

THE BIG PICTURE

Providing Trustworthy Service Through Continuous Improvement



CITY OF EDMOND, OKLAHOMA
BUDGET AND FINANCIAL PLAN
FISCAL YEAR 2015-2016

Oklahoma

**THE CITY OF EDMOND, OKLAHOMA
BUDGET FY 15-16
TABLE OF CONTENTS**

INTRODUCTION:

Budget Message I – XIII

BUDGET SUMMARIES:

Budget Summary - All Funds 1
Summary of Revenues by Source-General Fund 2
Summary of Revenues by Source-EPWA Funds 3
Fund Graph-Combined Budgets-All Funds 4
Fund Graph-Total Estimated Revenue-All Funds 5
Fund Graph-Total Direct Cost by Function-All Funds 6
Fund Graph-Total Other Uses Reserves 7

GENERAL FUND:

Fund Description 8
Fund Budget Summary 9

DEPARTMENT DETAIL:

General Government 10 - 11
City Council 12 - 13
Parks and Recreation 14 - 15
Street Maintenance & Construction 16 - 17
Court Services/Municipal Court 18 - 19
Senior Citizens Center 20 - 21
Social Agencies 22 - 23
Community Development & Preservation Agencies 24 - 25
Emergency Management 26 - 27
Cemetery 28 - 29
Community Image (Code Enforcement & Urban Forestry) 30 - 31
Planning & Zoning 32 - 33
Festival Marketplace 34 - 35

**THE CITY OF EDMOND, OKLAHOMA
BUDGET FY 15-16
TABLE OF CONTENTS**

Building Services36 - 37

Downtown Community Center38 - 39

Historical Society40 - 41

Edmond Electric Economic Development Fund.....42 - 43

Parks Special Events Fund 44 – 45

SPECIAL REVENUE FUNDS:

Fund Descriptions.....46 - 50

Fund Budget Summaries and Detail:

 Senior Citizens Fund 51 – 52

 Community Development (Planning) Fund 53 – 54

 Asset Forfeiture Fund55 - 56

 Fire Public Safety Limited Tax Fund57 - 58

 Police Public Safety Limited Tax Fund59 - 60

 Hospital Sale Trust Fund.....61 - 62

 Real Property Fund.....63 - 64

 Convention & Visitors Bureau Fund 65 – 66

 Ambulatory Services Fund 67 – 68

CAPITAL PROJECT FUNDS:

Fund Budget Summaries and Detail:

 Capital Improvements Fund69 - 70

 Roadway Improvements Fund71 - 72

 1996 Capital Improvements Tax Fund73 - 74

 Art in Public Places Fund75 -76

 Cemetery Care Fund.....77 -78

 Parks Tax Fund.....79 -80

 2000 Capital Improvements Tax Fund81 - 82

**THE CITY OF EDMOND, OKLAHOMA
BUDGET FY 15-16
TABLE OF CONTENTS**

2012 Public Safety Center - Capital Improvements Tax Fund83 - 84

EPWA UTILITY FUNDS:

Fund Description85 - 86
Funds Budget Summaries 87

FUND DETAIL:

Electric Utility88 - 89
Water Utility.....90 - 91
Solid Waste Utility92- 93
Wastewater Utility.....94 - 95
Arcadia Lake96 - 97
Drainage Utility.....98 - 99
EPWA Sewer Impact..... 100 - 101
EPWA Revenue Bonds..... 102 - 103

OTHER ENTERPRISE FUNDS:

KickingBird Golf Course Fund 104 - 105
YourGovShop Fund 106 – 107
Public Transportation – CITYLINK 108 – 109

INTERNAL SERVICE FUNDS:

Fund Descriptions..... 110 - 111
Fund Budget Summaries and Detail:
Liability/Tort Claims Fund (Risk Management)..... 112 - 113
Employee Group Insurance Fund 114 - 115
Vehicle Maintenance Fund 116 - 117
Administrative Support Services Fund 118 - 119

**THE CITY OF EDMOND, OKLAHOMA
BUDGET FY 15-16
TABLE OF CONTENTS**

DEPARTMENT DETAIL:

General Government	120 - 121
City Treasurer.....	122 - 123
City Manager	124 – 125
Public Safety Communications.....	126 - 127
Information Technologies.....	128 - 129
Financial Services.....	130 - 131
Human Resources.....	132 - 133
City Clerk	134 - 135
Facility Maintenance	136 - 137
Legal Services	138 – 139
Engineering	140 – 141
Market and Public Relations	142 - 143
Public Works Administration.....	144 - 145
Operations Central Warehousing.....	146 - 147
Utility Customer Service	148 - 149
Fleet Management Fund	150 - 151
Field Services Fund	152 - 153
PERSONNEL	154 – 160
CAPITAL OUTLAY	161 – 165



Honorable Mayor and Members of the City Council:

This document includes the proposed annual budget and Five-Year Financial Plan for the City of Edmond. The new fiscal (budget) year begins July 1, 2015, and the five-year plan includes years 15-16 through 2019-20 and represents a true multi-year financial plan.

As we all know Finance Director Ross VanderHamm is the driving force behind the coordination and preparation our budget, a process that he began last October. His very capable assistant, Kelly Neal, is also directly involved in this entire process. City staff from the various departments have also been involved in their respective areas of operation.

We continue to emphasize the internal mission and focus of our organization, **Trustworthy Service through Continuous Improvement**, as well as our seven core values of *Integrity, Customer Service, Accountability, Communication, Teamwork, Professionalism and Innovation*.

BIG PICTURE PERSPECTIVE

The *total estimated costs* (expenditures) in the 15-16 budget are \$252,429,053, which is a decrease of about 6% (\$16M) and results from reduced capital spending for next year primarily due to the Public Safety Center project.

Edmond remains very fortunate that City sales tax revenue continues to significantly exceed our projections, and for the first ten months of the current year we are pleased to report a 4.9% increase above last year's revised budget (actuals)—as compared to a ZERO growth projection from last year's actual total.

The three sales taxes approved by voters in 2000 continue to provide critical revenue for both Public Safety (police and fire) and capital projects. The Fire Dept. receives a quarter-cent tax, the Police Dept. a one-eighth cent tax, and a three-quarter cent tax is allocated for capital improvements. The net result of the public safety taxes is that basically two-thirds of General Fund revenue is automatically allocated to fire and police operations.

Our total sales rate remains at 8.25%. This rate is comprised of 3.75% in local taxes (including a half-cent five-year tax for the Public Safety Center) and a 4.5% state tax that is charged to all cities. One cent of the two-cent allocation to the General Fund will need to be renewed by voters by the spring of 2017. The City Council recently created a Capital Improvements Advisory Task Force to examine the possibility of extending the half-cent PSC tax to fund major capital projects from a recommended list.

The big unknown factor that we are certainly monitoring is what will happen to the price of oil in the next year, which currently is less than half of what it was last summer. Although we can't identify a specific local impact at this point, there is no doubt that a continuation of the current downturn will directly impact all cities in Oklahoma. In this volatile environment we are conservatively projecting a slight decrease in fuel costs at \$1.1M (\$1.2M this year).

CITY COUNCIL STRATEGIC PLAN

This annual plan is updated each year, and it includes current and future goals, performance targets, and general City Council policies.

GENERAL FUND: REVENUES

The lifeblood of this fund continues to be sales tax, which is even more critical in Edmond because we do not have a limited amount of property tax (ad valorem) revenue for capital projects as do most medium and large cities in the state. We have noted our over-reliance on sales tax on many occasions, and we still need to develop a more diversified long-term revenue strategy at some point. It is encouraging that the Mayors of both Oklahoma City and Tulsa are currently working with the Oklahoma Municipal League to initiate a statewide discussion of diversifying local revenues.

The 15-16 budget includes a conservative 2.5% increase in sales tax collections from this year's revised budget, and the outer four years of the Plan each project 5% increases.

A conscious effort has been made in recent years to maintain an appropriate level of unreserved fund balance in the General Fund, and the City Council adopted a formal policy that identified a preference for a minimum of 10%. For the current year this ending balance is estimated at around 14%, and the Fund Budget Summary on page 9 identifies a 12.3% balance for next year, and the outer year estimates are also included.

Total General Fund revenue is projected to increase by 4.3% (\$2,152,454) due to increased sales tax revenue. Of course the fire and police operations will receive about two-thirds of these additional funds.

A \$100,000 allocation to the Reserve for Council Special Projects (contingency fund) is continued in all five years of the Plan.

We continue to anticipate very modest income from City investments, as the \$70,000 number in the current budget is carried forward for all five years of the Plan.

Automatic transfers to Police and Fire are projected at \$18,398,440 for Police (36.8%) and \$14,998,728 for Fire (30%).

GENERAL FUND: ASSISTANCE FOR OUTSIDE AGENCIES

Social Agencies & Community Development and Preservation

Sixteen entities make up these two categories as identified on pages 23 and 24 including a new \$10,000 annual allocation to the new Mitch Park YMCA to help provide assistance to those people who cannot afford to utilize Y services. The Community Agency Review Commission annually conducts a thorough review of these programs and their funding recommendations are included in the proposed budget. The maximum allocation for Social Agencies is 1.44% of estimated sales tax collections for the current year, and 1.75% for Community Enrichment, resulting in a total cap of 3.2%.

The CD&P portion of this assistance includes \$100,000 for the Guthrie/Edmond Regional Airport and \$25,000 for the Edmond Historic Preservation Trust.

Guthrie/Edmond Regional Airport

The two communities equally share in operating and capital expenses for this facility in Guthrie, and the partnership has now been in effect for eleven years. For the 15-16 budget each city will provide a total of \$100,000, primarily for operating costs. The airport operation has been minimally funded for the past several years. Edmond remains concerned about the need to increase the level of activity at the airport through the attraction of additional corporate clients, which would also help to address long-term airport revenue.

Electric Economic Development Fund

Ongoing allocations from our electric utility and recently the General Fund have helped to provide economic development financial enhancements to both help grow existing businesses and attractive appropriate new businesses (page 43). Since this fund now has a healthy balance (\$900,000) no additional allocations are included in the 15-16 budget.

PUBLIC SAFETY LIMITED TAX FUNDS

Fire Department

The Fire and Police budgets both continue to benefit significantly from additional revenue from stronger than budgeted sales tax collections. In the current budget the Fire Department will receive \$761,450 in such additional revenue.

All five years of the Fire budget are not only balanced but also include significant reserves (pages 57-58). For the second consecutive year a recruit academy will be initiated to address current and pending vacancies from retirements, and 10 new firefighters are anticipated from the class to return the department to full strength.

Police Department

Unlike the current plan, the new five-year Plan projects a return to balanced budgets and healthy reserves in all five years. In the current budget the Police Department will also receive \$934,046 in additional sales tax revenue as identified above.

The two-year construction of the new Public Safety Center continues to make significant progress, and completion is now anticipated in late September. This long-needed project has changed the landscape of Edmond's downtown and established a new standard for future City buildings in the downtown area. The South Support Facility is scheduled for completion in early summer. The five-year half-cent sales tax that voters approved to fund these projects will end in April of 2017.

We also hope to make progress in returning the Police Department to full strength, as a new 12-member recruiting academy will be initiated this year to help address vacancies from military leave and retirements. A recent staffing study by the Police Executive Research Forum determined that the current staffing level is appropriate for our community.

ADMINISTRATIVE SUPPORT SERVICES FUND

The City departments that directly deliver services to our citizens receive critical support from sixteen internal departments that are identified in this fund (page110-153). These internal service departments are funded by “cost allocations” that are internal budgeted charges, and for many years we have used the same outside consultant to facilitate this highly interactive process with the various departments.

EDMOND PUBLIC WORKS AUTHORITY

Right-of-Way Use Fees

Every City utility except Solid Waste and Drainage pay an annual fee for the use of City rights-of-way (ROW), for the purpose of identifying a cost of doing business that is more comparable to private utilities. This fee has been set at 5% for the last nine years, and it needs to be re-evaluated to determine what a comparable percentage should be. These total fees for the 15-16 budget will be \$4,962,817. It is our intention to accomplish an internal review in the next year.

Electric Fund

Our City-owned and operated electric utility, Edmond Electric, continues to feature competitive rates while continuing the tradition of providing reliable and consistent electric service to most of our residents for over a hundred years (pages 88-89). In addition our organization and the Edmond community continue to benefit from EE’s ongoing support of general government operations. In next year’s budget the support from EE to the General Fund will be a direct transfer of \$662,797 and \$3,179,344 in ROW use fees. This assistance in the first two years of the Plan will be much less than in the past, primarily due to a continuing increase in wholesale power costs that averaged a significant 6.6 cents per kilowatt-hour in calendar year 2014.

Next year’s budget includes a debt issuance of \$20M for capital projects, and the debt will be serviced through future rate increases.

Only the fifth year of the new Plan reflects a negative balance, as compared to the outer four years in the current plan. The necessary steps have been and are continuing to be taken to correct the temporary imbalance situation, and these steps include rate adjustments, more timely fuel cost adjustments and temporary internal budget adjustments.

It is important to remind our residents of the major benefits of having a locally-owned and competitive electric utility, and an aggressive marketing strategy is designed to maintain such awareness. This strategy includes continuing to promote geothermal technology, residential and commercial air conditioning and heat pump rebates, and commercial efficiency upgrade rebates. These programs help our customers realize significant long-term energy savings through reduced consumption and also a

reduced total energy demand that results in purchasing less additional power during the summer months

Water Fund

The City's drinking water system includes over 500 miles of distribution lines, 56 water wells, and the treatment plant at Arcadia Lake (pages 90-91). The 15-16 budget does not provide for rate increases, as a rate study will be completed this summer. Increases have been necessary in recent years to address major capital needs, both in terms of infrastructure improvements (replacing 40-yr. old water lines, for example) and developing new water sources.

In response to the new Water and Wastewater Master Plan staff is moving forward with the design of many of the major projects identified to meet with the growing need for water supply. These include a new intake structure from Arcadia Lake, expansion of the Water Treatment Plant, and the NW Water Tower. The tower is expected to be completed by the fall of 2016 at an estimated cost of \$5M. The plant expansion and intake structure projects should be completed by 2020 at an estimated cost of \$100M. *The total anticipated cost for capital improvements for our water infrastructure over the five years is around \$150M.* These major costs will be financed by issuing debt (bonds) and servicing the debt through rate increases. It should be remembered that such major water, and sewer, infrastructure costs are not unique to Edmond, as virtually all cities are/will be addressing similar issues.

The water well rehabilitation program continues to move forward in the direction identified earlier regarding ground water supply.

Of course the City of Edmond will continue to emphasize water conservation and work is progressing on identified conservation measures. The City continues to participate in a mandatory outdoor schedule identified by Oklahoma City for all metro cities that purchase water from OKC.

An allocation of \$1,263,040 in both operating transfers and ROW use fees is included in next year's budget for ongoing support of general City services.

Wastewater Fund

This operation maintains over 400 miles of lines, lift stations and other wastewater facilities, and also runs the Coffee Creek Wastewater Treatment Plant (pages 94-95). The current rate study is reviewing both water and wastewater rates, but anticipated future rate increases will not begin in next year's budget. The same rationale applies to increases as identified in the Water Fund, to address major capital needs that include infrastructure improvements (in this situation *sixty-year* old sewer lines) and capacity upgrades to the plant and lift stations.

Design work continues on projects identified in the Master Plan, not only to meet future system demand needs but also to be in compliance with the upcoming state permit requirements. Projects identified include the Spring Creek Lift Station, Chisholm Creek Lift Station, and expansion of the Wastewater Treatment Plant. The lift stations are expected to be completed in 2017 at an estimated cost of \$17M. The plant expansion should be completed in 2020 at an estimated cost of \$80M. *The total anticipated cost for capital improvements for wastewater infrastructure over the next five years is also around \$150M.*

Solid Waste Fund

This operation provides collection and disposal services for over 28,000 residential and over 1,500 commercial customers, with user fees being the only source of revenue.

A lack of funding will delay the initiation of a City-operated composting program, but such a project is still anticipated at some point in the future. However, the program will be more expensive and complex than originally envisioned because of federal regulations regarding leachate and storm water runoff. A low-interest loan remains a possibility through the State Revolving Loan Fund, with the debt being serviced by a rate increase.

The results of the enhanced recycling program begun in 2013 continue to be encouraging and participation has more than doubled as has the amount of recycled material. The program features single stream recycling, full-size carts with lids and rollers, the inclusion of cardboard, and every other week curbside pickup.

We will need to continue to adjust rates periodically as operating costs continue to rise. An additional pickup route and truck is projected for funding year three of the Plan. Equipment replacement life cycles have been shortened to reduce the major repair expenses that occur during the latter years of equipment life. Departmental efficiencies are continuously reviewed, recently including an educational outreach.

Support of the General Fund will continue through an operating transfer of \$354,736. This utility is not charged a ROW use fee.

Drainage Fund

The only source of revenue for this operation is a monthly fee charged to all utility customers (\$3 for residential), and insufficient revenue is an ongoing concern (pages 98-99).

One of the most major accomplishments of this fund was the Willowood Drainage Project in the area of 2nd and Coltrane. This project was completed last year and we should soon receive reimbursement for the state participation. The Meadowlakes Drainage Project located in the addition north of the rodeo grounds will be constructed in the next budget year, and two other projects (Brookhaven and Taurus Drive/ Craig Drive) are in the design and easement acquisition stage.

Arcadia Fund

City recreational opportunities at Arcadia Lake are provided through this fund (pages 96-97), and our ongoing goal remains that this fund will generate enough revenue to pay the operating expenses. Our projection is that this goal will be met for all five years of the Plan, as attendance continues to increase as more people continue to take advantage of the variety of activities available.

Our people continue to explore the possibility of new improvements to accommodate a growing attendance. The second round of improvements to the new Carl Reheman Park at 33rd & Air Depot

will be accomplished in the next two budget years, including another boat launch and boat parking, day use picnic sites, a pavilion and restrooms. These improvements will be financed by the Park Tax fund.

Despite encountering numerous delays for a variety of reasons, our people still hope to have the paved trail along Spring Creek from I-35 to Spring Creek Park completed in this calendar year. It is envisioned that this facility will be the initial leg of a trail system that eventually circles the entire lake. However, major private fundraising will be needed to help build the full system, which would be an outstanding regional attraction.

Discussions continue concerning a potential public/private partnership development that would include a marina, some lake cabins and an attractive recreational vehicle park.

A significant \$250,000 reduction in the revenue bond transfer is identified in the fourth year of the Plan. These bonds were used for recreation improvements, and money is transferred from the General Fund until 2024 to make these payments which will continue at the reduced amount until the bonds are retired.

Golf Course Fund

The ongoing goal is to operate Kickingbird Golf Course as an enterprise fund (pages 104-105), with operating expenses covered by revenues. The Park Tax Fund will continue to provide assistance with capital improvements, including a new maintenance facility that will be constructed in the 15-16 budget year.

Each year of the Plan identifies a reserve, although not the 20% amount that is our goal but nonetheless encouraging. It needs to be remembered that weather will always have a significant impact on the revenue for the golf course facility.

The Edmond area is very competitive for golf courses, and our course will continue to be operated in a professional, businesslike manner that will allow us to be successful in this competition. Growing interest in the sport continues to be a focus for our outstanding staff, including youth golf opportunities, tournaments for people of all ages and skill levels, and family night events. A public/private partnership opportunity for an indoor training facility continues to be pursued as well.

Park Tax Fund

This fund accounts for the proceeds of the 1/8 cents sales tax for parks (pages 79-80), which has been primarily used for capital improvements. As an ongoing example, the tax finances regular replacements and upgrades to playground equipment in all City parks. Major improvements at the golf course and Arcadia Lake have also been accomplished through this tax.

The operational expenses at Mitch Park now also include the expenses associated with the competitive pool, and the agreement with the Edmond Public Schools stipulates that they will contribute up to \$50,000 each year. The YMCA operates the entire facility, and competitive pool area expenses are partially offset by swim club rentals. At this point we are annually budgeting \$175,000 for net expenses. We are still working through startup expenses and through all the revenue potential of the swim clubs

and swim meets. We believe this amount will be less after we go through all these new operational aspects.

The construction of both the Mitch Park YMCA/Edmond Public Schools Competition Pool project and the Edmond 66 Softball Complex were partially financed by this fund, along with the 2000 Capital Improvements Sales Tax. Another major project financed by this tax is the City's initial aquatic Splash Pad in a portion of the Barnett Field area at Kelly and Main, and it will also support the second phase of this pad development with a restroom and picnic shelter. Work is also underway to reuse the water from the Splash Pad to water soccer fields.

The two main construction projects in next year's budget will involve continued development of Carl Reherman Park and the new maintenance building at the golf course. Our people continue to work with the Park Board in identifying the next major projects the City should pursue, using the new Park Master Plan as a guide. The outer years of the Plan feature the accumulation of reserve funds, which is intentional and designed to provide more time to identify the next priority projects. More trail development, development of a synthetic turf workout area at the Blake-Service Soccer Complex, and the development of a second splash pad are all anticipated in future years.

Ambulatory Services Fund

Ambulance service to our residents is provided through Edmond's participation in the EMSA (Emergency Medical Services Authority) regional service (pages 67-68). Several years ago we switched the funding for our EMSA subsidy to a \$3.00 monthly charge on residential utility bills, as most participating cities have done to reduce pressure on the General Fund. This charge covers out-of-pocket expenses for the TotalCare ambulance service through EMSA. All residential customers are enrolled automatically in this program, but in October of every year people can opt out if they choose. However, such a choice means that residents will be responsible for these significant ambulance expenses, which now start at around \$2,000. The \$3.00 monthly amount was initially established with a goal of going five years without an increase, but we are pleased to report that the goal has now been exceeded and we anticipate it will be possible to continue this original charge for a few more years—good news for our residents. Although the fifth year of the Plan reflects a negative fund balance of \$45,000, there will be an increase in the original monthly charge in one the years before that situation becomes a reality.

Appendix A identifies EMSA's subsidy request for the 15-16 budget is the second consecutive year that a decrease from previous years is identified, primarily resulting from the lower contract amount established a year ago by EMSA with the new service provider. *It is important for our residents to realize that EMSA continues to be recognized nationally for excellent clinical care.*

CAPITAL IMPROVEMENTS FUNDS

CIP-General Fund

Limited capital funding for smaller, specific needs is provided by this fund (pages 69-70). All five years of the Plan include a \$200,000 allocation for ADA (Americans with Disabilities Act) improvements and \$60,000 for school zone improvements. There are no funds allocated next year for projects related to the Bicycle Master Plan, as the Bicycle Committee received permission to move up the anticipated

annual \$100,000 funding allocation for next year to the current budget year, in order to move forward with a larger number of projects in the same time frame.

1996 Capital Improvements Fund

For the past couple of years there has been only one project remaining to be accomplished through this fund (page 74), the 33rd Street widening project from Coltrane to I-35. This project has been moved back several times in the state (ODOT) funding cycle because of reductions in both traffic volume and accidents. However, since the remaining funds were very limited and not nearly enough to provide the City match for this project, these funds (\$237,588) will now be spent in the Safe Routes to Schools program for sidewalks this year in the above fund, and as a result the '96 fund will be closed starting with the next budget.

2000 Capital Improvements Sales Tax Fund

This fund is the main source of financing for capital improvements in our community (pages 81-82). Voters initially authorized this three-quarter cent tax in 1996 and then extended it indefinitely in 2000. The number and dollar amount of capital projects accomplished through this fund is very impressive regardless of how success is defined, and it is hard to imagine the Edmond that we know today without these improvements. Over \$100M in bond financing issued through this fund has funded most of the major improvement projects in our community over the last 15 years, and the total value of projects constructed from this fund exceeds \$160M. Last year featured the opening of the Mitch Park YMCA/Edmond Public Schools Competitive Pool, and also the Kelly Street Widening from Covell to Coffee Creek. The most recently completed project is the adult softball complex in Edmond Park 66 which just opened in April and is receiving great comments from various user groups.

In the next few months construction will begin on the Spring Creek Trail from I-35 to Spring Creek Park at Arcadia Lake. We hope this represents only the first phase of a significant regional trail project that would wind around the entire lake. Private funding and pursuit of additional grants are being explored to continue this trail, which when constructed would provide a comprehensive biking, running and walking trail network for the citizens of Edmond and the people of central Oklahoma.

The list of upcoming projects is also impressive. The next phase of improvements on Covell, from Fairfax Boulevard to I-35, is scheduled to begin later this year and also includes funding assistance from a highway grant. This project will complement the work that has already been initiated at the interchange as part of the major economic development project associated with the development of a Hotel/Conference Center (HCC). The goal is that roadway improvements will be completed as the HCC is ready to open. The anticipated development on the two northern corners of I-35 & Covell represent the most significant City involvement by far in any economic development project. Edmond has committed \$11M from this fund for the purchase of land for the HCC on the northwest corner (\$2.2M), the purchase of land for an Indoor Sports Complex on the northeast corner (\$2M), infrastructure improvements to serve development on the west side of the interchange (\$2M), and funding assistance for the construction of the Conference Center (\$4.8M). The HCC has been identified numerous times as a longstanding need for the community, and the Indoor Sports Complex supports a City Council goal of Edmond being a major activity hub for youth sports. These building projects should have construction contracts awarded by the private developers in the next few months. The executed development agreements provide for the City to be repaid \$9M of the \$11M investment in 15 years as the developers

buy out the City's interest in the land and the conference center improvements. This major economic development initiative will stimulate significant new visitor traffic to Edmond, and the development area will provide new construction-ready sites for new retail opportunities for additional sales tax collections along the I-35 corridor.

The development of an Intelligent Traffic System (ITS) continues as a multi-year program which features improved traffic control equipment at local intersections that features continuous communication with a central computer system. This centralized control can be monitored and adjusted in real time to meet specific traffic issues as they arise to improve *traffic flow, which our recent citizen's survey told us emphatically is the number one concern in Edmond.* The replacement of outdated signal equipment will also make this infrastructure more reliable. The first improvement corridor is under construction along 2nd Street/Edmond Road from Santa Fe on the west to Boulevard on the east. Highway grant funds are providing major funding assistance for the ITS improvements. The design is completed for the next phase of this project, which includes signals along Broadway and is now awaiting grant support.

Our citizens clearly told us in the recent survey that traffic issues are their biggest concern. We then polled residents electronically to identify the specific locations that are the highest priority. Three projects will soon be under construction that will directly address three identified high priority locations. The first is an ODOT grant project that will begin this summer for additional turn lanes at 33rd and Broadway. The other two construction projects involve work to create additional turn lanes at intersections on Covell at both Santa Fe and Bryant. Since it will be several years before funding is available to complete the roadway improvements needed for these intersections, these additional turn lanes will be added as interim improvements to improve traffic flow in the short-term.

Next year's budget also includes \$2.1M for the continuation of the popular Street Overlay Program to resurface, reconstruct and rehabilitate local streets, and an annual 2.5% inflation adjustment is included in each of the outer four years of the Plan.

In the past several years the City has taken full advantage of opportunities to refund past bond issues with improved interest rates, resulting in an impressive \$13M in savings through refunding and guaranteed investment contracts. Most recently, the last available refunding was accomplished in the current budget and resulted in over \$2M in additional revenue.

As we have discussed in recent years, the ability of this fund to provide adequate long-term revenue for major capital projects is a serious concern, and the Five-Year Plan identifies a significant reduction in the number of projects being considered because of reduced funding. The initial bond (\$20M) issued from this tax will not be retired until 2021. If the trend of growing sales tax revenue continues it might be possible to have another small (\$12M) bond issue within the next couple of years. *It important to remember however that the list of projects identified with the passage of the extension in 2000 have basically been completed—just as our public was promised.* As Edmond continues to grow the funding gap will continue to widen between available revenue and an ever-increasing list of new projects to be considered.

2012 Public Safety Center—Capital Improvements Fund

This fund includes the revenues and expenditures associated with the design and construction of the Public Safety Center project (page 84). In April of 2012 the City began collecting this five-year half-cent sales tax, and the tax will expire in April of 2017. A two-year construction time frame was identified, and the project remains on target for completion in September of this year.

CITYLINK Public Transportation Fund

Edmond initiated its own public transportation service seven years ago, and the service includes four local routes, one express route to and from OKC, and an on-demand paratransit service (pages 108-109). The City service has proven to be very popular, as total ridership has increased over 312% and total annual ridership is now over 277,000.

As we have discussed in recent years however, we remain concerned about the City's costs for this program that come entirely from the General Fund. The costs have increased with increased demand, and also because of reduced or eliminated grant funding. The 15-16 budget identifies a net estimated cost of \$1.2M, which at first glance is a 36% increase from this year (\$882,323). The increase primarily results from an increased contractor with the service provider (McDonald Transit) and the replacement of three busses. However, the cost increase does not reflect an anticipated reimbursement of \$150,000 for two of the new busses and potentially another \$240,000 in grant assistance.

In addition, staff and the Transportation Committee are continuing to review options presented in the revenue study that was prepared last year by an outside consultant. The two most viable options at this point appear to be revenue from advertising and some kind of charge (fare) per ride, initially being considered for the express route. While no revenue from these potential sources has been included in next year's budget, it is anticipated that some additional revenue from at least the initiation of an advertising program will be realized in the coming year.

Art in Public Places Fund

This fund provides for the financing of public art in our community (pages 75-76), and the program features a public/private partnership that is a dollar-for-dollar match for the several pieces of art that are normally placed each year. The public funds will only be spent as the private donations are received. The annual request from the Visual Arts Commission for \$100,000 is included in the 15-16 budget for the matching funds program, along with an annual request for a \$10,000 maintenance allocation.

The collection of public art now totals around 150 pieces, most of which are located in public parks or along streets.

A continuation of the Utility Bill Check-Off program is included through \$3,000 allocations in all five years of the Plan. Those utility customers who choose to make a donation provide these funds.

The third component of this fund is the City's contribution of up to 1% of the total cost of municipal construction projects over \$250,000 to public art.

Hospital Sale Trust Fund

The proceeds from the City sale in 1982 of the hospital facility now known as OU Medical Center Edmond are accounted for in this fund (pages 67-68). This fund annually receives a portion of the accrued interest. Voter approval is required to spend any of the principal, and in 2011 voters approved a LOAN of the full principal amount (\$7,098,616) to provide interim initial financing of the Public Safety Center project.

The proceeds from the five-year half-cent sales tax that is funding the PSC will repay the full principal amount, no later than April of 2017 (end of fifth year).

Real Property Fund

The interest from the Hospital Trust Fund is the only source of revenue for this fund (pages 63-64), which provides for the purchase of property for City use as needed. In recent years only a limited amount of revenue has been available, and in the short-term it would be prudent to consider another source of revenue.

CDBG Fund

This fund provides for the operation of Edmond's Community Development Block Grant program (pages 53-54). The only source of funding is the annual federal CDBG allocation to Edmond as an "entitlement" community (over 50,000 population). We now identify this budget for the next year only, as we never know the amount of the federal allocation until after the budget has been prepared. Of course only the funds actually received are actually spent.

Convention and Visitors Bureau Fund

The sole source of revenue for this fund is the 4% hotel/motel (bed) tax (pages 65-66).

Employee Pension Fund

This self-funded program includes all City employees except uniformed police and fire personnel and the City Manager, and the projected contributions are identified in the individual fund budgets.

The longstanding and growing disparity between the City's contribution percentage and the individual employee contribution percentage, due to declining investment earnings, was addressed last year by the Pension Board. A new policy was established that provides that if/when the City's contribution rate reaches 9.5%, a review of the employee contribution rate will automatically be triggered.

The Board hires an actuary who annually determines the City contribution rate that is needed to maintain full funding. This individual has recommended an increase for the 15-16 budget from the current 8.32% to 8.61%, and I support this recommendation. The individual employee contribution will remain at 5.25%. We always use the annual City rate for all five years of the Plan, since we cannot determine the future economic conditions that might affect this program.

HUMAN RESOURCES

The proposed personnel budget as identified by Human Resources Lisa Goodpasture is contained in the detailed information found in the Personnel section at the end of the budget document.

Employee Group Insurance Fund

The City's self-funded health insurance program has long been the most significant employment benefit for full and some part-time City employees (pages 114-115). The City provides the full cost of individual

coverage for all employees, except that those who select employee-only coverage under the Enhanced Plan option now pay \$40 per month. The City also provides 75% of the cost for optional dependent coverage. As all other public and private entities are also doing, we continue to prepare for the changes that are currently known resulting from the federal Affordable Care Act. The Insurance Committee, along with McGriff, Seibels & Williams, Inc. who are the City's Insurance Consultant, will be reviewing the last twelve months claims data to determine plan changes or premium adjustments.

A major new additional employee benefit became a reality last August when the City opened the Employee Health Clinic in the downtown Community Center for employees and dependents. The clinic has proven to be tremendously popular in the first ten months of operation, as it provides a more accessible, centralized and no direct cost alternative for primary health care. We have been very pleased with Care ATC, the outside entity who was hired to operate the clinic, especially with Dr. Kathryn Lofgren and her two assistants who are already well-known for their personal care skills. The entire funding for the clinic comes from the reserves in this fund (Reserve for Other Restricted Purposes). This amount for next year's budget is \$673,422.

We are also optimistic that the increase in employee wellness/prevention will at some point result in some stabilization of costs in this fund.

Conclusion

The preparation of the City of Edmond budget is, by very intentional design, a professional, transparent and open process that is a source of pride for our organization. Our internal mission and seven core values are important considerations in preparing the proposed budget and Five-Year Financial Plan. We clearly understand that *the City of Edmond exists to provide services*, and hopefully most our citizens believe that we are good steward of *their tax dollars*. It is my genuine pleasure to work every day with the exceptional people in our organization.

