tot Lot	66,860	0	0	0	0	0	0
na	052-9639-432	PC0016	Griffin Trail Improvements	18,212	0	0	0	0	0	0
210	052-		Reaves Park Baseball Building Replacement	0	0	0	0	275,000	0	0
211	052-9674-452	PC0003	Saxon Park Improvements	46,516	0	50,000	50,000	0	0	0
212	052-9441-452	PC0018	Sports Complex Bleacher Replacements	37,500	37,500	0	0	0	0	0
na	052-9205-452	PC0013	Volleyball Court Improvements	22,000	0	0	0	0	0	0
<b>Subtotal Community Parks</b>				<b>191,088</b>	<b>37,500</b>	<b>50,000</b>	<b>50,000</b>	<b>275,000</b>	<b>0</b>	<b>0</b>
<b><u>NEIGHBORHOOD PARKS</u></b>										
na	052-7042-452	PR0135	Adkins Crossing Park Improvements	3,194	0	0	0	0	0	0
na	052-9609-452	PR0155	Brookhaven Park Improvements	53,988	0	0	0	0	0	0
na	052-9397-452	PR0156	Brookhaven Square Park Improvements	19,875	0	0	0	0	0	0
na	052-9608-452	PR0157	Castlerock Park Improvements	10,853	0	0	0	0	0	0
na	052-9608-452	PR0154	Castlerock Park Playground	35,938	0	0	0	0	0	0
na	052-9055-452	PR0158	Cherry Creek Park Improvements	10,327	0	0	0	0	0	0
na	052-7042-452	PR0136	Colonial Estates Park Improvements	50,665	0	0	0	0	0	0
na	052-9702-452	PR0145	Crestland Park Improvements	49,481	0	0	0	0	0	0
na	052-9739-452	PR0159	Deerfield Park Improvements	3,701	0	0	0	0	0	0
na	052-7042-452	PR0138	Sunrise Park Improvements	4,770	0	0	0	0	0	0
na	052-7042-452	PR0130	Eaglecliff Park Improvements	13,943	0	0	0	0	0	0
na	052-9071-452	PR0160	Faculty Heights Park Improvements	3,650	0	0	0	0	0	0
na	052-7042-452	PR0253	High Meadows-Concrete Walk	760	0	0	0	0	0	0
na	052-7042-452	PR0254	Lions Memorial Park Amenities	18,530	0	0	0	0	0	0
na	052-9213-452	PR0161	Lions Memorial Park Improvements	30,654	0	0	0	0	0	0
na	052-9099-452	PR0162	Normandy Park Improvements	7,720	0	0	0	0	0	0
na	052-9100-452	PR0163	Oaktree South Park Improvements	27,807	0	0	0	0	0	0
na	052-9302-452	PR0164	Ruth Updegraff Park Improvements	9,826	0	0	0	0	0	0
na	052-9305-452	PR0144	Springbrook Park Improvements	13,048	0	0	0	0	0	0
na	052-9308-452	PR0165	Tulls Park Improvements	36,013	0	0	0	0	0	0
na	052-9309-452	PR0166	Walnut Ridge Park Improvements	15,539	0	0	0	0	0	0
na	052-9396-452	PR0167	Willowbend Park Improvements	4,541	0	0	0	0	0	0
213	052-7042-452	PR0129	New Park Development-Links Park	25,000	0	0	90,000	0	0	0
na	052-7042-452	PR0128	New Park Development-Highland Village Park	75,000	0	0	0	0	0	0
213	052-7042-452	PR	New Park Development-Cedar Lane Park	0	0	50,000	0	0	0	0
<b>Subtotal Neighborhood Parks</b>				<b>524,823</b>	<b>0</b>	<b>50,000</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PARK DEVELOPMENT FUND 52 PROJECTS</b>				<b>715,911</b>	<b>37,500</b>	<b>100,000</b>	<b>140,000</b>	<b>275,000</b>	<b>0</b>	<b>0</b>

