BUDGET

THE CITY OF NORMAN, OKLAHOMA

Cleveland

FISCAL YEAR ENDING JUNE 30, 2015
FINANCIAL PLAN—FISCAL YEAR-END 2016-2019

The City of
NORMAN

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

OFFICE OF THE FINANCE DIRECTOR
Phone 405-366-5413
FAX: 405-366-5417

June 27, 2014

Oklahoma State Auditor and Inspector
Office - Public Audit Division
2300 North Lincoln Boulevard, Room 100
Oklahoma City, Oklahoma 73105

To Whom It May Concern:

Please accept this copy of the City of Norman, Oklahoma's Fiscal Year Ending 2015 Operating Budget and Fiscal Year Ending 2015 Capital Improvement Projects Budget, submitted in accordance with the requirements of the Municipal Budget Act (Oklahoma State Statutes, Title 11, Section 17-205), for your information and records.

The Budget and CIP Budget can also be found on the City of Norman website at www.normanok.gov under City Government/Financial Services/Budget Services.

Also, enclosed is a copy of the proof of publication from the Norman Transcript.

Should you have any questions or comments, please call me at (405) 366-5413.

Sincerely,

Anthony Francisco, CPFO, CTP, CPFA
Director of Finance

Enclosures

PROOF OF PUBLICATION

In the District Court of Cleveland County, State of Oklahoma

Budget

Affidavit of Publication

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

(see attached)

1st Publication May 22, 2014
2nd Publication
3rd Publication
4th Publication

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

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

Signature

Subscribed and sworn before me on this 27th day of May, 2014.

My commission expires 06/26/16 Notary Public
Commission #12005942

Cost of Publication $ 270.00

PAY TO:
The Norman Transcript
P.O. Drawer 1058
Norman, OK 73070

NOTARY PUBLIC SEAL STATE OF OKLAHOMA
OFFICIAL SEAL
JESSICA TROWBRIDGE
Commission # 12005942
Expires June 26, 2016

A copy of this affidavit of publication was delivered to the Office of the Cleveland County Court Clerk on May 27, 2014.
Please include the case number on your check.

CITY COUNCIL

MAYOR
Cindy Rosenthal

Ward 1	Greg Heiple	**Ward 5**	Lynne Miller
Ward 2	Tom Kovach	**Ward 6**	Jim Griffith
Ward 3	Robert Castleberry	**Ward 7**	Stephen Tyler Holman
Ward 4	Greg Jungman	**Ward 8**	Chad Williams

Presented by:
Steven D. Lewis, City Manager

2014

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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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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, 2013

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, 2013.

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

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

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The City of
NORMAN
201 West Gray, Bldg. • P.O. Box 370
Norman, Oklahoma 73069 • 73070

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

June 19, 2014

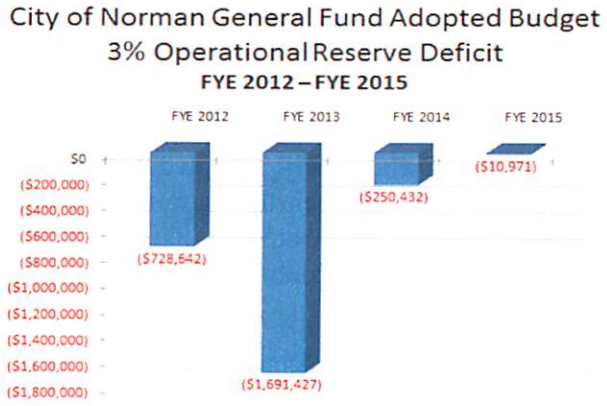
The Honorable Mayor and City Council Members
Municipal Building
Norman, Oklahoma

Dear Mayor Rosenthal and Council Members:

INTRODUCTION

It is my privilege and responsibility to present to you the adopted budget for the fiscal year July 1, 2014–June 30, 2015 (FYE 2015). 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 Budget document will be summarized within the next few weeks on the City's website www.normanok.gov and in the FYE 2015 Budget in Brief document.

The FYE 2015 budget has been prepared with an eye towards addressing the General Fund's long-term condition of spending more revenue than we have been taking in. The Council's final budget discussions centered almost entirely on this condition. In response to this direction the Council budgeted for several new revenue sources to positively impact our General Fund operating margins. Council's leadership and direction in this area has been clear and we will continue to respond to your direction. Based on the actions taken in preparation of the City Manager's proposed budget and subsequent actions taken by Council, it is relevant to note the progress that has been made to address this condition, since the Council mandated the City's reserve policies by ordinance in fiscal year 2011-2012:

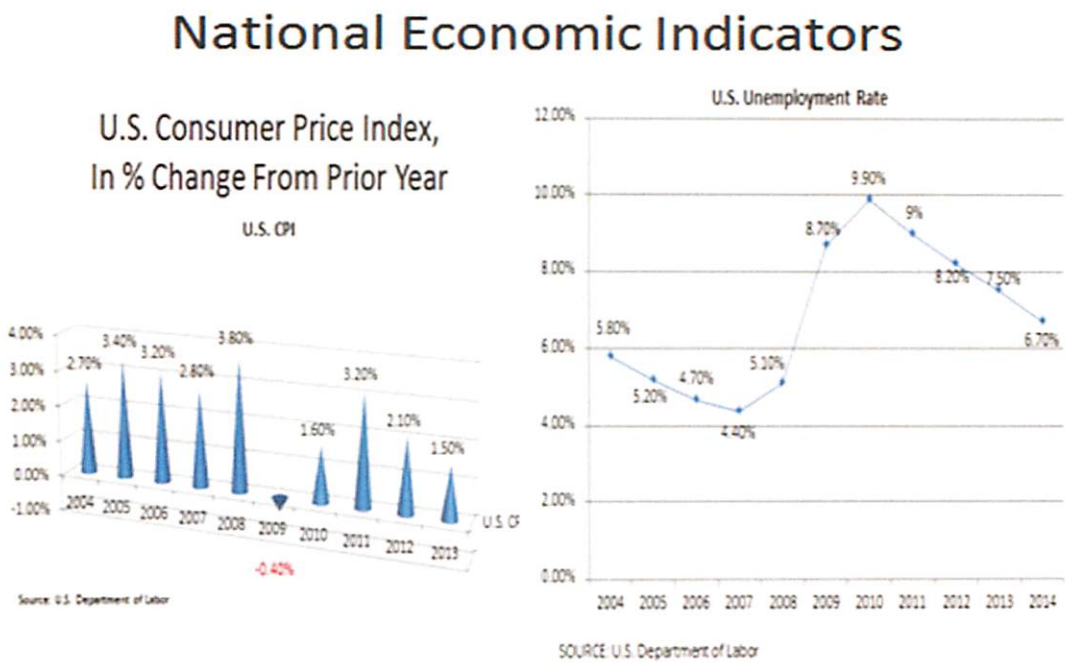


Several critical decisions remain to be made by Council or ultimately by the citizens of Norman to address this condition on an ongoing basis, but the fiscal year 2014-2015 budget attempts to ensure the continued provision of vital citizen services in the short-term. As illustrated in the per capita benchmarking information in the Community Profile Section of the Budget document, Norman is already a very small governmental operation; we believe that our long-term solutions lie in increasing revenues rather than cutting services to decrease costs, in order to meet our citizen's desire for services. We will continue to follow Council's direction to ensure the long-term financial stability of the City's General Fund and to provide for needed expansion and enhancement of our utility enterprise facilities.

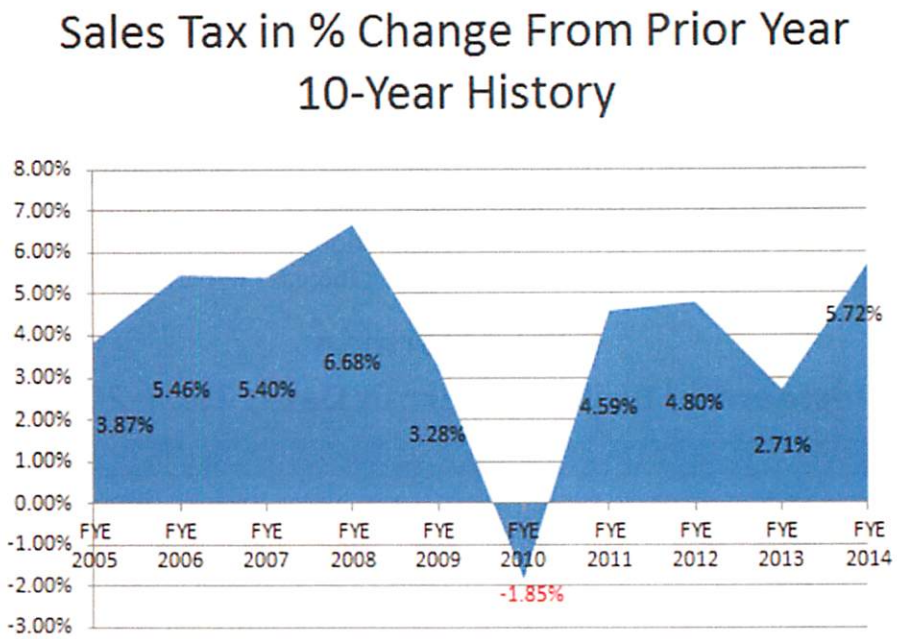
The total budget for all City of Norman funds for fiscal year ending 2014 was $198,629,711 and for FYE 2015, the total budget is $179,681,396. The primary reason for this reduction in budgeted expenditures is that major expenditures for the Water Reclamation Facility expansion were budgeted in FYE 2014.

NATIONAL AND REGIONAL ECONOMIC TRENDS

The United States' economy continued a slow but steady recovery in 2013. Despite uncertainties related to world political and market conditions, the national economy remained resilient. The growth in the national economy was reinforced by continued low inflation, as illustrated below:



Norman's sales tax growth patterns are a widely accepted indicator of the health of the local retail economy. The striking similarity between the national economic trend indicators above and the Norman sales tax growth patterns below are very indicative of the ties between the health of the national economy and Norman's retail economy:



MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2013-2014

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 2014 are above FYE 2013 levels (+5.7%), and above budgeted levels (budgeted increase of 4.25%). It is important to note that the rate of growth in the City's sales tax was the highest it has been since the national recession of 2008-2009 (FYE 2010). Use Tax collections have grown slowly in FYE 2014 due to a refund of prior-year overpayments from a major manufacturer in Norman. Use Tax collections will be an area of emphasis 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. In FYE 2015, sales tax revenues are projected to grow by 4.2% from their estimated FYE 2014 levels.

Franchise fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are directly tied to utility revenues, which are heavily influenced by seasonal weather patterns (similar to the direct impact of weather on Norman Water Utility revenues). The relatively mild summer of 2013 negatively impacted on electric utility revenues, but the relatively severe winter weather positively impacted on natural gas utility franchise revenues. Taken together, Franchise Fee revenues are projected to be in line with overall budgeted projections for FYE 2014. Collections are projected to increase by three percent overall in FYE 2015.

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 values have experienced relatively 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 illustrated in the significant increase in the number of permits issued, but the modest increase in permit values below:

City of Norman
Residential Building Permit Data, 2004-2013

CALENDAR YEAR	No. Of Residential Permits	Residential Permit Value ($)
2004	1,294	$171,409,339
2005	1,299	$156,204,279
2006	1,218	$137,659,595
2007	966	$92,393,692
2008	1,097	$104,068,686
2009	865	$74,568,713
2010	1,002	$92,907,627
2011	1,098	$80,104,665
2012	1,542	$127,466,768
2013	2,540	$132,909,593

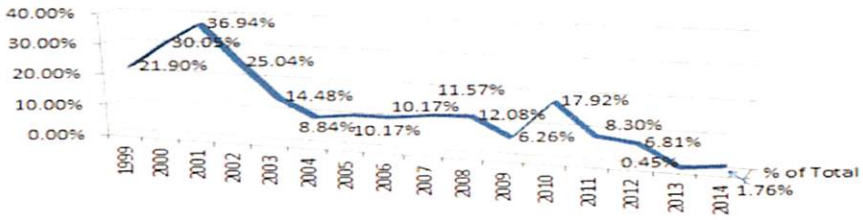
SOURCE: City of Norman Department of Planning and Community Development

Other Taxes – This revenue category primarily reflects the City of Norman's receipt of state shared Motor Vehicle and Tobacco Taxes. This revenue source is above budget, primarily due to the receipt of unbudgeted revenue from disaster relief reimbursement revenues from the Federal Emergency Management Agency.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic/parking fines, DUI, assault, etc.). Fine and forfeiture revenue is on budget for FYE 2014.

Investment Income – Investment income for the General Fund is substantially below budget, reflecting the decline in fund balances available for investment (illustrated below) and bond market conditions. The projected General Fund revenue for FYE 2015 will be reduced to reflect current market and investment balance status. Investment income will not be a major source of General Fund revenue for the foreseeable future, but investment portfolio practices will continue to be closely monitored due to their impact on other City funds.

General Fund % of City of Norman's Consolidated Cash Investment Portfolio



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;

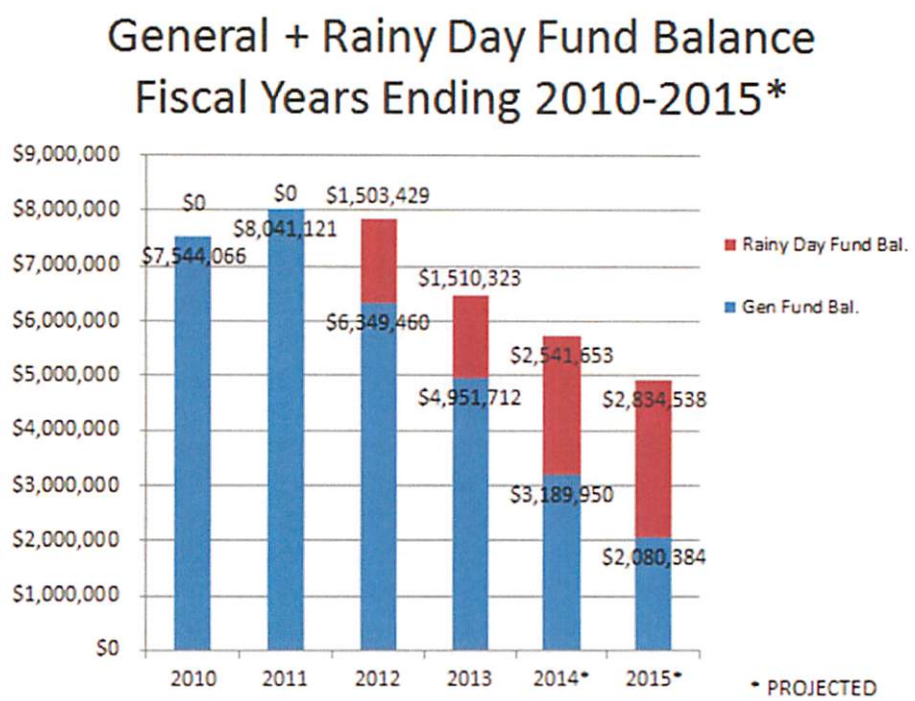
- A natural or man-made disaster, declared by the President of the United States or the Governor of Oklahoma for the Norman area, has been declared which necessitates emergency expenditures to be made above the two percent Emergency Reserve appropriation;

- 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%). As of June 30, 2014, the Net Revenue Stabilization Fund is projected to be at $2,541,653, a level of 3.73% of General Fund expenditures. This Rainy Day Fund balance would exceed the minimum level, but is short of the targeted level by approximately $520,000. The City Council has never made any appropriations to spend money from the Rainy Day Fund since it was established. The Council directed a deposit of $292,885 be made to the Rainy Day Fund during fiscal year 2014-2015 from the Public Safety Sales Tax Fund, based on the pro-rata amount that would be contributed from the Police and Fire Department budgets to bring the Rainy Day Fund to its targeted level.

The City of Norman's operating revenues have been exceeded by ongoing operating expenditures in recent years, causing fund balance to be drawn down to pay for operations:



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 even more important for Norman to maintain adequate fund balances than the average municipality. The Council and City Manager have taken proactive steps to protect the City's operating reserves in recent years, but General Fund expenditures continue to exceed annual revenue. As discussed below, the FYE 2015 General Fund budget was prepared in consideration of fairly aggressive steps to generate new revenue and to hold the line on expenditures. It is apparent, however, that in order to meet Reserve Ordinance restrictions and to sustain the financial operations of the General Fund in the near and longer-term without drawing down fund balances, further policy actions will need to be taken. New revenue sources such as the proposed Stormwater Utility (discussed below) will need to be identified, or service levels will need to be cut.

FISCAL YEAR 2014-2015 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

The proposed fiscal year 2014-2015 (FYE 2015) General Fund budget preparation began with a direction to more closely project ending expenditures in the current fiscal year (FYE 2014). In previous years, it was assumed for budgetary purposes that full budget allocations would be expended, except for an assumed employee turnover savings in the Salary and Benefit category of expenditure. An assumption is made, for purposes of preparation of the FYE 2015 budget, that there will be a savings of $300,000 in General Fund Salary and Benefit expenditures, and $410,109 in combined Services and Maintenance and Supply and Materials category expenditures in FYE 2014. It is hoped that this assumption will enable projected year-end General Fund balance to be closer to the actual, audited fund balance identified after the FYE 2015 budget is adopted. This action comes with the downside risk, however, of a greater possibility that actual year-end General Fund balance will be ***short*** of the budgeted projection. This could necessitate more aggressive steps to be taken during the budget year to address budget shortfalls.

Revenue Enhancements

The FYE 2015 General Fund budget also assumes several new one-time or ongoing revenue sources:

- Implementation of a Municipal Court Technology Fee, to partially offset costs related to information technology systems serving the law enforcement, prosecution and judicial operations of the City. This fee is projected to generate approximately $500,000 per year, based on current citation levels.

- Privatization of the Fleet Management Parts Operation, which will result in one-time revenue (in FYE 2014) of approximately $150,000 from the sale of the inventory of City-owned auto parts to the new Parts Service Operator.

- Increased sales tax revenue of approximately $300,000, due to the state-mandated reduction in the administrative fee taken by the Oklahoma Tax Commission to administer the City's sales and use taxes from one percent to one-half percent of tax revenue.

- Increased parking meter revenue of approximately $200,000, based on experience since the installation of electronic parking meters in the Campus Corner area.

- Increased revenue from increased administrative fee rates (from three percent to five percent of the earmarked tax revenues) charged by the General Fund to the Room Tax Fund (approximately $40,000) and the University North Park Tax Increment Finance District Fund (approximately $90,000) to offset the cost of services provided by General Fund operations to support the special revenue functions.

Taken together, these revenue enhancement actions directed by the City Council significantly improved the General Fund's financial position in the coming fiscal year. It should be noted, however, that the projected net-negative operating position of the General Fund persists.

Implementation of Third-Party Operational Analyses

During fiscal year 2013-2014, two of the City's General Fund operations underwent third-party management analyses performed by outside management consultants with expertise in the respective areas of Fleet Management and Information Technology operations. Both studies indicated areas of strength and deficiency in the operations, including chronic levels of understaffing in both City operations. The City has undertaken to implement recommendations from both studies, including some operational changes to be implemented in the FYE 2015 budget.

First, the privatization of the Fleet Management Parts operation discussed in the Revenue Enhancement section above, will result in the reduction of one Auto Parts Specialist position in the General Fund. Based on recommendations from the Fleet Management Assessment, an Equipment Repair Supervisor and a Mechanic II position will be added to the General Fund's Fleet Management Division (a net increase of one position). This addition will move toward staffing levels consistent with the workload and associated effort required to produce the required services, and full implementation of the Fleet Management Study is expected to improve service delivery to the customers of the City's Fleet Management Division.

Second, the Council directed an Information Technology Assessment study during fiscal year 2013-2014. As a result of the recommendations of this study, we will recommend in the FYE 2015 budget to add a new Information Technology (I.T.) Department, in reflection of the growing citywide importance of the I.T. function. A steady increase in public safety assets including the addition of public safety personnel with mobile data, video and in-car computing systems, creates an increased need for technological support. In addition, the development of an expanded off-site emergency operations center with redundant network capabilities and the technical infrastructure required to support and sustain it will create an increased need for a fully functional I.T. Department in the future. There will be no additional positions added to the budget as a result of the implementation of this new department, but a former Municipal Accountant position has been re-assigned as a Systems Support Technician position and the former I.T. Manager position has been reclassified to the I.T. Director position. The I.T. Simplification Assessment also recommended the I.T. resources be re-deployed into a more formal customer-service "help desk" function, along with several other changes. The implementation of the Information Technology Assessment is expected to improve service delivery to the customers of the City's new Information Technology Department.

Animal Welfare Operational Improvements

During fiscal year 2013-2014, the expansion of the Animal Welfare Center that was approved by the voters of Norman in a $3,035,000 general obligation bond issue referendum will be completed. Subsequent to the passage of the general obligation bonds, additional funds were dedicated to the project from the Capital Improvements Fund and from private donations to improve the facility and the ongoing operations to better serve Norman's animal populations. At the direction of the Council Finance Committee, a full-time Kennel Attendant position (upgraded from a part-time position) is being added to the FYE 2015 budget to provide ongoing improvements to our animal welfare services. Council will also consider expanded spay/neuter services to be added to the FYE 2015 budget.

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 2014-2015 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 (the City contribution is slightly higher for members of the American Federation of State County and Municipal Employees union);
- 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, by $800,000;
- 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).

Benefit costs make up over 30 percent of the total compensation cost for the average City employee. Ways to reduce these benefit costs continue to be explored, including retaining new third-party administrators for the City's self-funded medical and pharmacy services, and a continued emphasis on employee wellness and preventive care.

Public Safety Sales Tax Fund

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) will fund 41 additional Police Department personnel and 30 additional Fire Department personnel over the seven-year life of the tax. As directed by the originally-adopted PSST Staffing Plan, the final two additional Police Officer positions will be added to the FYE 2015 budget. These positions will bring the total PSST positions added since FYE 2009 to the total scheduled additional personnel of 71.

The PSST Ordinance envisioned a fund balance to be built up over the life of the temporary tax. The PSST Ordinance envisioned that these additional funds above what would be needed for the mandated personnel, facilities and equipment could be used "for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services; projects or expenditures that

enhance emergency management capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure the long-term financial stability of the City; and/or projects or expenditures that provide for the continuity of existing City services." During fiscal year 2013-2014 the Council passed a resolution directing the expenditure of these "excess" funds over the remainder of the PSST. These additional expenditures will include the continuation of a fire apparatus replacement program that was directed in FYE 2014, which will include the replacement of the following equipment in FYE 2015:

Fire Brush Pumper Truck Replacements (2)	$ 138,000
Fire Engine	$ 460,000
Fire Transport Van Replacement	$ 48,000
Self-Contained Breathing Apparatus Replacement	$ 500,000
FYE 2015 PSST EQUIPMENT PROGRAM TOTAL	$1,146,000

The Council further directed the use of excess PSST funds to pay for a contribution to the City's General Fund to offset the additional burden placed on the Emergency Communications (Dispatch) function by the additional PSST personnel. After all of the PSST funds obligated for personnel, equipment and facilities have been used for their intended purposes, the Council resolution directed that the remaining funds from the original PSST ("PSST I") would be used to pay for additional critical Public Safety Capital Needs identified by the Citizen's Public Safety Oversight Committee, on recommendation of the Fire Chief and Police Chief.

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 future budget years, the allocation of PSST II moneys will be discussed in more detail.

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 Program (CDBG) will experience some administrative changes in fiscal year 2014-2015. Norman has been an "entitlement city", receiving allocations of federal CDBG and HOME program funding for many years. The amount of funding has been steadily reduced in recent years, however, necessitating the reduction of the full-time CDBG Rehabilitation Specialist position, to be replaced in part by a part-time Planning Intern position.

On April 2, 2013, the voters of Norman approved an increase in the Transient Guest Room Tax rate from four percent to five percent of the gross revenues received from the rental of hotel rooms. FYE 2015 Room Tax revenues are projected at $1,699,500 in the first full year of receipt of the increased Room Tax rate. The funds will be used to promote further tourism and visitation in Norman, through a City service contract with the Norman Convention and Visitor's Bureau (half of the budgeted revenues, after the five percent administrative fee discussed above is taken, are dedicated for convention and tourism purposes); development of park and recreational facilities (25% of Room Tax funds); and for the promotion of the arts, humanities and events in Norman through a contract with the Norman Arts Council (25% of Room Tax funds).

Operational Budget Summary

Overall, the fiscal year 2014-2015 operational budget is a status quo budget, maintaining existing General Fund service levels. The Council has been very clear in its direction that we address the long-term gap between General Fund revenues and expenditures and we have made progress towards that direction, primarily in the implementation of the revenue enhancements discussed above. The revenue shortfall in the General Fund is projected to continue in FYE 2015, however; we still project to spend more than we take in, in the coming fiscal year. The revenue shortfall precludes us from addressing several areas of chronic staffing shortages and diminishes our ability to provide customer service at desired levels in some areas. We will continue to work with Council to develop long-term solutions to our General Fund operational shortfall.

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. While the proposed budget allocates over $2,000,000 to the replacement of the City's rolling stock, over $10 million of critical replacement needs were identified by the Fleet Management Division. Among the recommendations discussed in the Fleet Management Assessment (discussed above) was for a fleet right-sizing study. It is hoped that the Right Sizing Study will result in recommendations for the reduction of our fleet size, which would in turn enable the City to more closely meet its critical vehicle replacement needs.

Legacy Park and 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). In the coming months, infrastructure (streets, storm drainage facilities, waterlines, sewerlines, etc.) will be constructed 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-Mycologics Incorporated ("IMMY"), and has plans for additional employers to come into the development.

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 will feature a scenic water feature, an amphitheater which has the potential to be attractive regional performance venue, 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.

Street Resurfacing and Reconstruction Program

On August 28, 2012 the voters of Norman approved the largest General Obligation bond issue in the City's history: a $42,575,000 authorization of bonds to pay for street widening, bridge replacement and stormwater drainage projects throughout the City. The City's General Obligation bond funds will be matched by an estimated $47,500,000 in federal transportation funds to pay for almost $90 million in street improvements. The City has sold $20,050,000 of these authorized bonds and the FYE 2015 budget assumes the allocation of the remaining $22,525,000 in authorized bond proceeds. It is anticipated that the second sale of general obligation bonds will be completed in the spring of 2015. These funds will be used primarily for the widening and reconstruction of Lindsey Street between Berry Road and I-35, to be coordinated with the widening of I-35 and the reconstruction of the I-35/Lindsey interchange by the Oklahoma Department of Transportation.

UTILITY ENTERPRISE FUNDS

Norman Water Enterprise Utility

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

The Norman Water Utility will soon be in final engineering design for improvements to the Norman Water Treatment Plant, and finalizing the study of financial options for long-term water supply alternatives. These improvements were planned to begin in FYE 2013, but will continue to be delayed if adequate rate revenues to fund them are not approved by the voters of Norman (the Norman City Charter requires a positive majority vote of the people to raise utility rates).

Norman Water Reclamation (Wastewater) Utility

On November 12, 2013 the voters of Norman approved an increase to their basic sewer rates for the first time in over 17 years (the Norman City Charter requires a positive majority vote of the people to raise utility rates). The approval rate was over 65 percent. This rate increase will provide funding for the Norman Water Reclamation (or Sewer, or Wastewater) Utility to move ahead with improvements to and expansion of the South Norman Water Reclamation Facility (Wastewater Treatment Plant, or "WRF") that have been planned for many years. Bids were recently received and will be considered for award by the Norman Utilities Authority Trustees in the near future for the plant improvements, with an estimated total project budget in excess of $61,000,000, including contingency allocations. The WRF has a current treatment capacity of 12 million gallons per day (MG/D). The project will expand this treatment capacity to 17 MG/D, to serve the Utility customer's treatment needs for an estimated 15 years.

In addition to the sewer ratepayer funds, the Water Reclamation Facility improvements will be paid from remaining available Sewer Sales Tax moneys (a temporary Sewer Sales Tax was collected from 2001-2006, and approximately $5,800,000 remains available to meet the treatment needs of sewer system customers who were obligated to be served by the Utility in 2001); available proceeds of the Wastewater Excise Tax on New Development; and proceeds of an anticipated Clean Water Statewide Revolving Fund Loan revenue bond which is anticipated to be completed in April or May, 2014.

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.

Norman Stormwater Utility

In November 2009, the City of Norman completed a Stormwater Master Plan to provide for improved flood control, ongoing street drainage, floodplain and floodway maintenance enhancements, and improved water quality in receiving streams. The City Council, acting as the Norman Utility Authority Trustees, has had ongoing discussion of the formation of a Stormwater utility to provide funding for the capital facilities and operational needs identified in the Stormwater Master Plan. The need for improvements to Norman's capabilities in this area is evident, given the frequency of seasonal flooding events in Norman and the ongoing need for improved water quality. In addition, however, consideration should be given to the positive budgetary impact of the formation of a Norman Stormwater Utility. Basically speaking, Norman's General Fund is paying for services that almost every other city of our size pays for through a Stormwater Utility:

Selected Oklahoma Cities
Single Family Residential Stormwater Utility Fee

CITY	FEE ($/BASE)
Bixby	$2.00 (Flat)
Broken Arrow	$4.50 (Flat)
Del City	$2.00 (Flat)
Edmond	$3.00 (Flat)
Lawton	$2.75 (Flat)
Midwest City	$2.25 - $19.30 (Water Meter Size)
Muskogee	$2.00 (Flat)
Oklahoma City	$5.53 (Flat)
Okmulgee	$3.00 (Flat)
Owasso	$3.00 (Flat)
Sand Springs	$2.90 (Flat)
Sapulpa	$3.25 (Flat)
Stillwater	$1.00 (Flat)
Tahlequah	$2.00 (Flat)
Tulsa	$5.43 (Flat)

SOURCE: The City of Stillwater

Selected Regional Comparable Cities Residential Stormwater Utility Fee

CITY	FEE BASE	COST/MONTH (3600 SF ERU HOME)
Austin, Texas	Flat	$9.20
Boulder, Colorado	ERU/Tiered	$9.61
Columbia, Missouri	ERU/Tiered	$1.35
Denton, Texas	ERU/Tiered	$7.60
Edmond, Oklahoma	Flat	$3.00
Fort Collins, Colorado	ERU	$14.92
Lawrence, Kansas	ERU	$6.09
Manhattan, Kansas	Flat	$4.13
Oklahoma City, Oklahoma	Water Meter Size	$5.53
Stillwater, Oklahoma	Flat	$1.00

ERU = Equivalent Residential Unit, a standard size of impenetrable surface, established by the City/Utility, that serves as a base for billing stormwater utility fees.

SOURCE: The City of Norman Public Works Department

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2015 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 2015 capital budget continues major themes of ongoing street maintenance and maintenance of existing City facilities. Council has further directed that these facility maintenance projects emphasize those improvements that will result in ongoing savings through reduced energy consumption (replacement of lighting systems with light-emitting diode or other systems; installation of more efficient, energy-saving heating, ventilating and air conditioning systems). The Capital Budget document gives detailed information on all programmed capital projects.

CITY COUNCIL BUDGET ACTIONS – ADOPTION OF FYE 2015 BUDGET

The City Manager's Proposed Budget was presented to the City Council in a series of public study sessions on April 15, April 29 and May 6, 2014. The Council continued its consideration and discussion of budget-related issues leading up to the Public Budget Hearing during the May 27th Council meeting, and final consideration of the budget, with amendments, was held on June 10, 2014. The Council ultimately approved several amendments to the City Manager's budget:

1. An inter-fund transfer of $292,885 from the Public Safety Sales Tax Fund to the Net Revenue Stabilization ("Rainy Day") Fund to pay for the public safety portion of bringing the Rainy Day Fund to its targeted level of 4.5 percent (4.5%) of General Fund expenditures;

2. A General Fund allocation of $65,000 to pay for membership in the Oklahoma Municipal League;

3. A General Fund allocation of $20,000 for a pet spay/neuter program for low-income residents.

4. A re-allocation of funding between the Water Reclamation Fund and the Sewer Maintenance Fund, to reduce funding for sewer maintenance capital projects to the level funded by the $5 Sewer Maintenance Rate;

5. An increase to projected General Fund revenues related to increases to the City's Oil and Gas Permit and Inspection Fees ($40,000); Recreation Fees ($52,000); and for the sale of equipment and supplies from the Fleet Management Shop;

6. Corrective actions to allocate funds to the Fire Self-Contained Breathing Apparatus Replacement Program ($500,000 from the Public Safety Sales Tax Fund); $437,000 for various park capital improvement projects ($334,500 from the Room Tax Fund and $102,500 from the Parkland Development Fund); and

7. An allocation from the Capital Fund of $200,000 for preliminary engineering design and feasibility study of stormwater drainage facility projects in the Imhoff Creek basin.

Taken together, the Council actions reiterated the emphasis on addressing the shortfall between annual General Fund revenues and expenditures. This will remain a point of emphasis going forward, and Council's clear intent is continuing to be addressed, as discussed in the introductory section above.

SUMMARY

The proposed fiscal year 2014-2015 budget continues the Council's emphasis on addressing the shortfall between annual General Fund revenues and expenditures over the long term, which continuing major capital improvement programs from dedicated capital and utility enterprise functions of the City. The General Fund budget attempts to address ongoing shortfalls in revenue to meet ongoing expenditures to provide needed public services by increasing revenue in targeted areas. The direction of Council to address the ongoing net revenue shortfalls will continue to be addressed and positive steps have been taken.

Norman's Water Reclamation Facility is moving forward with required capital improvements, based on voter approval of adequate rates to pay for them. Norman's Water Utility, however, continues to delay needed water supply and treatment expansion, and water quality improvements while awaiting voter approval of adequate rates. Voter approval of a Stormwater Utility will provide both for needed improvements to the City's stormwater drainage facilities and water quality, and also provide needed financial relief to the General Fund.

The Norman electorate will need to be informed of the need for these improvements and funding sources to pay for them in order to provide the services they deserve. The Council has provided excellent, 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 also look forward to the additional tasks of educating our voting 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 the professional staff of our Management Team, senior division managers, and our dedicated Finance Department staff who have worked countless hours to prepare this budget and respond to the information and policy direction requests that have come from Council, the Council Finance Committee, and from the public. 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

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 121,155 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.

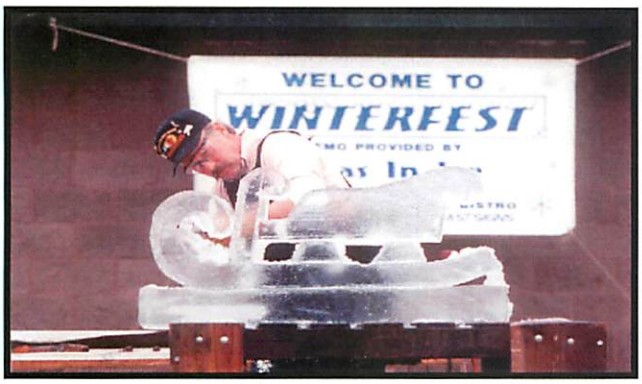
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman 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 23,944.

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, 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

May Fair

Midsummer Night's Fair held in July

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

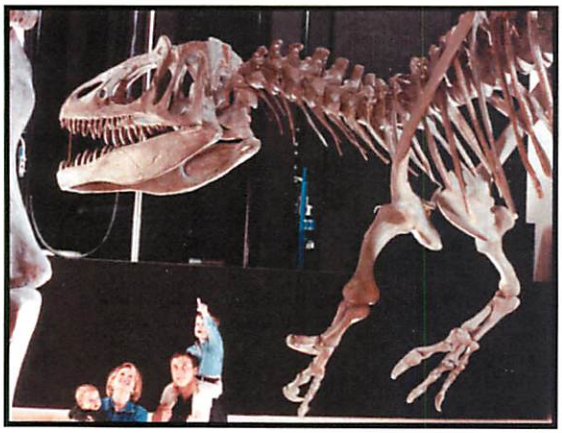
Norman is Oklahoma's third largest city and is home to the University of Oklahoma Sooners. Family oriented activities are abundant in Norman. Places of interest include Lake Thunderbird, great shopping areas including Campus Corner and Downtown Norman, and the Sam Noble Oklahoma Museum of Natural History. 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	61
Developed park acreage	915.85
Number of undeveloped parks	7
Undeveloped park acreage	231.45
18-hole golf courses	1
Disc golf courses	4
Swimming pools	5
Sprayground / Water Playground	2
Waterslides	2
Tennis courts	22
Skate park	1
Competition baseball / softball fields	32
Competition Soccer fields	13
Neighborhood practice baseball fields	25
Neighborhood soccer practice goals	21
Recreational football fields	4
Outdoor half-court basketball courts	27
Outdoor full-court basketball courts	10
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
2005	107,690	23,403	30.9	12,767	4.4
2006	109,323	23,089	30.0	12,736	4.1
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	4.7
2010	110,925	24,586	30.4	14,366	5.1
2011	113,169	28,603	30.2	14,644	4.5
2012	114,451	28,193	29.4	15,022	4.0
2013	119,151	n/a	n/a	15,129	4.0
2014	121,155	n/a	n/a	15,601	3.8

Sources:

(1) 2005-2009 and 2011-2013 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2014 Estimated – City of Norman Finance Department

(2) 2005-2012 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate

(3) 2005-2012 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, 2014 – First month of calendar year 2014

N/A – Information not currently available

Community Profile

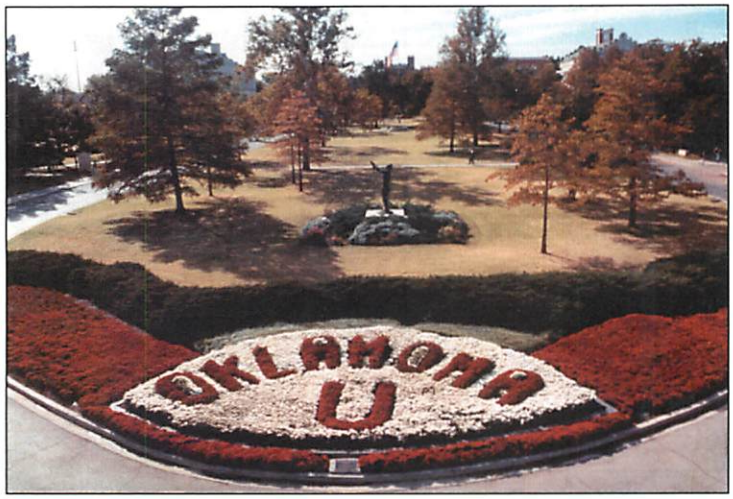
Facilities and services not included in the reporting entity:

Hospitals:

Number of Hospitals	2
Number of licensed patient beds (Norman Regional)	314
Number of licensed patient beds (Healthplex)	136

Education (2013-2014 School Year):

Total school enrollment – Norman Public Schools	15,601
Number of elementary schools	17
Number of elementary students	7,757
Number of elementary school instructors	612
Number of secondary schools	6
Number of secondary school students	7,844
Number of secondary school instructors	487
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

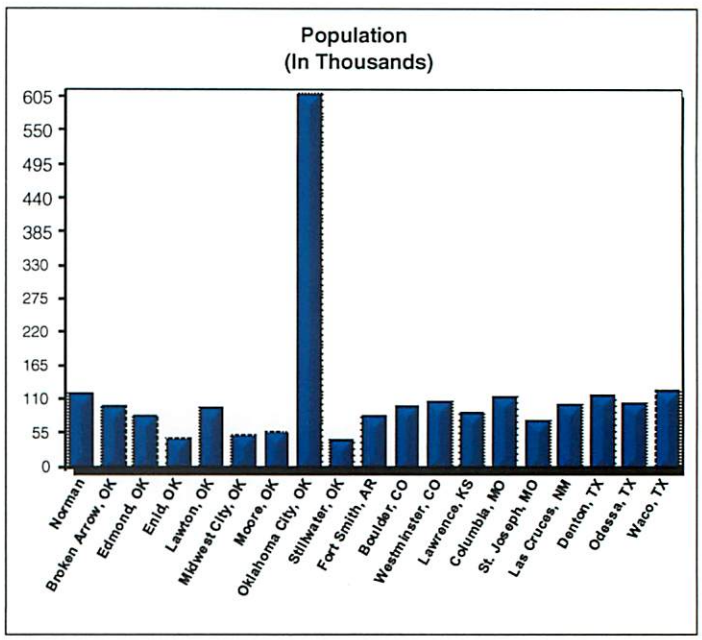
Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	12,266
Norman Regional Hospital	Medical Services	2,870
Norman Public Schools	Education Services	1,951
York International / Johnson Controls	Heating / Air Conditioning	950
City of Norman	Government Services	834
NOAA National Severe Storm Laboratory	National Weather Services	550
Dept. of Mental Health & Substance Abuse Services	Mental Health & Substance Abuse Services	545
Hitachi	Computer Products	463
USPS National Center for Employee Development	Government Services	407
Sitel	Business Process Outsourcing	401
Oklahoma Veteran's Center – Norman Division	Medical Services	400
Sysco	Food Service Distributor	300

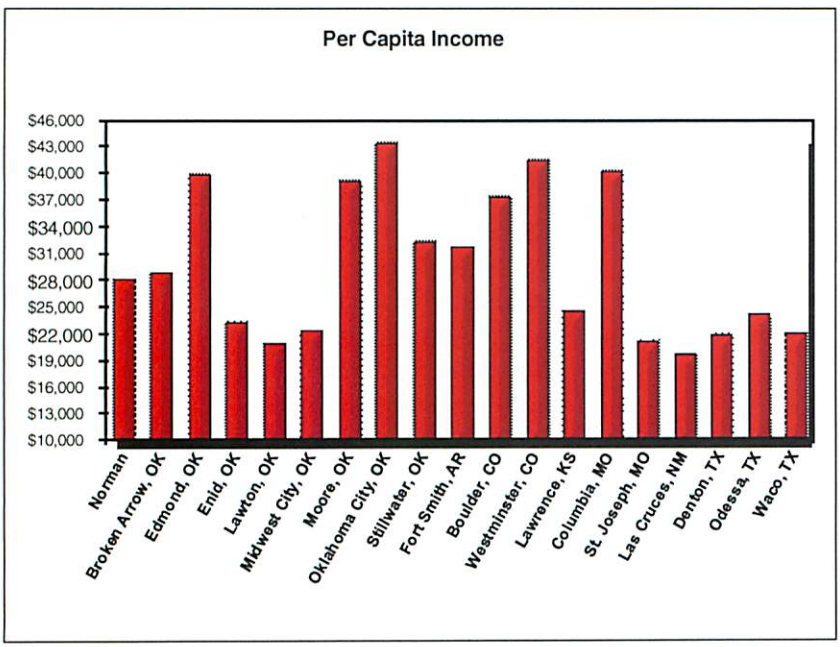
INTER-CITY BENCHMARK COMPARISONS

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

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

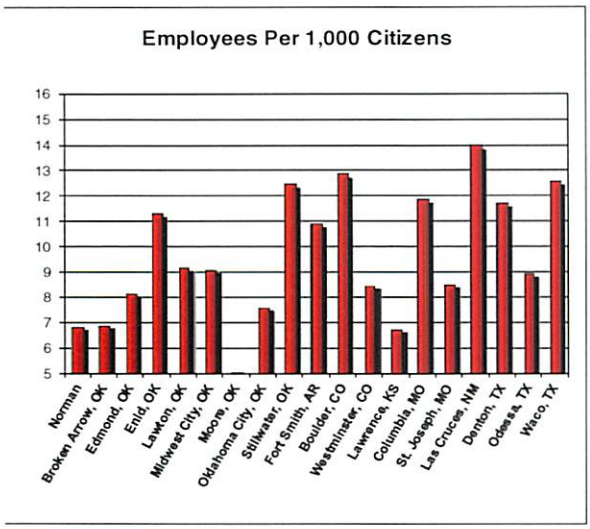
City	Population	Median Age	Square Miles
Norman	**121,155**	**29.4**	**189.5**
Broken Arrow, OK	102,019	35.7	61.6
Edmond, OK	85,190	35.2	87.0
Enid, OK	49,854	38.1	73.7
Lawton, OK	98,177	29.7	57.6
Midwest City, OK	54,371	35.2	28.0
Moore, OK	58,819	35.0	22.0
Oklahoma City, OK	609,516	34.6	621.2
Stillwater, OK	46,560	27.6	27.9
Fort Smith, AR	86,209	35.0	92.4
Boulder, CO	99,716	28.6	25.7
Westminster, CO	107,967	35.4	35.0
Lawrence, KS	89,512	26.7	34.3
Columbia, MO	116,269	26.8	64.2
St. Joseph, MO	77,176	36.0	44.0
Las Cruces, NM	103,163	31.1	77.0
Denton, TX	119,158	27.2	97.4
Odessa, TX	107,158	31.2	45.9
Waco, TX	126,217	28.4	105.0





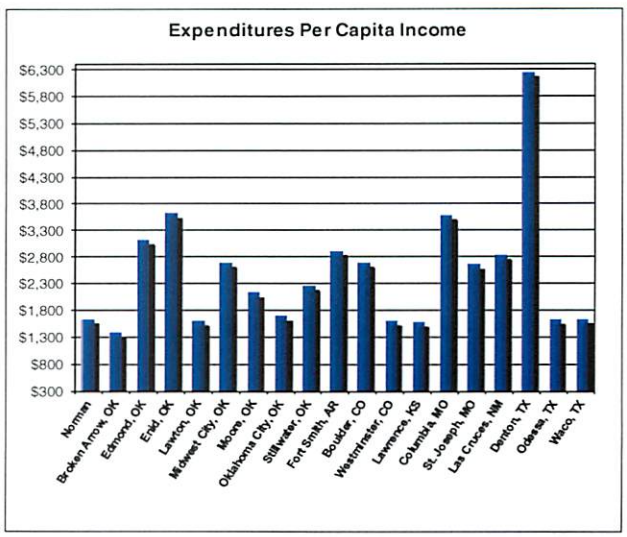
City	Per Capita Income
Norman	**$28,193**
Broken Arrow, OK	$28,977
Edmond, OK	$39,812
Enid, OK	$23,484
Lawton, OK	$21,097
Midwest City, OK	$22,451
Moore, OK	$39,160
Oklahoma City, OK	$43,343
Stillwater, OK	$32,356
Fort Smith, AR	$31,782
Boulder, CO	$37,349
Westminster, CO	$41,467
Lawrence, KS	$24,614
Columbia, MO	$40,118
St. Joseph, MO	$21,201
Las Cruces, NM	$19,923
Denton, TX	$21,958
Odessa, TX	$24,358
Waco, TX	$22,078

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**15,601**	**3.80%**	**Oklahoma Gas & Electric (OG&E), Wal-Mart/Sam's Club, Links at Norman**
Broken Arrow, OK	16,600	4.10%	Public Service Company, Wal-Mart Stores Inc., Windstream Communications
Edmond, OK	23,089	4.40%	Southwestern Bell, Oklahoma Natural Gas (ONG), SCI Bryant Square Fund
Enid, OK	7,578	3.50%	ADM Grain & Milling, Advance Pierre Foods, Oklahoma Gas & Electric (OG&E)
Lawton, OK	16,398	6.60%	Goodyear Tire & Rubber Co., AEP Public Service Co., Republic Paperboard
Midwest City, OK	13,542	5.70%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), Midwest Regional Medical Center
Moore, OK	13,000	5.30%	Oklahoma Gas & Electric (OG&E), Inland Diversified Shops at Moore, Greens at Moore
Oklahoma City, OK	45,646	5.00%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores, Inc.
Stillwater, OK	6,147	5.50%	The Links at Stillwater, FiftyOne at Tradan Heights, Wal-Mart
Fort Smith, AR	14,048	7.70%	Mortgage Clearing Corp., Lereta LLC, Corelogic Tax Services LLC
Boulder, CO	14,036	4.50%	IBM Corp., Macerich Twenty Ninth Street, LLC, Public Service Co. of Colorado
Westminster, CO	19,778	8.00%	Avaya, Ball Corporations, Tri-State Generation
Lawrence, KS	11,835	7.60%	University of Kansas, Lawrence Public Scheools, General Dynamics
Columbia, MO	17,709	3.70%	State Farm Mutual Auto Insurance Co.,TKG Biscayne LLC, Columbia Mall Limited Partnership
St. Joseph, MO	11,530	5.10%	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	23,994	5.00%	Paccar, Inc., Columbia Medical Center, Inland Western Denton Crossing
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



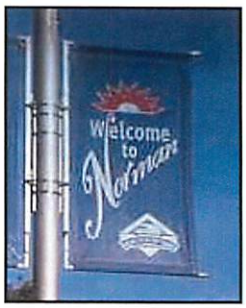
City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	**834**	**6.9**
Broken Arrow, OK	709	6.9
Edmond, OK	699	8.2
Enid, OK	567	11.4
Lawton, OK	910	9.3
Midwest City, OK	499	9.2
Moore, OK	302	5.1
Oklahoma City, OK	4,672	7.7
Stillwater, OK	583	12.5
Fort Smith, AR	945	11.0
Boulder, CO	1,286	12.9
Westminster, CO	918	8.5
Lawrence, KS	791	6.8
Columbia, MO	1,387	11.9
St. Joseph, MO	662	8.6
Las Cruces, NM	1,445	14.0
Denton, TX	1,403	11.8
Odessa, TX	967	9.0
Waco, TX	1,593	12.6

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$203.13**	**$200.96**	**$1,659**
Broken Arrow, OK	$120.95	$143.23	$1,404
Edmond, OK	$208.92	$266.37	$3,127
Enid, OK	$153.12	$180.82	$3,627
Lawton, OK	$167.91	$159.35	$1,623
Midwest City, OK	$126.98	$147.07	$2,705
Moore, OK	$126.04	$126.04	$2,143
Oklahoma City, OK	$1,042.16	$1,042.16	$1,710
Stillwater, OK	$104.50	$105.87	$2,274
Fort Smith, AR	$314.50	$252.10	$2,924
Boulder, CO	$260.47	$269.50	$2,703
Westminster, CO	$220.44	$175.46	$1,625
Lawrence, KS	$193.29	$185.67	$1,597
Columbia, MO	$389.87	$417.35	$3,590
St. Joseph, MO	$206.04	$206.04	$2,670
Las Cruces, NM	$248.74	$293.67	$2,847
Denton, TX	$746.05	$744.99	$6,252
Odessa, TX	$174.40	$176.23	$1,645
Waco, TX	$209.19	$209.19	$1,657



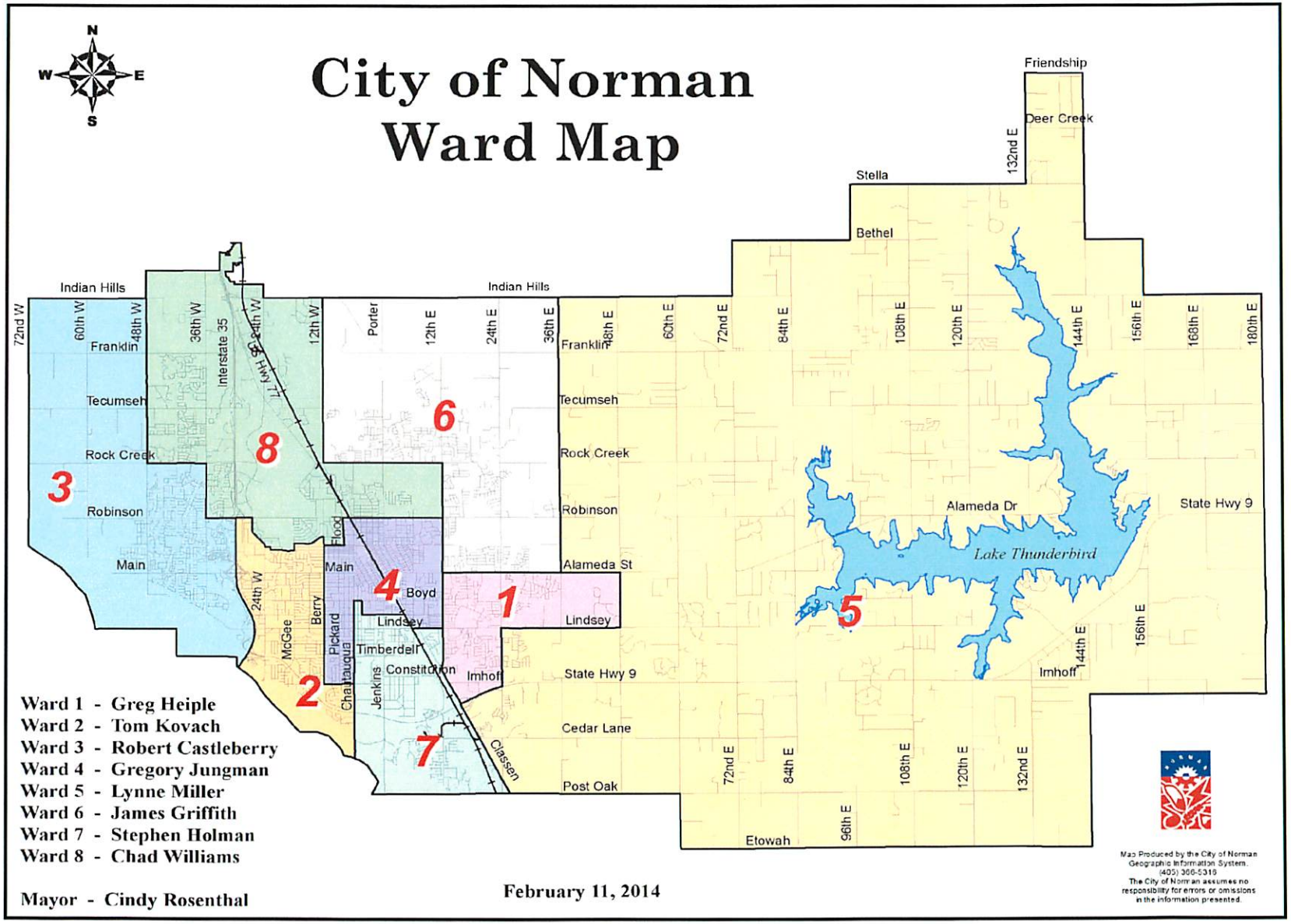
Government Facilities and Service Statistics

Year of Incorporation: 1891
Form of Government: Council / Manager



Area in square miles	189.5
General Obligation Debt Rating (Moody's rating)	AA2
Number of Employees (excluding police and fire):	
Union	286
Non-Union	150
Fire Protection:	
Number of Stations	9
Number of fire personnel	163
Number of calls answered (for 2013)	11,987
Number of inspections conducted (for 2013)	3,576
Police Protection:	
Number of stations	1
Number of police personnel (includes emergency communications staff)	235
Number of patrol units	109
Physical arrests (for 2013)	5,631
Traffic violations (for 2013)	13,671
Parking violations (for 2013)	10,053
Number of reported crimes (part one crime index for 2013)	4,527
Calls for service (for 2013)	65,063
Sewerage System:	
Miles of sanitary sewers maintained by the City	489
Miles of storm sewers maintained by the City	138
Number of treatment plants	1
Daily average treatment in gallons	9,700,000
Design capacity of treatment plant in gallons	12,000,000
Water System:	
Miles of water mains maintained by the City	572
Number of service connections (includes 807 sprinkler connections)	36,101
Number of fire hydrants	5,555
Daily average production in gallons (for 2013-excluding water purchased from OKC)	11,180,000
Maximum daily capacity of plant in gallons	14,000,000
Number of water wells in operation	36
Street Maintenance:	
Miles of urban streets maintained by the City	522.9
Miles of rural streets maintained by the City	227.9
Number of street lights	6,191
Number of signalized locations	191

City of Norman Ward Map



Ward 1 - Greg Heiple
Ward 2 - Tom Kovach
Ward 3 - Robert Castleberry
Ward 4 - Gregory Jungman
Ward 5 - Lynne Miller
Ward 6 - James Griffith
Ward 7 - Stephen Holman
Ward 8 - Chad Williams

Mayor - Cindy Rosenthal

February 11, 2014

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.

CITIZENS OF NORMAN

CITY COUNCIL

BOARDS AND COMMISSIONS

CITY MANAGER

Community & Business Relations

MUNICIPAL COURT

LEGAL

INFORMATION TECHNOLOGY

FIRE

- Emergency Management
- Prevention
- Suppression
- Training

OFFICE OF THE CITY CLERK

- Facility Maintenance
- Custodial Services

POLICE

- Animal Welfare
- Criminal Investigations
- Patrol
- Emergency Communications
- Special Investigations
- Staff Services

PUBLIC WORKS

- Engineering
- Streets
- Stormwater Drainage
- Traffic Control
- Fleet Management

PARKS AND RECREATION

- Park Maintenance
- Forestry
- Recreation
- Westwood Park

FINANCE

- Accounting
- Budget
- Office Services
- Treasury
- Utility Services

PLANNING AND COMMUNITY DEVELOPMENT

- Comprehensive Planning
- Development Services
- Revitalization
- Geographic Information Systems
- Current Planning
- CDBG

UTILITIES

- Water
- Water Reclamation
- Sanitation

HUMAN RESOURCES

- Compensation and Benefits
- Safety
- Selection and Development
- Employee Assistance

PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

FUND	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15
GENERAL	535	530	559	568	599	558	601	602	596	599
PUBLIC SAFETY SALES TAX	0	0	0	0	0	45	65	67	69	71
RECREATION	18	18	19	20	20	20	0	0	0	0
CDBG	6	6	6	6	6	6	6	6	6	6
SPECIAL GRANTS	0	0	0	0	0	1	1	1	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	0	0	0	1	1
EMERGENCY COMMUNICATIONS	22	22	22	22	22	22	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8
WATER	50	50	50	52	52	52	52	52	51	51
WATER RECLAMATION	23	23	23	23	23	21	21	22	22	42
SANITATION	50	52	53	53	53	51	51	51	51	51
RISK MANAGEMENT	0	0	0	0	0	0	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	25	25	25	25	25	21	21	21	21	1
TOTAL	740	737	768	780	811	808	830	834	829	834

FYE 09 to FYE 10 – Added an Assistant City Attorney I in the Legal Department during FYE 09, added an Electrician, Employment Specialist, Water Meter Reader, Warrant/Security Officer and Utility coordinator in the General Fund, added one Communications Officer in the Emergency Communications Fund and transferred an Administrative Technician from the Emergency Communications Fund to the General Fund, and added 9 Police personnel and 15 Fire personnel to the Public Safety Sales Tax divisions in the General Fund.