Respectfully submitted,



Larry Stevens
City Manager

THE CITY OF EDMOND, OKLAHOMA
BUDGET SUMMARY - ALL FUNDS
FISCAL YEAR 15-16

	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	ENTERPRISE UTILITY FUNDS	OTHER FUNDS	INTERNAL SERVICE FUNDS	COMBINED FUNDS
ESTIMATED RESOURCES							
REVENUES:							
Taxes	40,281,641	6,877,438	23,424,192	-	-	-	70,583,271
Inter-governmental	1,650,478	627,407	-	1,707,185	220,136	-	4,205,206
Licenses & Permits	1,461,706	-	-	1,806,626	-	59,500	3,327,832
Fines & Forfeitures	2,129,109	-	-	-	-	-	2,129,109
Charges for Services	5,352,954	911,981	19,449	124,204,164	2,356,970	11,307,258	144,152,776
Interest	70,000	108,200	378,450	650,000	6,000	127,000	1,339,650
Miscellaneous Revenue	229,850	165,740	219,000	560,615	37,684	174,286	1,387,175
Subtotal - Revenues	51,175,738	8,690,766	24,041,091	128,928,590	2,620,790	11,668,044	227,125,019
OTHER RESOURCES:							
Debt/Loan Proceeds	-	75,000	-	20,000,000	-	-	20,075,000
Restricted Prior Year Reserves	3,365,957	19,354,281	20,148,605	12,413,065	1,301	18,541,408	73,824,616
Committed Prior Year Reserves	31,112	275,000	16,327	-	-	-	322,439
Unrestricted Prior Year Reserves	8,127,424	-	-	59,909,036	738,442	3,998,676	72,773,578
TOTAL ESTIMATED RESOURCES	62,700,231	28,395,047	44,206,023	221,250,691	3,360,533	34,208,128	394,120,652
ESTIMATED USES							
DIRECT COSTS BY FUNCTION:							
General Government/ Central Services	1,893,345	-	1,035,350	-	-	32,143,377	35,072,072
Public Safety	1,741,496	36,677,215	6,000,000	-	-	4,358,851	48,777,562
Park & Recreation	2,682,239	-	2,581,689	821,856	1,820,871	-	7,906,655
Streets & Highways	1,045,000	-	10,611,000	-	-	3,952,264	15,608,264
Health & Welfare	472,500	454,524	-	-	1,281,286	-	2,208,310
Utility Services	-	-	-	117,815,822	-	7,144,696	124,960,518
Other Activities	1,664,424	675,041	-	-	67,756	-	2,407,221
Economic Infrastructure Development	576,728	-	-	-	-	-	576,728
DEBT SERVICE COST:							
Principal and Interest	-	-	8,518,729	6,343,110	-	-	14,861,839
Issuance Costs	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	10,075,732	37,806,780	28,746,768	124,980,788	3,169,913	47,599,188	252,379,169
TRANSFERS IN:							
Sales Tax	-	-	-	-	-	-	-
Other Transfers	1,081,526	33,397,168	226,000	1,666,053	1,200,000	-	37,570,747
Debt Service Transfers	-	-	-	2,760,484	-	-	2,760,484
Internal Service Charges & Allocations	-	-	-	-	18,167	33,299,029	33,317,196
TOTAL TRANSFERS IN:	1,081,526	33,397,168	226,000	4,426,537	1,218,167	33,299,029	73,648,427
TRANSFERS OUT:							
Sales Tax	-	-	-	-	-	-	(0)
Other Transfers	(34,978,221)	-	(11,000)	(2,581,526)	-	-	(37,570,747)
Debt Service Charges	-	-	-	(2,707,271)	(53,213)	-	(2,760,484)
Fleet Assessment Charges	(117,058)	(1,336,599)	(3,809)	(858,662)	(141,434)	(765,441)	(3,223,003)
Vehicle Maintenance Charges	(67,796)	(652,000)	(2,500)	(914,294)	(211,300)	(518,150)	(2,366,040)
Insurance Cost Allocation	(99,651)	(934,664)	(13,502)	(317,372)	(14,219)	(390,271)	(1,769,679)
Administrative Indirect Cost Allocation	(4,096,147)	(3,735,699)	(219,206)	(6,438,466)	(202,343)	(1,773,906)	(16,465,767)
Field Services Cost Allocation	(4,941,737)	-	-	(4,550,970)	-	-	(9,492,707)
TOTAL TRANSFERS OUT:	(44,300,610)	(6,658,962)	(250,017)	(18,368,561)	(622,509)	(3,447,768)	(73,648,427)
TOTAL NET TRANSFERS	(43,219,084)	26,738,206	(24,017)	(13,942,024)	595,658	29,851,261	-
OTHER USES:							
Assigned (Reserve for Council Special Projects)	100,000	-	-	-	-	-	100,000
Committed for Other Purposes	-	350,000	17,757	-	-	-	367,757
Restricted (Reserve for Other Restricted Purposes)	3,056,724	-	7,497,165	10,691,577	1,301	16,425,178	37,671,945
Restricted (Reserve for Specific Fund Purposes)	-	16,976,473	7,920,315	-	-	-	24,896,788
Unassigned (Res for Emergencies & Shortfalls*)	6,248,691	-	-	71,636,301	784,977	35,023	78,704,993
TOTAL OTHER USES	9,405,415	17,326,473	15,435,238	82,327,879	786,278	16,460,201	141,741,482
TOTAL ESTIMATED USES	62,700,231	28,395,047	44,206,023	221,250,691	3,360,533	34,208,128	394,120,652

*** LEVEL OF EMERGENCY RESERVES:**

Percentage of Total Revenue	11.96%	20.54%
Number of Days of Revenue	44	75

**GENERAL FUND
RESOURCES SUMMARY BY SOURCES**

REVENUE SOURCES	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
TAXES								
Sales Tax	32,504,631	31,685,357	33,300,137	34,132,640	35,497,946	36,917,864	38,394,578	39,930,362
Use Tax	3,561,151	3,379,565	3,739,845	3,633,865	3,742,881	3,855,168	3,970,823	4,089,948
Hotel/Motel Tax	-	-	-	-	-	-	-	-
Franchise Tax	2,269,717	2,429,409	2,306,725	2,472,812	2,516,214	2,559,617	2,603,020	2,689,826
Liquor Tax	41,433	41,005	43,432	42,324	43,644	44,963	46,283	47,602
Sub-Total	38,376,932	37,535,336	39,390,139	40,281,641	41,800,685	43,377,612	45,014,704	46,757,738
LICENSES & PERMITS								
City Clerk	6,330	6,018	11,385	10,824	11,271	11,718	12,165	12,612
Building Department	1,551,157	1,280,275	1,512,800	1,413,559	1,486,094	1,547,697	1,625,589	1,707,516
Oil & Gas Fees	51,193	40,999	26,468	37,323	38,004	38,684	39,365	40,046
Sub-Total	1,608,680	1,327,292	1,550,653	1,461,706	1,535,369	1,598,099	1,677,119	1,760,174
FINES & FORFEITURES								
Court Fines	2,099,736	2,177,125	1,954,294	2,129,109	2,173,152	2,217,196	2,261,239	2,396,823
Sub-Total	2,099,736	2,177,125	1,954,294	2,129,109	2,173,152	2,217,196	2,261,239	2,396,823
INTERGOVERNMENTAL								
Grant Revenues	306,495	10,000	-	-	-	-	-	-
Alcoholic Beverage & Cigarette Tax	842,457	861,339	861,527	875,502	889,665	903,829	917,992	932,156
Vehicle & Gas Tax	811,440	688,853	788,476	774,976	791,756	808,538	825,318	842,099
Sub-Total	1,960,392	1,560,192	1,650,003	1,650,478	1,681,421	1,712,367	1,743,310	1,774,255
CHARGES FOR SERVICES								
Right of Way Fees	5,066,607	5,289,132	5,289,132	4,962,817	5,069,828	5,208,244	5,346,648	5,485,039
Recreational Program Fees	54,793	58,545	59,662	60,347	61,549	62,751	63,352	64,553
Swimming Pool Fees	356,794	479,700	395,160	-	-	-	-	-
Cemetery Fees	166,055	127,755	166,265	155,590	158,940	162,290	165,641	168,991
Emergency 911 Fees	46,754	49,121	40,766	46,751	47,089	47,428	47,767	48,105
Animal Welfare Fees	45,174	50,841	49,260	51,830	52,571	52,818	53,066	53,313
Curb Cut Fees	10,200	8,494	10,489	9,710	9,953	10,196	10,440	10,683
Filing Fees	77,695	54,815	64,404	59,608	62,005	64,401	69,194	73,988
Miscellaneous Charges	11,193	5,500	4,859	5,801	6,029	6,044	6,273	6,500
Sub-Total	5,835,265	6,123,903	6,079,997	5,352,454	5,467,964	5,614,172	5,762,381	5,911,172
INTEREST								
Earnings on Deposit	87,039	70,000	64,836	70,000	70,000	70,000	70,000	70,000
Sub-Total	87,039	70,000	64,836	70,000	70,000	70,000	70,000	70,000
MISCELLANEOUS REVENUES								
Miscellaneous Revenues	426,011	223,936	190,208	224,850	227,278	230,292	233,305	236,319
Sub-Total	426,011	223,936	190,208	224,850	227,278	230,292	233,305	236,319
SUBTOTAL-REVENUES	50,394,055	49,017,784	50,880,130	51,170,238	52,955,869	54,819,738	56,762,058	58,906,480
TRANSFERS IN								
E.P.W.A.	3,202,100	1,942,584	1,942,584	1,081,526	1,299,486	1,498,758	1,711,490	1,937,069
Neighborhood Stabilization Fund	-	-	-	-	-	-	-	-
Hospital Trust Fund	-	-	-	-	-	-	-	-
Convention Visitors Bureau Fund	-	-	-	-	-	-	-	-
Capital Improvement Fund	-	-	-	-	-	-	-	-
Parks Special Events Fund	-	-	-	-	-	-	-	-
Sub-Total Transfers In	3,202,100	1,942,584	1,942,584	1,081,526	1,299,486	1,498,758	1,711,490	1,937,069
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves:								
Street & Alley	1,681,885	2,244,231	2,244,231	1,478,905	1,208,881	1,060,637	1,164,175	1,039,493
Juvenile Court	719,072	712,935	712,935	716,387	705,178	707,499	723,349	752,729
Capital Infrastructure Improvement	234,697	234,697	234,697	234,697	234,697	234,697	234,697	234,697
Transportation Comm. Development	8,690	5,890	5,890	7,240	7,240	7,240	7,240	7,240
Council Special Projects	10,000	10,000	10,000	31,112	100,000	100,000	100,000	100,000
Unassigned (Unrestricted) Prior Year Reserves	8,480,705	9,210,528	9,210,528	8,127,424	6,248,691	4,759,825	3,941,385	3,888,229
Sub-Total Other Resources	11,135,049	12,418,281	12,418,281	10,595,765	8,504,688	6,869,899	6,170,847	6,022,388
TOTAL ESTIMATED RESOURCES	64,731,204	63,378,649	65,240,995	62,847,530	62,760,042	63,188,395	64,644,395	66,865,938

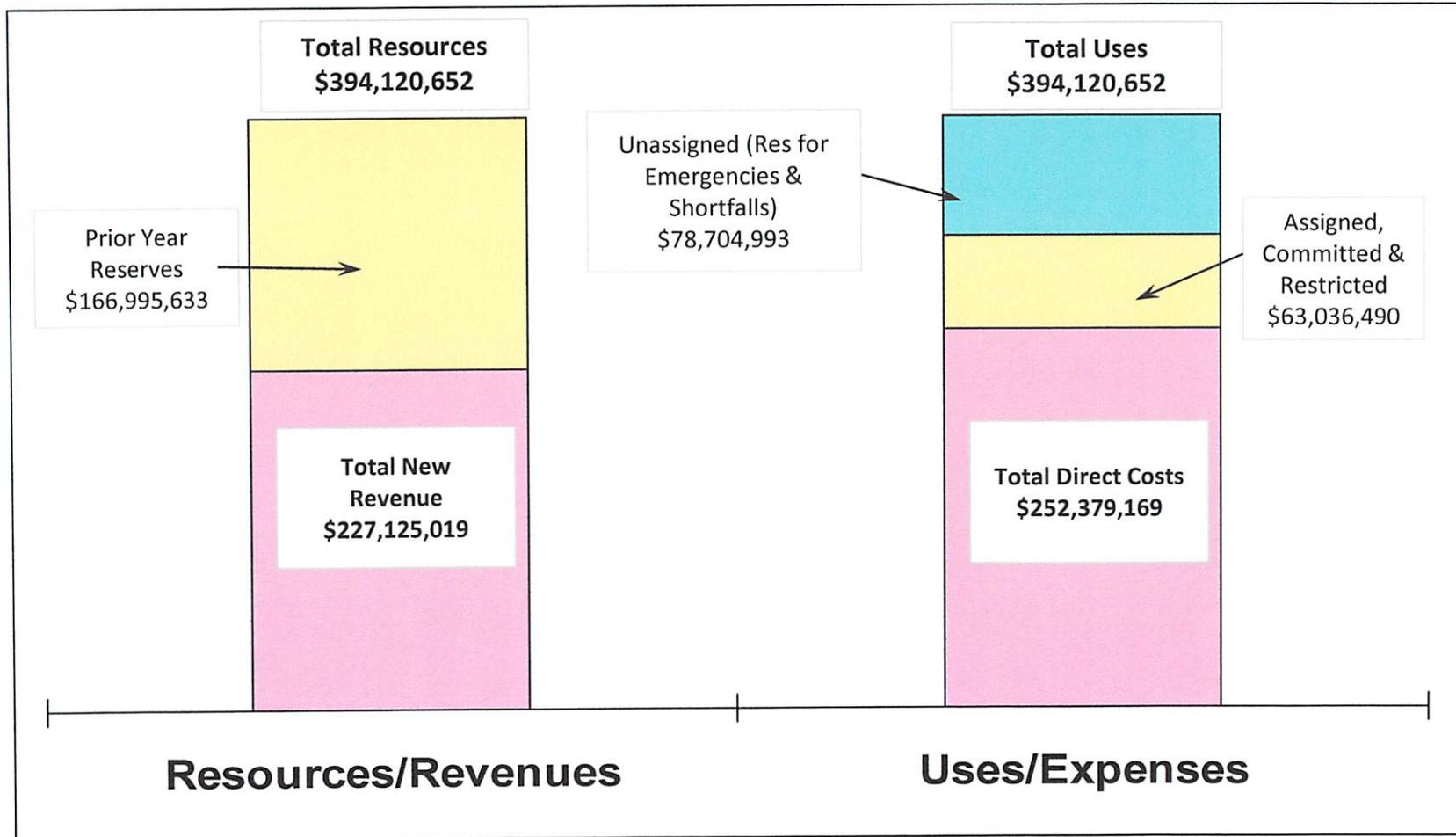
**PUBLIC WORKS
RESOURCES SUMMARY BY SOURCES**

REVENUE SOURCES	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
INTER-GOVERNMENTAL								
Electricity	75,652	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-	-
Wastewater	-	-	-	-	-	-	-	-
Drainage Utility	2,069,033	1,147,947	347,564	1,707,185	1,727,864	1,733,432	1,739,001	1,744,571
Arcadia Lake	-	-	-	-	-	-	-	-
Sub-Total	2,144,685	1,147,947	347,564	1,707,185	1,727,864	1,733,432	1,739,001	1,744,571
LICENSES & PERMITS								
Electricity	-	-	-	-	-	-	-	-
Water	1,357,132	1,007,853	1,191,227	1,125,825	1,158,141	1,190,456	1,222,771	1,255,088
Solid Waste	-	-	-	-	-	-	-	-
Wastewater	810,820	592,221	693,825	680,801	710,365	739,929	769,495	799,059
Drainage Utility	-	-	-	-	-	-	-	-
Arcadia Lake	-	-	-	-	-	-	-	-
Sub-Total	2,167,952	1,600,074	1,885,052	1,806,626	1,868,506	1,930,385	1,992,266	2,054,147
CHARGES FOR SERVICES								
Electricity	76,733,054	76,982,775	81,640,340	78,951,872	80,551,605	82,711,740	84,871,872	87,032,006
Water	21,418,990	23,371,959	21,304,681	23,980,954	24,565,310	25,215,973	25,866,636	26,517,299
Solid Waste	8,073,194	8,616,252	8,385,306	8,639,744	9,000,227	9,074,728	9,165,631	9,495,015
Wastewater	10,625,984	11,427,904	11,357,147	11,688,502	11,951,929	12,222,907	12,499,894	12,783,029
Drainage Utility	1,705,318	1,696,557	1,412,403	-	-	-	-	-
Arcadia User Fees	922,031	913,768	945,907	943,092	973,153	1,003,325	1,035,139	1,066,955
Sub-Total	119,478,570	123,009,215	125,045,784	124,204,164	127,042,224	130,228,673	133,439,172	136,894,304
INTEREST								
Electricity	16,611	18,000	19,086	18,000	18,000	18,000	18,000	18,000
Water	240,883	180,000	258,951	180,000	180,000	180,000	180,000	180,000
Solid Waste	16,221	15,000	18,607	15,000	15,000	15,000	15,000	15,000
Wastewater	90,253	100,000	102,534	100,000	100,000	90,000	80,000	70,000
Drainage Utility	44,300	40,000	51,247	40,000	40,000	40,000	40,000	40,000
Arcadia Lake	2,151	2,000	2,496	2,000	2,000	2,000	2,000	2,000
Sub-Total	410,419	355,000	452,921	355,000	355,000	345,000	335,000	325,000
MISCELLANEOUS REVENUES								
Electricity	308,915	298,613	133,268	300,386	304,720	309,054	313,387	317,721
Water	511,850	209,359	246,522	210,104	212,206	214,308	216,408	219,414
Solid Waste	(2)	-	-	-	-	-	-	-
Wastewater	23,598	-	-	-	-	-	-	-
Drainage Utility	-	-	-	-	-	-	-	-
Arcadia Lake	41,814	48,590	48,114	50,125	51,661	53,195	54,731	56,266
Sub-Total	886,174	556,562	427,904	560,615	568,587	576,557	584,526	593,401
SUBTOTAL-REVENUES	125,087,800	126,668,798	128,159,225	128,633,590	131,562,181	134,814,047	138,089,965	141,611,423
OTHER RESOURCES:								
DEBT/LOAN PROCEEDS								
Electricity	-	-	-	20,000,000	-	-	-	-
Water	-	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-	-
Wastewater	-	-	-	-	-	-	-	-
Drainage Utility	-	-	-	-	-	-	-	-
Arcadia Lake	-	-	-	-	-	-	-	-
Sub-Total	-	-	-	20,000,000	-	-	-	-
RESTRICTED PRIOR YEAR RESERVES								
Electricity	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-	-
Wastewater	-	-	-	-	-	-	-	-
Drainage Utility	-	-	-	-	-	-	-	-
Arcadia Lake	-	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	-	-	-	-
UNRESTRICTED PRIOR YEAR RESERVES								
Electricity	1,757,729	3,285,237	3,285,237	5,854,447	20,313,170	14,482,771	8,446,856	2,828,438
Water	32,413,463	29,085,179	29,085,179	25,269,322	26,942,243	22,008,902	24,083,709	26,964,440
Solid Waste	2,636,168	2,960,902	2,960,902	3,167,219	3,352,881	3,369,586	3,069,627	2,471,547
Wastewater	14,469,572	17,802,046	17,802,046	19,304,644	15,062,359	12,992,115	16,953,747	19,381,013
Drainage Utility	6,349,460	6,454,233	6,454,233	6,017,518	5,674,677	5,997,462	6,673,874	6,652,284
Arcadia Lake	264,814	282,838	282,838	295,886	290,972	272,240	277,902	310,299
Sub-Total	57,891,206	59,870,435	59,870,435	59,909,036	71,636,301	59,123,077	59,505,716	58,608,021
TOTAL ESTIMATED RESOURCES	182,979,006	186,539,233	188,029,660	208,542,626	203,198,482	193,937,124	197,595,681	200,219,444

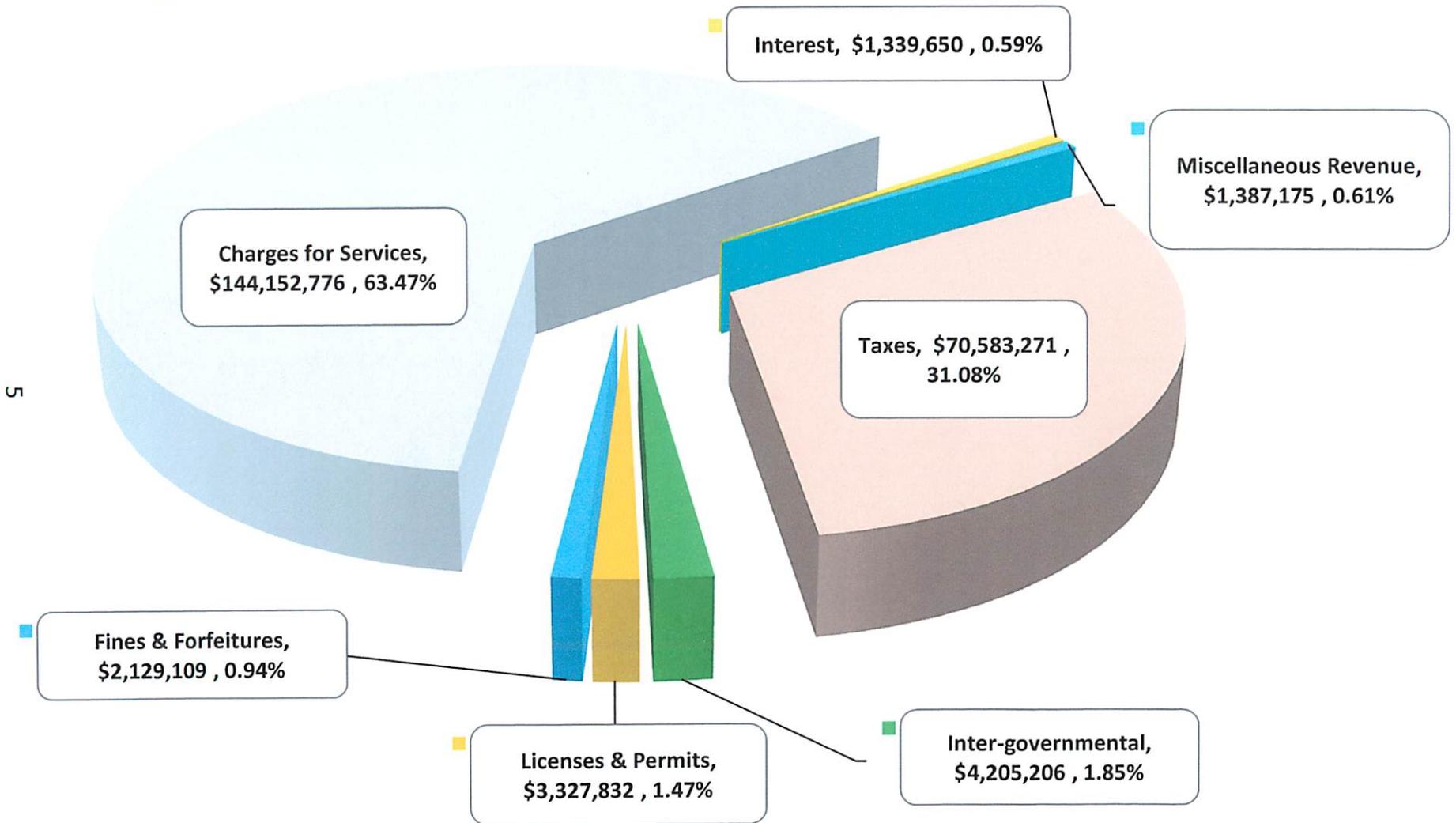
"Balanced" Budget

All Funds

FY 2015-16

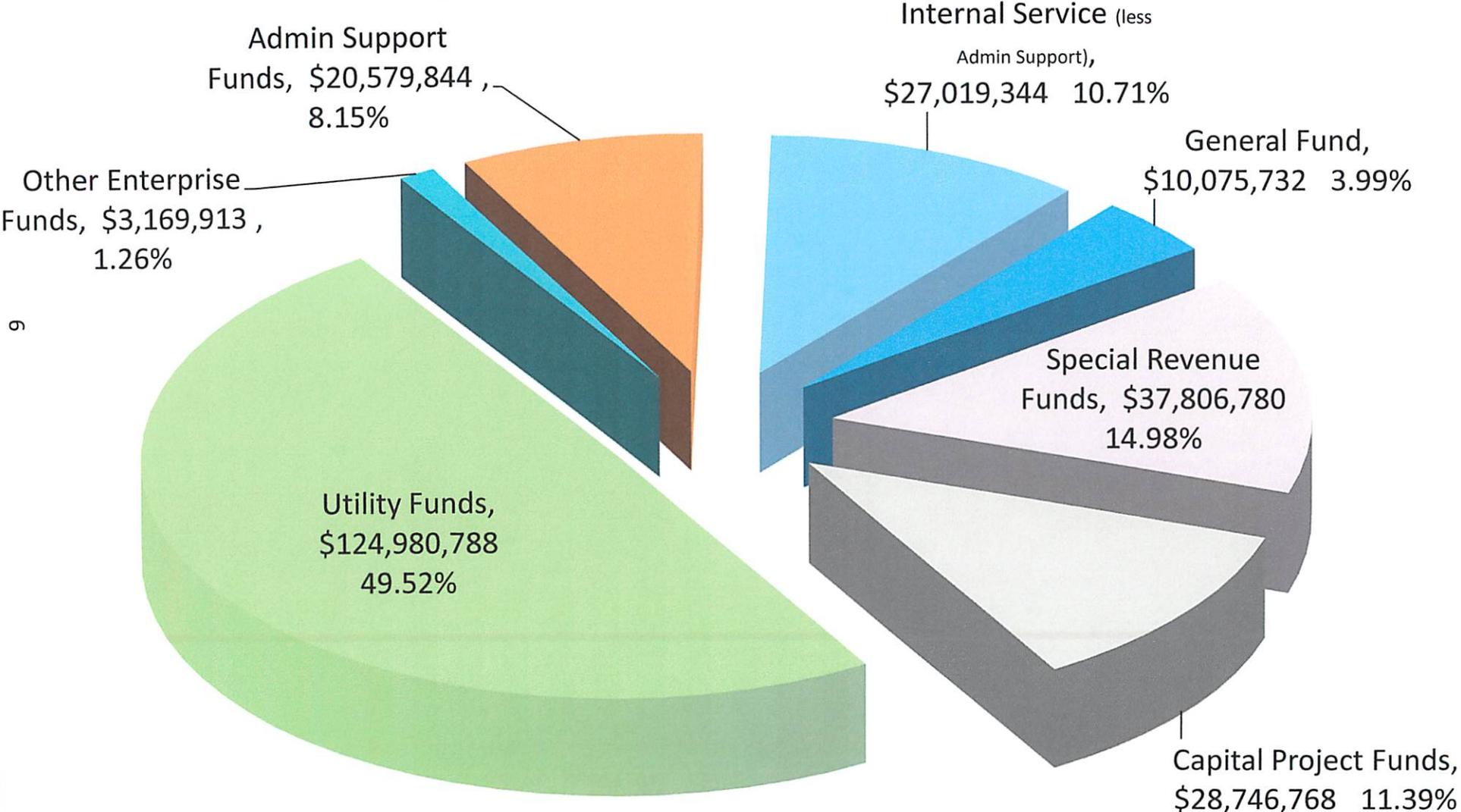


Total Estimated Revenue for All Funds for FY2015-16 \$227,125,019



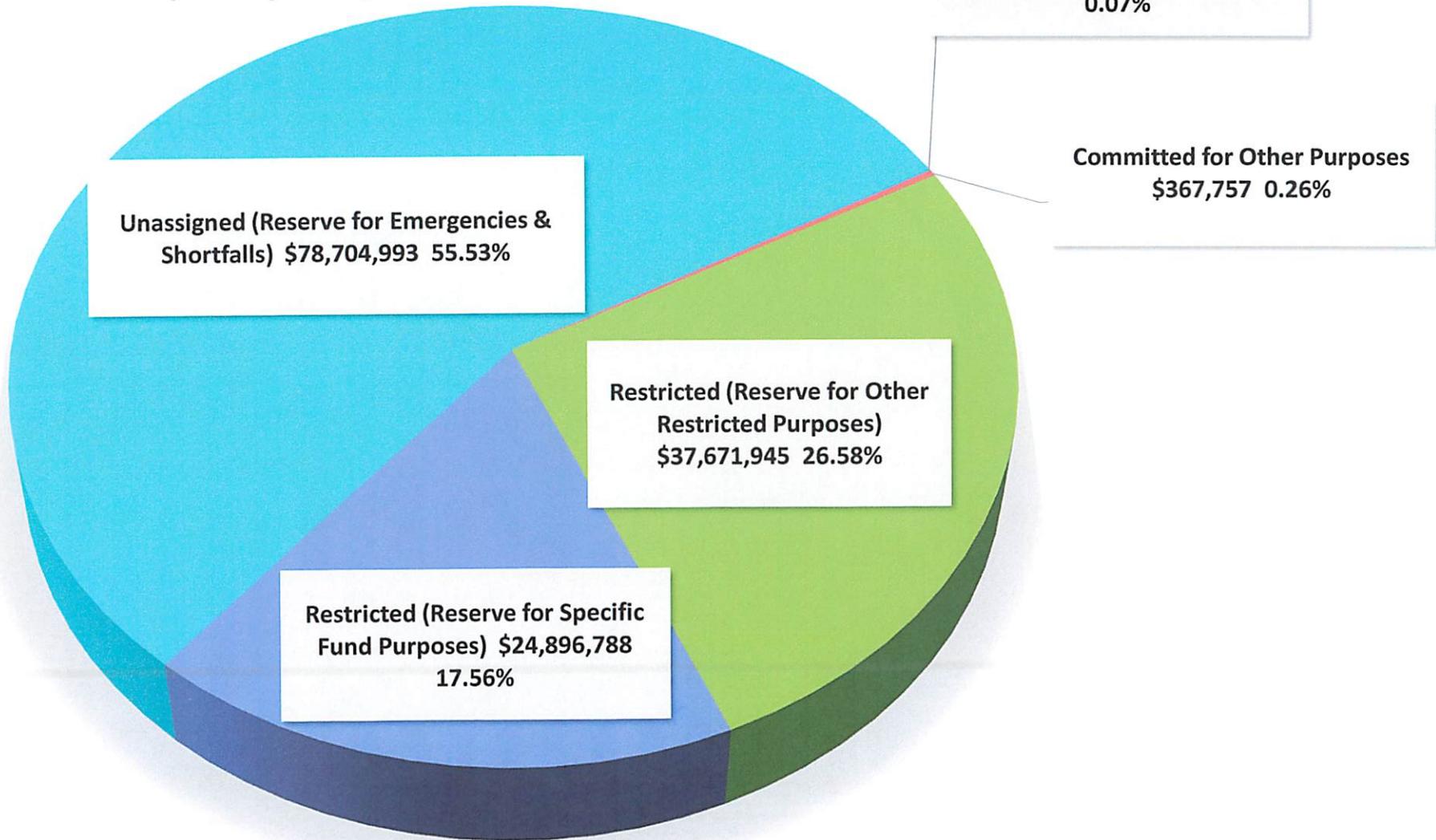
Edmond's FY15-16 Budgeted Direct Operating Expenses

\$252,379,169



Total Reserves FY2015-16

\$142,741,482



General Fund - Sub-Directory

General Fund – Departmental Summary & Budget	8 - 9
General Government - Departmental Summary & Budget	10 - 11
City Council – Departmental Summary & Budget	12 - 13
Parks and Recreation – Departmental Summary & Budget	14 - 15
Street Maint. & Construction – Departmental Summary & Budget	16 - 17
Municipal Court – Departmental Summary & Budget	18 - 19
Senior Center (Parks) - Departmental Summary & Budget	20 - 21
Social Agency – Departmental Summary & Budget	22 - 23
Community Dev. & Development – Departmental Summary & Budget	24 - 25
Emergency Management – Departmental Summary & Budget	26 - 27
Cemetery – Departmental Summary & Budget	28 - 29
Community Image – Departmental Summary & Budget	30 - 31
Planning & Zoning – Departmental Summary & Budget	32 - 33
Festival Market Place – Departmental Summary & Budget	34 - 35
Building Services – Departmental Summary & Budget	36 - 37
Downtown Community Center – Departmental Summary & Budget	38 - 39
Historical Society – Departmental Summary & Budget	40 - 41
Edmond Electric Economic Dev – Departmental Summary & Budget	42 - 43
Parks Special Events Fund – Departmental Summary & Budget	44 - 45



**General Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The General Fund is the principal fund of the City which accounts for all transactions not accounted for in the other funds. It accounts for the costs of operating many of the City's general basic services, such as street maintenance, parks and recreation, and general government. Financing is primarily provided by City sales tax, franchise taxes and EPWA transfers, fines, licenses, and permits, charges for services and interest earnings.

FUND BUDGET SUMMARY

General Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	38,376,932	37,535,336	39,390,139	40,281,641	41,800,685	43,377,612	45,014,704	46,757,738
Inter-governmental	1,960,392	1,560,192	1,650,003	1,650,478	1,681,421	1,712,367	1,743,310	1,774,255
Licenses & Permits	1,608,680	1,327,292	1,550,653	1,461,706	1,535,369	1,598,099	1,677,119	1,760,174
Fines & Forfeitures	2,099,736	2,177,125	1,954,294	2,129,109	2,173,152	2,217,196	2,261,239	2,396,823
Charges for Services	5,840,142	6,125,403	6,080,097	5,352,954	5,468,464	5,614,672	5,762,881	5,911,672
Interest	91,654	73,500	69,636	70,000	70,000	70,000	70,000	70,000
Miscellaneous Revenue	433,491	227,436	196,208	229,850	232,278	235,292	238,305	241,319
Subtotal - Revenues	50,411,027	49,026,284	50,891,030	51,175,738	52,961,369	54,825,238	56,767,558	58,911,980
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	3,367,884	4,038,080	4,038,080	3,365,957	3,056,724	2,911,301	3,029,689	2,934,387
Assigned Prior Year Reserves (Council Projects)	10,000	10,000	10,000	31,112	100,000	100,000	100,000	100,000
Unrestricted Prior Year Reserves	8,480,705	9,597,396	9,597,396	8,127,424	6,248,691	4,759,825	3,941,385	3,888,229
TOTAL ESTIMATED RESOURCES	62,269,616	62,671,760	64,536,506	62,700,231	62,366,784	62,596,364	63,838,632	65,834,596
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
General Government	347,687	251,160	214,258	80,000	104,000	74,500	17,500	17,500
City Council	79,640	235,195	174,644	168,195	185,345	111,445	186,445	111,445
Park & Recreation	1,879,117	2,189,590	1,956,658	1,855,911	1,864,034	1,889,627	1,912,426	1,929,304
Street Maintenance & Construction	551,005	1,789,500	1,789,500	1,045,000	940,000	705,000	950,000	950,000
Municipal Court	781,796	868,008	781,898	882,812	895,903	908,094	919,173	929,910
Senior Citizens Center	354,251	392,642	379,877	409,424	414,422	422,124	427,574	434,847
Outside Agencies	649,708	729,466	729,466	746,500	746,500	746,500	746,500	746,500
City Link	-	-	-	-	-	-	-	-
Emergency Management	280,259	407,527	276,573	352,690	355,778	357,169	362,116	381,974
Cemetery	171,308	185,511	180,986	191,712	195,847	199,008	200,797	202,800
Community Image	972,676	1,173,301	1,049,085	1,312,712	1,212,216	1,232,390	1,255,504	1,278,386
Planning & Zoning	551,122	1,001,319	963,022	626,918	636,179	644,527	654,431	662,957
Festival Marketplace	29,855	40,954	32,999	38,904	39,004	39,004	39,004	39,079
Building Services Department	1,141,508	1,291,485	1,230,334	1,388,806	1,392,351	1,431,262	1,468,053	1,498,973
Downtown Community Center	98,394	136,533	118,931	135,420	137,983	139,259	140,090	140,926
Historical Society	247,279	256,000	247,600	264,000	264,000	264,000	264,000	264,000
TOTAL ESTIMATED COSTS	8,135,606	10,948,191	10,125,831	9,499,004	9,383,562	9,163,909	9,543,613	9,588,401
TRANSFERS:								
Transfers In	35,381,965	33,727,941	35,242,721	1,081,526	1,299,486	1,498,758	1,711,490	1,937,069
Transfers Out (See detail below)	(75,870,498)	(75,149,259)	(78,128,904)	(44,877,338)	(46,511,581)	(47,860,139)	(49,083,894)	(50,413,264)
NET TRANSFERS IN (OUT)	(40,488,533)	(41,421,318)	(42,886,183)	(43,795,812)	(45,212,095)	(46,361,381)	(47,372,404)	(48,476,195)
OTHER USES:								
Restricted (Reserve for Other Restricted Purposes)	4,038,080	3,227,357	3,365,957	3,056,724	2,911,301	3,029,689	2,934,387	2,634,699
Committed for Other Purposes	-	-	-	-	-	-	-	-
Assigned (Reserve for Council Special Projects)	10,000	31,112	31,112	100,000	100,000	100,000	100,000	100,000
Unassigned (Res for Emergencies & Shortfalls*)	9,597,396	7,043,783	8,127,424	6,248,691	4,759,825	3,941,385	3,888,229	5,035,302
TOTAL OTHER USES	13,645,476	10,302,251	11,524,492	9,405,415	7,771,126	7,071,074	6,922,615	7,770,000
TOTAL ESTIMATED USES	62,269,616	62,671,760	64,536,506	62,700,231	62,366,784	62,596,364	63,838,632	65,834,596
* LEVEL OF EMERGENCY RESERVES:								
Percentage of Total Revenue	17.90%	13.82%	15.38%	11.96%	8.77%	7.00%	6.65%	8.28%
Number of Days of Revenue	65	50	56	44	32	26	24	30
Percentage of Total Expenses	11.42%	8.18%	9.21%	11.49%	8.52%	6.91%	6.63%	8.39%
Number of Days of Revenue	42	30	34	42	31	25	24	31
DETAIL OF TRANSFERS OUT:								
Sales Tax	32,179,865	31,685,357	33,300,137	-	-	-	-	-
Other Transfers	34,945,110	34,090,681	35,427,723	35,554,949	35,157,890	36,392,107	37,515,864	38,948,776
Fleet Transfer for additional fleet	-	30,000	30,000	23,100	-	-	-	-
Fleet Assessment Charges	102,798	88,641	88,641	93,958	98,339	102,943	107,775	112,848
Vehicle Maintenance Charges	29,479	62,552	68,835	67,796	70,526	71,291	72,095	72,939
Insurance Cost Allocation	195,432	178,792	178,792	161,214	157,632	172,457	171,497	181,654
Allocation Credit	(51,178)	(51,091)	(51,091)	(61,563)	9,389	-	-	-
Administrative Support Cost Allocation	4,743,906	4,799,460	4,826,120	5,297,483	5,371,250	5,381,306	5,382,597	5,189,206
Allocation Credit	(711,099)	(579,122)	(584,242)	(1,201,336)	-	-	-	-
Field Services Cost Allocation	4,706,976	5,233,503	5,233,503	5,251,952	5,646,555	5,740,035	5,834,066	5,907,841
Allocation Credit	(270,790)	(389,514)	(389,514)	(310,215)	-	-	-	-
	75,870,498	75,149,259	78,128,904	44,877,338	46,511,581	47,860,139	49,083,894	50,413,264



**General Government
2015-2016
Departmental summary**

DEPARTMENTAL DESCRIPTION

This department details the transfers that come out of the General Fund which are listed on the following page. In previous years, this included the costs that are now a part of the Central Communications budget.