CITY OF NORMAN

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND  
FYE 15 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	Beyond 5 Years
<b>EXPENDITURES</b>										
na	057-9536-431	UT0005	24th & Rock Creek Intersection	22,939	0	0	0	0	0	0
na	057-9510-431	UT	Contingency	0	0	0	0	0	0	175,000
na	057-9510-431	0	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	8,750,000
na	057-9510-431	UT0008	Economic Development	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	1,750,000
na	057-9545-431	UT0009	Interstate Drive East Extension	3,308,894	0	0	0	0	0	0
na	057-9537-451	UT0006	Legacy Pk Dr & 24th Intersection	2,371	0	0	0	0	0	0
na	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	8,250,000
na	057-9541-431	UT0007	Robinson135 NE Ramp Project	981,176	0	0	0	0	0	0
217	057-9552-431	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	0	454,767	655,816	0	0	0	0
na	057-9517-431	UT0003	Rock Creek Road Overpass	80,812	0	0	0	0	0	2,647,567
na	057-9510-431	UT0098	UNP Legacy Park & Trail	2,809,789	0	0	0	0	0	1,884,774
na	057-9510-431	UT0099	UNP Transportation Improvements	0	0	0	0	0	0	9,550,601
<b>TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS</b>				<b>7,596,607</b>	<b>454,767</b>	<b>655,816</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,257,942</b>

CITY OF NORMAN

**ARTERIAL ROADS RECOUPMENT FUND  
FYE 15 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 15 Estimated	FYE 16 Adopted	FYE 17 Projected	FYE 18 Projected	FYE 19 Projected	FYE 20 Projected	Beyond 5 Years
<b>EXPENDITURES</b>										
na	078-9366-431	AR0243	Porter Gap Paving: Rock Crk-Tecumseh *	226	0	0	0	0	0	0
na	078-9517-431	UT0003	Rock Creek Overpass and Roadway	189,100	0	0	0	0	0	0
na	078-9964-431	0	Tecumseh Road Phase III	9,085	0	0	0	0	0	0
<b>TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS</b>				<b>198,411</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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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 14 ACTUAL	FYE 15 ORIGINAL	FYE 15 REVISED	FYE 15 ESTIMATE	FYE 16 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	10,687,708	9,695,330	9,695,330	9,695,330	10,200,575
Interfund Transfers	973,880	753,495	753,495	753,495	900,400
Audit Adjust/Encum	14,731	0	0	0	0
Subtotal	<u>11,676,319</u>	<u>10,448,825</u>	<u>10,448,825</u>	<u>10,448,825</u>	<u>11,100,975</u>
Fund Total	<u><u>11,676,319</u></u>	<u><u>10,448,825</u></u>	<u><u>10,448,825</u></u>	<u><u>10,448,825</u></u>	<u><u>11,100,975</u></u>

CITY OF NORMAN

2005A GENERAL OBLIGATION BONDS  
60-3050

Name: Combined Purpose: For various street improvements and to build a fire station  
 Issuer: City of Norman  
 Trustee: J.P. Morgan Chase  
 Amount: \$8,370,000  
 Interest: 3.5% - 4.50%  
 Dated: June 1, 2005  
 Retired: June 1, 2025  
 Source of Funds: Property Tax (mill levy)

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Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	8,370,000	0	340,998	340,998	8,370,000
2006-2007	8,370,000	440,000	340,998	780,998	7,930,000
2007-2008	7,930,000	440,000	323,398	763,398	7,490,000
2008-2009	7,490,000	440,000	305,798	745,798	7,050,000
2009-2010	7,050,000	440,000	290,398	730,398	6,610,000
2010-2011	6,610,000	440,000	274,998	714,998	6,170,000
2011-2012	6,170,000	440,000	259,598	699,598	5,730,000
2012-2013	5,730,000	440,000	244,198	684,198	5,290,000
2013-2014	5,290,000	440,000	226,598	666,598	4,850,000
2014-2015	4,850,000	440,000	208,998	648,998	4,410,000

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To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	4,410,000	440,000	189,198	629,198	3,970,000
2016-2017	3,970,000	440,000	171,598	611,598	3,530,000
2017-2018	3,530,000	440,000	153,998	593,998	3,090,000
2018-2019	3,090,000	440,000	136,398	576,398	2,650,000
2019-2020	2,650,000	440,000	118,138	558,138	2,210,000
2020-2021	2,210,000	440,000	98,338	538,338	1,770,000
2021-2022	1,770,000	440,000	78,538	518,538	1,330,000
2022-2023	1,330,000	440,000	58,738	498,738	890,000
2023-2024	890,000	440,000	38,938	478,938	450,000
2024-2025	450,000	450,000	19,688	469,688	0