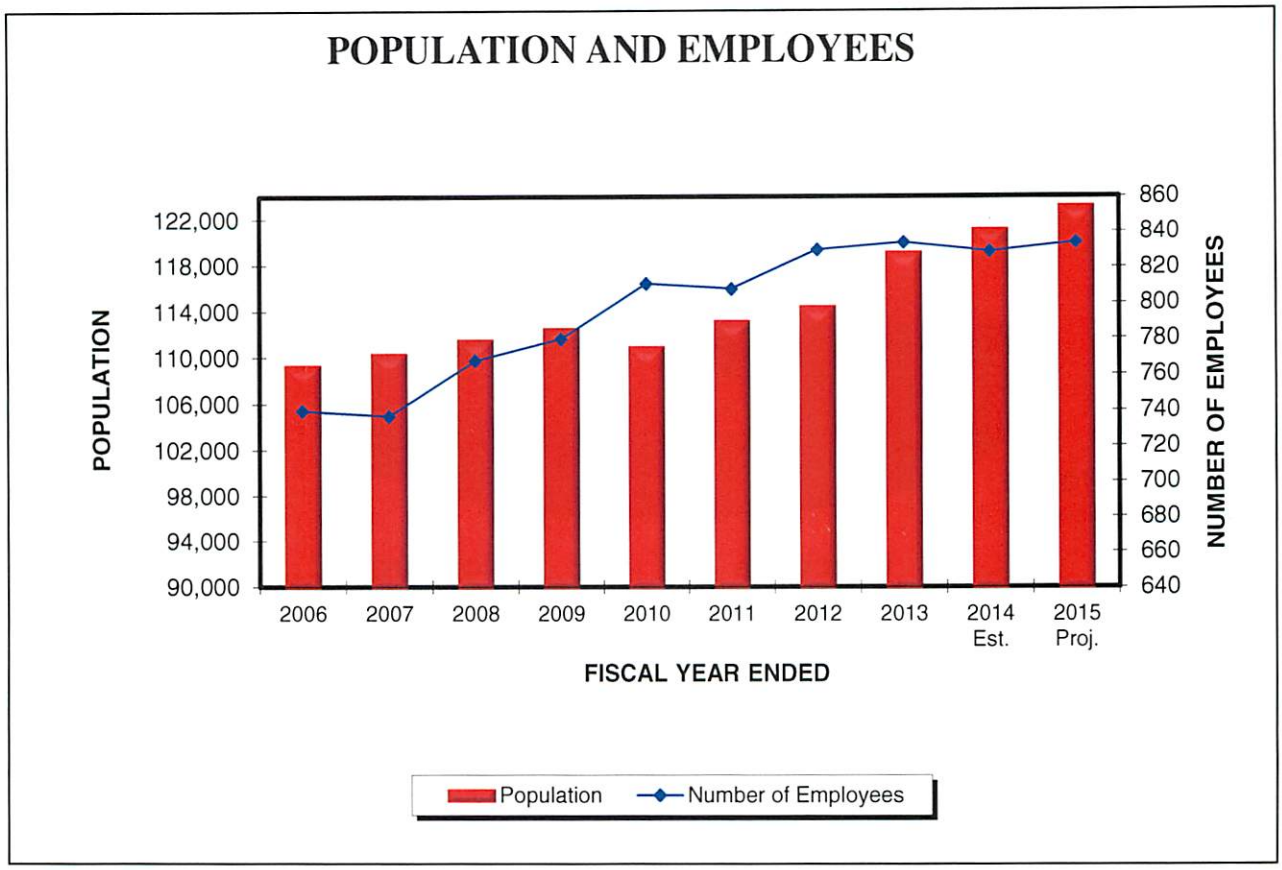
FYE 10 to FYE 11 – Eliminated Assistant to the City Manager, Customer Service Representative I, Forensics Investigator, Forester, Plant Operator and Lab Technician at the WWTP, a Crew Chief, Heavy Equipment Operator and 2 Maintenance Worker I positions in Sewer Line Maintenance, and a Refuse Container Repair Technician and Sanitation Worker I in Sanitation. All Public Safety Sales Tax personnel were moved to a Public Safety Sales Tax Fund from General Fund and 8 Police personnel are added for FYE 11.

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 reclassed 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.

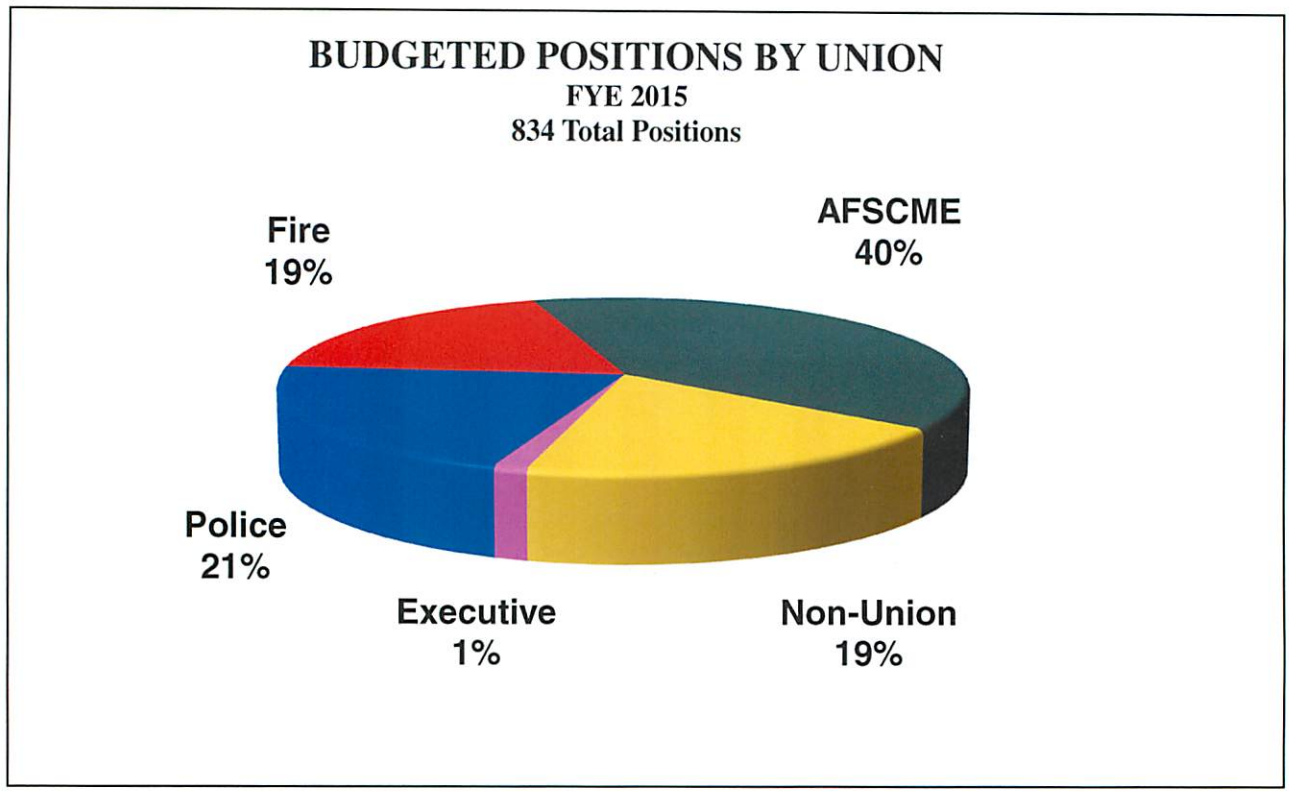
FYE 14 to FYE 15 - Added PT Admin. Tech for I.T., added an Equipment Repair Supervisor for Fleet and a Mechanic II, reclassed PT Kennel Attendant to FT, reclassed a temporary Tennis Recreation Leader to PT, cut 1 CDBG full-time and added a part-time position and added 2 Police Officers in the Public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



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 2015, the City will employ 834 permanent employees, which is 5 more positions budgeted in FYE 2014. Seventy-one positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 834 personnel, the City is budgeting 94 more positions than in FY 2006, or an increase of 12.7%. In 2015, the City of Norman's population is projected to be 123,193, an increase of approximately 12.7% from 2006.

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



Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2014-2015, 834 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (331) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 235 Police Department personnel, of which 173 are members of the Fraternal Order of Police (FOP) union and 44 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 11 department heads and the City Manager of the City of Norman. There are 173 employees that are non-union members including the executive employees.

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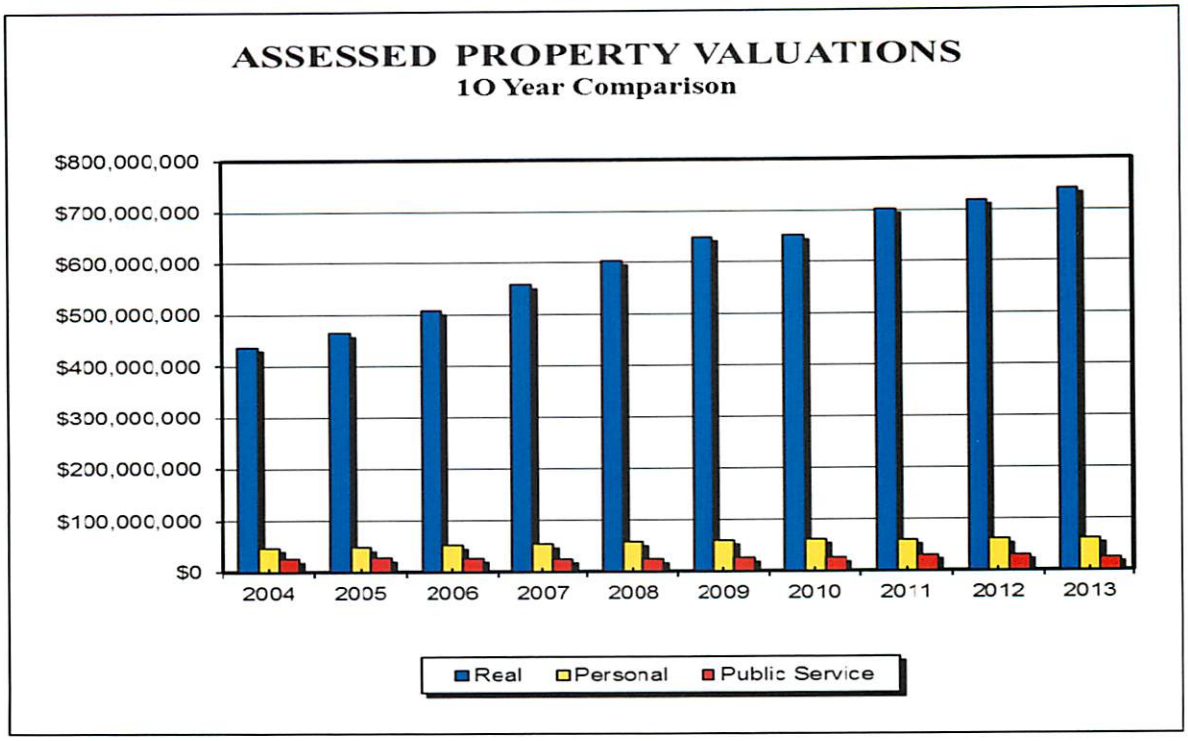
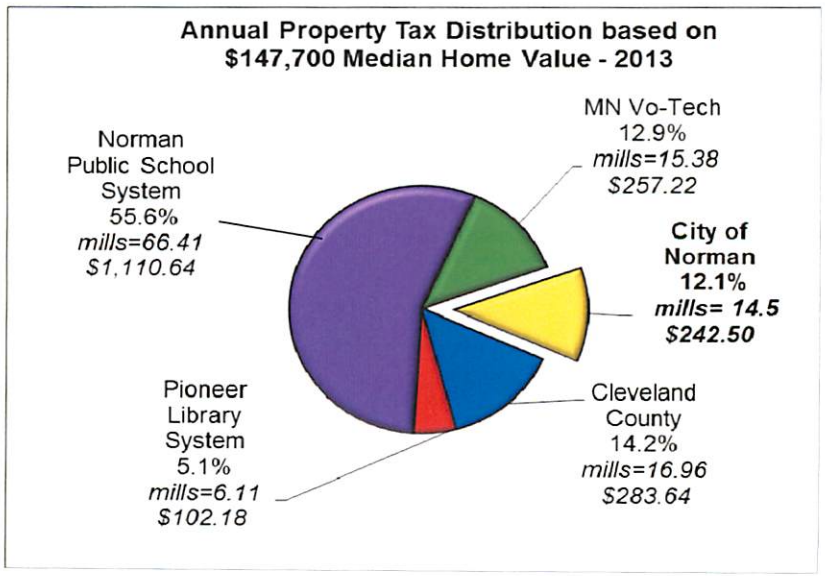
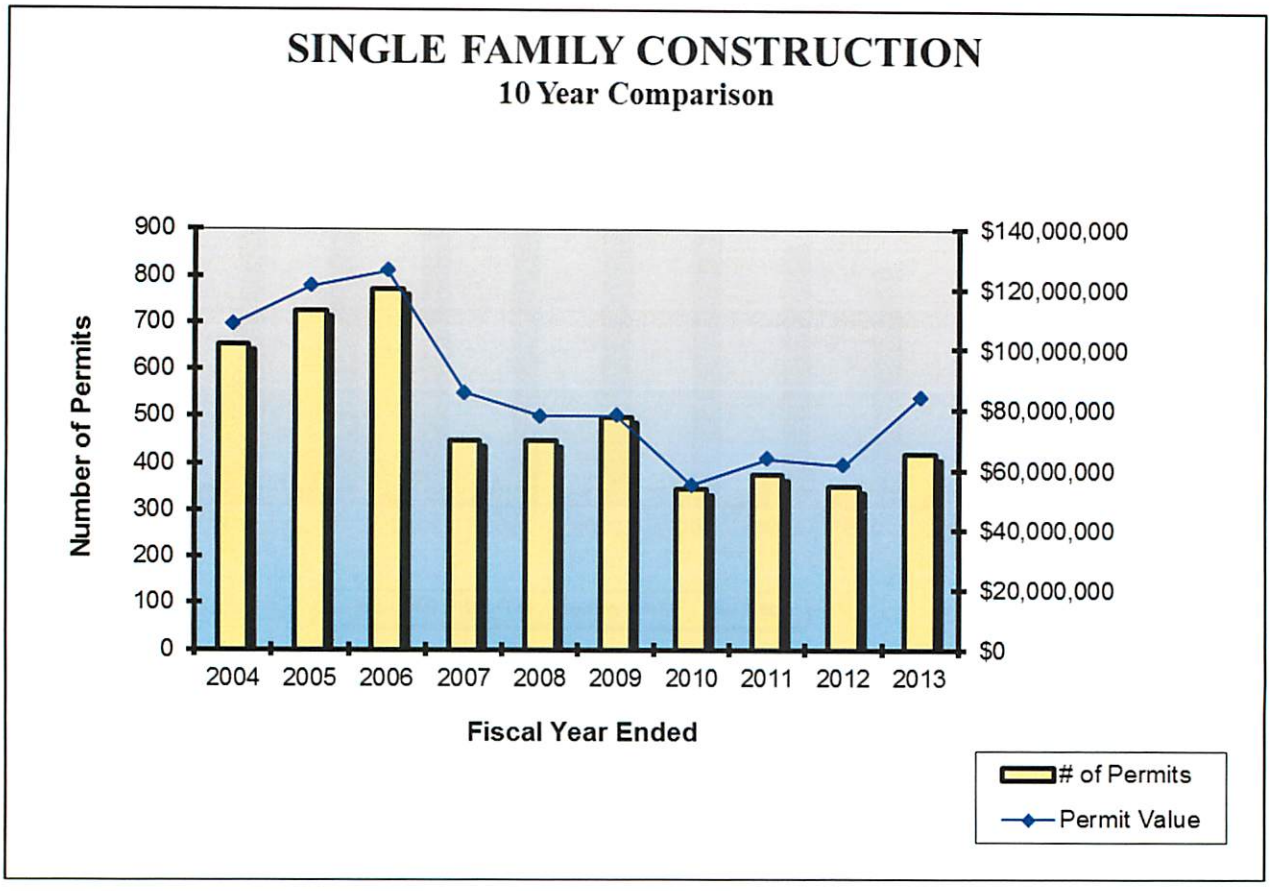


Discussion of the Graph

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 2013 were 14.5 mills or $11,706,870 which is 1.45% 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 $147,700.

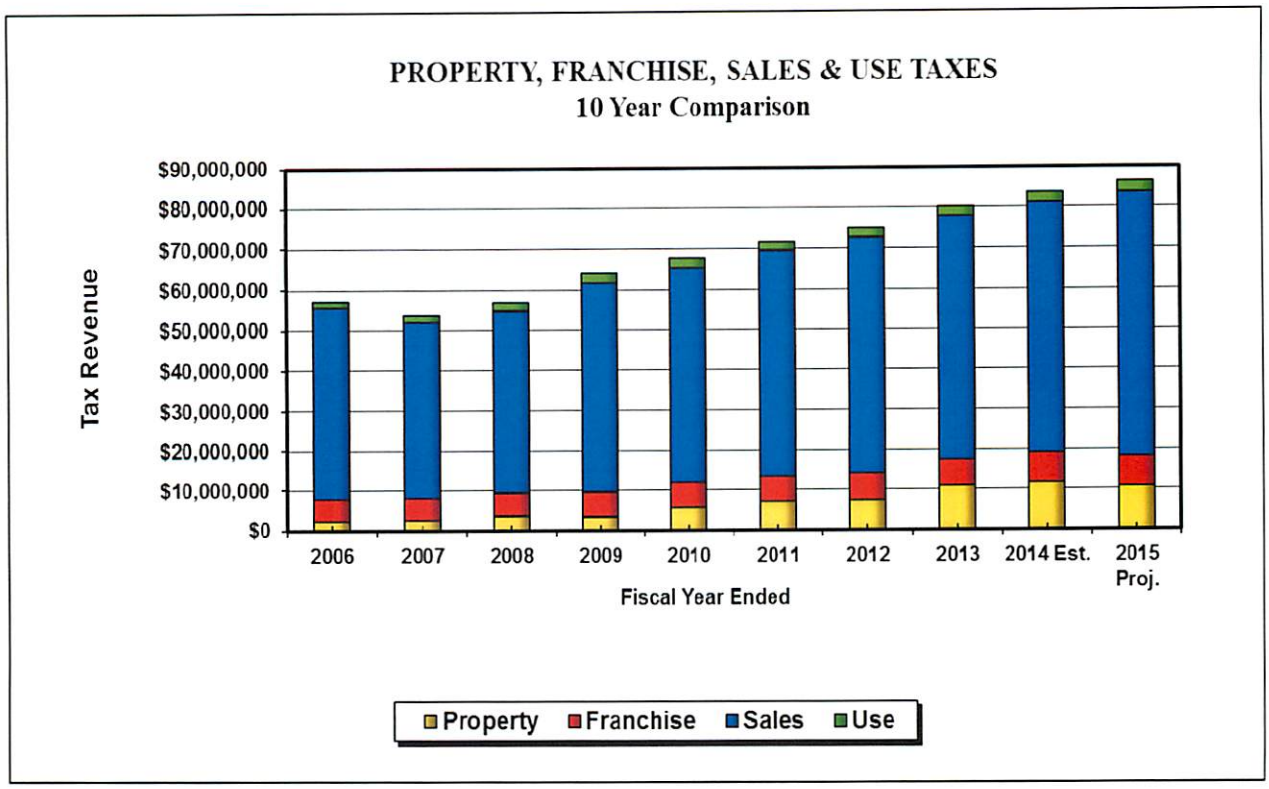
* Real Valuations do not include the homestead exemption





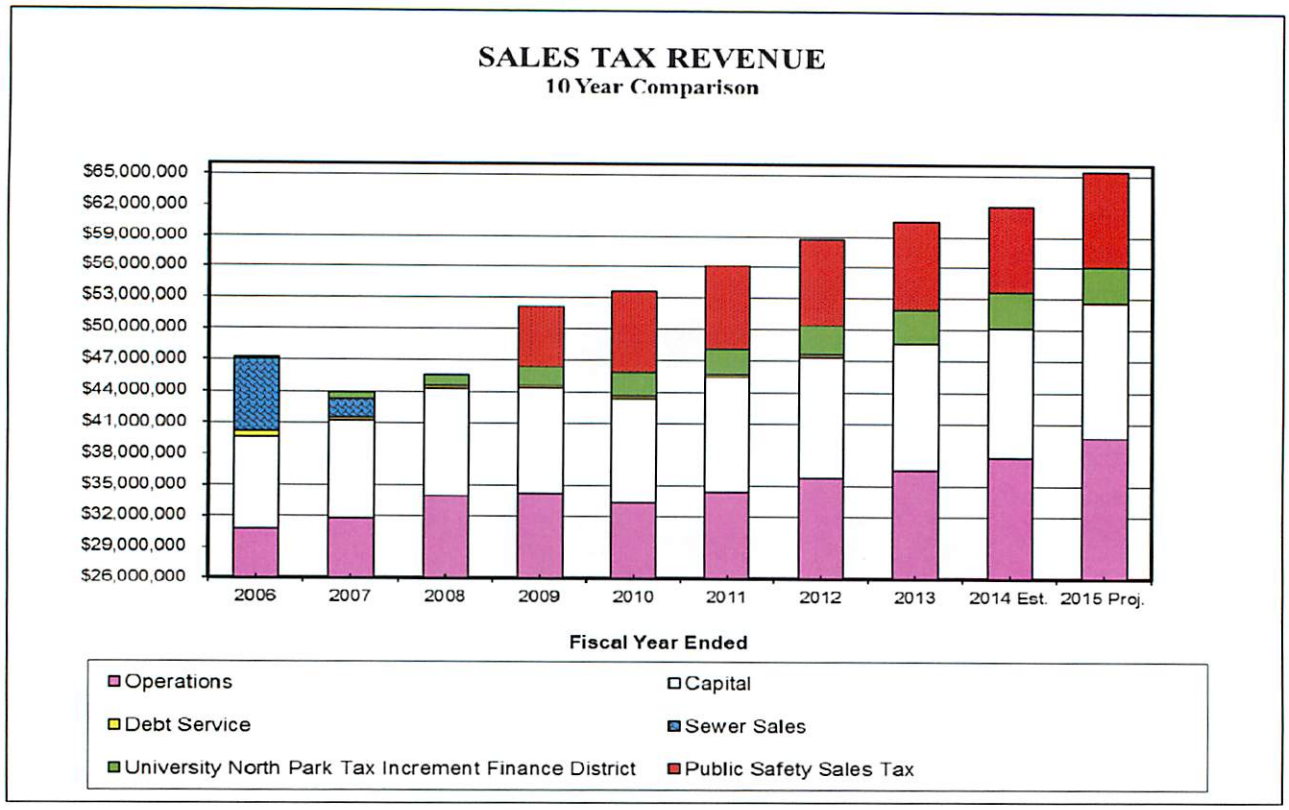
Discussion of the Graph

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



Discussion of the Graph

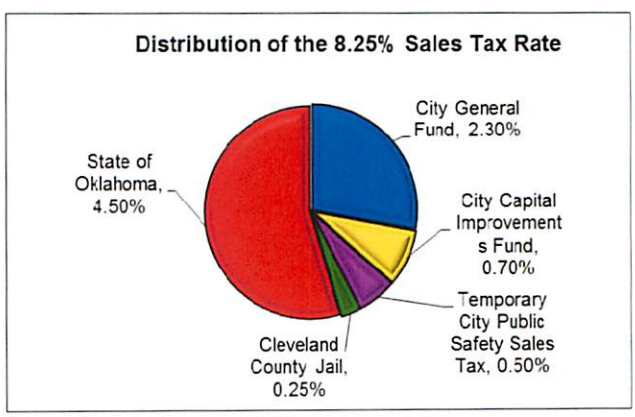
These are the primary tax sources available to the City of Norman. The property tax is used to service bonded debt and court judgments (see graph of Assessed Property Valuations), while the sales, use and franchise taxes are used for General Fund operations and capital (see graphs of General Fund Revenue and Distribution of Sales Tax). The sewer sales tax revenue and tax increment district revenue are included beginning in fiscal year 2002. Tax revenue in FYE 07 is lower than in FYE 06 due to the sewer sales tax ending September 30th, 2006, and due to the payoff of a general obligation bond. 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.



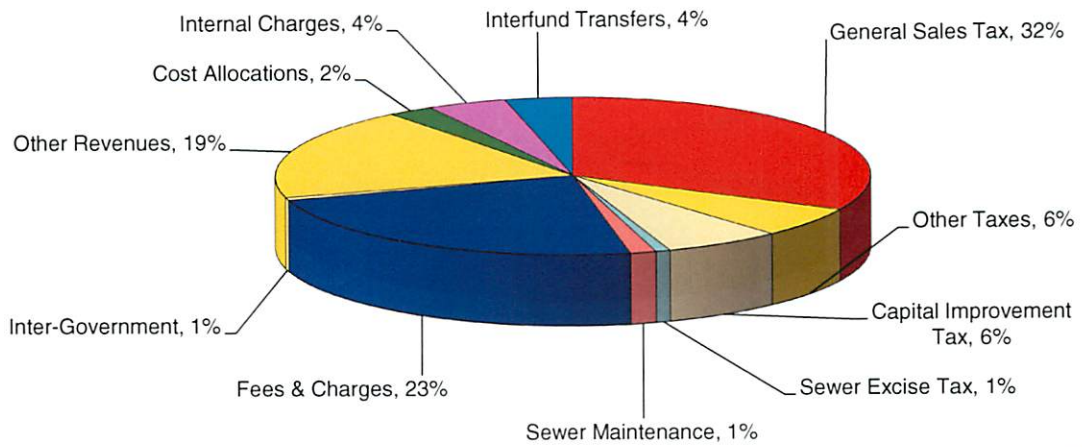
Discussion of the Graph

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 will be completely paid off.

FYE 2015 Projected Figures:	
Operations	$39,653,245
Public Safety	$ 9,359,137
Capital	$12,881,955
Tax Increment Finance	$ 3,552,325
Total	$65,446,662

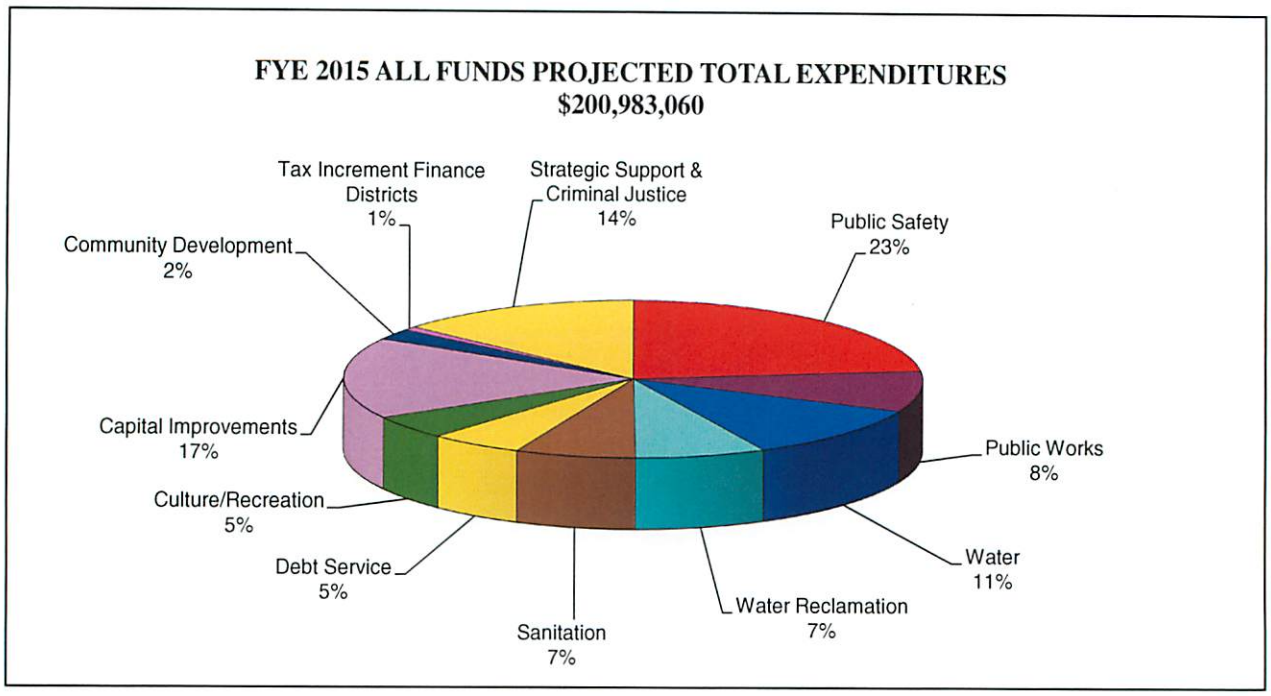


FYE 2015 ALL FUNDS PROJECTED TOTAL REVENUES
$203,133,511



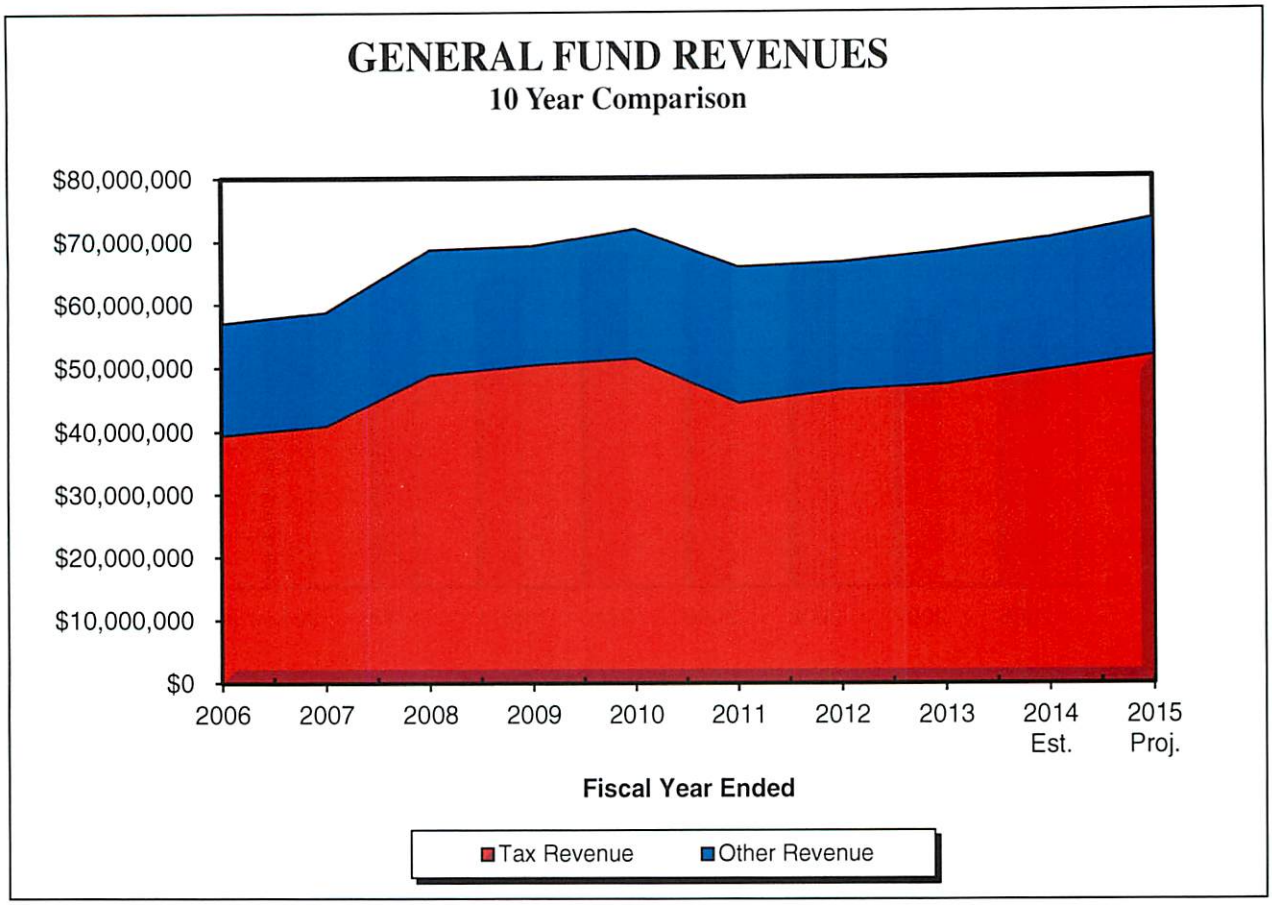
Discussion of the Graph

Budgeted revenues for FYE 2015 of $203,133,511 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.



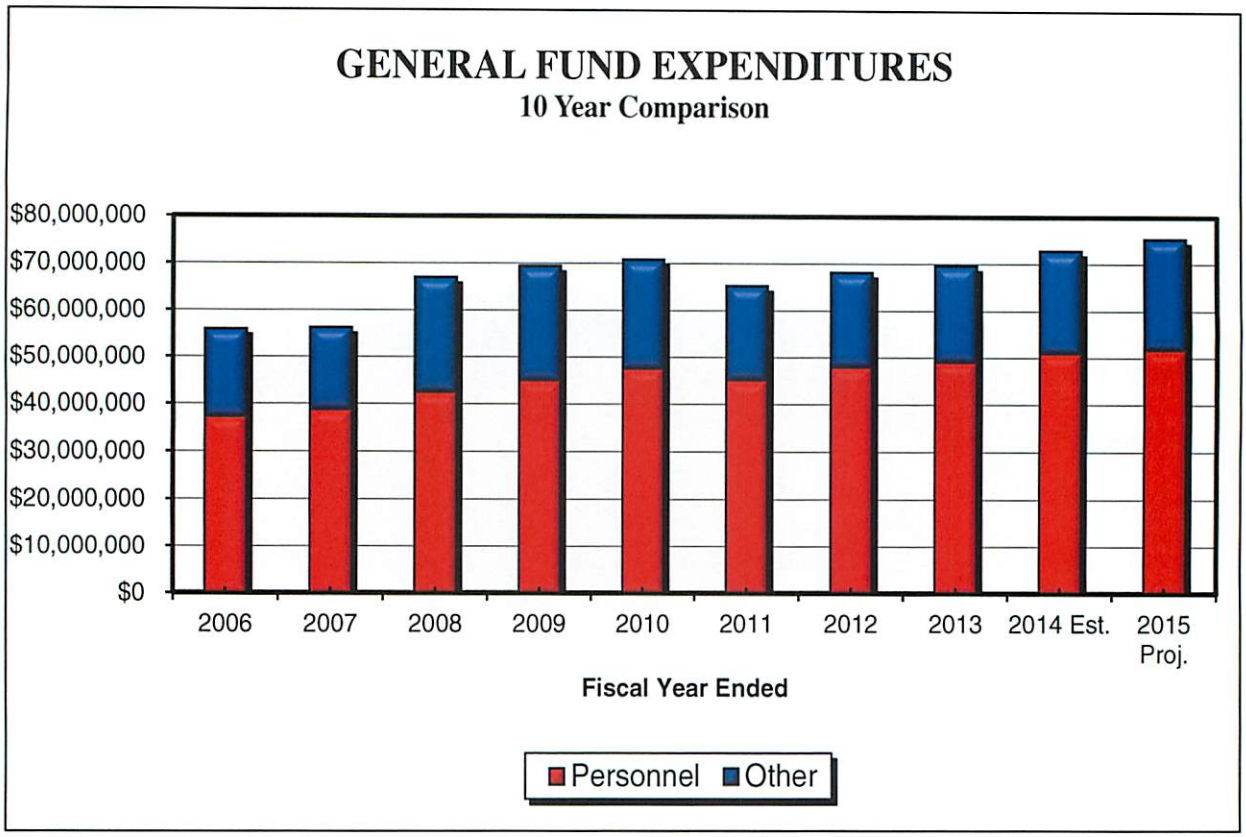
Discussion of the Graph

Budgeted expenditures for FYE 2015 of $200,983,060 are derived from several uses. The largest portion is Public Safety at 23% or $46,540,176. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Capital Improvements is the next largest portion at 17% or $33,735,826. Tax Increment Finance District and Community Development are the two smallest portions of expenditures at 1% or $1,507,716 and 2% or $4,576,130 respectively.



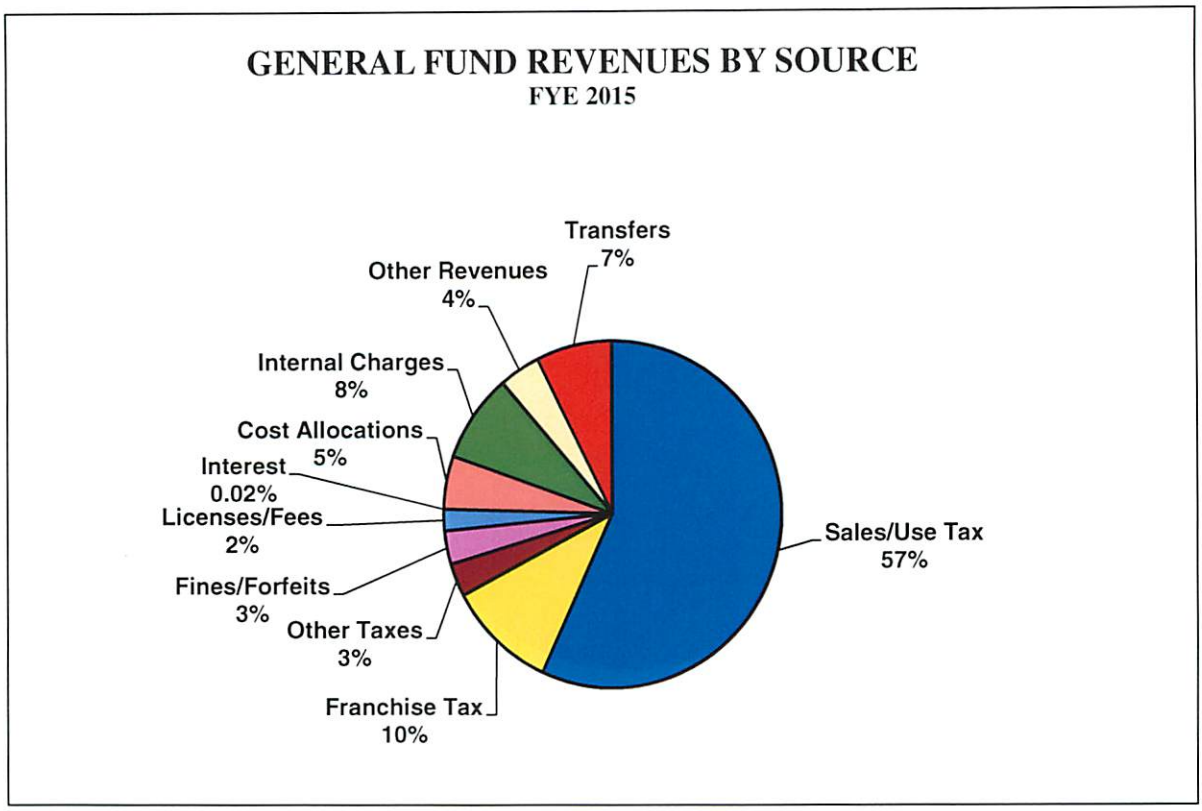
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 69% of total revenues in FYE 2006 to an estimated 70% of total revenues in FYE 2014 and a projected 70% in FYE 2015. 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 13th, 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

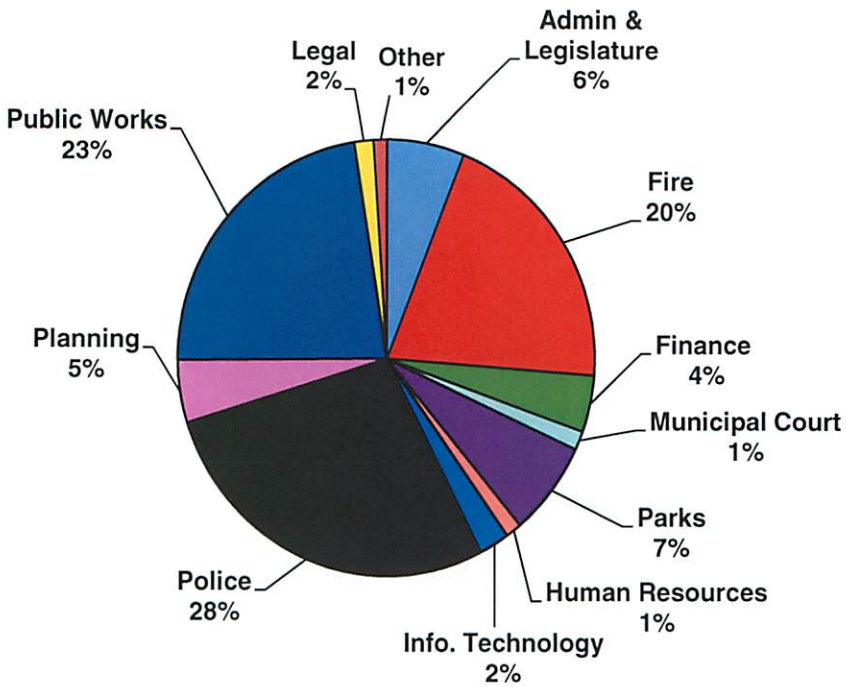
As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 67% of total General Fund expenditures in FYE 2006 and are projected to comprise about 70% of General Fund expenditures in FYE 2015. The significant increase in the 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 70.3% of the General Fund's revenue; sales and use tax represents 57% while franchise taxes represent 10% and other taxes account for 3%. Cost allocations represent 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.

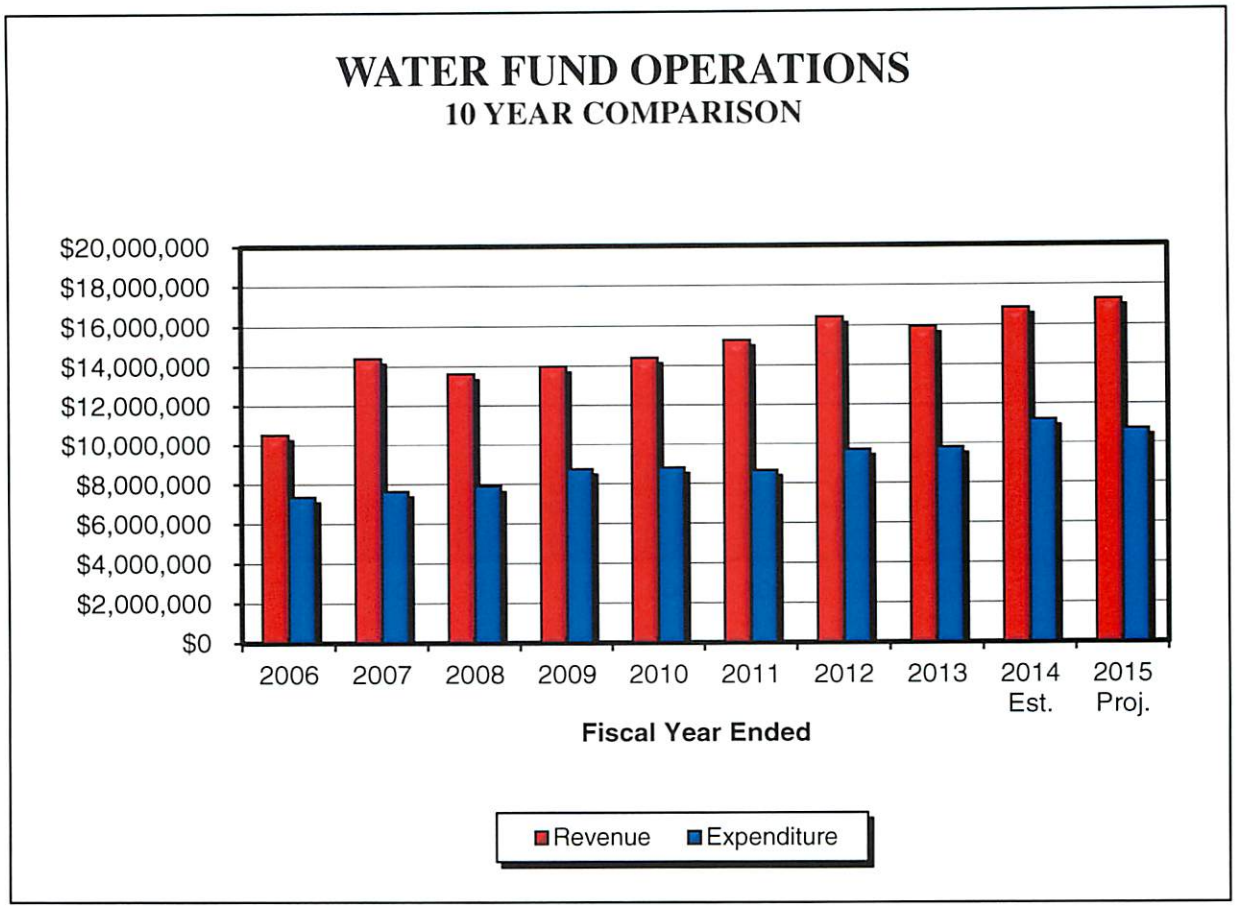
GENERAL FUND EXPENDITURES BY DEPARTMENT
FYE 2015



Discussion of the Graph

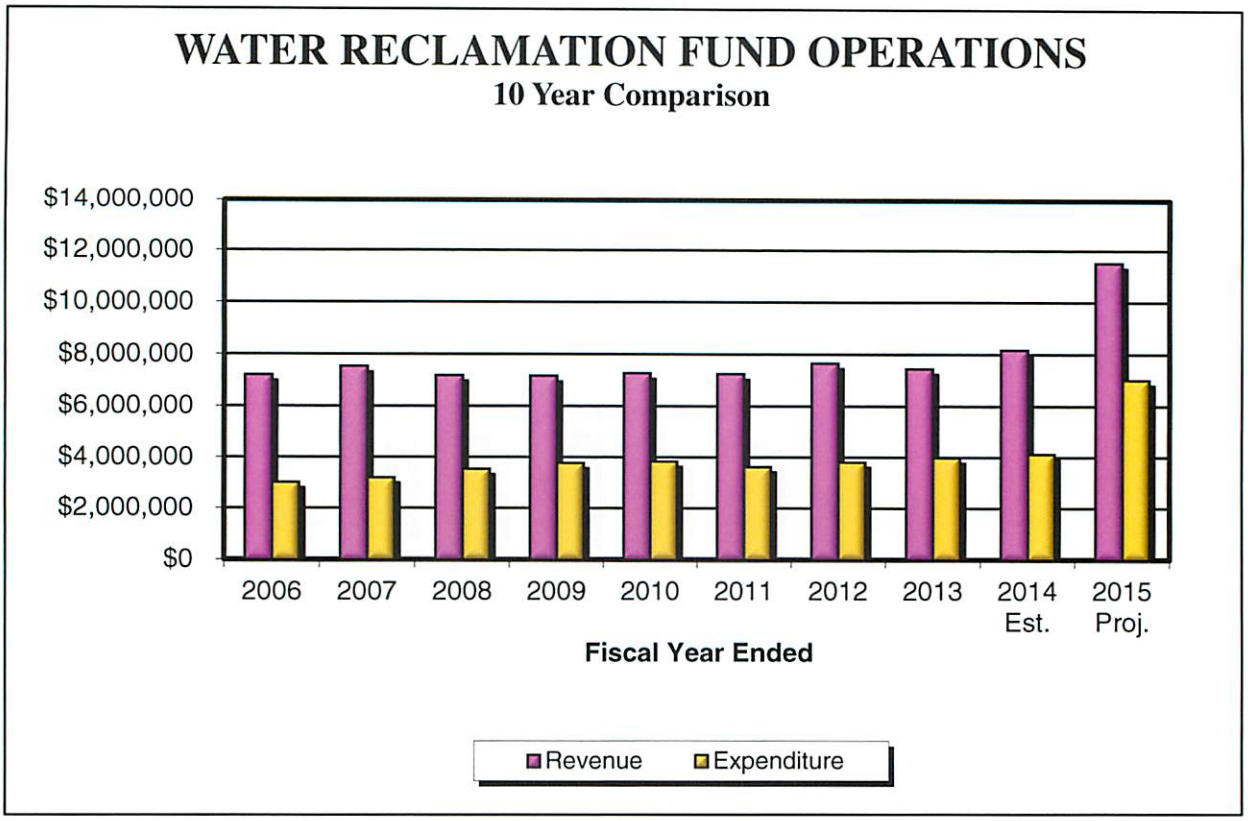
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $20,873,259 or 28% of total General Fund expenditures. This excludes any expenditures from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling $17,008,402 or 23% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 71% of General Fund expenditures.

("Other" includes the Human Rights Commission, Children's Rights Committee, Social & Voluntary Services, Norman Public Library, Firehouse Art Center, Historical Museum, Sooner Theatre, Interfund Transfers, and Santa Fe Depot)



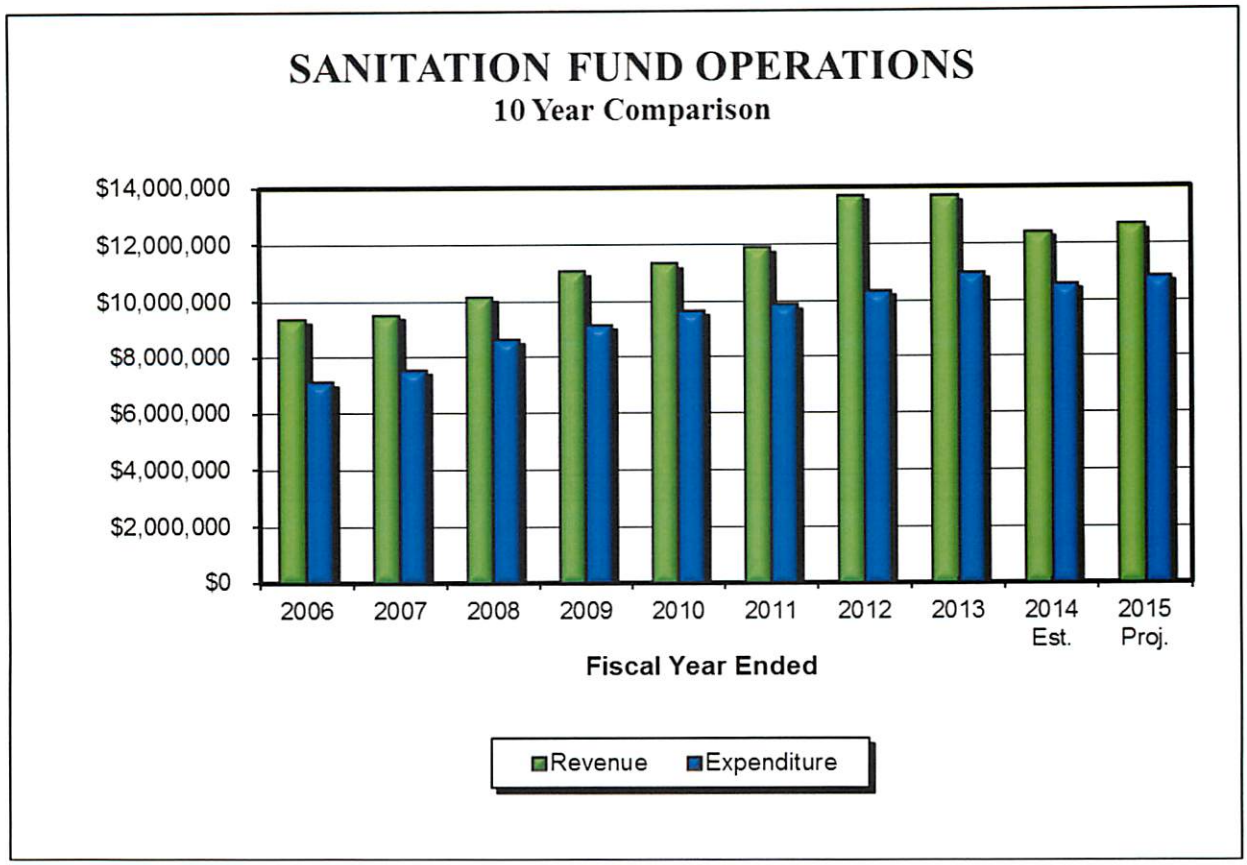
Discussion of the Graph

The Water Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. Any excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. The significant increase in estimated revenue in 2007 is due to a new contract with the University of Oklahoma (OU).



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. Beginning in FYE 2006, revenues from the Water Reclamation Facility Investment Fee are accounted for in the New Development Excise Fund. 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.



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 2005 revenue is due to a voter approved service rate increase on May 11, 2004. The increase in 2012 revenue is due to a voter approved service rate increase on March 1, 2011.