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: General Government

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	301,056	98,960	198,258	64,000	104,000	74,500	17,500	17,500
Capital Outlay	46,446	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	73,690,384	72,841,788	75,793,610	42,340,267	45,012,874	46,407,839	47,696,064	49,021,148
TOTAL	74,037,887	72,940,748	75,991,868	42,404,267	45,116,874	46,482,339	47,713,564	49,038,648

DETAIL OF TRANSFERS:

Edmond Public Works Authority (Sales Tax) **	32,179,865	31,685,357	33,300,137					
Fire Public Safety Limited Tax Fund	14,473,012	14,237,278	15,158,047	14,998,728	15,526,634	16,081,011	16,655,024	17,294,768
Police Public Safety Limited Tax Fund	17,753,562	17,464,394	18,593,871	18,398,440	19,046,005	19,726,041	20,430,163	21,214,915
Capital Improvement Fund	856,784	665,000	250,000	100,000	100,000	100,000	200,000	200,000
Arcadia Lake	504,780	495,121	65,150	166,053	485,251	485,055	230,676	239,093
Arts in Public Places Fund	190,813	178,888	110,655	115,000	-	-	-	-
Edmond Economic Development Fund (EEDA)	528,429	565,419	565,419	576,728	576,728	576,728	576,728	576,728
Edmond Electric Economic Development Fund	50,000	50,000	50,000					
Administrative Support	1,805,080	1,775,500	1,775,500	2,293,360	2,353,775	2,369,501	2,388,643	2,205,725
Allocation Credit	(230,708)	(155,078)	(155,078)	(446,881)	-	-	-	-
Insurance Assessment	46,192	46,389	46,389	26,277	27,926	29,468	30,763	32,078
Allocation Credit	(19,769)	(10,469)	(10,469)	(29,175)	-	-	-	-
Field Services	4,706,976	5,233,503	5,233,503	5,251,952	5,646,555	5,740,035	5,834,066	5,907,841
Allocation Credit	(270,790)	(389,514)	(389,514)	(310,215)	-	-	-	-
CDBG	13,158	-	-	-	-	-	-	-
CityLink	1,103,000	1,000,000	1,200,000	1,200,000	1,250,000	1,300,000	1,350,000	1,350,000
Vehicle Maintenance	-	-	-	-	-	-	-	-
	73,690,384	72,841,788	75,793,610	42,340,267	45,012,874	46,407,839	47,696,064	49,021,148

**Appropriation of the City's sales tax revenue to the Edmond Public Works Authority is in accordance with the senior lien bond Indenture.



**City Council
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Edmond City Council’s vision is that Edmond will be a diverse and innovative hometown committed to excellence through leadership, balanced growth, and cooperation. These high standards will only be accomplished in full partnership with the community. The mission of the Edmond City Council is to lead by setting policy for City direction, by balancing growth, and by serving as stewards of assets for today’s, as well as tomorrow’s, community & citizens. The following goals were adopted Fall 2014.

Current Goals (< 2 years, short term in nature, defined with a specific time range for completion)

1.	Complete the Hotel/Conference Center
2.	Develop a more effective Plan Amendment Request review process for Edmond Plan IV to include the incorporation of the following: Parks and Trails Plan, Transportation Plan, Bicycle Plan, Basin Drainage/Flood Plan Studies and Downtown Master Plan
3.	Promote Edmond’s unique and historical downtown, including a closer connection with Central Edmond Urban District Board on implementing the 2014 Edmond Downtown Master Plan
4.	Identify plans for development of the current Police Department building and other City of Edmond buildings that need repurposing
5.	Implement Phase II of Intelligent Traffic System
6.	Renew existing General Fund second penny sales tax
7.	Develop a process to determine items on capital expenditures project list
8.	Create a unified brand to enhance communication with citizens
9.	Establish tree canopy percentage goal and identify steps for implementation

Future Goals (> 2 years, long term in nature, time range will be defined through Council discussions)

1.	Continue development to become a destination to experience art, entertainment, amateur sporting events and outdoor recreation, including possible development of a performing arts center
2.	Continue economic development of I-35 corridor
3.	Promote Edmond as a livable community with access to recreation and transportation via: a. Participation in Association of Central Oklahoma Governments’ Regional Transit Planning b. Development of bike and multi-use trails
4.	Explore expansion of library services

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: City Council		FUND: GENERAL FUND					FY 15-16		
EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20	
Personal Services	24,450	24,545	24,544	24,545	24,545	24,545	24,545	24,545	
Materials & Supplies	1,191	5,450	2,900	5,450	6,050	6,150	6,150	6,150	
Other Services & Charges	53,999	205,200	147,200	138,200	154,750	80,750	155,750	80,750	
Capital Outlay	-	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	-	
Transfers	548,315	599,574	599,574	514,032	665,961	664,506	679,557	671,963	
TOTAL	627,955	834,769	774,218	682,227	851,306	775,951	866,002	783,408	
DETAIL OF TRANSFERS:									
Administrative Support	627,960	663,833	663,833	647,515	663,735	662,211	677,205	669,553	
Allocation Credit	(81,312)	(65,926)	(65,926)	(135,170)	-	-	-	-	
Insurance Assessment	2,517	2,363	2,363	2,154	2,226	2,295	2,352	2,410	
Allocation Credit	(850)	(696)	(696)	(467)	-	-	-	-	
	548,315	599,574	599,574	514,032	665,961	664,506	679,557	671,963	



**Park Department
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION:

The Parks and Recreation Department’s vision is to provide a *premier parks and recreation system with well-maintained facilities, outstanding programs and a customer loyalty focus*. Funding for maintenance operations recreational programs comes from general tax revenues and the Park Tax Fund. New projects construction/renovations are funded thru Park Tax Fund and Edmonds Capital Improvement Project Fund (CIP). Community trails, increasing interactive programming and development of community parks are our current focus.

1.	Assure that the quality of parks and facilities meet the public’s expectations.
2.	Provide for additional recreational opportunities with an emphasis on outdoor and non-traditional athletic programs.
3.	Increase entertainment offered at Hafer Park and Mitch Park Amphitheater stages.
4.	Use effective and efficient marketing methods to ensure that the public is well-informed of our offerings.
5.	Explore partnerships in recreational programs.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
20.5*-7-127	20.5*-7-127	20.5*-7-127	20.5*-7-127	20.5*-7-127	20.5*-7-127

**Staffing level includes Park Admin-Park Maintenance-Cemetery-Recreation-Pelican Bay-Parks Tax (Mitch Park Maintenance crew). The MAC building custodian is counted as .5 FT in Parks and .5FT in Senior Center.*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Parks & Recreation		FUND: GENERAL FUND						FY 15-16
EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	1,150,418	1,336,214	1,171,450	1,083,052	1,108,669	1,131,862	1,153,711	1,175,589
Materials & Supplies	207,881	249,801	238,987	176,374	171,580	171,580	171,530	171,530
Other Services & Charges	506,516	597,075	539,721	578,985	578,785	579,685	581,685	576,685
Capital Outlay	14,302	-	-	-	-	-	-	-
Debt Service				-	-	-	-	-
Transfers	572,251	594,237	589,237	475,152	594,948	607,104	602,324	603,109
TOTAL	2,451,369	2,777,327	2,539,395	2,313,563	2,453,982	2,490,231	2,509,250	2,526,913

DETAIL OF TRANSFERS:

Administrative Support	572,625	602,123	602,123	483,084	484,992	493,947	486,188	483,945
Allocation Credit	(85,758)	(97,306)	(97,306)	(111,488)	-	-	-	-
Fleet Lease Assessment Fees	21,292	23,336	23,336	24,503	25,728	27,014	28,365	29,783
Insurance Assessment	84,761	73,850	73,850	65,680	67,728	69,643	71,271	72,881
Allocation Credit	(28,999)	(23,216)	(23,216)	(16,227)	-	-	-	-
Fleet Transfer for additional fleet	-	-	-	13,100	-	-	-	-
Vehicle Maintenance Charges	8,330	15,450	10,450	16,500	16,500	16,500	16,500	16,500
	572,251	594,237	589,237	475,152	594,948	607,104	602,324	603,109



**Street Maintenance & Construction
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

This department included all maintenance activities with Street Maintenance until the creation of the Field Services operation which started in FY 06-07 Budget. The remaining funds involve the expenditures of resources which are dedicated through the gasoline tax from the state. These will be used for major maintenance projects. Unused gasoline tax funds remain in the General Fund as “Other Restricted Purposes”.

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Street Maint. & Const.

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	-	-	-	-	-	-	-	-
Capital Outlay	551,005	1,789,500	1,789,500	1,045,000	940,000	705,000	950,000	950,000
Debt Service	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-
TOTAL	551,005	1,789,500	1,789,500	1,045,000	940,000	705,000	950,000	950,000

DETAIL OF TRANSFERS:

Administrative Support	-	-	-	-	-	-	-	-
Allocation Credit	-	-	-	-	-	-	-	-
Fleet Lease Assessment Fees	-	-	-	-	-	-	-	-
Insurance Assessment	-	-	-	-	-	-	-	-
Allocation Credit	-	-	-	-	-	-	-	-
Vehicle Maintenance Charges	-	-	-	-	-	-	-	-
Fleet Management-additional fee	-	-	-	-	-	-	-	-

Streets Maint., Sign and Signals moved to Field Services Fund starting FY06/07.



**Court Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Municipal Court is the judicial branch of city government and must maintain the independence of the Judiciary while strengthening relations with the citizens and the other branches of government. The fundamental purpose of the Municipal Court is to provide an impartial forum for citizens, due process procedures and a commitment to administering justice in a fair, efficient, and timely manner.

The Municipal Court is responsible for case management, collection of fines, fees, and state costs; filing citations/complaints; docket scheduling; issuing, tracking and clearing warrants; maintaining court records of collections, convictions, and statistical data.

The Court Services Department supports three divisions of the Edmond Municipal Court, which is of limited jurisdiction and a Court Not of Record (*cases heard by Oklahoma Municipal Courts 'not of record' are limited to misdemeanor violations of municipal ordinances*) – (1) Municipal Criminal Court; (2) Municipal Traffic/Complaint Court; (3) Municipal Juvenile Court.

Mission Statement: “Committed to providing a POSITIVE SERVICE by acting as a LINK between the CUSTOMERS and COURT PROCESSES.”

1.	To continue with the assessment plan of the Court’s case management software system, Journal Technologies’- JustWare / Solution Suite, in efforts for toward more automation of processes to maintain proficiency and effectiveness in daily operations, as iteration of enhancements and/or upgrades are made. <i>(Background - The Court initially purchased the case management software 5.6 version in 2011 and currently running on the version of 5.10 Service Release 34. The launch of the 6.0 version scheduled for July 2014 has been pushed into the undetermined date. The 6.0 version is being promoted as a better looking and higher performing JustWare product. It is recommended not to be any more than 2 versions behind.)</i>
2.	To continue to track the effectiveness of the Juvenile Court programs, through feedback from participants, in efforts to strengthen and support positive and productive activity type programs through incorporating prevention and intervention strategies.
3.	To enhance the Court’s web page informational contents for usefulness in efforts of meeting the user’s expectations and to ensure a good user experience, as well as, continual efforts of attentiveness and monitoring of the “request tracker” users’ requests.

STAFFING (FT-PT-S)

Support Staff	Year 1	Year 2	Year 3	Year 4	Year 5
8-1-0	8-1-0	8-1-0	8-1-0	8-1-0	8-1-0
Judicial Staff	Year 1	Year 2	Year 3	Year 4	Year 5
0-2-0	0-2-0	0-2-0	0-2-0	0-2-0	0-2-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Municipal Court

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	644,815	694,263	638,586	708,347	720,938	732,629	743,708	754,445
Materials & Supplies	12,721	15,825	15,457	13,645	14,145	14,645	14,645	14,645
Other Services & Charges	124,260	157,920	127,855	160,820	160,820	160,820	160,820	160,820
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	438,899	480,836	480,836	277,767	470,105	478,133	475,656	476,906
TOTAL	1,220,695	1,348,844	1,262,734	1,160,579	1,366,008	1,386,227	1,394,829	1,406,816

DETAIL OF TRANSFERS:

Administrative Support	555,490	578,379	578,379	459,965	462,862	470,675	468,018	469,086
Allocation Credit	(120,805)	(102,080)	(102,080)	(187,715)	-	-	-	-
Insurance Assessment	6,395	6,444	6,444	7,015	7,243	7,458	7,638	7,820
Allocation Credit	(2,181)	(1,907)	(1,907)	(1,498)	-	-	-	-
	438,899	480,836	480,836	277,767	470,105	478,133	475,656	476,906



**Senior Citizens Center
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The mission of the Edmond Senior Center is:

“To improve the quality of life for senior adults in the Edmond community by providing comprehensive programming including recreational, nutritional, social, educational and referral.”

Our continuing focus will be to strive for the highest quality leisure programs and activities for senior adults 55 years old and better, through diligent attention to our customers' needs, interests and concerns.

1.	Generate quality leisure programs to attract older adults.
2.	Promote public awareness of center activities to attract community resources & support.
3.	Promote wellness awareness through exercise, diet, and education.
4.	Promote safety awareness through educational programs.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
4.5 - 1 - 0	4.5 - 1 - 0	4.5 - 1 - 0	4.5 - 1 - 0	4.5 - 1 - 0	4.5 - 1 - 0

**.5 FT custodian split between Senior Center budget and Parks & Recreation budget.*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Senior Center

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	297,926	317,374	317,279	329,479	338,383	346,085	351,535	357,599
Materials & Supplies	12,524	17,568	14,968	21,045	16,359	16,359	16,359	17,568
Other Services & Charges	43,801	57,700	47,630	58,900	59,680	59,680	59,680	59,680
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	83,117	97,056	97,056	90,248	112,573	114,722	112,800	112,999
TOTAL	437,368	489,698	476,933	499,672	526,995	536,846	540,374	547,846

DETAIL OF TRANSFERS:

Administrative Support	79,763	83,496	83,496	88,866	87,946	89,376	86,738	86,191
Allocation Credit	(15,203)	(9,612)	(9,612)	(21,124)	-	-	-	-
Fleet Lease Assessment Fees	9,482	9,766	9,766	10,255	10,767	11,306	11,871	12,465
Insurance Assessment	9,707	8,830	8,830	6,384	6,575	6,755	6,906	7,058
Allocation Credit	(3,213)	(2,709)	(2,709)	(1,418)	-	-	-	-
Vehicle Maintenance Charges	2,581	7,285	7,285	7,285	7,285	7,285	7,285	7,285
	83,117	97,056	97,056	90,248	112,573	114,722	112,800	112,999



**Community Agency Review Commission
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Community Agency Review Commission performs an annual review of local community agencies to determine eligibility and necessity for funding. After the annual review the Commission issues a formal recommendation to the Edmond City Council, for funding of the agencies. A community agency is directly engaged in charitable, educational, health, social services, community enrichment or related activities, which provide a direct and distinct benefit to the City of Edmond and its residents. The community agency primarily serves those residing in the City of Edmond.

1.	Provide oversight of the supplemental funding request process pertaining to agencies requesting funding within the City of Edmond that serve a charitable, education, health, or social service that meet the requirements set forth in the criteria and receive approval from the City Council.
2.	Oversee contracts between the City of Edmond and the funded agencies, reviewing progress there under, determining accountability, and forwarding the Community Agency Review Commission recommendations to Council no later than forty-five days prior to the date of the formal adoption of the City Budget, as to agencies monetary requests, program formats and related matters.

CRITERIA FOR FUNDING

1.	Applying organizations shall conduct a recognized program of contracted service in or for the community, and must show evidence to the City of Edmond that it is effectively meeting a social need, and providing a direct and distinct benefit to the City of Edmond and its residents.
2.	Applying organizations shall have a plan of organization which gives evidence of a properly chosen Board of Directors which meets at least quarterly, and which in actual fact assumes responsibility to the public for efficient management of the agency it represents.
3.	Applying organizations must provide the City of Edmond with annual financial statements and annual statistical reports of services rendered. Agency shall have its finances audited annual by an auditing concern acceptable to the City of Edmond.
4.	Applying organizations must provide to the City of Edmond a statement of budgetary needs and provide any other operational information upon request by the City of Edmond.
5.	Applying organizations must complete and submit for approval the contract services application form. Submission of an application does not assure the social agency of financial assistance from the City of Edmond.

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Social Agencies

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	549,130	568,200	568,200	621,500	621,500	621,500	621,500	621,500
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-
TOTAL	549,130	568,200	568,200	621,500	621,500	621,500	621,500	621,500

SOCIAL AGENCIES DETAIL:

Edmond Family Counseling	142,500	147,500	147,500	167,500	167,500	167,500	167,500	167,500
Liberty Fest	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
HOPE Center	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Edmond Arts & Humanities	-	-	-	-	-	-	-	-
UCO Sports & Recreation	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
U R Special Ministries	17,315	17,000	17,000	20,000	20,000	20,000	20,000	20,000
Ministries of Jesus	45,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Project Read	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Edmond Mobile Meals	50,315	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Edmond Round-Up Club	6,500	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Parents Helping Parents	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Fine Arts Institute	22,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Character Council of Edmond	6,500	7,700	7,700	8,000	8,000	8,000	8,000	8,000
Project 66 Food Pantry	-	-	-	20,000	20,000	20,000	20,000	20,000
Mitch Park YMCA	-	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL	549,130	568,200	568,200	621,500	621,500	621,500	621,500	621,500

The maximum amount of funds available for appropriations to the Social Agencies is 3.2% of estimated sales tax collections for FY13-14 with 1.44% to Social Agencies and 1.76% for Community Enrichment agencies.

Funding from the Social Agencies allocation includes \$50,000 for CityLink's Paratransit expenses beginning FY13-14.



**Community Development &
Preservation Agencies
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The following department is the area for expensing contracts that are between the City and other agencies. Airport Services with the Edmond Guthrie Regional Airport, Land Conservancy activities with the Edmond Land Conservancy and support of historic preservation projects with the Edmond Historic Preservation Trust.

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Community Dvlpmt & Preservation Agencies

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	100,579	161,266	161,266	125,000	125,000	125,000	125,000	125,000
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-
TOTAL	100,579	161,266	161,266	125,000	125,000	125,000	125,000	125,000

COMMUNITY DEVELOPMENT and PRESERVATION DETAIL:

Guthrie Edmond Airport	75,579	136,266	136,266	100,000	100,000	100,000	100,000	100,000
Edmond Land Conservancy	-	-	-	-	-	-	-	-
Edm Historic Preservation Trust	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
TOTAL	100,579	161,266	161,266	125,000	125,000	125,000	125,000	125,000



**Emergency Management
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Committed to protecting our citizens from the effects of disasters through mitigation, preparedness and response and recovery actions.

GOALS

1.	Increase training levels for Emergency Management staff personnel.
2.	Ensure the City of Edmond Emergency Operation Plan (EOP) is current and accurate. (2 nd quarter)
3.	Continue to expand and enhance the Public Education Program, with special emphasis on the Community Emergency Response Teams (CERT).
4.	Upgrade the existing Outdoor Warning Device (OWD) system and expand the system to fill in remaining gaps.
5.	Expand the NOAA Programmable “All Hazards” Alert Radio Program
6.	Maintain a viable and supportable Emergency Operation Center (EOC).
7.	Successfully move EOC and Administrative functions to the new Public Safety Center

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
2.2-0-0	2.2-0-0	2.2-0-0	2.2-0-0	2.2-0-0	2.2-0-0

**.2 Split with Public Safety Communications*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Emergency Management	FUND: GENERAL FUND				FY 15-16			
	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	189,767	197,177	194,508	209,323	212,234	215,161	218,108	221,069
Materials & Supplies	6,286	46,700	40,678	16,717	19,094	15,558	15,558	30,455
Other Services & Charges	35,946	113,650	41,387	76,650	74,450	76,450	78,450	80,450
Capital Outlay	48,260	50,000	-	50,000	50,000	50,000	50,000	50,000
Debt Service	-	-	-	-	-	-	-	-
Transfers	155,861	172,485	174,668	168,105	217,832	218,983	217,754	218,498
TOTAL	436,121	580,012	451,241	520,795	573,610	576,152	579,870	600,472

DETAIL OF TRANSFERS:

Administrative Support	170,667	180,441	180,441	206,384	203,046	203,747	202,058	202,321
Allocation Credit	(26,817)	(20,971)	(20,971)	(52,156)	-	-	-	-
Insurance Assessment	2,958	1,634	1,634	2,156	2,217	2,274	2,322	2,371
Allocation Credit	(1,044)	(459)	(459)	(475)	-	-	-	-
Fleet Lease Assessment Fees	6,909	7,115	7,115	7,471	7,844	8,237	8,649	9,081
Fleet Transfer for additional fleet	-	-	-	-	-	-	-	-
Vehicle Maintenance Charges	3,188	4,725	6,908	4,725	4,725	4,725	4,725	4,725
	155,861	172,485	174,668	168,105	217,832	218,983	217,754	218,498



**Cemetery
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Cemetery's mission is to serve the Public with their interment needs and provide landscape maintenance for 50 acres of Cemetery grounds. The Cemetery averages 130 interments per year, sets approximately 70 monuments/footings and sells an average of 120 burial spaces per year. Estimate of availability of burial spaces is 15 years.

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Cemetery

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	124,964	131,826	127,726	138,027	141,369	144,673	146,462	148,265
Materials & Supplies	10,219	11,175	11,125	12,175	12,968	12,825	12,825	12,825
Other Services & Charges	36,126	42,510	42,135	41,510	41,510	41,510	41,510	41,510
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	70,196	75,569	75,169	67,966	87,376	90,130	89,726	90,215
TOTAL	241,504	261,080	256,155	259,678	283,223	289,138	290,523	292,815

DETAIL OF TRANSFERS:

Administrative Support	66,608	70,858	70,858	70,469	69,720	71,921	70,963	70,876
Allocation Credit	(10,112)	(11,312)	(11,312)	(18,228)	-	-	-	-
Fleet Lease Assessment Fees	7,387	7,609	7,609	7,989	8,389	8,808	9,249	9,711
Insurance Assessment	7,151	5,971	5,971	4,924	5,067	5,201	5,314	5,428
Allocation Credit	(2,655)	(1,757)	(1,757)	(1,388)	-	-	-	-
Vehicle Maintenance Charges	1,817	4,200	3,800	4,200	4,200	4,200	4,200	4,200
	70,196	75,569	75,169	67,966	87,376	90,130	89,726	90,215



**Community Image
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Community Image department is comprised of two divisions: Code Enforcement & Urban Forestry. Even though their daily duties differ significantly, their primary goal is to preserve and improve the overall appearance of our community.

Code Enforcement Division - OPERATIONAL DUTIES:

Code Enforcement works to identify violations of City Ordinances and State Laws within the Edmond City Limits and seeks voluntary compliance from citizens through proactive enforcement. Once a code violation is identified the responsible party is notified to take corrective action. In addition to working Health, Safety and Welfare issues, Code Enforcement also issues Temporary Business Promotional Sign permits and patrols the business districts daily to insure all sign ordinances are being followed. All Code staff have been trained in emergency 1st responder's positions with advanced First Aide, Search and Rescue, Search and Recovery and Damage Assessment. Another enterprise of Code Enforcement is the Edmond Neighborhood Initiative Program (ENIP). ENIP matches citizens with volunteer groups that assist in correcting any Code Enforcement issues that have been found. The Code Enforcement Division also monitors existing and new Oil and Gas wells, pipelines and pipeline crossings and the EPA Fats, Oils and Grease (FOG) program within the City limits. Annual inspections are made to insure Ordinances, State Laws and safety issues are adhered to and that illicit discharges into the sanitary sewer systems do not occur.

GOALS

Code Enforcement

1.	Develop programs that partner with community groups and citizens.
2.	Implement Phase V of the Fats, Oil & Grease (FOG) program (Education for residential)
3.	Review ordinances used by Code Enforcement to meet developing community issues

Urban Forestry

1.	Recommend landscape code revisions and improve site plan process
2.	Correct median landscapes where needed. Install trees/landscapes in unimproved medians.
3.	Expand foster a tree program, complete canopy study project, expand arbor week events.

STAFFING (FT-PT-S)

Code Enforcement

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
4.75-0-0	5.75-0-0	5.75-0-0	5.75-0-0	5.75-0-0	5.75-0-0

In the coming years, an additional staff position will need to be considered as inspection responsibilities grow with the additional programs (like the FOG Program) and community growth so the department can maintain a proactive approach of identifying problems.

Urban Forestry

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
2.25-0-0	3.25-0-0	3.25-0-0	3.25-0-0	3.25-0-0	3.25-0-0

**Administrative Specialist II position is split .75 with Code and .25 with Urban Forestry*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Community Image		FUND: GENERAL FUND				FY 15-16		
EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	644,524	679,451	617,182	752,612	772,416	791,990	810,504	830,286
Materials & Supplies	66,138	78,150	69,450	88,900	88,000	87,000	88,000	88,000
Other Services & Charges	262,015	415,700	362,453	471,200	351,800	353,400	357,000	360,100
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	331,778	288,118	292,618	277,247	347,947	352,986	354,469	355,056
TOTAL	1,304,455	1,461,419	1,341,703	1,589,959	1,560,163	1,585,376	1,609,973	1,633,442

DETAIL OF TRANSFERS:

Administrative Support	329,195	291,695	291,695	288,149	287,489	291,027	291,016	290,048
Allocation Credit	(48,080)	(48,683)	(48,683)	(75,042)	-	-	-	-
Fleet Lease Assessment Fees	39,538	21,692	21,692	23,647	24,703	25,813	26,977	28,200
Fleet Management-additional fleet	-	-	-	10,000	-	-	-	-
Insurance Assessment	8,283	8,971	8,971	12,837	3,866	13,646	13,976	14,308
Allocation Credit	(2,891)	(2,557)	(2,557)	(2,844)	9,389	-	-	-
Vehicle Maintenance Charges	5,734	17,000	21,500	20,500	22,500	22,500	22,500	22,500
	331,778	288,118	292,618	277,247	347,947	352,986	354,469	355,056



**Planning and Zoning Department
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The mission statement of the Planning & Zoning department is:

“To provide impartial, accurate and timely interpretation of the development codes and communication to individuals, organizations, Boards and Commissions.”

The core business of the Planning and Zoning Department includes a review and action of development applications and sign permits. Many of the applications are required to be considered by the Planning Commission and City Council or the Board of Adjustment or Appeals. Special purpose studies include work for the Edmond Bicycle Committee, Urban Board, Edmond Plan IV, and Sustainability Programs.

1.	Complete staff reports and permits in the 10 core work activities and present reviews to the required committees.
2.	Provide staff support to active committees or special study committees, such as the Bicycle Committee, Urban Board, and Transportation Committee.
3.	Organize Planning/Zoning Department information, meeting long term record requirements, sign compliance, and land use projections for the Edmond Plan.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
6-0-0	6-0-0	6-0-0	6-0-0	6-0-0	6-0-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Planning & Zoning

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	524,935	571,963	535,034	588,353	598,614	607,062	615,866	624,292
Materials & Supplies	5,734	6,110	6,192	8,850	6,850	7,750	8,850	8,950
Other Services & Charges	20,454	423,246	421,796	29,715	30,715	29,715	29,715	29,715
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	153,331	173,426	173,426	236,491	290,487	266,922	256,660	262,679
TOTAL	704,453	1,174,745	1,136,448	863,409	926,666	911,449	911,091	925,636

DETAIL OF TRANSFERS:

Administrative Support	176,825	190,714	190,714	285,672	285,188	261,486	256,660	257,010
Allocation Credit	(26,666)	(20,410)	(20,410)	(53,243)	-	-	-	-
Insurance Assessment	4,802	4,448	4,448	5,152	5,299	5,436	-	5,669
Allocation Credit	(1,630)	(1,326)	(1,326)	(1,090)	-	-	-	-
	153,331	173,426	173,426	236,491	290,487	266,922	256,660	262,679



**Festival Market Place
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Festival Market Place’s mission is to be a focal point for community life and a setting for cultural and civic activities and special events, which complement the Festival Market Place and its location in the Downtown Edmond business district. The Festival Market Place is home to the Edmond Farmers Market (spring, summer and fall), many City of Edmond-Sponsored and Affiliated events, and can be rented for private functions, such as wedding receptions and customer appreciation events as well.

1.	Provide a high quality Farmers Market that will provide regional produce, Made in Oklahoma items and educate the community on the benefits of buying local.
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STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
0-0-1	0-1-0	0-1-0	0-1-0	0-1-0	0-1-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Festival Marketplace

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	5,429	6,459	5,738	6,459	6,459	6,459	6,459	6,459
Materials & Supplies	302	1,420	1,861	1,370	1,370	1,370	1,370	1,445
Other Services & Charges	24,124	33,075	25,400	31,075	31,175	31,175	31,175	31,175
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	14,897	13,954	13,954	9,319	12,049	12,865	12,375	12,313
TOTAL	44,752	54,908	46,953	48,223	51,053	51,869	51,379	51,392

DETAIL OF TRANSFERS:

Administrative Support	17,910	15,639	15,639	12,647	12,002	12,816	12,324	12,261
Allocation Credit	(3,038)	(1,742)	(1,742)	(3,363)	-	-	-	-
Insurance Assessment	40	69	69	45	47	49	51	52
Allocation Credit	(15)	(12)	(12)	(10)	-	-	-	-
	14,897	13,954	13,954	9,319	12,049	12,865	12,375	12,313



**Building & Fire Code Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Building & Fire Code Services Department exists to promote safe quality living and working conditions to the citizens of Edmond through efficient use of available resources in every aspect of the department. The activities encompassed by the department include

building and trades permitting, plan reviews, and inspections.

1.	Expand on our opportunities for communications with external customers.
2.	Expand communication and cooperation for all our internal customers with emphasis on our top 3 internal customers.
3.	Focus on our reconfiguration of our plan review department and training of three new inspectors.
4.	Continue to explore ways to enhance our customer service through upgrades in our levels of service.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
13	14	14	14	14	14

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Building Services

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	1,056,438	1,177,469	1,129,706	1,237,590	1,274,448	1,311,273	1,346,770	1,379,570
Materials & Supplies	31,247	41,715	38,427	51,415	39,102	41,188	42,482	40,602
Other Services & Charges	53,823	72,301	62,201	99,801	78,801	78,801	78,801	78,801
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	235,243	295,355	295,625	345,362	430,089	416,915	412,162	415,594
TOTAL	1,376,751	1,586,840	1,525,959	1,734,168	1,822,440	1,848,177	1,880,215	1,914,567

DETAIL OF TRANSFERS:

Administrative Support	241,188	255,584	255,854	372,920	371,001	355,550	348,540	349,627
Allocation Credit	(40,529)	(31,880)	(31,880)	(78,824)	-	-	-	-
Fleet Lease Assessment Fees	18,190	19,123	19,123	20,093	20,908	21,765	22,664	23,608
Fleet Transfer-additional fleet	-	30,000	30,000	-	-	-	-	-
Insurance Assessment	13,196	12,164	12,164	22,164	22,864	23,519	24,073	24,630
Allocation Credit	(4,631)	(3,528)	(3,528)	(5,577)	-	-	-	-
Vehicle Maintenance Charges	7,829	13,892	13,892	14,586	15,316	16,081	16,885	17,729
	235,243	295,355	295,625	345,362	430,089	416,915	412,162	415,594



**Downtown Community Center
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Downtown Community Center delivers high quality, cost effective best in class trustworthy service to our customers. The department provides a clean, safe, reasonably priced, and quality rental facility to accommodate City of Edmond related events and functions as well as diverse events and functions held by and for the public and private sectors. The department strives for excellence in customer service and maintains the building in a manner that prompts a positive customer response. The department evaluates written and verbal customer requests for service and facility use as a consideration for future annual budget needs and, as possible, promote those requests which best promote the public interest.

1.	Provide unparalleled customer service to internal and external customers.
2	Improve the performance of the technical staff with at least one job related training course per year.
3	Update rental information on DCC services and provide to Marketing Department for use on the COE website.
4	Promote continuous improvement within the department.
5	Reduce departmental operations & maintenance costs.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
1-1-0	1-1-0	1-1-0	1-1-0	1-1-0	1-1-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Downtown Community Ctr.

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	58,326	80,818	68,026	84,414	86,418	88,253	89,084	89,920
Materials & Supplies	12,719	6,340	6,330	5,481	6,040	5,481	5,481	5,481
Other Services & Charges	27,349	49,375	44,575	45,525	45,525	45,525	45,525	45,525
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	26,766	29,052	29,052	26,340	32,775	32,895	32,534	32,537
TOTAL	125,160	165,585	147,983	161,760	170,758	172,154	172,624	173,463

DETAIL OF TRANSFERS:

Administrative Support	31,141	31,632	31,632	32,496	31,480	31,559	31,163	31,131
Allocation Credit	(4,778)	(3,009)	(3,009)	(7,136)	-	-	-	-
Insurance Assessment	617	605	605	1,252	1,295	1,336	1,371	1,406
Allocation Credit	(214)	(176)	(176)	(272)	-	-	-	-
	26,766	29,052	29,052	26,340	32,775	32,895	32,534	32,537



**Historical Society
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Edmond Historical Society is a 501(c) (3) non-profit organization that was formed in 1983 and incorporated in 1984. It was formed to establish, maintain and operate a local museum of history; to collect, preserve and exhibit artifacts, photographs and documents that interpret the history and development of Edmond and the surrounding area.

PURPOSE OF THE MUSEUM

1.	The Society shall assume the responsibility of all functions of the Museum under the direction of the Board of Directors.
2.	The Museum shall exhibit and interpret the history of Edmond and the surrounding area, shall engage traveling exhibits, and shall offer educations programs, including off-site exhibits.
3.	The Museum collection shall be the sole property of the Society as defined in the collection policy.
4.	The Museum shall be open to the public on an established schedule at a minimum of 120 days a calendar year and closed on legal holidays; shall schedule special events, and shall be staffed by docents, volunteers, and/or staff during open hours.

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Historical Society

FUND: GENERAL FUND

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	194	1,000	1,000	750	750	750	750	750
Direct Contribution-Society	212,113	215,000	215,000	225,750	225,750	225,750	225,750	225,750
Other Services & Charges	34,971	40,000	31,600	37,500	37,500	37,500	37,500	37,500
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	57,649	53,228	53,228	49,042	63,293	72,867	68,541	66,975
TOTAL	304,928	309,228	300,828	313,042	327,293	336,867	332,541	330,975

DETAIL OF TRANSFERS:

Administrative Support	68,984	59,566	59,566	55,956	58,014	67,490	63,081	61,432
Allocation Credit	(17,293)	(11,113)	(11,113)	(10,966)	-	-	-	-
Insurance Assessment	8,813	7,054	7,054	5,174	5,279	5,377	5,460	5,543
Allocation Credit	(2,855)	(2,279)	(2,279)	(1,122)	-	-	-	-
	<u>57,649</u>	<u>53,228</u>	<u>53,228</u>	<u>49,042</u>	<u>63,293</u>	<u>72,867</u>	<u>68,541</u>	<u>66,975</u>

The direct contribution to the Historical Society is shown separately above while the *TOTAL* line represent the complete support provided to the Society and the facilities occupied.