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8,370,000      3,879,540      12,249,540

CITY OF NORMAN

2007A GENERAL OBLIGATION BONDS  
60-3050

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: J.P. Morgan Chase  
 Amount: \$7,300,000  
 Interest: 3.8% - 4.25%  
 Dated: June 1, 2007  
 Retired: June 1, 2027  
 Source of Funds: Property Tax (mill levy)

Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2007-2008	7,300,000	0	301,850	301,850	7,300,000
2008-2009	7,300,000	380,000	301,850	681,850	6,920,000
2009-2010	6,920,000	380,000	285,700	665,700	6,540,000
2010-2011	6,540,000	380,000	269,550	649,550	6,160,000
2011-2012	6,160,000	380,000	253,400	633,400	5,780,000
2012-2013	5,780,000	380,000	237,250	617,250	5,400,000
2013-2014	5,400,000	380,000	221,100	601,100	5,020,000
2014-2015	5,020,000	380,000	204,950	584,950	4,640,000

To be Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	4,640,000	380,000	188,800	568,800	4,260,000
2016-2017	4,260,000	380,000	172,650	552,650	3,880,000
2017-2018	3,880,000	380,000	157,450	537,450	3,500,000
2018-2019	3,500,000	380,000	143,010	523,010	3,120,000
2019-2020	3,120,000	380,000	127,810	507,810	2,740,000
2020-2021	2,740,000	380,000	112,610	492,610	2,360,000
2021-2022	2,360,000	380,000	97,410	477,410	1,980,000
2022-2023	1,980,000	380,000	82,210	462,210	1,600,000
2023-2024	1,600,000	380,000	67,010	447,010	1,220,000
2024-2025	1,220,000	380,000	51,240	431,240	840,000
2025-2026	840,000	380,000	35,280	415,280	460,000
2026-2027	460,000	460,000	19,320	479,320	0
		7,300,000	3,330,450	10,630,450	

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

To be Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000
2017-2018	1,185,000	575,000	37,784	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

2010 GENERAL OBLIGATION BONDS  
60-3050

Name: Combined Purpose: For various streets improvements and Outdoor Warning System  
 Issuer: City of Norman  
 Trustee: J.P. Morgan Chase  
 Amount: \$6,250,000  
 Interest: 1.00% - 1.50%  
 Dated: September 1, 2010  
 Retired: September 1, 2015  
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	6,250,000	0	117,218	117,218	6,250,000
2012-2013	6,250,000	1,560,000	66,445	1,626,445	4,690,000
2013-2014	4,690,000	1,560,000	46,945	1,606,945	3,130,000
2014-2015	3,130,000	1,560,000	30,955	1,590,955	1,570,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	1,570,000	1,570,000	11,383	1,581,383	0
		6,250,000	272,945	6,522,945	

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	7,500,000	3,750,000	140,625	3,890,625	3,750,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	1,535,000	750,000	15,350	765,350	785,000
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

2015 GENERAL OBLIGATION BONDS  
60-3050

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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To be Paid

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
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

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
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To be 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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	13,465,000	800,000	497,776	1,297,776	12,665,000
2016-2017	12,665,000	850,000	466,344	1,316,344	11,815,000
2017-2018	11,815,000	1,000,000	431,102	1,431,102	10,815,000
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

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
2020-2021	375,000	180,000	22,969	202,969	195,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
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

To be Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	372,651	184,387	10,218	194,605	188,264
2016-2017	188,264	188,264	5,162	193,426	0
		3,674,649	1,657,921	5,332,570	

CITY OF NORMAN

1995 NORMAN UTILITIES AUTHORITY SRF NOTE

32-5549

Name: Norman Utilities Authority SRF Note  
 Issuer: Norman Utilities Authority  
 Amount: \$2,720,000  
 Interest: .5% Fee  
 Dated: December 15, 1995  
 Retired: August 15, 2015  
 Source of Funds: Revenue Generated from NUA