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

	FYE 12 Actual		FYE 13 Actual		FYE 14 Budget		FYE 14 Est.		FYE 15 Proj.
Total Combined Fund Revenues									
Sales Tax	$ 61,170,776	6.1%	$ 62,986,827	3.0%	$ 64,885,165	-0.6%	$ 64,499,495	5.3%	$ 67,910,213
Property Tax	7,931,992	37.4%	11,532,189	-5.5%	10,899,379	12.8%	12,292,123	-8.4%	11,258,825
Other Taxes	11,406,566	10.7%	11,415,110	10.6%	12,626,836	0.8%	12,726,836	3.8%	13,215,141
Fees,User Charges & Fines	46,324,377	-1.4%	45,723,733	-0.1%	45,657,933	0.3%	45,787,690	8.9%	49,882,275
Federal Funds	3,248,191	-64.7%	2,644,527	-56.7%	1,145,853	158.6%	2,963,576	-62.7%	1,105,036
State Funds	62,267	-100.0%	133,958	-100.0%	-	0.0%	64,982	-100.0%	-
Interest Income	749,476	-5.7%	608,426	16.2%	707,000	-2.9%	686,500	-1.0%	679,500
Cost Allocations	13,941,058	3.9%	14,610,135	-0.8%	14,486,097	-67.6%	4,689,975	7.4%	5,037,743
Internal Services	7,350,540	28.2%	7,672,555	22.9%	9,426,097	-22.4%	7,317,884	19.7%	8,763,066
Interfund Transfers	11,534,426	25.0%	10,237,281	40.8%	14,416,392	4.4%	15,049,528	-50.2%	7,500,855
Bond/Loan Proceeds	23,746,995	77.2%	30,522,937	37.8%	42,075,000	0.0%	42,075,000	0.0%	22,525,000
Other	6,231,117	-74.3%	5,467,708	-70.7%	1,600,778	774.2%	13,993,986	9.0%	15,255,857
	$ 193,697,781	12.5%	$ 203,555,386	7.1%	$ 217,926,530	1.9%	$ 222,147,575	-8.6%	$ 203,133,511
Total Combined Fund Expenditures									
Salary / Benefits	$ 64,593,957	7.4%	$ 67,432,223	2.9%	$ 69,359,013	0.5%	$ 69,674,922	1.5%	$ 70,707,375
Supplies / Materials	9,656,143	7.2%	9,249,975	11.9%	10,347,073	1.7%	10,526,759	5.9%	11,142,692
Services / Maintenance	27,589,772	12.1%	28,937,222	6.9%	30,938,351	-35.2%	20,050,376	2.1%	20,473,722
Internal Services	4,371,391	-4.5%	4,906,489	-14.9%	4,175,400	-1.9%	4,097,196	28.2%	5,254,057
Capital Equipment	5,103,406	86.3%	6,493,852	46.4%	9,509,726	68.6%	16,030,513	-50.0%	8,011,764
Capital Projects	24,474,657	141.0%	27,283,153	116.2%	58,987,466	159.9%	153,294,681	-73.4%	40,730,983
Interfund Transfers	11,534,426	25.0%	10,237,281	40.8%	14,416,392	4.4%	15,049,528	-50.2%	7,500,855
Cost Allocation Charges	4,566,476	-1.1%	4,955,125	-8.9%	4,516,155	3.8%	4,689,975	7.4%	5,037,743
Federal Grants	3,282,418	-65.1%	2,257,751	-49.2%	1,145,853	324.6%	4,865,464	-77.3%	1,103,628
Debt Service	10,589,638	90.8%	12,467,828	62.1%	20,206,021	-18.4%	16,486,528	7.2%	17,678,550
Other	2,781,309	-47.8%	1,988,118	-26.9%	1,452,513	799.0%	13,057,569	2.2%	13,341,691
	$ 168,543,593	33.5%	$ 176,209,017	27.7%	$ 225,053,963	45.7%	$ 327,823,511	-38.7%	$ 200,983,060
Net Difference	**$ 25,154,188**		**$ 27,346,369**		**$ (7,127,433)**		**$ (105,675,936)**		**$ 2,150,451**

NET CITY BUDGET
FISCAL YEAR ENDING 2015

FUND	% TOTAL	FYE 15 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 15 BUDGET	NET FYE 14 BUDGET	% CHANGE
General	37.1%	$74,584,177	$0	$5,031,936	$0	$69,552,241	$66,964,240	3.9%
Public Safety Sales Tax	5.0%	10,140,508	0	295,588	1,450,066	8,394,854	8,786,634	-4.5%
Community Development	0.5%	1,040,054	0	4,298	0	1,035,756	1,077,322	-3.9%
Special Grants	0.0%	64,982	0	0	0	64,982	64,982	0.0%
Room Tax	0.9%	1,900,714	85,050	0	206,164	1,609,500	1,298,717	23.9%
Seizures and Restitutions	0.1%	193,722	0	824	0	192,898	151,731	27.1%
Cleet	0.0%	30,505	0	0	0	30,505	30,705	-0.7%
Art In Public Places	0.0%	14,000	0	0	0	14,000	12,000	16.7%
Westwood Park	0.8%	1,531,863	0	49,880	0	1,481,983	1,458,254	1.6%
Water	11.1%	22,268,513	1,646,039	523,720	768,529	19,330,225	18,085,636	6.9%
Water Reclamation	5.6%	11,173,201	1,788,898	490,303	514,655	8,379,345	20,388,699	-58.9%
Sewer Maintenance	1.4%	2,828,812	0	0	0	2,828,812	9,900,175	-71.4%
New Development Excise	0.4%	805,397	0	0	0	805,397	9,127,019	-91.2%
Sewer Sales Tax Capital	0.0%	0	0	0	0	0	13,009	-100.0%
Sanitation	6.8%	13,600,461	1,297,515	2,366,317	0	9,936,629	9,196,594	8.0%
Risk Management	7.5%	14,976,284	0	0	0	14,976,284	14,786,662	1.3%
Capital Improvement	16.8%	33,735,825	0	200	3,807,946	29,927,679	26,002,686	15.1%
Park Land and Development	0.1%	137,500	0	0	0	137,500	35,000	292.9%
University North Park TIF	0.8%	1,507,717	220,241	0	0	1,287,476	1,043,809	23.3%
General Debt Service	5.2%	10,448,825	0	0	753,495	9,695,330	10,205,837	-5.0%
Arterial Roads Recoupment	0.0%	0	0	0	0	0	0	0.0%
	100.0%	$200,983,060	$5,037,743	$8,763,066	$7,500,855	$179,681,396	$198,629,711	-9.5%

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2015 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

		REVENUES			EXPENDITURES						
CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES	REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
GOVERNMENTAL FUNDS											
General	$3,189,950	$68,116,876	$5,357,736	$73,474,612	$75,384,178	$0	$75,384,178	($800,000)	$74,584,178	(1,109,566)	2,080,384
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	5,735,723	9,753,349	0	9,753,349	8,690,441	1,450,066	10,140,507	0	10,140,507	(387,158)	5,348,565
Room Tax	501,943	1,701,000	0	1,701,000	1,694,550	206,164	1,900,714	0	1,900,714	(199,714)	302,229
Seizures and Restitutions	603,243	92,500	0	92,500	193,722	0	193,722	0	193,722	(101,222)	502,021
Cleet	27,243	32,000	0	32,000	30,505	0	30,505	0	30,505	1,495	28,738
Art in Public Places	2,537	14,000	0	14,000	14,000	0	14,000	0	14,000	0	2,537
Park Land and Development	791,851	100,000	0	100,000	137,500	0	137,500	0	137,500	(37,500)	754,351
Westwood Park	0	1,257,938	296,739	1,554,677	1,531,863	0	1,531,863	0	1,531,863	22,814	22,814
Net Revenue Stabilization	2,541,653	0	292,885	292,885	0	0	0	0	0	292,885	2,834,538
GRANT FUNDS											
Community Development	30,667	1,040,054	0	1,040,054	1,040,054	0	1,040,054	0	1,040,054	0	30,667
Special Grants	0	64,982	0	64,982	64,982	0	64,982	0	64,982	0	0
ENTERPRISE FUNDS											
Water	6,978,404	18,498,862	0	18,498,862	21,559,673	768,529	22,328,202	(59,688)	22,268,514	(3,769,652)	3,208,752
Water Reclamation	4,688,286	12,194,977	0	12,194,977	10,705,919	514,655	11,220,574	(47,373)	11,173,201	1,021,776	5,710,062
Sewer Maintenance	0	2,856,280	0	2,856,280	2,828,812	0	2,828,812	0	2,828,812	27,468	27,468
New Development Excise	765,206	1,800,000	0	1,800,000	805,397	0	805,397	0	805,397	994,603	1,759,809
Sewer Sales Tax Capital	0	0	0	0	0	0	0	0	0	0	0
Sanitation	3,640,200	12,698,825	0	12,698,825	13,600,461	0	13,600,461	0	13,600,461	(901,635)	2,738,564
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	184,803	14,565,862	753,495	15,319,357	14,976,284	0	14,976,284	0	14,976,284	343,073	527,876
CAPITAL PROJECTS FUND											
Capital Improvements	7,221,442	35,991,502	800,000	36,791,502	29,927,878	3,807,946	33,735,824	0	33,735,824	3,055,678	10,277,120
University North Park TIF	10,235,051	4,404,826	0	4,404,826	1,507,717	0	1,507,717	0	1,507,717	2,897,109	13,132,160
Arterial Roads Recoupment	231,914	0	0	0	0	0	0	0	0	0	231,914
DEBT SERVICE FUNDS											
General Debt Service	9,572,285	10,448,825	0	10,448,825	9,695,330	753,495	10,448,825	0	10,448,825	0	9,572,285
G. O. Bonds	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL ALL FUNDS	$56,942,401	$195,632,658	$7,500,855	203,133,513	$194,389,266	$7,500,855	$201,890,121	($907,061)	$200,983,060	$2,150,454	$59,092,854
Less: Interfund Transfers	0	0	(7,500,855)	(7,500,855)	0	(7,500,855)	(7,500,855)	0	(7,500,855)	0	0
Internal Service Charges	0	(8,763,066)		(8,763,066)	(8,763,066)	0	(8,763,066)	0	(8,763,066)	0	0
Cost Allocation Charges	0	(5,037,743)	0	(5,037,743)	(5,037,743)	0	(5,037,743)	0	(5,037,743)	0	0
Total Deductions	$0	($13,800,809)	($7,500,855)	(21,301,664)	($13,800,809)	($7,500,855)	($21,301,664)	$0	($21,301,664)	$0	$0
NET TOTAL ALL FUNDS	$56,942,401	$181,831,849	$0	181,831,849	$180,588,457	$0	$180,588,457	($907,061)	$179,681,396	$2,150,454	$59,092,854

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2015

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	$51,688,225	$5,132,456	$0	$12,500	$1,516,316	$3,665,839	$6,101,539	$5,357,736	$73,474,611	$1,109,566	$74,584,177
Net Revenue Stabilization	0	0	0	0	0	0	0	292,885	292,885	0	292,885
Public Safety Sales Tax	9,703,349	0	0	50,000	0	0	0	0	9,753,349	0	9,753,349
Community Development	0	0	1,040,054	0	0	0	0	0	1,040,054	0	1,040,054
Special Grants	0	0	64,982	0	0	0	0	0	64,982	0	64,982
Room Tax	1,699,500	0	0	1,500	0	0	0	0	1,701,000	0	1,701,000
Seizures and Restitutions	0	77,000	15,000	500	0	0	0	0	92,500	101,222	193,722
CLEET			32,000	0	0	0	0	0	32,000	0	32,000
Art in Public Places	0	0	0	0	14,000	0	0	0	14,000	0	14,000
Westwood Park	0	1,250,438	0	7,500	0	0	0	296,739	1,554,677	0	1,554,677
Water	0	16,526,698	0	120,000	1,086,538	765,626	0	0	18,498,862	3,769,652	22,268,514
Water Reclamation	0	11,538,699	0	50,000	0	606,278	0	0	12,194,977	0	12,194,977
Sewer Maintenance	0	2,856,280	0	0	0	0	0	0	2,856,280	0	2,856,280
New Development	1,600,000	0	0	200,000	0	0	0	0	1,800,000	0	1,800,000
Sewer Sales Tax Capital	0	0	0	0	0	0	0	0	0	0	0
Sanitation	0	12,668,825	0	30,000	0	0	0	0	12,698,825	901,636	13,600,461
Capital Improvement	12,881,955	0	0	150,000	22,959,547	0	0	800,000	36,791,502	0	36,791,502
Park Land and Development	0	85,000	0	15,000	0	0	0	0	100,000	0	100,000
Univesity North Park TIF	4,387,325	0	0	17,500	0	0	0	0	4,404,825	0	4,404,825
General Debt Service	10,423,825	0	0	25,000	0	0	0	0	10,448,825	0	10,448,825
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0	0
Risk Management / Insurance	0	0	0	0	11,904,335	0	2,661,527	753,495	15,319,357	0	15,319,357
	$92,384,179	$50,135,396	$1,152,036	$679,500	$37,480,736	$5,037,743	$8,763,066	$7,500,855	$203,133,511	$5,882,076	$209,015,587

CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2015

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocations	Interfund Transfers	Other	Total
General	$51,833,046	$5,342,969	$9,698,098	$3,478,128	$0	$5,031,936	$0	$0	($800,000)	$74,584,177
Public Safety Sales Tax	6,447,407	106,259	237,627	1,603,560	0	295,588	0	1,450,066	0	10,140,507
Community Development	300,247	3,651	680,058	1,800	50,000	4,298	0	0	0	1,040,054
Special Grants	59,482	1,000	4,500	0	0	0	85,050	0	0	150,032
Room Tax	0	0	1,275,000	0	334,500	0	0	206,164	0	1,815,664
Seizures & Restitutions	86,047	11,470	95,381	0	0	824	0	0	0	193,722
CLEET	0	0	30,505	0	0	0	0	0	0	30,505
Art In Public Places	0	0	14,000	0	0	0	0	0	0	14,000
Westwood Park	848,070	118,077	219,097	90,575	0	49,880	1,646,039	0	206,164	3,177,902
Water	3,979,243	1,580,706	3,057,196	471,186	8,158,900	523,720	1,788,898	768,529	2,082,994	22,411,372
Water Reclamation	3,158,200	510,124	1,225,292	590,110	140,000	385,072	0	514,655	2,860,850	9,384,303
Sewer Maintenance	74,713	2,074	2,025	0	2,750,000	0	0	0	0	2,828,812
New Development Excise	0	0	1,000	0	0	0	0	0	804,397	805,397
Sewer Sales Tax Capital	0	0	0	0	0	0		0	0	0
Sanitation	4,017,741	81,429	3,104,806	1,778,205	310,000	2,366,317	1,297,515	0	644,448	13,600,461
Capital Improvement	921,654	0	16,166	0	28,989,860	200	0	3,807,946	0	33,735,826
Park Land & Development	0	0	0	0	137,500	0	220,241	0	0	357,741
University North Park TIF	0	0	10,171	0	0	0	0	0	1,277,304	1,287,475
General Debt Service	0	0	0	0	0	0	0	753,495	9,695,331	10,448,826
Risk Management / Insurance	334,363	0	14,641,921	0	0	0	0	0	0	14,976,284
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0
Total	$72,060,213	$7,757,759	$34,312,843	$8,013,564	$40,870,760	$8,657,835	$5,037,743	$7,500,855	$16,771,488	$200,983,060

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 14) 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 legal debt limit is approximately $192,712,000, 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 a proposed 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 2015

November	19	Council Work Session on Capital Budget to identify Council priorities
	20	Finance Committee meeting to discuss budget process for FYE 2015
December	6	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	6	First Draft Capital Project forms due to Planning
	6-10	Budget Staff meets with individual departments
	13	Finance/City Manager begin review of reserve/budget policies
		Health Insurance recommendation
	13	All Computer/I.T. related request forms due to Budget for disbursement to I.T.
	27	Base Budget Adjustment Requests due
	31	Last day to make changes to Base Budgets
February	3	Personnel Adjustment & Fleet Request forms due to Budget
		New/Expanded Program Request forms due to Budget
		Revenue projections due to Accounting
		2nd Draft Capital Project forms due to Planning
	17	Preliminary Fund Summaries due
	19	Council Finance Committee meeting for outside agency funding requests
	24	Fleet Capital Equipment/Vehicle recommendations due to Finance
		Personnel Adj. recommendations due to Budget from Human Resources
		Computer Equipment recommendations due to Budget from I.T.
	25	Council Retreat - Capital Budget (if necessary)
	28	Mid-Year Amendments/Adjustments sent to Council
March	3	Updated Dept./Div. Summary forms & Performance Measurement forms due
		Final Capital Project forms due to Planning (last day to make changes)
	7	Department Head Retreat to prioritize and rank department requests
	10-14	City Manager review of all Funds
		City Manager meets with department heads to review budget
	17	Finance begins compilation of budget data
	28	City Manager wrap up and proposal of budget
		Last day to make changes / additions to operating budget
		Capital Project Schedules due to Finance from Planning
April	9	Preliminary Budget to Print Shop
	11	Council & Staff receive preliminary budget document
	15	Council Study Session - Overview, General Fund and Special Revenue Funds
		Budget Impact Information relative to Collective Bargaining Units' Proposals
	29	Council Study Session for Enterprise Funds
May	6	Council Study Session for Capital Funds
	20	Publish budget summary in newspaper announcing Public Hearing
	27	Public Hearing at Council meeting
June	3	Council Study Session Labor Relations Update/Deliberations (Closed Session)
	10	Council considers budget for adoption
	20	Final Budget to Print Shop for printing/binding
	27	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2015

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 revised budget are filed in the City Clerk's office and the Norman Public Library. Additional or supplemental information is available upon request.

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

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

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

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

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

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

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

FUNDING SOURCES FOR EACH DEPARTMENT

	Governmental Funds				Proprietary Funds	
Divisions	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Internal Service Fund
City Clerk	GF					
City Council	GF					
City Manager	GF					
Finance	GF					
Fire	GF					
Human Resources	GF					
Information Technology	GF					
Legal	GF					
Municipal Court	GF					
Parks & Recreation	GF					
Planning & Development	GF					
Police & Emergency Communications	GF					
Public Works	GF					
Non-Departmental	GF					
Net Revenue Stabilization (Rainy Day)	GF					
CLEET		SR				
Community Development		SR				
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;

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
- Stormwater Drainage and Flood Control

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

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

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

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

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

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

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 15 Budget

The Fiscal Year Ending June 30, 2015 (FYE 15) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 3,189,950
Current Revenues & Interfund Transfers	73,474,611
Total Available Resources	76,664,561
Current Expenditures & Interfund Transfers	(74,584,177)
Estimated Ending Fund Balance	$ 2,080,384

In the City's Comprehensive Annual Financial Report, (page 72) for Fiscal Year ending June 30, 2013, 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, 2013	$ 2,782,642
Encumbrances outstanding	2,169,070
Fund summary cash balance (see page 57)	4,951,712
Current year accruals	5,960,618
Rainy Day Fund Balance	1,510,323
Total fund balances – fund balance sheet, June 30, 2013	$ 12,422,653

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 15 sales tax is being projected at a 4.9% increase over estimated FYE 14 collections, and from the FYE 14 Budget. Other revenues such as use tax, franchise fees, and other taxes are projected at a 3% increase from FYE 14 estimated figures. Licenses and permit fees are projected at a 1.3% increase from FYE 14 estimated figures. Fines and forfeitures are estimated at a 1% increase and service fees and charges are estimated at a 76% increase from FYE 14 estimated figures.

New and increased revenues were added to the FYE 15 Budget as follows:

- $40,000 for increase in oil and gas inspections and application fees
- $52,000 for increase in recreation fees and rentals
- $500,000 for a new Municipal Court Technology Fee
- $200,000 for increase in Campus Corner parking meter revenues
- $70,000 one-time increase for the sale of fleet (right-sizing disposal sale
- $300,000 one-time increase to sales tax from the Oklahoma Tax Commission

FYE 15 expenditures are projected based on a line-item analysis within each department. Several cost-containment actions have been adopted in the FYE 15 General Fund budget. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but does include merit increases.

Department / Division	Added Positions
Infomation Technology	Part-time Administrative Technician
Information Technology	System Support Technician
Public Works / Fleet Admin	Administration Technician
Public Works / Fleet Maintenance	Mechanic II
Public Works / Fleet Maintenance	Equipment Repair Supervisor
Police / Animal Welfare	Part-time Kennel Attendant reclassed to full-time
Parks/ Recreation	Temporary Tennis Shop Attendant reclassed to part-time

Department / Division	Deleted Positions
Finance / Accounting	Municipal Accountant reclassed to IT System Support Technician above
Public Works / Fleet Maintenance	Auto Parts Assistant reclassed to Admin Tech above
Public Works / Fleet Maintenance	Auto Parts Specialist

An 8.7 % increase in supplies and materials and a 16% increase in services and maintenance cost from FYE 14 Budget figures are proposed for FYE 15. Internal service costs were increased by 32% from the FYE 14 Budget. These increases related mostly to increased costs for computer system maintenance contracts and operation of the City's compressed natural gas fueling facility.

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 5% from FYE 14 Budget and Estimate to FYE 15. Projections for FYE 15 through FYE 19 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 14 Estimate to FYE 15 Projected, while other major revenues are projected to increase at various rates due to an increase in fees and one-time revenues mentioned on the previous page.

- 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 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 15 net expenditures represent an approximate 4.8% increase from FYE 14 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 14, except Internal Services, which is projected at a 2% increase after FYE 14. Salaries and Benefits are projected at a 1% increase from FYE 14 to FYE 15 and a 5% annual increase after FYE 15.

Summary

The FYE 15 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by $1,109,566. Estimated year-end reserves of $2,080,384 are $10,971 short of required reserve levels. Future actions will need to be taken to bring ongoing revenues in line with expenditures.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$6,349,460	$3,759,143	$4,951,712	$3,189,950	$2,080,384	$1,493,448	$402,319	($1,286,152)
2								
3 Revenues:								
4 Sales Tax	36,557,908	37,767,030	37,767,030	39,653,245	41,318,681	43,054,066	44,862,336	46,746,555
5 State Use Tax	2,081,559	2,057,611	2,057,611	2,119,339	2,182,919	2,248,407	2,315,859	2,385,335
6 Franchise Fees	6,572,685	7,426,300	7,426,300	7,649,089	7,878,562	8,114,919	8,358,366	8,609,117
7 Other Tax	2,057,792	2,200,536	2,200,536	2,266,552	2,334,549	2,404,585	2,476,723	2,551,025
8 Fines/Forfeitures	2,381,844	2,253,918	2,253,918	2,276,457	2,906,182	2,993,367	3,083,168	3,175,663
9 Interest/Investment Income	(1,500)	40,000	12,500	12,500	12,500	12,500	12,500	12,500
10 Other Revenues	1,100,982	1,041,971	1,191,971	1,516,316	1,531,479	1,546,794	1,562,262	1,577,885
11 License/Permit Fees	1,211,582	1,303,243	1,450,000	1,468,500	1,483,185	1,498,017	1,512,997	1,528,127
12 Service Fees and Charges	1,370,280	788,955	788,955	1,387,500	1,401,375	1,415,389	1,429,543	1,443,838
13 Cost Allocation Chrgs.	3,696,383	3,518,192	3,518,192	3,665,839	3,702,497	3,739,522	3,776,918	3,814,687
14 Internal Chrgs.	5,520,321	5,933,121	5,933,121	6,101,539	6,223,570	6,348,041	6,475,002	6,604,502
15								
16 Subtotal	62,549,836	64,330,877	64,600,134	68,116,876	70,975,499	73,375,607	75,865,674	78,449,233
17								
18 I/F Transf - Water	694,318	750,228	750,228	768,529	787,284	806,502	826,196	846,378
19 I/F Transf - Wastewater	345,123	381,226	381,226	514,655	524,948	535,447	546,156	557,079
20 I/F Transf - CIP (St Maint)	230,895	227,850	227,850	239,243	251,205	263,765	276,953	0
22 I/F Transf - Capital Outlay	3,167,939	3,147,296	4,100,486	3,478,128	3,624,209	3,776,426	3,935,036	4,100,307
23 I/F Transf - PSST Fd	1,254,340	339,291	339,291	357,181	0	0	0	0
24 I/F Transf - Insurance	78,262	0	22,547	0	0	0	0	0
25								
26 Subtotal	5,770,877	4,845,891	5,821,628	5,357,736	5,187,646	5,382,140	5,584,341	5,503,764
27								
28 Total Revenue	68,320,713	69,176,768	70,421,762	73,474,611	76,163,145	78,757,746	81,450,015	83,952,998
29								
30 Expenditures:								
31 Salary / Benefits	49,188,379	51,314,332	51,120,737	51,833,046	54,424,698	57,145,933	60,003,230	63,003,391
32 Supplies/Materials	5,618,242	6,268,353	6,352,921	6,813,058	6,881,189	6,950,000	7,019,500	7,089,695
33 Services/Maintenance	6,805,822	7,148,728	8,506,015	8,303,862	8,386,901	8,470,770	8,555,477	8,641,032
34 Internal Services	3,235,427	2,692,463	2,738,534	3,561,847	3,633,084	3,705,746	3,779,861	3,855,458
35 Capital Equipment	3,167,939	3,147,296	4,100,486	3,478,128	3,624,209	3,776,426	3,935,036	4,100,307
36								
37 Subtotal	68,015,809	70,571,172	72,818,693	73,989,941	76,950,081	80,048,875	83,293,104	86,689,884
38								
39 Audit Adjustments/Encumbrances	320,857	0	0	0	0	0	0	0
40 I/F Transf - Westwood	49,756	79,978	74,850	0	0	0	45,382	74,171
44 I/F Transf - PSST Fd	1,254,340	0	0	0	0	0	0	0
45 Debt Service	77,699	0	0	0	0	0	0	0
46 Two Percent Reserve		1,334,077	0	1,394,236	0	0	0	0
47								
48 Subtotal	1,702,652	1,414,055	74,850	1,394,236	0	0	45,382	74,171
49								
50 Total Expenditures	69,718,461	71,985,227	72,893,543	75,384,177	76,950,081	80,048,875	83,338,486	86,764,055
51 Employee Turnover Savings	0	(800,000)	(300,000)	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
52 Supplies/Materials Savings	0	0	(200,000)	0	0	0	0	0
53 Services/Maintenance Savings	0	0	(210,019)	0	0	0	0	0
54								
55 Net Expenditures	69,718,461	71,185,227	72,183,524	74,584,177	76,750,081	79,848,875	83,138,486	86,564,055
56								
57 Net Difference	(1,397,748)	(2,008,460)	(1,761,763)	(1,109,566)	(586,936)	(1,091,128)	(1,688,471)	(2,611,057)
58								
59 Ending Fund Balance	4,951,712	1,750,684	3,189,950	2,080,384	1,493,448	402,319	(1,286,152)	(3,897,209)
60								
61 Reserved for encumbrances	2,169,071	0	0	0	0	0	0	0
62 Reserved for Operations	2,782,641	1,750,684	3,189,950	2,080,384	1,493,448	402,319	(1,286,152)	(3,897,209)
64								
65 Total Reserves	$4,951,712	$1,750,684	$3,189,950	$2,080,384	$1,493,448	$402,319	($1,286,152)	($3,897,209)
66								
NOTE: 3% Operating Reserve surplus (deficit)	$786,125	($250,432)	$1,147,458	($10,971)	($700,328)	($1,879,854)	($3,662,255)	($6,371,121)

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 15 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 being brought to the targeted (4.5%) level.

NET REVENUE STABILIZATION FUND (11)
"Rainy Day Fund"
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$1,503,429	$1,503,429	$1,510,323	$2,541,653	$2,834,538	$2,834,538	$2,834,538	$2,834,538
2								
3 Revenues:								
4 Interest Income	6,894	0	0	0	0	0	0	0
5								
6 Subtotal	6,894	0	0	0	0	0	0	0
7								
8 I/F Transf - General Fund	0		0					
9 I/F Transf - PSST Fund	0	1,031,330	1,031,330	292,885	0	0	0	0
10								
11 Subtotal	0	1,031,330	1,031,330	292,885	0	0	0	0
12								
13 Total Revenue	6,894	1,031,330	1,031,330	292,885	0	0	0	0
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	6,894	1,031,330	1,031,330	292,885	0	0	0	0
24								
25 Ending Fund Balance	$1,510,323	$2,534,759	$2,541,653	$2,834,538	$2,834,538	$2,834,538	$2,834,538	$2,834,538
NOTE: Rainy Day Reserve of 4.5% (deficit)		($466,914)	($522,084)	($302,494)	($456,126)	($588,722)	($729,617)	($876,331)
NOTE: Rainy Day Reserve of 3% (deficit)		$533,643	$499,162	$743,184	$640,762	$552,365	$458,434	$360,626

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 15 Budget

Estimated FYE 15 PSST revenues of $9,753,349 are being projected at a 4.4% increase over estimated FYE 14 collections, as directed in the 2008 PSST Ordinance.

Two positions will be added during FYE 15 in the Police Department, making a total of 71 positions in the PSST Fund. Thirty of these budgeted positions are in the Fire Department. By the end of the seventh year, 71 total positions will have been added for improved public safety.

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 includes a $357,181 transfer from the PSST to the General Fund.

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.

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

		FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1	Beginning Fund Balance	$9,428,148	$7,804,548	$9,690,461	$5,735,723	$5,348,565	$3,088,410	$0	$0
2									
3	Revenues:								
4	Sales Tax - Dedicated Public Safety	8,651,183	8,956,112	8,570,442	9,359,137	4,890,149	0	0	0
5	State Use Tax - Dedicated Public Safe	346,926	334,186	334,186	344,212	177,269	0	0	0
6	Interest Income	36,493	50,000	57,000	50,000	50,000	0	0	0
7									
8	Subtotal	9,034,602	9,340,298	8,961,628	9,753,349	5,117,418	0	0	0
9									
10	I/F Transfer - General Fund	1,254,340	0	0	0	0	0	0	0
11	I/F Transfer - Capital Fund	40,000	0	0	0	0	0	0	0
12									
13	Subtotal	1,294,340	0	0	0	0	0	0	0
14									
15	Total Revenue	10,328,942	9,340,298	8,961,628	9,753,349	5,117,418	0	0	0
16									
17	Expenditures:								
18	Salary / Benefits	5,199,888	5,761,590	5,761,590	6,447,407	6,753,880	0	0	0
19	Supplies/Materials	210,392	263,251	319,223	247,055	75,852	0	0	0
20	Services/Maintenance	123,980	192,685	311,406	237,627	79,460	0	0	0
21	Internal Service	92,607	90,244	90,244	154,792	157,888	0	0	0
22	Capital Equipment	2,060,945	2,726,028	4,985,282	1,603,560	310,493	3,088,410	0	0
23									
24	Subtotal	7,687,812	9,033,798	11,467,745	8,690,441	7,377,573	3,088,410	0	0
25									
26	Audit Adjustments/Encumbrances	(2,971)	0	0	0	0	0	0	0
27	I/F Transf - Capital Fund	1,127,448	45,000	78,000	800,000	0	0	0	0
28	I/F Transf - General Fund	1,254,340	339,291	339,291	357,181	0	0	0	0
29	I/F Transf - Rainy Day Fund		1,031,330	1,031,330	292,885	0	0	0	0
30									
31	Subtotal	2,378,817	1,415,621	1,448,621	1,450,066	0	0	0	0
32									
33	Total Expenditures	10,066,629	10,449,419	12,916,366	10,140,507	7,377,573	3,088,410	0	0
34									
35	Net Expenditures	10,066,629	10,449,419	12,916,366	10,140,507	7,377,573	3,088,410	0	0
36									
37	Net Difference	262,313	(1,109,121)	(3,954,738)	(387,158)	(2,260,155)	(3,088,410)	0	0
38									
39	Ending Fund Balance	$9,690,461	$6,695,427	$5,735,723	$5,348,565	$3,088,410	$0	$0	$0
40									
41	Reserved for salary and benefits		$2,880,795	$2,880,795	$3,223,704	$3,376,940			

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.

Upon receipt of a contract and release of funds documentation, the City of Norman may obligate and expend funds for approved activities.

A total of $42,397,732 in CDBG-HOME Program Funds (CDBG - $32,929,735 and HOME - $9,468,357) has been allocated to the City of Norman since FYE 76 through FYE 14. The FYE 15 Budget includes a grant of $721,987 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling $318,067.

FYE 15 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 13 and FYE 14 funds are expected to be expended in FYE 15. Total revenues are projected at $1,040,054 and total expenditures are projected at $1,040,054.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED
1 Beginning Fund Balance	$147,221	$147,221	$30,667	$30,667
2				
3 Revenues				
4 Other Revenues		0	0	0
5 Interest Inc. on Afford. Housing	0		0	0
6 Grant Revenue	809,395	761,709	1,455,186	721,987
7 Home Grant Revenue	258,418	319,162	911,318	318,067
8 Emergency Shelter	365,072	0	277,440	0
9 SHPRP ARRA Grant	0	0	0	0
10				
11 Total Revenue	1,432,885	1,080,871	2,643,944	1,040,054
12				
13 Expenditures				
14 Community Development 07	0	0	45,201	0
15 Community Development 08	0	0	53,580	0
16 Community Development 09	25,000	0	75,092	0
17 Community Development 10	40,916	0	83,345	0
18 CDBG Housing 10	0	0	0	0
19 Community Development 11	37,637	0	75,725	0
20 CDBG Housing 11	114,102	0	0	0
21 Community Development 12	9,268	0	18,583	0
22 CDBG Housing 12	76,178	0	105,795	0
23 Community Development 13	283,894	0	73,049	0
24 CDBG Housing 13	228,653	0	163,107	0
25 Community Development 14	0	476,656	283,758	0
26 CDBG Housing 14	0	285,053	477,951	0
27 Community Development 15	0	0	0	219,392
28 CDBG Housing 15	0	0	0	502,595
29 FY09 Home Grant	0	0	23,726	0
30 FY10 Home Grant	31,614	0	50,000	0
31 FY11 Home Grant	198,186	0	157,063	0
32 FY12 Home Grant	10,000	0	358,420	0
33 FY13 Home Grant	0	319,162	322,109	0
34 FY14 Home Grant	0	0	0	318,067
35 Emergency Shelter Grant	282,252	0	277,440	0
36 Accruals/Adjustments	211,739	0	0	0
37 SHPRP ARRA Grant	0	0	0	0
38				
39				
40 Total Expenditures	1,549,439	1,080,871	2,643,944	1,040,054
41				
42 Net Difference	(116,554)	0	0	0
43				
44 Ending Fund Balance	30,667	147,221	30,667	30,667
45				
46 Reserves:				
47 Reserve for Contingency	30,667	147,221	30,667	30,667
48 Reserve for Affordable Housing	0	0	0	0
49				
50 Total Reserves	$30,667	$147,221	$30,667	$30,667

SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There is one approved grant (at the time of budgeting) in FYE 15 for which the City qualifies.

DUI Enforcement	$64,982

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 15 expenditures are anticipated to be $64,982.

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.

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED
1	Beginning Fund Balance	$634,635	$634,635	$1,746,357	$0
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	22,656	0	95,884	0
5	County Court DUI Fines	68,451	64,982	64,982	64,982
8	SHPO/CLG Grant	15,323	0	10,200	0
11	Highway Tree Program	184	0	0	0
12	Emergency Management Planning Grant	24,926	0	0	0
13	Bullet Proof Vest Grant	0	0	0	0
14	Misc. Police Grants	0	0	7,481	0
15	Homeland Security	237,569	0	0	0
16	Legacy Trail Improvements	0	0	0	0
17	Traffic & Alcohol Enforcement	120,878	0	0	0
20	Misc. Parks/Forestry Grants	50,000	0	0	0
21	Firefighters Assistance	0	0	0	0
22	Jag Grant	13,560	0	14,067	0
28	ARRA CNG Facility Grant	749,935	0	0	0
35	Transportation	16,000	0	0	0
36	OK Recreation Trail Fund	0	0	160,000	0
37	I/F Transf - Capital	600,000	0	0	0
38	Other Revenue/audit accruals	5,615	0	122,549	0
39					
40	Subtotal	1,925,097	64,982	475,163	64,982
41					
42	Total Revenue	1,925,097	64,982	475,163	64,982
43					
44	Expenditures				
45	DUI Enforcement	31,462	64,982	63,982	64,982
46	Okla. Highway Grant-DRE Training	45,861	0	123,736	0
49	SHPO/CLG Grant	6,501	0	19,000	0
51	Bullet Proof Vest Grant	1,720	0	214	0
52	Misc. Police Grants	2,628	0	7,481	0
53	Homeland Security	165,509	0	5,416	0
54	Traffic & Alcohol Enforcement	120,878	0	30,899	0
56	Audit Adj/Encumbrances	(172,245)	0	0	0
57	Legacy Trail Improvements	0	0	856,223	0
58	Transportation	0	0	600,000	0
59	Safe Routes to School	0	0	190,000	0
60	Beautification / Tree Program	176	0	0	0
64	Jag Grant	11,830	0	20,879	0
65	Jag ARRA	16,883	0	0	0
66	911	399,982	0	0	0
67	Intelligence Analysis	45,728	0	53,980	0
68	Firefighter Assistance	0	0	0	0
70	Traffic Control	10,000	0	14,215	0
73	ARRA CNG Facility Grant - Fast Fill	24,964	0	0	0
77	Emergency Management Grant	33,497	0	27,927	0
78	Diaster Preparedness Grant	2,432	0	0	0
79	Eastridge Park Grant	0	0	12,568	0
80	Saxon Park Improvements	0	0	195,000	0
82					
83	Subtotal	747,806	64,982	2,221,520	64,982
84	I/F Transf - General	0	0	0	0
85	I/F Transf - General (Pet License)	0	0	0	0
86	I/F Transf - Capital	65,569	0	0	0
87					
88	Total Expenditures	813,375	64,982	2,221,520	64,982
89					
90	Net Difference	1,111,722	0	(1,746,357)	0
91					
92	Ending Fund Balance	1,746,357	634,635	0	0
93					
94	Reserved for County DUI Program	285,846	285,846	286,846	286,846
95	Unreserved	1,460,511	348,789	(286,846)	(286,846)
96					
97	Total Reserves	$1,746,357	$634,635	$0	$0

ROOM TAX FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

Special Revenue Fund Financial Policies

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 15 Budget

Revenues from the 5% tax are projected to be $1,699,500, a 3% increase from estimated collections for FYE 14 and a 9.6% increase from FYE 14 budgeted collections. The administrative cost increased in FYE 15 from 3% to 5%.

Expenditures in FYE 15 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2015
	Revenue
	$1,701,000
Administrative Fee - 5%	$ 85,050
Arts & Humanities - 25%	425,000
Parks Development - 25%	540,664
Convention & Tourism - 50%	850,000
	$1,900,714

$334,500 in Parks projects are scheduled in FYE 15, spending funds accumulated in previous years.

Five Year Outlook

Over the next five years, projected operating revenue of $9,030,377 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

		FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1	Beginning Fund Balance	$272,631	$331,002	$418,084	$501,943	$302,229	$302,071	$279,716	$368,762
2									
3	Revenues								
4	Taxes	1,352,312	1,550,000	1,650,000	1,699,500	1,750,485	1,803,000	1,857,090	1,912,802
5	Interest/Investment Income	819	1,500	1,500	1,500	1,500	1,500	1,500	1,500
6									
7	Total Operating Revenues	1,353,131	1,551,500	1,651,500	1,701,000	1,751,985	1,804,500	1,858,590	1,914,302
8									
9	Expenditures								
10	Administration	38,655	46,545	46,545	85,050	87,599	90,225	92,929	95,715
11	Arts & Humanities	275,480	376,239	376,239	425,000	416,097	428,569	441,415	454,647
12	Parks Capital Projects	37,514	170,000	177,495	334,500	212,500	245,000	150,000	0
13	Conventions/Visitor Bureau	585,860	752,478	752,478	850,000	832,193	857,137	882,830	909,294
14	I/F Transf - Westwood	205,459	202,884	214,884	206,164	203,754	205,924	202,369	203,182
15	Carryover Encumbrances/Audit Adj.	64,710	0	0	0	0	0	0	0
16									
17	Total Expenditures	1,207,678	1,548,146	1,567,641	1,900,714	1,752,143	1,826,855	1,769,543	1,662,838
18									
19									
20	Net Difference	145,453	3,354	83,859	(199,714)	(158)	(22,355)	89,047	251,464
21									
22	Ending Fund Balance	418,084	334,356	501,943	302,229	302,071	279,716	368,762	620,226
23									
24	Reserves:								
25	Reserved for Administration	3,647	3,647	3,647	3,647	3,647	3,647	3,647	3,647
26	Reserved for Arts & Humanities	84,408	48,019	109,408	88,396	88,395	88,395	88,395	88,395
27	Reserved for Parks & Rec.	169,108	194,548	177,968	41,292	41,134	18,779	107,825	359,290
28	Reserved for Conv. & Tourism	160,921	88,142	210,920	168,895	168,895	168,895	168,896	168,895
29									
30	Total Reserves	$418,084	$334,356	$501,943	$302,229	$302,071	$279,716	$368,762	$620,226

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2014 BUDGET

INCOME:

Norman Arts Council Share of City Room Tax Funds	$425,000
TOTAL INCOME	**$425,000**

EXPENSES:

Organizational Grants:	
Assistance League of Norman – Mayfair Children's Art Yard	2,000
Children's Arts Network (Children's Chorus Spring Sing)	2,700
Children's Arts Network (Children's Chorus Winter and Spring Concerts)	3,800
Cimarron Opera (Summer Operetta)	10,000
Firehouse Art Center (Kennedy Figurative Language	4,500
Firehouse Art Center (Healing Studio)	3,500
Fred Jones, Jr. Museum of Art	6,000
Jacobson House (Heartbeat of the Native Soul)	3,000
Jazz in June (2015)	18,000
Norman Ballet (2014 Oklahoma Nutcracker)	6,900
Norman Community Foundation (Norman Philharmonic)	15,000
Norman Music Alliance (Norman Music Festival 2015)	18,000
OU Foundation, Inc. (Medieval Fair)	9,000
OU Board of Regents Neustadt Festival	6,000
OU Board of Regents – Sam Noble Museum, RARE: Portraits of America's Endangered Species	6,000
OU Music Theatre & Opera Guild (Developing Young Audiences)	5,450
Performing Arts Studio (Summer Breeze Concert Series)	9,000
Performing Arts Studio (Winter Wind Concert Series)	3,000
Pioneer Library (The Crowns Tea)	3,500
Pioneer Library (The Big Read)	14,000
Reagan Elementary (Great Place/Lousy Place)	4,000
Sooner Theatre of Norman (2014-2015 Theatre Arts Education Series)	8,000
Sooner Theatre of Norman (2014-2015 Concert Series)	4,000
Sooner Theatre of Norman (2014-2015 Sooner Stage Presents)	6,000
The Preservation Project (Sand Mandela)	6,000
Subtotal	**$177,350**
Management and Operational Support:	
Cimarron Opera	8,750
Cleveland County Historical Society	1,500
Firehouse Art Center	11,000
Jacobson House	3,000
Performing Arts Center (The Depot)	6,500
Subtotal	**$30,750**
Discretionary Grant Fund	10,000
Arts Organization Management & Board Training	10,900
Legacy Park Dedication Arts Programming	13,000
Subtotal	**$33,900**

NORMAN ARTS COUNCIL BUDGET (continued):

Norman Arts Council Administration:

Executive Director's Operations Budget	5,000
Salaries	36,950
Insurance	3,000
Communications	3,000
Education (Professional Development)	1,750
Fees & Services	4,000
Printing	2,300
Office Supplies	3,000
Rent	5,000
Subtotal	**$64,000**

Norman Arts Council Programs:

Gallery/Second Friday	15,000
Guest Artist Program (NPS)	4,597
Readers & Writers (NPS)	5,485
Arts Education Programs	6,043
Community Arts Learning: Writing Workshop	5,000
Creative Problem Solving Through the Arts (Kid Art is Smart)	5,500
MAINSITE Gallery Exhibits	15,000
Individual Artists Program	5,000
Subtotal	**$61,625**

Norman Arts Council Promotions:	**$57,375**
TOTAL EXPENSES	**$425,000**

(NPS) - Norman Public Schools

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2015 BUDGET

INCOME:	
Convention & Visitors Bureau Share of City Room Tax Fund	$ 850,000
Advertising Income	46,000
Interest Income	1,500
Special Events	7,000
TOTAL INCOME:	**$ 904,500**

EXPENSES:	
Advertising / Marketing	$ 410,725
Research	31,250
Operations	107,226
Personnel	332,744
Special Events	8,000
Membership/Affiliations	14,555
TOTAL EXPENSES	**$ 904,500**

SEIZURES AND RESTITUTION FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

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

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

FYE 15 Budget

Expenditures for operations and equipment are proposed at $193,722 on revenues of $92,500. This fund accounts for a portion of an Assistant City Attorney's compensation for time spent on Juvenile Services, and for a part-time Juvenile Services Coordinator position. Funding is included for a one-year subscription to the Blackboard Connect Service.

Available revenues from fund balance are proposed to be drawn-down for capital needs to be used in enforcement activities. No capital equipment needs are projected for FYE 15 – FYE 19.

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Restatement								
2 Beginning Fund Balance	$553,657	$614,928	$875,364	$603,243	$502,021	$517,521	$533,021	$548,521
3								
4 Revenues								
5 Federal Seizures & Restitutions	148,207	6,000	6,000	6,000	6,000	6,000	6,000	6,000
6 State Seizures & Restitutions	310,459	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines - Juvenile	52,276	77,000	77,000	77,000	77,000	77,000	77,000	77,000
9 Interest/Investment Income	703	500	500	500	500	500	500	500
10								
11 Total Revenues	511,645	92,500	92,500	92,500	92,500	92,500	92,500	92,500
12								
13 Expenditures								
14 Audit Adjustments	(992)	0	0	0	0	0	0	0
15 Services/Maintenance- Federal	120	0	120	0	0	0	0	0
16 Services/Maintenance- State	30,543	44,760	212,176	95,251	0	0	0	0
18 Capital Equipment- State	89,045	11,720	56,784	0	0	0	0	0
20 Juvenile Program	71,222	95,251	95,541	98,471	77,000	77,000	77,000	77,000
21								
22 Total Expenditures	189,938	151,731	364,621	193,722	77,000	77,000	77,000	77,000
23								
24 Net Difference	321,707	(59,231)	(272,121)	(101,222)	15,500	15,500	15,500	15,500
25								
26 Ending Fund Balance	875,364	555,697	603,243	502,021	517,521	533,021	548,521	564,021
27								
28 Reserves								
29 Reserve for Federal Seizures	166,153	30,066	172,033	178,033	184,033	190,033	196,033	202,033
30 Reserve for State Seizures	684,523	540,770	425,063	339,312	348,812	358,312	367,812	377,312
31 Reserve forJuvenile Funds	24,688	(15,139)	6,147	(15,324)	(15,324)	(15,324)	(15,324)	(15,324)
32								
33 Total Reserves	$875,364	$555,697	$603,243	$502,021	$517,521	$533,021	$548,521	$564,021

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 15 Budget

FYE 15 projected revenues are $32,000 with projected expenditures at $30,505. This leaves projected ending fund balance of $28,738.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$30,374	$30,568	$26,498	$27,243	$28,738	$30,233	$31,728	$33,223
2								
3 Revenues								
4 CLEET for Police Training	24,289	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5 CLEET for Court Training	1,828	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	315	0	0	0	0	0	0	0
8								
9 Total Revenues	26,432	32,000	32,000	32,000	32,000	32,000	32,000	32,000
10								
11 Expenditures								
12 Police Training	29,397	29,005	29,555	29,005	29,005	29,005	29,005	29,005
13 Court Training	966	1,700	1,700	1,500	1,500	1,500	1,500	1,500
14 Audit adjustments	(55)	0	0	0	0	0	0	0
15								
16 Total Expenditures	30,308	30,705	31,255	30,505	30,505	30,505	30,505	30,505
17								
18 Net Difference	(3,876)	1,295	745	1,495	1,495	1,495	1,495	1,495
19								
20 Ending Fund Balance	26,498	31,863	27,243	28,738	30,233	31,728	33,223	34,718
21								
22 Reserves								
23 Reserve for Police Training	22,944	28,571	23,389	24,384	25,379	26,374	27,369	28,364
24 Reserve for Court Training	3,554	3,292	3,854	4,354	4,854	5,354	5,854	6,354
25								
26 Total Reserves	$26,498	$31,863	$27,243	$28,738	$30,233	$31,728	$33,223	$34,718

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 15 Budget

Sales taxes collected from this TIF were complete in FYE 07, reaching the goal of $1.25 million. The Council contracted for a parking meter replacement project in FYE 13-FYE 14 and the fund is proposed to close at completion of that project.

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$133,393	$0	$134,056	$0	$0	$0	$0	$0
2								
3 Revenues								
8 Interest income	370	0	0	0	0	0	0	0
9								
10 Total Revenues	370	0	0	0	0	0	0	0
11								
12 Expenditures								
13 Audit adjustments/encumb	(293)	0	0	0	0	0	0	0
14 Capital Projects	0	0	134,056	0	0	0	0	0
15								
16 Total Expenditures	(293)	0	134,056	0	0	0	0	0
17								
18 Net Difference	663	0	(134,056)	0	0	0	0	0
19								
20 Ending Fund Balance	$134,056	$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 15 Budget

FYE 15 projected revenues are $14,000. 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 $53,654 in contributions since the beginning of FYE 08.

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$2,206	$2,206	$2,537	$2,537	$2,537	$537	($1,463)	($3,463)
2								
3 Revenues								
4 Citizen Donations	10,378	12,000	12,000	14,000	12,000	12,000	12,000	12,000
6								
7 Total Revenues	10,378	12,000	12,000	14,000	12,000	12,000	12,000	12,000
8								
9 Expenditures								
11 Payment to Arts Board	10,047	12,000	12,000	14,000	14,000	14,000	14,000	14,000
12								
13 Total Expenditures	10,047	12,000	12,000	14,000	14,000	14,000	14,000	14,000
14								
15 Net Difference	331	0	0	0	(2,000)	(2,000)	(2,000)	(2,000)
16								
17 Ending Fund Balance	$2,537	$2,206	$2,537	$2,537	$537	($1,463)	($3,463)	($5,463)

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 15 Budget

Statement of Revenues and Expenditures

Projected FYE 15 fee revenues have been increased 9% from the FYE 14 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 14. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 15 operating expenditures have been increased 0.3% from the FYE 14 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 ($206,164 in FYE 15) 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.

WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$12,958	$0	$10,195	$0	$22,814	$23,985	$1,841	$0
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	1,141,661	1,143,211	1,143,211	1,250,213	1,275,217	1,300,721	1,326,735	1,353,270
5 Service Fees/Chgs	154	218	218	225	232	239	246	253
6								
7 Total Operating Revenues	1,141,815	1,143,429	1,143,429	1,250,438	1,275,449	1,300,960	1,326,981	1,353,523
8								
9 Operating Expenditures:								
10 Salaries and Benefits	832,649	847,729	847,729	848,070	890,474	934,997	981,747	1,030,834
11 Supplies and Materials	109,255	129,975	130,192	129,931	131,230	132,542	133,867	135,206
12 Services/Maintenance	219,393	214,514	231,364	219,097	221,288	223,501	225,736	227,993
13 Internal Service Fund Chgs	38,551	38,689	38,689	38,026	38,787	39,563	40,354	41,161
16								
17 Total Operating Expenditures	1,199,848	1,230,907	1,247,974	1,235,124	1,281,779	1,330,603	1,381,704	1,435,194
18								
19 Net Operating Revenue	(58,033)	(87,478)	(104,545)	15,314	(6,330)	(29,643)	(54,723)	(81,671)
20								
21 Other Revenues:								
22 I/F Transf - Capital Fund - Golf	44,421	75,000	94,894	90,575	61,500	61,500	61,500	61,500
24 I/F Transf - Room Tax	205,459	202,884	214,884	206,164	203,754	205,924	202,369	203,182
25 I/F Transf - General Fund	49,756	79,978	74,850	0	0	0	45,382	74,171
27 Interest Income	2,270	7,500	7,500	7,500	7,500	7,500	7,500	7,500
29								
30 Total Other Revenues	301,906	365,362	392,128	304,239	272,754	274,924	316,751	346,353
31								
32								
33 Other Expenditures:								
34 Audit Accruals/Adj/encumbrances	(3,244)	0	0	0	0	0	0	0
35 Debt Service	205,459	202,884	202,884	206,164	203,754	205,924	202,369	203,182
37 Capital Equipment-GOLF	44,421	33,000	44,894	40,575	19,500	19,500	19,500	19,500
40 Capital Equipment - Golf Carts	0	42,000	50,000	50,000	42,000	42,000	42,000	42,000
43								
44 Total Other Expenditures	246,636	277,884	297,778	296,739	265,254	267,424	263,869	264,682
45								
46 Net Revenues (Expenditures)	(2,763)	0	(10,195)	22,814	1,171	(22,143)	(1,841)	(0)
47								
48 Ending Fund Balance	10,195	0	0	22,814	23,985	1,841	0	(0)
49								
50 Reserves								
51 Reserve for Operations	95,988	98,473	99,838	98,810	102,542	106,448	110,536	114,816
52 Reserve for Debt	0	0	0	0	0	0	0	0
53 Reserve for Capital Project	73,994	68,769	67,315	61,500	61,500	61,500	61,500	61,500
54 Reserve (Deficit)	(159,787)	(167,242)	(167,153)	(137,496)	(140,058)	(166,107)	(172,036)	(176,316)
55								
56 Total Reserves	$10,195	$0	$0	$22,814	$23,985	$1,841	$0	($0)

WATER FUND
BUDGET
HIGHLIGHTS

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 572 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 14 million gallons per day / peak day and as of April 2014 serves an average of 36,000 customers.

FYE 15 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 May 2006) monthly residential water rates are as follows:

$4.00 Base Fee
$2.00 per thousand for 0 – 5,000 gallons
$2.10 per thousand gallons for 5,001 to 15,000 gallons
$2.75 per thousand gallons for 15,001 to 20,000 gallons
$4.95 per thousand gallons in excess of 20,001 gallons

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 15, $1,086,538 in miscellaneous revenue is budgeted. The majority of this is due to an ODOT reimbursement for water line relocations along I-35 and Highway 9.

The Water Utility has undertaken an aggressive capital improvement program to enhance the City's water supply and treatment systems. A revenue bond program was implemented in fiscal year 2006-2007 to finance the construction of 17 additional ground water wells and distribution systems to expand water supply and to replace ground water supply lost to new Federal drinking water standards; improvements to system-wide distribution facilities, including facilities to serve major new University of Oklahoma (OU) structures; expansion of the Water Treatment Plant and the water supply line from Lake Thunderbird; and other capital projects. These supply projects are nearing completion, and alternatives for long-term future water supply sources are being explored.

A major engineering study of capital needs for the expansion and quality improvement of the Vernon Campbell Water Treatment Plant (WTP) was undertaken during FYE 08. Based on the results of this study, the Council directed the continuation of the 2006 capital improvement program for treatment improvements to be implemented over five years in two major phases. Engineering design is complete and major portions of the first phase of these WTP improvements are nearly complete. Federal matching funds from the American Recovery and Reinvestment Act helped to facilitate these projects.

The Water Utility is also participating with other cities in the central Oklahoma region in the study of importing additional water supplies from southeastern Oklahoma, as was originally included in Norman's Strategic Water Supply Plan. The implementation of the projects recommended for the Water Utility in future years (phase 2 of the Treatment Plant improvements and importation of southeast Oklahoma water supply) will require the continued review of Norman's water rate structure (it should be noted that Norman is the only municipality in Oklahoma in which utility rate increases must be approved by a vote of the people).

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, the Norman Water Utility purchases OCWUT water, under this contract.

FYE 2015 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 15 ending fund balance is projected to be $3,208,752 with a reserve deficit of $10,545,975.

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 has 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, but final implementation will depend on rate structure adjustments.

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$25,872,265	$6,440,397	$24,366,825	$6,978,404	$3,208,752	($1,819,413)	($11,138,462)	($13,459,568)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	13,597,057	14,398,562	14,398,562	14,758,527	15,127,490	15,505,677	15,893,319	16,290,652
5 Connection Fee	474,298	606,000	606,000	612,060	618,181	624,363	630,607	636,913
6 Capital Improvement Charge	1,144,121	1,144,664	1,144,664	1,156,111	1,167,672	1,179,349	1,191,142	1,203,053
7 Cost Allocation	724,942	713,674	713,674	765,626	773,282	781,015	788,825	796,713
8								
9 Total Operating Revenues	15,940,418	16,862,900	16,862,900	17,292,324	17,686,625	18,090,404	18,503,893	18,927,331
10								
11 Operating Expenditures:								
12 Salaries / Benefits	3,741,174	3,927,791	3,924,741	3,979,243	4,178,205	4,387,115	4,606,471	4,836,795
13 Supplies / Materials	1,500,613	1,714,981	1,895,121	1,738,495	1,755,880	1,773,439	1,791,173	1,809,085
14 Services / Maintenance	2,507,103	3,037,952	3,552,464	3,057,196	3,087,768	3,118,646	3,149,832	3,181,330
15 Internal Services	322,648	254,364	257,364	365,931	373,250	380,715	388,329	396,095
16 Cost Allocations	1,742,113	1,635,575	1,635,575	1,646,039	1,662,499	1,679,124	1,695,916	1,712,875
17 Employee Turnover Savings	0	(58,917)	(58,871)	(59,689)	(62,673)	(65,807)	(69,097)	(72,552)
18								
19 Total Operating Expenditures	9,813,651	10,511,746	11,206,394	10,727,215	10,994,929	11,273,232	11,562,624	11,863,628
20								
21 Net Operating Revenue	6,126,767	6,351,154	5,656,507	6,565,108	6,691,696	6,817,172	6,941,269	7,063,702
22								
23 Other Revenues:								
24 Interest Income	64,688	120,000	120,000	120,000	120,000	120,000	120,000	120,000
25 Other Misc. Revenue	322,682	0	103,847	1,086,538	0	0	0	0
27 Revenue Bond Proceeds	0	0	0	0	30,000,000	0	0	0
30								
31 Total Other Revenues	387,370	120,000	223,847	1,206,538	30,120,000	120,000	120,000	120,000
32								
33 Other Expenditures:								
34 Audit Accruals/Adj/Encumbrances	104,494	0	0	0	0	0	0	0
35 Master Conservancy Debt	447,510	277,652	277,652	268,333	268,126	266,669	72,854	72,511
36 Debt Service - 06 Issue	1,520,083	1,517,331	1,517,331	1,516,831	1,514,931	1,516,531	1,516,306	1,513,806
37 Debt Service - 10 Issue	666,247	804,396	315,271	357,519	357,519	357,519	357,519	357,519
38 Debt Service - 16 Issue	0	0	0	0	1,620,000	1,620,000	1,620,000	1,620,000
39 Capital Projects	2,957,452	6,284,775	14,331,261	8,158,900	10,905,000	11,459,000	4,759,500	24,462,700
40 Capital Projects - 06 Issue	1,441,723	0	5,353,391	0	0	0	0	0
42 Capital Projects - 16 Issue	0	0	0	0	26,157,000	0	0	0
43 Capital Equipment	187,750	711,150	723,641	471,186	230,000	230,000	230,000	230,000
44 I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
45 I/F Transf - General Fund	694,318	750,228	750,228	768,529	787,284	806,502	826,196	846,378
47								
48 Total Other Expenditures	8,019,577	10,345,532	23,268,775	11,541,298	41,839,860	16,256,221	9,382,375	29,102,914
49								
50 Net Revenues (Expenditures)	(1,505,440)	(3,874,378)	(17,388,421)	(3,769,652)	(5,028,164)	(9,319,049)	(2,321,106)	(21,919,212)
51								
52 Ending Fund Balance	24,366,825	2,566,019	6,978,404	3,208,752	(1,819,413)	(11,138,462)	(13,459,568)	(35,378,779)
53								
54 Reserves								
55 Reserve for Operations	785,092	840,940	896,512	858,177	879,594	901,859	925,010	949,090
56 Reserve for Encumbrances	4,215,830	0	0	0	0	0	0	0
57 Reserve for Bond Projects - 06 Issue	4,210,656	0	(1,142,735)	0	0	0	0	0
58 Reserve for Bond Projects - 10 Issue	0	0	0	0	0	0	0	0
59 Reserve for Bond Projects - 16 Issue	0	0	0	0	3,843,000	3,843,000	3,843,000	3,843,000
60 Reserve for Capital	9,922,732	8,820,600	11,949,020	12,896,550	13,560,400	14,611,100	24,462,700	24,462,700
61 Reserve (Deficit) Surplus	5,232,515	(7,095,521)	(4,724,393)	(10,545,975)	(20,102,407)	(30,494,421)	(42,690,278)	(64,633,569)
62								
63 Total Reserves	$24,366,825	$2,566,019	$6,978,404	$3,208,752	($1,819,413)	($11,138,462)	($13,459,568)	($35,378,779)

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2015 BUDGET

INCOME:

Operation & Maintenance Assessments	$ 1,848,740
Special Assessments	525,000
Annual Repayment Installment	522,836
TOTAL INCOME (Less energy project interest)	**$ 2,896,576**

EXPENSES:

Personnel	$ 611,240
Maintenance	126,500
Utilities	547,500
Insurance & Bonds	32,200
Administrative Supplies	12,000
Professional Services	83,200
State & Federal Services	141,000
Major Equipment Replacement	820,100
Debt Repayment	522,836
TOTAL EXPENSES	**$2,896,576**

WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS

Background

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

The City operates a Water Reclamation Facility (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 489 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.

FYE 15 Budget

Statement of Revenues and Expenditures

FYE 15 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 14. 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

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. This is important so the current transfer from the Water Reclamation Fund is not inflated to keep the same level of capital improvements while depleting the Water Reclamation Fund. City Council approved the transfer at their meeting adopting the FYE 2015 Budget. Additional sewer system capital improvement projects are reported in the Sewer Maintenance Fund, Sewer Excise Tax Fund and Sewer Sales Tax Fund.

FYE 15 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 15 ending fund balance is projected to be $5,710,062. 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 net income is projected to increase. The revenue forecast for FYE 2015 assumes a 35% increase to the rate structure (approved in November of 2013), to provide funding for expansion of the Water Reclamation Facility.

Summary

In the seventeen years since the voters of Norman last approved an adjustment to the sewer utility's rate structure, 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) will be 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

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$8,273,688	$1,205,623	$8,007,840	$4,688,286	$5,710,062	$3,694,783	$4,175,716	$5,085,925
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	6,903,643	7,624,519	7,624,519	10,293,101	10,498,963	10,708,942	10,923,121	11,141,584
5 Sewer Replacement Charge	557,126	558,423	558,423	564,007	569,647	575,343	581,096	586,907
6 Capital Improvement Charge				681,591	688,407	695,291	702,244	709,266
7								
8 Total Operating Revenues	7,460,769	8,182,942	8,182,942	11,538,699	11,757,017	11,979,576	12,206,461	12,437,757
9								
10 Operating Expenditures:								
11 Salaries and Benefits	1,682,787	1,739,406	1,752,106	3,158,200	3,316,110	3,481,916	3,656,011	3,838,812
12 Supplies and Materials	340,329	307,579	363,654	542,797	548,225	553,707	559,244	564,837
13 Services and Maintenance	838,086	1,027,875	1,050,105	1,225,292	1,237,545	1,249,920	1,262,420	1,275,044
14 Internal Services	56,469	49,538	49,538	352,399	359,447	366,636	373,969	381,448
15 Cost Allocations	1,082,071	948,487	948,487	1,788,898	1,806,787	1,824,855	1,843,103	1,861,534
16 Employee Turnover Savings		(26,091)	(26,282)	(47,373)	(49,742)	(52,229)	(54,840)	(57,582)
17								
18 Total Operating Expenditures	3,999,742	4,046,794	4,137,608	7,020,213	7,218,372	7,424,805	7,639,907	7,864,093
19								
20 Net Operating Revenue	3,461,027	4,136,148	4,045,334	4,518,486	4,538,645	4,554,771	4,566,554	4,573,664
21								
22 Other Revenues:								
23 Interest Income	(13,991)	50,000	50,000	50,000	50,000	50,000	50,000	50,000
24 Bond Proceeds/Grant Reimb.	0	30,675,000	30,675,000	0	0	0	0	0
25 Misc. Revenue/Cost Allocation	675,016	458,109	458,109	606,278	612,341	618,464	624,649	630,895
30								
31 Total Other Revenues	661,025	31,183,109	31,183,109	656,278	662,341	668,464	674,649	680,895
32								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	159,398							
36 Debt Service- Ref. 98 (89 Issue)	0	0	0	0	0	0	0	0
37 Debt Service-05 Rev. Bonds	476,278	461,573	461,573	457,548	433,230	251,988	248,532	249,500
38 Debt Service-96 SRF Note	140,553	139,901	139,901	139,200	69,336	0	0	0
39 Debt Service- Ref. 03 (96 issue)	760,838	761,265	761,265	756,135	832,908	831,300	0	0
40 Debt Service-99 SRF Note	257,779	256,600	256,600	255,340	254,093	252,819	251,557	250,296
41 Debt Service-13 Rev Bds		2,835,000	0	1,300,000	2,835,000	2,835,000	2,835,000	2,835,000
42 Capital Projects	2,235,595	12,590,000	29,315,152	140,000	2,231,000	0	414,000	2,564,000
43 Capital Equipment	12,336	322,400	322,400	590,110	35,749	35,749	35,749	0
44 I/F Transf - Sewer Maint Fund 321	0	7,312,247	6,909,880	0	0	0	0	0
47 I/F Transf - General Fund	345,123	381,226	381,226	514,655	524,948	535,447	546,156	557,079
48								
49 Total Other Expenditures	4,387,900	25,060,212	38,547,997	4,152,988	7,216,264	4,742,303	4,330,994	6,455,875
50								
51 Net Revenues (Expenditures)	(265,848)	10,259,045	(3,319,554)	1,021,776	(2,015,278)	480,932	910,209	(1,201,315)
52								
53 Ending Fund Balance	8,007,840	11,464,668	4,688,286	5,710,062	3,694,783	4,175,716	5,085,925	3,884,609
54								
55 Reserves								
56 Reserve for Encumbrances	777,532	0	0	0	0	0	0	0
57 Reserve for Operations	319,979	323,744	331,009	561,617	577,470	593,984	611,193	629,127
58 Reserve for Capital	6,420,030	696,250	1,069,800	1,302,250	992,667	1,489,000	2,564,000	2,564,000
59 Reserve (Deficit) Surplus	490,299	10,444,674	3,287,477	3,846,195	2,124,647	2,092,732	1,910,732	691,482
60								
61 Total Reserves	$8,007,840	$11,464,668	$4,688,286	$5,710,062	$3,694,783	$4,175,716	$5,085,925	$3,884,609

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.