**Edmond Electric
Economic Development Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Edmond Electric Economic Development Fund has been established to stimulate the growth of Edmond's economy by offering services that facilitate the growth and expansion of new and existing businesses and generating opportunities to increase the sales tax base of the City of Edmond. Funding for this activity the past 3 years has been provided by Edmond Electric and the General Fund with the transfer of \$50,000 each annually.

FUND BUDGET SUMMARY

General Fund:
Edmond Electric Economic Development Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	4,622	3,500	4,800					
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	4,622	3,500	4,800	-	-	-	-	-
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	722,667	827,104	827,104	915,904	899,904	899,904	899,904	899,904
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	727,289	830,604	831,904	915,904	899,904	899,904	899,904	899,904

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	185	152,200	16,000	16,000	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	185	152,200	16,000	16,000	-	-	-	-

TRANSFERS:

Transfers In	100,000	100,000	100,000	-	-	-	-	-
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	100,000	100,000	100,000	-	-	-	-	-

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Other Purposes)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	827,104	778,404	915,904	899,904	899,904	899,904	899,904	899,904
TOTAL OTHER USES	827,104	778,404	915,904	899,904	899,904	899,904	899,904	899,904

TOTAL ESTIMATED USES	727,289	830,604	831,904	915,904	899,904	899,904	899,904	899,904
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**Parks & Recreation Special Events Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Parks Special Events Fund tracks activity and fees for special events provided through the Edmond Parks & Recreation Department's Program Division.

FUND BUDGET SUMMARY

General Fund:
Parks Special Events Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Charges for Services	4,877	1,500	100	500	500	500	500	500
Interest	(8)	-	-	-	-	-	-	-
Miscellaneous Revenue	7,480	3,500	6,000	5,000	5,000	5,000	5,000	5,000
Subtotal - Revenues	12,350	5,000	6,100	5,500	5,500	5,500	5,500	5,500
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	873	13,223	13,223	12,823	823	1,323	323	323
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	13,223	18,223	19,323	18,323	6,323	6,823	5,823	5,823

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	1,500	1,500	2,500	-	-	-	-
Other Services & Charges	-	5,000	5,000	15,000	5,000	6,500	5,500	5,500
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	-	6,500	6,500	17,500	5,000	6,500	5,500	5,500

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-							

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Other Purposes)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	13,223	11,723	12,823	823	1,323	323	323	323
TOTAL OTHER USES	13,223	11,723	12,823	823	1,323	323	323	323

TOTAL ESTIMATED USES

TOTAL ESTIMATED USES	13,223	18,223	19,323	18,323	6,323	6,823	5,823	5,823
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DETAIL OF TRANSFERS OUT:

Administrative Support	-	-	-	-	-	-	-	-
General Fund	-	-	-	-	-	-	-	-
Insurance Assessment	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-

Special Revenue - Sub-Directory

Fund Description	46-50
Senior Citizens Fund - Description	51
Senior Citizens Budget - Summary	52
Community Development (CDBG) - Description	53
Community Development (CDBG) Budget Summary	54
Asset Forfeiture Fund – Description	55
Asset Forfeiture – Budget Summary	56
Edmond Fire Department – Description	57
Edmond Fire Department – Budget Summary	58
Police - Description	59
Police – Budget Summary	60
Hospital Sale Trust Fund – Description	61
Hospital Sale Trust Fund – Budget Summary	62
Real Property Fund – Description	63
Real Property Fund – Budget Summary	64
Convention & Visitors Bureau – Description	65
Convention & Visitors Bureau – Budget Summary	66
Ambulatory Services Fund – Description	67
Ambulatory Services Fund – Budget Summary	68

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-SPECIAL REVENUE FUNDS-

SENIOR CITIZENS FUND

The Senior Citizens Fund has been established to account for dedicated revenues received for the benefit of the Senior Center and its patrons which include grants, donations, and other sources. Expenditures of the fund are administratively restricted for the benefit of senior citizen's activities or programs.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

The Community Development Block Grant Fund has been established to account for revenues and expenditures under the Federal Community Development Block Grant Entitlements Program for qualifying low and moderate income citizens of Edmond.

ASSET FORFEITURE FUND

The Asset Forfeiture Fund has been established to account for assets that are equitably distributed by the Drug Enforcement Administration to state and local agencies that directly participate in the law enforcement investigation efforts that leads to the seizure of assets used in criminal activities. The assets received must be used for only law enforcement purposes such as enhancements to future investigations, law enforcement training, equipment, operations and overtime for enforcement activities.

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-SPECIAL REVENUE FUNDS-

PARKS TAX FUND

The Parks Tax Fund has been established to account for operations and facility improvement costs of the City's parks and recreation system. Financing is provided by a permanent one-eighth cent sales tax approved by the voters on September 15, 1992 and expanded in 2000 to include all city parks.

CEMETERY CARE FUND

The Cemetery Care Fund has been established to account for 12.5% of all monies received from the sale of lots and interments in accordance with state law. Monies received must be used to purchase lands for cemeteries and for making capital improvements. Interest earned may be used for improving, caring for, and beautifying cemetery property.

FIRE PUBLIC SAFETY LIMITED TAX FUND

The Fire Public Safety Limited Tax Fund has been established to account for a permanent one-fourth cent sales tax approved by the voters on December 12, 2000. The tax became effective January 1, 2001, for the purpose of providing additional firefighting personnel and equipment, additional firefighting and rescue equipment, competitive compensation and benefits for existing and retired personnel. In addition, effective July 1, 2001, the General Fund transfers 30% of its revenues to this fund which currently come from the following sources: taxes, licenses and permits, fines and forfeitures, charges for services, interest and miscellaneous revenues. All Fire department revenues and expenditures are budgeted and accounted for in this fund.

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-SPECIAL REVENUE FUNDS-

POLICE PUBLIC SAFETY LIMITED TAX FUND

The Police Public Safety Limited Tax Fund has been established to account for a permanent one-eighth cent sales tax approved by the voters on December 12, 2000. The tax became effective January 1, 2001, for the purpose of providing additional commissioned police personnel and equipment, additional equipment for law enforcement purposes, competitive compensation and benefits for existing and retired officers. In addition, effective July 1, 2001, the General Fund transfers 36.8% of its revenues to this fund which currently come from the following sources: taxes, licenses and permits, fines and forfeitures, charges for services, interest and miscellaneous revenues. All Police department revenues and expenditures are budgeted and accounted for in this fund.

ART IN PUBLIC PLACES FUND

The Art in Public Places Fund has been established to account for art acquisitions by the City. A Visual Arts Commission (VAC) was created to develop guidelines and standards for the selection, display and maintenance of art for the City's collection. Financing is provided by donations, investment earnings and other City funds as determined by the City Council.

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-SPECIAL REVENUE FUNDS-

EDMOND ELECTRIC ECONOMIC DEVELOPMENT FUND

The Edmond Electric Economic Development Fund has been established to stimulate the growth of Edmond's economy by offering services that facilitate the growth and expansion of new and existing businesses and generating opportunities to increase the sales tax base of the City of Edmond.

HOSPITAL SALE TRUST FUND

This fund accounts for the proceeds received from the 1981 sale of the Edmond Memorial Hospital. Its only revenue source is interest earnings from the investment of the proceeds. The interest earnings may be used for capital improvements as determined by the City Council and the proceeds may be used for projects only as approved by a vote of the citizens of Edmond.

REAL PROPERTY FUND

The Real Property Fund has been established to accumulate resources for future real property acquisitions of the City. Initially financing was provided by a one-time transfer of \$463,230 reserved for land acquisition in the Capital Improvements Fund. Current funding is being provided by annual transfers from the Hospital Sale Trust Fund.

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-SPECIAL REVENUE FUNDS-

CONVENTION & VISITORS BUREAU FUND

The Convention and Visitors Bureau (CVB) special revenue fund was established to operate the CVB while under the City's control which became effective July 1, 2004 when their contract was not renewed by Edmond's Chamber of Commerce. CVB is completely funded by the 4% hotel/motel tax received by the City in the General Fund. The CVB uses this tax revenue source for the purpose of encouraging, promoting and fostering conventions and tourism for the City of Edmond.

AMBULATORY SERVICES FUND

The Ambulatory Services Fund has been established to accumulate resources for the regional ambulance service, including the TotalCare Program. Initially, these expenses were paid through the General Fund, but in FY09-10, a small fee was added to utility bills for those who elected to participate in the TotalCare Program offered by EMSA.

PARKS SPECIAL EVENTS FUND

The Parks Special Events Fund has been established to account for the various special recreational events put on by the Park Department and paid for by private donations and fees.



**Senior Citizens Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Senior Citizens Fund has been established to account for dedicated revenues received for the benefit of the Senior Center and its patrons which include grants, donations and other sources. Expenditures of the fund are administratively restricted for the benefit of senior citizen's activities or programs.

FUND BUDGET SUMMARY

Senior Citizens Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Charges for Services	1,536	2,116	2,744	2,981	3,134	2,766	2,898	3,029
Interest	1,537	1,500	1,575	1,500	1,500	1,500	1,500	1,500
Miscellaneous Revenue	57,216	58,126	56,174	58,616	60,590	62,562	64,423	66,286
Subtotal - Revenues	60,289	61,742	60,493	63,097	65,224	66,828	68,821	70,815
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	237,971	248,103	248,103	246,371	244,368	244,492	246,220	249,941
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	298,260	309,845	308,596	309,468	309,592	311,320	315,041	320,756
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	5,101	8,150	6,225	8,150	8,150	8,150	8,150	8,150
Other Services & Charges	45,056	56,950	56,000	56,950	56,950	56,950	56,950	56,950
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	50,157	65,100	62,225	65,100	65,100	65,100	65,100	65,100
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-	-	-	-	-	-	-	-
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Other Purposes)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	248,103	244,745	246,371	244,368	244,492	246,220	249,941	255,656
TOTAL OTHER USES	248,103	244,745	246,371	244,368	244,492	246,220	249,941	255,656
TOTAL ESTIMATED USES	298,260	309,845	308,596	309,468	309,592	311,320	315,041	320,756



**Community Development (CDBG)
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Within the Community Development Division of the Planning Department, there are 2 current functions: CDBG and Edmond Rental Housing Education Program. Grant funds pay for the administrative costs for these functions.

1. **Community Development Block Grant (CDBG)** - Each year, the US Department of HUD provides eligible metropolitan cities with Community Development Block Grant (CDBG) funds to revitalize neighborhoods, develop affordable housing, expand economic opportunities and provide public services, principally to benefit low and moderate income persons or households. The amount of the 2014-15 CDBG allocations was \$379,783 and the 2015-16 allocation will be \$386,354. Edmond's 10 CDBG programs benefit more than 2,700 residents per year.
2. **Edmond Rental Housing Education Program** - In conjunction with UCO and Metro Fair Housing of Greater OKC, the city launched the Edmond Rental Housing Education Program to thoroughly educate landlords and tenants about the many facets of leasing a home in Edmond. This program consists of three main components: educational materials, outreach and enforcement.

1.	Eliminate barriers and improve access to affordable, safe, energy efficient, and fair housing.
2.	Provide needed public and social services, especially for those with functional needs
3.	Support neighborhood organization and community
4.	Prevent and eliminate safety hazards and crime in the target area

S T A F F I N G (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
.1-0-0	.1-0-0	.1-0-0	.1-0-0	.1-0-0	.1-0-0

FUND BUDGET SUMMARY

CDBG Fund

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16
ESTIMATED RESOURCES:				
REVENUES:				
Charges for Services	-	-	-	
Inter-governmental **	270,679	476,143	439,937	477,407
Subtotal - Revenues	270,679	476,143	439,937	477,407
OTHER RESOURCES:				
Debt/Loan Proceeds	-	-	-	-
Restricted Prior Year Reserves	375	375	375	-
Committed Prior Year Reserves	-	-	-	-
TOTAL ESTIMATED RESOURCES	271,054	476,518	440,312	477,407

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	52,585	63,169	60,261	66,499
Materials & Supplies	87	800	450	850
Other Services & Charges	212,763	467,004	363,552	387,175
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
TOTAL ESTIMATED COSTS	265,435	530,973	424,263	454,524

TRANSFERS:

Transfers In - General Fund	13,158	-	-	-
Transfers Out (See detail below)	(18,402)	(16,049)	(16,049)	(22,883)
NET TRANSFERS IN (OUT)	(5,244)	(16,049)	(16,049)	(22,883)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-
Committed for Other Purposes	-	-	-	-
Restricted (Reserve for Other Purposes)	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	375	(70,504)	-	-
TOTAL OTHER USES	375	(70,504)	-	-

TOTAL ESTIMATED USES	271,054	476,518	440,312	477,407
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DETAIL OF TRANSFERS OUT:

Administrative Support		21,280	19,188	19,188	27,143
	Allocation Credit	(3,191)	(3,468)	(3,468)	(4,656)
Transfer - General Fund		-	-	-	-
Insurance Assessment		484	470	470	506
	Allocation Credit	(171)	(141)	(141)	(110)
		18,402	16,049	16,049	22,883

** CDBG current FY2012 award amount is \$365,820.

A reduction in next year's grant has been communicated of a 5% reduction.



**Asset Forfeiture Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Asset Forfeiture Fund has been established to account for the Edmond Police Department's share of assets that have been seized. Assets seized can vary from monetary instruments (cash, checks, stocks, bonds, etc.), hauling conveyances (cars, trucks, boats, airplanes, etc.) or any other real property with monetary value. The seizures are the result of a criminal investigation and are divided among all the agencies assisting in the investigation based on their level of involvement. While these have historically been derived from narcotics investigations, they can be initiated on other criminal investigations where the seized property was used in the commission of or was derived from the criminal act.

Asset Forfeiture Funds must be used to increase or supplement the resources of the Edmond Police Department and shall not be used to replace or supplant the normal police department budget. Regulations require that these funds be tracked and the police department must benefit directly from them. The Edmond Police Department completes a Federal Annual Certification Report with the United States Department of the Treasury documenting the activity in this fund.

Acceptable uses of these monies include:

- Activities Calculated to Enhance Future Investigations
- Law Enforcement Training
- Law Enforcement Equipment and Operations
- Law Enforcement Facilities and Equipment
- Overtime for Enforcement Activities

FUND BUDGET SUMMARY

Asset Forfeiture Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
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ESTIMATED RESOURCES:

REVENUES:

Interest	5,504	2,000	4,875	2,000	2,000	2,000	2,000	2,000
Inter-governmental	-	-	-	-	-	-	-	-
Miscellaneous Revenue	47,436	10,000	251,505	25,000	25,000	25,000	25,000	25,000
Subtotal - Revenues	52,940	12,000	256,380	27,000	27,000	27,000	27,000	27,000

OTHER RESOURCES:

Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	860,615	388,048	388,048	529,881	539,181	548,481	557,781	567,081
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	913,554	400,048	644,428	556,881	566,181	575,481	584,781	594,081

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	38,783	12,700	3,500	12,000	12,000	12,000	12,000	12,000
Other Services & Charges	2,679	40,700	37,000	5,700	5,700	5,700	5,700	5,700
Capital Outlay	484,045	74,882	74,047	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	525,506	128,282	114,547	17,700	17,700	17,700	17,700	17,700

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-							

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Other Purposes)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	388,048	271,766	529,881	539,181	548,481	557,781	567,081	576,381
TOTAL OTHER USES	388,048	271,766	529,881	539,181	548,481	557,781	567,081	576,381

TOTAL ESTIMATED USES	913,554	400,048	644,428	556,881	566,181	575,481	584,781	594,081
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DETAIL OF TRANSFERS OUT:

Other Purposes	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-



**Fire Department
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The mission statement of the Edmond Fire Department is “To faithfully provide trustworthy service necessary to safeguard life, health, and the welfare of our community through preparedness, emergency response, prevention, education, and training.” The Edmond Fire Department is dedicated to a unified set of values that define who we are and how we operate. We value Integrity, Professionalism, Trustworthiness, Dedication, and Ethics.

1.	Deliver trustworthy service
2.	Revise and implement standard operating procedures
3.	Revise and implement updated policy manual
4.	Complete Standard of Cover for all hazards emergency response.
5.	Improve communications to better serve the department and community.
6.	Review and implement the department strategic plan including organizational analysis recommendations.
7.	Implement a collaborative CAD and Records Management Systems with Edmond Police and Communications
8.	Develop a contingency plan for the delivery of emergency medical services within the City of Edmond.

PERFORMANCE MEASURES

1.	Evaluate 100% of all call types and response areas within twelve (12) months.
2.	Revise and implement the target hazard identification program within the next six(6) months.
3.	Complete ISO evaluation within the next four (4) months
4.	Decrease fractal response time cumulatively by fifteen (15) percent within twelve (12) months.
5.	Identify mutual and automatic aid opportunities and establish formal agreements for emergency response within six (6) months.
6.	Revise 100% of existing policies and procedures within the next twelve (12) months.
7.	Implement an officer develop/succession plan within nine (9) months.
8.	Implement department wide continuing training plan within the nine (9) months.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
122-0-0	122-0-0	122-0-0	122-0-0	122-0-0	122-0-0

**Currently staffed with 123 of the 124 FT approved positions. Two civilian positions are supervised by Fire and budgeted through Building Services.*

FUND BUDGET SUMMARY

Fire Public Safety Limited Tax Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	4,063,079	3,963,923	4,155,604	4,259,494	4,429,874	4,607,069	4,791,352	4,983,006
Inter-governmental	11,630	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Charges for Services	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Interest	56,953	65,000	61,750	65,000	65,000	65,000	65,000	65,000
Miscellaneous Revenue	67,881	26,273	49,620	39,124	39,531	39,937	40,344	40,750
Subtotal - Revenues	4,205,543	4,061,196	4,272,974	4,369,618	4,540,405	4,718,006	4,902,696	5,094,756
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	917,520	917,520	-	-	-	-	-
Restricted Prior Year Reserves	9,206,148	9,347,277	9,347,277	9,614,278	8,476,110	7,677,835	7,444,664	7,915,141
TOTAL ESTIMATED RESOURCES	13,411,691	14,325,993	14,537,771	13,983,896	13,016,515	12,395,841	12,347,359	13,009,896
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	13,545,704	14,350,988	13,702,829	14,697,721	14,863,913	15,019,412	15,125,902	15,233,786
Materials & Supplies	607,884	1,904,899	1,375,205	1,208,250	1,158,750	1,186,750	1,260,750	1,260,750
Other Services & Charges	647,266	1,072,330	821,563	817,465	765,016	762,678	780,398	780,398
Capital Outlay	394,205	1,543,162	1,446,095	1,054,000	670,000	550,000	355,000	310,000
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	15,195,059	18,871,380	17,345,692	17,777,436	17,457,679	17,518,840	17,522,050	17,584,934
TRANSFERS:								
Transfers In	14,473,012	14,237,278	15,158,047	14,998,728	15,526,634	16,081,011	16,655,024	17,294,768
Transfers Out (See detail below)	(2,424,848)	(2,735,848)	(2,735,848)	(2,729,078)	(3,407,635)	(3,513,349)	(3,565,193)	(3,688,842)
NET TRANSFERS IN (OUT)	12,048,165	11,501,430	12,422,199	12,269,650	12,118,999	12,567,662	13,089,831	13,605,926
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	917,520	-	-	-	-	-	-	-
Restricted (Reserve for Other Purposes)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	9,347,277	6,956,043	9,614,278	8,476,110	7,677,835	7,444,664	7,915,141	9,030,888
TOTAL OTHER USES	10,264,797	6,956,043	9,614,278	8,476,110	7,677,835	7,444,664	7,915,141	9,030,888
TOTAL ESTIMATED USES	13,411,691	14,325,993	14,537,771	13,983,896	13,016,515	12,395,841	12,347,359	13,009,896
DETAIL OF TRANSFERS OUT:								
Administrative Support	1,350,390	1,460,161	1,460,161	1,517,813	1,527,565	1,558,055	1,533,304	1,536,267
Allocation Credit	(191,455)	(230,923)	(230,923)	(353,086)	-	-	-	-
Fleet Lease Assessment Fees	453,386	687,744	687,744	816,751	910,230	969,157	1,032,018	1,138,844
Fleet Transfer for additional fleet	1,700	-	-	-	-	-	-	-
Insurance Assessment	934,616	949,331	949,331	702,435	719,840	736,137	749,871	763,731
Allocation Credit	(317,535)	(295,465)	(295,465)	(204,835)	-	-	-	-
Vehicle Maintenance Charges	193,746	165,000	165,000	250,000	250,000	250,000	250,000	250,000
	2,424,848	2,735,848	2,735,848	2,729,078	3,407,635	3,513,349	3,565,193	3,688,842

Footnote: Oklahoma Fire Pension and Retirement System participating employer Net Pension Liability as of 6/30/2014 has been allocated to Edmond in the amount of \$36,628,970.



**Police Department
2015-2016
Department Summary**

DEPARTMENTAL DESCRIPTION

The mission of the Edmond Police Department is: *“Trustworthy Service”*. We work hard to maintain a good relationship with the community, which in turn allows us to provide a higher degree of service. Some of the ways we do this is with Community Oriented Policing and the Citizen’s Police Academy. Through these venues the citizens can begin to get an understanding of the complexities encountered policing the City of Edmond. The citizens get to know the Officers and feel they have someone they can call if they have problems or a question. This cooperation and trust is critical to accomplishing the mission.

GOALS

1.	Provide a Safe Community Environment
2.	Deliver Trustworthy Service
3.	Maintain High Levels of Professionalism
4.	Expand Community Partnerships

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
157-0-0	159-0-0	159-0-0	161-0-0	162-0-0	164-0-0

**Includes Special Services, Patrol, Investigations, and Animal Welfare.*

FUND BUDGET SUMMARY

Police Public Safety Limited Tax Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	2,031,539	1,981,962	2,089,701	2,141,944	2,249,041	2,361,493	2,479,567	2,603,546
Inter-governmental	145,663	140,500	140,500	150,000	150,000	150,000	150,000	150,000
Licenses & Permits	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Charges for Services	-	2,559	2,250	3,000	3,000	3,000	3,000	3,000
Interest	31,406	35,000	29,875	35,000	35,000	35,000	35,000	35,000
Miscellaneous Revenue	56,150	33,331	82,338	25,000	25,000	25,000	25,000	25,000
Subtotal - Revenues	2,264,758	2,193,352	2,344,664	2,354,944	2,462,041	2,574,493	2,692,567	2,816,546
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Committed for Other Purposes	200,000	200,000	200,000	275,000	350,000	425,000	500,000	575,000
Restricted Prior Year Reserves	5,264,404	6,416,873	6,416,873	7,066,117	5,830,505	4,508,692	3,580,226	3,160,087
TOTAL ESTIMATED RESOURCES	7,729,162	8,810,225	8,961,537	9,696,061	8,642,546	7,508,185	6,772,794	6,551,633
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	13,932,698	16,073,915	14,459,774	16,411,237	16,619,601	16,859,169	17,068,746	17,318,370
Materials & Supplies	776,328	1,563,874	1,141,451	1,050,832	864,404	889,640	928,198	999,680
Other Services & Charges	318,737	502,334	329,410	586,245	611,329	636,415	661,505	686,595
Capital Outlay	139,477	300,443	293,989	48,000	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	15,167,240	18,440,567	16,224,624	18,096,314	18,095,334	18,385,224	18,658,449	19,004,645
TRANSFERS:								
Transfers In	17,753,562	17,464,394	18,593,871	18,398,440	19,046,005	19,726,041	20,430,163	21,214,915
Transfers Out (See detail below)	(3,698,611)	(4,056,986)	(3,989,667)	(3,817,681)	(4,659,525)	(4,768,775)	(4,809,421)	(4,887,954)
NET TRANSFERS IN (OUT)	14,054,951	13,407,408	14,604,204	14,580,759	14,386,480	14,957,266	15,620,742	16,326,961
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	200,000	275,000	275,000	350,000	425,000	500,000	575,000	650,000
Restricted (Reserve for Other Purposes)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	6,416,873	3,502,066	7,066,117	5,830,505	4,508,692	3,580,226	3,160,087	3,223,949
TOTAL OTHER USES	6,616,873	3,777,066	7,341,117	6,180,505	4,933,692	4,080,226	3,735,087	3,873,949
TOTAL ESTIMATED USES	7,729,162	8,810,225	8,961,537	9,696,061	8,642,546	7,508,185	6,772,794	6,551,633
DETAIL OF TRANSFERS OUT:								
Administrative Support	2,981,081	3,023,586	3,023,586	3,073,647	3,097,937	3,155,171	3,144,659	3,170,517
Allocation Credit	(393,833)	(304,253)	(304,253)	(612,620)	-	-	-	-
Fleet Lease Assessment Fees	411,971	462,388	462,388	519,848	545,840	573,132	601,789	631,878
Fleet Transfer for additional fleet	-	130,000	130,000	-	-	-	-	-
Insurance Assessment	548,780	518,476	518,476	588,068	570,053	617,472	629,473	641,559
Allocation Credit	(182,215)	(163,711)	(163,711)	(153,262)	33,195	-	-	-
Vehicle Maintenance Charges	332,827	390,500	323,181	402,000	412,500	423,000	433,500	444,000
	3,698,611	4,056,986	3,989,667	3,817,681	4,659,525	4,768,775	4,809,421	4,887,954

Footnote: Oklahoma Police Pension and Retirement System participating employer Net Pension Liability as of 6/30/2014 has been allocated to Edmond in the amount of \$1,016,693



**Hospital Sale Trust Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

This fund accounts for the proceeds received from the 1981 sale of the Edmond Memorial Hospital. Its only revenue source is interest earnings from the investment of the proceeds. The interest earnings may be used for capital improvements as determined by the City Council and the proceeds may be used for projects only as approved by a vote of the citizens of Edmond.

FUND BUDGET SUMMARY

Hospital Sale Trust Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest and Investment Income	13,549	15,000	5,000	2,000	2,200	2,750	3,500	5,000
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	13,549	15,000	5,000	2,000	2,200	2,750	3,500	5,000
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	25,000	75,000	2,007,500	5,000,000	-	-
Restricted Prior Year Reserves	8,062,319	8,073,868	8,073,868	1,221,668	1,296,468	3,303,968	8,304,518	8,305,818
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	8,075,868	8,088,868	8,103,868	1,298,668	3,306,168	8,306,718	8,308,018	8,310,818

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	2,000	2,000	2,200	2,200	2,200	2,200	2,200	2,200
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service: Revenue Loan Note	-	7,000,000	6,880,000	-	-	-	-	-
TOTAL ESTIMATED COSTS	2,000	7,002,000	6,882,200	2,200	2,200	2,200	2,200	2,200

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-							

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	8,073,868	1,086,868	1,221,668	1,296,468	3,303,968	8,304,518	8,305,818	8,308,618
TOTAL OTHER USES	8,073,868	1,086,868	1,221,668	1,296,468	3,303,968	8,304,518	8,305,818	8,308,618
TOTAL ESTIMATED USES	8,075,868	8,088,868	8,103,868	1,298,668	3,306,168	8,306,718	8,308,018	8,310,818

DETAIL OF TRANSFERS OUT:

Other Purposes - Real Property Fund	-	-	-	-	-	-	-	-
2012 Public Safety Center Fund	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-

Debt Service: Revenue Loan Note relates to the Public Safety Center vote to borrow funds from the Hospital Trust.



**Real Property Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Real Property Fund has been established to accumulate resources for future real property acquisitions of the City. Initially financing was provided by a one-time transfer of \$463,230 reserved for land acquisition in the Capital Improvements Fund. Current funding is being provided by annual transfers from the Hospital Sale Trust Fund.

FUND BUDGET SUMMARY

Real Property Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	2,646	1,500	750	1,000	-	-	-	-
Miscellaneous Revenue					-	-	-	-
Subtotal - Revenues	2,646	1,500	750	1,000	-	-	-	-
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	402,159	152,528	152,528	153,238	-	-	-	-
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	404,805	154,028	153,278	154,238	-	-	-	-
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	100	75	40	75	-	-	-	-
Capital Outlay	252,177	100,000	-	154,163	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	252,277	100,075	40	154,238	-	-	-	-
TRANSFERS:								
Transfers In		-	-	-	-	-	-	-
Transfers Out (See detail below)		-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-	-	-	-	-	-	-	-
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	152,528	53,953	153,238	-	-	-	-	-
TOTAL OTHER USES	152,528	53,953	153,238	-	-	-	-	-
TOTAL ESTIMATED USES	404,805	154,028	153,278	154,238	-	-	-	-



**Convention & Visitors Bureau
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

As a City of Edmond agency, the strategic planning process established the mission of the Edmond Convention & Visitors Bureau (ECVB) as *“Serving the Community by Promoting Destination Edmond.”* That same process established the vision of the ECVB as follows:

“Promote Edmond Events, Amenities and Attractions outside of the Edmond community and to Facilitate Positive Visitor Experiences for tourists, convention and sporting event attendees, potential visitors as well as Edmond residents in order to become recognized as an established premier travel destination in this region.”

The City of Edmond has recognized the core values of Customer Service, Integrity, Teamwork, Accountability, Professionalism, Communication and Innovation as defining the internal culture of our organization. These guiding principles are incorporated in all ECVB activities, goals and strategies.

1.	Work to bring a convention center and full service hotel to Edmond.
2.	Bring Conferences & Group business to Edmond
3.	Develop new group business by administration of the grant & event support program
4.	Work towards Edmond being perceived as a travel destination
5.	Work with community organizations and travel industry business partners to promote Edmond activities and amenities
6.	Develop & Maintain adequate staffing and accountability to be fully integrated with all COE processes

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
3-0-0	3-0-0	3-1-0	4-0-0	4-0-0	4-1-0

FUND BUDGET SUMMARY

Convention & Visitors Bureau Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	443,663	448,000	431,055	476,000	481,000	496,000	498,000	517,000
Interest	515	500	535	500	500	500	500	500
Miscellaneous Revenue	19,756	10,000	28,215	18,000	18,000	18,000	18,000	31,000
Subtotal - Revenues	463,934	458,500	459,805	494,500	499,500	514,500	516,500	548,500
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	79,134	111,755	111,755	92,651	80,093	49,440	20,680	(6,743)
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	543,068	570,255	571,560	587,151	579,593	563,940	537,180	541,757

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	195,109	211,309	198,367	224,928	230,611	236,227	239,808	243,326
Materials & Supplies	3,879	10,825	9,800	13,525	15,675	14,775	11,825	11,825
Other Services & Charges	189,794	198,564	213,875	215,050	216,250	221,950	223,400	225,926
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	388,782	420,698	422,042	453,503	462,536	472,952	475,033	481,077

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(42,531)	(56,867)	(56,867)	(53,555)	(67,617)	(70,308)	(68,890)	(68,799)
NET TRANSFERS IN (OUT)	(42,531)	(56,867)	(56,867)	(53,555)	(67,617)	(70,308)	(68,890)	(68,799)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	111,755	92,690	92,651	80,093	49,440	20,680	(6,743)	(8,119)
TOTAL OTHER USES	111,755	92,690	92,651	80,093	49,440	20,680	(6,743)	(8,119)

TOTAL ESTIMATED USES	543,068	570,255	571,560	587,151	579,593	563,940	537,180	541,757
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DETAIL OF TRANSFERS OUT:

General Fund	-	-	-	-	-	-	-	-
Administrative Support	49,123	61,640	61,640	66,269	65,172	67,791	66,313	66,161
Allocation Credit	(8,075)	(6,421)	(6,421)	(14,576)	-	-	-	-
Insurance Assessment	2,237	2,360	2,360	2,369	2,445	2,517	2,577	2,638
Allocation Credit	(754)	(712)	(712)	(507)	-	-	-	-
	42,531	56,867	56,867	53,555	67,617	70,308	68,890	68,799



**Ambulatory Services Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Ambulatory Services Fund provides funding of the City of Edmond's Ambulance Services through the regional Emergency Medical Services Authority (EMSA). It primarily covers those citizens who have elected to participate in the TotalCare Program which began in FY09-10.

FUND BUDGET SUMMARY

Ambulatory Services Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
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ESTIMATED RESOURCES:

REVENUES:

Charges for Services	931,947	924,996	915,000	900,000	905,000	910,000	915,000	920,000
Interest	1,146	500	1,500	1,200	1,000	800	500	500
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	933,094	925,496	916,500	901,200	906,000	910,800	915,500	920,500

OTHER RESOURCES:

Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	295,573	302,809	302,809	430,077	509,747	529,517	502,293	430,829
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	1,228,667	1,228,305	1,219,309	1,331,277	1,415,747	1,440,317	1,417,793	1,351,329

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	9,164	10,000	8,434	10,000	10,000	10,000	10,000	10,000
Other Services & Charges	916,693	962,523	739,684	775,765	833,115	884,012	933,482	984,256
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	925,858	972,523	748,118	785,765	843,115	894,012	943,482	994,256

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	-	(41,114)	(41,114)	(35,765)	(43,115)	(44,012)	(43,482)	(44,256)
NET TRANSFERS IN (OUT)	-	(41,114)	(41,114)	(35,765)	(43,115)	(44,012)	(43,482)	(44,256)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	302,809	214,668	430,077	509,747	529,517	502,293	430,829	312,817
TOTAL OTHER USES	302,809	214,668	430,077	509,747	529,517	502,293	430,829	312,817

TOTAL ESTIMATED USES	1,228,667	1,228,305	1,219,309	1,331,277	1,415,747	1,440,317	1,417,793	1,351,329
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DETAIL OF TRANSFERS OUT:

Administrative Support	-	44,716	44,716	43,596	43,115	44,012	43,482	44,256
Insurance Assessment	-	(3,602)	(3,602)	(7,831)	-	-	-	-
	-	41,114	41,114	35,765	43,115	44,012	43,482	44,256

Capital Project Funds - Sub-Directory

Capital Improvement Fund – Description	69
Capital Improvement Fund - Summary	70
Roadway Improvement Fund - Description	71
Roadway Improvement Fund - Budget Summary	72
1996 Capital Improvement Tax Fund – Description	73
1996 Capital Improvement Tax Fund – Budget Summary	74
Art In Public Places Fund – Description	75
Art In Public Places Fund – Budget Summary	76
Cemetery Care Fund – Description	77
Cemetery Care Fund – Budget Summary	78
Park Tax Fund – Description	79
Park Tax Fund – Budget Summary	80
2000 Capital Improvement Tax Fund – Description	81
2000 Capital Improvement Tax Fund – Budget Summary	82
2012 Public Safety Center-Capital Imp. Tax Fund – Description	83
2012 Public Safety Center-Capital Imp. Tax Fund – Budget Summary	84



**Capital Improvement Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Capital Improvements Fund has been established to account for major capital improvements and ADA (Americans with Disability Act) projects that are financed by the General Fund and other designated sources.

FUND BUDGET SUMMARY

Capital Improvements Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
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ESTIMATED RESOURCES:

REVENUES:

Interest	4,104	2,500	10,000	2,500	2,500	2,500	2,500	2,500
Miscellaneous Revenue	-	75,000	-	-	-	-	-	-
Subtotal - Revenues	4,104	77,500	10,000	2,500	2,500	2,500	2,500	2,500

OTHER RESOURCES:

Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	764,912	1,296,831	1,296,831	607,410	349,760	192,110	34,460	(23,190)
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	769,016	1,374,331	1,306,831	609,910	352,260	194,610	36,960	(20,690)

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Other Services & Charges	210	150	250	150	150	150	150	150
Capital Outlay:								
General Government	209,641	690,061	630,083	100,000	-	-	-	-
Streets and Highways	93,918	223,604	119,275	260,000	260,000	260,000	260,000	260,000
Parks & Recreation	45,200	200,000	199,813	-	-	-	-	-
TOTAL ESTIMATED COSTS	348,969	1,113,815	949,421	360,150	260,150	260,150	260,150	260,150

TRANSFERS:

Transfers In	876,784	665,000	250,000	100,000	100,000	100,000	200,000	200,000
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	876,784	665,000	250,000	100,000	100,000	100,000	200,000	200,000

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	1,296,831	925,516	607,410	349,760	192,110	34,460	(23,190)	(80,840)
Restricted (Reserve for Specific Fund Purposes)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	1,296,831	925,516	607,410	349,760	192,110	34,460	(23,190)	(80,840)

TOTAL ESTIMATED USES	769,016	1,374,331	1,306,831	609,910	352,260	194,610	36,960	(20,690)
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DETAIL OF TRANSFERS OUT:

Other Purposes-General Fund	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-



**Roadway Improvements Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Roadway Improvements Fund has been established to account for street construction and improvement projects as approved by the voters on May 10, 1994. The improvements were financed by a temporary seven-eight cent sales tax totaling \$2,495,703. The remaining funds are planned to be expended in the Budget year for street improvements.