Paid

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Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
1995-1996	2,720,000	22,667	2,153	24,820	2,697,333
1996-1997	2,697,333	138,325	13,535	151,860	2,559,008
1997-1998	2,559,008	138,325	12,796	151,121	2,420,684
1998-1999	2,420,684	138,325	12,095	150,420	2,282,359
1999-2000	2,282,359	138,325	11,394	149,719	2,144,034
2000-2001	2,144,034	138,325	10,722	149,047	2,005,709
2001-2002	2,005,709	138,325	9,991	148,316	1,867,385
2002-2003	1,867,385	138,325	9,290	147,615	1,729,060
2003-2004	1,729,060	138,325	8,589	146,913	1,590,735
2004-2005	1,590,735	138,325	7,909	146,234	1,452,410
2005-2006	1,452,410	138,325	7,186	145,511	1,314,085
2006-2007	1,314,085	138,325	6,485	144,810	1,175,761
2007-2008	1,175,761	138,325	5,784	144,108	1,037,436
2008-2009	1,037,436	138,325	5,097	143,422	899,111
2009-2010	899,111	138,325	4,381	142,706	760,786
2010-2011	760,786	138,325	3,680	142,005	622,462
2011-2012	622,462	138,325	2,979	141,304	484,137
2012-2013	484,137	138,325	2,284	140,609	345,812
2013-2014	345,812	138,325	1,576	139,901	207,487
2014-2015	207,487	138,325	875	139,200	69,162

To be Paid

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Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2015-2016	69,162	69,162	174	69,336	0
		2,720,000	138,975	2,858,975	

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2015-2016	1,119,231	248,718	5,375	254,093	870,513
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	4,532,516	225,063	132,457	357,520	4,307,453
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	104,374	357,520	3,337,080
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

2009 DWSRF - WATER TREATMENT PLAN IMPROVEMENTS  
31-5539

Name: Norman Utilities Authority DWSRF Note  
 Issuer: Norman Utilities Authority  
 Trustee: None  
 Amount: \$12,000,000  
 Interest: 3.28%  
 Dated: June 1, 2011  
 Retired: December 1, 2030  
 Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	12,000,000	432,820	390,080	822,900	11,567,180
2012-2013	11,567,180	447,133	375,767	822,900	11,120,047
2013-2014	11,120,047	461,919	360,981	822,900	10,658,128
2014-2015	10,658,128	477,195	345,705	822,900	10,180,933

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	10,180,933	492,975	329,925	822,900	9,687,958
2016-2017	9,687,958	509,277	313,623	822,900	9,178,681
2017-2018	9,178,681	526,119	296,781	822,900	8,652,562
2018-2019	8,652,562	543,517	279,383	822,900	8,109,045
2019-2020	8,109,045	561,490	261,410	822,900	7,547,555
2021-2022	6,967,497	599,240	223,660	822,900	6,368,257
2022-2023	6,368,257	619,057	203,843	822,900	5,749,200
2023-2024	5,749,200	639,528	183,372	822,900	5,109,672
2024-2025	5,109,672	660,676	162,224	822,900	4,448,996
2025-2026	4,448,996	682,524	140,376	822,900	3,766,472
2026-2027	3,766,472	705,095	117,805	822,900	3,061,377
2027-2028	3,061,377	728,411	94,489	822,900	2,332,966
2028-2029	2,332,966	752,499	70,401	822,900	1,580,467
2029-2030	1,580,467	777,383	45,517	822,900	803,084
2030-2031	803,084	803,084	19,810	822,894	0
		12,000,000	4,457,994	16,457,994	

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 Funds: Revenue Generated from NMA

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

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	2,550,000	230,000	85,991	315,991	2,320,000
2016-2017	2,320,000	240,000	77,970	317,970	2,080,000
2017-2018	2,080,000	245,000	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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	1,130,000	315,000	12,056	327,056	815,000
2016-2017	815,000	320,000	8,419	328,419	495,000
2017-2018	495,000	330,000	4,725	334,725	165,000
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

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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

To be Paid

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Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	23,740,000	2,865,000	376,313	3,241,313	20,875,000
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. Biosolids 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

**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** – Trial Total Disability (payments)

**USE TAX** – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

**WTP** – Water Treatment Plant

**WWTP** – Wastewater Treatment Plant

**WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF)** – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF is the Norman Wastewater Utility’s version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF will expire at the point that sufficient funds have been generated to pay the portion of the costs of the improvements attributable to new development (\$6,192,039).

**ZERO-BASED BUDGETING** – The process of preparing an operating plan or budget that starts with no authorized funds. Each activity to be funded must be justified every time a new budget is prepared.



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