FYE 15 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 14 extrapolated for a full year.

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.

FYE 15 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 15 total budgeted expenditures are $2,828,812.

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. This is important so the current transfer from the Water Reclamation Fund is not inflated to keep the same level of capital improvements while depleting the Water Reclamation Fund. The net impact, in FYE 15, will be a reduction in the budget for contractual sewer maintenance projects of approximately $5.5 million. City Council approved the accounting change at their meeting adopting the FYE 2015 Budget.

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.

SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$0	$0	$386,483	($0)	$27,468	$30,899	$59,273	$112,685
2								
3 Operating Revenues:								
4 Capital Improvement Charge	620,958	674,843	674,843	0	0	0	0	0
5 Sewer Maintenance Rate	2,792,482	2,828,000	2,828,000	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256
7								
8 Total Operating Revenues	3,413,440	3,502,843	3,502,843	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256
9								
10 Operating Expenditures:								
11 Salaries and Benefits	1,402,536	1,463,182	1,463,182	74,713	78,449	82,371	86,490	90,814
12 Supplies and Materials	162,255	194,818	198,373	2,074	2,095	2,116	2,137	2,158
13 Services and Maintenance	285,092	346,001	463,794	2,025	2,045	2,066	2,086	2,107
14 Internal Services	238,911	152,609	152,609	0	0	0	0	0
15 Cost Allocations	726,116	658,485	658,485	0	0	0	0	0
16 Employee Turnover Savings		(21,948)	(21,948)	0	(1,177)	(1,236)	(1,297)	(1,362)
17								
18 Total Operating Expenditures	2,814,910	2,793,147	2,914,495	78,812	81,412	85,317	89,415	93,717
19								
20 Net Operating Revenue	598,530	709,696	588,348	2,777,468	2,803,431	2,828,374	2,853,413	2,878,539
21								
22 Other Revenues:								
24 Misc. Revenue	2,142	0	0	0	0	0	0	0
I/F Transf -Capital	5,010	0	0	0	0	0	0	0
25 I/F Transf - Wastewater Fund 32	0	7,312,247	6,909,880	0	0	0	0	0
26								
27 Total Other Revenues	7,152	7,312,247	6,909,880	0	0	0	0	0
28								
29								
30 Other Expenditures:								
31 Capital Projects	192,486	6,929,743	6,790,946	2,750,000	2,800,000	2,800,000	2,800,000	2,800,000
32 Capital Equipment	26,713	1,092,200	1,093,765	0	0	0	0	0
34								
35 Total Other Expenditures	219,199	8,021,943	7,884,711	2,750,000	2,800,000	2,800,000	2,800,000	2,800,000
36								
37 Total Revenues	3,420,592	10,815,090	10,412,723	2,856,280	2,884,843	2,913,691	2,942,828	2,972,256
38								
39 Total Expenditures	3,034,109	10,815,090	10,799,206	2,828,812	2,881,412	2,885,317	2,889,415	2,893,717
40								
41 Net Revenues (Expenditures)	386,483	(0)	(386,483)	27,468	3,431	28,374	53,413	78,539
42								
43 Ending Fund Balance	$386,483	$0	($0)	$27,468	$30,899	$59,273	$112,685	$191,224
44								

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.

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 approved, 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.

FYE 15 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 $1,600,000 for FYE 15.

Five Year Outlook

Excise tax revenues are projected at a 10.3% increase from FYE 14 Estimated to FYE 15, and at a 6% increase in years FYE 15 through FYE 16. The downturn in the local and national residential and commercial construction industry negatively impacted Sewer Excise Tax revenue in FYE 11 and FYE 12. It is anticipated that construction will return to historic patterns beginning in FYE 14-15. Projected bond proceeds of $11,400,000 are estimated in FYE 14 for the anticipated expansion of the Water Reclamation Facility.

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$15,261,364	$11,191,092	$15,409,981	$765,206	$1,759,809	$2,854,412	$3,949,015	$5,043,618
2								
3 Operating Revenues:								
4 Excise Tax - Residential	1,230,688	1,100,000	1,100,000	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000
5 Excise Tax - Commercial	201,633	350,000	350,000	400,000	400,000	400,000	400,000	400,000
6								
7 Total Operating Revenues	1,432,321	1,450,000	1,450,000	1,600,000	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	1,432,321	1,450,000	1,450,000	1,600,000	1,700,000	1,700,000	1,700,000	1,700,000
12								
13 Other Revenues:								
14 Interest Income	72,653	200,000	200,000	200,000	200,000	200,000	200,000	200,000
15 Bond Proceeds/Grant Reimb.	758,070	11,400,000	11,400,000	0	0	0	0	0
19								
20 Total Other Revenues	830,723	11,600,000	11,600,000	200,000	200,000	200,000	200,000	200,000
21								
22 Other Expenditures:								
23 Debt Service	442,152	1,100,000	804,397	804,397	804,397	804,397	804,397	804,397
24 Services & maintenance	(33)	1,000	1,000	1,000	1,000	1,000	1,000	1,000
25 Capital Projects	1,672,308	8,026,019	26,889,378	0	0	0	0	0
26								
27 Total Other Expenditures	2,114,427	9,127,019	27,694,775	805,397	805,397	805,397	805,397	805,397
28								
29 Net Revenues (Expenditures)	148,617	3,922,981	(14,644,775)	994,603	1,094,603	1,094,603	1,094,603	1,094,603
30								
31 Ending Fund Balance	$15,409,981	$15,114,073	$765,206	$1,759,809	$2,854,412	$3,949,015	$5,043,618	$6,138,221
32								

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 15 Budget

Statement of Revenues and Expenditures

Sewer Sales Tax Revenues have been collected and ended September 30, 2006.

$7,015,016 in capital projects is programmed in FYE 15 for the Phase II Water Reclamation Facility expansion / upgrade.

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 has continued to accrue to the Fund since that time. These revenues will be used on a pay-as-you-go basis, segregated in the City's accounting system from Norman Utility Authority revenues pledged to the retirement of debt.

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	7,719,953	5,782,853	7,015,016	0	0	0	0	0
14 Interest Income	38,073	0	0	0	0	0	0	0
17								
18 Total Other Revenues	38,073	0	0	0	0	0	0	0
19								
20 Other Expenditures:								
21 Audit Accruals/Adj/Encumbrances								
22 Capital Projects	743,010	13,009	7,015,016	0	0	0	0	0
25								
26 Total Other Expenditures	743,010	13,009	7,015,016	0	0	0	0	0
27								
28 Net Revenues (Expenditures)	(704,937)	(13,009)	(7,015,016)	0	0	0	0	0
29								
30 Ending Fund Balance - Reserved for use	7,015,016	5,769,844	0	0	0	0	0	0
31 to meet current needs in accordance with								

SANITATION FUND
BUDGET
HIGHLIGHTS

Background

The Sanitation Fund is an enterprise fund used to account for the operations associated with solid waste collection and disposal in the City of Norman. Residential collection services are provided weekly, with separate services for yard waste and household garbage. Commercial service is provided on an as-needed basis, and composting and recycling services are also available.

A city-wide election was held on March 1, 2011, to increase sanitation rates and voters approved the increase and the rates are as follows:

Residential Customers $14.00/unit/month + $3/month for curbside recycling

	Container Size	Base Rate	After	Rate cu. yd.
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

In July 2001, the Sanitation Utility changed to an automated system for the collection of municipal solid wastes. A fleet of automated collection equipment, including packer trucks is utilized, and rollout carts are provided to all residential sanitation customers. Additional carts are available for $6.00 per month. Beginning July 1, 2013, a $1.00 increase is proposed for additional carts, making the charge $7.00 per month. An additional curbside recycling service was implemented in March 2008, as directed by the voters of Norman. The Norman City Charter requires voter approval for utility increases.

FYE 15 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 a second rollout cart.

FYE 15 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.

Three capital projects are scheduled in FYE 15. One is for an Eastside Recycling Center.

Reserve Policy

Enterprise funds have reserve polices 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 15 ending fund balance is projected to be $2,738,564, 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.

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$4,822,902	$2,285,057	$7,756,838	$3,640,200	$2,738,564	$1,313,144	$871,414	$401,376
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	13,431,511	12,216,377	12,216,377	12,460,704	12,709,918	12,964,117	13,223,399	13,487,867
5 Other Revenue	249,045	206,060	206,060	208,121	210,202	212,304	214,427	216,571
6								
7 Total Operating Revenues	13,680,556	12,422,437	12,422,437	12,668,825	12,920,120	13,176,421	13,437,826	13,704,438
8								
9 Operating Expenditures:								
10 Salaries / Benefits	4,160,882	3,988,848	3,988,848	4,017,741	4,218,628	4,429,559	4,651,037	4,883,589
11 Supplies / Materials	1,308,889	1,468,116	1,467,071	1,669,116	1,685,807	1,702,665	1,719,692	1,736,889
12 Services / Maintenance	3,176,174	3,092,441	3,089,224	3,104,806	3,123,365	3,135,854	3,154,599	3,167,213
13 Internal Services	921,876	770,218	770,218	778,630	794,203	810,087	826,289	842,815
14 Cost Allocations	1,404,825	1,273,608	1,273,608	1,297,515	1,310,490	1,323,595	1,336,831	1,350,199
15								
16 Total Operating Expenditures	10,972,646	10,593,231	10,588,969	10,867,808	11,132,493	11,401,760	11,688,448	11,980,705
17								
18 Net Operating Revenue	2,707,910	1,829,206	1,833,468	1,801,017	1,787,627	1,774,660	1,749,378	1,723,733
19								
20 Other Revenue:								
21 Interest Income	24,143	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22 Bond Proceeds	1,589,633	0	0	0	0	0	0	0
23								
24 Total Other Revenue	1,613,776	30,000	30,000	30,000	30,000	30,000	30,000	30,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	155,767							
28 Capital Equipment	904,703	1,423,932	4,653,261	1,778,205	1,600,000	1,600,000	1,600,000	1,600,000
29 Debt Service - 2010 Notes	319,839	316,344	316,344	318,840	315,991	317,970	314,690	316,151
30 Debt Service - 2013 Notes	0	293,500	194,726	325,608	327,057	328,420	334,726	165,945
31 Capital Projects	7,441	0	815,775	310,000	1,000,000	0	0	0
35								
36 Total Other Expenditures	1,387,750	2,033,776	5,980,106	2,732,653	3,243,048	2,246,390	2,249,416	2,082,096
37								
38 Net Revenues (Expenditures)	2,933,936	(174,570)	(4,116,638)	(901,636)	(1,425,421)	(441,730)	(470,038)	(328,363)
39								
40 Ending Fund Balance	7,756,838	2,110,487	3,640,200	2,738,564	1,313,144	871,414	401,376	73,012
41								
42 Reserves								
43 Reserve for Operations	877,812	847,458	847,118	869,425	890,599	912,141	935,076	958,456
44 Reserve for Bond Projects - 13 Series	1,589,633	0	0	0	0	0	0	0
45 Reserve for Debt	1,589,633	0	1,589,633	0	0	0	0	0
46 Reserve for Capital	2,671,448	1,972,051	1,897,641	1,850,000	1,600,000	1,600,000	1,600,000	1,600,000
47 Reserve (Deficit) Surplus	1,028,312	(709,022)	(694,192)	19,139	(1,177,455)	(1,640,727)	(2,133,700)	(2,485,444)
48								
49 Total Reserves	$7,756,838	$2,110,487	$3,640,200	$2,738,564	$1,313,144	$871,414	$401,376	$73,012

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. This fund was eliminated and combined with the General Fund in FYE 2002, but re-established in FYE 2012.

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 15 is $2,350,903.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 15 estimated cost of unemployment claims is approximately $22,000. Health insurance claims will also be 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 15 health claim costs are projected to be $11,865,268.

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 15 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.

RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$733,531	$1,555,342	$1,045,135	$184,803	$527,876	$876,384	$1,301,725	$1,809,797
2								
3 Revenues								
4 Int Svs Ch - W/C	1,708,151	990,535	990,535	2,350,903	1,927,432	2,024,730	2,125,919	2,231,155
5 Int Svs Ch - Risk	404,963	394,228	394,228	310,395	418,856	433,307	448,416	464,216
6 Int Svs Ch - Unemployment	39,120	0	0	229	22,220	22,442	22,667	22,893
7 Int Svs Ch - Health Ins Prem - City	9,513,794	9,796,122	9,796,122	9,796,122	10,506,341	10,979,126	11,473,187	11,989,480
8 Health Ins Premiums - Employee	2,056,260	2,108,213	2,108,213	2,108,213	2,261,058	2,362,806	2,469,132	2,580,243
9 Other Revenues	1,158,941	0	0	0	0	0	0	0
10 I/F Transfer - Debt Service	820,051	824,062	824,062	753,495	825,000	825,000	825,000	825,000
11								
12 Total Revenues	15,701,280	14,113,160	14,113,160	15,319,357	15,960,907	16,647,412	17,364,321	18,112,988
13								
14 Expenditures								
15 Salary / Benefits - Risk	312,839	255,513	255,513	244,358	256,576	269,405	282,875	297,019
16 Salary / Benefits - Health Ins	89,993	89,811	89,811	90,005	94,505	99,231	104,192	109,402
17 Services / Maintenance	143,722	160,673	321,823	160,673	162,280	163,903	165,542	167,197
18 Judgments / Claims	232,347	320,000	320,000	270,000	320,000	320,000	320,000	320,000
19 Workers' Comp Pymts	2,148,650	2,117,354	2,120,487	2,323,980	2,416,939	2,513,617	2,614,161	2,718,728
20 Unemployment Claims	12,460	22,000	22,000	22,000	22,220	22,442	22,667	22,893
21 Health Insurance Claims	10,748,779	9,980,089	9,980,089	9,980,089	10,379,293	10,794,464	11,226,243	11,675,293
22 Health Insurance Fees	1,622,626	1,841,222	1,841,222	1,885,179	1,960,586	2,039,010	2,120,570	2,205,393
23 I/F Transfer - General Fd	78,262	0	22,547	0	0	0	0	0
24 Audit Accruals / Adjustments	(2)	0	0	0	0	0	0	0
25								
26 Total Expenditures	15,389,676	14,786,662	14,973,492	14,976,284	15,612,399	16,222,071	16,856,249	17,515,924
27								
28 Net Difference	311,604	(673,502)	(860,332)	343,073	348,508	425,341	508,072	597,064
29								
30 Ending Fund Balance	1,045,135	881,840	184,803	527,876	876,384	1,301,725	1,809,797	2,406,861
31								
32 Reserves:								
33 Reserved for Health Insurance	330,818	609,448	324,031	273,093	606,108	1,015,336	1,506,651	2,086,287
34 Reserved for Unemployment	43,771	24,232	21,771	0	0	0	0	0
35 Reserved for W/C/Claims/Judgments	552,802	352,892	(73,088)	437,330	452,823	468,936	485,694	503,121
36 Reserved for Risk Mgmt	117,744	(104,732)	(87,911)	(182,547)	(182,547)	(182,547)	(182,547)	(182,547)
37								
38 Total Reserves	1,045,135	881,840	184,803	527,876	876,384	1,301,725	1,809,797	2,406,861
39								
40 Targeted Reserves:								
41 Reserve for Health Insurance	1,791,463	1,663,348	1,663,348	1,663,348	1,729,882	1,799,077	1,871,040	1,945,882
42 Reserve for Workers Comp	358,108	352,892	353,415	387,330	402,823	418,936	435,694	453,121
43								
44 Total Targeted Reserves	$3,194,707	$2,016,241	$2,201,566	$2,050,678	$2,132,705	$2,218,014	$2,306,734	$2,399,003
Reserve Deficit								
NOTE Reserve surplus (deficit)	($2,149,572)	($1,134,401)	($2,016,763)	($1,522,802)	($1,256,321)	($916,288)	($496,937)	$7,857

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) 2014-2018. 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 2015-2019 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 Bond Project Manager, 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 2015.

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.

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 2015.

FYE 15 Budget

The FYE 15 Budget shows total projected resources available, including beginning fund balance, of $7,221,442 and total expenditures projected at $33,735,825 with an ending fund balance of $10,277,120. Sales tax is projected at 4.2% increase from FYE 14 estimate and at an average 4.2% growth rate in years FYE 15 through FYE 19. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2015 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2015 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 2015-2019 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.

The addition of new buildings (Fire Station #9 and Smalley Center) will have a moderate operating budget impact for utilities and ongoing maintenance expenses.

Other operating impacts of capital investments include $5,000 per year for electricity and preventive maintenance for each new traffic signal location. In FYE 15, 7 new traffic signal locations will have a total $35,000 effect on the operating budget. Other modified traffic signals and intersections will have am operating cost of $10,000 to $15,000 per year per location for electricity and preventive maintenance. The total operating effect in FYE 15 for these projects is estimated at $25,000. A Traffic Circulation project in FYE 15 is estimated to have an operating budget impact of $3,000 per year for sign and pavement marking maintenance. Two bridge replacement projects (Franklin bridge and Main Street bridge) in FYE 15 will have a $5,000 per year per bridge in maintenance costs, with an FYE 15 total operating impact of $10,000.

On a positive note, the City phone system replacement project scheduled in FYE 14 is estimated to have a cost savings of $36,000 for a 3-year maintenance agreement. Starting in FYE 17 the annual maintenance cost for this system is estimated at $114,000 per year.

Water Fund capital projects in FYE 15 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 could have been reduced by repairing deteriorated lines.

Sewer line capital projects in FYE 15 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 stormwater drainage, 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.

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1	Beginning Fund Balance	$39,699,293	$21,607,438	$51,862,509	$7,221,442	$10,277,120	$9,413,189	$10,772,576	$9,414,885
2									
3	Revenues:								
4	Sales Tax	12,111,668	12,362,720	12,362,720	12,881,955	13,422,997	13,986,763	14,574,207	15,186,323
5	Allocated to Debt Service	(60,184)	0	0	0	0	0	0	0
6	Interest/Investment Income	255,388	150,000	150,000	150,000	150,000	150,000	150,000	150,000
7	GO Bond Interest Income	32,453	0	0	0	0	0	0	0
8	Donations/Other	24,870	248,747	376,224	434,547	11,556	433,965	53,360	0
9									
10	Subtotal	12,364,195	12,761,467	12,888,944	13,466,502	13,584,553	14,570,728	14,777,567	15,336,323
11	I/F Transf - General	0	0	0	0	0	0	0	0
12	I/F Transf - PSST Fund	1,127,448	45,000	78,000	800,000	0	0	0	0
13	I/F Transf - Special Grant Fund	65,569	0	0	0	0	0	0	0
14	I/F Transf - GO Bond Fund	170	0	0	0	0	0	0	0
15	Bond Proceeds	20,190,387	0	0	22,525,000	0	0	0	0
16									
17	Total Revenue	33,747,769	12,806,467	12,966,944	36,791,502	13,584,553	14,570,728	14,777,567	15,336,323
18									
19	Expenditures:								
20	Salary and Benefits	821,096	877,766	877,766	921,654	967,737	1,016,124	1,066,930	1,120,276
21	Services and Maintenance	1,479	16,204	16,204	16,366	16,530	16,695	16,862	17,031
22	Capital Outlay (Transfer)	3,167,939	3,147,296	4,100,486	3,478,128	3,624,209	3,776,426	3,935,036	4,100,307
23	Street Maintenance	1,674,403	2,070,156	4,984,708	2,165,377	2,440,377	2,440,377	2,440,377	2,440,377
24	Capital Projects (See Detail)	6,719,720	5,438,715	13,969,422	7,144,078	5,294,430	3,371,106	5,266,200	1,450,000
25	Maintenance of Facilities	554,387	597,500	984,080	636,000	160,000	160,000	160,000	160,000
26	Paygo (Bond Projects)	25,636	0	1,234,711	600,000	0	166,949	0	0
27	New Bond Projects - 05 Election	593,528	0	1,227,205	0	0	0	0	0
28	New Bond Projects - 10 Election	2,682,506	3,221,837	9,093,761	4,060,506	0	0	0	0
29	New Bond Projects - 99 Election	0	0	278,732	0	0	0	0	0
30	New Bond Projects - 11 Election	300,343	0	2,736,464	0	0	0	0	0
31	New Bond Projects - 12 Election	3,332,540	13,780,712	17,781,728	14,294,122	1,632,496	1,938,400	2,911,400	0
32	Bond Issue Cost	79,912	0	0	89,776	0	0	0	0
33	Debt Service	600,000	0	0	0	0	0	0	0
34	Audit Accruals/Adj/Encumbrances	106,621	0	0	0	0	0	0	0
35									
36	Subtotal	20,660,110	29,150,186	57,285,267	33,406,007	14,135,779	12,886,076	15,796,804	9,287,991
37	I/F Transf - GF (St. Maint. Drainage Labor)	230,895	227,850	227,850	239,243	251,205	263,765	276,953	290,801
38	I/F Tranf - PSST	40,000	0	0	0	0	0	0	0
39	I/F Tranf - Sewer Fd	5,010	0	0	0	0	0	0	0
40	I/F Tranf - Parkland Fd	4,117	0	0	0	0	0	0	0
41	I/F Transf - Special Grant Fund	600,000	0	0	0	0	0	0	0
42	I/F Transf - Westwood - Golf	44,421	75,000	94,894	90,575	61,500	61,500	61,500	61,500
43									
44	Total Expenditures	21,584,553	29,453,036	57,608,011	33,735,825	14,448,483	13,211,341	16,135,258	9,640,292
45									
46	Net Difference	12,163,216	(16,646,569)	(44,641,067)	3,055,677	(863,930)	1,359,386	(1,357,691)	5,696,032
47									
48	Ending Fund Balance	51,862,509	4,960,869	7,221,442	10,277,120	9,413,189	10,772,576	9,414,885	15,110,916
49									
50	Reserves:								
51	General Contingency	847,817	865,390	865,390	901,737	939,610	979,073	1,020,194	1,063,043
52	Reserve for New Bond Proceeds - 05 Election	1,319,537	10,626	92,332	92,332	92,332	92,332	92,332	92,332
53	Reserve for New Bond Proceeds - 10 Election	13,565,616	4,533,202	4,471,855	411,349	411,349	411,349	411,349	411,349
54	Reserve for New Bond Proceeds - 99 Election	278,915	0	183	0	0	0	0	0
55	Reserve for New Bond Proceeds - 11 Election	2,736,465	0	1	0	0	0	0	0
56	Reserve for New Bond Proceeds - 12 Election	16,849,987	(3,630,227)	(931,741)	7,209,361	5,576,865	3,638,465	727,065	727,065
57	Reserve for Encumbrances	10,524,656	0	0	0	0	0	0	0
58	Available for New Projects	5,739,516	3,181,878	2,723,422	1,662,341	2,393,033	5,651,357	7,163,945	12,817,127
59									
60	Total Reserves	$51,862,509	$4,960,869	$7,221,442	$10,277,120	$9,413,189	$10,772,576	$9,414,885	$15,110,916

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 54 neighborhood parks.

FYE 15 Budget

There are revenues of $100,000 estimated in FYE 15, which include fees of $85,000.

There is a fund balance of $754,351 projected at the end of FYE 15 that may be utilized for the purposes discussed in the Park Land Ordinance.

$137,500 is estimated in FYE 15 for park capital projects.

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

		FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1	Beginning Fund Balance	1,394,936	846,016	1,175,828	791,851	754,351	766,851	766,851	746,851
2									
3	Revenues								
4	Interest/Investment Income	3,053	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5	Community Park Fees	48,450	45,000	45,000	45,000	45,000	45,000	45,000	45,000
6	Neighborhood Park Fees	39,150	40,000	40,000	40,000	40,000	40,000	40,000	40,000
7	In-Lieu of/Other	9,416	0	0	0	0	0	0	0
	I/F Transfer - Capital	4,117	0	0	0	0	0	0	0
8									
9	Total Revenue	104,186	100,000	100,000	100,000	100,000	100,000	100,000	100,000
10									
11	Expenditures								
12	Community Park Projects	21,832	35,000	113,758	102,500	37,500	50,000	50,000	275,000
13	Neighborhood Park Projects	304,483	0	370,219	35,000	50,000	50,000	70,000	0
19	Audit Accruals/Adjustments	(3,021)	0	0	0	0	0	0	0
20									
21	Total Expenditures	323,294	35,000	483,977	137,500	87,500	100,000	120,000	275,000
22									
23	Net Difference	(219,108)	65,000	(383,977)	(37,500)	12,500	0	(20,000)	(175,000)
24									
25	Ending Fund Balance	1,175,828	911,016	791,851	754,351	766,851	766,851	746,851	571,851
26									
27	Reserves								
28	Reserve for Community Parks	129,379	60,319	60,621	3,121	10,621	5,621	621	(229,379)
29	Reserve for Neighborhood Parks	553,623	45,386	436,938	441,938	431,938	421,938	391,938	431,938
30	Reserve for Park Land	492,826	805,311	294,292	309,292	324,292	339,292	354,292	369,292
31									
32	Total Reserves	$1,175,828	$911,016	$791,851	$754,351	$766,851	$766,851	$746,851	$571,851

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 15 Budget

In Fiscal Year 2015, incremental apportionment revenues of an estimated $3,552,325 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 15. 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.

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

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$7,264,753	$5,699,925	$16,645,250	$10,235,051	$13,132,160	$16,243,234	$19,488,308	$22,777,677
2								
3 Revenues								
4 Sales Tax	2,697,986	3,407,506	3,407,506	3,552,325	3,703,299	3,860,689	4,024,768	4,195,821
5 Sales Tax - Economic Dev	539,597	0	0	0	0	0	0	0
6 Interest Income	10,279	17,500	17,500	17,500	17,500	17,500	17,500	17,500
7 Property Tax	953,908	835,000	835,000	835,000	835,000	835,000	835,000	835,000
8 Bond Proceeds	7,984,847	0	0	0	0	0	0	0
11								
16 Total Revenue	12,186,617	4,260,006	4,260,006	4,404,825	4,555,799	4,713,189	4,877,268	5,048,321
17								
18 Expenditures								
19 Services /Maintenance	10,516	10,071	11,161	10,171	10,273	10,376	10,480	10,584
20 Administration	0	127,275	127,275	220,241	136,674	141,396	146,318	151,450
23 Capital Projects	1,739,948	0	9,499,021	0	0	0	0	0
24 Debt Service	1,020,948	1,033,738	1,032,748	1,277,304	1,297,777	1,316,344	1,431,102	1,638,239
25 Audit adjustments	34,708	0	0	0	0	0	0	0
26								
27 Total Expenditures	2,806,120	1,171,084	10,670,205	1,507,717	1,444,724	1,468,116	1,587,900	1,800,273
28								
29 Net Difference	9,380,497	3,088,922	(6,410,199)	2,897,108	3,111,075	3,245,074	3,289,369	3,248,048
30								
31 Ending Fund Balance	$16,645,250	$8,788,847	$10,235,051	$13,132,160	$16,243,234	$19,488,308	$22,777,677	$26,025,725

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, 2013, including debt to be paid by City-operated enterprises.

General Government Debt	Final Maturity	Outstanding Balance	Interest Rate
Combined Purpose Bonds of 2005A	June 1, 2025	5,290,000	3.5% - 4.5%
Combined Purpose Bonds of 2007A	June 1, 2027	5,400,000	3.8% - 4.25%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	3,485,000	3.375% - 4.25 %
Combined Purpose Bonds of 2008B	Dec. 1, 2013	1,380,000	3.25% - 3.625%
Combined Purpose Bonds of 2010	Sept. 1, 2015	4,690,000	1% - 1.5
Combined Purpose Bonds of 2012A	Mar.1, 2014	290,000	2%
Combined Purpose Bonds of 2012B	Mar.1, 2017	15,000,000	.5% - 2%
Combined Purpose Bonds of 2012C	Mar.1, 2017	3,035,000	1% - 2%
Combined Purpose Bonds of 2012D	Dec. 1, 2032	20,050,000	2.5% - 3%
Total		$ 58,620,000	

Tax Increment Authority Debt	Final Maturity	Outstanding Balance	Interest Rate
TIF Revenue Note of 2009	Sept. 1, 2028	$13,735,000	Variable

Enterprise Fund Debt	Final Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	Aug. 2016	$ 726,575	2.74%
Revenue Bond – Refunding Series 2005	Nov. 1, 2019	2,105,000	3.25% - 4%
Water Reclamation OWRB SRF Note	Aug. 15, 2015	345,813	.5%
Water Reclamation Revenue Refunding Bonds 2003	Nov. 1, 2016	2,940,000	2.25% - 4%
Water Reclamation OWRB SRF Note	Sept. 15, 2019	1,616,667	.5%
NUA Utility Revenue Bonds Series 2006	June 30, 2027	16,165,000	3.87% - 5.0%
NMA Sanitation Notes	Oct. 1, 2024	2,990,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,385,000	3.5% - 6.125%
NMA Loan (Gray Street Property)	July 15, 2014	90,094	2.89%
Clean Water OWRB SRF Note	*	4,964,024	2.91%
Drinking Water OWRB SRF Note	*	10,604,680	3.28%
Sanitation System Note	Oct. 1, 2018	1,620,000	1.1455%
NMA Loan (Republic Bank)	Nov. 1, 2022	140,387	0%
NUA Clean Water OWRB SRF Note	**	50,300,000	1.78%
Total		$95,993,240	
Grand Total			**$168,348,240**

*20 years after construction completed
**15 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	DEBT SERVICE REQUIREMENT PRINCIPAL	INTEREST	TOTAL	(3) COVERAGE RATIO
2004	19,550	13,337	6,213	2,614	813	3,427	1.81
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

(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, 2013 Comprehensive Annual Financial Report, p. 110

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, 2013

Assessed Valuation:		
Net Assessed Value		$807,370,000
Section 26 limitation:		
10% of net assessed value	$ 80,737,000	
Section 27 limitation:		
30% of net assessed value		$242,211,000
Debt applicable to limitation:		
Total general bonded debt	$ 58,620,000	
Less amount available for payment	(9,121,000)	
Total debt applicable to limitation	$ 49,499,000	
Legal debt margin		$192,712,000

Source: City of Norman, 2013 Comprehensive Annual Financial Report, p. 109

FYE 15 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.

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$4,618,163	$7,986,636	$9,120,061	$9,572,285	$9,572,285	$9,572,285	$9,572,285	$9,572,285
2								
3 Revenues:								
4 Property Tax	10,578,281	10,064,379	11,457,123	10,423,825	12,413,032	10,704,765	6,004,022	5,926,060
5 Interest/Investment Income	19,917	25,000	25,000	25,000	25,000	25,000	25,000	25,000
7								
8 Subtotal	10,598,198	10,089,379	11,482,123	10,448,825	12,438,032	10,729,765	6,029,022	5,951,060
9 I/F Transf - 92 & 95 Bonds	250,063	0	0	0	0	0	0	0
11								
12 Total Revenue	10,848,261	10,089,379	11,482,123	10,448,825	12,438,032	10,729,765	6,029,022	5,951,060
13								
14 Expenditures								
15 Principal Payments	4,570,000	9,125,000	9,125,000	8,510,000	9,646,250	8,111,250	3,576,250	3,576,250
16 Interest Payments	962,443	1,079,292	1,079,292	1,183,785	1,965,237	1,791,970	1,626,227	1,548,265
17 Agents Fees	2,100	1,545	1,545	1,545	1,545	1,545	1,545	1,545
19 Audit Accruals/Adjustments	(8,231)	0	0	0	0	0	0	0
20								
21 Subtotal	5,526,312	10,205,837	10,205,837	9,695,330	11,613,032	9,904,765	5,204,022	5,126,060
22 I/F Transf - Insurance	820,051	824,062	824,062	753,495	825,000	825,000	825,000	825,000
24								
25 Total Expenditures	6,346,363	11,029,899	11,029,899	10,448,825	12,438,032	10,729,765	6,029,022	5,951,060
26								
27 Net Difference	4,501,898	(940,520)	452,224	0	0	0	0	0
28								
29 Ending Fund Balance	9,120,061	7,046,116	9,572,285	9,572,285	9,572,285	9,572,285	9,572,285	9,572,285
30								
31 Reserve for Debt Service	9,120,061	7,046,116	9,572,285	9,572,285	9,572,285	9,572,285	9,572,285	9,572,285
32 Reserve for Assessment District-HP	0	0	0	0	0	0	0	0
33								
34 Total Reserves	$9,120,061	$7,046,116	$9,572,285	$9,572,285	$9,572,285	$9,572,285	$9,572,285	$9,572,285

G.O. COMBINED PURPOSE BONDS FUND - 1992
BUDGET
HIGHLIGHTS

Background

This fund was originally established to account for the utilization of bond proceeds for construction costs and to serve as a conduit to collect sales tax to retire the debt for the 1981 G.O. Bonds, which are now completely retired. This fund now is used for the same purposes as the Combined Purpose Bonds of 1992 to be paid from sales tax dedicated to capital improvements. Sales tax revenue is deposited in this fund and then transferred to the General Debt Service Fund.

FYE 15 Budget

These bonds were paid off in December of 2012.

G.O. COMBINED PURPOSE BONDS FUND - 1992 (64)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED
1 Beginning Fund Balance	$158,997	$0	$0	$0	$0
2					
3 Revenues					
4 Interest/Investment Income	480	0	0	0	0
5 Audit Accruals/Adjustments	30,572	0	0	0	0
6 Sales Tax	60,184	0	0	0	0
7					
8 Total Revenues	91,236	0	0	0	0
9					
10 Expenditures					
11 I/F Transf - Gen Debt Service	250,063	0	0	0	0
I/F Transf - Capital Projects Fd	170	0	0	0	0
12					
13 Total Expenditures	250,233	0	0	0	0
14					
15 Net Difference	(158,997)	0	0	0	0
16					
17 Ending Fund Balance	$0	$0	$0	$0	$0
18					
19 Reserve for Debt Service	$0	$0	$0	$0	$0

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 15 Budget

The FYE 15 Budget shows a beginning fund balance of $231,914. No expenditures are projected to be made for FYE 15 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2015 – 2019 discusses planned recoupment projects in detail.

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

	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED
1 Beginning Fund Balance	$384,019	$181,708	$430,325	$231,914	$231,914	$231,914	$231,914	$231,914
2								
3 Revenues								
4 Reimbursements/Interest	50,206	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	50,206	0	0	0	0	0	0	0
8								
9 Expenditures								
10 Capital Projects	3,900	0	198,411	0	0	0	0	0
12								
13 Total Expenditures	3,900	0	198,411	0	0	0	0	0
14								
15 Net Difference	46,306	0	(198,411)	0	0	0	0	0
16								
17 Ending Fund Balance	$430,325	$181,708	$231,914	$231,914	$231,914	$231,914	$231,914	$231,914

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

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of June 24, 2013, the Plan included 12 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:

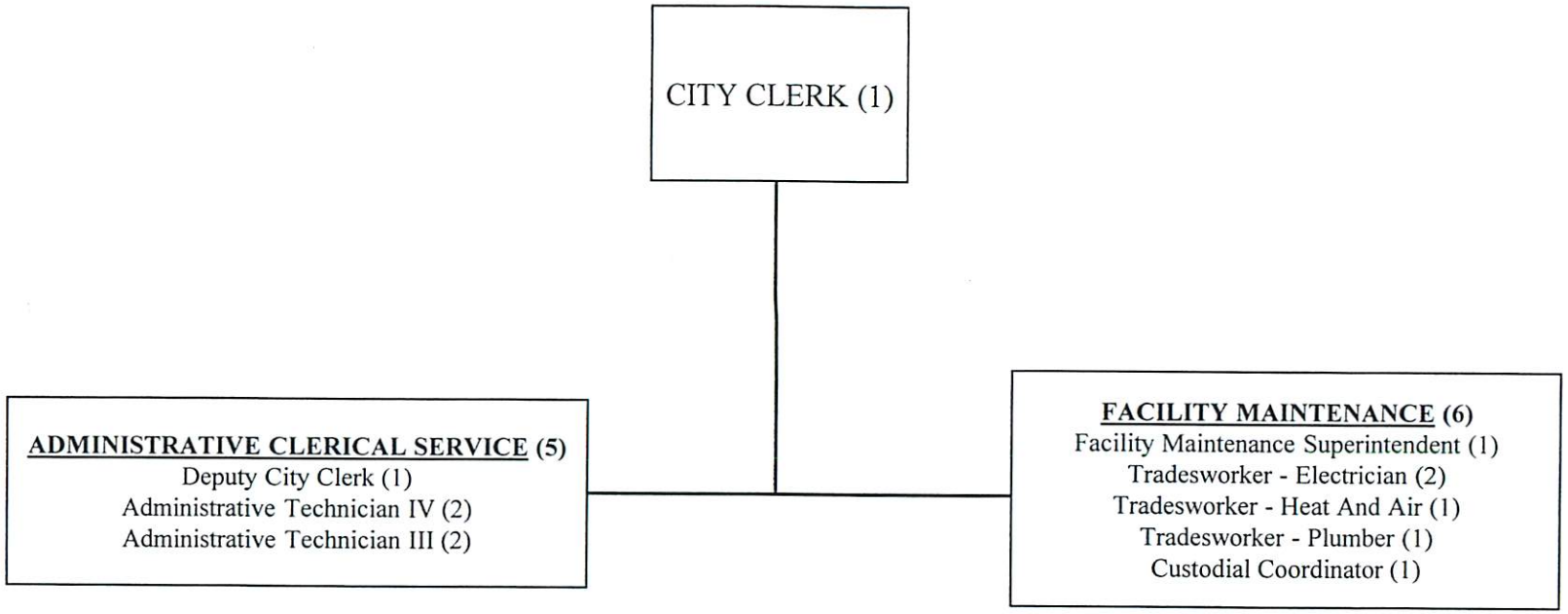
	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	586	577	577	577	579
Part-time Positions	18	21	22	22	22
Total Budgeted Positions	604	598	599	599	601

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	49,188,380	51,314,332	51,116,646	51,120,737	51,833,046
Supplies & Materials	5,618,242	6,268,353	6,618,308	6,352,921	6,813,058
Services & Maintenance	6,805,822	8,482,805	9,804,838	8,506,015	9,698,098
Internal Services	3,235,427	2,692,463	2,692,552	2,738,534	3,561,847
Capital Equipment	3,167,939	3,147,296	4,173,539	4,100,486	3,478,128
Subtotal	68,015,809	71,905,249	74,405,883	72,818,693	75,384,177
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	77,699	0	0	0	0
Interfund Transfers	1,304,096	79,978	79,978	74,850	0
Audit Adjust/Encumbrances	320,857	0	0	0	0
Subtotal	1,702,652	79,978	79,978	74,850	0
Fund Total	69,718,461	71,985,227	74,485,861	72,893,543	75,384,177

OFFICE OF THE CITY CLERK

12 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	867,083	862,688	862,688	862,688	866,379
Supplies & Materials	110,708	75,591	112,761	111,479	114,080
Services & Maintenance	253,003	291,590	300,020	290,983	318,462
Internal Services	27,894	25,482	25,482	25,284	25,744
Capital Equipment	10,453	49,288	59,919	59,117	80,200
Subtotal	1,269,141	1,304,639	1,360,870	1,349,551	1,404,865
Department Total	1,269,141	1,304,639	1,360,870	1,349,551	1,404,865

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	473,939	459,912	459,912	459,912	454,248
Supplies & Materials	5,822	5,178	5,389	5,389	6,378
Services & Maintenance	60,288	63,336	74,771	71,828	74,293
Internal Services	14,551	14,394	14,394	14,341	12,952
Capital Equipment	1,426	10,800	9,329	9,329	0
Subtotal	556,025	553,620	563,795	560,799	547,871
Division Total	556,025	553,620	563,795	560,799	547,871

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 12	FYE 13	FYE 14		FYE 15
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	99%	99%	99%	99%	99%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	100%	100%	98%	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	98%	98%	96%	92%	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	13	15	15	19	20

DIVISION SUMMARY

010-2030 FACILITIES MAINTENANCE ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	29,894	30,623	30,623	30,623	31,751
Supplies & Materials	1,303	1,798	1,798	1,291	2,346
Services & Maintenance	14,872	21,677	21,698	15,604	34,312
Internal Services	2,039	1,765	1,765	1,591	1,901
Capital Equipment	0	0	11,502	10,700	1,800
Subtotal	48,109	55,863	67,386	59,809	72,110
Capital Projects	0	0	0	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	48,109	55,863	67,386	59,809	72,110

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Response time to emergency repair measured in less than 4 hours	n/a	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:

- Monitor outside 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.
- Monitor the custodial contract for the municipal complex and library.
- Perform custodial setup work as needed.
- Conduct general repairs.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	47,169	48,624	48,624	48,624	50,489
Supplies & Materials	51,046	11,275	48,591	48,320	36,389
Services & Maintenance	98,102	122,898	120,782	120,782	122,898
Internal Services	2,288	1,672	1,672	1,732	2,041
Capital Equipment	2,096	0	600	600	0
Subtotal	200,701	184,469	220,269	220,058	211,817
Capital Projects	0	0	0	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	200,701	184,469	220,269	220,058	211,817

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
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	n/a	85%	100%	80%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	316,082	323,529	323,529	323,529	329,891
Supplies & Materials	52,536	57,340	56,983	56,479	68,967
Services & Maintenance	11,803	25,564	24,654	24,654	28,844
Internal Services	9,017	7,651	7,651	7,620	8,850
Capital Equipment	6,930	38,488	38,488	38488	78,400
Subtotal	396,368	452,572	451,305	450,770	514,952
Capital Projects	0	0	0	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	396,368	452,572	451,305	450,770	514,952

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
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%	45%	50%

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	67,938	58,115	58,115	58,115	58,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	67,938	58,115	58,115	58,115	58,115
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	67,938	58,115	58,115	58,115	58,115

DEPARTMENT SUMMARY

TOTAL CITY COUNCIL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	11,607	51,626	51,626	51,626	51,627
Supplies & Materials	13,503	19,533	17,519	12,408	18,425
Services & Maintenance	781,361	2,144,804	1,706,882	835,822	2,323,203
Internal Services	6,399	24,260	24,260	23,771	29,210
Capital Equipment	268	8,000	19,337	19337	0
Subtotal	813,138	2,248,223	1,819,624	942,964	2,422,465
Capital Projects	0	0	0	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	813,138	2,248,223	1,819,624	942,964	2,422,465

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 15 General Fund allocation to the City Council includes funding in the amount of $818,500 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Campus Area Rapid Transit (CART) - $510,500
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 - $13,000
Great American West/89er Day Parade - $5,000
Performing Arts Studio - $3,500
Veterans Day Parade - $500

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	11,607	51,626	51,626	51,626	51,627
Supplies & Materials	13,503	17,425	16,291	11,180	17,425
Services & Maintenance	781,361	2,143,004	1,704,202	833,142	2,323,203
Internal Services	6,399	24,260	24,260	23,771	29,210
Capital Equipment	268	8,000	19,337	19,337	0
Subtotal	813,138	2,244,315	1,815,716	939,056	2,421,465
Division Total	813,138	2,244,315	1,815,716	939,056	2,421,465

*FYE 15 includes a 2% Emergency Reserve of $1,394,236 and FYE 14 included a 2% Emergency Reserve of $1,334,077.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	2,108	1,228	1,228	1,000
Services & Maintenance	0	1,800	2,680	2,680	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	3,908	3,908	3,908	1,000
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	0	3,908	3,908	3,908	1,000

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	3	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	4	4	4	4

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	425,628	514,155	514,155	514,155	482,159
Supplies & Materials	11,684	11,690	12,799	12,935	11,040
Services & Maintenance	38,896	44,733	273,201	271,150	61,531
Internal Services	36,974	19,751	19,751	19,746	38,909
Capital Equipment	0	124,015	58,801	5930	101,118
Subtotal	513,182	714,344	878,707	823,916	694,757
Capital Projects	0	0	0	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	513,182	714,344	878,707	823,916	694,757

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	328,628	329,056	329,056	329,056	292,722
Supplies & Materials	711	1,568	3,117	3,092	8,318
Services & Maintenance	11,148	11,766	13,405	10,150	17,338
Internal Services	36,907	19,670	19,670	19,674	38,823
Capital Equipment	0	122,215	52,871	0	101,118
Subtotal	377,394	484,275	418,119	361,972	458,319
Capital Projects	0	0	0	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	377,394	484,275	418,119	361,972	458,319

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY MANAGER

GOALS:

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

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

- 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.
- Assist City Council with the adoption of Norman's first Comprehensive Transportation Plan (CTP).
- 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.
- If voter approval is granted for the PSST renewal, staff will develop a joint City/NPS School Resource Officer Program and immediately commence the assessment and purchase of a new citywide emergency communications system.
- Computer Aided Dispatch (CAD) implementation and Records Management System (RMS) integration.
- Complete the evaluation of water source alternatives for long-term water supply as a part of the City's Strategic Water Supply Plan and execute as appropriate.
- 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.
- Finalize recommendation for the Water Treatment Plant, Phase II, treatment, explanation and funding of additions.
- Complete the retail market analysis to assist in retail expansion and development efforts.
- Update the Westwood Golf Course Business Plan in coordination with the Council Finance Committee.
- Finalize the creation of the University North Park Business Improvement District (BID). This district will be responsible for Legacy Park, Legacy Trail, ROW's and possibly some common areas.

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of press releases	194	197	200	200	200
Number of visits on the City of Norman website	636,238	1,393,511	1,490,000	1,490,000	1,500,000
Norman News members	1,033	1,090	1,098	1,098	1,150
Facebook followers	0	0	0	0	1,900
Twitter followers	0	0	0	0	875

DIVISION SUMMARY

010-1011 COMMUNITY & BUSINESS RELATIONS

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.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	2	2	2	2

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	97,000	185,099	185,099	185,099	189,437
Supplies & Materials	702	772	2,582	2,582	2,522
Services & Maintenance	22,848	22,267	55,456	53,960	30,767
Internal Services	67	81	81	72	86
Capital Equipment	0	1,800	5,930	5930	0
Subtotal	120,617	210,019	249,148	247,643	222,812
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	120,617	210,019	249,148	247,643	222,812

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY & BUSINESS RELATIONS

GOALS:

- Coordinates developers, contractors, engineers, architects and other agencies, including community groups, to explain and interpret the City's design requirements, codes, specifications and processes.
- Acts as City liaison to identify and resolve questions/problems.
- 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.

OBJECTIVES:

- Develop a list of common building/fire code concerns and work with staff to create a series of Code Clarifications for those items
- Completion of Retail Market Analysis
- Complete and publish formalized plan review checklists for City platting and public construction standards
- Develop a system for updating businesses/developers of large City construction projects

WORK PLAN FOR 2014:

- Distribute a Customer Service Survey for the Development Services Division to trade contractors, builders and other project representatives to receive their input on plan review and inspection services upon final Certificate of Occupancy.
- Publish the Development Handbook outlining the development process in Norman. Revisions to reflect user suggestions and/or process changes will be incorporated periodically.
- Continue the Building Permit Outreach Program by contacting building permit applications of smaller commercial projects (generally less than 5,000 sq. ft.) and/or applications unfamiliar with City processes. Periodic follow-up checks (generally every two weeks following initial contact) will be conducted.
- Continue to meet with staff from the Planning and Community Development Department and the members of the Builders Association of South Central Oklahoma (BASCO) in a series of quarterly "brown bag lunch" meetings to discuss individual elements of the inspection process.
- Complete the retail market analysis to assist in retail expansion and development efforts.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	10,271	9,350	7,100	7,261	200
Services & Maintenance	4,900	7,700	3,000	5,700	8,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	15,171	17,050	10,100	12,961	8,726
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	15,171	17,050	10,100	12,961	8,726

DIVISION SUMMARY

010-1093 SPECIAL STUDIES / CONTRIBUTIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

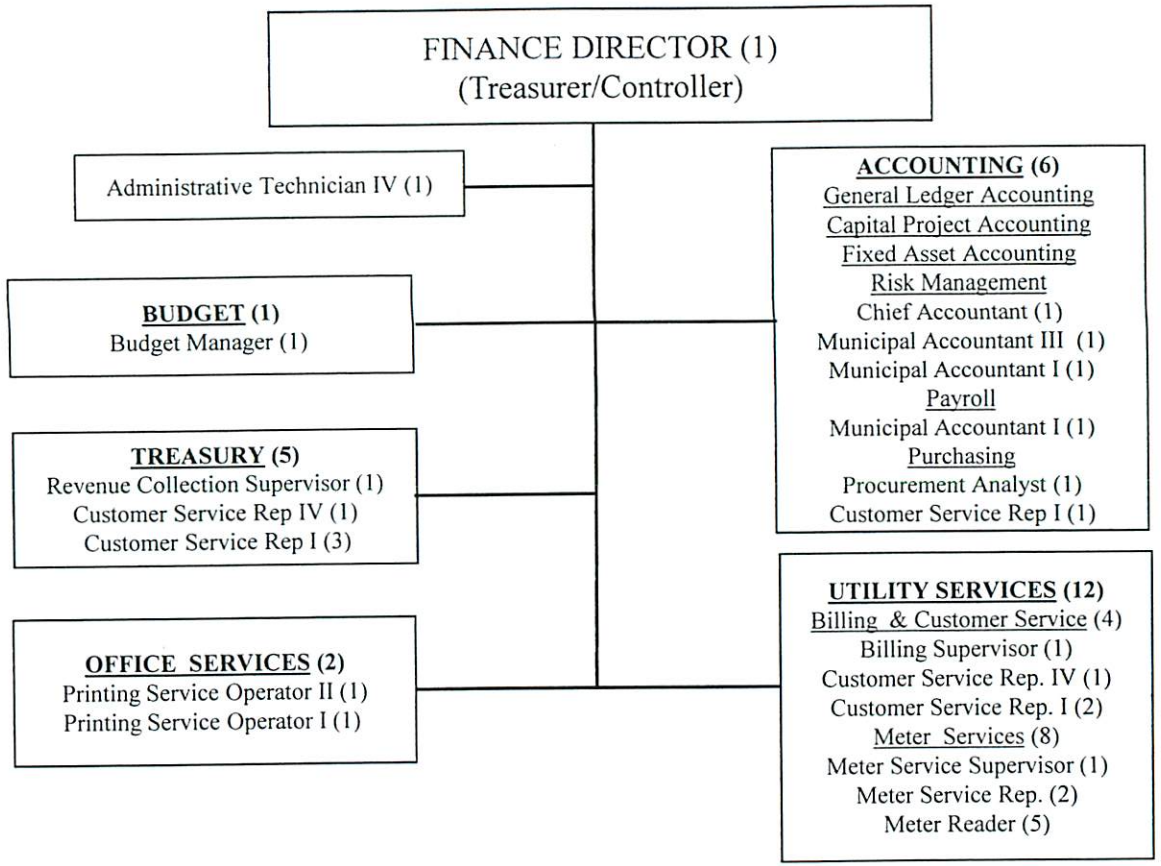
	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	3,000	201,340	201,340	4,900
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	3,000	201,340	201,340	4,900
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	3,000	201,340	201,340	4,900

FINANCE DEPARTMENT

28 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 information system 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	38	38	28	28	28
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	38	38	28	28	28

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	3,041,400	3,051,203	3,051,203	3,051,203	2,034,925
Supplies & Materials	85,472	98,926	103,034	102,779	57,536
Services & Maintenance	1,106,545	1,149,818	1,245,415	1,231,857	803,014
Internal Services	113,331	202,957	202,957	209,955	200,279
Capital Equipment	705,605	106,531	308,968	289,588	106,328
Subtotal	5,052,353	4,609,435	4,911,577	4,885,382	3,202,082
Capital Projects	0	0	0	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	5,052,353	4,609,435	4,911,577	4,885,382	3,202,082

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	7	7	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	6	6	6

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	520,211	532,856	532,856	532,856	477,131
Supplies & Materials	2,128	3,072	2,883	2,687	3,072
Services & Maintenance	132,004	170,140	182,139	182,335	134,598
Internal Services	9,647	14,831	14,831	15,272	14,781
Capital Equipment	8,964	6,450	5,740	5,740	1,800
Subtotal	672,954	727,349	738,449	738,890	631,382
Capital Projects	0	0	0	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	672,954	727,349	738,449	738,890	631,382

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Accounting and Financial Reporting:					
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	21	22	22	23	24

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	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%
Payroll:					
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	88%	91%	92%	95%	95%
Purchasing:					
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 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 investment activity of the City is conducted within the Administration Division.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	243,419	242,921	242,921	242,921	228,915
Supplies & Materials	1,124	880	890	940	880
Services & Maintenance	35,896	33,440	33,644	24,938	33,440
Internal Services	47,149	49,507	49,507	49,731	42,380
Capital Equipment	0	0	0	0	0
Subtotal	327,588	326,748	326,962	318,530	305,615
Capital Projects	0	0	0	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	327,588	326,748	326,962	318,530	305,615

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Achieve stated department-wide performance indicators	(21/26) 80%	80%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	60%	65%	100%	50%	100%

DIVISION SUMMARY

010-3030 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	104,149	107,478	107,478	107,478	110,233
Supplies & Materials	312	398	446	446	398
Services & Maintenance	5,956	5,012	4,964	4,964	5,012
Internal Services	1,820	12,618	12,618	12,613	12,617
Capital Equipment	0	0	0	0	0
Subtotal	112,237	125,506	125,506	125,501	128,260
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	112,237	125,506	125,506	125,501	128,260

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	22	23	24	24	25
City Manager's Proposed 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	2/4	1/5	2/3	1/2	2/3
Number of budget transfer requests annually	1,910	1,902	1,100	1,450	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	+12%	-2.98%	n/a	+1.94%	n/a
Actual expenditures vs. budget	-8%	-14.03%	n/a	+45.66%	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 page186 for more information.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	9	9	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	0	0	0

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	904,573	944,712	944,712	944,712	0
Supplies & Materials	27,543	45,324	47,806	48,251	0
Services & Maintenance	298,382	304,993	386,359	382,059	0
Internal Services	20,167	13,763	13,763	13,839	0
Capital Equipment	662,231	40,540	241,721	222,341	0
Subtotal	1,912,897	1,349,332	1,634,361	1,611,202	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	1,912,897	1,349,332	1,634,361	1,611,202	0

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

See new Information Technology Department (pages 187-188)

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	92,147	103,273	103,273	103,273	114,950
Supplies & Materials	27,670	24,726	24,726	24,726	24,726
Services & Maintenance	110,299	111,455	111,455	110,707	111,455
Internal Services	1,534	1,361	1,361	1,181	1,149
Capital Equipment	23,145	19,470	20,929	20,929	0
Subtotal	254,794	260,285	261,744	260,816	252,280
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	254,794	260,285	261,744	260,816	252,280

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	5%	5%	5%	>5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	95%	100%	100%	98%	100%
Reduce follow up time	n/a	n/a	5%	8%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	n/a	n/a	95%	95%	100%
Reduce outside printing costs by specified percentage	5%	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 and the Transfer Station.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	361,078	362,518	362,518	362,518	364,870
Supplies & Materials	2,075	2,100	1,626	1,626	2,100
Services & Maintenance	275,606	272,286	274,904	274,904	277,063
Internal Services	7,684	7,241	7,241	7,409	7,088
Capital Equipment	1,850	0	586	586	3,250
Subtotal	648,292	644,145	646,875	647,043	654,371
Capital Projects	0	0	0	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	648,292	644,145	646,875	647,043	654,371

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	20	80	20	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	24 hours	40 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	815,823	757,445	757,445	757,445	738,826
Supplies & Materials	24,620	22,426	24,657	24,103	26,360
Services & Maintenance	248,402	252,492	251,950	251,950	241,446
Internal Services	25,332	103,636	103,636	109,910	122,264
Capital Equipment	9,415	40,071	39,992	39,992	101,278
Subtotal	1,123,592	1,176,070	1,177,680	1,183,400	1,230,174
Capital Projects	0	0	0	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	1,123,592	1,176,070	1,177,680	1,183,400	1,230,174

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:

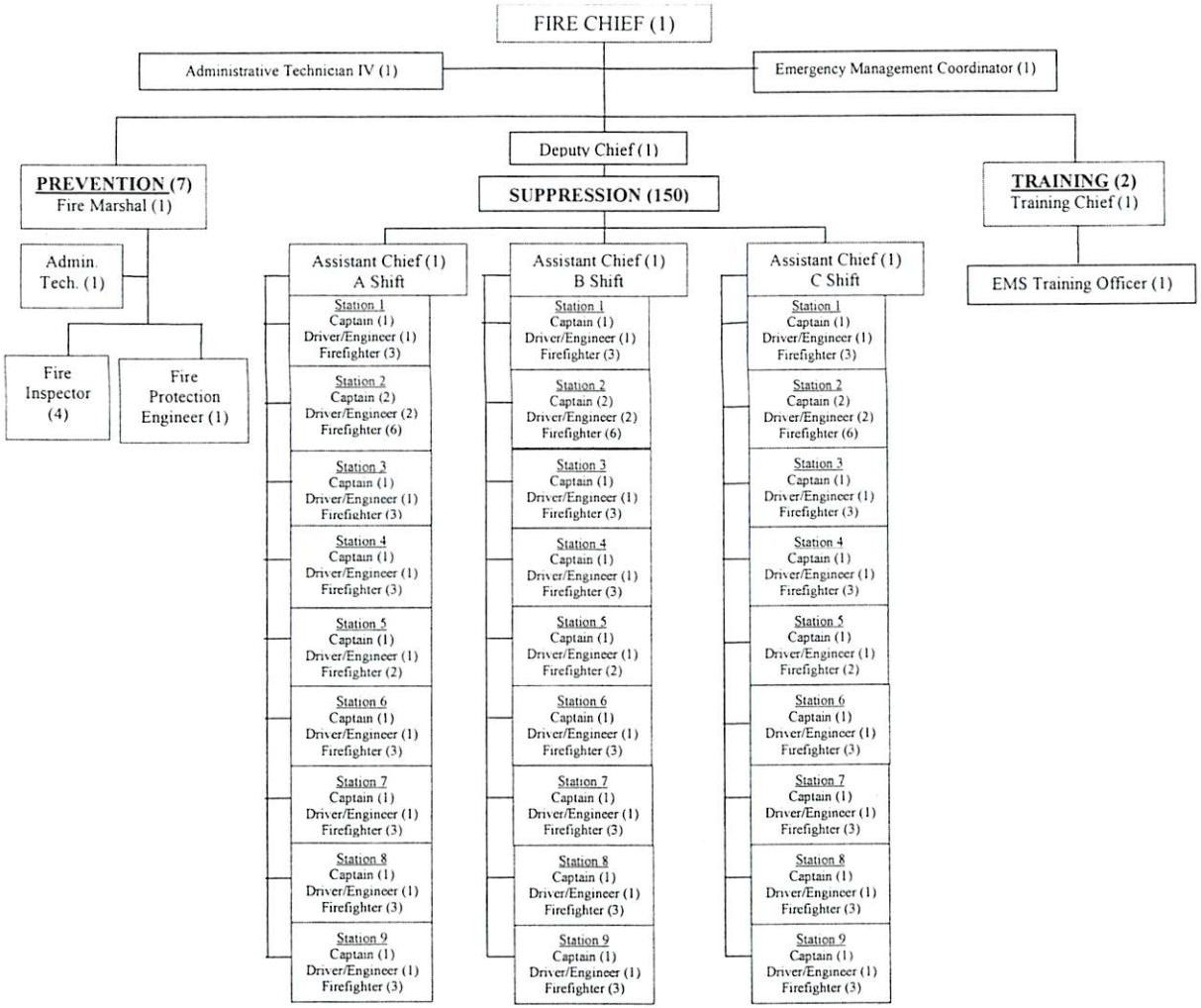
- Maintain accurate water meter reading schedules with a variance of less than 1%.
- Clean 183 meter boxes every month.
- Decrease billing errors by <1% of total billing.
- Decrease amount of delinquency accounts by 1% of total delinquency.
- Help citizens, on a temporary basis by paying the utility bill.
- 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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of routes read on time (every 28 to 31 days)	55%	56%	65%	68%	65%
Ratio of billing errors to customer accounts	2%	2%	2%	2%	2%
Training seminars provided per employee	6	0	6	0	0
Keep meter reading error rate under 1%	0.5%	0.5%	0.5%	0.5%	0.5%
Average number of meters read per month	36,612	37,363	37,468	37,576	37,680
Number of meters equipped with the AMR system	2,000	n/a	3,000	n/a	n/a
Average number of accounts annually	47,000	40,998	52,000	41,200	41,406
Number of accounts turned off for non-payment	18,000	1,322	22,500	1,800	2,500
Ratio of accounts eligible for cutoff to accounts actually cutoff	50%	6%	50%	10%	25%
Accounts turned over to collection agency	2,100	800	2,500	1,600	2,500
Number of customer service calls received	67,000	n/a	75,500	n/a	n/a
Number of meter boxes cleaned	125	150	140	150	183

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	12,536,496	12,949,813	12,896,334	12,898,334	13,298,369
Supplies & Materials	332,377	368,951	479,075	464,045	340,905
Services & Maintenance	199,329	282,971	313,170	289,672	370,259
Internal Services	812,975	578,896	578,896	597,779	1,070,783
Capital Equipment	201,609	255,798	481,906	481,906	156,885
Subtotal	14,082,786	14,436,429	14,749,381	14,731,736	15,237,201
Capital Projects	0	0	0	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	14,082,786	14,436,429	14,749,381	14,731,736	15,237,201

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	406,101	402,623	402,623	402,623	406,228
Supplies & Materials	15,539	16,258	16,756	14,890	16,090
Services & Maintenance	91,390	120,522	124,597	102,199	127,963
Internal Services	47,786	11,169	11,169	10,300	11,284
Capital Equipment	4,946	6,100	6,100	6,100	0
Subtotal	565,761	556,672	561,245	536,112	561,565
Capital Projects	0	0	0	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	565,761	556,672	561,245	536,112	561,565

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
CAD/RMS training	n/a	n/a	100%	100%	100%
Equipment installation	n/a	n/a	100%	20%	100%
ISO rating improvement	n/a	n/a	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	96,035	99,106	99,106	99,106	102,796
Supplies & Materials	8,533	7,601	8,961	8,395	8,559
Services & Maintenance	3,225	5,991	6,176	6,176	5,991
Internal Services	7,963	5,423	5,423	5,732	4,591
Capital Equipment	1,426	59,816	59,816	59,816	0
Subtotal	117,182	177,937	179,482	179,225	121,937
Capital Projects	0	0	0	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	117,182	177,937	179,482	179,225	121,937

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	1	1	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	2	2	2	2	2
Audible tone warning system tested	48	48	48	48	48
Training attended	8	6	8	8	8
Public awareness activities	6	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	770,630	755,414	755,414	755,414	762,062
Supplies & Materials	24,967	20,287	29,544	27,242	19,546
Services & Maintenance	11,183	10,865	11,715	11,715	10,865
Internal Services	24,512	25,143	25,143	25,735	33,054
Capital Equipment	0	43,937	44,006	44,006	0
Subtotal	831,293	855,646	865,822	864,112	825,527
Capital Projects	0	0	0	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	831,293	855,646	865,822	864,112	825,527

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of public education events conducted	89	125	140	140	140
Number of personnel fully certified	4	4	6	4	4
Code Enforcement inspections	2,700	3,576	3,400	3,700	3,700
Number of plans reviewed	521	632	500	500	500
Fire cause determined	90%	93%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	120	120	120	120	120
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	120	120	120	120	120

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	11,060,295	11,480,004	11,426,525	11,428,525	11,801,206
Supplies & Materials	278,019	316,680	415,429	405,947	286,012
Services & Maintenance	89,450	141,273	166,346	165,246	213,620
Internal Services	728,016	533,775	533,775	552,560	1,018,518
Capital Equipment	195,237	140,945	366,984	366,984	153,685
Subtotal	12,351,017	12,612,677	12,909,059	12,919,262	13,473,041
Capital Projects	0	0	0	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	12,351,017	12,612,677	12,909,059	12,919,262	13,473,041

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	697	734	875	918	964
Emergency medical calls answered	7,926	8,237	8,400	8,566	8,908
Average response time (urban area)	5.68 minutes	No information	5.5 minutes	5.2 minutes	5.2 minutes
Fire loss per capita	$29.57	$44.04	$35.00	$35.00	$35.00
Ratio to national per capita loss	79%	114%	82%	80%	80%
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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	203,436	212,666	212,666	212,666	226,077
Supplies & Materials	5,318	8,125	8,385	7,571	10,698
Services & Maintenance	4,081	4,320	4,336	4,336	11,820
Internal Services	4,698	3,386	3,386	3,452	3,336
Capital Equipment	0	5,000	5,000	5,000	3,200
Subtotal	217,534	233,497	233,773	233,025	255,131
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	217,534	233,497	233,773	233,025	255,131

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:

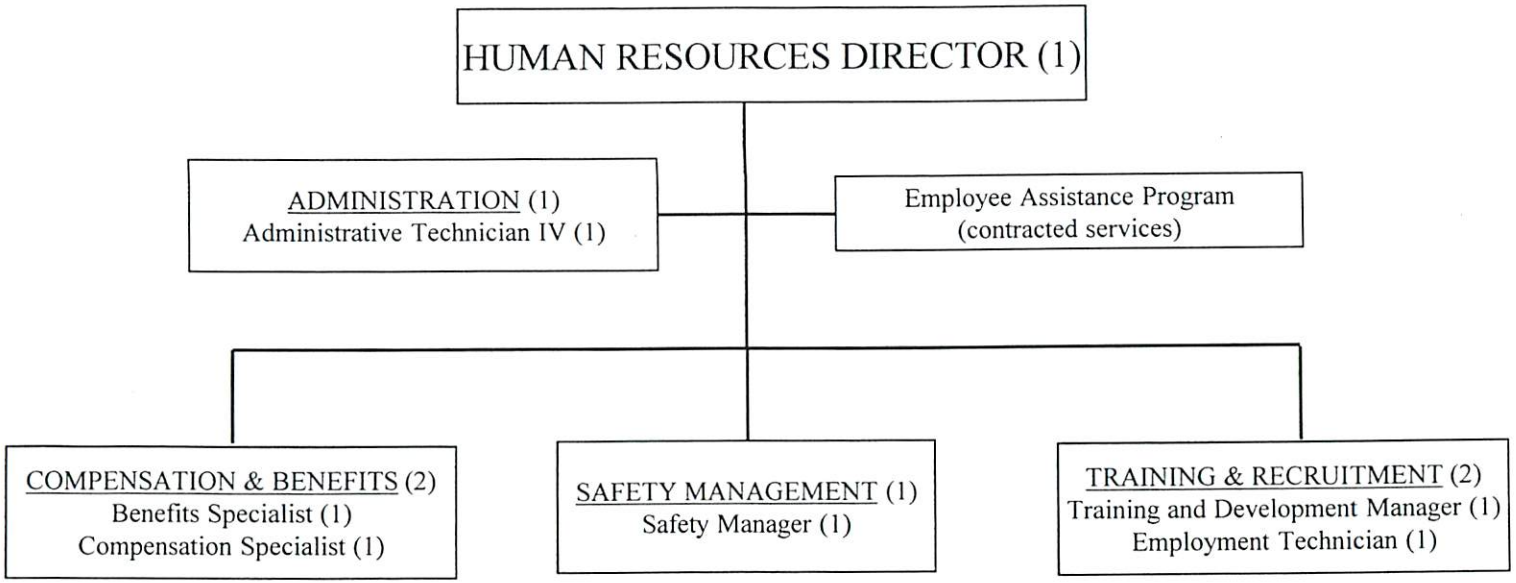
	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	29,463	29,653	30,000	30,000	35,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	95	93	100	100	100
Total EMT-Basic members	100	117	127	127	131

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	8	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	7	7	7	7

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	527,565	531,153	531,153	531,153	546,822
Supplies & Materials	21,972	24,447	29,696	29,196	26,197
Services & Maintenance	209,355	233,284	237,842	234,693	255,344
Internal Services	72,247	41,372	41,372	41,061	38,074
Capital Equipment	1,426	3,600	8,140	8,140	53,494
Subtotal	832,566	833,856	848,203	844,243	919,931
Capital Projects	0	0	0	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	832,566	833,856	848,203	844,243	919,931

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	7	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	6	6	6	6

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	471,240	474,949	474,949	474,949	490,439
Supplies & Materials	13,753	16,050	19,031	19,031	16,900
Services & Maintenance	135,320	128,869	129,033	125,884	142,377
Internal Services	72,247	41,372	41,372	41,061	38,074
Capital Equipment	1,426	3,600	8,140	8,140	51,694
Subtotal	693,986	664,840	672,525	669,065	739,484
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	693,986	664,840	672,525	669,065	739,484

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.
- Expand the Computer Training Lab services to provide customized curriculum development and project support.
- Design 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

PERFORMANCE INDICATORS:	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
Ratio of AFSCME and non-union grievances resolved prior to arbitration to number of grievances.	91%	95%	86%	90%	90%
# of grievances / % total employees	11 / 1.4%	19 / 2.3%	22 / 2.6%	6 / .72%	6 / .72%
Percent of new hires successfully completing six-month probation	96%	82%	94%	91%	90%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name*	67.2%	n/a	75%	n/a	n/a
Cost savings to health plan due to increase in generic drug utilization*	$98,021	n/a	$173,000	n/a	n/a
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	93%	96%	93%	93%	95%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$50,400	$57,330	$52,330	$60,000	$52,500
Number of training hours provided in the Computer Training Lab	3,360	4,088	3,500	4,000	3,500
Website utilization/average number of visits per month					
to Human Resources site:	3,386	3,553	3,400	5,300	5,500
to Job Posting Site/% of HR site visits	2,712/80%	3,129/88%	3,000	4,700/89%	4,950/90%
APWA Re-Accreditation.					
31, chapters, 465 management practices	n/a	81/465	354/465	354/465	100%
% internal audits completed	n/a	17.42%	76.13%	76.13%	100%
Percent of Environmental Management Plans implemented (16 plans/8 divisions)	35%	37.5%	100%	63%	75%
Percent of employees participating in special events and programs	29%	15%	30%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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	24,948	24,993	24,993	24,993	24,993
Capital Projects	0	0	0	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	24,948	24,993	24,993	24,993	24,993

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	56,324	56,204	56,204	56,204	56,383
Supplies & Materials	8,220	8,353	10,621	10,121	9,253
Services & Maintenance	49,088	79,466	83,860	83,860	88,018
Internal Services	0	0	0	0	1,800
Capital Equipment	0	0	0	0	0
Subtotal	113,632	144,023	150,685	150,185	155,454
Capital Projects	0	0	0	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	113,632	144,023	150,685	150,185	155,454

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

- Inspect all City of Norman worksite structures annually, to remove workplace hazards.
- Continue to develop effective safety practices for each department.
- Continue to provide training opportunities for employees that will improve their personal safety efforts.

OBJECTIVES:

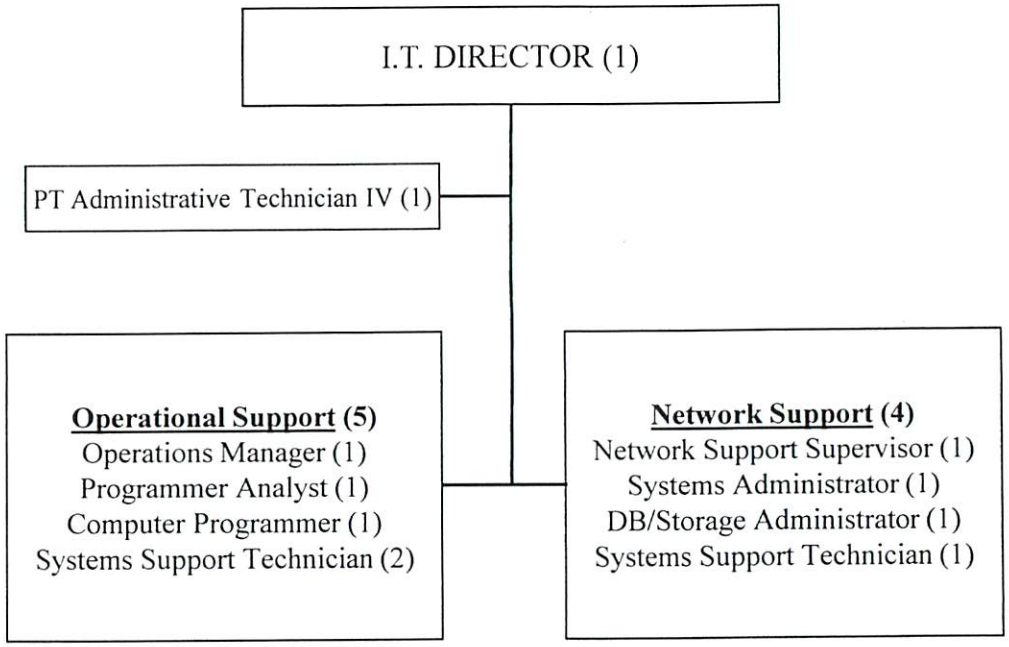
- Conduct regulatory compliance/hazard assessment inspections on every City building each year.
- Mentor departmental safety committees for all departments.
- Provide formal instruction to operations employees to ensure that they are trained in correct trenching and shoring operations, confined space operations, traffic safety, operational risk assessment, vehicle operation, and regulatory compliance.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Train 80 persons per year in CPR / first aid	80	90	50	30	80
Inspect all work centers annually	30	30	30	30	30
Conduct safety meetings, exposure assessments and instruction programs to lower the incidents of OJIs	146 meetings	174 meetings	190 meetings	199 meetings	150 meetings
Correct or take reasonable action to remove identified workplace hazards that may cause serious injury or death.	100%	100%	100%	100%	100%

INFORMATION TECHNOLOGY DEPARTMENT

11 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 157

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	0	0	10	10	10
Part-time Positions	0	0	1	1	1
Total Budgeted Positions	0	0	11	11	11

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	1,019,227
Supplies & Materials	0	0	0	0	62,197
Services & Maintenance	0	0	0	0	519,123
Internal Services	0	0	0	0	13,814
Capital Equipment	0	0	0	0	153,825
Subtotal	0	0	0	0	1,768,186
Capital Projects	0	0	0	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	0	0	0	0	1,768,186

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.
- Ensure that the City's employees have complete support and training for any and all IT systems utilized.

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 15.
- 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

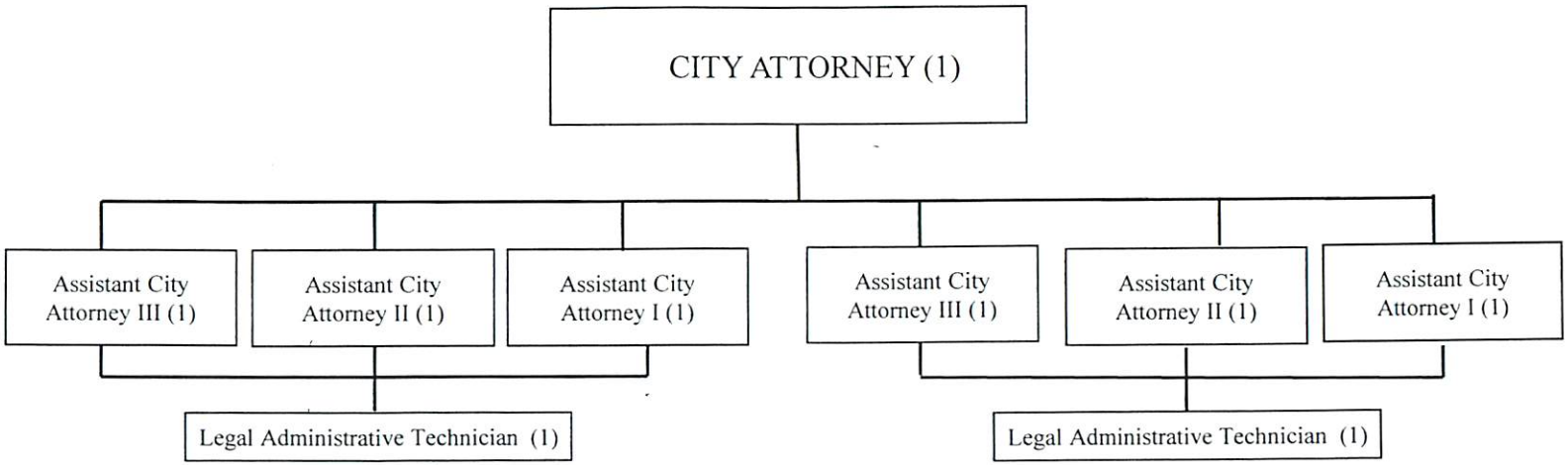
	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
Performance Indicators:					
Number of IT work requests completed	n/a	6,433	3,900	4,353	4,500
Number of public safety users supported	n/a	307	310	310	323
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	n/a	n/a	400	400	440
Number of public safety vehicles outfitted with IT supported equipment	n/a	124	125	125	137
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	n/a	158	181	181	193
Number of public safety work requests resolved	n/a	2,012	1,114	1,550	1,550
Number of department system users supported (excluding public safety)	n/a	n/a	350	350	375
Number of department devices supported (excluding public safety)	n/a	n/a	1,500	1,500	1,505
Number of business applications supported	n/a	356	357	358	360
Number and type of major projects launched	n/a	14	13	13	13
Percent of servers virtualized	n/a	60%	64%	64%	68%
Data growth in Terabytes**	n/a	118 TB	165 TB	165 TB	180 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	10	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	9	9	9	9

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	743,986	904,526	904,526	904,526	920,811
Supplies & Materials	9,226	12,698	13,201	13,201	12,698
Services & Maintenance	110,453	158,506	202,480	198,188	180,938
Internal Services	20,179	20,545	20,545	20,605	17,632
Capital Equipment	10,555	1,800	1,800	1,800	0
Subtotal	894,399	1,098,075	1,142,552	1,138,320	1,132,079
Capital Projects	0	0	0	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	894,399	1,098,075	1,142,552	1,138,320	1,132,079

DEPARTMENT 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:

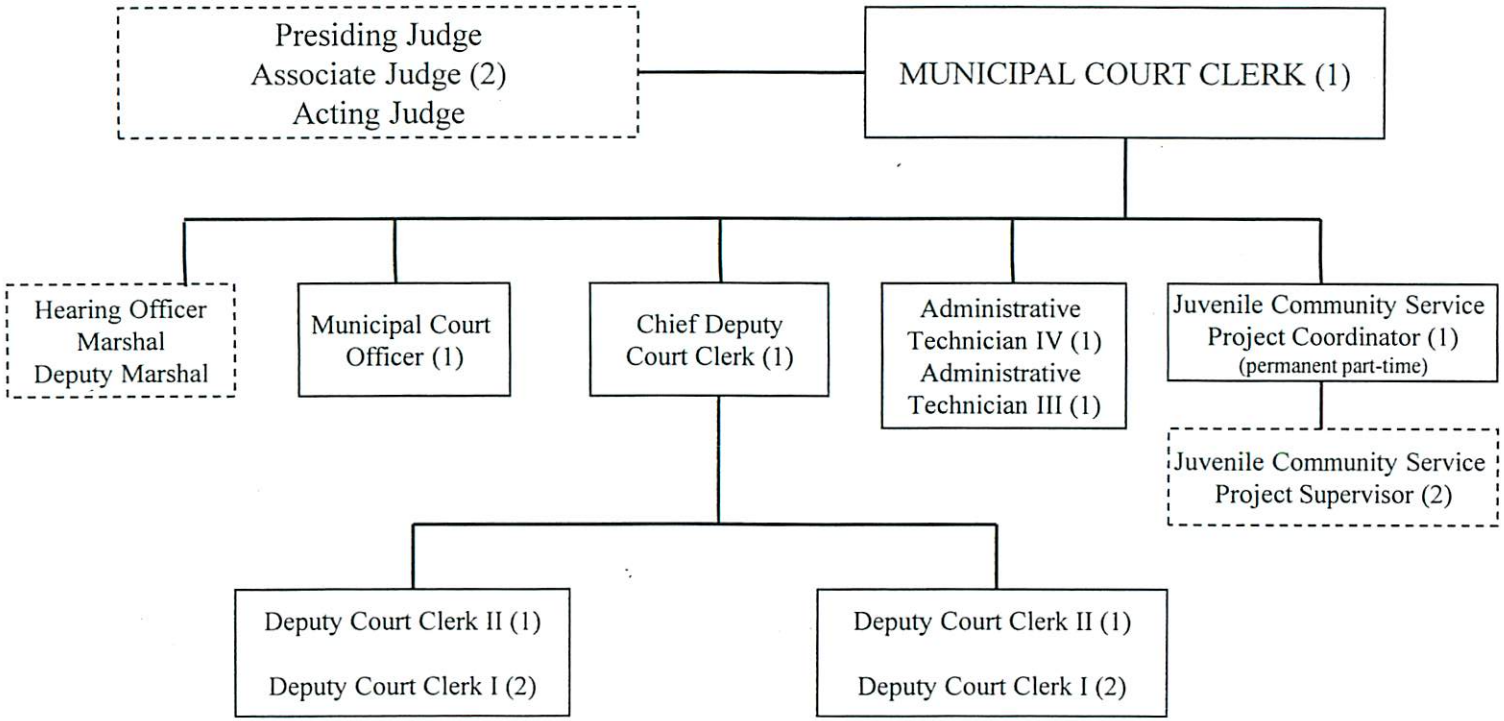
- Maintain periodic updates of departmental website
- Review and streamline process and tracking of tort claims
- Establish database and tracking mechanism for workers' compensation cases
- Maintain database and streamline tracking mechanism for expungements
- Establish database and tracking mechanism 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	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	25%	25%	50%	25%	50%
Process payment of tort claims within 30 business days of receipt of departmental response	90%	90%	95%	95%	95%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	50%	50%	50%	95%	95%
Develop database to track current workers' compensation cases under new Act and Guidelines effective February 1, 2014	n/a	n/a	n/a	n/a	25%
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%	50%	50%	10%	15%
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	60%	35%	75%	35%	35%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	80%	90%	95%	95%	95%

MUNICIPAL COURT

12 EMPLOYEES



The positions in the dashed boxes are not considered full-time or permanent part-time employees.
Only full-time and permanent part-time positions are included in the employee count.
The Juvenile Community Service Coordinator is accounted for in the Seizures and Restitutions Fund.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	12	11	11	11	11
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	911,708	938,221	938,221	938,221	944,212
Supplies & Materials	14,074	7,619	7,642	7,922	10,533
Services & Maintenance	33,363	66,908	72,244	70,078	57,976
Internal Services	29,089	27,327	27,327	27,585	39,483
Capital Equipment	4,753	0	0	0	12,500
Subtotal	992,987	1,040,075	1,045,434	1,043,806	1,064,704
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	992,987	1,040,075	1,045,434	1,043,806	1,064,704

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.

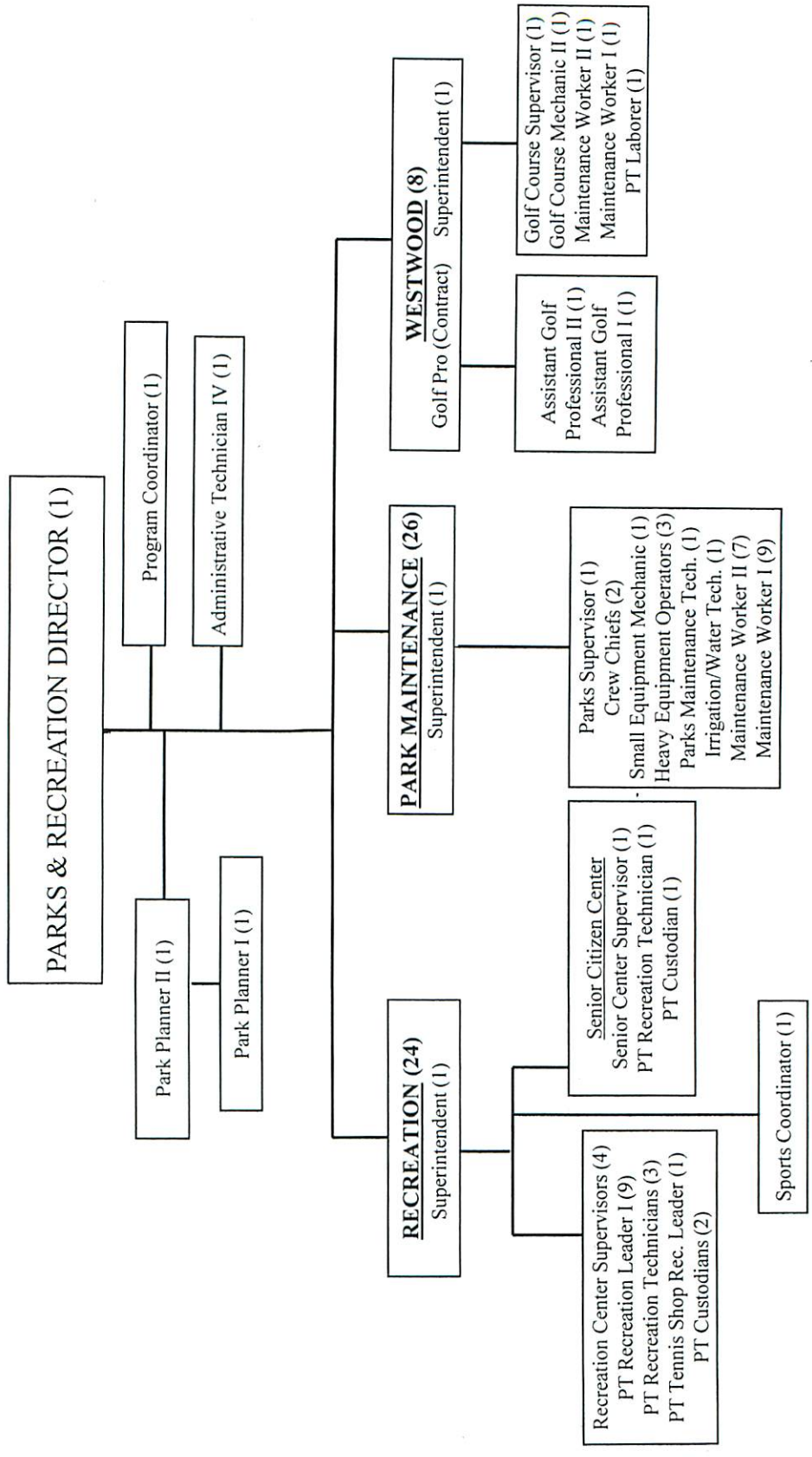
	FYE 12	FYE 13	FYE 14		FYE 15
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Access to Justice:					
Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement	100%	100%	100%	100%	100%
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	5	2	4	3	3
Expedition and Timeliness:					
Cases disposed of within 90 days	95%	91%	93%	93%	93%
Administrative Deferred Sentence Program	450	765	750	901	500
Disposition rate of traffic and non-traffic cases	93%	91%	96%	94%	95%
Recovered costs for prisoner care	23%	18%	25%	23%	20%
Equality, Fairness and Integrity:					
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	96%	80%	92%	78%	90%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
Independence and Accountability:					
Provide employee diversity training sessions	0	2	2	2	2
Produce brochures and videos on court information	0	0	1	5	1
Public Trust and Confidence:					
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)*	48	36	48	64	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	41	38	38	38	38
Part-time Positions	13	16	16	16	17
Total Budgeted Positions	54	54	54	54	55

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	3,138,039	3,373,313	3,232,743	3,232,743	3,220,809
Supplies & Materials	227,798	267,838	279,354	277,097	315,553
Services & Maintenance	432,870	496,454	657,285	603,934	599,212
Internal Services	384,217	303,488	303,488	310,955	365,548
Capital Equipment	122,303	201,808	218,579	218,579	809,000
Subtotal	4,305,227	4,642,901	4,691,449	4,643,308	5,310,122
Capital Projects	0	0	0	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	4,305,227	4,642,901	4,691,449	4,643,308	5,310,122

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	398,292	399,702	399,702	399,702	408,401
Supplies & Materials	5,190	3,977	6,522	6,522	4,147
Services & Maintenance	149,600	172,585	172,997	158,052	182,101
Internal Services	15,050	14,959	14,959	14,873	15,481
Capital Equipment	0	3,600	3,600	3,600	0
Subtotal	568,133	594,823	597,780	582,749	610,130
Capital Projects	0	0	0	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	568,133	594,823	597,780	582,749	610,130

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Westwood Pool participants	28,358	27,931	28,000	28,000	28,000
Westwood Golf participants	37,030	34,311	37,369	35,673	36,103
Forestry Programs participants	1,046	551	600	573	575
Recreation Programs participants	226,025	227,925	226,100	227,911	228,800
Youth Baseball/Softball participants	1,853	1,696	1,900	1,700	1,700
Senior Center participants	31,748	30,071	31,000	31,800	30,000
Total number of participants in activities listed above	326,060	322,485	324,969	325,657	324,378

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,876	2,543	3,438	3,438	9,743
Services & Maintenance	11,206	6,332	8,141	8,141	11,202
Internal Services	125	329	329	273	174
Capital Equipment	0	0	0	0	0
Subtotal	15,207	9,204	11,908	11,852	21,119
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	15,207	9,204	11,908	11,852	21,119

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 tree.
- Increase efforts for new planting opportunities; neighborhoods, green spaces, public schools, parks and open spaces.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of trees planted through the *NeighborWoods* program, in parks and other public spaces. Total numbers beginning FYE 2009 include Apache Foundation free tree giveaways	979	550	600	571	575
Castlerock Park ODOT Tree Grant FYE 2012	67	1	0	2	0

Notes to Results Report:

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	6,666	4,430	4,930	4,930	5,230
Services & Maintenance	20,000	21,500	21,000	21,000	21,500
Internal Services	4,078	3,196	3,196	3,196	2,885
Capital Equipment	0	0	0	0	49,000
Subtotal	30,744	29,126	29,126	29,126	78,615
Capital Projects	0	0	0	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	30,744	29,126	29,126	29,126	78,615

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	7,552	8,827	8,827	8,827	8,827
Supplies & Materials	19	1,350	1,350	1,350	1,350
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	7,570	10,177	10,177	10,177	10,177
Capital Projects	0	0	0	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	7,570	10,177	10,177	10,177	10,177

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	154	286	286	286	686
Services & Maintenance	0	81	81	81	81
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	154	367	367	367	767
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	154	367	367	367	767

DIVISION SUMMARY

010-7010 PARKS MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	29	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	29	26	26	26	26

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,758,486	1,926,180	1,788,610	1,788,610	1,806,546
Supplies & Materials	170,541	213,122	211,816	209,813	241,549
Services & Maintenance	70,047	57,338	206,749	206,749	148,338
Internal Services	252,164	198,083	198,083	204,071	262,283
Capital Equipment	97,638	198,208	208,453	208,453	760,000
Subtotal	2,348,876	2,592,931	2,613,711	2,617,696	3,218,716
Capital Projects	0	0	0	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	2,348,876	2,592,931	2,613,711	2,617,696	3,218,716

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	80%	85%	90%	85%	90%
On the job injuries	11	9	4	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 (12th 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	11	14	14	14	15
Total Budgeted Positions	17	20	20	20	21

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	823,511	869,202	866,202	866,202	824,539
Supplies & Materials	27,070	29,677	37,914	37,660	35,130
Services & Maintenance	172,402	224,759	235,890	196,044	218,186
Internal Services	102,459	77,292	77,292	78,920	75,696
Capital Equipment	24,665	0	6,526	6,526	0
Subtotal	1,150,107	1,200,930	1,223,824	1,185,352	1,153,551
Capital Projects	0	0	0	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	1,150,107	1,200,930	1,223,824	1,185,352	1,153,551

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	198,100	199,250	198,500	199,000	199,000
Tennis lessons, open court and tournament participants	24,892	25,012	24,000	25,000	25,000
Daddy-Daughter Dance participants	3,033	3,663	3,600	3,911	4,000
Total recreation revenue	$464,908	$493,743	$460,000	$490,000	$490,000

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	2	2	2	2	2
Total Budgeted Positions3	3	3	3	3	3

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	111,679	126,074	126,074	126,074	129,329
Supplies & Materials	295	1,413	1,345	1,345	2,278
Services & Maintenance	4,698	7,164	7,232	7,172	7,809
Internal Services	10,340	9,629	9,629	9,622	9,029
Capital Equipment	0	0	0	0	0
Subtotal	127,011	144,280	144,280	144,213	148,445
Capital Projects	0	0	0	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	127,011	144,280	144,280	144,213	148,445

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue	$15,380	$14,297	$13,000	$15,000	$14,000
Annual participants including congregate meals program and special events	31,748	30,071	31,000	31,800	30,000

DIVISION SUMMARY

010-7022 YOUTH BASEBALL & SOFTBALL

MISSION:

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

DESCRIPTION:

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

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	38,520	43,328	43,328	43,328	43,167
Supplies & Materials	13,987	11,040	11,753	11,753	15,440
Services & Maintenance	4,917	6,695	5,195	6,695	9,995
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	57,424	61,063	60,276	61,776	68,602
Capital Projects	0	0	0	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	57,424	61,063	60,276	61,776	68,602

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:

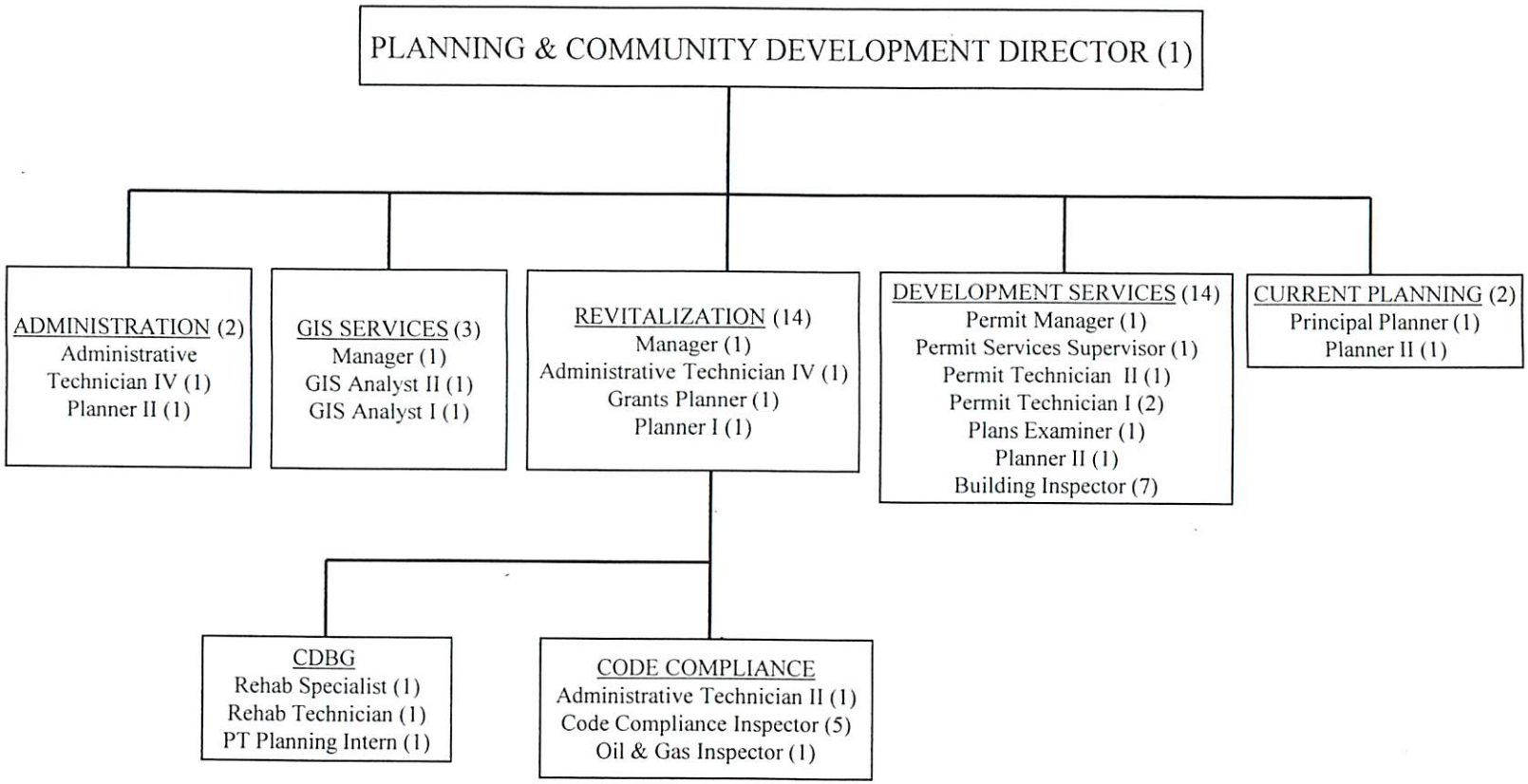
	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	$139	($22,968)*	$1,000	($10,000)	($5,000)
Number of youth participants	1,853	1,696	1,900	1,700	1,700

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



Three of the four positions under Revitalization are funded in part from the General Fund & in part from the Community Development Fund. The positions listed under CDBG are accounted for in the Community Development Fund only.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	33	30	30	30	30
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	34	30	30	30	30

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	2,934,112	3,010,717	3,008,162	3,010,171	3,041,616
Supplies & Materials	65,025	50,513	56,157	54,194	54,702
Services & Maintenance	217,631	193,208	214,895	201,105	249,289
Internal Services	111,926	108,554	108,554	109,691	97,405
Capital Equipment	188,191	121,088	183,160	183,160	93,064
Subtotal	3,516,885	3,484,080	3,570,928	3,558,321	3,536,076
Department Total	3,516,885	3,484,080	3,570,928	3,558,321	3,536,076

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	236,609	346,493	346,493	346,493	349,826
Supplies & Materials	9,401	4,276	4,276	3,921	4,645
Services & Maintenance	45,037	35,151	39,214	27,433	51,725
Internal Services	58,957	58,275	58,275	57,792	49,097
Capital Equipment	18,768	31,388	40,818	40,818	4,799
Subtotal	368,772	475,583	489,076	476,457	460,092
Capital Projects	0	0	0	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	368,772	475,583	489,076	476,457	460,092

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Prepare information packets for all Board and Commission meetings	100%	100%	100%	100%	100%
Prepare information packets for City Council meetings	100%	100%	100%	100%	100%
Implement adopted plans through recommendations to Boards, Commissions and City Council	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-4083 BOARD OF ADJUSTMENT

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

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	0

DIVISION SUMMARY

010-4053 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	277,561	201,187	201,187	201,187	208,539
Supplies & Materials	0	125	125	125	75
Services & Maintenance	955	0	0	0	2,373
Internal Services	1,717	1,689	1,689	1,682	1,377
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	280,234	204,801	204,801	204,794	212,364
Capital Projects	0	0	0	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	280,234	204,801	204,801	204,794	212,364

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Items processed for the Planning Commission within 31 days of receipt. In 2013, the Commission reviewed 102 items, a 14% decrease from 2012 (119 items)	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. In 2013, 33 applications were submitted and 1,359 notifications were mailed (37 in 2012 with 1,909 notifications).	100%	100%	100%	100%	100%
Board of Adjustment applications received, newspaper and mailed notices processed within three business days. In 2013, 10 applications were submitted and 551 notifications were mailed (16 in 2012 with 344 notifications).	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared within five working days.	95%	95%	95%	95%	95%

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

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,234,926	1,287,487	1,284,932	1,286,941	1,294,288
Supplies & Materials	37,895	24,815	30,114	28,458	31,088
Services & Maintenance	28,914	46,718	60,660	58,651	33,374
Internal Services	21,784	20,228	20,228	22,404	20,915
Capital Equipment	94,367	5,400	25,175	25,175	68,765
Subtotal	1,417,885	1,384,648	1,421,109	1,421,629	1,448,430
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,417,885	1,384,648	1,421,109	1,421,629	1,448,430

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days. FYE 13 average review days: 11	79%	84%	75%	72%	75%
Non-residential permits reviewed within 28 days.	98%	97%	90%	100%	90%
Residential permits issued within 1 hour. FYE 13 average review days: 2 (includes new single-family, storm shelters, remodels, duplexes, swimming pools and storage buildings)	85%	70%	95%	80%	95%
Residential permits issued within 2 days (includes new single-family, storm shelters, remodels, duplexes, swimming pools and storage buildings)	85%	74%	100%	83%	100%
Inspections performed within 48 hours. FYE 13 average review days: 1	99%	97%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	4	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	3	3	3	3

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	331,412	330,800	330,800	330,800	331,590
Supplies & Materials	5,251	5,649	6,149	6,149	6,375
Services & Maintenance	44,206	33,954	37,345	37,345	59,445
Internal Services	9,874	10,045	10,045	10,034	9,371
Capital Equipment	43,067	0	20,854	20,854	2,500
Subtotal	433,810	380,448	405,193	405,182	409,281
Capital Projects	0	0	0	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	433,810	380,448	405,193	405,182	409,281

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	87.5%	100%	100%	100%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	100%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	290
Services & Maintenance	0	0	0	0	200
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	490
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	490

DIVISION SUMMARY

010-4080 HISTORIC DISTRICT COMMISSION

MISSION:
The mission of the Historic District Commission is to safeguard the heritage of the City by preserving and regulating historic districts, which reflect elements of the City's cultural, social, political, and architectural history. And to promote the use of the historic districts for the culture, prosperity, education, and welfare of the people of the City and visitors to the City.

DESCRIPTION:
The Historic District Commission makes recommendations to the Planning Commission regarding the designation of historic districts within the City. The Historic District Commission reviews and approves or denies all applications for certificates of appropriateness concerning proposed exterior changes to structures located within the historic districts and develops guidelines to be used in such evaluations. The Commission also makes recommendations regarding the utilization of grants and budgetary appropriations that may be available to promote the preservation of historical, architectural, and archeological resources.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	373	484	484	484	2,644
Internal Services	0	372	372	154	372
Capital Equipment	0	0	0	0	0
Subtotal	373	856	856	638	3,016
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	373	856	856	638	3,016

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	11	0	0	0	90
Services & Maintenance	250	10	10	10	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	261	10	10	10	347
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	261	10	10	10	347

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 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 and the management of federal grant programs related to housing and community development. (Details of HUD grant programs are provided in the CDBG Fund Budget Highlights.)

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	9	8	8	8	8

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	853,605	844,750	844,750	844,750	857,373
Supplies & Materials	12,468	15,648	15,493	15,541	12,139
Services & Maintenance	97,895	76,891	77,182	77,182	99,271
Internal Services	19,594	17,945	17,945	17,625	16,273
Capital Equipment	31,988	82,500	94,513	94,513	17,000
Subtotal	1,015,550	1,037,734	1,049,883	1,049,611	1,002,056
Capital Projects	0	0	0	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	1,015,550	1,037,734	1,049,883	1,049,611	1,002,056

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 maintain the integrity of designated historic districts.
- 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.

OBJECTIVES:

- Enforce City ordinances pertaining to health, safety, property maintenance, zoning and signs.
- Design information brochures on City codes and programs.
- Disseminate information about City Codes through the distribution of handbills and articles in the local news media, and presentations.
- Maintain and expand a citizen code compliance team composed of interested persons from neighborhood associations and other areas of Norman to coordinate activities and provide information.
- 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.
- Facilitate neighborhood conversations to create effective neighborhood plans in both new and existing neighborhoods.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
News coverage and other information re: City Codes and Historic Districts. A violation index and ongoing log of cases were maintained.	12	11	10	16	12
Percent of complaints inspected within 7 working days. (8,539 total complaints in 2013)	99.4%	99%	99%	99%	99%
Percent of violations voluntarily abated after owner notification	54.9%	57%	57%	55%	56%
Percent of weed/junk work orders voluntarily abated after work order issued to contractor	20%	26.8%	25%	44%	25%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

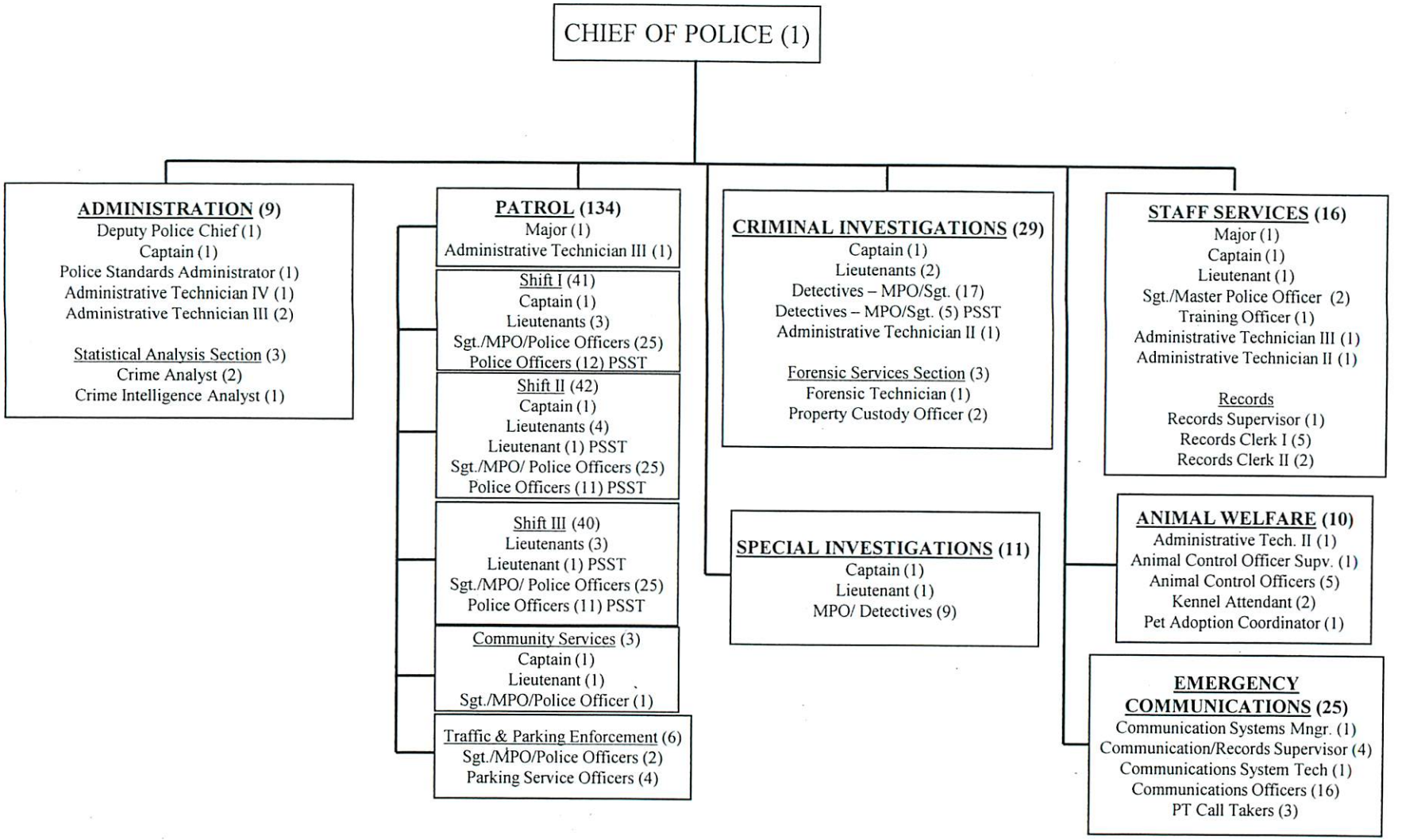
	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Average time for weed orders to be completed by City contractors.	5 days	4 days	6 days	10 days	6 days
Average number of working days for clean ups/securing measures to be completed by City contractor.	6 days	5 days	4 days	6 days	5 days

Notes to Results Report:

These statistics are from calendar year 2013.

POLICE DEPARTMENT

235 EMPLOYEES



* In FYE 2015 there will be 41 Police positions associated with the 7-year Public Safety Sales Tax (PSST) that was approved on May 13, 2008

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	190	190	190	190	191
Part-time Positions	4	4	4	4	3
Total Budgeted Positions	194	194	194	194	194

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	16,652,864	17,185,793	17,185,793	17,185,793	17,484,643
Supplies & Materials	693,035	780,098	812,776	708,896	890,228
Services & Maintenance	817,932	925,049	947,260	907,462	1,110,018
Internal Services	740,829	619,544	619,544	634,644	756,020
Capital Equipment	778,538	917,002	1,324,107	1,324,107	632,350
Subtotal	19,683,198	20,427,486	20,889,480	20,760,902	20,873,259
Capital Projects	0	0	0	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	19,683,198	20,427,486	20,889,480	20,760,902	20,873,259

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	969,258	988,443	988,443	988,443	1,010,673
Supplies & Materials	9,280	6,981	8,497	8,541	7,762
Services & Maintenance	105,212	127,219	128,350	116,927	123,968
Internal Services	37,364	36,044	36,044	35,512	29,334
Capital Equipment	1,426	21,040	12,305	12,305	0
Subtotal	1,122,540	1,179,727	1,173,639	1,161,728	1,171,737
Capital Projects	0	0	0	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	1,122,540	1,179,727	1,173,639	1,161,728	1,171,737

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services	$192	$197	$197	$197	$210

Notes to Results Report:

Diversity and customer service training provided to all department employees.