FUND BUDGET SUMMARY

Roadway Improvement Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	68	100	65					
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	68	100	65	-	-	-	-	-
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	10,786	10,852	10,852	-	-	-	-	-
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	10,855	10,952	10,917	-	-	-	-	-
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	3	-	-	-	-	-	-	-
Capital Outlay - Streets and Highways	-	10,994	10,917	-	-	-	-	-
TOTAL ESTIMATED COSTS	3	10,994	10,917	-	-	-	-	-
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-	-	-	-	-	-	-	-
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	10,852	(42)	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	10,852	(42)	-	-	-	-	-	-
TOTAL ESTIMATED USES	10,855	10,952	10,917	-	-	-	-	-



**1996 Capital Improvements Tax Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The 1996 Capital Improvements Tax Fund was established to account for various capital improvements recommended by the Citizens Capital Improvements Planning Committee and approved by the voters on August 27, 1996. The improvements were financed by a three-fourths cent sales tax for a five year period beginning November 1, 1996. Funded from the tax were street improvements, radio communication system and computer aided dispatch, water treatment plant expansion, library expansion, senior citizen center, and a city wide sidewalk project. This sales tax was replaced by the 2000 Capital Improvement Tax.

FUND BUDGET SUMMARY

1996 Capital Improvement Tax Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	3,911	2,000	1,500		-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	3,911	2,000	1,500	-	-	-	-	-
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	551,075	236,153	236,153	-	-	-	-	-
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	554,986	238,153	237,653	-	-	-	-	-

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Other Services & Charges	108	150	65		-	-	-	-
Capital Outlay:								
Street and Highways	318,726	243,933	237,588					
Parks and Recreation	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	318,833	244,083	237,653	-	-	-	-	-

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-							

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	236,153	(5,930)	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	236,153	(5,930)	-	-	-	-	-	-
TOTAL ESTIMATED USES	554,986	238,153	237,653	-	-	-	-	-

DETAIL OF TRANSFERS OUT:

Other Purposes - Art in Public Places Fund	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-



**Art In Public Places (VAC)
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Ordinance purpose is to provide means to fund the acquisition of works of art by the City and which art shall be in the City's collection, to create a Visual Arts Commission, to provide a means to select works of art for the collection, to provide for the display of the collection, and to provide for the maintenance and repair of the works of art in the collection (Ord.2653, 1, Oct.8, 2001).

GOALS

1.	Control methods of selection of art objects and appropriate locations for display.
2.	Identify and preserve art objects that may be displayed in public places.
3.	Build partnerships with private and corporate entities to purchase artwork.

FUND BUDGET SUMMARY

Art in Public Places Fund

FY 11-12

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	372	500	285	350	350	350	350	350
Miscellaneous Revenue - Donations	175,166	103,000	11,095	103,000	3,000	3,000	3,000	3,000
Subtotal - Revenues	175,537	103,500	11,380	103,350	3,350	3,350	3,350	3,350
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	67,855	208,975	208,975	41,592	34,015	14,224	7,546	(6,810)
Committed Prior Year Reserves	-	16,327	16,327	16,327	17,757	19,642	23,486	25,436
TOTAL ESTIMATED RESOURCES	243,393	328,802	236,682	161,269	55,122	37,216	34,383	21,977

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	35	25	10	25	25	25	25	25
Other Services & Charges	13,639	24,000	13,600	24,000	20,000	20,000	15,000	15,000
Capital Outlay	283,853	542,050	477,708	200,000	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	297,528	566,075	491,318	224,025	20,025	20,025	15,025	15,025

TRANSFERS:

Transfers In	283,851	265,138	314,555	126,000	14,500	29,573	15,000	12,000
Transfers Out (See detail below)	(4,414)	(760)	(2,000)	(11,472)	(15,731)	(15,731)	(15,731)	(15,731)
NET TRANSFERS IN (OUT)	279,437	264,378	312,555	114,528	(1,231)	13,842	(731)	(3,731)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	16,327	18,384	16,327	17,757	19,642	23,486	25,436	26,996
Restricted (Reserve for Capital Improvements)	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	208,975	8,721	41,592	34,015	14,224	7,546	(6,810)	(23,776)
TOTAL OTHER USES	225,302	27,105	57,919	51,772	33,866	31,033	18,627	3,221
TOTAL ESTIMATED USES	243,393	328,802	236,682	161,269	55,122	37,216	34,383	21,977

DETAIL OF TRANSFERS OUT:

Administrative Support	2,393	760	2,000	1,000	1,000	1,000	1,000	1,000
Allocation Credit	-	-	-	-	-	-	-	-
Insurance Assessment	3,031	-	-	14,731	14,731	14,731	14,731	14,731
Allocation Credit	(1,010)	-	-	(4,259)	-	-	-	-
	4,414	760	2,000	11,472	15,731	15,731	15,731	15,731



**Cemetery Care Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Cemetery Care Fund has been established to account for 12.5% of all monies received from the sale of lots and interments in accordance with state law. Monies received must be used to purchase lands for cemeteries and for making capital improvements. Interest earned may be used for improving, caring for and beautifying cemetery property.

FUND BUDGET SUMMARY

Cemetery Care Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
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ESTIMATED RESOURCES:

REVENUES:

Charges for Services	21,815	14,756	20,783	19,449	19,868	20,286	20,705	21,124
Interest	658	600	722	600	600	600	600	600
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	22,473	15,356	21,505	20,049	20,468	20,886	21,305	21,724

OTHER RESOURCES:

Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	103,819	126,265	126,265	147,740	167,714	188,106	208,918	230,148
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	126,292	141,621	147,770	167,789	188,181	208,993	230,223	251,872

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	27	50	30	75	75	75	75	75
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	27	50	30	75	75	75	75	75

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-							

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Specific Fund Purposes)	126,265	141,571	147,740	167,714	188,106	208,918	230,148	251,797
TOTAL OTHER USES	126,265	141,571	147,740	167,714	188,106	208,918	230,148	251,797

TOTAL ESTIMATED USES

TOTAL ESTIMATED USES	126,292	141,621	147,770	167,789	188,181	208,993	230,223	251,872
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DETAIL OF TRANSFERS OUT:

Other Purposes	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-



**Park Tax Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Park Tax Fund is a dedicated 1/8 cent City sales tax for operations and improvements within the Parks & Recreation Department and its various divisions such as Arcadia Lake, KickingBird Golf & Tennis and our sports partners—such as EASI, Edmond Soccer, Rodeo, Adult Softball, Lacrosse benefit from this funding source.

FUND BUDGET SUMMARY

Parks Tax Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	2,031,539	1,985,686	2,089,701	2,141,944	2,249,041	2,361,493	2,479,567	2,603,546
Inter-governmental	-	70,000	70,000	-	-	-	-	-
Interest	10,506	10,000	11,200	10,000	10,000	10,000	10,000	10,000
Miscellaneous Revenue	31,233	56,000	56,500	56,000	56,000	56,000	56,000	56,000
Subtotal - Revenues	2,073,279	2,121,686	2,227,401	2,207,944	2,315,041	2,427,493	2,545,567	2,669,546
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	1,488,770	1,688,866	1,688,866	552,063	354,068	1,010,324	953,570	975,541
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	3,562,048	3,810,552	3,916,267	2,760,007	2,669,108	3,437,817	3,499,137	3,645,087

ESTIMATED USES

DIRECT COSTS BY FUNCTION:								
Personal Services	336,745	348,741	342,903	363,775	370,838	377,382	382,154	386,665
Materials & Supplies	37,611	50,720	50,720	50,720	50,720	50,720	50,720	50,720
Other Services & Charges	469,383	449,916	415,654	463,094	430,094	430,094	430,094	430,094
Capital Outlay	805,862	2,714,831	2,499,505	1,480,000	760,000	1,560,000	1,600,000	1,200,000
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	1,649,602	3,564,208	3,308,782	2,357,589	1,611,652	2,418,196	2,462,968	2,067,479
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(223,581)	(47,611)	(55,422)	(48,350)	(47,132)	(66,051)	(60,628)	(57,779)
NET TRANSFERS IN (OUT)	(223,581)	(47,611)	(55,422)	(48,350)	(47,132)	(66,051)	(60,628)	(57,779)
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	1,688,866	198,733	552,063	354,068	1,010,324	953,570	975,541	1,519,829
Restricted (Reserve for Specific Fund Purposes)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	1,688,866	198,733	552,063	354,068	1,010,324	953,570	975,541	1,519,829
TOTAL ESTIMATED USES	3,562,048	3,810,552	3,916,267	2,760,007	2,669,108	3,437,817	3,499,137	3,645,087

DETAIL OF TRANSFERS OUT:

Administrative Support	34,523	37,126	37,126	35,818	34,100	35,611	34,438	34,254
Allocation Credit	(6,163)	(5,656)	(5,656)	(7,807)	-	-	-	-
Art in Public Places Fund	-	7,000	14,811	11,000	2,500	19,573	15,000	12,000
Fleet Lease Assessment Fund	3,522	3,627	3,627	3,809	3,999	4,199	4,409	4,629
Insurance Assessment	4,831	4,346	4,346	3,889	4,033	4,168	4,281	4,396
Allocation Credit	(1,646)	(1,332)	(1,332)	(859)	-	-	-	-
Vehicle Maintenance Fund	1,414	2,500	2,500	2,500	2,500	2,500	2,500	2,500
2000 Capital Improvement Tax Fund	87,100	-	-	-	-	-	-	-
Arcadia Lake Fund	-	-	-	-	-	-	-	-
Golf Course Fund	100,000	-	-	-	-	-	-	-
	223,581	47,611	55,422	48,350	47,132	66,051	60,628	57,779



**2000 Capital Improvements Tax Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The 2000 Capital Improvements Tax Fund has been established to account for capital improvements as recommended to the City Council by the Capital Financing Task Force. The improvements are being financed by a permanent three-fourths cent sales tax approved by the voters December 12, 2000. In addition, this fund accounts for payment of principal and interest due each year on the outstanding balance of sales tax revenue bonds. There are five bond issues outstanding with total indebtedness of \$67,346,392.

Bond Issues

	Issues	Issue Amount	Principal Balance 6/30/2014	Final Maturity
1.	2001 Sales Tax Revenue Bonds	20,000,000	*	*
2.	2003 Sales Tax Revenue Bonds	20,000,000	*	*
3.	2004 Sales Tax Revenue Bonds	20,000,000	*	*
4.	2005 Sales Tax Revenue Bonds	30,000,000	21,230,000	*
5.	2010 Sales Tax Revenue Bonds	13,900,000	9,735,000	7/01/2021
6.	2012 Sales Tax Revenue Bonds	13,255,000	11,855,000	7/1/2023
7.	2013 Sales Tax Revenue Bonds	13,710,000	12,490,000	7/1/2023
8.	2014 Sales/Utility System Revenue Refinancing Bonds	12,644,906	12,511,392	7/1/2024
9.	2014B Sales Tax Refinancing Bonds	20,755,000	*	7/1/2026

* 2001 Sales Tax Revenue Bond was refinanced to the 2010 Sales Tax Revenue Bond with same final maturity.

* 2003 Sales Tax Revenue Bond was refinance to the 2012 Sales Tax Revenue Bond with same final maturity.

* 2004 Sales Tax Revenue Bond was refinanced to the 2014 Sales Tax/Utility System Refinancing Revenue Bond with same final maturity.

* 2005 Sales Tax Revenue Bond was refinanced to the 2014B Sales Tax Refinancing Revenue Bond with the same final maturity.

FUND BUDGET SUMMARY

2000 Capital Improvement Tax Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	12,189,236	11,891,956	12,457,998	12,769,448	13,280,226	13,811,435	14,363,892	14,938,448
Inter-governmental	4,456,449	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Interest	515,412	550,000	478,000	350,000	300,000	300,000	300,000	300,000
Miscellaneous Revenue	5,726,289	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Subtotal - Revenues	22,887,387	12,501,956	12,995,998	13,179,448	13,640,226	14,171,435	14,723,892	15,298,448
OTHER RESOURCES:								
Debt/Loan Proceeds	12,644,906	-	23,222,717	-	-	-	-	-
Restricted Prior Year Reserves	35,358,478	31,835,782	31,835,782	18,638,460	12,594,043	12,775,507	14,812,316	12,960,645
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	70,890,770	44,337,738	68,054,497	31,817,908	26,234,269	26,946,942	29,536,208	28,259,093

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Materials & Supplies	72	200	200	200	200	200	200	200
Other Services & Charges	195,333	35,000	20,000	35,000	30,000	35,000	30,000	35,000
Capital Outlay:								
Street/Highways	9,685,293	14,579,319	10,425,461	10,351,000	4,534,000	3,208,000	7,643,000	2,320,000
Parks and Recreation	7,193,355	3,870,257	4,106,400	-	-	-	-	-
Public Safety	-	-	-	-	-	-	-	-
Economic Development	860,765	5,242,585	5,242,585	-	-	-	-	-
General Government	-	-	300,000	300,000	300,000	300,000	300,000	300,000
Community Development	191,530	446,868	446,900	-	-	-	-	-
Debt Service:								
Principal Retirement	5,988,514	6,075,000	5,193,282	6,364,848	6,529,305	6,701,393	6,956,633	7,194,765
Interest	2,509,629	2,462,553	2,333,240	2,078,881	1,911,533	1,732,913	1,496,060	1,249,816
Issuance Fees	-	250,000	283,545	-	-	-	-	-
ED Debt Service (P&I)	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	26,624,493	32,961,782	28,351,613	19,129,929	13,305,038	11,977,506	16,425,893	11,099,781

TRANSFERS:

Transfers In	87,100	-	-	-	-	-	-	-
Transfers Out (See detail below)	(12,517,595)	(54,668)	(21,064,424)	(93,936)	(153,724)	(157,120)	(149,670)	(154,138)
NET TRANSFERS IN (OUT)	(12,430,495)	(54,668)	(21,064,424)	(93,936)	(153,724)	(157,120)	(149,670)	(154,138)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	75,000	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	23,757,242	3,491,695	10,919,874	4,875,457	5,056,920	7,093,729	5,242,059	9,286,588
Restricted (Reserve for Specific Fund Purposes)	8,003,540	7,829,593	7,718,587	7,718,587	7,718,587	7,718,587	7,718,587	7,718,587
TOTAL OTHER USES	31,835,782	11,321,288	18,638,460	12,594,043	12,775,507	14,812,316	12,960,645	17,005,174

TOTAL ESTIMATED USES	70,890,770	44,337,738	68,054,497	31,817,908	26,234,269	26,946,942	29,536,208	28,259,093
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DETAIL OF TRANSFERS OUT:

Other Purposes - Art in Public Places Fund	93,038	-	194,000	-	12,000	10,000	-	-
Transfers-Debt Refinance	12,376,173	-	20,815,756	-	-	-	-	-
Other Purposes - Real Property Fund	-	-	-	-	-	-	-	-
Administrative Support	51,565	60,179	60,179	98,574	141,724	147,120	149,670	154,138
Allocation Credit	(3,181)	(5,511)	(5,511)	(4,638)	-	-	-	-
	12,517,595	54,668	21,064,424	93,936	153,724	157,120	149,670	154,138



**2012 Public Safety Center -Capital
Improvements Tax Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The 2012 Public Safety Center -Capital Improvements Tax Fund was established to account for the capital construction costs of a new Public Safety Center. The improvements are being financed by a 5-year one-half cent sales tax approved by the voters October 11th, 2011.

The one-half cent sales tax began April 1st, 2012 and will end March 31st, 2017.

FUND BUDGET SUMMARY

2012 Public Safety Center - Capital Improvement Tax Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	8,126,158	7,890,810	8,305,171	8,512,800	7,836,121	-	-	-
Inter-governmental	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-
Interest	59,933	25,000	30,000	15,000	10,000	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	8,186,090	7,915,810	8,335,171	8,527,800	7,846,121	-	-	-
OTHER RESOURCES:								
Debt/Loan Proceeds	-	7,000,000	6,880,000	-	-	-	-	-
Restricted Prior Year Reserves	8,287,763	7,292,393	7,292,393	161,340	1,917,881	7,647,570	2,537,373	2,426,634
Committed Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	16,473,854	22,208,203	22,507,564	8,689,140	9,764,002	7,647,570	2,537,373	2,426,634

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Materials & Supplies	26	-	-	-	-	-	-	-
Other Services & Charges	251,095	240,736	200,000	600,000	-	-	-	-
Capital Outlay:								
Street/Highways	-	-	-	-	-	-	-	-
Public Safety	8,903,139	40,418,330	22,000,000	6,000,000	-	-	-	-
General Government	-	-	-	-	-	-	-	-
Debt Service:								
Principal Retirement	-	-	25,000	75,000	2,007,500	5,000,000	-	-
Interest	-	-	-	-	-	-	-	-
Issuance Fees	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	9,154,261	40,659,067	22,225,000	6,675,000	2,007,500	5,000,000	-	-

TRANSFERS:

Transfers In	10,000	-	-	-	-	-	-	-
Transfers Out (See detail below)	(37,200)	(121,224)	(121,224)	(96,259)	(108,932)	(110,197)	(110,739)	(112,394)
NET TRANSFERS IN (OUT)	(27,200)	(121,224)	(121,224)	(96,259)	(108,932)	(110,197)	(110,739)	(112,394)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Committed for Other Purposes	-	-	-	-	-	-	-	-
Restricted (Reserve for Capital Improvements)	7,292,393	(18,572,088)	161,340	1,917,881	7,647,570	2,537,373	2,426,634	2,314,240
Restricted (Reserve for Specific Fund Purposes)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	7,292,393	(18,572,088)	161,340	1,917,881	7,647,570	2,537,373	2,426,634	2,314,240

TOTAL ESTIMATED USES

TOTAL ESTIMATED USES	16,473,854	22,208,203	22,507,564	8,689,140	9,764,002	7,647,570	2,537,373	2,426,634
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DETAIL OF TRANSFERS OUT:

Other Purposes - Art in Public Places Fund	-	79,250	79,250	-	-	-	-	-
Transfers-Debt Refinance	-	-	-	-	-	-	-	-
Administrative Support	44,178	43,347	43,347	112,256	108,932	110,197	110,739	112,394
Allocation Credit	(6,978)	(1,373)	(1,373)	(15,997)	-	-	-	-
	37,200	121,224	121,224	96,259	108,932	110,197	110,739	112,394

Debt Service: Revenue Loan Note relates to the Public Safety Center vote to borrow funds from the Hospital Trust and a Construction Loan.

EPWA Utility Funds - Sub-Directory

Public Works Authority Funds - Description	85-86
Public Works Authority Funds - Summary	87
Electric Fund - Description	88
Electric Fund - Budget Summary	89
Water Resources Department – Description	90
Water Resources Department – Budget Summary	91
Solid Waste Utility – Description	92
Solid Waste Utility – Budget Summary	93
Wastewater Treatment – Description	94
Wastewater Treatment – Budget Summary	95
Arcadia Lake – Description	96
Arcadia Lake – Budget Summary	97
Drainage Utility – Description	98
Drainage Utility – Budget Summary	99
PWA Sewer Impact Fee–Budget Summary	100-101
Revenue Bond Fund – Budget Summary	102-103

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-EPWA UTILITY FUNDS-

The EPWA Utility Funds are used to account for the cost of providing all utility services (electricity, water, wastewater, drainage, solid waste) to the citizens of Edmond funded with the revenue generated by the charges for services represented by the utility bills. The costs incurred include personnel, operation and maintenance and capital outlay costs necessary to adequately develop and maintain a high level of service in the utility facilities. The fund also accounts for the operations of the Arcadia Lake recreational facilities. These facilities are financed through user fees and General Fund and Park Tax Fund transfers.

EPWA SEWER IMPACT FUND

The EPWA Sewer Impact Fund is used to account for impact fees collected on new developments in accordance with Ordinance #2077. This ordinance, which was repealed in July 2002, established a fee of \$100 per toilet to be used for the sole purpose of acquiring, equipping, and/or making capital improvements to the City's sewer facilities. The funds may also be used for debt service under certain conditions.

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

EPWA UTILITY FUNDS

EPWA REVENUE BOND FUNDS

The EPWA Revenue Bond Funds are utilized to account for the construction costs and improvement costs related to utility system capital improvements funded by the sale of Public Works Authority revenue bonds. In addition, the Bond Funds account for payment of principal and interest due each year on the outstanding balance of revenue bonds. At present, the Authority has three (3) revenue bond issues outstanding with total indebtedness equaling \$46,625,000.

<u>ISSUE</u>	<u>ISSUE AMOUNT</u>	<u>PRINCIPAL BAL. 6-30-14</u>	<u>FINAL MATURITY</u>
2004 Utility System Refunding Revenue Bonds	14,700,000	690,000	12/2014
2005 Utility System Revenue Bonds	40,435,000	27,120,000	4/2014
2014 Utility/Sales Tax Refund Revenue Bonds	10,085,094	0	7/01/2024
2015 Utility System Refund Revenue Bonds	20,465,000	0	7/01/2024

FUND BUDGET SUMMARY

Public Works Authority Funds

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	2,144,685	1,147,947	347,564	1,707,185	1,727,864	1,733,432	1,739,001	1,744,571
License and Permits	2,167,952	1,600,074	1,885,052	1,806,626	1,868,506	1,930,385	1,992,266	2,054,147
Charges for Services	119,478,570	123,009,215	125,045,784	124,204,164	127,042,224	130,228,673	133,439,172	136,894,304
Interest	410,419	355,000	452,921	355,000	355,000	345,000	335,000	325,000
Miscellaneous Revenue	886,174	556,562	427,904	560,615	568,587	576,557	584,526	593,401
Subtotal - Revenues	125,087,800	126,668,798	128,159,225	128,633,590	131,562,181	134,814,047	138,089,965	141,611,423
OTHER RESOURCES:								
				0%				
Debt/Loan Proceeds	-	-	-	20,000,000	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	57,891,206	59,870,435	59,870,435	59,909,036	71,636,301	59,123,077	59,505,716	58,608,021
TOTAL ESTIMATED RESOURCES	182,979,006	186,539,233	188,029,660	208,542,626	203,198,482	193,937,124	197,595,681	200,219,444

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Electric Utility	71,508,138	71,788,973	74,494,491	79,012,497	79,952,313	82,000,081	83,594,116	85,188,462
Water Utility	15,757,970	27,269,785	16,274,830	18,769,237	22,923,654	16,498,492	18,179,907	18,266,659
Solid Waste Utility	5,362,823	5,855,657	5,740,955	5,924,079	6,166,507	6,427,865	6,702,379	6,993,171
Wastewater Utility	5,458,039	16,291,755	7,739,532	13,927,294	11,899,462	5,961,119	7,754,949	8,435,578
Arcadia	779,846	822,398	790,676	821,856	827,902	830,530	839,702	844,000
Drainage	3,342,957	2,463,375	1,844,620	1,748,854	1,034,078	686,292	1,391,461	2,271,247
TOTAL ESTIMATED COSTS	102,209,773	124,491,943	106,885,104	120,203,817	122,803,916	112,404,379	118,462,514	121,999,118

TRANSFERS:

Transfers In	32,684,645	32,180,478	33,365,287	1,666,053	1,985,251	1,985,055	1,730,676	1,739,093
Transfers Out (See detail below)	(53,583,444)	(53,493,542)	(54,694,232)	(18,368,561)	(23,256,741)	(24,012,084)	(22,255,822)	(22,810,061)
NET TRANSFERS IN (OUT)	(20,898,798)	(21,313,064)	(21,328,945)	(16,702,508)	(21,271,490)	(22,027,029)	(20,525,146)	(21,070,968)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	59,870,435	40,827,651	59,909,036	71,636,301	59,123,077	59,505,716	58,608,021	57,149,359
TOTAL OTHER USES	59,870,435	40,827,651	59,909,036	71,636,301	59,123,077	59,505,716	58,608,021	57,149,359

TOTAL ESTIMATED USES	182,979,006	186,632,658	188,123,085	208,542,626	203,198,482	193,937,124	197,595,681	200,219,444
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* LEVEL OF EMERGENCY RESERVES:

Percentage of Total Revenue	48%	32%	47%	56%	45%	44%	42%	40%
Number of Days of Revenue	175	118	171	203	164	161	155	147
Percentage of Total Expenses	38%	23%	37%	52%	40%	44%	42%	39%
Number of Days of Expenses	140	84	135	189	148	159	152	144

DETAIL OF TRANSFERS OUT:

General Fund-Sales Tax	32,179,865	31,685,357	33,300,137	-	-	-	-	-
Administrative Support	7,116,256	8,001,975	8,001,975	7,730,522	7,794,158	7,961,622	7,912,247	8,031,109
Allocation Credit	(885,839)	(572,146)	(572,146)	(1,292,056)	-	-	-	-
Capital Improvement	-	-	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Edmond Economic Development Fund (EEDA)	-	-	-	-	-	-	-	-
Edmond Electric Economic Development Fund	50,000	50,000	50,000	-	-	-	-	-
Fleet Lease Assessment Fee	1,038,805	771,533	771,533	848,612	890,479	934,258	980,320	1,028,685
Fleet Management Fund	199,050	121,169	121,169	10,050	3,800	-	-	-
General Fund	3,202,100	1,942,585	1,942,585	1,081,526	1,299,486	1,498,758	1,711,490	1,937,069
Insurance Assessment	286,183	286,865	286,865	439,474	453,096	465,846	476,650	487,467
Allocation Credit	(116,900)	(99,598)	(99,598)	(122,102)	-	-	-	-
Revenue Bond Funds	5,646,549	5,483,610	5,073,693	2,707,271	5,374,867	5,420,279	3,306,522	3,344,457
Vehicle Maintenance Fees	806,623	845,116	840,943	914,294	978,811	1,048,658	1,116,893	1,188,876
Field Services	4,628,216	4,977,076	4,977,076	4,910,710	4,962,044	5,182,663	5,251,700	5,292,398
Allocation Credit	(567,465)	(93,425)	(93,425)	(359,740)	-	-	-	-
TOTAL	53,583,444	53,493,542	54,694,232	18,368,561	23,256,741	24,012,084	22,255,822	22,810,061



**Edmond Electric
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Edmond Electric's mission is to provide high quality electric service at a competitive price responding to our customers' needs with trustworthy service.

Edmond Electric is Oklahoma's largest community-owned electric utility. Edmond Electric has served the Edmond community since 1908. Today, Edmond Electric provides electric services to more than 36,000 customers within the City of Edmond corporate city limits.

As a publicly owned power company and a city department, Edmond Electric returns profits to the community annually. Our profits support vital city services such as police, fire, streets and parks. Because of Edmond Electric's support, our community maintains a high quality of living yet has one of the lowest sales tax rates in the state for a city our size. Plus, Edmond Electric provides fast, reliable service and a reliability rating of over 99.98%!

GOALS

1.	Provide High Quality Electric Service
2.	Maintain Cost Competitiveness and Responsive Rates
3.	Maintain Long-Term Investment Value of System
4.	Provide Responsive Customer Service
5.	Provide Proactive Employee Development

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
50.6-0-0	50.6-0-0	50.6-0-0	50.6-0-0	50.6-0-0	50.6-0-0

**Staffing Level adjusted for transfer of .4 full-time equivalent personnel to Warehouse budget.
Current level includes Utility Forester position. Year 1- 5 will reflect Utility Forester/Forester Technician split.*

FUND BUDGET SUMMARY

Electric Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	75,652	-	-	-	-	-	-	-
Charges for Services	76,733,054	76,982,775	81,640,340	78,951,872	80,551,605	82,711,740	84,871,872	87,032,006
Interest	16,611	18,000	19,086	18,000	18,000	18,000	18,000	18,000
Miscellaneous Revenue	308,915	298,613	133,268	300,386	304,720	309,054	313,387	317,721
Subtotal - Revenues	77,134,231	77,299,388	81,792,694	79,270,258	80,874,325	83,038,794	85,203,259	87,367,727
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	20,000,000	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	1,757,729	3,285,237	3,285,237	5,854,447	20,313,170	14,482,771	8,446,856	2,828,438
TOTAL ESTIMATED RESOURCES	78,891,960	80,584,625	85,077,931	105,124,705	101,187,495	97,521,565	93,650,115	90,196,165

ESTIMATED USES

DIRECT COSTS BY FUNCTION:								
Personal Services	4,565,726	4,805,875	4,451,501	4,844,410	4,949,926	5,034,570	5,093,088	5,150,772
Materials & Supplies	1,083,290	1,079,800	742,300	1,100,800	1,133,300	1,161,300	1,170,300	1,179,300
Wholesale Electric Purchases	59,311,177	57,739,141	61,570,636	61,953,537	63,192,607	64,456,459	65,745,589	67,060,500
Other Services & Charges	2,991,714	3,783,140	3,612,036	5,452,298	5,581,766	5,723,610	5,890,621	6,032,322
Capital Outlay	3,556,231	4,381,018	4,118,018	3,801,120	3,419,382	3,948,810	4,019,186	4,090,236
Debt Service	-	-	-	1,860,332	1,675,332	1,675,332	1,675,332	1,675,332
TOTAL ESTIMATED COSTS	71,508,138	71,788,973	74,494,491	79,012,497	79,952,313	82,000,081	83,594,116	85,188,462
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(4,098,585)	(4,706,412)	(4,728,993)	(5,799,038)	(6,752,411)	(7,074,628)	(7,227,561)	(7,451,243)
NET TRANSFERS IN (OUT)	(4,098,585)	(4,706,412)	(4,728,993)	(5,799,038)	(6,752,411)	(7,074,628)	(7,227,561)	(7,451,243)
OTHER USES:								
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	3,285,237	4,089,240	5,854,447	20,313,170	14,482,771	8,446,856	2,828,438	(2,443,540)
TOTAL OTHER USES	3,285,237	4,089,240	5,854,447	20,313,170	14,482,771	8,446,856	2,828,438	(2,443,540)
TOTAL ESTIMATED USES	78,891,960	80,584,625	85,077,931	105,124,705	101,187,495	97,521,565	93,650,115	90,196,165

*** LEVEL OF EMERGENCY RESERVES:**

Percentage of Total Revenue	4%	5%	7%	26%	18%	10%	3%	-3%
Number of Days of Revenue	16	19	26	94	65	37	12	(10)
Percentage of Total Expenses	4%	5%	7%	24%	17%	9%	3%	-3%
Number of Days of Expenses	16	20	27	87	61	35	11	(10)

DETAIL OF TRANSFERS OUT:

Administrative Support	3,159,041	4,164,392	4,164,392	4,004,517	4,049,474	4,145,846	4,117,047	4,187,578
Allocation Credit	(436,432)	(268,917)	(268,917)	(655,838)	-	-	-	-
Water Fund	-	-	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Edmond Economic Development Fund (EEDA)	-	-	-	-	-	-	-	-
Edmond Electric Economic Development Fund	50,000	50,000	50,000	-	-	-	-	-
Fleet Lease Assessment Fee	358,670	-	-	-	-	-	-	-
Fleet Management Fund	-	-	-	-	-	-	-	-
General Fund	622,018	486,321	486,321	662,797	848,256	1,015,142	1,191,816	1,378,631
Insurance Assessment	75,167	66,885	66,885	122,896	127,399	131,612	135,187	138,787
Allocation Credit	(38,611)	(31,184)	(31,184)	(40,592)	-	-	-	-
Revenue Bond Funds	173,865	102,835	125,416	62,374	77,254	124,028	124,011	86,747
Vehicle Maintenance Fees	134,867	136,080	136,080	142,884	150,028	158,000	159,500	159,500
TOTAL	4,098,585	4,706,412	4,728,993	5,799,038	6,752,411	7,074,628	7,227,561	7,451,243



**Water Resources
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Water Resources has three (3) divisions: 1. Water Production comprised of the Edmond Water Plant, water towers, storage tanks, and water pumping stations; 2. Water Wells charged with operation and maintenance of the City's 56 water wells; and 3. Wastewater Treatment, consisting of the Coffee Creek Wastewater Treatment Plant and 9 lift stations. The overall mission of Water Resources is to meet the water and wastewater needs of Edmond's customers by providing effective, efficient and trustworthy water and wastewater services.

GOALS

1.	Compliance with EPA and ODEQ Regulations, Reporting and Rules
2.	Implementation of the Water and Wastewater Master Plan
3.	Program Development
4.	Work Process Improvement

Water Quality:

- 1) *Drinking Water Compliance Rate (percent)*: $100 \times (\text{number of days in full compliance for the year} \div 365 \text{ days})$. Goal: 100%
- 2) *Wastewater Treatment Effectiveness Rate (percent)*: $100 \times (365 - \text{total number of standard non-compliance days} \div 365 \text{ days})$. Goal: 100%
- 3) *Chemical use per volume delivered/processed*: $\text{Amount of chemicals used} \div \text{MG delivered/processed}$.

Customer Service:

- 1) *Drinking water flow and pressure*: Flow and pressure will be maintained in adequate volumes to meet customer needs for potable, fire safety and non-potable uses. This will be determined by dividing days experiencing water volume issues by 365 days per year.
- 2) *Customer service complaint rate*: $1,000 \times (\text{customer service associated complaints} \div \text{number of active customer accounts})$.

Continuous Improvement:

- 1) *Planned maintenance ratio by hours (percent)*: $100 \times ((\text{hours of planned maintenance}) \div (\text{hours of planned} + \text{corrective maintenance}))$. Goal: 75% Planned Maintenance
 - 3) *Training hours per employee*: $\text{Total of qualified formal training hours for all employees} \div \text{total FTE's worked by employees during the year}$.
-

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
31-0-0	32-0-0	32-0-0	32-0-0	32-0-0	32-0-0

**Includes Water Plant, Water Wells, and Wastewater Plant*

FUND BUDGET SUMMARY

Water Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
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ESTIMATED RESOURCES:

REVENUES:

Inter-governmental	-	-	-	-	-	-	-	-
License & Permits:								
Water Tap Fees	278,876	204,857	270,627	246,907	253,915	260,923	267,931	274,940
Capacity Fees	1,078,256	802,996	920,600	878,918	904,226	929,533	954,840	980,148
Charges for Services	21,418,990	23,371,959	21,304,681	23,980,954	24,565,310	25,215,973	25,866,636	26,517,299
Interest	240,883	180,000	258,951	180,000	180,000	180,000	180,000	180,000
Miscellaneous Revenue	511,850	209,359	246,522	210,104	212,206	214,308	216,408	219,414
Subtotal - Revenues	23,528,855	24,769,171	23,001,381	25,496,883	26,115,657	26,800,737	27,485,815	28,171,801

OTHER RESOURCES:

Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	32,413,463	29,085,179	29,085,179	25,269,322	26,942,243	22,008,902	24,083,709	26,964,440
TOTAL ESTIMATED RESOURCES	55,942,318	53,854,350	52,086,560	50,766,205	53,057,900	48,809,639	51,569,524	55,136,241

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	1,512,596	1,656,370	1,567,745	1,773,403	1,809,356	1,845,979	1,880,166	1,915,387
Materials & Supplies	587,324	770,944	662,740	775,439	795,943	813,657	837,469	863,781
Other Services & Charges	5,115,796	6,286,595	5,658,072	4,089,980	4,163,679	4,280,824	4,403,957	4,529,809
Capital Outlay	7,308,344	16,863,707	6,694,104	10,440,007	14,462,007	7,864,007	9,364,007	9,264,007
Debt Service	1,233,910	1,692,169	1,692,169	1,690,408	1,692,669	1,694,025	1,694,308	1,693,675
Debt Issuance Costs	-	-	-	-	-	-	-	-
Debt Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	15,757,970	27,269,785	16,274,830	18,769,237	22,923,654	16,498,492	18,179,907	18,266,659

TRANSFERS:

Transfers In	32,179,865	31,685,357	33,300,137	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Transfers Out (See detail below)	(43,279,033)	(42,307,133)	(43,842,545)	(6,554,725)	(9,625,344)	(9,727,438)	(7,925,178)	(8,066,134)
NET TRANSFERS IN (OUT)	(11,099,168)	(10,621,776)	(10,542,408)	(5,054,725)	(8,125,344)	(8,227,438)	(6,425,178)	(6,566,134)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	29,085,179	15,962,789	25,269,322	26,942,243	22,008,902	24,083,709	26,964,440	30,303,448
TOTAL OTHER USES	29,085,179	15,962,789	25,269,322	26,942,243	22,008,902	24,083,709	26,964,440	30,303,448

TOTAL ESTIMATED USES

TOTAL ESTIMATED USES	55,942,318	53,854,350	52,086,560	50,766,205	53,057,900	48,809,639	51,569,524	55,136,241
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* LEVEL OF EMERGENCY RESERVES:

Percentage of Total Revenue	124%	64%	110%	106%	84%	90%	98%	108%
Number of Days of Revenue	451	235	401	386	308	328	358	393
Percentage of Total Expenses	108%	42%	94%	106%	68%	92%	103%	115%
Number of Days of Expenses	395	154	344	388	247	335	377	420

DETAIL OF TRANSFERS OUT:

General Fund - Sales Tax	32,179,865	31,685,357	33,300,137	-	-	-	-	-
General Fund	2,100,000	1,074,416	1,074,416	63,992	78,350	88,813	101,954	116,763
Revenue Bond Funds	4,672,351	4,787,206	4,717,011	2,317,672	4,646,224	4,645,029	2,789,588	2,855,581
Administrative Support Fund	1,884,157	1,786,685	1,786,685	1,736,515	1,758,597	1,800,770	1,795,355	1,824,022
	(229,616)	(143,914)	(143,914)	(290,144)	-	-	-	-
Insurance Assessment	65,891	55,533	55,533	101,890	104,350	106,654	108,607	110,559
	(23,473)	(17,928)	(17,928)	(22,097)	-	-	-	-
Vehicle Maintenance Fees	24,122	30,201	21,028	40,000	41,200	42,437	43,709	45,021
Fleet Lease Assessment Fee	38,367	44,867	44,867	52,509	54,882	57,374	59,990	62,738
Fleet Management Fund	39,050	121,169	121,169	10,050	3,800	-	-	-
Field Services Fund	2,648,762	2,896,586	2,896,586	2,785,431	2,937,941	2,986,361	3,025,975	3,051,450
	(120,442)	(13,045)	(13,045)	(241,093)	-	-	-	-
	43,279,033	42,307,133	43,842,545	6,554,725	9,625,344	9,727,438	7,925,178	8,066,134



**Solid Waste
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Solid Waste Utility’s vision is to continuously improve solid waste services for the benefit of delivering “Trustworthy Service” to citizens.