Statistical Analysis Section, including all three analysts, relocated under of Office of Professional Standards.
The below listed goals/objectives were advanced significantly:

- Produce timely, accurate reports, including required and requested data.
- 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, an Administrative 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	9	9	9	9	10
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	589,812	607,951	607,951	607,951	682,676
Supplies & Materials	102,502	107,285	112,515	108,683	110,290
Services & Maintenance	48,742	71,331	71,741	63,531	91,331
Internal Services	53,884	45,931	45,931	46,941	44,056
Capital Equipment	72,268	73,928	81,093	81,093	142,000
Subtotal	867,208	906,426	919,231	908,199	1,070,353
Capital Projects	0	0	0	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	867,208	906,426	919,231	908,199	1,070,353

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Continue spay/neuter on all adopted animals.
- Monthly off-site adoption events.
- Be open on Saturday afternoons during construction.
- Microchip every adopted animal.
- Increase pet licensing compliance

OBJECTIVES:

- Maintain 100% spay/neuter rate of all adopted animals.
- Have off-site adoption events, at least monthly.
- Being open on Saturday afternoons during construction to increase adoptions and gather statistical information.
- Maintain 100% micro chipping of every adopted animal.
- Increase the number of City pet licenses sold

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Spay / neuter of adopted animals	100%	100%	100%	100%	100%
Off-site adoption events	14	14	14	14	14
Microchip all adopted animals	100%	100%	100%	100%	100%
Increase the number of pet licenses sold	6,067	10,036	10,000	10,000	10,500

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	23	23	24	24	24
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	23	23	24	24	24

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	2,041,047	2,222,136	2,222,136	2,222,136	2,303,395
Supplies & Materials	52,954	55,200	55,417	54,084	59,860
Services & Maintenance	43,104	68,031	68,025	51,927	153,524
Internal Services	66,758	75,431	75,431	76,714	123,281
Capital Equipment	5,805	69,600	69,600	69,600	49,900
Subtotal	2,209,668	2,490,398	2,490,609	2,474,461	2,689,960
Capital Projects	0	0	0	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	2,209,668	2,490,398	2,490,609	2,474,461	2,689,960

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 strategically create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Work with other City departments to continue forward progress with the Norman Investigation Center.
- Work to support the Operations Bureau in accomplishing the community policing enhancement and training citizens in crime awareness and prevention.
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction. Funding for areas such as: Crime Lab, Property Custody supplies, Investigative supplies, Bait Car operations, and Advanced Investigative Training (FOP contract requirement)

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Total cases assigned	1,368	1,453	>1,400	1,357	1,400
Average annual case load	91	85	>100	211	200
Total cases unassigned with leads (code "23")	117	329	>1,000	320	150
Total COP follow-ups (code "31")	724	199	>1,000	500	700
Total unassigned cases with no follow-up (code "21")	4,167	3,781	<4,000	4,383	<3,800

Notes to Results Report:

CID – Criminal Investigations
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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	22	22	22	22	22
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,801,296	1,735,247	1,735,247	1,735,247	1,820,172
Supplies & Materials	20,205	30,410	37,074	38,187	33,703
Services & Maintenance	87,827	102,669	111,250	111,250	106,469
Internal Services	24,312	21,517	21,517	21,413	20,282
Capital Equipment	64,954	42,640	100,465	100,465	38,100
Subtotal	1,998,594	1,932,483	2,005,553	2,006,562	2,018,726
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	1,998,594	1,932,483	2,005,553	2,006,562	2,018,726

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:

- Increase work area to allow for 7 work positions, 5 radio,1 call taker and 1 supervisor. (Requires budget approval.)
- Implement the ability for citizens to listen to the primary police and fire radio traffic via the internet.
- Recruit and fill all communications positions with competent and dedicated team members.
- Increase emergency medical dispatch quality assurance to 95 percent accuracy. (2013 – 94%)

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Increase work area	0	0	100%	100%	100%
Broadcast radio traffic over internet	0	0	100%	100%	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

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	101	98	98	98	98
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	101	98	98	98	98

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	8,852,864	9,132,201	9,132,201	9,132,201	9,276,794
Supplies & Materials	361,203	447,606	444,981	347,878	496,080
Services & Maintenance	105,865	160,310	163,408	163,358	105,186
Internal Services	423,727	330,956	330,956	343,953	416,001
Capital Equipment	540,072	546,824	864,507	864,507	198,650
Subtotal	10,283,732	10,617,897	10,936,053	10,851,897	10,492,711
Capital Projects	0	0	0	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	10,283,732	10,617,897	10,936,053	10,851,897	10,492,711

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:

- Develop new and expand current programs that assist in the building of partnerships and educating the community.
- Implementation of the Problem Oriented Policing concept to create permanent solutions to problems in the community.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement and public education.
- Use Data Driven Approaches to target high crime and accident locations.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase documented traffic contacts	-6.44%	-19.7%	25%	25%	10%
Reduce crime	4.5% increase	0% change	-5%	-5%	-2.5%

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	10	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	11	11	11	11

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,180,498	1,147,383	1,147,383	1,147,383	1,161,675
Supplies & Materials	53,992	56,915	57,967	52,282	63,189
Services & Maintenance	25,131	16,758	18,242	18,242	35,158
Internal Services	72,406	51,269	51,269	52,394	63,633
Capital Equipment	51,728	37,920	44,934	44,934	43,850
Subtotal	1,383,755	1,310,245	1,319,795	1,315,235	1,367,505
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,383,755	1,310,245	1,319,795	1,315,235	1,367,505

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL 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:

- Maintain current partnerships and expand partnerships with local and community based drug and narcotic support groups. Develop partnerships with each pharmacy in Norman.
- Partner with other law enforcement agencies to collaboratively address illicit drug activity through the community. Work to identify and disrupt common drug operations in the Norman and the surrounding jurisdictions.
- Embrace and increase narcotic and drug intelligence with local, state and federal agencies in order to collectively reduce crime and quality of life issues created by illicit drugs and the lifestyles of those participating in the narcotic drug sales and operations.
- Facilitate training opportunities for Narcotics officers. Including NADDI (National Association of Drug Diversion Investigators), NATIA (National Technical Investigators Association), A-One Narcotics Investigators, and NIC (National Interdiction Conference). Share appropriate training to Police Officer in Operations Bureau to enhance field operations.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	712	171	1,000	500	600
Number of cases investigated	66	67	70	95	100
Number of presentations / press releases	25	37	25	40	40
Number of hours in specialized training	240	744	240	600	600

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

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,218,089	1,352,432	1,352,432	1,352,432	1,229,258
Supplies & Materials	92,900	75,701	96,325	99,241	119,344
Services & Maintenance	402,050	378,731	386,244	382,227	494,382
Internal Services	62,379	58,396	58,396	57,717	59,433
Capital Equipment	42,285	125,050	151,203	151,203	159,850
Subtotal	1,817,704	1,990,310	2,044,600	2,042,820	2,062,267
Capital Projects	0	0	0	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	1,817,704	1,990,310	2,044,600	2,042,820	2,062,267

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- Lead the successful transition to a new records management system
- Create performance tracking measurements for records
- Enhance recruiting strategy for police and extend to civilian positions
- Provide quality training to departmental personnel to meet state requirements and certifications
- Complete issue and training of rifles to the Operations Bureau
- Develop a plan to provide an "On-line" training option to employees

OBJECTIVES:

Records:

- Provide updated customer service related training to all clerks.
- Lead the implementation of the new records management system.
- Assist in updating the agency's new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods:
  - Part-time Public Safety Aid in the lobby
  - Kiosk

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, 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.
- Develop employee fitness program.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	25%	50%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	32	40	40	40	40

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	4	4	5
Percentage of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Percentage of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	2	10	7	15	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

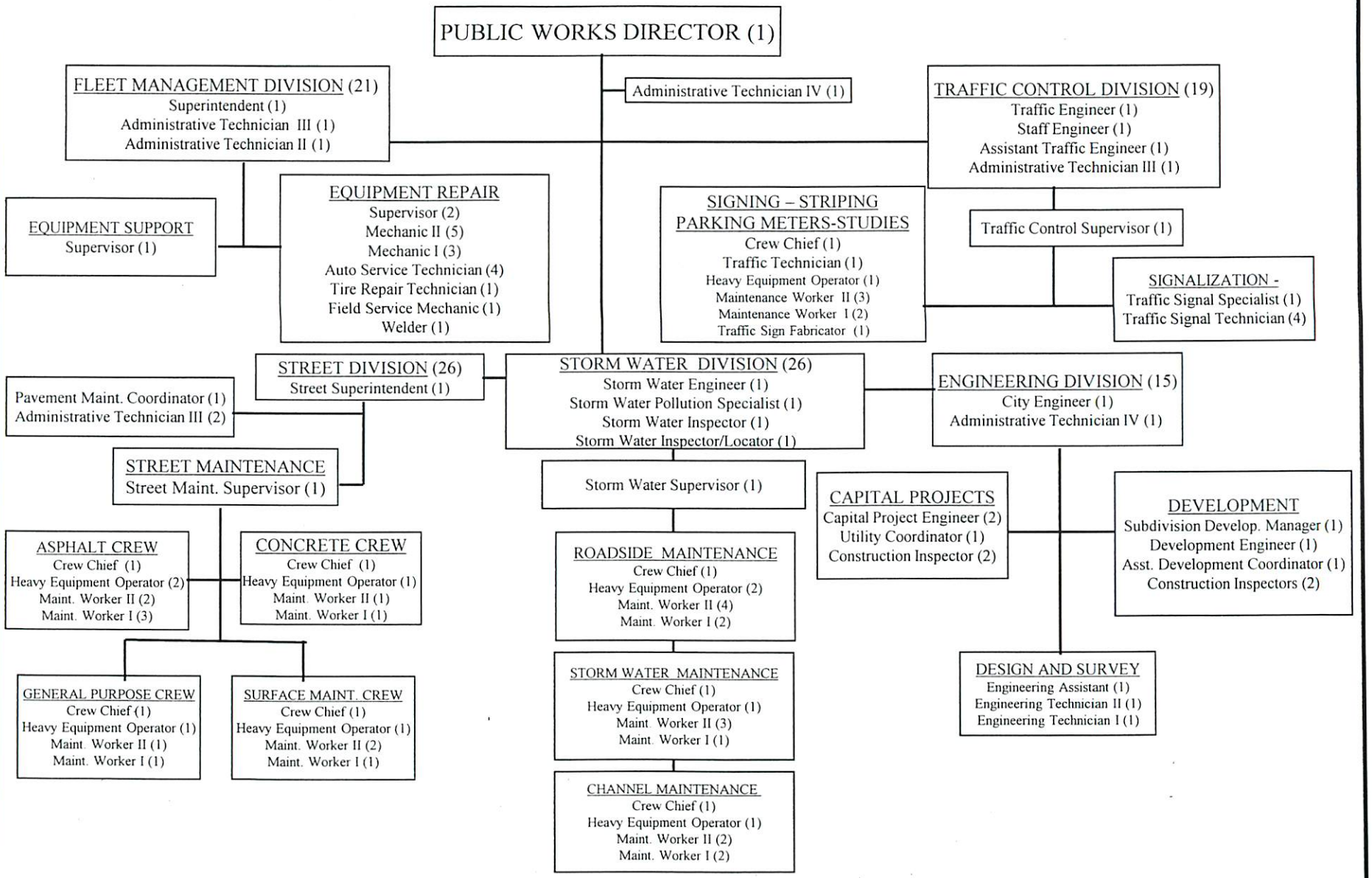
In FYE 2014

- All Records Clerks attended Emotional Intelligence training
- All division personal 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 51st Police Academy was completed using new learning techniques

NPD – Norman Police Department

PUBLIC WORKS DEPARTMENT

109 EMPLOYEES



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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	106	105	105	105	106
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	106	105	105	105	106

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	7,397,891	7,941,124	7,940,042	7,940,124	7,921,447
Supplies & Materials	4,033,372	4,550,449	4,694,180	4,558,655	4,898,964
Services & Maintenance	2,141,465	1,839,798	2,939,126	2,752,971	2,167,091
Internal Services	758,611	590,543	590,632	587,714	741,536
Capital Equipment	1,144,237	1,333,366	1,483,822	1,483,822	1,279,364
Subtotal	15,475,577	16,255,280	17,647,802	17,323,286	17,008,402
Capital Projects	0	0	0	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	15,475,577	16,255,280	17,647,802	17,323,286	17,008,402

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	237,084	239,321	239,321	239,321	242,519
Supplies & Materials	11,914	4,150	8,966	8,966	4,150
Services & Maintenance	13,506	21,862	22,921	19,201	29,862
Internal Services	19,212	19,607	19,607	19,503	16,497
Capital Equipment	12,538	4,300	5,638	5,638	0
Subtotal	294,255	289,240	296,453	292,629	293,028
Capital Projects	0	0	0	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	294,255	289,240	296,453	292,629	293,028

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
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

PERFORMANCE MEASUREMENTS - RESULTS REPORT: (continued)

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,015,599	1,035,804	1,034,722	1,034,804	1,040,362
Supplies & Materials	46,602	37,938	36,353	27,476	32,719
Services & Maintenance	37,553	45,512	50,134	47,548	44,905
Internal Services	42,623	37,785	37,785	38,195	34,617
Capital Equipment	60,102	92,296	96,978	96,978	24,920
Subtotal	1,202,479	1,249,335	1,255,972	1,245,001	1,177,523
Capital Projects	0	0	0	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	1,202,479	1,249,335	1,255,972	1,245,001	1,177,523

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
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%	99.8%	70%	100%	70%
Will inspect all active projects once a day, 90% of the time	100%	100%	90%	100%	90%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	100%	90%	95%	90%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	100%	75%	95%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	100%	75%	85%	75%

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
The review of construction plans will be completed within 10 working days, 100% of the time	100%	100%	90%	100%	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%	100%	95%	90%	95%
Conduct investigation of citizen's drainage concerns within 10 working days, 100% of the time	n/a	95%	100%	100%	100%

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	2	2	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	3	3	3

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	197,337	201,684	201,684	201,684	232,427
Supplies & Materials	22,561	19,902	30,170	29,513	21,320
Services & Maintenance	69,855	67,466	105,003	93,447	73,348
Internal Services	2,458	2,153	2,242	2,197	2,436
Capital Equipment	0	1,800	3,800	3,800	0
Subtotal	292,210	293,005	342,899	330,641	329,531
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	292,210	293,005	342,899	330,641	329,531

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.
- Email notification to user groups of vehicle status.
- 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.

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program:					
(missed services)	72	119	>70	150	65
(completed services)	867	1,133	1,200	1,200	1,200
Capital Equipment/Vehicle – Outlay (excluding Westwood)	$2,462,140	$2,852,126	$6 mil	$3 mil	$2 mil
Sanitation Fund outlay only	$741,181	$685,951	$4 mil	$1 mil	$2 mil
Vehicle Replacement Report:					
No. of requests for replacement	82	63	190	190	108
No. of requests approved for replacement	53	44	65	65	75
No. of requests deferred for replacement	29	19	125	125	33
Fuel Report:					
Diesel / gallons dispensed	342,500	320,702	308,969	310,000	300,000
Unleaded gasoline / gallons dispensed	279,000	252,132	239,087	240,000	230,000
Compressed natural gas / gallons dispensed	28,066	41,665	48,020	43,000	60,000
Compressed natural gas sold to public:					
Gallons	32,600	96,909	174,774	165,000	178,000
Dollars	$51,130	$121,550	$211,701	$150,000	$225,000

Notes to Results Report:

Preventive Maintenance Program: The intent is to "prevent" major repairs **before** they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 5,000 miles (250 hours for those with meters) or every 6 months whichever comes first.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	42,720
Supplies & Materials	0	0	0	0	167,613
Services & Maintenance	0	0	0	0	102,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	13,500
Subtotal	0	0	0	0	326,333
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	326,333

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,864,638	2,997,218	3,064,538	3,062,058	3,097,646
Services & Maintenance	222,036	216,741	296,071	296,659	302,156
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	3,086,674	3,213,959	3,360,609	3,358,717	3,399,802
Capital Projects	0	0	0	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	3,086,674	3,213,959	3,360,609	3,358,717	3,399,802

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	18	18	17	17	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	17	17	18

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,126,473	1,175,552	1,175,552	1,175,552	1,152,021
Supplies & Materials	56,184	54,986	54,395	48,264	42,135
Services & Maintenance	38,921	51,683	64,553	65,053	21,263
Internal Services	37,245	11,203	11,203	11,203	11,600
Capital Equipment	219,117	74,210	181,125	181,125	196,340
Subtotal	1,477,939	1,367,634	1,486,828	1,481,197	1,423,359
Capital Projects	0	0	0	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	1,477,939	1,367,634	1,486,828	1,481,197	1,423,359

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES

GOALS:

- Provide safe and reliable repairs to all internal divisions.
- 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.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical 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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of CNG vehicles	33	23	51	54	65
Yearly productive average (national standard average is 70%)	83%	81.5%	>70%	76%	80%
Benchmark repair standards average compared to industrial standards	-0.10%	-0.13%	0.00%	-0.05%	-0.10%
Preventive services completed	890	928	900	1,200	900
Work orders completed	4,818	5,458	5,500	4,940	6,000
Work order requests completed in 24 hours	2,874	3,491	3,500	2,623	4,000
Work order requests completed in 48 hours	424	503	550	429	600
Yearly field service repairs	454	611	615	474	650

Notes to Results Report:

ASE – Automotive Service Excellence
CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5022 STORM WATER 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 137 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.
- Provide right-of-way vegetative maintenance.
- Coordinates rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	26	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	26

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,658,472	1,901,057	1,901,057	1,901,057	1,817,906
Supplies & Materials	232,319	416,469	379,086	303,775	418,267
Services & Maintenance	583,163	287,057	1,112,867	1,110,472	346,382
Internal Services	263,782	201,361	201,361	191,216	286,326
Capital Equipment	574,720	143,400	164,641	164,641	284,355
Subtotal	3,312,456	2,949,344	3,759,012	3,671,161	3,153,236
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	3,312,456	2,949,344	3,759,012	3,671,161	3,153,236

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORM WATER 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 12	FYE 13	FYE 14		FYE 15
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Mechanically sweep 500 curb miles per month	80%	50%	50%	50%	50%
Inspect and clean 100% of the urban drainage inlets three times per year	30%	25%	50%	30%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	90%	25%	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	90%	75%	90%	75%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	35%	20%	50%	30%	50%
Permit all earth disturbing operations over 1 acre in size	90%	90%	90%	90%	90%
Perform erosion control inspections of permitted sites within 30 days	100%	100%	100%	100%	100%
Respond to storm water pollution complaints with 24 hours of the time	95%	100%	95%	100%	95%
Inspect City facilities identified as potential storm water pollution sources	75%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	27	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	27	26	26	26	26

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,847,393	1,943,237	1,943,237	1,943,237	1,937,444
Supplies & Materials	561,005	774,909	753,524	759,122	860,692
Services & Maintenance	112,699	63,853	99,371	94,889	61,239
Internal Services	306,683	233,376	233,376	241,926	307,018
Capital Equipment	206,401	731,760	729,993	729,993	574,135
Subtotal	3,034,181	3,747,135	3,759,501	3,769,167	3,740,528
Division Total	3,034,181	3,747,135	3,759,501	3,769,167	3,740,528

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREETS 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 safe and efficient transportation system.
- Weather damage response.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours	95%	90%	95%	90%	95%
Overlay / pave 10 lane-miles per year	100%	95%	100%	100%	95%
Replace 1,160 square yards of concrete pavement panels	100%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	20%	20%	50%	25%	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 239 traffic and pedestrian signals, 23,762 traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,315,532	1,444,469	1,444,469	1,444,469	1,456,048
Supplies & Materials	238,148	244,877	367,148	319,481	254,422
Services & Maintenance	1,063,732	1,085,624	1,188,206	1,025,702	1,185,436
Internal Services	86,609	85,058	85,058	83,474	83,042
Capital Equipment	71,360	285,600	301,647	301,647	186,114
Subtotal	2,775,382	3,145,628	3,386,528	3,174,773	3,165,062
Capital Projects	0	0	0	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	2,775,382	3,145,628	3,386,528	3,174,773	3,165,062

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAFFIC CONTROL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Worker-hours per gallon of traffic paint used	.32	.53	.80	.40	.80
Thermoplastic legend, arrows, stop bars and crosswalks installed	7.47	1.13	4 to 6 instal-lations/ day (2-person crew)	5	4 to 6 instal-lations/ 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

010-1086 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	176	176	176	176
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	176	176	176	176
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	176	176	176	176

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	75,129	86,765	86,765	72,751	88,253
Internal Services	6,308	6,813	6,813	6,813	6,022
Capital Equipment	0	0	0	0	0
Subtotal	81,437	93,578	93,578	79,564	94,275
Capital Projects	0	0	0	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	81,437	93,578	93,578	79,564	94,275

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	37,744	39,653	39,653	37,159	40,060
Internal Services	1,574	1,808	1,808	1,808	1,599
Capital Equipment	0	0	0	0	0
Subtotal	39,318	41,461	41,461	38,967	41,659
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	39,318	41,461	41,461	38,967	41,659

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	85	85	0
Services & Maintenance	0	230	230	230	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	230	315	315	230
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	230	315	315	230

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Services & Maintenance	0	0	0	0	0
Public Safety Sales Tax	1,254,340	0	0	0	0
Rainy Day Fund	0	0	0	0	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	49,756	79,978	79,978	74,850	0
Water Fund	0	0	0	0	0
Wastewater Excise Fund	0	0	0	0	0
Capital Project Fund	0	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	1,304,096	79,978	79,978	74,850	0
Division Total	1,304,096	79,978	79,978	74,850	0

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	109,729	279,087	317,100	268,864	297,742
Internal Services	105,022	114,310	114,310	114,310	113,893
Capital Equipment	0	25,000	25,000	25,000	0
Subtotal	214,751	418,397	456,410	408,174	411,635
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
Subtotal	0	0	0	0	0
Division Total	214,751	418,397	456,410	408,174	411,635

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	29	29	0
Services & Maintenance	5,803	9,211	9,229	5,690	9,258
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	5,803	9,211	9,258	5,719	9,258
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	5,803	9,211	9,258	5,719	9,258

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	150,000	150,000	150,000	150,000	155,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	150,000	150,000	150,000	150,000	155,000
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	150,000	150,000	150,000	155,000

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits		0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	85,171	90,560	91,865	83,230	91,919
Internal Services	7,853	6,813	6,813	6,813	5,896
Capital Equipment	0	0	0	0	0
Subtotal	93,024	97,373	98,678	90,043	97,815
Capital Projects	0	0	0	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	93,024	97,373	98,678	90,043	97,815

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	10,047	12,000	12,000	12,000	14,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	10,047	12,000	12,000	12,000	14,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	10,047	12,000	12,000	12,000	14,000

FUND SUMMARY

TOTAL CLEET PROGRAM FUND - (26)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	30,363	30,705	31,255	31,255	30,505
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	30,363	30,705	31,255	31,255	30,505
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(55)	0	0	0	0
Subtotal	(55)	0	0	0	0
Fund Total	30,308	30,705	31,255	31,255	30,505

DIVISION SUMMARY

026-2111 COURT CLEET TRAINING

MISSION:

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

DESCRIPTION:

Disbursement of CLEET funds for court and prosecution training.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	966	1,700	1,700	1,700	1,500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	966	1,700	1,700	1,700	1,500
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	966	1,700	1,700	1,700	1,500

DIVISION SUMMARY

026-6034 POLICE CLEET TRAINING

MISSION:

Established to account for revenue derived by provision of state law to be utilized for law enforcement education and training.

DESCRIPTION:

To provide law enforcement education and training, where appropriate.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	29,397	29,005	29,555	29,555	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	29,397	29,005	29,555	29,555	29,005
Capital Projects	0	0	0	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	29,397	29,005	29,555	29,555	29,005

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	6	6	5	5	5
Part-time Positions	0	0	0	0	1
Total Budgeted Positions	6	6	5	5	6

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Community Development	815,648	761,709	1,455,186	1,455,186	721,987
HOME	239,800	319,162	922,318	911,318	318,067
Emergency Shelter	282,252	0	277,440	277,440	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-R	0	0	0	0	0
SHPRP ARRA Grant	0	0	0	0	0
COC Planning Grant	0	0	10,000	0	0
Audit Adjust/Encumbrances	211,739	0	0	0	0
Fund Total	1,549,439	1,080,871	2,664,944	2,643,944	1,040,054

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 provide resources to social service providers who serve low-to-moderate income persons in the City.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to make housing affordable for homebuyers.
- 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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	165,417	105,744	50,000	154,756	50,000
Number of households assisted through housing programs	91	53	25	34	25
Awarded contract amounts for homeless Programs	$361,746	$534,031	$300,000	$493,278	$500,000
Funding application amounts submitted (not including CDBG and HOME)	$511,746	$76,730	$500,000	$493,278	$500,000

Notes to Results Report:

The information provided for units of service and households assisted is from the most recent Consolidated Annual Performance and Evaluation Report – FYE 13

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Community Park Improve	21,832	35,000	313,758	113,758	102,500
Neighborhood Park Improve	304,484	0	370,219	370,219	35,000
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(3,021)	0	0	0	0
Fund Total	323,294	35,000	483,977	483,977	137,500

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	67	69	69	69	71
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	67	69	69	69	71

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	5,199,889	5,761,590	5,761,590	5,761,590	6,447,407
Supplies & Materials	210,393	263,251	315,658	319,223	247,055
Services & Maintenance	123,981	192,685	314,971	311,406	237,627
Internal Services	92,608	90,244	90,244	90,244	154,792
Capital Equipment	2,060,946	2,726,028	4,985,282	4,985,282	1,603,560
Subtotal	7,687,817	9,033,798	11,467,745	11,467,745	8,690,441
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,381,788	1,415,621	1,448,621	1,448,621	1,450,066
Audit Adjust/Encumb	(2,971)	0	0	0	0
Subtotal	2,378,817	1,415,621	1,448,621	1,448,621	1,450,066
Fund Total	10,066,634	10,449,419	12,916,366	12,916,366	10,140,507

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	2,112,195	2,342,077	2,342,077	2,342,077	2,716,747
Supplies & Materials	55,188	89,972	120,760	139,354	66,825
Services & Maintenance	54,285	77,624	126,895	126,760	95,285
Internal Services	18,757	19,521	19,521	19,259	29,965
Capital Equipment	1,250,804	1,801,870	2,117,991	2,117,991	1,273,640
Subtotal	3,491,228	4,331,064	4,727,244	4,745,441	4,182,462
Capital Projects	0	0	0	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	3,491,228	4,331,064	4,727,244	4,745,441	4,182,462

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	2,112,195	2,342,077	2,342,077	2,342,077	2,716,747
Supplies & Materials	55,188	89,972	120,760	139,354	66,825
Services & Maintenance	54,285	77,624	126,895	126,760	95,285
Internal Services	18,757	19,521	19,521	19,259	29,965
Capital Equipment	1,250,804	1,801,870	2,117,991	2,117,991	1,273,640
Subtotal	3,491,228	4,331,064	4,727,244	4,745,441	4,182,462
Capital Projects	0	0	0	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	3,491,228	4,331,064	4,727,244	4,745,441	4,182,462

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	697	734	875	918	964
Emergency medical calls answered	7,926	8,237	8,400	8,566	8,908
Average response time (urban area)	5.68 minutes	No information	5.50 minutes	5.20 minutes	5.20 minutes
Fire loss per capita	$29.57	$44.04	$35.00	$35.00	$35.00
Ratio to national per capita loss	79%	114%	82%	80%	80%
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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	37	39	39	39	41
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	37	39	39	39	41

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	3,087,695	3,419,513	3,419,513	3,419,513	3,730,660
Supplies & Materials	155,206	173,279	194,898	179,869	180,230
Services & Maintenance	69,696	115,061	188,076	184,646	142,342
Internal Services	73,851	70,723	70,723	70,985	124,827
Capital Equipment	810,142	924,158	2,867,291	2,867,291	329,920
Subtotal	4,196,590	4,702,734	6,740,501	6,722,304	4,507,979
Capital Projects	0	0	0	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	4,196,590	4,702,734	6,740,501	6,722,304	4,507,979

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	446,763	508,260	508,260	508,260	514,314
Supplies & Materials	6,260	3,500	25,832	25,266	5,338
Services & Maintenance	1,140	0	65,278	65,278	0
Internal Services	9,866	9,995	9,995	4,473	4,098
Capital Equipment	140	0	387,662	387,662	1,800
Subtotal	464,170	521,755	997,027	990,939	525,550
Capital Projects	0	0	0	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	464,170	521,755	997,027	990,939	525,550

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 strategically create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Work with other City departments to continue forward progress with the Norman Investigation Center.
- Work to support the Operations Bureau in accomplishing the community policing enhancement and training citizens in crime awareness and prevention.
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction. Funding for such areas as: Crime Lab, Property Custody supplies, Investigative supplies, Bait car operational, and Advanced Investigative Training (FOP contract requirement).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Total cases assigned	1,368	1,453	>1,400	1,357	1,400
Average annual case load	91	85	>100	211	200
Total cases unassigned with leads (code "23")	117	329	>1,000	320	150
Total COP follow-ups (Code "31") cases	724	199	>1,000	500	700
Total unassigned cases with no follow-up (code "21")	4,167	3,781	<4,000	4,383	3,800

Notes to Results Report:

CID – Criminal Investigations Division
FOP – Fraternal Order of Police
COP – Community Oriented Policing Program

DIVISION SUMMARY

015-6122 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 on May 13, 2008.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	32	34	34	34	36
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	32	34	34	34	36

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	2,628,741	2,911,253	2,911,253	2,911,253	3,216,346
Supplies & Materials	144,089	163,959	162,744	147,649	168,477
Services & Maintenance	54,493	99,701	107,940	104,440	90,155
Internal Services	60,249	56,355	56,355	63,942	118,740
Capital Equipment	21,663	924,158	937,968	937,968	328,120
Subtotal	2,909,235	4,155,426	4,176,260	4,165,252	3,921,838
Capital Projects	0	0	0	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	2,909,235	4,155,426	4,176,260	4,165,252	3,921,838

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:

- Develop new and expand current programs that assist in the building of partnerships and educating the community.
- Implementation of the Problem Oriented Policing concept to create permanent solutions to problems in the community.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement and public education.
- Use Data Driven Approaches to target high crime and accident locations.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Community Policing training for all officers	100%	100%	100%	100%	100%
Increase documented traffic contacts	-6.44%	-19.7%	25%	25%	10%
Reduce crime	4.5% increase	0% change	-5%	-5%	-2.5%

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 approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	12,190	0	0	0	0
Supplies & Materials	4,857	5,820	5,820	6,522	6,415
Services & Maintenance	1,510	2,160	2,160	2,160	2,160
Internal Services	3,736	4,373	4,373	2,570	1,989
Capital Equipment	0	0	0	0	0
Subtotal	22,293	12,353	12,353	11,252	10,564
Capital Projects	0	0	0	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	22,293	12,353	12,353	11,252	10,564

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL 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 communi8ty expectations in the delivery of police services.

OBJECTIVES:

- Main current partnerships and expand partnerships with local and community based drug and narcotic support groups. Develop partnerships with each pharmacy in Norman.
- Partner with other law enforcement agencies to collaboratively address illicit drug activity throughout the community. Work to identify and disrupt common drug operations in the Norman and the surrounding jurisdictions.
- Embrace and increase narcotic and drug intelligence with local, state and federal agencies in order to collectively reduce crime and quality of life issues created by illicit drugs and the lifestyles os those participating in the narcotic drug sales and operations.
- Facilitate training opportunities for Narcotic officers including NADDI (National Association of Drug Diversion Investigators), NATIA (National Technical Investigators Association), A-One Narcotics Investigators, and NIC (National Interdiction Conference). Share appropriate training to police officer in Operations Bureau to enhance field operations.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	712	171	1,000	500	600
Number of cases investigated	66	67	70	95	100
Number of presentations / press releases	25	37	25	40	40
Number of hours in specialized training	240	744	240	600	600

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	502	432	0
Services & Maintenance	12,553	13,200	12,698	12,768	50,027
Internal Services	0	0	0	0	0
Capital Equipment	788,339	0	1,541,661	1,541,661	0
Subtotal	800,892	13,200	1,554,861	1,554,861	50,027
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	800,892	13,200	1,554,861	1,554,861	50,027

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Enhance services to the public through innovation
- Lead the successful transition to a new records management system
- Create performance tracking measurements for records
- Enhance recruiting strategy for police and extend to civilian positions
- Provide quality training to departmental personnel to meet state requirements and certifications
- Complete issue and training of rifles to the Operations Bureau
- Develop a plan to provide an "On-line" training option to employees

OBJECTIVES:

Records:

- Provide updated customer service related training to all clerks.
- Lead the implementation of the new records management system.
- Assist in updating the agencies new website to provide more online services.
- Develop a method for tracking request for police records using new software.
- Increase options for customer service delivery methods
  - Part-time Public Safety Aid in the lobby
  - Kiosk

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, 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
- Develop employee fitness program

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	1% or <	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	25%	50%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	32	40	40	40	40

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	4	4	5
Percentage of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Percentage of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	2	10	7	15	15
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

In FYE 2014

- 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 51st Police Academy was completed using new 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	861,340	1,128,717	1,128,717	1,128,717	1,275,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	861,340	1,128,717	1,128,717	1,128,717	1,275,000
Capital Projects	37,514	170,000	177,486	177,486	334,500
Cost Allocation	38,654	46,545	46,545	46,545	85,050
Debt Service	0	0	0	0	0
Interfund Transfers	205,459	202,884	214,884	214,884	206,164
Audit Adjust/Encumb	64,710	0	0	0	0
Subtotal	346,337	419,429	438,915	438,915	625,714
Fund Total	1,207,677	1,548,146	1,567,632	1,567,632	1,900,714

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	38,654	46,545	46,545	46,545	85,050
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	38,654	46,545	46,545	46,545	85,050
Division Total	38,654	46,545	46,545	46,545	85,050

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	275,480	376,239	376,239	376,239	425,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	275,480	376,239	376,239	376,239	425,000
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	275,480	376,239	376,239	376,239	425,000

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	585,860	752,478	752,478	752,478	850,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	585,860	752,478	752,478	752,478	850,000
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	585,860	752,478	752,478	752,478	850,000

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 15 - FYE 19 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	37,514	170,000	177,486	177,486	334,500
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	205,459	202,884	214,884	214,884	206,164
Subtotal	242,973	372,884	392,370	392,370	540,664
Division Total	242,973	372,884	392,370	392,370	540,664

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	53,826	83,651	83,651	83,651	86,047
Supplies & Materials	4,566	12,470	150,990	150,990	11,470
Services & Maintenance	43,493	43,890	73,196	73,196	95,381
Internal Services	0	0	0	0	824
Capital Equipment	89,045	11,720	56,784	56,784	0
Subtotal	190,931	151,731	364,621	364,621	193,722
Capital Projects	0	0	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	(992)	0	0	0	0
Subtotal	(992)				0
Fund Total	189,939	151,731	364,621	364,621	193,722

DIVISION SUMMARY

25 – 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	120	0	120	120	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	120	0	120	120	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	120	0	120	120	0

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	53,826	83,651	83,651	83,651	86,047
Supplies & Materials	2,383	4,470	3,760	3,470	3,470
Services & Maintenance	15,014	7,130	8,130	8,130	8,130
Internal Services	0	0	0	0	824
Capital Equipment	0	0	0	0	0
Subtotal	71,223	95,251	95,541	95,251	98,471
Capital Projects	0	0	0	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	71,223	95,251	95,541	95,251	98,471

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Distribute brochure regarding familial tobacco usage and its impact on juveniles to parents of all juveniles with tobacco related charges	0%	55%	60%	55%	60%
Number of students referred to TEG	64	17	72	38	30
Number of community agencies contacted for community service projects	16	8	18	18	20
Number of students assigned to TAPP	n/a	87	108	80	85

DIVISION SUMMARY

25 – 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,183	8,000	147,230	147,230	8,000
Services & Maintenance	28,359	36,760	64,946	64,946	87,251
Internal Services	0	0	0	0	0
Capital Equipment	89,045	11,720	56,784	56,784	0
Subtotal	119,588	56,480	268,960	268,960	95,251
Capital Projects	0	0	0	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	119,588	56,480	268,960	268,960	95,251

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	109,706	59,482	230,733	147,711	59,482
Supplies & Materials	83,815	1,000	126,003	96,765	1,000
Services & Maintenance	99,728	4,500	126,132	106,583	4,500
Internal Services	0	0	0	0	0
Capital Equipment	599,230	0	16,670	16,670	0
Subtotal	892,479	64,982	499,538	367,729	64,982
Capital Projects	27,572	0	1,853,791	1,853,791	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	65,569	0	0	0	0
Audit Adjust/Encum	(172,245)	0	0	0	0
Subtotal	(79,104)	0	1,853,791	1,853,791	0
Fund Total	813,375	64,982	2,353,329	2,221,520	64,982

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	141,697	134,056	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	(293)	0	0	0	0
Subtotal	(293)	0	141,697	134,056	0
Fund Total	(293)	0	141,697	134,056	0

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	832,649	847,729	847,729	847,729	848,070
Supplies & Materials	109,256	129,975	130,192	130,192	129,931
Services & Maintenance	219,394	214,514	231,364	231,364	219,097
Internal Services	38,552	38,689	38,689	38,689	38,026
Capital Equipment	44,421	75,000	94,894	94,894	90,575
Subtotal	1,244,272	1,305,907	1,342,868	1,342,868	1,325,699
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	205,459	202,884	202,884	202,884	206,164
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	(3,244)	0	0	0	0
Subtotal	202,215	202,884	202,884	202,884	206,164
Division Total	1,446,487	1,508,791	1,545,752	1,545,752	1,531,863

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	207,513	207,646	207,646	207,646	203,380
Supplies & Materials	2,764	7,607	7,602	7,602	7,607
Services & Maintenance	197,320	194,927	194,932	194,932	199,510
Internal Services	1,880	1,474	1,474	1,474	1,441
Capital Equipment	0	0	4,553	4,553	3,575
Subtotal	409,477	411,654	416,207	416,207	415,513
Capital Projects	0	0	0	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	409,477	411,654	416,207	416,207	415,513

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	36,815	34,096	37,127	35,459	35,877
Men's & Women's Associations	25	30	30	32	34
Outside tournaments	30	35	35	37	37
Junior Academy Participants	99	87	100	75	80
Regular annual memberships	7	7	9	7	7
Regular annual membership w/range balls	2	2	3	3	3
Regular annual membership w/cart	9	10	12	13	14
Regular annual membership w/cart & w/range	11	11	12	17	17
Senior annual membership	1	1	1	0	1
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	9	9	10	6	7
Senior annual membership w/cart & w/range	3	3	4	0	0
Junior annual membership	3	3	4	1	1
Junior summer membership	2	3	5	4	4
Range only membership	2	2	4	3	4
Additional family member	11	11	12	15	16
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 29th through September 27th 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	508,788	516,878	516,878	516,878	521,484
Supplies & Materials	77,273	89,812	90,034	90,034	89,768
Services & Maintenance	4,367	5,686	22,531	22,531	5,686
Internal Services	16,758	15,572	15,572	15,572	21,519
Capital Equipment	44,421	75,000	90,341	90,341	87,000
Subtotal	651,607	702,948	735,356	735,356	725,457
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	651,607	702,948	735,356	735,356	725,457

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.5%	99.6%	100%	99%	99%
Turf quality*	8.74	8.7	8.5	8.6	8.7
Customer satisfaction (scale of 1-5)**	4.5	4.6	4.0	4.6	4.2

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	116,348	123,205	123,205	123,205	123,206
Supplies & Materials	29,220	32,556	32,556	32,556	32,556
Services & Maintenance	17,706	13,901	13,901	13,901	13,901
Internal Services	19,914	21,643	21,643	21,643	15,066
Capital Equipment	0	0	0	0	0
Subtotal	183,188	191,305	191,305	191,305	184,729
Capital Projects	0	0	0	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	183,188	191,305	191,305	191,305	184,729

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	$3,648	($6,846)*	$3,000	$1,000	$1,000
Number of swim lessons sold	784	666	780	700	700
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	28,358	27,931	28,000	28,000	28,000

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.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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:

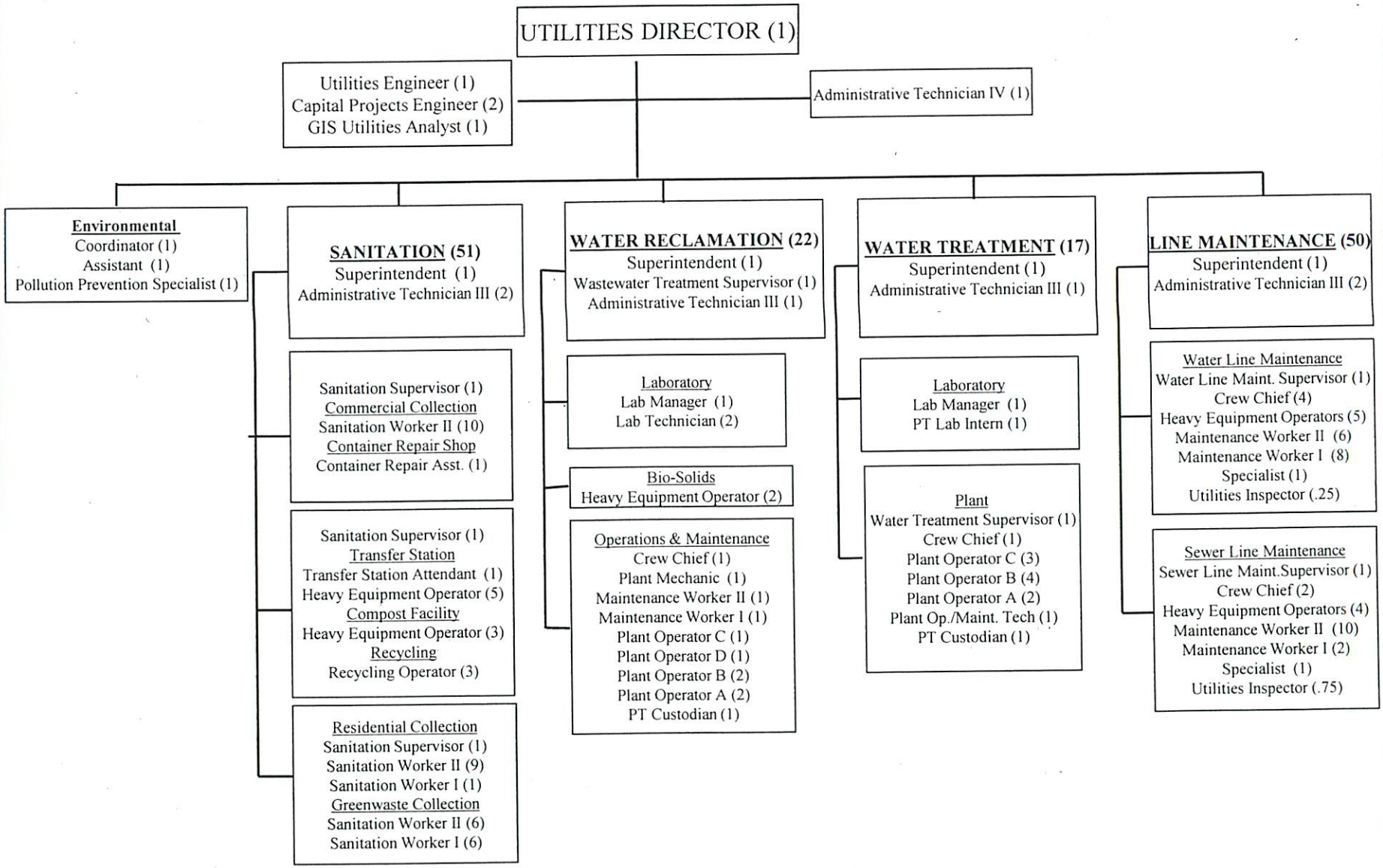
	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	205,459	202,884	202,884	202,884	206,164
Interfund Transfers	0	0	0	0	0
Subtotal	205,459	202,884	202,884	202,884	206,164
Division Total	205,459	202,884	202,884	202,884	206,164

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

145 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, wastewater 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	142	142	142	142	142
Part-time Positions	4	3	3	3	3
Total Budgeted Positions	146	145	145	145	145

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	10,987,382	11,119,227	11,128,877	11,128,877	11,231,760
Supplies & Materials	3,312,089	3,685,494	3,940,874	3,752,958	3,952,482
Services & Maintenance	6,806,437	7,505,269	8,139,932	7,575,772	7,390,319
Internal Services	1,539,905	1,226,729	1,229,729	1,267,325	1,496,960
Capital Equipment	1,131,501	3,549,682	6,793,067	6,793,067	2,839,501
Subtotal	23,777,314	27,086,401	31,232,479	30,517,999	26,911,022
Capital Projects	9,250,016	13,763,546	69,726,484	69,686,484	11,358,900
Cost Allocation	4,955,125	4,516,155	4,516,155	4,514,639	4,732,452
Debt Service	5,031,279	8,763,559	8,763,559	8,763,559	6,499,751
Interfund Transfers	1,039,441	8,443,701	8,443,701	8,443,701	1,283,184
Audit Adjust/Encumbrances	419,659	0	0	0	0
Subtotal	20,695,520	35,486,961	91,449,899	91,408,383	23,874,287
Department Total	44,472,834	62,573,362	122,682,378	121,926,382	50,785,309

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 draining 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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
1. For Construction Projects:					
a. Project completed within contract time, 90% of the time.	100%	100%	90%	50%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	80%	100%	90%	100%	90%
2. Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	75%	81%	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	2	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)	5% (dry) 25% (wet)	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	51	51	51	51	51
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	51	51	51	51	51

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	4,160,882	3,988,848	3,988,848	3,988,848	4,019,604
Supplies & Materials	1,308,890	1,468,116	1,469,606	1,467,071	1,669,116
Services & Maintenance	3,176,178	3,092,441	3,086,689	3,089,224	3,104,806
Internal Services	921,877	770,218	770,218	770,218	778,630
Capital Equipment	904,703	1,423,932	4,653,261	4,653,261	1,778,205
Subtotal	10,472,530	10,743,555	13,968,622	13,968,622	11,350,361
Capital Projects	7,441	0	815,775	815,775	310,000
Cost Allocations	1,404,825	1,273,608	1,273,608	1,273,608	1,297,515
Debt Service	319,839	609,844	609,844	511,070	644,448
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	155,767	0	0	0	0
Subtotal	1,887,872	1,883,452	2,699,227	2,600,453	2,251,963
Fund Total	12,360,402	12,627,007	16,667,849	16,569,075	13,602,324

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	262,306	266,441	266,441	266,441	270,687
Supplies & Materials	6,000	9,712	9,280	9,280	10,033
Services & Maintenance	54,164	60,405	61,361	61,361	66,060
Internal Services	23,337	26,315	26,315	26,315	19,080
Capital Equipment	3,172	0	0	0	3,600
Subtotal	348,979	362,873	363,397	363,397	369,460
Capital Projects	0	0	0	0	0
Cost Allocation	60,334	54,716	54,716	54,716	55,159
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	60,334	54,716	54,716	54,716	55,159
Division Total	409,313	417,589	418,113	418,113	424,619

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	37,689	38,624	38,518	39,041	39,837
Total annual tons collected	102,609	100,186	*111,872	100,487	103,502
Total annual disposal cost	$1,646,500	$1,673,065	$1,705,711	$1,739,871	$1,697,494
Total vehicle accidents per year*	10	18	0	9	0

Notes to Results Report:
* This includes tons collected from ice storm.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	937,443	917,606	917,606	917,606	922,161
Supplies & Materials	308,428	359,651	358,011	358,011	368,506
Services & Maintenance	11,732	15,857	17,497	17,497	17,257
Internal Services	215,451	169,455	169,455	169,455	162,637
Capital Equipment	286,736	673,932	958,932	958,932	452,940
Subtotal	1,759,790	2,136,501	2,421,501	2,421,501	1,923,501
Capital Projects	0	0	0	0	0
Cost Allocation	241,101	218,627	218,627	218,627	220,402
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	241,101	218,627	218,627	218,627	220,402
Division Total	2,000,891	2,355,128	2,640,128	2,640,128	2,143,903

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,415	2,477	2,490	2,538	2,604
Annual tons collected	42,194	43,874	41,536	47,390	49,191
Annual disposal cost	$794,091	$801,578	$805,383	$865,815	$925,775
Reduction of vehicle accidents	5	9	0	3	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	2.6%	0%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	311,113	282,444	282,444	282,444	276,863
Supplies & Materials	65,752	103,775	103,786	103,786	113,739
Services & Maintenance	10,244	13,599	13,599	13,599	13,599
Internal Services	26,635	23,135	23,135	23,135	25,898
Capital Equipment	0	0	0	0	550,000
Subtotal	413,744	422,953	422,964	422,964	980,099
Capital Projects	0	0	0	0	0
Cost Allocation	139,993	125,727	125,727	125,727	140,315
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	139,993	125,727	125,727	125,727	140,315
Division Total	553,737	548,680	548,691	548,691	1,120,414

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	8,739	8,612	8,111	11,592	8,670
vs.					
Compost/mulch generated (tons)	1,405	1,631	1,356	3,482	1,855
Savings from landfill (cost avoidance)	$159,343	$162,061	$153,355	$218,161	$168,024
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 reclassed 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	68,870	62,468	62,468	62,468	83,788
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	68,870	62,468	62,468	62,468	83,788
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	68,870	62,468	62,468	62,468	83,788

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	789,483	825,701	825,701	825,701	822,338
Supplies & Materials	120,027	148,017	148,017	148,017	144,383
Services & Maintenance	163,976	165,075	166,047	166,047	165,075
Internal Services	141,308	139,679	139,679	139,679	132,919
Capital Equipment	-60	275,000	900,562	900,562	7,000
Subtotal	1,214,734	1,553,472	2,180,006	2,180,006	1,271,715
Capital Projects	0	0	0	0	0
Cost Allocation	506,372	459,171	459,171	459,171	462,898
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	506,372	459,171	459,171	459,171	462,898
Division Total	1,721,106	2,012,643	2,639,177	2,639,177	1,734,613

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	35,274	35,787	36,028	36,503	37,233
Annual tons collected	4,409	4,218	4,374	4,258	4,450
Saving from landfill (cost avoidance)	$80,551	$77,063	$84,593	$77,799	$83,749
Percent hours lost to OJI (hours lost/total hours worked)	0.6%	0%	0%	0.1%	0%
Chargeable vehicle accidents per year	4	3	0	2	0
Reduce average number of complaints per route per year	4	21	0	18	0
Average number of households per route per day	1,176	1,193	1,201	1,217	1,241

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	254,947	228,386	228,386	228,386	230,866
Supplies & Materials	43,985	53,919	53,919	46,987	61,289
Services & Maintenance	1,210,767	900,400	901,805	901,805	900,400
Internal Services	22,719	22,457	22,457	22,457	34,770
Capital Equipment	17,040	25,000	45,000	45,000	0
Subtotal	1,549,458	1,230,162	1,251,567	1,244,635	1,227,325
Capital Projects	0	0	0	0	0
Cost Allocation	39,014	36,318	36,318	36,318	36,613
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	39,014	36,318	36,318	36,318	36,613
Division Total	1,588,472	1,266,480	1,287,885	1,280,953	1,263,938

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	$383,780	$345,705	$347,788	$246,612	$311,135
Revenue earned for set fee of cardboard containers	$99,594	$96,624	$95,265	$70,006	$93,750
Total tons of waste recycled (drop centers)	2,912.85	2,790	2,855	2,100	2,673
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	210.38	227	213	178	244
Aluminum	16.71	21	18	15	23
Steel Cans	28.85	29	30	26	29
Plastic	120.62	113	119	98	114
Cardboard	2,075.26	1,971	2,066	1,431	2,062
Newspaper	175.80	157	166	142	167
Mixed Office Paper	285.23	272	242	209	263
Savings of landfill cost avoidance (drop centers)	$53,302	$52,465	$52,236	$39,513	$46,968
Total tons of waste recycled (curbside)	2,850	2,499	2,833	5,334*	5,334
Collect the following quantities (tons) of recyclable materials: (curbside)					
Glass	527	463	513	1,192	1,192
Aluminum	71	62	69	82	82
Steel Cans	214	188	208	114	114
Plastic	598	526	582	666	666
Newspaper	1,181	1,049	1,199	1,748	1,748
Mixed Office Paper	259	211	263	602	602
Savings of landfill cost avoidance (curbside)	$50,369	$41,008	$48,091	$100,386	$103,373

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	932,056	825,000	825,000	825,000	830,191
Supplies & Materials	439,349	411,561	411,561	415,958	523,475
Services & Maintenance	12,688	9,480	9,480	9,480	10,580
Internal Services	323,978	248,795	248,795	248,795	247,635
Capital Equipment	116,892	450,000	2,686,777	2,686,777	476,215
Subtotal	1,824,963	1,944,836	4,181,613	4,186,010	2,088,096
Capital Projects	0	0	0	0	0
Cost Allocation	297,459	269,736	269,736	269,736	271,926
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	297,459	269,736	269,736	269,736	271,926
Division Total	2,122,422	2,214,572	4,451,349	4,455,746	2,360,022

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	35,274	35,787	36,028	36,503	37,233
Annual tons collected	28,326	25,985	28,441	27,766	29,710
Annual disposal cost	$533,095	$474,746	$551,755	$507,285	$559,142
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0.7%	0%
Chargeable vehicle accidents per year	1	6	0	4	0
Reduce average number of complaints per route per year	47	50	30	69	30
Average number of households per route per day	881	895	900	913	931

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	597,907	580,802	580,802	580,802	582,710
Supplies & Materials	325,349	381,481	385,032	385,032	447,691
Services & Maintenance	1,712,607	1,927,625	1,916,900	1,919,435	1,931,835
Internal Services	168,449	140,382	140,382	140,382	155,691
Capital Equipment	480,923	0	61,990	61,990	288,450
Subtotal	3,285,235	3,030,290	3,085,106	3,087,641	3,406,377
Capital Projects	0	0	0	0	0
Cost Allocation	120,552	109,313	109,313	109,313	110,202
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	120,552	109,313	109,313	109,313	110,202
Division Total	3,405,787	3,139,603	3,194,419	3,196,954	3,516,579

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	90,119	88,852	88,196	92,448	87,590
Disposal Cost	$1,646,500	$1,673,065	$1,705,711	$1,739,871	$1,697,494
Quantity of municipal solid waste received at transfer station outside of route collections	22,921	17,181	20,626	19,356	17,191
Miles driven per year (transport trucks)	169,120	156,590	170,986	173,460	144,060
Tons of household waste disposed of during spring & fall cleanup	2,268	1,555	1,949	1,468	1,555

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 15 - FYE 19 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	7,441	0	815,775	815,775	310,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	7,441	0	815,775	815,775	310,000
Division Total	7,441	0	815,775	815,775	310,000

DIVISION SUMMARY

033 – SANITATION / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	319,839	609,844	609,844	511,070	644,448
Interfund Transfers	0	0	0	0	0
Subtotal	319,839	609,844	609,844	511,070	644,448
Division Total	319,839	609,844	609,844	511,070	644,448

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	21	21	21	21	41
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	22	22	22	22	42

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,682,788	1,739,406	1,752,106	1,752,106	3,158,200
Supplies & Materials	340,329	307,579	360,474	363,654	542,797
Services & Maintenance	838,093	1,027,875	1,053,285	1,050,105	1,225,292
Internal Services	56,469	49,538	49,538	49,538	352,399
Capital Equipment	12,336	322,400	322,400	322,400	590,110
Subtotal	2,930,005	3,446,798	3,537,803	3,537,803	5,868,798
Capital Projects	2,235,595	12,590,000	14,426,278	29,315,153	140,000
Cost Allocations	1,082,071	948,487	948,487	948,487	1,788,898
Debt Service	1,635,448	4,454,339	4,454,339	1,619,339	2,908,223
Interfund Transfers	345,123	7,693,473	7,693,473	7,291,106	514,655
Audit Adjust/Encumbrances	159,398	0	0	0	0
Subtotal	5,457,635	25,686,299	27,522,577	39,174,084	5,351,776
Fund Total	8,387,640	29,133,097	31,060,380	42,711,887	11,220,574

DIVISON 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	275,587	284,750	285,550	285,550	294,784
Supplies & Materials	13,820	11,548	15,210	15,210	20,418
Services & Maintenance	29,052	43,659	40,377	40,377	43,459
Internal Services	3,583	3,098	3,098	3,098	3,880
Capital Equipment	0	14,000	14,000	14,000	27,900
Subtotal	322,042	357,055	358,235	358,235	390,441
Capital Projects	0	0	0	0	0
Cost Allocations	575,410	468,262	468,262	468,262	583,281
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	575,410	468,262	468,262	468,262	583,281
Division Total	897,452	825,317	826,497	826,497	973,722

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	6	6	8	8	8
Employees cross-trained	2	2	3	2	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.

DIVISON 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	176,744	168,109	168,109	168,109	171,567
Supplies & Materials	181,051	189,252	201,452	201,452	219,500
Services & Maintenance	168,479	223,159	181,605	185,605	216,659
Internal Services	12,469	11,326	11,326	11,326	12,120
Capital Equipment	0	238,000	236,500	236,500	82,000
Subtotal	538,743	829,846	798,992	802,992	701,846
Capital Projects	0	0	0	0	0
Cost Allocations	71,406	66,493	66,493	66,493	69,542
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	71,406	66,493	66,493	66,493	69,542
Division Total	610,149	896,339	865,485	869,485	771,388

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 12	FYE 13	FYE 14		FYE 15
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
PSRP requirements met	100%	100%	100%	100%	100%
Number of training hours per employee	12	16	24	16	20

Note to Results Report:

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

DIVISON 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	34,089	34,615	34,615	34,615	34,965
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	34,089	34,615	34,615	34,615	34,965
Capital Projects	0	0	0	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	34,089	34,615	34,615	34,615	34,965

DIVISON 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	295,433	299,479	299,479	299,479	307,362
Supplies & Materials	12,179	14,359	16,755	16,755	15,035
Services & Maintenance	109,036	132,663	188,773	188,733	133,263
Internal Services	8,513	6,443	6,443	6,443	12,901
Capital Equipment	0	0	0	0	9,960
Subtotal	425,161	452,944	511,450	511,450	478,521
Capital Projects	0	0	0	0	0
Cost Allocations	156,896	137,867	137,867	137,867	147,885
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	156,896	137,867	137,867	137,867	147,885
Division Total	582,057	590,811	649,317	649,317	626,406

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	100%	100%	100%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Revenue collected	$86,996	$120,287	$77,600	$90,000	$78,000
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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	232,940	240,374	248,074	248,074	253,993
Supplies & Materials	16,419	18,370	20,186	23,366	18,370
Services & Maintenance	12,253	9,220	17,648	17,648	9,220
Internal Services	0	50	50	50	50
Capital Equipment	0	0	1,500	1,500	8,800
Subtotal	261,612	268,014	287,458	290,638	290,433
Capital Projects	0	0	0	0	0
Cost Allocations	84,313	79,371	79,371	79,371	83,866
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	84,313	79,371	79,371	79,371	83,866
Division Total	345,925	347,385	366,829	370,009	374,299

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	0	0	0	1	0
Percent compliance with QC standards	100%	100%	100%	81.2%	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	652,529	712,079	716,279	716,279	704,546
Supplies & Materials	116,860	74,050	106,871	106,871	75,320
Services & Maintenance	519,273	619,174	624,882	617,702	478,510
Internal Services	31,904	28,621	28,621	28,621	32,853
Capital Equipment	12,336	70,400	70,400	70,400	19,700
Subtotal	1,332,902	1,504,324	1,547,053	1,539,873	1,310,929
Capital Projects	0	0	0	0	0
Cost Allocation	194,046	196,494	196,494	196,494	199,547
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	194,046	196,494	196,494	196,494	199,547
Division Total	1,526,948	1,700,818	1,743,547	1,736,367	1,510,476

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters, which include CBOD, TSS, Ammonia, and D.O. (A total of four (4) parameters each month.)	90%	98%	100%	100%	100%
Number of training hours per employee	18	24	24	21	24
Track number of unscheduled work orders completed	336	385	400	375	365

Notes to Results Report:

FYE 2015 projected unscheduled work orders based on average actual from last 3 years.

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 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 485 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,380 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	0	0	0	0	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	20

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	1,390,983
Supplies & Materials	0	0	0	0	194,154
Services & Maintenance	0	0	0	0	344,181
Internal Services	0	0	0	0	290,595
Capital Equipment	0	0	0	0	441,750
Subtotal	0	0	0	0	2,661,663
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	704,777
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	704,777
Division Total	0	0	0	0	3,366,440

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 1,700,000 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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.38 hr	.34 hr	.40 hr	.30 hr	.40 hr
% hours lost due to OJI per 1,000 hours worked	0	0	0	0	0
Feet of sewer line cleaned	1,279,440	1,922,342	1,800,000	1,406,910	1,800,000
Feet of sewer line roots mechanically removed	102,081	80,000	80,000	12,162	80,000
Feet of sewer pipe treated for roots	112,690	105,162	100,000	96,463	100,000
Feet of sewer pipe CCTV inspected	330,941	220,133	400,000	136,810	400,000
Number of SSOs*:	43	19	35	16	15
City side	22	14	15	8	5
Private	21	5	20	10	10
Lift station preventive maintenance hours	2,634 hrs	2,297 hrs	3,000 hrs	1,872 hrs	2,500 hrs
Safety training per employee per year	12 hrs	48 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	4,575	4,383	4,200	4,397	4,500
Number of service requests responded to	438	403	450	314	425

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 15 - FYE 19 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	2,235,595	12,590,000	14,426,278	29,315,152	140,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,235,595	12,590,000	14,426,278	29,315,152	140,000
Division Total	2,235,595	12,590,000	14,426,278	29,315,152	140,000

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	1,635,448	4,454,339	4,454,339	1,619,339	2,908,223
Interfund Transfers	0	0	0	0	0
Subtotal	1,635,448	4,454,339	4,454,339	1,619,339	2,908,223
Division Total	1,635,448	4,454,339	4,454,339	1,619,339	2,908,223

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 354).

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	21	21	21	21	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	21	21	21	21	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,402,536	1,463,182	1,463,182	1,463,182	74,713
Supplies & Materials	162,256	194,818	198,373	198,373	2,074
Services & Maintenance	285,092	346,001	463,794	463,794	2,025
Internal Services	238,911	152,609	152,609	152,609	0
Capital Equipment	26,713	1,092,200	1,093,765	1,093,765	0
Subtotal	2,115,508	3,248,810	3,371,723	3,371,723	78,812
Capital Projects	192,486	6,929,743	16,307,689	6,790,946	2,750,000
Cost Allocation	726,116	658,485	658,485	658,485	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	918,602	7,588,228	16,966,174	7,449,431	2,750,000
Fund Total	3,034,110	10,837,038	20,337,897	10,821,154	2,828,812

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 485 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,380 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 354).

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	20	20	20	20	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	0

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,329,343	1,388,894	1,388,894	1,388,894	0
Supplies & Materials	160,401	192,053	195,362	195,363	0
Services & Maintenance	284,296	343,976	462,015	462,015	0
Internal Services	238,911	152,609	152,609	152,609	0
Capital Equipment	26,713	1,045,162	1,046,727	1,046,727	0
Subtotal	2,039,664	3,122,694	3,245,607	3,245,607	0
Capital Projects	0	0	0	0	0
Cost Allocation	726,116	658,485	658,485	6585,485	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	726,116	658,485	658,485	658,485	0
Division Total	2,765,780	3,781,179	3,904,092	3,904,092	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 355).

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	73,193	74,288	74,288	74,288	74,713
Supplies & Materials	1,855	2,765	3,011	3,011	2,074
Services & Maintenance	796	2,025	1,779	1,779	2,025
Internal Services	0	0	0	0	0
Capital Equipment	0	47,038	47,038	47,038	0
Subtotal	75,844	126,116	126,116	126,116	78,812
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	75,844	126,116	126,116	126,116	78,812

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	97%	97%	90%	96%	95%
Respond to public requests for information within 4 working hours – 80% of the time	97%	97%	80%	97%	90%

DIVISION SUMMARY

321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

MISSION:

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

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 15 – FYE 19 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	192,486	6,929,743	16,307,689	6,790,946	2,750,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	192,486	6,929,743	16,307,689	6,790,946	2,750,000
Division Total	192,486	6,929,743	16,307,689	6,790,946	2,750,000

FUND SUMMARY

TOTAL NEW DEVELOPMENT EXCISE FUND (322)

MISSION:

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

DESCRIPTION:

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	-33	1,000	1,000	1,000	1,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	(33)	1,000	1,000	1,000	1,000
Capital Projects	1,672,308	8,026,019	12,221,054	26,889,378	0
Cost Allocations	0	0	0	0	0
Debt Service	442,152	1,100,000	1,100,000	804,397	804,397
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	2,114,460	9,126,019	13,321,054	27,693,775	804,397
Fund Total	2,114,427	9,127,019	13,322,054	27,694,775	805,397

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	743,010	13,009	1,247,095	7,015,016	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	743,010	13,009	1,247,095	7,015,016	0
Fund Total	743,010	13,009	1,247,095	7,015,016	0

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	49	49	49	49	49
Part-time Positions	3	2	2	2	2
Total Budgeted Positions	52	51	51	51	51

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	3,741,172	3,927,791	3,924,741	3,924,741	3,979,243
Supplies & Materials	1,500,614	1,714,981	1,912,421	1,895,121	1,738,495
Services & Maintenance	2,507,107	3,037,952	3,535,164	3,552,464	3,057,196
Internal Services	322,648	254,364	257,364	257,364	365,931
Capital Equipment	187,749	711,150	723,641	723,641	471,186
Subtotal	8,259,290	9,646,238	10,353,331	10,353,331	9,612,051
Capital Projects	4,399,175	6,284,775	24,708,593	19,684,652	8,158,900
Cost Allocations	1,742,113	1,635,575	1,635,575	1,635,575	1,646,039
Debt Service	2,633,840	2,599,376	2,599,376	2,110,254	2,142,683
Interfund Transfers	694,318	750,228	750,228	750,228	768,529
Audit Adjust/Encumbrances	104,494	0	0	0	0
Subtotal	9,573,940	11,269,954	29,693,772	24,180,709	12,716,151
Fund Total	17,833,230	20,916,192	40,047,103	34,534,040	22,328,202

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	666,869	671,211	671,211	671,211	673,094
Supplies & Materials	5,918	5,646	6,021	6,021	6,138
Services & Maintenance	29,029	46,260	47,054	47,054	46,577
Internal Services	9,696	9,094	9,094	9,094	7,331
Capital Equipment	0	2,500	2,500	2,500	3,600
Subtotal	711,512	734,711	735,880	735,880	736,740
Capital Projects	0	0	0	0	0
Cost Allocation	171,841	162,156	162,156	162,156	161,980
Debt Service	0	0	0	0	0
Interfund Transfers	694,318	750,228	750,228	750,228	768,529
Subtotal	866,159	912,384	912,384	912,384	930,509
Division Total	1,577,671	1,647,095	1,648,264	1,648,264	1,667,249

Note:
See Total Utilities Department Administration for Goals, Objectives and Performance Indicators.