Solid Waste department delivers safe, high quality, cost effective trustworthy solid waste collection service to our customers. Department focuses on streamlined solid waste route management and promotes safe vehicle operations with employee safety incentive programs. The department is accelerating use of new technologies to continuously improve delivery and lower cost of service to our customers.

1.	Provide quality and consistent customer service to internal and external customers.
2.	Reduce maintenance costs/overtime within the department.
3.	Improve overall department performance with emphasis on work practices review and routing efficiencies.
4.	Reduce departmental maintenance costs by 10 %.
5.	Improve department safety by reducing number of vehicle accidents.
6.	Promote continuous improvement within the department.
7.	Make necessary changes in equipment to modernize the fleet.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
20-0-0	20-0-0	20-0-0	20-0-0	20-0-0	20-0-0

**Includes Solid Waste Administration, Residential, Commercial, Recycling, and Roll Off*

FUND BUDGET SUMMARY

Solid Waste Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	-	-	-	-	-	-	-	-
Charges for Services	8,073,194	8,616,252	8,385,306	8,639,744	9,000,227	9,074,728	9,165,631	9,495,015
Interest	16,221	15,000	18,607	15,000	15,000	15,000	15,000	15,000
Miscellaneous Revenue	(2)	-	-	-	-	-	-	-
Subtotal - Revenues	8,089,413	8,631,252	8,403,913	8,654,744	9,015,227	9,089,728	9,180,631	9,510,015
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	2,636,168	2,960,902	2,960,902	3,167,219	3,352,881	3,369,586	3,069,627	2,471,547
TOTAL ESTIMATED RESOURCES	10,725,581	11,592,154	11,364,815	11,821,963	12,368,108	12,459,314	12,250,258	11,981,562
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	1,317,348	1,421,312	1,313,465	1,449,226	1,466,348	1,484,146	1,501,032	1,519,506
Materials & Supplies	520,107	603,835	545,669	645,494	690,126	737,566	788,568	843,407
Other Services & Charges	3,483,224	3,621,964	3,673,275	3,829,359	4,010,033	4,206,153	4,412,779	4,630,258
Capital Outlay	42,143	208,546	208,546	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	5,362,823	5,855,657	5,740,955	5,924,079	6,166,507	6,427,865	6,702,379	6,993,171
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(2,401,857)	(2,441,579)	(2,456,641)	(2,545,003)	(2,832,015)	(2,961,822)	(3,076,332)	(3,210,342)
NET TRANSFERS IN (OUT)	(2,401,857)	(2,441,579)	(2,456,641)	(2,545,003)	(2,832,015)	(2,961,822)	(3,076,332)	(3,210,342)
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	2,960,902	3,294,918	3,167,219	3,352,881	3,369,586	3,069,627	2,471,547	1,778,048
TOTAL OTHER USES	2,960,902	3,294,918	3,167,219	3,352,881	3,369,586	3,069,627	2,471,547	1,778,048
TOTAL ESTIMATED USES	10,725,581	11,592,154	11,364,815	11,821,963	12,368,108	12,459,314	12,250,258	11,981,562
* LEVEL OF EMERGENCY RESERVES:								
Percentage of Total Revenue	37%	38%	38%	39%	37%	34%	27%	19%
Number of Days of Revenue	134	139	138	141	136	123	98	68
Percentage of Total Expenses	38%	40%	39%	40%	37%	33%	25%	17%
Number of Days of Expenses	139	145	141	145	137	119	92	64
DETAIL OF TRANSFERS OUT:								
Administrative Support	675,260	703,101	703,101	718,390	721,855	734,824	729,854	732,367
Allocation Credit	(67,653)	(52,132)	(52,132)	(122,220)	-	-	-	-
Fleet Lease Assessment Fee	606,974	680,095	680,095	747,958	785,109	823,934	864,796	907,699
General Fund	342,228	342,228	342,228	354,736	367,702	381,142	395,072	409,512
Insurance Assessment	107,124	133,340	133,340	158,631	163,432	167,925	171,726	175,526
Allocation Credit	(39,935)	(39,350)	(39,350)	(45,753)	-	-	-	-
Fleet Management Fund	75,000	-	-	-	-	-	-	-
Revenue Bond Funds	76,227	27,997	43,059	37,915	42,943	42,946	38,948	39,227
Vehicle Maintenance Fees	626,631	646,300	646,300	695,346	750,974	811,051	875,936	946,011
	2,401,857	2,441,579	2,456,641	2,545,003	2,832,015	2,961,822	3,076,332	3,210,342



**Wastewater Treatment
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Wastewater Treatment is a division of the Water Resources Department. It is comprised of the Coffee Creek Wastewater Treatment Plant and Lift Stations. The overall mission of Water Resources is:

“To meet the water and wastewater needs of Edmond’s customers by providing effective, efficient, and trustworthy water and wastewater services.”

The Wastewater Treatment Division provides operations, maintenance, and monitoring of the Coffee Creek Wastewater Treatment Plant and 9 lift stations. Divisional staff is eight (8) persons. Those positions, and divisional performance measures, are included in the Water Resources Departmental Summary information.

GOALS

1.	Compliance with EPA and ODEQ Regulations, Reporting and Rules
2.	Implementation of the Water and Wastewater Master Plan
3.	Program Development
4.	Work Process Improvement

FUND BUDGET SUMMARY

Wastewater Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	-	-	-	-	-	-	-	-
License and Permits:								
Wastewater Tap Fees	1,050	735	786	793	850	907	965	1,022
Capacity Fees	809,770	591,486	693,039	680,008	709,515	739,022	768,530	798,037
Charges for Services	10,625,984	11,427,904	11,357,147	11,688,502	11,951,929	12,222,907	12,499,894	12,783,029
Interest	90,253	100,000	102,534	100,000	100,000	90,000	80,000	70,000
Miscellaneous Revenue	23,598	-	-	-	-	-	-	-
Subtotal - Revenues	11,550,655	12,120,125	12,153,506	12,469,303	12,762,294	13,052,836	13,349,389	13,652,088
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	14,469,572	17,802,046	17,802,046	19,304,644	15,062,359	12,992,115	16,953,747	19,381,013
TOTAL ESTIMATED RESOURCES	26,020,226	29,922,171	29,955,552	31,773,947	27,824,653	26,044,951	30,303,136	33,033,101

ESTIMATED USES

DIRECT COSTS BY FUNCTION:								
Personal Services	488,092	602,635	554,630	653,272	669,707	685,660	702,399	718,267
Materials & Supplies	373,002	512,801	465,681	537,448	552,780	569,279	586,275	604,684
Other Services & Charges	1,429,449	1,753,061	1,536,985	1,636,574	1,676,975	1,806,180	1,766,275	1,812,627
Capital Outlay	3,167,495	13,423,258	5,182,236	11,100,000	9,000,000	2,900,000	4,700,000	5,300,000
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	5,458,039	16,291,755	7,739,532	13,927,294	11,899,462	5,961,119	7,754,949	8,435,578
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(2,760,142)	(2,858,770)	(2,911,376)	(2,784,294)	(2,933,075)	(3,130,085)	(3,167,174)	(3,207,068)
NET TRANSFERS IN (OUT)	(2,760,142)	(2,858,770)	(2,911,376)	(2,784,294)	(2,933,075)	(3,130,085)	(3,167,174)	(3,207,068)
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	17,802,046	10,771,646	19,304,644	15,062,359	12,992,115	16,953,747	19,381,013	21,390,455
TOTAL OTHER USES	17,802,046	10,771,646	19,304,644	15,062,359	12,992,115	16,953,747	19,381,013	21,390,455
TOTAL ESTIMATED USES	26,020,226	29,922,171	29,955,552	31,773,947	27,824,653	26,044,951	30,303,136	33,033,101

*** LEVEL OF EMERGENCY RESERVES:**

Percentage of Total Revenue	154%	89%	159%	121%	102%	130%	145%	157%
Number of Days of Revenue	563	324	580	441	372	474	530	572
Percentage of Total Expenses	217%	56%	181%	90%	88%	186%	177%	184%
Number of Days of Expenses	791	205	662	329	320	681	648	671

DETAIL OF TRANSFERS OUT:

Administrative Support	817,739	749,457	749,457	714,059	716,421	730,425	726,739	739,029
Allocation Credit	(80,069)	(49,820)	(49,820)	(117,134)	-	-	-	-
Field Services Fund	1,979,454	2,080,490	2,080,490	2,125,279	2,024,103	2,196,302	2,225,725	2,240,948
Allocation Credit	(447,023)	(80,380)	(80,380)	(118,647)	-	-	-	-
Fleet Lease Assessment Fee	12,721	22,264	22,264	23,315	24,417	25,575	26,791	28,067
Fleet Management Fund	85,000	-	-	-	-	-	-	-
General Fund	137,854	39,620	39,620	(0)	5,178	13,661	22,648	32,163
Insurance Assessment	14,992	13,387	13,387	20,427	21,046	21,625	22,118	22,602
Allocation Credit	(4,701)	(4,340)	(4,340)	(4,432)	-	-	-	-
Revenue Bond Funds	239,474	70,451	123,057	123,257	123,195	123,221	123,299	123,809
Vehicle Maintenance Fees	4,701	17,641	17,641	18,170	18,715	19,276	19,854	20,450
	2,760,142	2,858,770	2,911,376	2,784,294	2,933,075	3,130,085	3,167,174	3,207,068



**Arcadia Lake
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Arcadia Lake provides quality outdoor recreational experiences such as, camping, boating, swimming, hiking/biking, fishing, hunting and picnicking to the community.

1.	Search for New Revenue Sources
2.	Improve Internal Operations to Best Meet Customer Needs
3.	Provide Quality Maintenance Services
4.	Identify Capital Improvements and schedule appropriately.
5.	Engage in Partnerships to Benefit Arcadia Lake services.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
6-4-23	6-5-23	6-5-23	6-5-23	6-5-27	6-5-27

FUND BUDGET SUMMARY

Arcadia Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	-	-	-	-	-	-	-	-
Charges for Services	922,031	913,768	945,907	943,092	973,153	1,003,325	1,035,139	1,066,955
Interest	2,151	2,000	2,496	2,000	2,000	2,000	2,000	2,000
Miscellaneous Revenue	41,814	48,590	48,114	50,125	51,661	53,195	54,731	56,266
Subtotal - Revenues	965,996	964,358	996,517	995,217	1,026,814	1,058,520	1,091,870	1,125,221
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	264,814	282,838	282,838	295,886	290,972	272,240	277,902	310,299
TOTAL ESTIMATED RESOURCES	1,230,811	1,247,196	1,279,355	1,291,103	1,317,786	1,330,760	1,369,772	1,435,520
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	508,786	543,810	525,011	551,888	558,634	565,352	572,634	579,432
Materials & Supplies	99,698	92,285	89,525	99,685	98,985	94,895	96,785	94,285
Other Services & Charges	171,363	186,303	176,140	170,283	170,283	170,283	170,283	170,283
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	779,846	822,398	790,676	821,856	827,902	830,530	839,702	844,000
TRANSFERS:								
Transfers In-General Fund	504,780	495,121	65,150	166,053	485,251	485,055	230,676	239,093
Transfers In-Park Tax Fund	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(672,907)	(682,914)	(257,943)	(344,328)	(702,895)	(707,383)	(450,447)	(460,782)
NET TRANSFERS IN (OUT)	(168,127)	(187,793)	(192,793)	(178,275)	(217,644)	(222,328)	(219,771)	(221,689)
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	282,838	237,005	295,886	290,972	272,240	277,902	310,299	369,831
TOTAL OTHER USES	282,838	237,005	295,886	290,972	272,240	277,902	310,299	369,831
TOTAL ESTIMATED USES	1,230,811	1,247,196	1,279,355	1,291,103	1,317,786	1,330,760	1,369,772	1,435,520
* LEVEL OF EMERGENCY RESERVES:								
Percentage of Total Revenue	19%	16%	28%	25%	18%	18%	23%	27%
Number of Days of Revenue	70	59	102	91	66	66	86	99
Percentage of Total Expenses	19%	16%	28%	25%	18%	18%	24%	28%
Number of Days of Expenses	71	57	103	91	65	66	88	103
DETAIL OF TRANSFERS OUT:								
Administrative Support	168,371	166,967	166,967	165,339	161,920	165,002	160,856	161,130
Allocation Credit	(26,698)	(20,839)	(20,839)	(36,991)	-	-	-	-
Fleet Lease Assessment Fee	19,742	20,706	20,706	21,741	22,828	23,970	25,168	26,427
Insurance Assessment	20,303	14,964	14,964	17,404	17,896	18,356	18,747	19,132
Allocation Credit	(9,216)	(6,005)	(6,005)	(4,218)	-	-	-	-
Revenue Bond Funds	484,632	495,121	65,150	166,053	485,251	485,055	230,676	239,093
Vehicle Maintenance Fees	15,773	12,000	17,000	15,000	15,000	15,000	15,000	15,000
	672,907	682,914	257,943	344,328	702,895	707,383	450,447	460,782



**Drainage Utility
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Drainage Utility is one of the three divisions comprising the Engineering Department. It is funded by the stormwater drainage system service charge that is collected through the utility billing system. Drainage Utility focuses on all aspects of stormwater drainage including stormwater planning, floodplain management, and environmental protection of Edmond’s waterways.

1.	Work towards making the public aware of the benefits as well as the hazards of floodplains using public outreach activities.
2.	Work towards making the public aware of what it can do to help improve the quality of stormwater runoff using public outreach activities.
3.	Improve the quality of Edmond’s waterways through an Illicit Discharge Detection and Elimination (IDDE) Program to curtail pollution.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
5 - 0 - 0	5 - 0 - 0	5 - 0 - 0	5 - 0 - 0	5 - 0 - 0	5 - 0 - 0

FUND BUDGET SUMMARY

Drainage Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	2,069,033	1,147,947	347,564	1,707,185	1,727,864	1,733,432	1,739,001	1,744,571
Licenses & Permits	-	-	-	-	-	-	-	-
Charges for Services	1,705,318	1,696,557	1,412,403	-	-	-	-	-
Interest	44,300	40,000	51,247	40,000	40,000	40,000	40,000	40,000
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	3,818,650	2,884,504	1,811,214	1,747,185	1,767,864	1,773,432	1,779,001	1,784,571
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	6,349,460	6,454,233	6,454,233	6,017,518	5,674,677	5,997,462	6,673,874	6,652,284
TOTAL ESTIMATED RESOURCES	10,168,110	9,338,737	8,265,447	7,764,703	7,442,541	7,770,894	8,452,875	8,436,855
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	325,770	374,405	357,484	385,377	389,444	393,136	397,251	401,037
Materials & Supplies	6,197	14,035	13,073	14,035	16,099	17,131	14,035	14,035
Other Services & Charges	58,578	223,848	171,806	186,025	180,875	181,025	181,175	181,175
Capital Outlay	2,952,412	1,851,087	1,302,257	1,163,417	447,660	95,000	799,000	1,675,000
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	3,342,957	2,463,375	1,844,620	1,748,854	1,034,078	686,292	1,391,461	2,271,247
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(370,920)	(403,309)	(403,309)	(341,172)	(411,001)	(410,728)	(409,130)	(414,492)
NET TRANSFERS IN (OUT)	(370,920)	(403,309)	(403,309)	(341,172)	(411,001)	(410,728)	(409,130)	(414,492)
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	6,454,233	6,472,053	6,017,518	5,674,677	5,997,462	6,673,874	6,652,284	5,751,116
TOTAL OTHER USES	6,454,233	6,472,053	6,017,518	5,674,677	5,997,462	6,673,874	6,652,284	5,751,116
TOTAL ESTIMATED USES	10,168,110	9,338,737	8,265,447	7,764,703	7,442,541	7,770,894	8,452,875	8,436,855
* LEVEL OF EMERGENCY RESERVES:								
Percentage of Total Revenue	169%	224%	332%	325%	339%	376%	374%	322%
Number of Days of Revenue	617	819	1,213	1,185	1,238	1,374	1,365	1,176
Percentage of Total Expenses	174%	226%	268%	272%	415%	608%	369%	214%
Number of Days of Expenses	634	824	977	991	1,515	2,221	1,348	782
DETAIL OF TRANSFERS OUT:								
Administrative Support	411,688	431,373	431,373	391,702	385,891	384,755	382,396	386,983
Allocation Credit	(45,371)	(36,524)	(36,524)	(69,729)	-	-	-	-
Fleet Lease Assessment Fee	2,331	3,601	3,601	3,089	3,243	3,405	3,575	3,754
Insurance Assessment	2,706	2,756	2,756	18,226	18,973	19,674	20,265	20,861
Allocation Credit	(964)	(791)	(791)	(5,010)	-	-	-	-
Vehicle Maintenance Fees	530	2,894	2,894	2,894	2,894	2,894	2,894	2,894
	370,920	403,309	403,309	341,172	411,001	410,728	409,130	414,492



**EPWA Sewer Impact Fund
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The EPWA Sewer Impact Fund is used to account for impact fees collected on new developments in accordance with ordinance #2077. This ordinance, which was repealed in July 2002, established a fee of \$100 per toilet to be used for the sole purpose of acquiring, equipping, and/or making capital improvements to the City's sewer facilities. The funds may also be used for debt service under certain conditions.

FUND BUDGET SUMMARY

PWA Sewer Impact Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-
Interest	17,599	20,000	18,466	20,000	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	17,599	20,000	18,466	20,000	-	-	-	-
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	2,596,405	2,613,378	2,613,378	1,959,539	-	-	-	-
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	2,614,004	2,633,378	2,631,844	1,979,539	-	-	-	-
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	626	1,000,450	672,305	1,979,539	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	626	1,000,450	672,305	1,979,539	-	-	-	-
TRANSFERS:								
Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	-	-	-	-	-	-	-	-
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	2,613,378	1,632,928	1,959,539	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	2,613,378	1,632,928	1,959,539	-	-	-	-	-
TOTAL ESTIMATED USES	2,614,004	2,633,378	2,631,844	1,979,539	-	-	-	-

** Funds to be used to add additional Wastewater Plant.



**EPWA Revenue Bond Funds
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The EPWA Revenue Bond Funds are utilized to account for the construction costs and improvement costs related to utility system capital improvements funded by the sale of Public Works Authority revenue bonds. In addition, the Bond Funds account for payment of principal and interest due each year on the outstanding balance of revenue bonds. At present, the Authority has two revenue bond issues outstanding with total indebtedness equaling \$21,550,094.

Revenue Bond Issues

	Issue	Issue Amount	Principal Bal. 6/30/2014	Final Maturity
1.	2004 Utility System Revenue Bonds	14,700,000	690,000	12/2014
2.	2005 Utility System Refunding Revenue Bonds	40,435,000	27,120,000	4/2014
3.	2014 Utility/Sales Tax System Refunding Revenue Bonds	10,085,094	0	7/1/2024
4.	2015 Utility System Refunding Revenue Bonds	20,465,000	0	7/1/2024

During the last fiscal year, the City refinanced the 2004 and 2005 Utility Bonds that is reflected in the 2014 and 2015 Refunding Bonds respectfully.

FUND BUDGET SUMMARY

Revenue Bonds Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	-	-	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-	-	-
Interest	363,708	375,000	345,000	275,000	275,000	250,000	250,000	250,000
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	363,708	375,000	345,000	275,000	275,000	250,000	250,000	250,000
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	10,550,727	9,999,544	9,999,544	10,453,526	10,691,577	10,917,733	11,165,683	11,563,399
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	10,914,435	10,374,544	10,344,544	10,728,526	10,966,577	11,167,733	11,415,683	11,813,399
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Other Services & Charges	264,047	12,000	4,825	5,063	5,063	5,063	5,063	5,063
Capital Outlay	338,104	1,000,000	997,787					
Debt Service:								
Principal Retirement	4,435,000	3,926,718	3,156,486	1,775,150	4,445,695	4,588,605	2,488,365	2,680,235
Bond Interest Expense	1,679,797	1,651,867	964,278	1,017,220	1,128,455	984,100	739,300	611,640
Debt Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	6,716,948	6,590,585	5,123,376	2,797,433	5,579,213	5,577,768	3,232,728	3,296,938
TRANSFERS:								
Transfers In	5,802,057	5,642,275	5,232,358	2,760,484	5,530,369	5,575,718	3,380,444	3,421,076
Transfers Out (See detail below)	-	-	-	-	-	-	-	-
NET TRANSFERS IN (OUT)	5,802,057	5,642,275	5,232,358	2,760,484	5,530,369	5,575,718	3,380,444	3,421,076
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	9,999,544	9,426,234	10,453,526	10,691,577	10,917,733	11,165,683	11,563,399	11,937,537
Unassigned (Res for Emergencies & Shortfalls*)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	9,999,544	9,426,234	10,453,526	10,691,577	10,917,733	11,165,683	11,563,399	11,937,537
TOTAL ESTIMATED USES	10,914,435	10,374,544	10,344,544	10,728,526	10,966,577	11,167,733	11,415,683	11,813,399

Other Enterprise Funds- Sub-Directory

Kicking Bird Golf Club- Description	104
Kicking Bird Golf Club- Summary	105
YourGovShop- Description	106
YourGovShop- Summary	107
Public Transportation – CityLink Description	108
Public Transportation – CityLink Summary	109



**KickingBird Golf Club
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

KickingBird Golf Club opened in May of 1971 making it the City of Edmond’s oldest golf facility and only municipal golf course. KickingBird has an 18-hole championship golf course, lighted driving range, full service pro shop and a restaurant that serves breakfast and lunch. Our mission is “To provide patrons with a well-manicured golf course, excellent customer service, high quality amenities and a valuable golfing experience.” We realize that our business is relational and we must provide exceptional customer service both externally and internally. Our strategic plan has been developed around our mission and if executed properly should allow us to be successful in a very competitive market place.

GOALS

1.	Generate enough revenue to cover operational expenses
2.	Improve golf course condition and enhance landscaping
3.	Upgrade the physical assets of our facility
4.	Deliver exceptional external and internal customer service
5.	Develop a customer loyalty program

PERFORMANCE MEASURES

	Measure	FY 13-14	FY 14-15	FY 15-16
1.	Number of Paid Rounds Played	41,252	40,604	42,000
2.	Average Dollar per paid player	\$47.62	\$49.34	\$50.54

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
9-16-21	12-16-21	12-16-21	12-16-21	12-16-21	12-16-21

FUND BUDGET SUMMARY

Golf Course Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	-	-	-	-	-	-	-	-
Charges for Services	1,949,371	2,115,200	1,983,750	2,115,200	2,151,200	2,186,200	2,223,200	2,258,200
Interest	4,640	3,500	5,319	3,500	3,500	3,500	3,500	3,500
Miscellaneous Revenue	47,716	37,684	39,410	37,684	37,684	37,684	37,684	37,684
Subtotal - Revenues	2,001,727	2,156,384	2,028,479	2,156,384	2,192,384	2,227,384	2,264,384	2,299,384
OTHER RESOURCES:								
Capital Lease Proceeds	-	-	-	-	-	-	-	-
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	1,301	1,301	1,301	1,301	1,301
Unrestricted Prior Year Reserves	562,256	690,001	690,001	474,035	519,785	339,350	264,549	275,874
TOTAL ESTIMATED RESOURCES	2,563,983	2,846,385	2,718,480	2,631,720	2,713,470	2,568,035	2,530,234	2,576,559

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	932,751	1,043,384	1,071,024	1,115,036	1,133,793	1,151,532	1,169,258	1,186,461
Materials & Supplies	469,677	500,925	496,600	496,900	546,350	478,025	475,525	475,525
Other Services & Charges	158,303	186,290	182,444	180,435	180,435	180,435	180,435	180,435
Capital Outlay	27,882	72,250	68,000	28,500	63,000	33,500	58,000	59,600
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	1,588,613	1,802,849	1,818,068	1,820,871	1,923,578	1,843,492	1,883,218	1,902,021

TRANSFERS:

Transfers In	100,000	-	-	-	-	-	-	-
Transfers Out (See detail below)	(385,369)	(426,677)	(426,377)	(291,064)	(450,542)	(459,994)	(371,142)	(375,652)
NET TRANSFERS IN (OUT)	(285,369)	(426,677)	(426,377)	(291,064)	(450,542)	(459,994)	(371,142)	(375,652)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	1,301	2,030	1,301	1,301	1,301	1,301	1,301	1,301
Unassigned (Res for Emergencies & Shortfalls*)	688,700	614,829	472,734	518,484	338,049	263,248	274,573	297,585
TOTAL OTHER USES	690,001	616,859	474,035	519,785	339,350	264,549	275,874	298,886
TOTAL ESTIMATED USES	2,563,983	2,846,385	2,718,480	2,631,720	2,713,470	2,568,035	2,530,234	2,576,559

*** LEVEL OF EMERGENCY RESERVES:**

Percentage of Total Revenue	33%	29%	23%	24%	15%	12%	12%	13%
Number of Days of Revenue	120	104	85	88	56	43	44	47

DETAIL OF TRANSFERS OUT:

Fleet Lease Assessment Fee	34,481	35,722	35,722	37,297	38,485	39,714	40,984	42,296
Revenue Bond Funds	155,508	158,665	158,665	53,213	155,502	155,439	73,922	76,619
Administrative Support	220,570	254,805	254,805	235,505	236,635	244,335	235,235	235,240
	Allocation Credit	(37,165)	(34,920)	(34,920)	(50,120)	-	-	-
Insurance Assessment	16,135	15,889	15,889	17,996	18,620	19,206	19,701	20,197
	Allocation Credit	(5,535)	(4,784)	(4,784)	(4,127)	-	-	-
Vehicle Maintenance Fees	1,375	1,300	1,000	1,300	1,300	1,300	1,300	1,300
	385,369	426,677	426,377	291,064	450,542	459,994	371,142	375,652



**YourGovShop
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

YourGovShop’s mission is to aggregate material purchase for member cities to obtain discounted pricing. Our plan is to generate sufficient revenues through supplier rebates to cover its operational costs and generate a profit. Financial activity and results of operations will be monitored separately. Profits generated (if any) from the plan will be used to offset the expenses of the City’s Purchasing department or to expand this joint purchasing program into other areas.

1.	Generate sufficient revenue to cover cost of operations.
2.	Increase awareness and participation in the program through marketing
3.	Expand our customer base annually.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
.3	.3	.3	.3	.3	.3

**The remaining .7 of the YourGovShop employee is accounted for in the Finance staffing levels as the Purchasing Manager.*

FUND BUDGET SUMMARY

YourGovShop Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	-	-	-	-	-	-	-	-
Charges for Services	56,413	50,000	60,653	50,000	50,000	50,000	50,000	50,000
Interest	1,153	1,500	1,200	1,500	1,500	1,500	1,500	1,500
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	57,566	51,500	61,853	51,500	51,500	51,500	51,500	51,500
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	194,529	207,860	207,860	220,276	219,218	217,424	214,761	212,301
TOTAL ESTIMATED RESOURCES	252,095	259,360	269,713	271,776	270,718	268,924	266,261	263,801

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	29,645	29,912	28,578	31,406	32,117	32,764	32,844	32,925
Materials & Supplies	289	1,400	800	1,400	1,400	1,700	1,400	1,400
Other Services & Charges	27,602	34,950	35,507	34,950	34,950	35,100	35,100	35,100
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	57,536	66,262	64,885	67,756	68,467	69,564	69,344	69,425

TRANSFERS:

Transfers In	17,976	17,754	17,754	18,167	18,354	18,648	18,589	18,610
Transfers Out (See detail below)	(4,675)	(2,306)	(2,306)	(2,969)	(3,181)	(3,247)	(3,205)	(3,214)
NET TRANSFERS IN (OUT)	13,301	15,448	15,448	15,198	15,173	15,401	15,384	15,396

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	207,860	208,546	220,276	219,218	217,424	214,761	212,301	209,772
TOTAL OTHER USES	207,860	208,546	220,276	219,218	217,424	214,761	212,301	209,772

TOTAL ESTIMATED USES	252,095	259,360	269,713	271,776	270,718	268,924	266,261	263,801
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*** LEVEL OF EMERGENCY RESERVES:**

Percentage of Total Revenue	275%	301%	277%	315%	311%	306%	303%	299%
Number of Days of Revenue	1,004	1,099	1,010	1,149	1,136	1,117	1,106	1,092

DETAIL OF TRANSFERS OUT:

Administrative Support	4,680	3,370	3,370	3,551	3,181	3,247	3,205	3,214
Allocation Credit	(5)	(1,064)	(1,064)	(582)	-	-	-	-
Insurance Assessment	-	-	-	-	-	-	-	-
Allocation Credit	-	-	-	-	-	-	-	-
	4,675	2,306	2,306	2,969	3,181	3,247	3,205	3,214



**Public Transportation - Citylink
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The mission of Edmond’s public transportation service, Citylink, is to provide quality, reliable, affordable, customer-friendly transportation service to the residents of Edmond for access to employment, shopping, medical, education and social destinations.

Citylink is operated by McDonald Transit and Associates through a 5-year agreement with the Edmond Public Works Authority. Citylink utilizes 11 transit buses to operate 4 local fixed routes and a door-to-door paratransit service, Monday through Saturday. It also provides 12 daily round trips between Edmond and Oklahoma City, Monday through Friday. All Citylink services are fare-free, including Expresslink and paratransit. All Citylink buses are equipped with bike racks and 2 wheel-chair tie-down and lifts.

Since Citylink started in July 2009, ridership has increased more than 300% compared to the previous service.

GOALS

1.	Create a 3 to 5-Year Citylink Operations and Financial Plan.
2.	Continue marketing and communications with citizens, EPTC, UCO and private-partners.
3.	Continue to seek funding for operations, capital needs and the Edmond Multimodal Transit Center.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
1-0-0	1-0-0	1-0-0	1-0-0	1-0-0	1-0-0

FUND BUDGET SUMMARY

DEPARTMENT BUDGET MOVED TO CITYLINK ENTERPRISE FUND ADOPTED JANUARY 2014

CITYLINK

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Inter-governmental	252,916	260,770	226,136	220,136	220,136	220,136	220,136	220,136
Charges for Services	264,037	200,000	245,894	191,770	191,770	191,770	191,770	191,770
Interest	(472)	-	1,019	1,000	-	-	-	-
Miscellaneous Revenue	26,433	-	-	-	-	-	-	-
Subtotal - Revenues	542,915	460,770	473,049	412,906	411,906	411,906	411,906	411,906
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	-	-	-	44,131	-	-	-	-
TOTAL ESTIMATED RESOURCES	542,915	460,770	473,049	457,037	411,906	411,906	411,906	411,906

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	57,923	61,134	58,313	64,447	66,103	68,287	70,130	71,975
Materials & Supplies	105,600	145,700	120,000	140,700	135,700	130,700	130,700	130,700
Other Services & Charges	1,174,588	960,555	950,137	1,076,139	1,113,874	1,153,044	1,195,085	1,195,085
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	1,338,110	1,167,389	1,128,450	1,281,286	1,315,677	1,352,031	1,395,915	1,397,760

TRANSFERS:

Transfers In	1,103,000	1,000,000	1,200,000	1,200,000	1,250,000	1,300,000	1,350,000	1,350,000
Transfers Out (See detail below)	230,314	(500,468)	(500,468)	(328,476)	(339,960)	(345,573)	(351,107)	(357,177)
NET TRANSFERS IN (OUT)	1,333,314	499,532	699,532	871,524	910,040	954,427	998,893	992,823

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	-	-	-	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	78,233	(207,087)	44,131	47,275	6,269	14,302	14,884	6,969
TOTAL OTHER USES	78,233	(207,087)	44,131	47,275	6,269	14,302	14,884	6,969

TOTAL ESTIMATED USES	83,029	460,770	473,049	457,037	411,906	411,906	411,906	411,906
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* LEVEL OF EMERGENCY RESERVES:

Percentage of Total Revenue
Number of Days of Revenue

DETAIL OF TRANSFERS:

Administrative Support	40,447	26,390	26,390	20,374	20,148	20,273	20,050	20,075
Allocation Credit	(6,831)	(5,120)	(5,120)	(6,385)	-	-	-	-
Insurance Assessment	-	406	406	448	469	489	506	523
Allocation Credit	-	(121)	(121)	(98)	-	-	-	-
Fleet Management Fund-addtl fleet	-	211,164	211,164	-	-	-	-	-
Fleet Lease Assessment Fees	65,776	67,749	67,749	104,137	109,343	114,811	120,551	126,579
Vehicle Maintenance Charges	130,922	200,000	200,000	210,000	210,000	210,000	210,000	210,000
TOTAL	230,314	500,468	500,468	328,476	339,960	345,573	351,107	357,177

Internal Service Funds- Sub-Directory

Fund Description	110-111
Tort Claims Fund – Description	112
Tort Claims Fund – Summary	113
Group Insurance HR – Description	114
Group Insurance HR – Summary	115
Vehicle Maintenance Fund- Description	116
Vehicle Maintenance Fund – Summary	117
Administrative Support Service Fund- Description	118
Administrative Support Service Fund- Summary	119
General Government- Description	120
General Government- Summary	121
City Treasurer- Description	122
City Treasurer- Summary	123
City Manager- Description	124
City Manager- Summary	125
Central Communications- Description	126
Central Communications- Summary	127
Information Technologies- Description	128
Information Technologies- Summary	129
Financial Services- Description	130
Financial Services- Summary	131
Human Resources- Description	132
Human Resources- Summary	133
Administrative Services- Description	134
Administrative Services- Summary	135
Facility Maintenance- Description	136
Facility Maintenance- Summary	137
Legal Services –Description	138
Legal Services- Summary	139
Engineering- Description	140
Engineering- Summary	141
Marketing- Description	142
Marketing- Summary	143
Public Works Administration- Description	144
Public Works Administration- Summary	145
Operations Warehouse- Description	146
Operations Warehouse- Summary	147
Utility Customer Service- Description	148
Utility Customer Service- Summary	149
Fleet Management Fund- Description	150
Fleet Management Fund- Summary	151
Field Services- Description	152
Field Services- Summary	153

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-INTERNAL SERVICE FUNDS-

LIABILITY/TORT CLAIM FUND

The Liability/Tort Claim Fund has been established to account for direct and indirect costs for the payment of judgments and settled claims relating to torts and Workers' Compensation. Financing is provided through billings to user departments.