DIVISION SUMMARY

031-5010 WATER / ENGINEERING

MISSION:

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

DESCRIPTION:

In previous years, an Interfund transfer from the Water Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning FYE 12, this cost is directly charged to this Water division.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	34,091	34,615	34,615	34,615	34,965
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	34,091	34,615	34,615	34,615	34,965
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	34,091	34,615	34,615	34,615	34,965

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	36,677	45,126	45,126	45,126	46,135
Supplies & Materials	1,393	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	38,070	46,501	46,501	46,501	47,510
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	38,070	46,501	46,501	46,501	47,510

*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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	33%	60%	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%	100%	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.

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	4	3	3	3	3

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	243,537	249,585	249,585	249,585	256,061
Supplies & Materials	2,090	3,841	4,041	4,041	4,312
Services & Maintenance	73,519	98,509	98,329	98,329	98,871
Internal Services	5,640	5,060	5,060	5,060	4,639
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	324,786	358,795	358,815	3548,815	363,883
Capital Projects	0	0	0	0	0
Cost Allocation	103,118	97,293	97,293	97,293	97,186
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	103,118	97,293	97,293	97,293	97,186
Division Total	427,904	456,088	456,108	456,108	461,069

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer complaints handled in 1 day	19	21	23	20	23
% of state and federal regulatory compliance reports mailed out of the office within 5 days	100%	100%	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	125	125	125	125
% of invoices processed for payment authorization within 1 day of receipt	100%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,200	1,680	1,200	1,600	1,200
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	90%	50%	80%	70%	80%

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 570 miles of water lines and associated 5,522 fire hydrants and 9,003 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 41,250 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,583,024	1,710,450	1,710,450	1,710,450	1,745,267
Supplies & Materials	387,074	430,493	436,773	436,773	452,473
Services & Maintenance	61,589	71,256	73,582	73,582	74,056
Internal Services	171,340	136,901	136,901	136,901	225,409
Capital Equipment	50,785	493,300	495,917	495,917	345,386
Subtotal	2,253,812	2,842,400	2,853,623	2,853,623	2,842,591
Capital Projects	0	0	0	0	0
Cost Allocation	859,562	811,098	811,098	811,098	807,593
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	859,562	811,098	811,098	811,098	807,593
Division Total	3,113,374	3,653,498	3,664,721	3,664,721	3,650,184

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.
- Implement 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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	2.24 hours	2.46 hours	2.30 hours	2.30 hours	2.30 hours
Number of AMR meters installed	416	425	450	450	450
Service calls completed	4,763	5,161	5,000	4,900	5,000
Number of locates completed	4,700	5,245	4,600	5,256	4,900
Number of valves exercised	1,971	1,997	4,000	2,998	2,500
Percent hours lost to OJI per 1,000 hours worked	8.07%	7.57%	0%	0%	0%
Fire hydrants maintained	1,006	485	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	6,105 ft	4,350 ft	2,810 ft	2,750 ft	4,950 ft
Feet of "hot soils" (corrosive soils) pipe replaced	2,496 ft	3,252 ft	3,150 ft	2,875 ft	2,252 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	307,739	306,860	306,860	306,860	307,814
Supplies & Materials	3,250	4,725	5,525	5,525	4,670
Services & Maintenance	35,853	48,611	53,430	53,430340	45,931
Internal Services	126,110	93,569	96,569	96,569	126,281
Capital Equipment	0	1,800	7,200	7,200	1,800
Subtotal	472,952	455,565	469,584	469,584	486,496
Capital Projects	0	0	0	0	0
Cost Allocation	607,592	565,028	565,028	565,028	579,280
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	607,592	565,028	565,028	565,028	579,280
Division Total	1,080,544	1,020,593	1,034,612	1,034,612	1,065,776

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Safety training sessions held (safety)	12	12	12	7	12
OJI	0	0	0	0	0
Tours conducted (public education)	9	2	8	4	9
Number of people on tours	120	43	80	72	100
Job related training (personnel hours)	60	173	112	144	80
Cross training (personnel hours)	24	40	24	40	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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	109,589	112,702	112,702	112,702	110,411
Supplies & Materials	37,203	37,963	36,753	36,753	38,741
Services & Maintenance	114,869	52,906	91,080	91,080	78,140
Internal Services	457	475	475	475	453
Capital Equipment	0	60,000	60,000	60,000	3,600
Subtotal	262,118	264,046	301,010	301,010	231,345
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	262,118	264,046	301,010	301,010	231,345

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 project.
- Main 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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	100%	100%	114%	118%	118%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	93%	95%	100%	97%	100%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	No inspection	10	No inspection	No Inspection	5
WTP and Water Well sample collection	99.9%	100%	100%	120%	100%
Number of samples invalidated	13	35	0	25	0

Notes to Results Report:

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

DIVISION SUMMARY

031-5534 WATER / TREATMENT PLANT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	622,981	701,418	698,368	698,368	675,773
Supplies & Materials	1,011,104	1,128,127	1,300,346	1,300,346	1,127,491
Services & Maintenance	1,489,837	1,952,048	2,384,349	2,384,349	1,944,048
Internal Services	5,516	5,797	5,797	5,797	830
Capital Equipment	100,799	124,750	125,007	125,007	65,800
Subtotal	3,230,237	3,912,140	4,513,867	4,513,867	3,813,942
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	3,230,237	3,912,140	4,513,867	4,513,867	3,813,942

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)**	72%	51%	95%	62%	95%
Percent of bacterial water samples passing (quality)	99.6%	99.2%	100%	100%	100%
Number of complaints on water quality or pressure	50	22	45	45	45
Water production, million gallons per day					
Average day	12.6	12.3	12.0	12.2	12.0
Maximum day	22.3	24.8	22.0	20.6	22.0

Notes to Results Report:

**NTU, or Nephlometer 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	98,095	95,824	95,824	95,824	129,723
Supplies & Materials	52,582	97,811	116,587	116,587	98,295
Services & Maintenance	702,400	767,703	786,681	786,681	768,914
Internal Services	3,889	3,468	3,468	3,468	988
Capital Equipment	36,165	27,000	31,217	31,217	51,000
Subtotal	893,131	991,806	1,033,777	1,033,777	1,048,920
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	893,131	991,806	1,033,777	1,033,777	1,048,920

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 12 ACTUAL	FYE 13 ACTUAL	FYE 14 PLAN	FYE 14 ESTIMATE	FYE 15 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	93.4%	94%	95%	94%	95%
Percent of wells that have had yearly well disinfection	n/a	100%	100%	100%	100%

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 15 - FYE 19 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	4,399,175	6,284,775	24,708,593	19,684,652	8,158,900
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	4,399,175	6,284,775	24,708,593	19,684,652	8,158,900
Division Total	4,399,175	6,284,775	24,708,593	19,684,652	8,158,900

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	2,633,840	2,599,379	2,599,376	2,110,254	2,142,683
Interfund Transfers	0	0	0	0	0
Subtotal	2,633,840	2,599,379	2,599,376	2,110,254	2,142,683
Division Total	2,633,840	2,599,379	2,599,376	2,110,254	2,142,683

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	5,000	5,000	5,000	5,000
Services & Maintenance	11	659	659	659	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	11	5,659	5,659	5,659	5,659
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	11	5,659	5,659	5,659	5,659

INTERNAL SERVICE FUNDS

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

DEPARTMENT SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	1,101,434	886,124	896,281	896,281	926,863
Supplies & Materials	0	0	0	0	0
Services & Maintenance	14,209,983	13,900,538	14,054,664	14,054,664	14,049,421
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	15,311,417	14,786,662	14,950,945	14,950,945	14,976,284
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	78,262	0	22,547	22,547	0
Audit Adjust/Encum	(2)	0	0	0	0
Subtotal	78,260	0	22,547	22,547	0
Department Total	15,389,677	14,786,662	14,973,492	14,973,492	14,976,284

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	89,994	89,811	89,811	89,811	90,005
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12,371,404	11,821,311	11,821,311	11,433,700	11,865,268
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	12,461,398	11,911,122	11,911,122	11,523,511	11,955,273
Capital Projects	0	0	0	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	12,461,398	11,911,122	11,911,122	11,523,511	11,955,273

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	232,348	320,000	320,000	320,000	270,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	232,348	320,000	320,000	320,000	270,000
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	232,348	320,000	320,000	320,000	270,000

DIVISION SUMMARY

043-3004 RISK MANAGEMENT ADMINISTRATION

MISSION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

DESCRIPTION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

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

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	312,838	255,513	255,513	255,513	244,358
Supplies & Materials	0	0	0	0	0
Services & Maintenance	143,722	160,673	321,823	321,823	160,673
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	456,560	416,186	577,336	577,336	405,031
Capital Projects	0	0	0	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	456,560	416,186	577,336	577,336	405,031

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	12,460	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	12,460	22,000	22,000	22,000	22,000
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	12,460	22,000	22,000	22,000	22,000

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	686,142	519,300	529,457	529,457	571,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,462,509	1,598,054	1,591,030	1,591,030	1,752,980
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,148,651	2,117,354	2,120,487	2,120,487	2,323,980
Capital Projects	0	0	0	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	2,148,651	2,117,354	2,120,487	2,120,487	2,323,980

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	821,095	877,766	877,766	877,766	893,719
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,046	16,000	16,000	16,000	16,000
Internal Services	433	204	204	204	366
Capital Equipment	0	0	0	0	0
Subtotal	822,574	893,970	893,970	893,970	910,085
Capital Projects	15,883,063	25,108,920	52,331,271	52,290,811	28,900,083
Cost Allocations	0	0	0	0	0
Debt Service	679,912	0	0	0	89,776
Interfund Transfers	4,092,382	3,450,146	3,450,146	4,423,230	3,807,946
Audit Adjust/Encumb	106,621	0	0	0	0
Subtotal	20,761,978	28,559,066	55,781,417	56,714,041	32,797,805
Fund Total	21,584,552	29,453,036	56,675,387	57,608,011	33,707,890

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	630,768	682,103	682,103	682,103	691,829
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	433	204	204	204	366
Capital Equipment	0	0	0	0	0
Subtotal	631,201	682,307	682,307	682,307	692,195
Capital Projects	0	0	0	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	631,201	682,307	682,307	682,307	692,195

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	88,878	91,867	91,867	91,867	95,250
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	88,878	91,867	91,867	91,867	95,250
Capital Projects	0	0	0	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	88,878	91,867	91,867	91,867	95,250

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	101,449	103,796	103,796	103,796	106,640
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	101,449	103,796	103,796	103,796	106,640
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	101,449	103,796	103,796	103,796	106,640

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 15 - FYE 19 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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	0	0	0	0	0
Capital Projects	15,883,063	25,108,920	52,331,271	52,290,811	28,900,083
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	4,092,382	3,450,146	3,450,146	4,423,230	3,807,946
Subtotal	19,975,445	28,559,066	55,781,417	56,714,041	32,708,029
Division Total	19,975,445	28,559,066	55,781,417	56,714,041	32,708,029

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	10,516	10,071	11,161	11,161	10,171
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	10,516	10,071	11,161	11,161	10,171
Capital Projects	1,739,947	0	9,499,021	9,499,021	0
Cost Allocations	0	127,275	127,275	127,275	220,241
Debt Service	1,020,948	1,033,738	1,032,748	1,032,748	1,277,304
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	34,708	0	0	0	0
Subtotal	2,795,603	1,161,013	10,659,044	10,659,044	1,497,545
Fund Total	2,806,119	1,171,084	10,670,205	10,670,205	1,507,716

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	3,900	0	198,411	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	3,900	0	198,411	198,411	0
Fund Total	3,900	0	198,411	198,411	0

SPECIAL GRANTS FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
				EXPENDITURES							
na	022-9509-452	PR0022	Eastridge Park Impr	12,568	12,568	0	0	0	0	0	0
na	022-9834-452	PR0044	Legacy S Ext/Campus-Duffy	256,223	256,223	0	0	0	0	0	0
na	022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension	600,000	600,000	0	0	0	0	0	0
na	022-9674-452	PC0003	Saxon Park Design & Improvements	160,000	160,000	0	0	0	0	0	0
na	022-9674-452	PR0023	Saxon Park Fitness Trail	35,000	35,000	0	0	0	0	0	0
na	022-9391-431	TR0073	State Highway 9 Multi-Modal Path	600,000	600,000	0	0	0	0	0	0
na	022-9082-431	TR0081	Safe Routes to School - Kennedy	190,000	190,000	0	0	0	0	0	0
			TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**1,853,791**	**1,853,791**	**0**	**0**	**0**	**0**	**0**	**0**

ROOM TAX FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
	023-9321-451	RT0079	3 Recreation Center A/C	0	0	120,000	0	0	0	0	0
	023-9050-452	RT0080	Andrews Park Rental Building A/C	0	0	22,000	0	0	0	0	0
	023-	RT	Citywide Disc Golf Improvements	0	0	0	35,000	0	0	0	0
na	023-9099-452	RT0077	Normandy Park Tennis Courts	7,543	7,543	0	0	0	0	0	0
na	023-9321-451	RT0078	Replace Whittier & Irving Gym Floors	169,952	169,952	0	0	0	0	0	0
	023-	RT	Santa Fe Depot Renovations	0	0	0	0	80,000	0	0	0
	023-9674-452	RT0081	Saxon Community Park Development	0	0	60,000	50,000	50,000	150,000	0	0
	023-	RT	Sooner Theatre Seat Replace & Interiors	0	0	0	0	115,000	0	0	0
	023-9441-452	RT0083	Sports Complex Bleacher Replacement	0	0	37,500	37,500	0	0	0	0
	023-9364-451	RT0082	Westwood Tennis Youth Courts	0	0	95,000	0	0	0	0	0
	023-	RT	Whittier & Irving Recreation Center Bleachers	0	0	0	90,000	0	0	0	0
			TOTAL ROOM TAX FUND 23 PROJECTS	**177,495**	**177,495**	**334,500**	**212,500**	**245,000**	**150,000**	**0**	**0**

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	027-9368-431	TF0001	Campus Corner Revitalization	141,697	141,697	0	0	0	0	0	0
	TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS			**141,697**	**141,697**	**0**	**0**	**0**	**0**	**0**	**0**

WATER FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
			WATER DISTRIBUTION SYSTEM								
na	031-9360-462	WA0041	Applecreek Apts Ductile Iron Water Line Replacement	25,101	25,101	0	0	0	0	0	0
na	031-	WA0088	Asp Ave: White - Boyd	46,531	46,531	0	0	0	0	0	0
21	031-9395-462	WA0201	Backflow Prevention Program	0	0	40,000	0	0	0	0	0
na	031-9321-462	WA0194	Bulk Water Dispensing Services	80,000	80,000	0	0	0	0	0	0
na	031-	WA0198	Franklin Waterline Relocation	44,800	44,800	0	0	0	0	0	0
na	031-9683-462	WA0149	Hall Park W/L Replacement	3,682	3,682	0	0	0	0	0	0
na	031-9353-462	WA0131	High Pressure Plane Upgrade	16,183	16,183	0	0	0	0	0	0
na	031-9727-462	WA0191	Highway 9 Water Line Relocations	652,080	652,080	0	0	0	0	0	0
22	031-	WA0196	I-35 Waterline Relocation	675,000	675,000	400,000	0	0	0	0	0
na	031-9360-462	WA0173	Master Meters Installation	161,855	161,855	0	0	0	0	0	0
na	031-9360-462	WA0187	Pendleton Drive Area: Ductile WL Replacement	812,749	812,749	0	0	0	0	0	0
na	031-9552-462	WA0157	Robinson/12thNE Waterline %	21	0	0	0	0	0	0	0
23	031-9360-462	WA0184	Segment D 24" Phase I %	4,782,466	482,466	0	4,300,000	0	0	0	0
24	031-	WA	Water Line Improvements: Segment B	0	0	0	0	0	0	3,229,000	0
25	031-9360-462	WA	Water Line Improvements: Segment G	0	0	0	0	0	578,000	0	0
26	031-	WA	Water Line Replacement: Crossroads Area	0	0	0	1,091,000	0	0	0	0
27	031-9521-462	WA0202	Water Line Replacement: Gray Street	0	0	779,000	0	0	0	0	0
na	031-9360-462	WA0200	Water Line Replacement: Interstate Drive TIF	0	373,000	0	0	0	0	0	0
28	031-	WA	Water Line Replacement: North Interstate Drive	0	0	0	374,000	0	0	0	0
29	031-9360-462	WA0195	Water Line Replacement: Robinson Under I-35	2,297,600	2,297,600	825,400	0	0	0	0	0
na	031-9683-462	WA0199	Waterline Relocation: Cedar Lane at Bishop Creek	125,000	125,000	0	0	0	0	0	0
30	031-9521-462	WA0305	Waterline Replacement: Berry Road	3,518,180	3,518,180	513,000	0	0	0	0	0
31	031-9521-462	WA0306	Waterline Replacement: Flood Avenue	0	0	0	0	1,601,000	0	0	0
			Subtotal Water Distribution System Projects	**13,241,248**	**9,314,227**	**2,557,400**	**5,765,000**	**1,601,000**	**578,000**	**3,229,000**	**0**
			WATER TOWERS								
32	031-9354-462	WA0294	Water Tower Maint - Hall Park Tower %	385,000	5,000	0	0	100,000	0	0	0
na	031-9354-462	WA0039	Water Tower Maint - Boyd Tower	96,769	96,769	0	0	0	0	0	0
33	031-9354-462	WA0189	Water Tower Maint - Cascade Tower %	435,142	5,142	0	0	0	0	0	500,000
34	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower #	0	0	0	0	200,000	0	0	0
na	031-9354-462	WA0040	Water Tower Maint - Robinson Tower	164,000	164,000	0	0	0	0	0	0
35	031-9354-462	WA0293	Water Towers - SW or SE	2,800,000	2,800,000	400,000	0	0	0	0	0
			Subtotal Water Tower Projects	**3,880,911**	**3,070,911**	**400,000**	**0**	**300,000**	**0**	**0**	**500,000**
			WATER WELL IMPROVEMENTS								
36	031-9345-462	WA0009	Arsenic Related Well Modifications	0	0	0	0	1,460,000	0	0	0
na	031-9345-462	WA0253	Arsenic Treatment - Well 31 Arsenic Removal	39,527	39,527	0	0	0	0	0	0
na	031-	WA0197	Water Well House #20 replacement	100,000	100,000	0	0	0	0	0	0
na	031-9353-462	WA0297	Water Well Telemetry	199,290	199,290	0	0	0	0	0	0
na	031-9642-462	WA0193	Well Arch Flash Safety	140,000	140,000	0	0	0	0	0	0
			Subtotal Water Well and Distribution System Projects	**478,817**	**478,817**	**0**	**0**	**1,460,000**	**0**	**0**	**0**
			WATER TREATMENT PLANT								
37	031-	WA	12 MGD Groundwater Treatment Plant	0	0	0	0	0	0	13,491,000	55,993,000
na	031-9642-462	WA0089	Arc Flash Safety * %	3,036	0	0	0	0	0	0	0
38	031-	WA	Blending Chromium to 10 PPB at WTP	0	0	0	0	0	1,722,000	0	0
38	031-9345-462	WA0212	FYE15 Water Wells and Supply Lines	0	0	693,000	4,845,000	6,260,000	0	0	0
na	031-9939-462	WA0132	High Service Line Repair(PayGo)	2,527	2,527	0	0	0	0	0	0
na	031-9939-462	WA0272	Taste and Odor (PayGo)	2,751	2,751	0	0	0	0	0	0
na	031-9353-462	WA0027	Upgrade SCADA System %	5,059	0	0	0	0	0	0	0
40	031-9196-462	WA0174	2060 Water Supply Plan	63,073	63,073	10,000	0	0	0	0	0
41	031-	WA	WTP Land Purchase	0	0	0	0	1,600,000	0	0	0
42	031-9939-462	WA0291	WTP Phase 1: Improvements	1,069,012	1,069,012	4,000,000	26,157,000	0	0	0	0
43	031-	WA	WTP Raw Water Line Phase 2	0	0	0	0	0	0	2,371,000	20,890,000
44	031-	WA	WTP Raw Water Reservoir	0	0	0	0	0	0	5,111,000	17,343,000
na	031-9939-462	WA0192	WTP Return Pump Station	32,282	32,282	0	0	0	0	0	0
45	031-9939-462	WA0203	WTP Software Upgrade and Service	0	0	135,000	0	0	0	0	0
na	031-9356-462	WA0188	WTP: SE Ok Prelim Report %	73,825	0	0	0	0	0	0	0
			Subtotal WTP Other Projects	**1,251,565**	**1,169,645**	**4,838,000**	**31,002,000**	**7,860,000**	**1,722,000**	**20,973,000**	**94,226,000**
			MAINTENANCE/OTHER WATER PROJECTS								
46	031-	WA	New Building for Line Maintenance	**0**	**0**	**0**	**0**	**0**	**2,200,000**	**0**	**0**
na	031-9365-419	BG0025	Natural gas line LM/Fleet %	5,000	0	0	0	0	0	0	0
			Subtotal Other Water Projects	**5,000**	**0**	**0**	**0**	**0**	**2,200,000**	**0**	**0**

WATER FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
			URBAN SERVICE AREA WATER LINES								
			FYE 2012 Lines								
na	031-9343-462	WA0166	Crawford Ave: Ridge Rd to Crystal Cir	605	605	0	0	0	0	0	0
			FYE 2013 Lines								
na	031-9343-462	WA0309	Westfield: High Meadows to cul-de-sac	2,380	2,380	0	0	0	0	0	0
na	031-9343-462	WA0310	Wind Hill Rd: High Meadows to cul-de-sac	329	329	0	0	0	0	0	0
na	031-9343-462	WA0311	Peach Tree Ln: Glen Oaks Dr to Dalewood Pl	56,000	56,000	0	0	0	0	0	0
na	031-9343-462	WA0312	Dalewood Pl: Peach Tree Ln to Clearwater	13,635	13,635	0	0	0	0	0	0
			FYE 2014 Lines								
na	031-9343-462	WA0316	Comanche:Porter to Jones	56,000	56,000	0	0	0	0	0	0
na	031-9343-462	WA0317	Crawford:Main to Comanche	16,000	16,000	0	0	0	0	0	0
na	031-9343-462	WA0318	Peters: Main to Gray	16,000	16,000	0	0	0	0	0	0
na	031-9343-462	WA0319	Peters: Main to Eufaula	36,000	36,000	0	0	0	0	0	0
			FYE 2015 Lines								
47	031-9343-462	WA0204	Symmes Street	0	0	68,000	0	0	0	0	0
47	031-9343-462	WA0205	Barbour: Woods to Iowa	0	0	68,000	0	0	0	0	0
47	031-9343-462	WA0206	Rancho Drive	0	0	48,000	0	0	0	0	0
47	031-9343-462	WA0207	Woodsboro Court	0	0	30,000	0	0	0	0	0
47	031-9343-462	WA0208	Nicole Place	0	0	49,500	0	0	0	0	0
			FYE 2016 Lines								
47	031-9343-462	WA	Vida Way: N Crawford to Stubbeman	0	0	0	69,000	0	0	0	0
47	031-9343-462	WA	Iowa St: Flood to Berry	0	0	0	63,000	0	0	0	0
47	031-9343-462	WA	Garfield: Lindsey to Stinson	0	0	0	45,500	0	0	0	0
47	031-9343-462	WA	Madison: Pickard to end of cul-de-sac	0	0	0	17,500	0	0	0	0
			FYE 2017 Lines								
47	031-9343-462	WA	Kingswood Dr: Meadowood Blvd to dead end	0	0	0	0	18,000	0	0	0
47	031-9343-462	WA	Richardson Dr: Kingswood Dr to Dunham Dr	0	0	0	0	40,000	0	0	0
47	031-9343-462	WA	Smalley Dr: Meadowood Blvd to end of cul de sac	0	0	0	0	28,000	0	0	0
47	031-9343-462	WA	Smalley Cir: Smalley Dr to end of cul de sac	0	0	0	0	28,000	0	0	0
47	031-9343-462	WA	Wellston Cir: Meadowood Blvd to end of cul de sac	0	0	0	0	24,000	0	0	0
			FYE 2018 Lines								
47	031-9343-462	WA	Dunham Dr: Meeadowood Blvd to Dead End	0	0	0	0	0	28,000	0	0
47	031-9343-462	WA	Columbia Cir: Biloxi Dr to Dead end cul de sac	0	0	0	0	0	31,500	0	0
47	031-9343-462	WA	Timberdell Rd: Chautauqua to Pickard	0	0	0	0	0	56,000	0	0
47	031-9343-462	WA	Timberdell Rd: Chautauqua & Pickard	0	0	0	0	0	44,000	0	0
			FYE 2019 Lines								
47	031-9343-462	WA	Rhoades Dr: Edward Dr to Ramsey Ct	0	0	0	0	0	0	37,200	0
47	031-9343-462	WA	Stinson St: Jenkins Ave to George Ave	0	0	0	0	0	0	78,000	0
47	031-9343-462	WA	Wellsite Dr: Tecumseh Rd to end of cul-de-sac	0	0	0	0	0	0	45,500	0
			Subtotal Urban Service Area Water Line Projects	196,949	196,949	263,500	195,000	138,000	159,500	160,700	0
			HOT SOILS WATER LINE REPAIR PROGRAM								
			FYE 2013 Lines								
na	031-9344-462	WA0314	Oriole Dr: Sandpiper Ln to Wilderness Dr	712	712	0	0	0	0	0	0
			FYE 2014 Lines								
na	031-9344-462	WA0320	Buckingham Dr: 36th NW to Brownwood Ln	65,000	65,000	0	0	0	0	0	0
na	031-9344-462	WA0321	Brownwood Ln: 36th NW to Buckingham Dr	35,000	35,000	0	0	0	0	0	0
			FYE 2015 Lines								
48	031-9344-462	WA0209	Cimarron Dr: Tropicana to 2804 Cimarron Dr	0	0	50,000	0	0	0	0	0
48	031-9344-462	WA0210	Camela St: Tropicana Ave to Cimarron Dr	0	0	20,000	0	0	0	0	0
48	031-9344-462	WA0211	Knolwood St: Overbrook Dr to 2801 Tropicana Ave	0	0	30,000	0	0	0	0	0
			FYE 2016 Lines								
48	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlero	0	0	0	32,000	0	0	0	0
48	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	18,000	0	0	0	0
48	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasand Run Rd	0	0	0	50,000	0	0	0	0
			FYE 2017 Lines								
48	031-9344-462	WA	Pheasant Run Rd: Crossroad Blvd to Quail Hollow Dr	0	0	0	0	50,000	0	0	0
48	031-9344-462	WA	Greenwood Dr: Pheasant Run Rd to dead end at Green (	0	0	0	0	50,000	0	0	0
			FYE 2018 Lines								
48	031-9344-462	WA	Rock Creek Rd to Pinewood Dr	0	0	0	0	0	50,000	0	0
48	031-9344-462	WA	24th Ave NE to End of cul de sac	0	0	0	0	0	50,000	0	0
			FYE 2019 Lines								
48	031-9344-462	WA	Wilderness Dr: Sandpiper Ln to War Bird Dr	0	0	0	0	0	0	64,000	0
48	031-9344-462	WA	Sar Bird Dr: Sandpiper Ln to Wilderness Dr	0	0	0	0	0	0	36,000	0
			Subtotal Hot Soils Water Line Repair Program	100,712	100,712	100,000	100,000	100,000	100,000	100,000	0
			SUBTOTAL PAYGO WATER PROJECTS	**19,155,202**	**14,331,261**	**8,158,900**	**37,062,000**	**11,459,000**	**4,759,500**	**24,462,700**	**94,726,000**
			WATER BOND PROJECTS Series 2006								
na	**031-9360-462**	**WB0184**	**24" Waterline (Seg D,SH 9:24th SW to Jenkins)**	**2,816,325**	**2,816,325**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0140**	**FYE08 12" Water Line**	**618,118**	**618,118**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0141**	**FYE08 16" Water Line**	**135,375**	**135,375**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0133**	**Replace Control System**	**13,200**	**13,200**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0131**	**Water Line Improvements High Pressure Plane**	**610,514**	**610,514**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0297**	**Water Well Telemetry**	**133,930**	**133,930**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9356-462**	**WB0051**	**WTP Raw Waterline (Phase I)**	**1,025,929**	**1,025,929**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal Bond Expenses for 2006 Water Bond Projects	**5,353,391**	**5,353,391**	**0**	**0**	**0**	**0**	**0**	**0**
			TOTAL ALL WATER FUND 31 PROJECTS	**$24,508,593**	**$19,684,652**	**$8,158,900**	**$37,062,000**	**$11,459,000**	**$4,759,500**	**$24,462,700**	**$94,726,000**

WATER RECLAMATION FUNDS
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 2015 ADOPTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	FYE 2019 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	032-9048-432	WW0065	South WRF Phase 2 Improvements	13,027,117	28,346,291	0	0	0	0	0	0
na	032-9337-432	WW0042	Wastewater Flow Monitoring	45,894	45,894	0	0	0	0	0	0
na	032-9677-432	WW0056	WRF Admin Bldg Lighting	32,000	32,000	0	0	0	0	0	0
na	032-9911-432	WW0043	WRF Aeration Basin Blower VFD	16,141	16,141	0	0	0	0	0	0
52	032-	WW	WRF Blower Building Roof Replacement	0	0	0	0	0	0	112,000	0
na	032-9911-432	WW0044	WRF Canadian River TMDL/WLA	16,180	16,180	0	0	0	0	0	0
na	032-9677-432	WW0167	WRF Chlorine Bldg Roof Replacement	62,000	62,000	0	0	0	0	0	0
53	032-	WW	WRF Class A Sludge	0	0	0	0	0	414,000	2,070,000	0
54	032-9911-432	WW0058	WRF Effluent Re-Use at Compost Facility	101,325	101,325	140,000	0	0	0	0	0
55	032-9911-432	WW0050	WRF Effluent Truck Wash # %	274,975	4,675	0	0	0	0	339,000	0
56	032-	WW	WRF Industrial Pretreatment Building Roof Replacement	0	0	0	0	0	0	43,000	0
57	032-9391-432	WW0205	WRF Non-Potable Effluent Reuse System	500,000	500,000	0	2,202,000	0	0	0	0
na	032-9911-432	WW0047	WRF North Digester Boiler(s) Replacement	51,635	51,635	0	0	0	0	0	0
na	032-9677-432	WW0168	WRF Paint Shop Roof	28,000	28,000	0	0	0	0	0	0
na	032-9911-432	WW0052	WRF SCADA Improvements	111,011	111,011	0	0	0	0	0	0
58	032-	WW	WRF Shop Building Roof Replacement	0	0	0	29,000	0	0	0	0
na	032-9677-432	WW0068	WRF Street Lighting # %	160,000	0	0	0	0	0	0	0
			TOTAL WATER RECLAMATION FUND 32 PROJECTS	14,426,278	29,315,152	140,000	2,231,000	0	414,000	2,564,000	0

SEWER MAINTENANCE FUNDS
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	321-9365-419	BG0025	Fleet/Line Maint Natural Gas Line Replacement	5,000	0	0	0	0	0	0	0
64	321-9338-432	WW0207	Lindsey SS Rehab: McGee to Berry	0	0	1,269,000	0	0	0	0	0
na	321-9649-432	WW0062	Royal Oaks Force Main	273,000	273,000	0	0	0	0	0	0
na	321-9234-432	WW0199	Sewer Lift Station Rehab 2013: Vo Tech	6,777	6,777	0	0	0	0	0	0
na	321-9234-432	WW0201	Sewer Lift Station Rehab 2014: Royal Oaks	30,000	30,000	0	0	0	0	0	0
62	321-9234-432	WW	Sewer Lift Station Rehab: Alameda Park	0	0	0	0	0	50,000	0	0
62	321-9234-432	WW0206	Sewer Lift Station Rehab: Eagle Cliff South	0	0	50,000	0	0	0	0	0
62	321-9234-432	WW	Sewer Lift Station Rehab: Hall Park North	0	0	0	50,000	0	0	0	0
62	321-9234-432	WW	Sewer Lift Station Rehab: Hall Park South	0	0	0	0	50,000	0	0	0
62	321-9234-432	WW	Sewer Lift Station Rehab: Summit Lakes	0	0	0	0	0	0	50,000	0
65	321-9338-432	WW0202	Sewer Maint Plan FYE 2014 %	2,788,000	288,000	0	2,650,000	0	0	0	0
66	321-9338-432	WW	Sewer Maint Plan FYE 2017	0	0	0	0	2,650,000	0	0	0
67	321-9338-432	WW	Sewer Maint Plan FYE 2018	0	0	0	0	0	2,650,000	0	0
68	321-9338-432	WW	Sewer Maint Plan FYE 2019	0	0	0	0	0	0	2,650,000	0
69	321-9338-432	WW	Sewer Maint Plan FYE 2020	0	0	0	0	0	0	0	2,650,000
70	321-9338-432	WW	Sewer Maint Plan FYE 2021	0	0	0	0	0	0	0	2,650,000
na	321-9338-432	WW0064	Sewer Maint Proj FYE 2011	2,945,360	3,287,360	0	0	0	0	0	0
na	321-9338-432	WW0070	Sewer Maint Proj FYE 2012	2,460,380	2,460,380	0	0	0	0	0	0
63	321-9338-432	WW0200	Sewer Maintenance FYE 2013 %	7,699,172	345,429	1,331,000	0	0	0	0	0
71	321-9974-432	WW0248	SS Emergency Repairs #	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0
			TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**16,307,689**	**6,790,946**	**2,750,000**	**2,800,000**	**2,800,000**	**2,800,000**	**2,800,000**	**5,300,000**

NEW DEVELOPMENT EXCISE FUNDS
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 2015 ADOPTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	FYE 2019 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	322-9048-432	WW0267	Interceptor/SE Bishop-P2B	841,692	841,692	0	0	0	0	0	0
na	322-9048-432	WW0120	Interceptor/Woodcrest	1,730,742	1,730,742	0	0	0	0	0	0
na	322-9048-432	WW0303	Lift Station D Expansion	420,530	482,556	0	0	0	0	0	0
na	322-9049-432	WW0204	North WRF Engineering Report	145,705	119,622	0	0	0	0	0	0
na	322-9048-432	WW0262	Tecumseh Interceptor	219,997	219,997	0	0	0	0	0	0
na	322-9048-432	WW0065	Phase 2 South WRF Improvements	8,800,362	23,494,769	0	0	0	0	0	0
			TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS	**12,159,028**	**26,889,378**	**0**	**0**	**0**	**0**	**0**	**0**

SEWER SALES TAX FUNDS
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 2015 ADOPTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	FYE 2019 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	323-9048-432	WW0302	Industrial Interceptor	1	1	0	0	0	0	0	0
na	323-9048-432	WW0267	Interceptor/SE Bishop-P2B	753,216	753,216	0	0	0	0	0	0
na	323-9049-432	WW0204	North WRF Engineering Report	72,481	59,473	0	0	0	0	0	0
na	323-9048-432	WW0262	Tecumseh Interceptor	323,590	323,590	0	0	0	0	0	0
na	323-9048-432	WW0065	Phase 2 South WRF Improvements	97,807	5,889,965	0	0	0	0	0	0
			TOTAL SEWER SALES TAX FUND 323 PROJECTS	**1,247,095**	**7,026,245**	**0**	**0**	**0**	**0**	**0**	**0**

SANITATION FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 2015 ADOPTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	FYE 2019 PROJECTED	BEYOND 5 YEARS
					EXPENDITURES						
81	033-	SA	Material Recovery Facility	0	0	0	1,000,000	0	0	0	0
82	033-9975-432	SA0010	East Norman Recycle Center	61,500	61,500	100,000	0	0	0	0	0
83	033-9975-432	SA0009	Sanit Cont Maint Facility	400,000	400,000	60,000	0	0	0	0	0
84	033-9975-432	SA0011	Sanit Office Improvements	0	0	150,000	0	0	0	0	0
na	033-9975-432	SA0002	Transfer Station Expansion	106,452	106,452	0	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	247,823	247,823	0	0	0	0	0	0
			TOTAL SANITATION FUND 33 PROJECTS	**815,775**	**815,775**	**310,000**	**1,000,000**	**0**	**0**	**0**	**0**

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
I. CAPITAL OUTLAY (Approximately 27% by Formula)											
na	050-3090-419	n.a.	**Capital Outlay # (rev 4-10-14)**	3,147,296	4,100,486	3,478,128	3,624,209	3,776,426	3,935,036	4,100,307	0
	**SUBTOTAL CAPITAL OUTLAY			3,147,296	**4,100,486**	**3,478,128**	**3,624,209**	**3,776,426**	**3,935,036**	**4,100,307**	**0**
II. STREET MAINTENANCE (Approximately 25% by Formula)											
na	050-9369-431	**SC0486**	**Alley Repair Program FYE 2010**	58,234	58,234	0	0	0	0	0	0
95	050-9369-431	**SC**	**Alley Repair Program FYE 2015-2019**	0	0	0	200,000	200,000	200,000	200,000	0
			Asphalt Pavement Maintenance FYE07								
na	050-9511-431	SC0352	36th NW: Franklin-N Limits	69,992	69,992	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE08								
na	050-9511-431	SC0384	Historical House: Peters/Jones	18,105	18,105	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE09								
na	050-9511-431	SC0422	DaVinci: Pasteur-Fire Sta 7	22,837	22,837	0	0	0	0	0	0
na	050-9511-431	SC0423	Alameda Plz:Alameda St-24 NE	37,553	37,553	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE10								
na	050-9511-431	SC0453	Main: Porter to Carter	38,863	38,863	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE11								
na	050-9511-431	SC0488	Franklin: 48th NW to 60th NW	13,934	13,934	0	0	0	0	0	0
na	050-9511-431	SC0489	24th NW: Indian Hills Rd to 1/2 Mile south	9,983	9,983	0	0	0	0	0	0
na	050-9511-431	SC0491	Indian Hills Rd: Interstate Drive East to 24th NW	29,499	29,499	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2013								
na	050-9511-431	SC0541	Urban Street Surface Sealing	260,133	260,133	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2014								
na	050-9511-431	SC0557	Robinson: 24th NE - 60th NE	445,000	445,000	0	0	0	0	0	0
na	050-9511-431	SC0558	North Base City Facility Paving	140,000	140,000	0	0	0	0	0	0
na	050-9511-431	SC0559	48th Ave NW: Franklin Rd - Indian Hills Rd	186,156	186,156	0	0	0	0	0	0
na	050-9511-431	SC0560	IMS Infrastructure Data Collection/Testing FYE 14	12,500	12,500	0	0	0	0	0	0
96	050-9511-431	SC103-106	**Asphalt Pavt Maint FYE 2015**	0	0	833,877	0	0	0	0	0
96	050-9511-431	SC	**Asphalt Pavt Maint FYE 2016-2019**	0	0	0	833,877	833,877	833,877	833,877	0
			Asphalt Paver Patch FYE10								
na	050-9692-431	SC0457	36th Ave SW: Main to Western View Dr	39,224	39,224	0	0	0	0	0	0
na	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd	54,487	54,487	0	0	0	0	0	0
			Asphalt Paver Patch FYE11								
na	050-9692-431	SC0518	84th NE: Franklin Rd to Indian Hills Rd	75,000	75,000	0	0	0	0	0	0
na	050-9692-431	SC0519	96th NE: Stella Rd to Bethel Rd	71,500	71,500	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2012								
na	050-9692-431	SC0524	Ed Noble Parkway: Main - Lindsey	185,000	185,000	0	0	0	0	0	0
na	050-9692-431	SC0525	200-300 Blk Norman Center Court	46,000	46,000	0	0	0	0	0	0
na	050-9692-431	SC0526	3000 Block William Pereira	30,000	30,000	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2013								
na	050-9692-431	SC0543	Inglewood Dr: Central Pkwy - Newberry Dr	150,000	150,000	0	0	0	0	0	0
na	050-9692-431	SC0544	Cruce St: Berry Rd - Broad Ln	28,203	28,203	0	0	0	0	0	0
na	050-9692-431	SC0545	Broad Ln: Cruce St - Boyd St	49,000	49,000	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2014								
na	050-9692-431	SC0561	Indian Hills Rd: 48th Ave NW - 69th Ave NW	129,250	129,250	0	0	0	0	0	0
na	050-9692-431	SC0562	24th Ave NE: Franklin Rd - Indian Hills Rd	129,250	129,250	0	0	0	0	0	0
na	050-9692-431	SC0563	IMS FYE14	12,500	12,500	0	0	0	0	0	0
98	050-9692-431	**SC107-109**	**Asphalt Paver Patch FYE 2015**	0	0	271,000	0	0	0	0	0
98	050-9692-431	**SC**	**Asphalt Paver Patch FYE 2016-2019**	0	0	0	271,000	271,000	271,000	271,000	0
			Concrete Pavement Maintenance FYE09								
na	050-9718-431	SC0433	Brooks: Classen-W of RR	10,495	10,495	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE10								
na	050-9718-431	SC0461	Lahoma: Boyd to Brooks	19,734	19,734	0	0	0	0	0	0
na	050-9718-431	SC0462	Regent St: East of Berry Rd	60,540	60,540	0	0	0	0	0	0
na	050-9718-431	SC0463	26th Ave NW at Parkway, panel replacement	77,074	77,074	0	0	0	0	0	0
na	050-9718-431	SC0464	Crawford Ave: Ridge Rd to Minosa	49,815	49,815	0	0	0	0	0	0
na	050-9718-431	SC0465	Barwick Dr: 36th NW to Brookhaven Blvd	5,226	5,226	0	0	0	0	0	0
na	050-9718-431	SC0466	Brooks: BNSF to Jenkins	29,872	29,872	0	0	0	0	0	0
na	050-9718-431	SC0467	Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr	6,968	6,968	0	0	0	0	0	0
na	050-9718-431	SC0468	Pheasant Run: Crossroads Blvd to Quail Hollow Dr	8,013	8,013	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2011								
na	050-9718-431	SC0497	Dale: Porter to Crawford	26,127	26,127	0	0	0	0	0	0
na	050-9718-431	SC0498	Hughbert: Porter to Crawford	26,127	26,127	0	0	0	0	0	0
na	050-9718-431	SC0499	Sequoyah Trail: Rock Creek to 9th Ave NE	48,770	48,770	0	0	0	0	0	0
na	050-9718-431	SC0500	900 Block Barbour Avenue	26,127	26,127	0	0	0	0	0	0
na	050-9718-431	SC0501	1400 Block Lincoln Avenue	8,709	8,709	0	0	0	0	0	0
na	050-9718-431	SC0502	Boyd Street: Ponca to Oklahoma	102,680	102,680	0	0	0	0	0	0
na	050-9718-431	SC0503	300 Block Overton: Panel Replacement	24,000	24,000	0	0	0	0	0	0
na	050-9718-431	SC0504	Westchester: South side at Main Street	30,000	30,000	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2012								
na	050-9718-431	SC0528	Parsons St: Elm - Chautauqua	64,004	64,004	0	0	0	0	0	0
na	050-9718-431	SC0529	Hemphill Dr: 24 NW - 26 NW	104,943	104,943	0	0	0	0	0	0
na	050-9718-431	SC0530	IMS	10,000	10,000	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2013								
na	050-9718-431	SC0548	Boyd Street	85,805	85,805	0	0	0	0	0	0
na	050-9718-431	SC0549	IMS: Infraastructure Data Collection/Testing	7,039	7,039	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2014								
na	050-9718-431	**SC0564**	Comanche St: Lahoma Ave - Chautauqua Ave	128,000	128,000	0	0	0	0	0	0
na	050-9718-431	**SC0565**	Morningside Dr: Alameda St - Schulze Dr	160,000	160,000	0	0	0	0	0	0
na	050-9718-431	**SC0566**	IMS FYE14	12,500	12,500	0	0	0	0	0	0
100	050-9718-431	**SC110-112**	**Concrete Pavement Maintenance FYE 2015**	0	0	300,500	0	0	0	0	0
100	050-9718-431	**SC**	**Concrete Pavement Maintenance FYE 2016-2019**	0	0	0	300,500	300,500	300,500	300,500	0
na	050-9051-431	**SC0531**	**Concrete Valley Gutter Proj FYE 2012**	60,915	60,915	0	0	0	0	0	0
102	050-9051-431	**SC0253**	**Concrete Valley Gutter Project FYE 2015-2019**	0	0	0	75,000	75,000	75,000	75,000	0

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

Pg#	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	050-9686-431	**SC0550**	**Crack Seal FYE 2013**	4,834	4,834	0	0	0	0	0	0
na	050-9686-431	**SC0567**	**Crack Seal FYE 2014**	200,000	200,000	0	0	0	0	0	0
103	050-9686-431	**SC0567**	**Crack Seal FYE 2015**	0	0	225,000	0	0	0	0	0
103	050-9686-431	**SC**	**Crack Seal FYE 2016-2019**	0	0	0	225,000	225,000	225,000	225,000	0
			Force Account Drainage Materials FYE 08								
na	050-9906-451	SC0408	Merkle Crk: Crestmont-Big L	39,500	39,500	0	0	0	0	0	0
			Force Account Drainage Materials FYE10								
na	050-9906-451	SC0472	Carter Ave: Rich St south	12,091	12,091	0	0	0	0	0	0
na	050-9906-451	SC0473	Imhoff Channel Liner Repair: Frank to Acres	4,104	4,104	0	0	0	0	0	0
na	050-9906-451	SC0474	Pedestrian Hand/Safety Railing Upgrades	10,000	10,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2011								
na	050-9906-451	SC0508	Eufaula Street and College Avenue	27,957	27,957	0	0	0	0	0	0
na	050-9906-451	SC0509	Sandpiper Lane	14,818	14,818	0	0	0	0	0	0
na	050-9906-451	SC0510	Yorktown Circle	10,277	10,277	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2012								
na	050-9906-451	SC0533	Vicksburg Channel Liner Repair	85,000	85,000	0	0	0	0	0	0
na	050-9906-451	SC0534	Sutton Wilderness Dam Rehab	50,000	50,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2013								
na	050-9906-451	SC0551	2348 Blue Court Storm Sewer Extension	37,772	37,772	0	0	0	0	0	0
na	050-9906-451	SC0552	Anitol to the East Storm Sewer Extension	3,588	3,588	0	0	0	0	0	0
			Force Account Drainage Materials FYE 2014								
na	050-9906-451	SC0568	400 Blk E Eufaula: Storm Sewer Installation	35,000	35,000	0	0	0	0	0	0
na	050-9906-451	SC0569	2000 Blk Grandview Ave: Storm Sewer Repair	60,000	60,000	0	0	0	0	0	0
na	050-9906-451	SC0570	Merkle Crk: Iowa St North to Westwood Golf Course	40,000	40,000	0	0	0	0	0	0
104	050-9906-451	SC575-576	**Force Account Drainage Materials FYE 2015**	0	0	135,000	0	0	0	0	0
104	050-9906-451	**SC**	**Force Account Drainage Materials FYE 2016-2019**	0	0	0	135,000	135,000	135,000	135,000	0
			Rural Roads Improvements FYE 2010								
na	050-9696-431	SC0479	168th NE: Rock Creek to Tecumseh	52,909	52,909	0	0	0	0	0	0
			Rural Roads Improvements FYE 2011								
na	050-9696-431	SC0511	Bethel Road: 96th NE to 108th NE	82,000	82,000	0	0	0	0	0	0
			Rural Roads Improvements FYE 2012								
na	050-9696-431	SC0535	Cedar Ln: 1/2 Mi E of 24 SE - 48 SE	54,543	54,543	0	0	0	0	0	0
na	050-9696-431	SC0536	Alameda: 168 E - 180 E	10,629	10,629	0	0	0	0	0	0
na	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	30,000	30,000	0	0	0	0	0	0
			Rural Roads Imprvts FYE 2013								
na	050-9696-431	SC0554	108th NE: Rock Creek Rd - Franklin Rd	204,000	204,000	0	0	0	0	0	0
			Rural Roads Imprvts FYE 2014								
na	050-9696-431	SC0571	60th Ave NE: Franklin Rd - Indian Hills Rd	200,000	200,000	0	0	0	0	0	0
na	050-9696-431	SC0572	Lindsey St: 84th Ave SE - East End	167,500	167,500	0	0	0	0	0	0
na	050-9696-431	SC0573	IMS FYE 14	12,500	12,500	0	0	0	0	0	0
106	050-9696-431	SC577-579	**Rural Roads Improvts FYE 2015**	0	0	400,000	0	0	0	0	0
106	050-9696-431	SC	**Rural Roads Imprvts FYE 2016-2019**	0	0	0	400,000	400,000	400,000	400,000	0
			Subtotal Street Maintenance Projects	4,984,708	**4,984,708**	**2,165,377**	**2,440,377**	**2,440,377**	**2,440,377**	**2,440,377**	**0**
	050-5090-419	SC-Maint	**Transfer to GF - Street & Drainage Labor #**	0	0	0	0	0	0	0	0
			Subtotal Transfer to GF for Labor	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	**SUBTOTAL ALL STREET MAINTENANCE			4,984,708	**4,984,708**	**2,165,377**	**2,440,377**	**2,440,377**	**2,440,377**	**2,440,377**	**0**
	III. MAINTENANCE OF EXISTING FACILITIES 5%										
			MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs, special reduction FY2011-2015 for Bldg Maint Needs Project)								
108	050-9677-419	EF0157	12th Ave Rec Restroom Ren	211	211	0	0	0	0	0	0
	050-9677-419	EF0164	12th Recreation Center Sports Court Gym Floor Replacement	96,000	96,000	0	0	0	0	0	0
	050-9677-419	EF0177	Andrews Park Electrical Service Upgrades	0	0	10,000	0	0	0	0	0
	050-9677-419	EF0178	Andrews Park Rental Building Kitchen Roof Replacement	0	0	8,000	0	0	0	0	0
	050-9677-419	EF0179	City Datacenter Return Air System	0	0	30,000	0	0	0	0	0
	050-9677-419	EF0120	City Hall Building A Improvements	501	501	0	0	0	0	0	0
	050-9677-419	EF0146	City Hall Security Improvements	7,253	7,253	0	0	0	0	0	0
	050-9677-419	EF0082	East Radio Tower Repair *	64	64	0	0	0	0	0	0
	050-9677-419	EF0180	Fire Administration Remodel	0	0	70,000	0	0	0	0	0
	050-9677-419	EF0150	Fire Station #6 - Restoration & Repairs	12,711	12,711	0	0	0	0	0	0
	050-9677-419	EF0134	Fire Station 1 Repair	16,167	16,167	0	0	0	0	0	0
	050-9677-419	EF0181	Fire Station 1 Concrete Replacement	0	0	13,000	0	0	0	0	0
	050-9677-419	EF0182	Fire Station 2 Concrete Replacement	0	0	35,000	0	0	0	0	0
	050-9677-419	EF0135	Fire Station 2 Remodel	3,141	3,141	0	0	0	0	0	0
	050-9677-419	EF0147	Fire Station 5 Replace two overhead doors	200	200	0	0	0	0	0	0
	050-9677-419	EF0144	Fire Station 6 Repairs *	321	321	0	0	0	0	0	0
	050-9677-419	EF0159	Fire Station 6 Truck Room Painting	2,122	2,122	0	0	0	0	0	0
	050-9677-419	EF0183	Fire Station 7 Rehab	0	0	5,500	0	0	0	0	0
	050-9677-419	EF0184	Firehouse Art Center gutter replacement	0	0	14,000	0	0	0	0	0
	050-9677-419	EF0122	Firehouse Art Center Improvements	327	327	0	0	0	0	0	0
	050-9677-419	EF0165	Fleet Window Replacement	45,000	45,000	0	0	0	0	0	0
	050-9677-419	EF0163	Gray St-F/Maint Tele/cmputr	1,613	1,613	0	0	0	0	0	0
	050-9677-419	EF0100	Griffin Mnt Bldg Heat/Wtr #	11	11	0	0	0	0	0	0
	050-9677-419	EF0185	Hallway Door Project Building C	0	0	7,500	0	0	0	0	0
	050-9677-419	EF0130	HVAC Commissioning-Bldg C	11,900	11,900	0	0	0	0	0	0
	050-9677-419	EF0129	Hot Water Heater Replacement	370	370	0	0	0	0	0	0
	050-9677-419	EF0160	Irving Gym Roof Replacement #	8	8	0	0	0	0	0	0
	050-9677-419	EF0166	Kids' Space Playground Maintenance	30,000	30,000	0	0	0	0	0	0
	050-9677-419	EF0167	Library Furniture Replacement	50,000	50,000	0	0	0	0	0	0
	050-9677-419	EF0168	Library Plumbing Upgrade (Library Bonds)	5,500	5,500	0	0	0	0	0	0
	050-9677-419	EF0186	Little Axe Community Center Kitchen Improvements	0	0	30,000	0	0	0	0	0
	050-9677-419	EF0123	Moore-Lindsay Historic House Repairs	58,100	58,100	0	0	0	0	0	0
	050-9677-419	EF0169	Painting Municipal Complex	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0
	050-9677-419	EF0187	Park Electrical Services Maintenance	0	0	5,000	5,000	5,000	5,000	5,000	0
	050-9677-419	EF0143	Park Maintenance Fiber Optic Con *	29	29	0	0	0	0	0	0
	050-9677-419	EF0012	Park Parking Lots & Sidewalks Maintenance	39,865	39,865	40,000	40,000	40,000	40,000	40,000	0
	050-9677-419	EF0062	Park Playground Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
	050-9677-419	EF0124	Park Fence Maintenance	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