EMPLOYEE GROUP INSURANCE FUND

The Employee Group Insurance Fund has been established to account for the direct and indirect costs of administering a self-funded and fully insured group health insurance plan. Financing is provided by the General Fund, Public Safety Tax Funds, Edmond Public Works Authority, City employees, and interest earnings on fund investments. Costs associated with the plan include the payment of employee, dependent and retiree health, dental and vision claims, third party administrative costs, re-insurance (specific and aggregate), and insurance premium payments for catastrophic claims, COBRA administration, fully insured life, accidental death and dismemberment, long term disability insurance and Wellness Program expenses .

VEHICLE MAINTENANCE FUND

The Vehicle Maintenance Fund has been established to account for expenditures necessary to maintain City vehicles. Financing is provided through billings to user departments.

THE CITY OF EDMOND, OKLAHOMA

FUND DESCRIPTION

-INTERNAL SERVICE FUNDS-

ADMINISTRATIVE SUPPORT SERVICES FUND

The Administrative Support Services Fund has been established to allocate administrative overhead costs to user departments of the City. Financing is provided through billings to user departments based upon applicable cost accounting methods.

FLEET MANAGEMENT FUND

The Fleet Management Fund has been established to accumulate resources for the replacement of vehicles and other equipment on a systematic basis. Financing is provided by fleet lease assessments from those funds that purchase City vehicles and equipment through the Fleet fund.

FIELD SERVICES FUND

The Field Services Fund has been established to provide street maintenance, water/wastewater line maintenance and traffic control systems maintenance. By combining this workforce, it allows the employees to develop diverse skill sets. Financing is provided by the General Fund, Water and Wastewater Fund based upon applicable cost accounting methods.



**Risk Management Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Risk Management Department has and will continue to help prevent losses for the City. If a loss does occur, Risk Management will continue to look for ways to minimize the costs. We continue to focus on the four main areas of greatest expenses for the City: workers compensation, property and subrogation, torts, and insurance. Our listed goals explain our plan of action, which provide the means to track and monitor throughout the given time frame.

1.	Lowering Cost/Claims of Property Damage.
2.	Lowering Cost/Claims of Worker's Comp.
3.	Lowering Cost/Claims of Tort Claims.
4.	Obtain Quality Insurance Coverage at Competitive Pricing.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
3-0-0	3-0-0	3-0-0	3-0-0	3-0-0	3-0-0

FUND BUDGET SUMMARY

Liability/Tort Claims Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	28,451	25,000	33,490	25,000	25,000	25,000	25,000	25,000
Charges for Services	-	-	-	-	-	-	-	-
Miscellaneous Revenue	682,923	125,000	213,566	150,000	150,000	150,000	150,000	150,000
Subtotal - Revenues	711,374	150,000	247,056	175,000	175,000	175,000	175,000	175,000
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	4,764,524	4,768,340	4,768,340	4,073,978	3,329,575	3,267,774	3,204,924	3,142,692
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	5,475,898	4,918,340	5,015,396	4,248,978	3,504,575	3,442,774	3,379,924	3,317,692

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	243,718	264,490	247,137	273,252	279,152	284,520	289,561	293,322
Materials & Supplies	10,405	13,125	7,340	12,950	12,725	12,000	14,856	12,000
Other Services & Charges:								
Workers Compensation Claims	970,461	957,000	957,000	1,029,000	1,059,870	1,091,666	1,124,416	1,158,148
Tort Claims	405,721	225,000	225,000	225,000	225,000	225,000	225,000	225,000
Vehicle and Other Property Claims	88,529	165,000	164,000	165,000	165,000	165,000	165,000	165,000
Insurance Premiums	666,889	781,145	730,000	811,000	835,330	860,390	877,598	895,150
Other Charges	(178,738)	127,570	189,060	123,900	132,955	136,241	132,455	135,767
TOTAL ESTIMATED COSTS	2,206,985	2,533,330	2,519,537	2,640,102	2,710,032	2,774,817	2,828,886	2,884,387

TRANSFERS:

Transfers In	1,553,855	1,635,500	1,635,500	1,769,679	2,538,682	2,603,561	2,658,425	2,713,385
Transfers Out (See detail below)	(54,428)	(57,381)	(57,381)	(48,980)	(65,451)	(66,594)	(66,771)	(66,318)
NET TRANSFERS IN (OUT)	1,499,427	1,578,119	1,578,119	1,720,699	2,473,231	2,536,967	2,591,654	2,647,067

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	4,768,340	3,963,129	4,073,978	3,329,575	3,267,774	3,204,924	3,142,692	3,080,372
Unassigned (Res for Emergencies & Shortfalls*)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	4,768,340	3,963,129	4,073,978	3,329,575	3,267,774	3,204,924	3,142,692	3,080,372

TOTAL ESTIMATED USES

TOTAL ESTIMATED USES	5,475,898	4,918,340	5,015,396	4,248,978	3,504,575	3,442,774	3,379,924	3,317,692
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DETAIL OF TRANSFERS OUT:

Administrative Support	60,479	63,807	63,807	60,771	59,513	60,482	59,794	59,870
Allocation Credit	(9,755)	(8,596)	(8,596)	(17,767)	-	-	-	-
Fleet Lease Assessment Fee	1,628	1,677	1,677	1,761	1,849	1,942	2,039	2,141
Insurance Assessment	1,626	(433)	(433)	2,202	2,289	2,370	2,438	2,507
Allocation Credit	(578)	(474)	(474)	(487)	-	-	-	-
Vehicle Maintenance Fees	1,028	1,400	1,400	2,500	1,800	1,800	2,500	1,800
	54,428	57,381	57,381	48,980	65,451	66,594	66,771	66,318



**HR/Training/Employee Group Insurance
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Human Resources Department is comprised of three divisions: Human Resources Administration, Training, and Benefits. We are dedicated to providing quality HR services to attract, develop, motivate and retain a productive and diverse workforce within a supportive work environment by:

- Providing friendly trustworthy service to all internal and external customers;
- Attracting and hiring through comprehensive Human Resources selection and planning;
- Retaining qualified employees through training and recognition programs;
- Providing sustainable benefit products and services responsive to and valued by employees.

GOALS

1.	Promote a high quality workforce and collaborative relationships between management and employees.
2.	Develop and provide citywide training and recognition programs to enhance personal and professional growth.
3.	Provide a competitive benefits package that enhances recruitment and retention through prudent management of resources.
4.	Provide a comprehensive wellness program to assist and promote employee well being.
5.	Review processes, making changes as needed, to improve efficiency and/or greater customer service.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
5-0-0	5-0-0	5-0-0	5-0-0	5-0-0	5-0-0

FUND BUDGET SUMMARY

Employee Group Insurance Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	43,999	40,000	51,329	40,000	40,000	40,000	40,000	40,000
Charges for Services	9,394,858	9,522,985	9,600,000	9,500,000	9,600,000	9,700,000	9,800,000	9,900,000
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Subtotal - Revenues	9,438,857	9,562,985	9,651,329	9,540,000	9,640,000	9,740,000	9,840,000	9,940,000
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	5,563,271	7,129,752	7,129,752	6,807,507	5,912,102	4,640,763	3,085,529	1,292,327
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	15,002,128	16,692,737	16,781,081	16,347,507	15,552,102	14,380,763	12,925,529	11,232,327

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	622	1,500	1,000	1,500	1,500	1,500	1,500	1,500
Other Services & Charges:								
Claims	7,199,415	8,200,000	8,017,000	8,417,850	8,838,743	9,192,292	9,468,061	9,752,103
Insurance Premiums	252,236	600,000	600,000	620,000	640,000	660,000	680,000	700,000
Health Clinic	150,063	641,354	641,354	673,422	707,093	735,376	757,438	780,161
Other Charges	259,706	725,015	689,236	684,840	687,216	669,156	689,448	709,717
Wellness Program	4,528	20,000	20,000	30,000	30,000	30,000	30,000	30,000
TOTAL ESTIMATED COSTS	7,866,570	10,187,869	9,968,590	10,427,612	10,904,552	11,288,324	11,626,447	11,973,481

TRANSFERS:

Transfers In	-	-	-	-	-	-	-	-
Transfers Out (See detail below)	(5,806)	(4,984)	(4,984)	(7,793)	(6,787)	(6,910)	(6,755)	(6,780)
NET TRANSFERS IN (OUT)	(5,806)	(4,984)	(4,984)	(7,793)	(6,787)	(6,910)	(6,755)	(6,780)

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	7,129,752	6,499,884	6,807,507	5,912,102	4,640,763	3,085,529	1,292,327	(747,934)
Unassigned (Res for Emergencies & Shortfalls*)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	7,129,752	6,499,884	6,807,507	5,912,102	4,640,763	3,085,529	1,292,327	(747,934)
TOTAL ESTIMATED USES	15,002,128	16,692,737	16,781,081	16,347,507	15,552,102	14,380,763	12,925,529	11,232,327

DETAIL OF TRANSFERS OUT:

Administrative Support	6,488	6,993	6,993	8,324	6,787	6,910	6,755	6,780
Allocation Credit	(682)	(2,009)	(2,009)	(531)	-	-	-	-
	5,806	4,984	4,984	7,793	6,787	6,910	6,755	6,780

** GASB Statement 45-Other Post Employment Benefits (OPEB) per the December, 2014 Actuarial Study's assumption of 30% utilization by retirees and 50% utilization by spouses of covered retirees amounts to \$2,180,240 in the 6th year we have this obligation and anticipated approximately \$5.2 million in OPEB Unfunded Liability.



**Vehicle Maintenance
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Vehicle Maintenance is an ASE Certified Blue Seal Facility. Vehicle maintenance delivers high quality, cost effective best in class trustworthy service to our customers. The department provides repair and preventative maintenance support services for the City’s approximately 480 vehicles and equipment. Employees are responsible for maintaining and repairing vehicles/equipment, ordering and installing parts, tire repair and tire replacement. The department also provides “on call” mechanic available when the shop is not open who provides emergency repair service for any type of vehicle/equipment.

1.	Provide unparalleled customer service to customers.
2.	Maintain the ASE Blue Seal of Excellence program for departmental technicians and facility.
3.	Diagnose, analyze and repair vehicles/equipment and/or outsource for repairs not provided in-house.
4.	Develop an alternate fuel infrastructure to provide Expand use of L.P.G. and C.N.G. for selected owned vehicles.
5.	Promote continuous improvement within the department.
6.	Evaluate all new technologies in an effort to protect the environment.
7.	Examine new technologies and training opportunities to lower departmental costs.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
11.35-0-0	11.35-0-0	11.35-0-0	11.35-0-0	11.35-0-0	11.35-0-0

**.65 Split with Fleet Management Fund*

FUND BUDGET SUMMARY

Vehicle Maintenance Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Interest	2,391	2,000	2,554	2,000	2,000	2,000	2,000	2,000
Charges for Service	1,440,362	1,367,277	1,024,090	1,275,284	1,282,375	1,289,467	1,296,559	1,303,650
Miscellaneous Revenue	13,165	11,936	6,746	12,450	12,964	13,477	13,992	14,506
Subtotal - Revenues	1,455,918	1,381,213	1,033,390	1,289,734	1,297,339	1,304,944	1,312,551	1,320,156
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	449,239	534,618	534,618	57,649	284,156	239,518	178,184	84,446
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	1,905,157	1,915,831	1,568,008	1,347,383	1,581,495	1,544,462	1,490,735	1,404,602
ESTIMATED USES								
DIRECT COSTS BY FUNCTION:								
Personal Services	737,748	795,981	761,165	831,037	847,807	864,080	879,878	893,320
Materials & Supplies	861,855	851,358	891,930	925,926	1,005,095	1,092,103	1,186,940	1,186,940
Fuel & Lube Expense	1,194,219	1,300,000	1,300,000	1,100,000	1,300,000	1,300,000	1,300,000	1,300,000
Other Services & Charges	363,086	354,610	416,695	410,998	420,047	427,793	436,442	443,442
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	3,156,908	3,301,949	3,369,790	3,267,961	3,572,949	3,683,976	3,803,260	3,823,702
TRANSFERS:								
Transfers In	1,906,579	2,156,778	1,973,365	2,365,040	2,435,779	2,508,853	2,584,118	2,661,332
Transfers Out (See detail below)	(120,210)	(113,934)	(113,934)	(160,306)	(204,807)	(191,155)	(187,147)	(186,489)
NET TRANSFERS IN (OUT)	1,786,369	2,042,844	1,859,431	2,204,734	2,230,972	2,317,698	2,396,971	2,474,843
OTHER USES:								
Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	424,718	281,664	73,849	249,133	231,508	220,975	217,534	221,184
Unassigned (Res for Emergencies & Shortfalls*)	109,900	375,062	(16,200)	35,023	8,010	(42,791)	(133,088)	(165,441)
TOTAL OTHER USES	534,618	656,726	57,649	284,156	239,518	178,184	84,446	55,743
TOTAL ESTIMATED USES	1,905,157	1,915,831	1,568,008	1,347,383	1,581,495	1,544,462	1,490,735	1,404,602
DETAIL OF TRANSFERS OUT:								
Administrative Support	130,916	116,213	116,213	177,597	177,735	163,650	159,275	158,251
Allocation Credit	(22,382)	(13,576)	(13,576)	(37,022)	-	-	-	-
Insurance Assessment	17,517	16,480	16,480	26,608	27,072	27,505	27,872	28,238
Allocation Credit	(5,841)	(5,183)	(5,183)	(6,877)	-	-	-	-
Vehicle Maintenance Fees	-	-	-	-	-	-	-	-
	120,210	113,934	113,934	160,306	204,807	191,155	187,147	186,489



**Administrative Support Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Administrative Support Services Fund has been established to allocate administrative overhead costs to user departments of the City. Financing is provided through billings to user departments based upon applicable cost accounting methods.

FUND BUDGET SUMMARY

AdminSuppSvc Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Taxes	-	-	-	-	-	-	-	-
Inter-governmental	-	-	-	-	-	-	-	-
Licenses & Permits	83,340	54,116	53,780	59,500	63,290	67,877	72,464	77,051
Charges for Services	406,397	150,046	196,587	345,974	320,250	320,788	320,964	321,008
Interest	31,261	30,000	37,959	20,000	20,000	20,000	20,000	20,000
Miscellaneous Revenue	113,899	11,836	7,590	11,836	11,836	11,836	11,836	11,836
Subtotal - Revenues	634,897	245,998	295,916	437,310	415,376	420,501	425,264	429,895
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	-	-	-	-	-	-	-	-
Unrestricted Prior Year Reserves	4,249,143	4,080,639	4,080,639	3,998,676	(0)	0	(0)	0
TOTAL ESTIMATED RESOURCES	4,884,040	4,326,637	4,376,555	4,435,986	415,376	420,501	425,264	429,895

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

General Government	292,560	306,815	327,275	305,390	305,390	305,390	65,690	65,690
City Treasurer	129,414	120,627	121,893	142,259	145,077	148,422	151,872	152,159
City Manager	1,122,073	1,260,650	1,179,484	1,131,127	1,190,333	1,166,317	1,225,363	1,201,324
Central Communications	2,395,510	2,886,609	2,632,415	3,003,851	2,971,154	2,941,462	2,981,467	3,014,467
Information Technology	3,674,097	4,337,020	3,565,246	4,203,727	4,129,977	4,286,786	4,243,970	4,279,655
Financial Services	888,598	1,014,345	1,036,717	1,101,337	1,009,644	1,021,288	1,030,343	1,035,210
Human Resources	564,945	665,334	618,488	697,073	717,422	721,769	736,311	742,140
City Clerk/Government Relations	170,001	229,919	184,840	198,361	200,425	201,714	202,338	202,975
Facility Maintenance	1,068,263	1,277,542	1,129,222	1,365,555	1,398,036	1,417,306	1,317,760	1,286,620
Legal Services	539,226	919,309	900,095	921,949	926,372	928,140	929,865	931,485
Engineering	1,454,861	1,700,751	1,606,333	1,873,598	1,902,674	1,948,816	1,969,275	2,001,825
Marketing	536,644	839,002	727,952	818,581	799,081	790,610	801,957	812,973
Operations Central Warehouse	263,260	275,519	239,020	264,289	266,101	269,182	274,138	275,385
Public Works-Administration	709,003	766,192	738,022	916,843	934,948	950,572	966,009	929,769
Utility Customer Service	2,959,428	3,538,142	3,210,882	3,635,904	3,726,216	3,827,283	3,924,041	4,029,459
TOTAL ESTIMATED COSTS	16,767,883	20,137,775	18,217,884	20,579,844	20,622,851	20,925,057	20,820,399	20,961,136

TRANSFERS:

Transfers In	16,171,673	18,112,240	18,112,240	16,448,600	20,573,951	20,881,137	20,779,242	20,923,027
Transfers Out (See detail below)	(207,192)	(267,035)	(272,235)	(304,742)	(366,476)	(376,581)	(384,107)	(391,786)
NET TRANSFERS IN (OUT)	15,964,482	17,845,205	17,840,005	16,143,858	20,207,475	20,504,556	20,395,135	20,531,241

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	4,080,639	2,034,067	3,998,676	(0)	0	(0)	0	0
Unassigned (Res for Emergencies & Shortfalls*)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	4,080,639	2,034,067	3,998,676	(0)	0	(0)	0	0

TOTAL ESTIMATED USES

TOTAL ESTIMATED USES	4,884,040	4,326,637	4,376,555	4,435,986	415,376	420,501	425,264	429,895
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DETAIL OF TRANSFERS OUT:

Fleet Lease Assessment Fee	61,588	62,821	62,821	65,289	67,876	70,590	73,434	76,416
Fleet Management Fund	-	12,500	12,500	-	-	-	-	-
Insurance Assessment	168,957	173,147	173,147	211,525	217,450	222,157	226,820	231,498
Allocation Credit	(58,271)	(51,343)	(51,343)	(55,222)	-	834	853	872
Vehicle Maintenance Fees	34,918	69,910	75,110	83,150	81,150	83,000	83,000	83,000
	207,192	267,035	272,235	304,742	366,476	376,581	384,107	391,786



**General Government
2015-2016
Departmental summary**

DEPARTMENTAL DESCRIPTION

This department details the general, non-specific operating costs for the Administrative Support Service Departments listed on the following pages.

DEPARTMENT BUDGET SUMMARY

EXPENDITURE CLASSIFICATION	Prior Year	Current Year	Current Year	BUDGET YEAR	Projected	Projected	Projected	Projected
	Actual FY 13-14	Budget FY 14-15	Actual (Est.) FY 14-15	FY 15-16	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20
Personal Services	-	-	-	-	-	-	-	-
Materials & Supplies	8,175	12,050	12,978	12,500	12,500	12,500	12,500	12,500
Other Services & Charges	284,385	294,765	314,297	292,890	292,890	292,890	53,190	53,190
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	16,918	12,785	12,785	35,308	34,705	35,154	-	-
TOTAL	309,478	319,600	340,060	340,698	340,095	340,544	65,690	65,690

DETAIL OF TRANSFERS:

Administrative Support	19,168	19,635	19,635	40,925	34,705	35,154	-	-
Allocation Credit	(2,250)	(6,850)	(6,850)	(5,617)	-	-	-	-
	16,918	12,785	12,785	35,308	34,705	35,154	-	-



**Treasury Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Mission Statement for Treasury Services is:

“To provide money management services to City departments”

Treasury Services manages, invests, and analyzes the City general and operating funds, as well as the Public Works Authority and pension funds. All funds are invested in securities that comply with City-Council-approved investment policies and adhere to the laws of the State of Oklahoma.

Treasury services also direct all banking transactions/accounts, coordinates merchant services, administers the two City-sponsored retirement plans, serves as staff liaison on various committees, and provides fiscal reporting and reconciliation to Financial Services.

1.	Improve and refine treasury management systems.
2.	Provide assistance and project coordination to the Edmond Employees’ Retirement Board, and City Finance/Audit Committee
3.	Administer and provide education of the 457 Deferred Compensation Plan and the City’s Civilian Employee Retirement Plan.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4*	Year 5
1-5-0	1-5-0	1-5-0	1-5-0	1-5-0	1-5-0

**Note: The City Treasurer is no longer an elected position as of June 2013, instead, it is a PT position appointed by the City Manager*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: City Treasurer

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	91,174	94,744	96,697	112,595	114,661	117,201	119,239	119,993
Materials & Supplies	2,326	1,439	378	958	958	958	1,875	958
Other Services & Charges	35,914	24,444	24,818	28,706	29,458	30,263	30,758	31,208
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	23,699	20,054	20,054	13,881	17,539	18,241	16,955	16,977
TOTAL	153,113	140,681	141,947	156,140	162,616	166,663	168,827	169,136

DETAIL OF TRANSFERS:

Administrative Support	26,458	21,444	21,444	17,358	16,524	17,194	15,881	15,875
Allocation Credit	(3,833)	(2,150)	(2,150)	(4,247)	-	-	-	-
Insurance Assessment	1,631	1,085	1,085	980	1,015	1,047	1,074	1,102
Allocation Credit	(557)	(325)	(325)	(210)	-	-	-	-
	23,699	20,054	20,054	13,881	17,539	18,241	16,955	16,977



**City Manager's Office
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The City Manager's office has primary responsibility for both the day-to-day administration of Edmond's city government, including all city departments and operations, and also the carrying out of City Council policies and directives.

STATEMENT OF VALUES

1.	The City of Edmond exists only to provide SERVICES , and our internal mission of Trustworthy Service Through Continuous Improvement reflects our constant dedication to this reality.
2.	We are committed to our thoughts, words, and actions reflecting our seven core values of <i>Customer Service, Integrity, Teamwork, Accountability, Professionalism, Communication, and Innovation</i> .
3.	We intend to lead by example in the development of our organization to provide quality public services while balancing cost effectiveness and responsiveness.
4.	We will work to create and maintain effective partnerships with elected officials, employees, and members of our community (customers).

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
7-0-2	7-0-2	7-0-2	7-0-2	7-0-2	7-0-2

**FT employees include the City Manager, Assistant City Manager of Administration, Assistant City Manager of Operations and support staff. Seasonal employees(S) include the Carl Reherman City Management Intern(s).*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: City Manager

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	942,625	1,030,295	970,308	933,777	949,608	965,477	981,808	997,769
Materials & Supplies	4,901	14,245	8,029	11,810	12,875	12,875	15,470	15,470
Other Services & Charges	174,547	216,110	201,147	185,540	227,850	187,965	228,085	188,085
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	160,063	186,097	186,097	172,052	238,189	228,502	226,621	227,336
TOTAL	1,282,136	1,446,747	1,365,581	1,303,179	1,428,522	1,394,819	1,451,984	1,428,660

DETAIL OF TRANSFERS:

Administrative Support	186,094	217,833	217,833	231,120	231,344	221,482	219,452	220,017
Allocation Credit	(30,457)	(36,427)	(36,427)	(64,315)	-	-	-	-
Insurance Assessment	6,664	6,664	6,664	6,656	6,845	7,020	7,169	7,319
Allocation Credit	(2,238)	(1,973)	(1,973)	(1,409)	-	-	-	-
	160,063	186,097	186,097	172,052	238,189	228,502	226,621	227,336



**Public Safety Communications
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Professionally committed to providing quality emergency communications services for the City of Edmond and surrounding areas.

1.	Attract & retain long-term, career-minded employees.
2.	Process emergency calls within 20 seconds (ready for dispatch) and dispatch calls within 30 seconds (once calls are ready for dispatch.)
3.	Provide at least 24 hours of recurring training to each employee in the communications center.
4.	Maintain a quality rating of more than 95%.
5.	Successfully move 911, Technical and Administrative functions to the new Public Safety Center

STAFFING

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
23.8-1-0	25.8-1-0	25.8-1-0	25.8-1-0	25.8-1-0	25.8-1-0

**.8 split with Emergency Management*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Central Communications

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	1,608,070	1,813,945	1,677,756	2,002,284	2,047,594	2,085,721	2,122,520	2,160,018
Materials & Supplies	79,909	154,330	123,103	115,690	112,976	84,157	87,363	82,865
Other Services & Charges	707,530	778,334	692,378	846,677	810,584	771,584	771,584	771,584
Capital Outlay	-	140,000	139,178	39,200	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	324,636	376,909	376,909	321,929	421,815	430,784	424,431	425,956
TOTAL	2,720,146	3,263,518	3,009,324	3,325,780	3,392,969	3,372,246	3,405,898	3,440,423

DETAIL OF TRANSFERS:

Administrative Support	366,336	411,528	411,528	396,153	393,654	401,988	395,101	396,087
Allocation Credit	(59,759)	(57,841)	(57,841)	(92,558)	-	-	-	-
Insurance Assessment	27,729	31,522	31,522	27,484	28,161	28,796	29,330	29,869
Allocation Credit	(9,670)	(8,300)	(8,300)	(9,150)	-	-	-	-
	324,636	376,909	376,909	321,929	421,815	430,784	424,431	425,956



**Information Technology
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Information Technology (IT) department is responsible for implementing technology solutions that enable departments throughout the city to provide efficient, high quality services to the citizens of Edmond. The IT Department is comprised of three teams. These teams are Application Support, Infrastructure Support and Geographic Information Systems (GIS). The Application Support Team is responsible for server based applications such as those used by the Finance Department, Utility Customer Service and Municipal Court. The Infrastructure Support team is responsible for the hardware (servers, PCs, network switches, routers, etc.) as well as operating systems and PC applications. GIS has become an integral part of the operations of many departments by linking information to geographic locations. This has provided increased productivity and enhanced decision making. Together, these teams support 722 users and over 800 desktop computers and mobile devices combined.

GOALS

1.	Provide efficient, reliable access to City data and ensure the security of the City's technology environment through research and implementation of new technology as well as proper life cycle management practices to ensure the health of existing technology.
2.	Implement major enhancements to improve the efficiency and productivity of departments throughout the city. Seek to find Enterprise Solutions encompassing stakeholders from multiple departments rather than implementing one-off solutions.
3.	Implement and support GIS projects to provide improved mapping capabilities as well as integration with other application systems.
4.	Implement policies, processes, procedures and tools in an effort to continually improve the operations of the IT department.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
17	17	18	18	18	18

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Information Technology

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	1,477,774	1,662,242	1,521,322	1,676,020	1,715,658	1,751,527	1,788,120	1,824,908
Materials & Supplies	286,839	235,550	150,324	240,550	240,550	260,550	240,550	240,550
Other Services & Charges	1,310,855	1,915,849	1,443,600	1,787,157	1,673,769	1,759,709	1,700,300	1,714,197
Capital Outlay	598,630	523,379	450,000	500,000	500,000	515,000	515,000	500,000
Debt Service	-	-	-	-	-	-	-	-
Transfers	183,601	209,807	209,807	189,539	240,510	243,190	241,012	239,239
TOTAL	3,857,698	4,546,827	3,775,053	4,393,266	4,370,487	4,529,976	4,484,982	4,518,894

DETAIL OF TRANSFERS:

Administrative Support	202,999	227,345	227,345	220,695	223,987	226,187	223,589	221,388
Allocation Credit	(28,897)	(29,029)	(29,029)	(45,194)	-	-	-	-
Fleet Lease Assessment Fees	1,409	1,451	1,451	1,524	1,600	1,680	1,764	1,852
Insurance Assessment	11,356	13,363	13,363	13,996	14,423	14,823	15,159	15,499
Allocation Credit	(3,864)	(3,823)	(3,823)	(2,982)	-	-	-	-
Vehicle Maintenance Charges	598	500	500	1,500	500	500	500	500
	183,601	209,807	209,807	189,539	240,510	243,190	241,012	239,239



**Financial Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Mission Statement for the Financial Services Department is:

“To provide quality management of financial information”

The Financial Service Department contains four divisions: Finance, Payroll, Purchasing and Treasury. The Finance division administers the day-to-day accounting functions, including the development of the Comprehensive Annual Financial Report (CAFR) and Audit, as well as the annual 5 Year Budget Plan.

Payroll manages all employee payroll related items, including bi-weekly checks, tracking of earned vacation and sick leave benefits, and all related federal and state payroll taxes.

Purchasing directs the competitive bid process for various city-wide services and products, as well as accounts payable.

Treasury manages all banking transactions/accounts, as well as investments.

1.	Continue refinement and implementation of IFAS software
2.	Strengthen controls and internal policies and procedures
3.	Continuous Customer Service Improvement
4.	Automate Employee Time and Attendance Capabilities
5.	Improve and refine Treasury Management Systems

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
7.7*-0-0	7.7*-.5-0	7.7*-.5-0	7.7*-.5-0	7.7*-.5-0	7.7*-.5-0

** Staffing level includes the Financial Services, Payroll, Treasury, and Purchasing Departments. .3 of the Purchasing Manager is accounted for in the YourGovShop budget and 1 FT & .5 PT is in Treasury.*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Financial Services

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	750,253	775,957	757,824	814,426	823,183	830,206	833,507	835,959
Materials & Supplies	16,211	14,850	11,650	15,375	15,375	16,275	16,825	14,650
Other Services & Charges	122,135	223,538	167,243	271,536	171,086	174,807	180,011	184,601
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	237,723	234,645	234,645	370,878	437,115	448,856	397,210	398,441
TOTAL	1,126,321	1,248,990	1,171,362	1,472,215	1,446,759	1,470,144	1,427,553	1,433,651

DETAIL OF TRANSFERS:

Administrative Support	262,983	276,009	276,009	433,407	430,309	441,862	390,057	391,128
Allocation Credit	(28,966)	(45,473)	(45,473)	(67,733)	-	-	-	-
Insurance Assessment	5,608	5,820	5,820	6,605	6,806	6,160	6,300	6,441
Allocation Credit	(1,902)	(1,711)	(1,711)	(1,401)	-	834	853	872
	237,723	234,645	234,645	370,878	437,115	448,856	397,210	398,441



**Human Resources
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Human Resources Department is comprised of three divisions: Human Resources Administration, Training, and Benefits. We are dedicated to providing quality HR services to attract, develop, motivate and retain a productive and diverse workforce within a supportive work environment by:

- Providing friendly trustworthy service to all internal and external customers;
- Attracting and hiring through comprehensive Human Resources selection and planning;
- Retaining qualified employees through training and recognition programs;
- Providing sustainable benefit products and services responsive to and valued by employees.

GOALS

1.	Promote a high quality workforce and collaborative relationships between management and employees.
2.	Develop and provide citywide training and recognition programs to enhance personal and professional growth.
3.	Provide a competitive benefits package that enhances recruitment and retention through prudent management of resources.
4.	Provide a comprehensive wellness program to assist and promote employee well being.
5.	Review processes, making changes as needed, to improve efficiency and/or greater customer service.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
5-0-0	5-0-0	5-0-0	5-0-0	5-0-0	5-0-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Human Resources

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	408,176	451,824	432,097	468,038	477,702	487,734	497,276	506,105
Materials & Supplies	19,754	24,050	19,517	19,350	24,950	19,350	24,350	21,350
Other Services & Charges	137,016	189,460	166,874	209,685	214,770	214,685	214,685	214,685
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	172,590	184,724	184,724	169,352	198,589	200,831	125,695	125,296
TOTAL	737,535	850,058	803,212	866,425	916,011	922,600	862,006	867,436

DETAIL OF TRANSFERS:

Administrative Support	185,459	191,790	191,790	194,212	194,646	196,778	121,549	121,056
Allocation Credit	(15,576)	(10,033)	(10,033)	(27,873)	-	-	-	-
Insurance Assessment	4,100	4,159	4,159	3,825	3,943	4,053	4,146	4,240
Allocation Credit	(1,393)	(1,192)	(1,192)	(812)	-	-	-	-
	172,590	184,724	184,724	169,352	198,589	200,831	125,695	125,296



**City Clerk
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The City Clerk’s office will continue to provide diverse administrative services to support city departments. Internal services include city clerk responsibilities, records administration and management, and Gracelawn Cemetery lot sales, working with local Funeral Homes and families to arrange funerals and all other record management associated with operations of the Cemetery.

1.	Continue working with local Funeral Homes and families to arrange burials in Gracelawn Cemetery plus accurate records management of cemetery records. Also issue invoices for monument setting services and collection of all fees associated with these services.
2.	Accurately issue, document, maintain and organize official city records.
3.	Timely issuance of occupational licenses, permits, collection of miscellaneous charges and fees, abatement and certification of nuisances, processing requests for information, coordination of legal publications and codification of ordinances

STAFFING LEVELS

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
2-0-0	2-0-0	2-0-0	2-0-0	2-0-0	2-0-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: City Clerk/Government Relations	FUND: ADMIN SUPPORT SERVICES				FY 15-16			
	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	130,145	141,819	134,819	145,961	148,025	149,314	149,938	150,575
Materials & Supplies	5,355	4,200	3,431	3,200	3,200	3,200	3,200	3,200
Other Services & Charges	34,500	83,900	46,590	49,200	49,200	49,200	49,200	49,200
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	85,222	79,091	79,091	64,835	84,081	88,188	86,437	86,620
TOTAL	255,223	309,010	263,931	263,196	284,506	289,902	288,775	289,595

DETAIL OF TRANSFERS:

Administrative Support	100,418	91,480	91,480	83,208	81,408	85,442	83,629	83,749
Allocation Credit	(17,063)	(13,962)	(13,962)	(20,328)	-	-	-	-
Fleet Lease Assessment Fees	-	-	-	-	-	-	-	-
Insurance Assessment	2,814	2,239	2,239	2,594	2,673	2,746	2,808	2,871
Allocation Credit	(947)	(666)	(666)	(639)	-	-	-	-
Vehicle Maintenance Charges	-	-	-	-	-	-	-	-
	85,222	79,091	79,091	64,835	84,081	88,188	86,437	86,620



**Facility Maintenance
2014-2015
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Facility Maintenance delivers high quality, cost effective best in class trustworthy service to our customers. The department provides a clean, safe, quality working environment for City of Edmond employees and the public by maintaining, repairing, cleaning and improving City facilities. The department tracks processes and procedures through use of City works for asset management and timely response to the needs of internal and external customers. This encompasses 60 different C.O.E. divisions and over 600,000 square feet of occupied working space. The Facility Maintenance Department’s service is to ensure a safe and comfortable working environment for our customers.

1.	Provide unparalleled customer service – meet with Department Heads
2.	Improve the performance of the technical staff with at least one job related training course per year, if possible, bring to our campus for a group type training
3.	Diagnose, analyze, and repair buildings and associated equipment and /or outsource for repairs not provided in house.
4.	Reduce COE energy costs by implementing Led lighting
5.	Reduce departmental operations & maintenance costs.
6.	Promote continuous improvement within the department.
7.	Reduce COE energy costs by implementing predictive maintenance- changing out older HVAC units with newer, efficient equipment.
8.	When possible on roof replacements, use a white color to help in reflection of heat during the summer months reducing COE energy costs.

Objectives:

The Facility Maintenance Department’s objective and vision is to continuously improve facility maintenance services for the benefit of delivering “Trustworthy Service” to internal and external customers.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
11-0-0	11-0-0	12-1-0	13-1-0	13-1-0	14-1-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Facility Maintenance

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	530,779	633,420	567,411	654,183	669,756	686,430	701,738	717,178
Materials & Supplies	200,265	191,108	156,908	149,502	148,971	147,867	149,367	150,867
Other Services & Charges	274,289	437,824	389,713	561,870	579,309	583,009	466,655	418,575
Capital Outlay	62,931	15,190	15,190	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	273,819	337,684	341,934	348,414	420,337	428,955	430,709	427,278
TOTAL	1,342,082	1,615,226	1,471,156	1,713,969	1,818,373	1,846,261	1,748,469	1,713,898

DETAIL OF TRANSFERS:

Administrative Support	267,780	290,254	290,254	318,595	320,624	326,269	326,224	320,971
Allocation Credit	(25,978)	(10,175)	(10,175)	(49,279)	-	-	-	-
Fleet Lease Assessment Fees	13,848	14,176	14,176	14,737	15,327	15,947	16,597	17,280
Fleet Management Fund	-	12,500	12,500	-	-	-	-	-
Insurance Assessment	12,839	28,452	28,452	60,938	62,386	63,739	64,888	66,027
Allocation Credit	(3,988)	(9,273)	(9,273)	(17,577)	-	-	-	-
Vehicle Maintenance Charges	9,318	11,750	16,000	21,000	22,000	23,000	23,000	23,000
	273,819	337,684	341,934	348,414	420,337	428,955	430,709	427,278



**Legal Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Edmond City Attorney is appointed by the Mayor and City Council to direct the management of all legal matters for the City. The Legal Services office provides legal assistance to the Mayor and Council, the Edmond Public Works Authority and other City departments. The office also provides assistance to various committees, boards and city agencies.