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			EXPENDITURES								
	050-9677-419	EF0170	Police - Animal Welfare Fencing	15,000	15,000	0	0	0	0	0	0
	050-9677-419	EF0171	Police - Animal Welfare Generator	45,000	45,000	51,000	0	0	0	0	0
	050-9677-419	EF0188	Police - Special Investigations Flooring	0	0	15,000	0	0	0	0	0
	050-9677-419	EF0189	Police - Special Investigations Painting	0	0	5,000	0	0	0	0	0
	050-9677-419	EF0153	Police Comm UPS	78,750	78,750	0	0	0	0	0	0
	050-9677-419	EF0149	Police-Door Installation at Animal Welfare	3,815	3,815	0	0	0	0	0	0
	050-9677-419	EF0172	Recreation Center basketball goal replacements	21,000	21,000	0	0	0	0	0	0
	050-9677-419	EF0173	Recreation Center Interior Renovations (kitchens and paint gyms)	75,000	75,000	0	0	0	0	0	0
	050-9677-419	EF0190	Replace Fleet's Power Washer & Plumbing	0	0	39,000	0	0	0	0	0
	050-9677-419	EF0191	Replacement Lifts - Fleet	0	0	93,000	0	0	0	0	0
	050-9677-419	EF0192	Rewire Park Maintenance Offices & Break Room	0	0	30,000	0	0	0	0	0
	050-9677-419	EF0161	Senior Center Basement & Bathroom Remodel	75,000	75,000	0	0	0	0	0	0
	050-9677-419	EF0151	Senior Center Elevator Compliance Upgrades	5,264	5,264	0	0	0	0	0	0
	050-9677-419	EF0193	Sooner Theater Sign and Marquee Repairs	0	0	20,000	0	0	0	0	0
	050-9677-419	EF0128	Sooner Theatre Improvements	63,576	63,576	0	0	0	0	0	0
	050-9677-419	EF0017	Sports Field Relamping	13,070	13,070	10,000	10,000	10,000	10,000	10,000	0
	050-9677-419	EF0162	Westwood Grille Fire Supression & Vent Hood Replacement	13,000	13,000	0	0	0	0	0	0
	050-9677-419	EF0110	Westwood Pro Shop Roof Replacement	1,650	1,650	0	0	0	0	0	0
	050-9677-419	EF0174	Westwood Tennnis Center Court Plexipave Overlay	60,000	60,000	0	0	0	0	0	0
	050-9677-419	EF0111	William Morgan Park Boardwalk Repair	2,533	2,533	0	0	0	0	0	0
	050-9677-419	EF0020	Maintenance of Existing Facilities Contingency	45,008	45,008	20,000	20,000	20,000	20,000	20,000	0
	**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			984,080	**984,080**	**636,000**	**160,000**	**160,000**	**160,000**	**160,000**	**0**
	IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO										
			TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING								
109	050-9076-431	TR0051	12th & High Meadows Signal	63,061	63,061	140,000	0	0	0	0	0
110	050-9076-431	TR0052	12th Ave NE and Indian Hills Road New Signal	5,000	5,000	10,000	0	0	0	0	0
na	050-9076-431	TR0061	12th SE & Triad Village Signal	45,000	45,000	0	0	0	0	0	0
111	050-9076-431	TR0053	24th Ave NW & Tee Drive Intersection with traffic signal	150,000	150,000	0	130,000	300,000	0	0	0
na	050-9076-431	TR0236	24th SE and Meadowood Blvd Signal	10,000	10,000	0	0	0	0	0	0
112	050-9079-431	TR0050	36th and Havenbrook Signal	129,510	129,510	0	200,000	0	0	0	0
na	050-9079-431	TR0232	36th NW and Brookhollow Signal	2,343	2,343	0	0	0	0	0	0
na	050-9079-431	TR0231	36th NW and Quail Drive Signal	16,405	16,405	0	0	0	0	0	0
na	050-9076-431	TR0228	36th NW and Rock Creek Signal	34,836	34,836	0	0	0	0	0	0
113	050-9206-431	TC0038	ADA Compliance Audit and Repair	0	0	100,000	100,000	100,000	100,000	100,000	0
na	050-9076-431	TR0079	Alameda/Findlay Signal	26,386	26,386	0	0	0	0	0	0
na	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	29,310	0	0	0	0	0	0
114	050-9076-431	TR0091	Boyd and University Boulevard New Signal	50,000	50,000	20,000	0	0	0	0	0
na	050-9712-431	TR0093	Boyd Street Sidewalk Improvements	50,000	50,000	0	0	0	0	0	0
na	050-9687-431	TR0058	Boyd/Pickard Intersection&Bridge	9,002	9,002	0	0	0	0	0	591,600
115	050-9554-419	TC0044	Citywide ADA Assessment	0	0	200,000	0	0	0	0	0
na	050-9511-431	TR0055	Citywide Pavement Overlays-Lindsey, Constitution, Imhoff and /	401,115	401,115	0	0	0	0	0	0
na	050-9076-431	TR0057	Classen Blvd Signals	300,000	300,000	0	0	0	0	0	0
na	050-9076-431	TR0077	Flood Ave & Franklin Road Signal #	1	1	0	0	0	0	0	0
116	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	15,810	15,810	0	0	30,000	0	0	0
na	050-9539-431	TR0087	Highway 9 Utilities24th - 36th	18,513	18,513	0	0	0	0	0	0
na	050-9539-431	TR0092	I-35 Utility Relocations	91,385	91,385	0	0	0	0	0	0
117	050-9079-431	TR0095	I-35/Indian Hills Rd Interchange Study	0	0	75,000	0	0	0	0	0
na	050-9583-431	TR0230	I-35/Main Interchange 13	175,000	175,000	0	0	0	0	0	0
118	050-9079-431	TR0080	Indian Hills Road Signals	100,000	100,000	0	200,000	0	0	0	0
119	050-9552-431	TR0039	Jenkins & Bratcher-Minor Intersection Realignment	0	0	0	50,000	0	0	0	0
na	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension	150,000	150,000	0	0	0	0	0	0
121	050-9584-431	TC0045	Lindsey Street Interchange	0	0	150,000	0	0	0	0	0
122	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh	120,000	120,000	517,622	0	0	0	0	0
na	050-9081-431	TR0075	Main Street Roadway Lighting Design	14,825	14,825	0	0	0	0	0	0
123	050-9712-431	TR0096	McGee Sidewalks - SH9 to Cherry Stone	0	0	40,000	0	0	0	0	0
124	050-9535-431	TR0068	ODOT Audit Adjustments	204,154	204,154	100,000	100,000	100,000	100,000	100,000	0
na	050-9376-431	TC0014	One-way/Two-way Frt Study	9,998	9,998	0	0	0	0	0	0
125	050-9079-431	TR0097	Porter & Acres Inters & Signal	0	0	160,000	250,000	200,000	400,000	0	0
na	050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec	5,934	5,934	0	0	0	0	0	0
na	050-9161-431	TR0019	Railroad Corridor Safety	84,538	84,538	0	0	0	0	0	0
126	050-9161-431	TR0066	Railroad Quiet Zone	50,000	50,000	0	1,240,000	0	0	0	0
na	050-9950-433	TR0084	Regional Transit Study #	293	293	0	0	0	0	0	0
na	050-9081-431	TR0083	Roadway Lighting: Jenkins, SH9 and Constitution	2,487	2,487	0	0	0	0	0	0
127	050-9076-431	TR0098	Robinson & 48th NW - New Signal (private)	0	0	20,000	0	0	0	0	0
na	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	91,060	91,060	0	0	0	0	0	0
128	050-9076-431	TR0099	Rock Creek & Sequoyah Trail - New Signal (private)	0	0	20,000	0	0	0	0	0
129	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	195,000	195,000	0	395,000	354,106	0	0	0
130	050-	TR	Rock Creek: Grandview to 36th NW Widening	0	0	0	30,000	290,000	430,000	0	0
na	050-9082-431	TR0081	Safe Routes to School - Kennedy	11,150	11,150	0	0	0	0	0	0
na	050-9067-431	TR0223	SH 9 & 24th Ave SW Signal/Inters	5,089	5,089	0	0	0	0	0	0
na	050-9079-431	TR0067	SH 9 & Imhoff Intersection Widening	15,800	15,800	0	0	0	0	0	0
na	050-9067-431	TR0240	SH 9 and 12th SE Signal/Roadway	134,400	134,400	0	0	0	0	0	0
131	050-9688-431	TR0073	SH 9 Multi-modal Path	123,850	123,850	684,656	0	0	0	0	0
na	050-9076-431	TR0076	State Highway 9 and 36th Ave SE Signal	5,000	5,000	0	0	0	0	0	0
132	050-9079-431	TR0100	Tecumseh - 12th Ave NE to 700' East Widening/Signal	0	0	0	53,430	0	126,200	0	106,860
na	050-9076-431	TR0086	Tecumseh & 48th Ave NW New Signal	3,916	3,916	0	0	0	0	0	0
na	050-9664-431	TR0054	Tecumseh & 60th Streets Widening Phase II	55,421	55,421	0	0	0	0	0	0
na	050-9076-431	TR0074	Tecumseh Rd & Journey Pkwy/NR Pkwy Signal	32,999	32,999	0	0	0	0	0	0
na	050-9079-431	TR0056	Tecumseh Traffic Signals	5,000	5,000	0	0	0	0	0	0
133	050-9080-431	TC0040	Traffic Signal Adaptive Control System	0	0	50,000	0	0	0	0	0
134	050-9076-431	TR0101	US 77 (Classen) & Post Oak Signal	0	0	15,000	30,000	0	0	0	0

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
na	050-9079-431	TR0239	US 77 (Classen) and Imhoff	67,484	67,484	0	0	0	0	0	0
135	050-9611-431	TC0041	Wayfinding Pilot	0	0	40,000	0	0	0	0	0
na	050-9688-431	TR0244	Wayfinder Project	5,116	5,116	0	0	0	0	0	0
			Subtotal Transp w/ Fed'l Funds	3,116,191	**3,116,191**	**2,342,278**	**2,778,430**	**1,374,106**	**1,156,200**	**200,000**	**698,460**
			TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING								
136	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length	250,000	250,000	100,000	100,000	100,000	100,000	100,000	0
na	050-9052-431	TC0242	City wide Sidewalk Reconstruction FYE 2011	32,924	32,924	0	0	0	0	0	0
na	050-9052-431	TC0245	City wide Sidewalk Reconstruction FYE 2012	1,340	1,340	0	0	0	0	0	0
na	050-9052-431	TC0250	City wide Sidewalk Reconstruction FYE 2013	679	679	0	0	0	0	0	0
na	050-9052-431	TC0261	City wide Sidewalk Reconstruction FYE 2014	65,000	65,000	0	0	0	0	0	0
137	050-9052-431	TC0263	City wide Sidewalk Reconstruction FYE 2015	0	0	50,000	0	0	0	0	0
137	050-9052-431	TC	City wide Sidewalk Reconstruction FYE 2016-2019	0	0	0	50,000	50,000	50,000	50,000	0
138	050-9373-451	CD0001	Community/Neighborhood Improvements	331,702	331,702	100,000	100,000	100,000	100,000	100,000	0
na	050-9716-431	TC0243	Downtown Area Sidewalks & Curbs FYE11	1,447	1,447	0	0	0	0	0	0
na	050-9716-431	TC0246	Downtown Area Sidewalks & Curbs FYE12	2,027	2,027	0	0	0	0	0	0
na	050-9716-431	TC0260	Downtown Area Sidewalks & Curbs FYE14	50,000	50,000	0	0	0	0	0	0
139	050-9716-431	TC0264	Downtown Area Sidewalks & Curbs FYE15	0	0	10,000	0	0	0	0	0
139	050-9716-431	TC	Downtown Area Sidewalks & Curbs FYE16-2019	0	0	0	50,000	50,000	50,000	50,000	0
na	050-9370-431	SC0556	Driveway Repair Program FYE 2013	4,480	4,480	0	0	0	0	0	0
na	050-9370-431	SC0574	Driveway Repair Program FYE 2014	25,000	25,000	0	0	0	0	0	0
140	050-9370-431	SC0580	Driveway Repair Program FYE 2015	0	0	10,000	0	0	0	0	0
140	050-9370-431	SC	Driveway Repair Program FYE 2016-2019	0	0	0	10,000	10,000	10,000	10,000	0
141	050-9082-431	TC0042	McKinley School Traffic Circulation	0	0	50,000	0	0	0	0	0
na	050-9712-431	TC0252	Porter Sidewalk: Acres-Johnson	50,000	50,000	0	0	0	0	0	0
na	050-9082-431	TC0253	Porter/Acres Pedestrian Crossing Design	16,956	16,956	0	0	0	0	0	0
na	050-9712-431	TC0255	Sidewalk 24th NW: Robinson - UNP shopping area	22,000	22,000	0	0	0	0	0	0
142	050-9316-431	TC0238	Sidewalk Accessibility	36,084	36,084	30,000	30,000	30,000	30,000	30,000	0
na	050-9316-431	TC0017	Sidewalk Accessibility FYE 09 *	47	47	0	0	0	0	0	0
143	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials	74,348	74,348	80,000	80,000	80,000	80,000	80,000	0
na	050-9317-431	TC0244	Sidewalk Prog Schools & Arterials FYE 2011	2,016	2,016	0	0	0	0	0	0
na	050-9179-431	TC0262	Sidewalks & Trails - New	190,000	190,000	0	0	0	0	0	0
na	050-9712-431	TC0258	Sidewalk: 500 Block of 48th Ave NW gap	1,565	1,565	0	0	0	0	0	0
na	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	49,000	49,000	0	0	0	0	0	0
na	050-9712-431	TC0257	Sidewalk: Elmwood: Brookside Dr - Pickard Ave	49,415	49,415	0	0	0	0	0	0
144	050-9712-431	TC0043	Sidewalk: Robinson: 12th NE to 24th NW South Side	0	0	200,000	0	0	0	0	0
145	050-9073-431	TC0230	Traffic Calming	78,464	78,464	25,000	25,000	25,000	25,000	25,000	0
na	050-9056-431	TC0248	Transportation Master Plan	87,270	87,270	0	0	0	0	0	0
			Subtotal Transp City Funds Only	1,421,764	1,421,764	655,000	445,000	445,000	445,000	445,000	0
			BUILDINGS AND GROUNDS								
146	050-9556-419	BG0047	Access Control System Consolidation/Migrations	0	0	111,500	0	0	0	0	0
na	050-9533-419	BG0037	Aerial Photography	100,000	100,000	0	0	0	0	0	0
147	050-9092-419	BG0048	Apparatus/Equipment Maintenance and Storage	0	0	800,000	0	0	0	0	0
na	050-9935-419	BG0039	Building A HVAC	725,000	725,000	0	0	0	0	0	0
na	050-9540-419	BG0026	Building C Generator/UPS Upgrade	151,589	151,589	0	0	0	0	0	0
na	050-9540-419	EF1004	Building Maintenance - Lighting	198,649	198,649	0	0	0	0	0	0
148	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	107,906	107,906	50,000	50,000	50,000	50,000	50,000	0
149	050-9540-419	EF1002	Building Maintenance - Roofs	794,811	794,811	90,000	0	0	0	0	0
150	050-9556-419	BG0050	City Datacenter Backups & Recovery of Data	0	0	195,000	0	0	0	0	0
151	050-9365-419	BG0040	City Phone System Replacement (VOIP)	326,570	326,570	265,000	265,000	0	0	0	0
na	050-9365-419	BG0027	Council Chambers Audio/Visual Upgrade	738,596	738,596	0	0	0	0	0	0
na	050-9534-431	WS0002	Debris Management Plan	5,000	5,000	0	0	0	0	0	0
na	050-9365-419	BG0041	Demolition of 1 West Gray	125,000	125,000	0	0	0	0	0	0
na	050-9365-419	BG0028	Downtown Parking Lot Expansion	134,338	134,338	0	0	0	0	0	0
na	050-9390-419	BG0038	East Library Srv Pnt Temp	16,612	16,612	0	0	0	0	0	0
na	050-9525-419	BG0032	Fire Bay Door Replacements Stations 2 & 4	6,201	6,201	0	0	0	0	0	**0**
na	**050-9377-419**	**FT0002**	**Fire Station 8 Westside (PSST)**	30,872	**30,872**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9377-419**	**FT0003**	**Fire Station 9 Eastside (PSST)**	750,795	**750,795**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9365-419	BG0025	Fleet/Line maintenance natural gas line replacement	2,291	2,291	0	0	0	0	0	0
152	050-9175-452	PR0040	Greenbelt Acquisition	198,988	198,988	50,000	50,000	50,000	50,000	50,000	0
153	050-9388-431	BG0049	Griffin Master Plan	0	0	125,000	0	0	0	0	0
na	050-9935-419	BG0042	HVAC Fire Stations 1, 7 and Admin Bldg	45,000	45,000	0	0	0	0	0	0
na	**050-**	**BP**	**Library Flooring (99 GOB)**	278,732	**278,732**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9533-419	BG0051	Mapping Update: Orthophoto, Planimetric, Contours	0	0	110,000	184,000	0	0	0	0
155	050-9365-419	BG0008	Municipal Judicial Center	14,000	14,000	0	0	462,000	2,860,000	0	**0**
na	**050-**	**BP0188**	**Norman Animal Shelter (2011 GOB)**	2,736,464	**2,736,464**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9699-441	BG0246	Norman Animal Welfare	262,438	262,438	0	0	0	0	0	0
156	**050-**	**BP**	**Norman Public Library New Building**	0	**0**	**0**	**0**	**0**	**0**	**0**	**49,500,000**
157	050-9208-419	BG0052	Police - Classroom Expansion	0	0	90,000	0	0	0	0	0
na	050-9913-421	BG0045	Police - Range Safety Lighting	24,000	24,000	0	0	0	0	0	0
158	050-9174-419	BG0053	Police - Training Center Network Connectivity	0	0	24,000	0	0	0	0	0
na	050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop	75,000	75,000	0	0	0	0	0	0
na	050-9365-419	BG0162	Rhodes Grain Co Property	20,899	20,899	0	0	0	0	0	**0**
159	050-9365-419	BG0054	Security Projects	0	0	50,000	50,000	0	0	0	0
na	050-9644-419	BG0046	Signage Replacement Municipal Complex	50,000	50,000	0	0	0	0	0	0
na	**050-9540-419**	**EF1001**	**Smalley Center (PSST and Capital)**	1,701,241	**1,701,241**	**0**	**0**	**0**	**0**	**0**	0
160	050-	BG	Street Division North Base Facility	0	0	0	475,000	0	0	0	0
na	050-9389-419	BG0031	Treasury Area Safety Project	8,598	8,598	0	0	0	0	0	0
na	050-9092-419	BG0242	Trench Rescue Training	738	738	0	0	0	0	0	0
			Subtotal Buildings and Grounds	9,630,328	**9,630,328**	**1,960,500**	**1,074,000**	**562,000**	**2,960,000**	**100,000**	**49,500,000**

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
			PARKS AND RECREATION								
na	050-9050-452	PR0211	Andrews Park Improvements	800	800	0	0	0	0	0	0
na	050-9050-452	PR0139	Andrews Park Pavillion	153,700	153,700	0	0	0	0	0	0
na	050-9050-452	PR0140	Andrews Park Reforestation	20,000	20,000	0	0	0	0	0	0
161	050-9973-452	PR0068	Basketball Court Replacements	36,934	36,934	20,000	20,000	20,000	0	0	0
162	050-9813-452	PR0146	Beautification Throughout the City	0	0	35,000	50,000	0	0	0	0
na	050-9813-452	PR0037	Beautification-City/ODOT	3,250	3,250	0	0	0	0	0	0
na	050-9926-452	PR0052	Bicycle Plan-Bike Paths	31,695	31,695	0	0	0	0	0	0
163	050-9639-452	PR0147	Griffin Drainage Improvements	0	0	14,000	0	0	0	0	12,000
na	050-9639-452	PR0134	Griffin Park Irrigation	14,376	14,376	0	0	0	0	0	0
na	050-9639-452	PR0103	Griffin Park Parking Lot Expansion	103,453	103,453	0	0	0	0	0	0
na	050-9639-452	PR0141	Griffin Soccer Field Lighting	250,869	250,869	0	0	0	0	0	595,000
na	050-9834-452	PR0044	Legacy South Extension: Campus-Duffy	61,951	61,951	0	0	0	0	0	0
na	050-9943-452	PR0120	Legacy Trail Improvements	53,310	53,310	0	0	0	0	0	0
164	050-9213-452	PR0148	Lions Park Tot Lot	0	0	75,000	0	0	0	0	0
165	050-9922-452	PR0123	Little Axe Improvements	175,000	175,000	100,000	0	0	0	0	0
na	050-9965-452	PR0117	NE Lions Improvements	26,829	26,829	0	0	0	0	0	0
166	050-	PR0128	New Park Development-Highland Village Park	0	0	0	100,000	0	0	0	0
166	050-	PR	New Park Development-Southlake Park	0	0	0	100,000	0	0	0	0
167	050-9375-452	PR0106	Park Playground Additions	36,968	36,968	30,000	30,000	30,000	30,000	30,000	0
168	050-9973-452	PR0013	Park Site Amenities and Furnishings	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
169	050-9218-452	PR151-153	MP Parks Projects - NE Lions, Tulls & Eastwood Parks	0	0	442,300	0	0	0	0	0
170	050-9973-452	PR0014	Playground Equipment and Mulch	25,454	25,454	25,000	25,000	25,000	25,000	25,000	0
171	050-9205-452	PR0149	Reaves Park Road Replacement	0	0	50,000	0	0	0	0	0
na	050-9205-452	PR0127	Reaves Park Softball Building Replacement	166,768	166,768	0	0	0	0	0	0
na	050-9375-452	PR0132	Replant Landscape Hwy 77 & Main	43,155	43,155	0	0	0	0	0	0
na	050-9618-452	PR0095	Rotary Park Improvements	55,893	55,893	0	0	0	0	0	0
	050-	PR	Saxon Community Park Development	0	0	0	190,000	150,000	100,000	0	0
na	050-9737-452	PR0055	Southlake Park Improvements	40,000	40,000	0	0	0	0	0	0
na	050-9985-452	PR0124	Trail Replacements Hall Park Greenbelt	99,750	99,750	0	0	0	0	0	0
172	050-9966-452	PR0212	Tree Program - Matching Funds	36,516	36,516	10,000	10,000	10,000	10,000	10,000	
173	050-9372-452	PR0150	Westwood Golf Tournament Shelter	0	0	130,000	0	0	0	0	0
na	050-9374-451	PR0142	Westwood Pool Tank and Pump Replacements	150,000	150,000	0	0	0	0	0	0
na	050-9673-452	PR0143	Woodslawn Park Improvements	34,533	34,533	0	0	0	0	0	0
			Subtotal Parks & Recreation	1,631,204	**1,631,204**	**941,300**	**535,000**	**245,000**	**175,000**	**75,000**	**607,000**
			STORMWATER DRAINAGE AND STORM SEWER SYSTEMS								
na	050-9388-431	DR0016	10 Mile Flat Creek LOMR	75,000	75,000	0	0	0	0	0	0
na	050-9968-431	DR0014	Bishop Creek Erosion Corr	120,000	120,000	0	0	0	0	0	0
na	050-9968-431	DR0004	BishopCk:Linn-Apache Drainage #	4,001	4,001	0	0	0	0	0	0
na	050-9641-431	DR0202	Brookhaven Creek Maintenance #	9,732	0	0	0	0	0	0	0
na	050-9388-431	DR0017	Brookhaven Creek-Rock Creek Road LOMR	25,000	25,000	0	0	0	0	0	0
na	050-9968-431	DR0010	Brookhaven Crk:Rob/Crossrds	39,308	39,308	0	0	0	0	0	0
na	050-9528-431	DR0018	Cambridge Drainage improvements	65,000	65,000	0	0	0	0	0	0
177	050-9968-431	DR	Creston Way and Schulze Drive Storm Sewer	0	0	0	27,000	265,000	0	0	0
na	050-9967-431	DR0011	Drainage - Misc Annual Projects FYE 09 *	499	499	0	0	0	0	0	0
na	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011	47,545	47,545	0	0	0	0	0	0
na	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2014	45,000	45,000	0	0	0	0	0	0
174	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2015	0	0	45,000	0	0	0	0	0
174	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2016-2019	0	0	0	45,000	45,000	45,000	45,000	0
na	050-9968-431	DR0012	Drainage Projects FYE 09 (4500 Block W Main)	420,000	420,000	0	0	0	0	0	0
na	050-9968-431	DR0057	Drainage Projects FYE 10	63,955	63,955	0	0	0	0	0	0
175	050-9968-431	DR0057	Drainage Projects FYE 2015-2019	0	0	0	280,000	285,000	285,000	285,000	0
	050-9530-431	DR0062	Imhoff Creek Stabilization Study	0	0	200,000	0	0	0	0	0
120	050-9968-431	DR0061	Lake Thunderbird Watershed TMDL	0	0	250,000	300,000	300,000	300,000	300,000	0
na	050-9388-431	DR0060	Risk MAP & Discovery Program	6,200	6,200	0	0	0	0	0	0
176	050-9968-431	DR0059	Sutton Wilderness Dam Drainage	190,000	190,000	750,000	0	0	0	0	0
na	050-9968-431	DR0015	Tecumseh/36th NW - channel	83,623	83,623	0	0	0	0	0	0
			Subtotal Drainage	1,194,863	**1,185,131**	**1,245,000**	**652,000**	**895,000**	**630,000**	**630,000**	**0**
	**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)			16,994,350	**16,984,618**	**7,144,078**	**5,484,430**	**3,521,106**	**5,366,200**	**1,450,000**	**50,805,460**
V. TRANSFERS (3/21/13)											
na	050-5090-491		Transfer to GF St Maint Drainage Labor*	227,850	227,850	239,243	251,205	263,765	276,953	290,801	0
na	050-5090-491		Services and Maintenance*	16,204	16,204	16,366	16,530	16,695	16,862	17,031	0
na	050-5090-491		Transfer To Westwood Golf #	75,000	94,894	90,575	61,500	61,500	61,500	61,500	0
	**SUBTOTAL TRANSFER		Subtotal Transfers for Projects	319,054	**338,948**	**346,184**	**329,235**	**341,960**	**355,315**	**369,332**	**0**
VI. SALARIES AND BENEFITS (3/21/13)											
na	050-		Capital Personnel #*	877,766	877,766	921,654	967,737	1,016,124	1,066,930	1,120,277	0
	**SUBTOTAL SALARIES AND BENEFITS			877,766	877,766	921,654	967,737	1,016,124	1,066,930	1,120,277	0

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
				EXPENDITURES							
VII. BOND PROJECTS (March 29, 2005 Referendum)											
			Proposition 1								
na			Proposition 1 Issuance Cost (GOB)	0	0	0	0	0	0	0	0
na	050-9065-431	BP0203	Robinson RR Grade Separation (GOB)	935,709	935,709	0	0	0	0	0	0
na	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)	413,307	413,307	600,000	0	0	0	0	0
na	050-9065-431	TR0203	Robinson RR Grade Separation (Federal)	0	0	0	0	0	0	0	0
na	050-9065-431	BP0226	Duffy RR Crossing and Realignment (GOB)	57,289	57,289	0	0	0	0	0	0
na	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo)	33,449	33,449	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 1	992,998	992,998	0	0	0	0	0	0
		not recapture	SUBTOTAL PAYGO COSTS PROP. 1	446,756	446,756	600,000	0	0	0	0	0
		reimbursed	SUBTOTAL FED'L SHARE ADVANCE	0	0	0	0	0	0	0	0
			Proposition 2								
			Proposition 2 Issuance Cost (GOB)	0	0	0	0	0	0	0	0
na	050-9201-431	BP0004	24th: Imhoff to Lindsey Widening (GOB)	0	0	0	0	0	0	0	0
na	050-9201-431	TR0004	24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0	0
na	078-9201-431	AR0004	24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0	0
na	050-9310-431	BP0013	Jenkins and Imhoff Signal (GOB)	0	0	0	0	0	0	0	0
na	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)	6,150	6,150	0	0	0	0	0	0
na	050-9552-431	BP0235	Lindsey: Jenkins to Classen Widening (GOB)	9,438	9,438	0	0	0	0	0	0
na	050-9311-431	TR0234	Lindsey: Jenkins to Classen Widening (PayGo)	493,982	493,982	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	0
na	050-9311-431	TR0014	Lindsey: Oakhurst to 24th E Widening (PayGo)	7,085	7,085	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	0
na	078-9311-431	AR0014	Lindsey: Oakhurst to 24th E Widening (GOB)	0	0	0	0	0	0	0	0
na	050-9064-431	BP0220	Main East:Carter to 12th Ave Widening (GOB)	529	529	0	0	0	0	0	0
na	050-9064-431	TR0220	Main East:Carter to 12th Ave Widening (PayGo)	96,696	96,696	0	0	0	0	0	0
na	050-9079-431	BP0229	Main/36th W Signal & Intersection (GOB)	0	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	0
na	050-9552-431	BP0044	Rock Creek:Porter to 12th NE Widening (GOB)	24,790	24,790	0	0	0	0	0	0
na	050-9552-431	TR0044	Rock Creek:Porter to 12th NE Widening (PayGo)	51,028	51,028	0	0	0	0	0	0
		incl 50/78 re	SUBTOTAL GOB COSTS PROP. 2	34,757	34,757	0	0	0	0	0	0
		not recapture	SUBTOTAL PAYGO COSTS PROP. 2	654,941	654,941	0	0	0	0	0	0
		not recapture	SUBTOTAL FUND 78 COSTS PROP. 2	0	0	0	0	0	0	0	0
			Proposition 3								
			Proposition 3 Issuance Cost (GOB)	0	0	0	0	0	0	0	0
na	050-9371-431	BP0050	Rural Roads Improvements (GOB)	0	0	0	0	0	0	0	0
			Urban Asphalt Pavement Reconstruction (GOB)								
na	050-9401-431	BP0330	Boyd: Classen-University	105,821	105,821	0	0	0	0	0	0
na	050-9401-431	BP0324	Bryant Cr: Robinson/N end	0	0	0	0	0	0	0	0
na	050-9401-431	BP0328	Burgundy: Peppertree-E end	0	0	0	0	0	0	0	0
na	050-9401-431	BP0343	Colonial Estates South 2	0	0	0	0	0	0	0	0
na	050-9401-431	BP0101	DeBarr: Boyd/Duffy	0	0	0	0	0	0	0	0
na	050-9401-431	BP0331	Fritzlan: 24th SW-West end	0	0	0	0	0	0	0	0
na	050-9401-431	BP0325	Hughbert/Utah: Berry/Acres	0	0	0	0	0	0	0	0
na	050-9401-431	BP0329	Jenkins: Lndsey-Constitution	0	0	0	0	0	0	0	0
na	050-9401-431	BP0100	Monnett: Boyd/Duffy	7,325	7,325	0	0	0	0	0	0
na	050-9401-431	BP0314	Wylie Rd: Leslie to Lindsey	19,279	19,279	0	0	0	0	0	0
			Urban Concrete Pavement Reconstruction (GOB)								
na	050-9393-431	BP0125	Denison: Berry/Barbour	0	0	0	0	0	0	0	0
na	050-9393-431	BP0124	High Meadows: 12th NW/Northcliff	67,025	67,025	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 3	199,450	199,450	0	0	0	0	0	0
			Proposition 4								
			Proposition 4 Issuance Cost (GOB)	0	0	0	0	0	0	0	0
na	050-9088-419	BG0238	Fire Station 3 Relocation (PayGo)	0	0	0	0	0	0	0	0
na	050-9088-419	BP0238	Fire Station 3 Relocation (GOB)	0	0	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 4	0	0	0	0	0	0	0	0
		not recapture	SUBTOTAL PAYGO COSTS PROP. 4	0	0	0	0	0	0	0	0
			Subtotal 2005 GOB Bond Issuance Costs	0	0	0	0	0	0	0	0
			Subtotal 2005 GOB Fund 50	1,227,205	1,227,205	0	0	0	0	0	0
			Subtotal 2005 GOB Fund 78	0	0	0	0	0	0	0	0
			Subtotal PayGo Fund 50	1,101,697	1,101,697	600,000	0	0	0	0	0
			Subtotal PayGo Fund 50 (RR Grade Advanced)	0	0	0	0	0	0	0	0
			Subtotal Pay go Fund 78	0	0	0	0	0	0	0	0

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
				EXPENDITURES							
VIII. BOND PROJECTS (March 2, 2010 Referendum)											
			Proposition 1								
			Proposition 1 Issuance Cost (GOB)	0	0	0	0	0	0	0	0
			Urban Asphalt Pavement								
	050-9401-431	BP0300	Jamestown Estates No. 3	220,692	220,692	0	0	0	0	0	0
	050-9401-431	BP0301	Northridge Industrial Park	132,299	132,299	0	0	0	0	0	0
	050-9401-431	BP0302	Prairie Creek No. 7	303,647	303,647	0	0	0	0	0	0
	050-9401-431	BP0303	Grandview Estates North	253,262	253,262	0	0	0	0	0	0
	050-9401-431	BP0304	Hillview: Tecumseh-N 3300 block	64,732	64,732	0	0	0	0	0	0
	050-9401-431	BP0305	48th W: Main-Willow Grove	34,590	34,590	0	0	0	0	0	0
	050-9401-431	BP0333	Fowler Addition	149,203	179,203	0	0	0	0	0	0
	050-9401-431	BP0334	Blue Lakes Addition	296,506	296,506	0	0	0	0	0	0
	050-9401-431	BP0345	Old Town-Urban Asphalt Pavement 2013	421,486	421,486	0	0	0	0	0	0
	050-9401-431	BP0346	Boyd:Wylie-University Blv	186,584	186,584	0	0	0	0	0	0
	050-9401-431	BP0347	Hidden Lake Estates	129,471	129,471	0	0	0	0	0	0
	050-9401-431	BP0354	Alameda Pk/Crestland Estates	140,204	140,204	0	0	0	0	0	0
	050-9401-431	BP0355	Royal Oaks Estates	88,628	88,628	0	0	0	0	0	0
	050-9401-431	BP0241	**Urban Asphalt Pavement 2014**	1,380,615	1,380,615	0	0	0	0	0	0
178	050-9401-431	BP	**Urban Asphalt Pavement 2015**	0	0	1,777,506	0	0	0	0	0
			Urban Concrete Pavement 2011								
	050-9393-431	BP0306	Boyd St: Classen Blvd - 12th E	38,239	38,239	0	0	0	0	0	0
	050-9393-431	BP0307	Oakhurst Addition	6,143	6,143	0	0	0	0	0	0
	050-9393-431	BP0308	Brooks St: 24 SW - McGee Dr	8,633	8,633	0	0	0	0	0	0
	050-9393-431	BP0309	Edgemere Addition	46,811	46,811	0	0	0	0	0	0
	050-9393-431	BP0310	Hetherington Heights	71,866	71,866	0	0	0	0	0	0
			Urban Concrete Pavement 2012								
	050-9393-431	BP0335	Starbrook Addition	42,754	42,754	0	0	0	0	0	0
	050-9393-431	BP0336	Castlerock Addition	263,448	263,448	0	0	0	0	0	0
	050-9393-431	BP0338	Park Central Addition	113,121	113,121	0	0	0	0	0	0
	050-9393-431	BP0340	Heatherington Heights Addition	142,514	142,514	0	0	0	0	0	0
	050-9393-431	BP0348	36th West:Main-Willowbend	571,631	571,631	0	0	0	0	0	0
	050-9393-431	BP0349	Flood Ave:Main St-Gray St	118,421	118,421	0	0	0	0	0	0
	050-9393-431	BP0350	Cherry Creek Addition	79,698	79,698	0	0	0	0	0	0
	050-9393-431	BP0351	River Oaks, Sec 2	29,795	29,795	0	0	0	0	0	0
	050-9393-431	BP0236-237	**Urban Concrete Pavement 2014 - Smoking Oaks Addition**	817,859	817,859	0	0	0	0	0	0
180	050-9393-431	BP242-243	**Urban Concrete Pavement 2015 - Main & Comanche Streets**	0	0	868,011	0	0	0	0	0
	050-9371-431	**BP0352**	**Rural Road Improvements 2013**	139,885	139,885	0	0	0	0	0	0
	050-9371-431	**BP0240**	**Rural Road Improvements 2014**	407,541	407,541	0	0	0	0	0	0
182	**050-9371-431**	**BP0244**	**Rural Road Improvements 2015**	0	0	472,044	0	0	0	0	0
	050-9385-431	**BP0312**	**Road Reconstruction 2011**	458,120	458,120	0	0	0	0	0	0
	050-9385-431	**BP0342**	**Road Reconstruction 2012**	533,606	533,606	0	0		0	0	0
	050-9385-431	**BP0353**	**Road Reconstruction 2013**	713,394	713,394	0	0	0	0	0	0
	050-9385-431	**BP0239**	**Road Reconstruction 2014**	615,822	615,822	0	0	0	0	0	0
184	**050-9385-431**	**BP0245**	**Road Reconstruction 2015**	0	0	942,945	0	0	0	0	0
			Proposition 2								
			Proposition 1 Issuance Cost (GOB)	0	0	0	0	0	0	0	0
na	050-9386-419	BP0313	**Outdoor Warning**	42,541	42,541	0	0	0	0	0	0
			Subtotal 2010 GOB Bond Issuance Costs	0	0	0	0	0	0	0	0
			Subtotal 2010 GOB Fund 50	9,063,761	9,093,761	4,060,506	0	0	0	0	0
IX. BOND PROJECTS (October 2012 Referendum)											
			Proposition Issuance Cost (GOB)(rev 3-21-13)	0	0	89,776	0	0	0	0	0
186		**BP0191**	**12th Ave SW: Highway 9 to Cedar Lane Widening**	529,453	529,453	58,354	513,214	0	0	0	0
187		**BP0192**	**24th East Widening from Lindsey to Robinson**	2,927,852	2,927,852	0	0	1,938,400	0	0	0
		TR	24th East Widening from Lindsey to Robinson	0	0	0	0	166,949	0	0	0
188		**BP0197**	**36th Ave NW: Tecumseh to Indian Hills Rd Widening**	1,744,244	1,744,244	246,438	479,100	0	2,911,400	0	0
189		**BP0190**	**Alameda Street Safety Project**	485,332	485,332	0	640,182	0	0	0	0
190		**BP0195**	**Bridge Replacement Franklin Rd 1/2 Mi W 12th NW**	1,596,295	1,596,295	40,707	0	0	0	0	0
		TR0063	Bridge Replacement Franklin Rd 1/2 Mi W 12th NW	0	0	0	0	0	0	0	0
191		**BP0194**	**Bridge Replacement Main St Local Bridge No 016**	1,674,507	1,674,507	686,330	0	0	0	0	0
		TR0062	Bridge Replacement Main St Local Bridge No 016	0	0	0	0	0	0	0	0
na		**BP0196**	**Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening**	3,014,133	3,014,133	0	0	0	0	0	0
		TR0235	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	111,264	111,264	0	0	0	0	0	0
		TR0193	Lindsey: 24th SW to Berry Rd Widening	21,750	21,750	0	0	0	0	0	0
192		**BP0189**	**Lindsey: 24th SW to Berry Rd Widening**	5,809,912	5,809,912	13,262,293	0	0	0	0	0
			Subtotal 2012 GOB Bond Issuance Costs	0	0	89,776	0	0	0	0	0
			Subtotal 2012 GOB Fund 50	17,781,728	17,781,728	14,294,122	1,632,496	1,938,400	2,911,400	0	0
			Subtotal PAYGO	133,014	133,014	0	0	166,949	0	0	0
			TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	$56,614,659	$57,608,011	$33,735,825	$14,638,484	$13,361,342	$16,235,258	$9,640,293	$50,805,460

CAPITAL FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
			RESERVE - NEW REVENUE CONTINGENCY	865,390	**865,390**	**901,737**	**939,610**	**979,073**	**1,020,264**	**1,063,043**	**0**
			REVENUES								
			I. NEW SALES TAX REVENUE (rev 4-1-13)	12,362,720	**12,362,720**	**12,881,955**	**13,422,997**	**13,986,763**	**14,575,207**	**15,186,328**	
			II. GOB PROCEEDS (2012 REFERENDUM)								
			PROPOSITION 1 GOB PROCEEDS (rev 3-21-13)	0	**0**	**22,525,000**	**0**	**0**	**0**	**0**	**0**
			Subtotal GOB Proceeds	0	**0**	**22,525,000**	**0**	**0**	**0**	**0**	**0**
			III. GOB PROCEEDS (1999 REFERENDUM)								
			Norman Public Library Improvements (rev3-19-13)	0	**0**	**0**	**0**	**0**	**0**	**0**	**49,500,000**
			Subtotal GOB Proceeds	0	**0**	**0**	**0**	**0**	**0**	**0**	**49,500,000**
			IV. INTERFUND TRANSFERS AND SPECIAL (generally, to be budgeted when revenues actually received)								
	PSST	BG	Apparatus Equipment Maintenance and Storage	0	0	800,000	**0**	**0**	**0**	**0**	0
	PSST	BG0042	HVAC Fire Stations 1, 7 & Admin Bldg	45,000	45,000	0	0	0	0	0	0
			Subtotal Interfund Transfers and Special	45,000	45,000	800,000	0	0	0	0	0
			V. DONATIONS/OTHER (generally, to be budgeted when revenues actually received)								
	Private	**BP0192**	**24th East Widening from Lindsey to Robinson**	0	0	0	0	**166,949**	0	0	0
	Private	**TC**	36th NW & Crail Dr Traffic Signal	0	0	0	0	26,680	53,360	0	0
	Private	PR0139	Andrews Park Pavilion	56,000	56,000	0	0	0	0	0	0
	Private	TR0235	Cedar Ln: 12th Ave SE to Classen Blvd	0	0	0	0	0	0	0	590,000
	Private	TR0057	Classen Blvd Signals	100,000	100,000	0	0	0	0	0	0
	Merchants	TR0047	Downtown Streetscape Improvements	0	0	75,000	0	0	0	0	0
	Private	TR0064	Flood Ave & Venture Drive Signal	0	0	0	0	8,700	0	0	0
	Private	TR0080	Indian Hill Road Signals	50,000	50,000	100,000	0	0	0	0	0
	Univ of Oklah	TR0193	Lindsey: 24th SW to Berry Rd Widening (OU reimbmnt)	21,750	21,750	0	0	0	0	0	0
	NPS	TC0023	McKinley School Traffic Circulation	25,000	25,000	0	0	0	0	0	0
	BNSF	TR0019	Railroad Safety (claims submitted in 2001)	0	0	0	0	0	0	0	506,380
	Private	TR0059	Rock Creek @ 12th NW & Trailwood	123,747	123,474	253,547	0	231,636	0	0	0
	Private	TR	US 77 (Classsen Blvd) & Post Oak Signal	0	0	6,000	11,556	0	0	0	0
			Subtotal Donations/Other	376,497	**376,224**	**434,547**	**11,556**	**433,965**	**53,360**	**0**	**1,096,380**

PARK LAND AND DEVELOPMENT FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 15 ADOPTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED	FYE 19 PROJECTED	BEYOND 5 YEARS
			EXPENDITURES								
			COMMUNITY PARKS								
	052-9711-452	PC0017	Andrews Park Tot Lot	0	0	65,000	0	0	0	0	0
na	052-9639-432	PC0014	Griffin Park Fishing Pier #	35,000	35,000	0	0	0	0	0	0
na	052-9639-432	PC0016	Griffin Trail Improvements	18,212	18,212	0	0	0	0	0	0
	052-	PC0018	Reaves Park Baseball Building Replacement	0	0	0	0	0	0	275,000	0
196	052-9674.452	PC0003	Saxon Park Improvements	78,758	78,758	0	0	50,000	50,000	0	0
	052-9441-452	PR0024	Sports Complex Bleacher Replacements	0	0	37,500	37,500	0	0	0	0
na	052-9205-452	PC0013	Volleyball Court Improvements	22,000	22,000	0	0	0	0	0	0
			Subtotal Community Parks	153,970	153,970	102,500	37,500	50,000	50,000	275,000	0
			NEIGHBORHOOD PARKS								
na	052-7042-452	PR0135	Adkins Crossing Park Improvements	8,368	8,368	0	0	0	0	0	0
na	052-7042-452	PR0137	Colonial Commons Park Improvements	12,928	12,928	0	0	0	0	0	0
na	052-7042-452	PR0136	Colonial Estates Park Improvements	95,709	95,709	0	0	0	0	0	0
na	052-9702-452	PR0145	Crestland Park Improvements	52,993	52,993	0	0	0	0	0	0
na	052-7042-452	PR0138	Sunrise Park Improvements	13,514	13,514	0	0	0	0	0	0
na	052-7042-452	PR0130	Eaglecliff Park Improvements	28,000	28,000	0	0	0	0	0	0
na	052-7042-452	PR0253	High Meadows-Concrete Walk	760	760	0	0	0	0	0	0
na	052-7042-452	PR0254	Lions Memorial Park Amenities	22,000	22,000	0	0	0	0	0	0
na	052-9543-452	PR0255	Monroe Park Plygrd Equip	713	713	0	0	0	0	0	0
na	052-9618-452	PR0095	Rotary Park Improvements	13,504	13,504	0	0	0	0	0	0
na	052-9305-452	PR0144	Springbrook Park Improvements	16,518	16,518	0	0	0	0	0	0
197	052-7042-452	PR0129	New Park Development-Links Park	25,000	25,000	0	0	50,000	0	0	0
197	052-7042-452	PR0128	New Park Development-Highland Village Park	40,000	40,000	35,000	0	0	0	0	0
197	052-7042-452	PR	New Park Development-Cedar Park	0	0	0	50,000	0	0	0	0
197	052-7042-452	PR	New Park Development-Summit Valley	0	0	0	0	0	70,000	0	0
			Subtotal Neighborhood Parks	330,007	330,007	35,000	50,000	50,000	70,000	0	0
			TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	483,977	**483,977**	**137,500**	**87,500**	**100,000**	**120,000**	**275,000**	**0**

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

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 2015 ADOPTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	FYE 2019 PROJECTED	BEYOND 5 YEARS
					EXPENDITURES						
na	057-9536-431	UT0005	24th & Rock Creek Intersection	22,939	22,939	0	0	0	0	0	0
na	057-9510-431	UT	Contingency	0	0	0	0	0	0	0	175,000
na	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
na	057-9510-431	UT0008	Economic Development	390,626	390,626	0	0	0	0	0	8,250,000
na	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	0	1,750,000
na	057-9545-431	UT0009	Interstate Drive East Extension	2,105,500	2,105,500	0	0	0	0	0	0
na	057-9537-451	UT0006	Legacy Pk Dr & 24th IntersectioN	2,371	2,371	0	0	0	0	0	0
na	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
na	057-9541-431	UT0007	Robinson135 NE Ramp Project	981,176	981,176	0	0	0	0	0	0
na	057-9510-431	UT0011	Robinson West/Crossroads	85,009	85,009	0	0	0	0	0	0
na	057-9517-431	UT0003	Rock Creek Road Overpass	80,812	80,812	0	0	0	0	0	2,647,567
na	057-9510-431	UT0098	UNP Legacy Park & Trail	5,813,460	5,813,460	0	0	0	0	0	1,884,774
na	057-9388-419	UT0010	UNP Master Lighting Plan	17,128	17,128	0	0	0	0	0	0
na	057-9510-431	UT0099	UNP Transportation Improvements	0	0	0	0	0	0	0	9,550,601
	TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS			9,499,021	**9,499,021**	**0**	**0**	**0**	**0**	**0**	**41,257,942**

ARTERIAL ROADS RECOUPMENT FUND
FYE 15 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2014 ADOPTED	FYE 2014 ESTIMATED	FYE 2015 ADOPTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	FYE 2019 PROJECTED	Beyond 5 Years
			EXPENDITURES								
na	078-9366-431	AR0243	Porter Gap Paving: Rock Crk-Tecumseh	226	226	0	0	0	0	0	0
na	078-9517-431	UT0003	Rock Creek Overpass and Roadway	189,100	189,100	0	0	0	0	0	0
na	078-9964-431	AR0057	Tecumseh Road Phase III	9,085	9,085	0	0	0	0	0	0
	TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			198,411	**198,411**	**0**	**0**	**0**	**0**	**0**	**0**

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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	5,534,543	10,205,837	10,205,837	10,205,837	9,695,330
Interfund Transfers	820,052	824,062	824,062	824,062	753,495
Audit Adjust/Encum	(8,231)	0	0	0	0
Subtotal	6,346,364	11,029,899	11,029,899	11,029,899	10,448,825
Fund Total	6,346,364	11,029,899	11,029,899	11,029,899	10,448,825

FUND SUMMARY

TOTAL COMBINED PURPOSE 1992 BOND FUND (64)

MISSION:

Bonds issued December 1992 for the purpose of certain street improvements and construction of a fire station and training center all within the City of Norman.

DESCRIPTION:

Account for and monitor funds allocated from sales tax revenues to be used for payment of principal and interest for the 1992 Combined Purpose Bond.

PERSONNEL:

	FYE 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 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 13 ACTUAL	FYE 14 ORIGINAL	FYE 14 REVISED	FYE 14 ESTIMATE	FYE 15 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	250,233	0	0	0	0
Subtotal	250,233	0	0	0	0
Fund Total	250,233	0	0	0	0

WATER FUND
31-5549

Name:	Utility Revenue Bonds, Series 2006
Issuer:	Norman Utilities Authority
Trustee:	
Amount:	$20,700,000
Interest:	3.875% - 5.00%
Dated:	December 1, 2006
Retired:	December 1, 2026
Source of Funds:	Revenue Generated from NUA

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
Paid					
2006-2007	20,700,000	0	352,555	352,555	20,700,000
2007-2008	20,700,000	680,000	832,531	1,512,531	20,020,000
2008-2009	20,020,000	710,000	804,731	1,514,731	19,310,000
2009-2010	19,310,000	740,000	775,731	1,515,731	18,570,000
2010-2011	18,570,000	770,000	745,531	1,515,531	17,800,000
2011-2012	17,800,000	800,000	714,131	1,514,131	17,000,000
2012-2013	17,000,000	835,000	681,431	1,516,431	16,165,000
2013-2014	16,165,000	870,000	647,331	1,517,331	15,295,000
To be Paid					
2014-2015	15,295,000	905,000	611,831	1,516,831	14,390,000
2015-2016	14,390,000	940,000	574,931	1,514,931	13,450,000
2016-2017	13,450,000	980,000	536,531	1,516,531	12,470,000
2017-2018	12,470,000	1,025,000	491,306	1,516,306	11,445,000
2018-2019	11,445,000	1,075,000	438,806	1,513,806	10,370,000
2019-2020	10,370,000	1,125,000	390,134	1,515,134	9,245,000
2020-2021	9,245,000	1,170,000	345,669	1,515,669	8,075,000
2021-2022	8,075,000	1,215,000	298,700	1,513,700	6,860,000
2022-2023	6,860,000	1,265,000	249,100	1,514,100	5,595,000
2023-2024	5,595,000	1,315,000	197,500	1,512,500	4,280,000
2024-2025	4,280,000	1,370,000	143,800	1,513,800	2,910,000
2025-2026	2,910,000	1,425,000	87,900	1,512,900	1,485,000
2026-2027	1,485,000	1,485,000	29,700	1,514,700	0
		20,700,000	9,949,883	30,649,883	

2005A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
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)

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	4,850,000	440,000	208,998	648,998	4,410,000
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
		8,370,000	3,879,540	12,249,540	

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

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

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	5,020,000	380,000	204,950	584,950	4,640,000
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	

2008A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$5,210,000
Interest:	3.375% - 4.25%
Dated:	December 1, 2008
Retired:	December 1, 2018
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	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

To be Paid

Fiscal Year	Principal Beginnina Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	2,910,000	575,000	107,863	682,863	2,335,000
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000
2017-2018	1,185,000	575,000	37,784	612,784	610,000
2018-2019	610,000	610,000	12,963	622,963	0
		5,210,000	1,254,002	6,464,002	

2009 DWSRF - WATER TREATMENT PLANT 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

To be 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
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
2020-2021	7,547,555	580,058	242,842	822,900	6,967,497
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	

2010 GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	3,130,000	1,560,000	30,955	1,590,955	1,570,000
2015-2016	1,570,000	1,570,000	11,383	1,581,383	0
		6,250,000	272,945	6,522,945	

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	552,117	179,466	15,139	194,605	372,651
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	

UTILITY REVENUE BONDS, REFUNDING SERIES 2005

32-5549

Name:	Utility Revenue Bonds, Refunding Series 2005
Issuer:	Norman Utilities Authority
Trustee:	Arvest Trust Company, N.A., Norman
Amount:	$4,780,000
Interest:	3.25% - 4.00%
Dated:	November 1, 2005
Retired:	November 1, 2019
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	4,780,000	0	110,742	110,742	4,780,000
2006-2007	4,780,000	375,000	160,019	535,019	4,405,000
2007-2008	4,405,000	380,000	147,750	527,750	4,025,000
2008-2009	4,025,000	380,000	135,400	515,400	3,645,000
2009-2010	3,645,000	380,000	123,050	503,050	3,265,000
2010-2011	3,265,000	385,000	110,619	495,619	2,880,000
2011-2012	2,881,000	385,000	98,010	483,010	2,496,000
2012-2013	2,495,000	390,000	85,028	475,028	2,105,000
2013-2014	2,105,000	390,000	71,573	461,573	1,715,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2014-2015	1,715,000	400,000	57,548	457,548	1,315,000
2015-2016	1,315,000	390,000	43,230	433,230	925,000
2016-2017	925,000	220,000	31,988	251,988	705,000
2017-2018	705,000	225,000	23,531	248,531	480,000
2018-2019	480,000	235,000	14,500	249,500	245,000
2019-2020	245,000	245,000	4,900	249,900	0
		4,780,000	1,217,888	5,997,888	

WATER RECLAMATION FUND

32-5549

Name:	Utility Revenue Bonds, Refunding Series 2003
Issuer:	Norman Utilities Authority
Owner:	Arvest Trust Company, N.A., Norman
Amount:	$7,740,000
Interest:	2.25% - 4.00%
Dated:	December 1, 2003
Retired:	November 1, 2016
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2003-2004	7,740,000	0	104,059	104,059	7,740,000
2004-2005	7,740,000	150,000	248,055	398,055	7,590,000
2005-2006	7,590,000	550,000	240,180	790,180	7,040,000
2006-2007	7,040,000	550,000	227,118	777,118	6,490,000
2007-2008	6,490,000	560,000	213,243	773,243	5,930,000
2008-2009	5,930,000	565,000	198,756	763,756	5,365,000
2009-2010	5,365,000	580,000	182,860	762,860	4,785,000
2010-2011	4,785,000	595,000	165,376	760,376	4,190,000
2011-2012	4,190,000	615,000	146,001	761,001	3,575,000
2012-2013	3,575,000	635,000	124,588	759,588	2,940,000
2013-2014	2,940,000	660,000	101,265	761,265	2,280,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2014-2015	2,280,000	680,000	76,135	756,135	1,600,000
2015-2016	1,600,000	785,000	47,908	832,908	815,000
2016-2017	815,000	815,000	16,300	831,300	0
		7,740,000	2,091,844	9,831,844	

WATER RECLAMATION FUND
32-5549

Name:	Utility Revenue Bonds, Refunding Series 2003
Issuer:	Norman Utilities Authority
Trustee:	Arvest Trust Company, N.A., Norman
Amount:	$7,740,000
Interest:	2.25% - 4.00%
Dated:	December 1, 2003
Retired:	November 1, 2016
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2003-2004	7,740,000	0	104,059	104,059	7,740,000
2004-2005	7,740,000	150,000	248,055	398,055	7,590,000
2005-2006	7,590,000	550,000	240,180	790,180	7,040,000
2006-2007	7,040,000	550,000	227,118	777,118	6,490,000
2007-2008	6,490,000	560,000	213,243	773,243	5,930,000
2008-2009	5,930,000	565,000	198,756	763,756	5,365,000
2009-2010	5,365,000	580,000	182,860	762,860	4,785,000
2010-2011	4,785,000	595,000	165,376	760,376	4,190,000
2011-2012	4,190,000	615,000	146,001	761,001	3,575,000
2012-2013	3,575,000	635,000	124,588	759,588	2,940,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	2,940,000	660,000	101,265	761,265	2,280,000
2014-2015	2,280,000	680,000	76,135	756,135	1,600,000
2015-2016	1,600,000	785,000	47,908	832,908	815,000
2016-2017	815,000	815,000	16,300	831,300	0
		7,740,000	2,091,843	9,831,843	

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

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2014-2015	207,487	138,325	875	139,200	69,162
2015-2016	69,162	69,162	174	69,336	0
		2,720,000	138,975	2,858,975	

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2014-2015	1,367,949	248,718	6,622	255,340	1,119,231
2015-2016	1,119,231	248,718	5,375	254,093	870,513
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	

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	314,281	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

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	2,775,000	225,000	93,840	318,840	2,550,000
2015-2016	2,550,000	230,000	85,991	315,991	2,320,000
2016-2017	2,320,000	240,000	77,970	317,970	2,080,000
2017-2018	2,080,000	245,000	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	4,595,706	

WESTWOOD FUND

030-7034

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

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

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2014-2015	1,265,000	130,000	76,164	206,164	1,135,000
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
2020-2021	375,000	180,000	22,969	202,969	195,000
2021-2022	195,000	195,000	11,944	206,944	0
		2,315,000	1,692,553	4,007,553	

2012B GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	11,250,000	3,750,000	142,500	3,892,500	7,500,000
2015-2016	7,500,000	3,750,000	140,625	3,890,625	3,750,000
2016-2017	3,750,000	3,750,000	75,000	3,825,000	0
		15,000,000	646,875	15,646,875	

2012C GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	2,285,000	750,000	22,850	772,850	1,535,000
2015-2016	1,535,000	750,000	15,350	765,350	785,000
2016-2017	785,000	785,000	7,850	792,850	0
		3,035,000	121,750	3,156,750	

2012D GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000
2015-2016	18,995,000	1,055,000	434,019	1,489,019	17,940,000
2016-2017	17,940,000	1,055,000	402,369	1,457,369	16,885,000
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000
2027-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,331	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	

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 stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

CONNECTION FEE – Previously known as the tap fee, was first developed in 1970. A charge for sewer or water connection based upon the size of the service line leading into and to be utilized for the furnishing of water or sewer to any user or structure. Monies received from the connection charge are evenly divided between the City of Norman's Water and Wastewater Funds. Collected fees are used to fund activities performed in both the water and sewer utility systems.

CORE AREA – Boundaries are officially Berry Road on the west, Robinson on the north, 12th Avenue on the east, and Constitution / Imhoff extended on the south.

COST ALLOCATION - Distribution of costs of centrally provided support services such as management, accounting, purchasing, payroll, information services, and legal.

DEBT SERVICE - The City's obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

DEFICIT - The excess of the liabilities of a fund over its assets, or the excess of expenditures over revenues during an accounting period.

DEPARTMENT - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION – The decrease in value of physical assets due to use and passage of time.

DEQ – Department of Environmental Quality

DIVISION - A sub-section of a Department which carries out a specific line of work assigned to the Department.

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

DTMF – Dual-tone-multi-frequency or "touch-tone"

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

EFFLUENT – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

EID (Environmental Information Document)– The document which provides the basic information about a project and its environmental effects.

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

EMT-P – Emergency Medical Technician-Paramedic

ENCUMBRANCE - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA – Environmental Protection Agency

EXCISE TAX – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

EXPENDITURES (EXPENSES) - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FACE VALUE (PAR, PRINCIPAL) – The full amount of an investment security, usually appearing on the face of the instrument.

FIDUCIARY FUNDS (TRUST & AGENCY FUNDS) – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

FISCAL YEAR - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

FT – Full-time (employee)

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - Fund balance is the excess of assets over liabilities.

FUND BALANCE - RESERVED FOR DEBT SERVICE - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO) - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

GOVERNING BODY- City Council

HEADWORKS – The initial structure and devices located at the receiving end of a water or wastewater treatment plant.

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

I / I – An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.

IMPACT FEES – Fees collected from developers and set aside to help fund infrastructure adjustments within the community. Monies to be used as the development further impacts the municipality.

INFILTRATION – Groundwater that enters into the sanitary sewer through defects in the pipes and manholes such as cracks, separated joints, deteriorated manhole components, building foundation drains, and defective service laterals.

INFLOW – Surface stormwater that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

INTERCEPTOR – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

INTERGOVERNMENTAL REVENUE - Grants, entitlements and cost reimbursements from another federal, state or local government.

ISO – International Organization for Standardization standards

INTERNAL SERVICE – Category expenditure for services and maintenance provided by a vendor that is another department within the City.

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

MATERIALS AND SUPPLIES – Category expenditures generally for consumable goods that are used by City employees.

MATURITY – The date when the principal amount of an investment security becomes due and payable.

MSW – Municipal Solid Waste

MUNICIPALITY – City of Norman

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

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 – Nephlometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OTHER SERVICES AND CHARGES – Services provided to the City of Norman by outside vendors.

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, alongside or beyond the boundaries of a developer's new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government's debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

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

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

SALARIES AND BENEFITS – Payments direct to full and part-time City of Norman employees for services performed, including contributions to retirement and pensions, social security, health insurance uniform allowances and related expenses.

SALES TAX – A tax levied by the City on retail sales of tangible personal property and some services.

SERVICES AND MAINTENANCE – Services provided to the City of Norman by outside vendors.

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – Trial Total Disability (payments)

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

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

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

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

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CITY OF NORMAN
COUNTY OF CLEVELAND

We certify that the total assessed valuation of the property, subject to Ad Valorem taxes, Excluding Homestead Exemptions approved, in the Municipality as finally equalized and certified by the State Board of Equalization for the current year 2014-2015 as follows:

REAL PROPERTY	733,617,879
PERSONAL PROPERTY	64,489,397
PUBLIC SERVICE PROPERTY	25,473,836
TOTAL	823,581,112

and that the assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by Ad Valorem taxation, we thereupon made the levies therefor, as provided by law as follows:

GENERAL FUND	0	BUILDING FUND	0
SINKING FUND	12.75%	TOTAL	12.75%

We do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of Said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the Year 2005, without regard to any protest that may be filed against any levies, as required by 69 O.S. 1981, Section 2474. We further certify that the said appropriation and the mill-rate levies, as aforesaid, are within the limitation provided by law.

Dated this 25th day of September, 2014,

at Norman, Oklahoma

Absent
Member

Waldo L Blanton
Chairman of the County Excise Board

Pat Ross
Member

Tammy Belinson
Secretary of the County Excise Board

CLEVELAND COUNTY
OKLAHOMA