The City Attorney or the Assistant City Attorney represents the City in all litigation in Edmond Municipal Court, Oklahoma County District Court, Oklahoma State Court and the Federal Court System.

Risk Management, a division of the City Attorney’s office, handles subrogation recovery, liability, property insurance as well as other multiple lines of insurance for the City.

GOALS

1.	Provide advice and legal services for the Mayor and City Council
2.	Provide quality legal services for the City of Edmond
3.	Provide advice and training for City departments as needed
4.	Defend City of Edmond in lawsuits, and traffic and juvenile court

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
4-0-0	4-0-0	4-0-0	4-0-0	4-0-0	4-0-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Legal Services

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	462,404	475,745	475,745	491,049	496,314	497,563	498,855	499,978
Materials & Supplies	6,063	11,950	10,950	13,875	12,875	13,025	13,275	13,375
Other Services & Charges	70,760	431,614	413,400	417,025	417,183	417,552	417,735	418,132
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	64,206	70,155	70,155	61,219	83,297	87,310	86,429	86,636
TOTAL	603,432	989,464	970,250	983,168	1,009,669	1,015,450	1,016,294	1,018,121

DETAIL OF TRANSFERS:

Administrative Support	58,441	64,825	64,825	60,344	60,455	63,974	62,677	62,464
Allocation Credit	(9,176)	(7,993)	(7,993)	(15,063)	-	-	-	-
Insurance Assessment	22,551	19,382	19,382	22,315	22,842	23,336	23,752	24,172
Allocation Credit	(7,610)	(6,059)	(6,059)	(6,377)	-	-	-	-
	64,206	70,155	70,155	61,219	83,297	87,310	86,429	86,636



**Engineering Department
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Engineering Department is dedicated to effective, timely, and reliable technical service and expertise to Council, developers, contractors, City departments, staff, and citizens, as it relates to the expansion of the City’s infrastructure and the capital improvements.

1.	Conduct traffic studies on Major Transportation Corridors.
2.	Improve services provided to other City departments and improve quality and efficiency of service to both internal and external customers.
3.	Continued implementation of TRAKiT Software as it relates to Engineering projects.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
16-0-0	17-0-0	17-0-0	17-0-0	17-0-0	17-0-0

**Includes Engineering Administration and Inspections*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Engineering

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	1,380,545	1,577,329	1,501,243	1,741,743	1,766,769	1,798,611	1,827,270	1,855,690
Materials & Supplies	29,271	52,230	40,525	42,705	58,555	72,805	64,405	68,335
Other Services & Charges	37,725	71,192	64,565	89,150	77,350	77,400	77,600	77,800
Capital Outlay	7,321	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	345,898	371,669	371,669	401,401	498,856	479,671	473,501	475,874
TOTAL	1,800,759	2,072,420	1,978,002	2,274,999	2,401,530	2,428,487	2,442,776	2,477,699

DETAIL OF TRANSFERS:

Administrative Support	365,733	381,500	381,500	463,428	461,650	441,544	434,504	435,977
Allocation Credit	(51,898)	(38,821)	(38,821)	(94,698)	-	-	-	-
Fleet Lease Assessment Fees	8,500	8,429	8,429	8,851	9,293	9,758	10,245	10,757
Insurance Assessment	29,140	13,533	13,533	16,426	16,913	17,369	17,752	18,140
Allocation Credit	(10,409)	(3,972)	(3,972)	(3,606)	-	-	-	-
Vehicle Maintenance Charges	4,832	11,000	11,000	11,000	11,000	11,000	11,000	11,000
	345,898	371,669	371,669	401,401	498,856	479,671	473,501	475,874



**Marketing and Public Relations
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Marketing/Public Relations Department has several different functions, including media relations, public information, marketing and communications, design and maintenance of the website, graphic design and television programming for the government access cablevision channel, Edmond Life TV, internal and external special event coordination. Our mission statement is:

“Providing timely, accurate information through professional, creative communication”

Our purpose is to keep our citizen/customers informed about city issues, programs, services, activities, accomplishments and plans.

GOALS

1.	Produce quality printed & electronic materials to inform citizen/customers about services, programs and functions of the City of Edmond
2.	Provide programming detailing the functions of city departments and personnel and how the community benefits from them on Edmond Life TV
3.	Maintain a dynamic, interactive city web site
4.	Provide timely & accurate Media Relations
5.	Publish consistent communications via social media sites; Facebook, Twitter, LinkedIn, Pinterest and YouTube.
6.	Coordinate all internal employee events and serve as main point of contact for all external events taking place in Edmond.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
5-0-0	5-0-0	5-0-0	5-0-0	5-0-0	5-0-0

**Currently staffed with 5 of the 5 funded & approved positions.*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Marketing

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	282,623	370,824	370,824	380,331	390,831	402,360	413,707	424,723
Materials & Supplies	13,533	34,450	22,300	35,250	35,250	35,250	35,250	35,250
Other Services & Charges	206,635	393,728	309,828	363,000	363,000	343,000	343,000	343,000
Capital Outlay	33,853	40,000	25,000	40,000	10,000	10,000	10,000	10,000
Debt Service	-	-	-	-	-	-	-	-
Transfers	63,441	71,400	71,400	50,818	68,472	70,167	70,346	70,706
TOTAL	600,085	910,402	799,352	869,399	867,553	860,777	872,303	883,679

DETAIL OF TRANSFERS:

Administrative Support	73,753	77,948	77,948	65,019	64,668	66,248	66,331	66,594
Allocation Credit	(12,187)	(8,597)	(8,597)	(17,096)	-	-	-	-
Insurance Assessment	2,842	2,883	2,883	3,683	3,804	3,919	4,015	4,112
Allocation Credit	(967)	(834)	(834)	(788)	-	-	-	-
	63,441	71,400	71,400	50,818	68,472	70,167	70,346	70,706



**Public Works Administration
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Public Works Administration provides a call center for Public Works, handles the recording of field work and asset history, payroll, budget management, and accounts payable for Field Services, Solid Waste and Facility Maintenance, analyzes the quality of data, and facilitates accurate reporting and assistance to division heads. Also included in this Public Works division is the offices of the Public Works Director and Public Works Training Coordinator.

1.	Improve Public Works administrative staff's software and professional communication skills.
2.	Maintain cross-functional competency for all Public Works office support staff members.
3.	Improve Public Works daily, monthly and quarterly reports.
4.	Review and improve the viability of the service request/work order data collections systems as they pertain to Public Works.
5.	Revise the Public Works Administration Procedural Manual.
6.	Oversee Public Works training and Center for Municipal Excellence services.
7.	Maintain and update Public Works APWA accreditation and re-certification requirements.
8.	Maintain and ensure Public Works emergency response plans and capabilities.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
11-0-0	11-0-0	11-0-0	11-0-0	11-0-0	11-0-0

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Public Works Administration

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	626,136	660,557	638,141	811,103	827,673	843,297	859,459	875,619
Materials & Supplies	5,044	10,385	9,180	8,850	10,385	10,385	9,660	7,900
Other Services & Charges	77,823	95,250	90,701	96,890	96,890	96,890	96,890	46,250
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	173,626	240,785	240,785	219,438	278,588	281,364	277,782	279,371
TOTAL	882,629	1,006,977	978,807	1,136,281	1,213,536	1,231,936	1,243,791	1,209,140

DETAIL OF TRANSFERS:

Administrative Support	201,447	256,948	256,948	269,924	269,224	271,735	267,929	269,292
Allocation Credit	(32,814)	(21,501)	(21,501)	(57,625)	-	-	-	-
Insurance Assessment	7,567	7,607	7,607	9,080	9,364	9,629	9,853	10,079
Allocation Credit	(2,574)	(2,269)	(2,269)	(1,941)	-	-	-	-
	<u>173,626</u>	<u>240,785</u>	<u>240,785</u>	<u>219,438</u>	<u>278,588</u>	<u>281,364</u>	<u>277,782</u>	<u>279,371</u>



**Operations Central Warehouse
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Warehouse mission is to provide high quality warehouse service at a competitive cost that supports the missions of Electric, Public Works, and Facility Maintenance departments with trustworthy service.

The Operations Central Warehouse core services include:

1. Purchasing material following all City of Edmond Purchasing Department policies.
2. Maintaining inventory stock levels to provide uninterrupted work flow for all departments utilizing Operations Central Warehouse services.
3. Providing a record of materials received and transferred to trucks or issued to work orders.
4. Operations Central Warehouse performs regular scheduled inventory counts and audits.

GOALS

1.	Provide High Quality Warehouse Service
2.	Provide Responsive Customer Service
3.	Provide Proactive Employee Development

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
3.7-0-0	3.7-0-0	3.7-0-0	3.7-0-0	3.7-0-0	3.7-0-0

**.7 split with Electric and Public Works Administration*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Operations Central Warehousing

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual	Current Year Budget	Current Year Actual (Est.)	BUDGET YEAR	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	FY 13-14	FY 14-15	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Personal Services	246,000	253,769	222,320	242,484	245,486	248,332	251,098	253,835
Materials & Supplies	4,160	6,275	4,400	6,150	4,775	4,875	6,565	5,075
Other Services & Charges	13,100	15,475	12,300	15,655	15,840	15,975	16,475	16,475
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	35,145	38,877	39,827	47,938	55,291	56,340	55,898	56,206
TOTAL	298,405	314,396	278,847	312,227	321,392	325,522	330,036	331,591

DETAIL OF TRANSFERS:

Administrative Support	27,881	26,993	26,993	39,274	39,133	39,981	39,345	39,457
Allocation Credit	(3,872)	(3,406)	(3,406)	(9,439)	-	-	-	-
Fleet Lease Assessment Fees	6,568	6,753	6,753	6,879	7,008	7,140	7,275	7,412
Insurance Assessment	1,366	1,444	1,444	1,576	1,650	1,719	1,778	1,837
Allocation Credit	(494)	(407)	(407)	(352)	-	-	-	-
Vehicle Maintenance Charges	3,696	7,500	8,450	10,000	7,500	7,500	7,500	7,500
	35,145	38,877	39,827	47,938	55,291	56,340	55,898	56,206



**Utility Customer Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Utility Customer Services is comprised of five (5) customer service divisions:

- Financial Services – Utility statement production, reconciliation of financial transactions and complete service order process;
- Contractual Services – Establishes new service, maintain customer contracts, initiate active and inactive collections;
- Customer Services – Operates inbound call center and post incoming payment transactions;
- Meter Services – Monthly reading of all electric and water meters;
- Utility Field Services – Completes all field orders including service initiations, disconnections, reconnections, collections, meter rereads, energy audits, and rebates;

Our mission is to offer each citizen exceptional Customer Services.

GOALS

1.	Enhance our customer communications in all 5 service areas.
2.	Accelerate Utility Customer Services technology to maximize service.
3.	Invest in our employee improvement process to enhance organizational and individual success.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
42-3-0	44-3-0	44-3-0	44-3-0	44-3-0	44-3-0

**Includes Utility Customer Services and Meter Services*

DEPARTMENT BUDGET SUMMARY

DEPARTMENT: Utility Customer Service

FUND: ADMIN SUPPORT SERVICES

FY 15-16

EXPENDITURE CLASSIFICATION	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
Personal Services	2,182,816	2,508,663	2,324,717	2,661,403	2,724,936	2,783,648	2,844,101	2,904,500
Materials & Supplies	196,110	282,790	259,450	289,400	304,470	333,100	353,008	383,093
Other Services & Charges	580,501	736,689	617,850	685,101	696,810	710,535	726,932	741,866
Capital Outlay	-	10,000	8,865	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Transfers	1,125,957	1,397,985	1,397,985	973,226	1,219,245	1,242,949	1,125,169	1,133,629
TOTAL	4,085,384	4,936,127	4,608,867	4,609,130	4,945,461	5,070,232	5,049,210	5,163,088

DETAIL OF TRANSFERS:

Administrative Support	1,217,451	1,455,088	1,455,088	1,112,560	1,107,822	1,128,083	1,007,820	1,013,724
Allocation Credit	(160,323)	(152,730)	(152,730)	(239,671)	-	-	-	-
Fleet Lease Assessment Fees	31,263	32,012	32,012	33,298	34,648	36,065	37,553	39,115
Fleet Management Fund	-	-	-	-	-	-	-	-
Insurance Assessment	32,750	34,994	34,994	35,367	36,625	37,801	38,796	39,790
Allocation Credit	(11,658)	(10,539)	(10,539)	(7,978)	-	-	-	-
Vehicle Maintenance Charges	16,474	39,160	39,160	39,650	40,150	41,000	41,000	41,000
	1,125,957	1,397,985	1,397,985	973,226	1,219,245	1,242,949	1,125,169	1,133,629



**Fleet Management
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

Fleet Management provides administrative support in the most cost efficient manner to all City departments who operate city owned vehicles/equipment. The department manages the fleet replacement fund and establishes budget figures for each fiscal year for fuel, parts accounts, car wash expense and vehicle/equipment replacement. The department manages the bid process for new vehicle and equipment. Personnel are committed to exploring all means in which to aid departments in meeting the needs of their customers and the public sector.

GOALS:

- Increase the awareness of city’s personnel in the need to support the preventive maintenance service program for vehicle/equipment so that safety standards are continually met, liabilities are reduced and an overall reduction in maintenance costs can be achieved.
- Work with city departments to obtain vehicles/equipment that will be utilized to their maximum potential and remove obsolete and under-utilized vehicles/equipment from inventory.
- Draft specifications that combine the needs of the division and the financial aspects of the purchase together so as to ensure the most cost effective purchase.
- Continue to provide a more streamlined process for the replacement of city vehicles/equipment through the use of unit expense reporting.
- Support and assist all departments with new programs that will help reduce the costs and support city policies.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
.65-0-0	.65-0-0	.65-0-0	.65-0-0	.65-0-0	.65-0-0

** Split with Vehicle Maintenance*

FUND BUDGET SUMMARY

Fleet Management Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Charges for Services	17,795	2,000	19,786	21,000	21,000	21,000	21,000	21,000
Interest	37,281	25,000	44,911	35,000	35,000	35,000	35,000	35,000
Miscellaneous Revenue	108,920	-	-	-	-	-	-	-
Subtotal - Revenues	163,996	27,000	64,697	56,000	56,000	56,000	56,000	56,000
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	5,498,714	6,801,046	6,801,046	6,932,320	6,934,368	6,216,277	4,888,755	2,856,941
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	5,662,709	6,828,046	6,865,743	6,988,320	6,990,368	6,272,277	4,944,755	2,912,941

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	56,559	61,471	56,634	61,865	63,094	64,206	65,319	66,113
Materials & Supplies	753	7,500	2,500	7,500	7,500	7,500	7,500	7,500
Other Services & Charges	83,424	98,020	81,176	98,020	98,020	98,020	98,020	98,020
Capital Outlay:								
Fire	72,642	722,569	598,043	770,000	640,000	640,000	1,380,000	710,000
Police	423,155	700,776	692,924	585,000	422,500	433,063	443,625	476,897
Electric	154,915	241,859	60,000	-	-	-	-	-
All Other Depts.	896,797	2,255,976	1,760,000	1,700,228	1,579,412	1,691,935	1,669,664	1,717,554
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	1,688,246	4,088,172	3,251,277	3,222,613	2,810,526	2,934,724	3,664,128	3,076,084

TRANSFERS:

Transfers In	2,876,889	3,795,701	3,375,910	3,223,003	2,093,120	1,609,339	1,633,807	1,770,722
Transfers Out (See detail below)	(50,306)	(58,056)	(58,056)	(54,342)	(56,685)	(58,137)	(57,493)	(57,376)
NET TRANSFERS IN (OUT)	2,826,583	3,737,645	3,317,854	3,168,661	2,036,435	1,551,202	1,576,314	1,713,346

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes:			(0)	(0)	6,216,277	4,888,755	2,856,941	1,550,203
Reserve for Fire	2,027,041	1,730,931	2,078,547	2,082,071				
Reserve for Police	706,004	578,068	590,322	508,439				
Reserve for Electric	438,748	792,193	367,285	305,754				
Reserve for All Other Funds	3,629,253	3,376,327	3,896,166	4,038,104				
Unassigned (Res for Emergencies & Shortfalls*)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	6,801,046	6,477,520	6,932,320	6,934,368	6,216,277	4,888,755	2,856,941	1,550,203
TOTAL ESTIMATED USES	5,662,709	6,828,046	6,865,743	6,988,320	6,990,368	6,272,277	4,944,755	2,912,941

DETAIL OF TRANSFERS OUT:

Administrative Support	19,790	20,270	20,270	15,019	14,123	15,477	14,751	14,552
Allocation Credit	(3,745)	(3,221)	(3,221)	(2,538)	-	-	-	-
Insurance Assessment	1,142	1,338	1,338	2,459	2,562	2,660	2,742	2,824
Allocation Credit	(436)	(331)	(331)	(598)	-	-	-	-
Transfers	510	-	-	-	-	-	-	-
Vehicle Maintenance Fees	33,045	40,000	40,000	40,000	40,000	40,000	40,000	40,000
	50,306	58,056	58,056	54,342	56,685	58,137	57,493	57,376



**Field Services
2015-2016
Departmental Summary**

DEPARTMENTAL DESCRIPTION

The Field Services Department has four primary areas of responsibility: streets, which includes rights-of-ways and drainage, water distribution line maintenance, wastewater collection line maintenance and traffic, which includes signals, signs, pavement markings and roadway lighting. The department will accomplish a level of performance consistent with the character and integrity of a professional organization. Although maintenance services typically occur in a reactive environment, Field Services will continue to focus on proactive planning and maintenance activities, and will actively seek out opportunities for continuous improvement.

GOALS

1.	Field Services will proactively maintain Edmond’s over 1,300 lane miles of streets, over 128 miles of storm water infrastructure and applicable rights-of-ways, to a safe and dependable condition, while responding to emergency situations such as snow and ice events, flooding, high winds and other weather related events, in a timely and effective manner.
2.	Field Services will proactively maintain Edmond’s 99 signalized intersections, 38 school zone flashers, over 8,000 traffic signs, pavement markings and over 6,000 street/security lights, to ensure the safe travel of motorist on Edmond roads.
3.	Field Services will proactively maintain Edmond’s over 449 miles of sanitary sewer collection system, including over 10,000 manholes, to ensure safe collection and delivery of wastewater to the Wastewater Treatment Plant, while minimizing sanitary sewer overflows (SSOs).
4.	Field Services will proactively maintain Edmond’s over 500 miles of water distribution system, including over 4,000 hydrants, and over 27,000 service connections, to ensure the safe delivery of quality drinking water, in a cost effective manner.

STAFFING (FT-PT-S)

Current Level	Year 1	Year 2	Year 3	Year 4	Year 5
67-1-0	68-1-0	68-1-0	68-1-0	68-1-0	68-1-0

**Includes Field Services Street, Traffic, Water Line, and Wastewater Line*

FUND BUDGET SUMMARY

Field Services Fund

FY 15-16

	Prior Year Actual FY 13-14	Current Year Budget FY 14-15	Current Year Actual (Est.) FY 14-15	BUDGET YEAR FY 15-16	Projected Budget FY 16-17	Projected Budget FY 17-18	Projected Budget FY 18-19	Projected Budget FY 19-20
ESTIMATED RESOURCES:								
REVENUES:								
Intergovernmental	-	-	-	-	-	-	-	-
Charges for Services	130,000	132,000	132,000	165,000	167,000	169,000	171,000	173,000
Interest	8,088	5,000	8,922	5,000	5,000	5,000	5,000	5,000
Miscellaneous Revenue	2,897	-	-	-	-	-	-	-
Subtotal - Revenues	140,985	137,000	140,922	170,000	172,000	174,000	176,000	178,000
OTHER RESOURCES:								
Debt/Loan Proceeds	-	-	-	-	-	-	-	-
Restricted Prior Year Reserves	1,051,241	789,465	789,465	669,954	-	-	-	-
Unrestricted Prior Year Reserves	-	-	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	1,192,226	926,465	930,387	839,954	172,000	174,000	176,000	178,000

ESTIMATED USES

DIRECT COSTS BY FUNCTION:

Personal Services	4,126,480	4,527,158	4,266,973	4,668,305	4,775,578	4,857,865	4,946,171	5,013,284
Materials & Supplies	1,092,353	1,327,554	1,211,299	1,302,426	1,231,785	1,368,667	1,377,574	1,379,215
Other Services & Charges	1,100,319	1,430,506	1,380,818	1,490,325	1,645,718	1,664,450	1,692,339	1,710,418
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
TOTAL ESTIMATED COSTS	6,319,152	7,285,218	6,859,090	7,461,056	7,653,081	7,890,982	8,016,084	8,102,917

TRANSFERS:

Transfers In	8,496,937	9,727,640	9,727,640	9,492,707	10,608,599	10,922,698	11,085,766	11,200,239
Transfers Out (See detail below)	(2,580,547)	(3,096,983)	(3,128,983)	(2,871,605)	(3,127,518)	(3,205,716)	(3,245,682)	(3,275,322)
NET TRANSFERS IN (OUT)	5,916,390	6,630,657	6,598,657	6,621,102	7,481,081	7,716,982	7,840,084	7,924,917

OTHER USES:

Reserve for Council Special Projects	-	-	-	-	-	-	-	-
Reserve for Capital Improvements	-	-	-	-	-	-	-	-
Reserve for Other Restricted Purposes	789,465	271,904	669,954	-	-	-	-	-
Unassigned (Res for Emergencies & Shortfalls*)	-	-	-	-	-	-	-	-
TOTAL OTHER USES	789,465	271,904	669,954	-	-	-	-	-

TOTAL ESTIMATED USES

TOTAL ESTIMATED USES	1,192,226	926,465	930,387	839,954	172,000	174,000	176,000	178,000
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DETAIL OF TRANSFERS OUT:

Administrative Support	1,804,940	1,955,359	1,955,359	1,868,945	1,863,390	1,897,477	1,894,617	1,883,196
Allocation Credit	(200,504)	(88,370)	(88,370)	(298,892)	-	-	-	-
Fleet Lease Assessment Fee	449,586	478,117	478,117	523,391	558,850	585,776	613,771	643,161
Fleet Transfers - Additional Fleet	52,600	211,058	211,058	175,000	-	-	-	-
Insurance Assessment	204,633	240,541	240,541	295,442	305,278	314,463	322,294	329,965
Allocation Credit	(71,911)	(78,222)	(78,222)	(84,781)	-	-	-	-
Vehicle Maintenance Fees	341,203	378,500	410,500	392,500	400,000	408,000	415,000	419,000
	2,580,547	3,096,983	3,128,983	2,871,605	3,127,518	3,205,716	3,245,682	3,275,322

MEMMO



TO: Larry Stevens, City Manager CC: Steve Commons, ACM-Administration
FROM: Lisa Goodpasture, HR Director Ross VanderHamm
DATE: April 16, 2015
SUBJECT: 2015-2016 HR Annual Budget Report

Employment: Since July 1, 2014, (to date) we have processed 1778 applications for full-time and part-time positions and, as you know, we only take applications when we have open positions. There were 440 candidates applying for 11 Firefighter positions. The Firefighter positions will be filled June 1, 2015. There were 122 candidates applying for 12 Police Officer positions. The Officer positions will be filled June 10, 2015. During this same period we hired 43 new full-time employees to fill existing vacancies and approved new positions. There were a total of 36 full-time employees that separated from the City. Separation includes quits, retirements, and discharges. So, based on 715 full-time active positions, our turnover rate to date for F/Y 2015 is 5.03%. The turnover rate is up .32% from this time last fiscal year. According to the Bureau of Labor Statistics the national turnover rate (for all industries) in January 2015 is 5.5%. As of January 2015 the average turnover rate for Oklahoma is 3.9%.

Labor Relations:

- **General Employees:** A recommendation has been made to Council for a 3% across-the-board increase for general employees.
- **FOP -** The FOP has had a change in leadership this year and Chris Cook has been elected by the Union to take over the role of President, the office that Jimmy Gwartney held for two years. The City and the FOP negotiated a three year contract beginning FY 2013/14 through FY 2015/16. Both parties agreed to a specific percent of increase based on available revenues and City Council approved allocation of funds in each of the applicable years. Effective July 1, 2014 police union personnel received 1.5% across-the-board increase along with a 1.5% across-the-board increase on January 1, 2015. Fiscal year 2015-2016 across-the-board increases will be based on available revenues and council approval.

The City's and FOP's negotiation team will open FY 16/17 contract discussions approximately January 2016. We believe we will be able to continue the productive relationship we have enjoyed in the past as we move forward.

- **IAFF –** The IAFF has had a change in leadership this year and Todd Gabbert has been elected by the Union to take over the role of President, the office that Mike Fitzgerald held for a number of years. The City and the IAFF negotiated a three year contract beginning fiscal year 2013/14 through fiscal year 2015/16. Both parties agreed to the following:

<u>Fiscal Year</u>	<u>Percent of Increase</u>	<u>Effective Date</u>
2013-2014	3.78%	July 1, 2013
2014-2015	3.00%	July 1, 2014
2015-2016	3.00%	July 1, 2015

The City's and IAFF's negotiation team will open FY 16/17 contract discussions approximately January 1, 2016. Again, we believe we will continue the productive relationship we have enjoyed in the past as we move forward.

Personnel Budget: The proposed FY 2015/2016 personnel budget (includes base, overtime, holiday pay, allowances, part time pay, FICA, Medicare & pensions – all 100 accounts) of \$67,877,109 increased 4.64 percent or \$3,013,556 over the FY 2014/2015 personnel budget (base only) of \$64,863,553.

Time and Attendance System: The Payroll Department has diligently been working on the implementation of the new time and attendance system for all employees. The implementation is in the second phase of a five phase process. At this time twenty departments have been brought on-line and are successfully using the system.

Phase I ended June 2014 (Downtown Complex)
Phase II began March 2015 (Cross Timbers Field Services and all outside Plants)
Phase III will begin February 2016 (Parks/Golf)
Phase IV will begin fall 2016 (Emergency Response/Fire)
Phase V will begin spring 2017 (Police)

Employees have greater access to their own personal information related to pay and benefits. Supervisors have greater ease in reporting, more accurate data, and significantly more detailed information to assist them in scheduling, staffing, pay and benefit information, leave approval, etc.

On-Line Application: The City will be moving from accepting paper applications to also accepting on-line applications approximately mid May, 2015. On-line application will enable an applicant to submit an application electronically to the City which in turn will let supervisors immediately view and better manage applications, along with track activity including notes, reviews, status changes, etc. Included with the applicant on-line package is on-line forms that active employees will electronically retrieve, complete and return electronically to HR. All applications will be electronically stored.

Document Imaging: During the FY 2015-2016 the HR Department will convert from file cabinets to electronically storing applications and personnel documents. The HR Department on a daily basis receives a huge amount of paper with numerous files having to be maintained for every employee and applicant. Document imaging will save time and space, filing and retrieving documents, create segregated and secured personnel files along with staying in compliance with records management.

Training: The City of Edmond continues to place a high priority on training for employees at all levels within the organization. During this past year we have provided training opportunities through our partnership with Strategic Government Resources (SGR), Francis Tuttle - Center for Municipal Excellence (CME) and Performance Management Training, the Oklahoma Municipal Power Authority (OMPA), Municipal Electric Systems of Oklahoma (MESO), Oklahoma Municipal League (OML) and our own Human Resources Department. Training proposed for this next fiscal year is as follows:

- **CME:** The purpose of the CME is to provide a high quality, comprehensive training program for the Municipal Services Profession Program. The Program focuses on safety culture, professional aptitude, behavioral skills, customer services, and operational readiness for Public Works employees. Effective July 1, 2014, Francis Tuttle and the City have agreed to provide \$50,000 per fiscal year to support the operations of the CME. It is the intent that each year the monies provided to support CME operations be reviewed with the ultimate goal the CME will be fully self-sustaining.
- **SGR On-Line Learning:** In October, 2014 the City rolled out On-Line Learning Management Systems (LMS) to a pilot group of employees within various departments. If the LMS program is successful a full launch of this type of learning will be marketed to other departments. This pilot group includes Water Resources, Public Works Administration, Electric Administration and Human Resources. These groups have been evaluating the different training modules along with the systems features for supervisors to manage and track training.
- **Performance Management Training:** A need for customized Performance Management Training for Supervisors and Managers was identified by management and two internal committees. An internal Focus Group established an outline consisting of two phases of desired customized curriculum and training. Because of the depth of Performance Management curriculum and training needs identified, we have partnered with Francis Tuttle. Due to our ongoing partnership with Francis Tuttle and the Center for Municipal Excellence (CME), they are very familiar with our organization, policies and procedures, and have developed curriculum and currently deliver training for our Skill Based Pay Program.

The training has been broken into two phases, Phase I curriculum development and training to be completed by the end of FY15/16. Francis Tuttle is currently working with City of Edmond staff to customize the curriculum. Once curriculum is developed, a pilot group will go through the training and provide feedback and then rollout the training to all supervisors and manager. Francis Tuttle will provide facilitators, training materials and facilities for training. Phase II will be looked at once Phase I is complete and supervisors and managers have gone through the training.

- **Additional 2015-16 training opportunities for City employees:**
 - Five (5) sessions provided by MESO (each session presented twice for staggered attendance)
 - Customer Service Class presented by OMPA
- **Multiple trainings conducted by internal personnel:**
 - Three levels of orientation for new employees provided throughout the year
 - Crucial Conversations provided internally twice per year

Health Benefits and Wellness Programs: We have continued our aggressive approach to providing information to all employees related to our insurance plans, both during our annual open enrollment as well as other opportunities throughout the year.

Health Benefits: We have two plan levels of health insurance (what we call “standard” and “enhanced”) with different premiums, co-pays, etc. to allow employees to more effectively choose a health plan that meets their individual needs.

We continue to look at cost saving measures related to this major expenditure and benefit for our organization and employees. The Insurance Committee recommended for calendar year 2015 to implement an increase to the enhanced plan deductible. We adjusted the out of pocket maximum to be in line with the ACA limits and added pharmacy to the out of pocket maximums on both plans. Healthcare costs and all services related to those cost continue to rise. However, we are seeing an increasing awareness and sense of ownership from employees regarding the need to be vigilant in the use of those benefits.

Claims Cost Expenses	2013 Annual	2014 Annual	2014 PEPM
Gross Medical Paid Claims	\$ 5,000,519.71	\$ 5,040,164.16	
Specific Stop Loss Recoveries	\$ (348,824.19)	\$ (76,476.91)	
Net Medical Claims	\$ 4,651,695.52	\$ 4,963,687.25	\$ 582.46
Net RX Claims	\$ 1,843,946.48	\$ 1,980,414.18	\$ 232.39
Dental Claims	\$ 576,769.83	\$ 629,658.44	\$ 73.89
Vision Claims	\$ 95,780.00	\$ 98,372.00	\$ 11.54
Administration Costs	\$ 392,923.44	\$ 412,508.48	\$ 48.41
Stop Loss Premiums	\$ 494,510.88	\$ 489,754.54	\$ 57.47
Total	\$ 8,055,626.15	\$ 8,574,394.89	\$ 1,006.16

The City's total claims cost per employee per month is \$1006.16, which is higher than both the national and municipality average. The National average is \$667.00 - \$834.00 per employee per month and the Municipality average is \$834.00 - \$1000.00 per employee per month.

Health Care Reform Law, Patient Protection and Affordable Care Act (PPACA) of 2010: Federal health care reform law imposes new fees on health insurance carriers and self-funded plans to fund a new entity known as the Patient-Centered Outcomes Research Institute (PCORI). The City's Fee for 2013 was \$3618.00. This fee is based on per member per year count on the health plan at a rate of \$2.00 for the 2013 plan year. Under current law, the fee is effective for plan years after September 30, 2012 and before October 1, 2019 and will continue to increase each year.

Section 1341 of the ACA established a transitional reinsurance program to stabilize premiums in the individual market inside and outside of the Marketplaces. Under current law, transitional reinsurance program will collect contributions from health insurance issuers and certain self-insured group health plans in the 2014, 2015 and 2016 benefit years to fund reinsurance payments to issuers of non-grandfathered reinsurance-eligible individual market plans, the administrative costs of operating the reinsurance program, and the General Fund of the US Treasury. This fee will decrease each year. The City's payment for the reinsurance program was \$81,144 for the 2014 plan year. This fee is based on per member per year monthly factor count on the health plan at a rate of \$63.00 for the 2014 plan year.

Wellness Programs: The wellness program is well received by our City employees. This year we will host an Employee Wellness Fair on May 19, 2015 as part of our effort to promote employee health and wellness. We will be providing valuable information from participating vendors and interactive services and screenings related to health, eye care, hearing, vision, chiropractic care, fitness, safety etc. Other events we have throughout the year are:

- Bi-monthly wellness luncheons with speakers on health and wellness related topics
- Annual Flu Shots
- On-site digital mammograms
- Walking challenges
- Self Defense Classes
- Participants can earn points which lead to incentives (time off of work, wellness merchandise, gift cards etc.) for completion of risk assessments, annual physicals, walking/running/bicycling/gym workout programs, and participation in charity walk/run events etc.

Employee Health Clinic: Our Employee Health Clinic has been open since August 13, 2014. According to reports from CareATC, our third party administrator, we have good utilization of the clinic. Dr. Kathryn Lofgren is our clinic physician. She and two medical assistants maintain the clinic hours of 25 hours per week, open 4 days per week. For the first eight months, there has been an average of 172 appointments per month and on average, 1.58 patients are seen per hour at the clinic. As of February 2015, a total of 446 employees and/or dependents have had a Personal Health Assessment completed. Many chronic diseases such as diabetes, dyslipidemia, hypertension, obesity and tobacco use are currently being managed by the doctor.

The clinic provides convenient access for basic healthcare services. CareATC administers Personal Health Assessments for those employees and dependents that are on the City's health insurance plan who wish to utilize the clinic. The clinic's goals are to proactively deal with the healthcare needs of our employees. Trying to catch health problems before they become big health problems could help contain or slow our growing health insurance claims. There is no cost to employees or dependents (age 2 & up) covered under our plan to utilize the clinic.

RECOMMENDED POSITION INCREASES/DECREASES/CHANGES: Included with this report is a detailed listing of the recommended position requests received and reviewed by the Personnel Review Committee. This Committee, made up primarily of rank and file employees, meets annually to review requests from departments for new positions, both additions as well as position changes due to departmental reorganization. Budgeted positions for FY 2014/15 was at 712. Due to the changing needs of various departments, 7 additional positions were approved in FY 2014/15, and 1 temporary position not filled, bringing the total of authorized full-time positions to 718. If the attached personnel changes are approved for FY 2015/16, this will bring our total number of authorized full-time positions to 726.

**Positions added during the current fiscal year or presented to the Personnel Review Committee
and recommended for immediate (FY 14/15) position changes based on needs of the department**

Department	Division	Position Title	Change	Net Gain - FT Positions
Building Code Inspection	Building Code Inspection	Building Inspector	New	1
Engineering	Administration	Proj Coord to Proj Manager	Reclass	0
Engineering	Administration	Project Coordinator	New	1
Field Services	Traffic	Traffic Apprentice	New	1
Fire	Fire	Firefighter	Correction	-1
Golf	Restaurant	Asst Restaurant Manager	New	1
Police	Police - Special Services	Records Clerk	New	1
Police	Police - Special Services	Records Supervisor	New	1
Solid Waste	Commercial/Residential	2 Drivers to Lead Drivers	Reclass	0
Utilities	Financial Services	Customer Service Rep II	New	1
Water Resources	Wells	Well Helpers to Operators	Reclass	0
		POSITION ADJUSTMENTS TO FY 14/15		6

RECOMMENDED POSITION INCREASES/DECREASES/CHANGES FOR FISCAL YEAR 2015/2016

Department	Division	Position Title	Change	Net Gain - FT Positions
Communications	Dispatch	Emergency Call Takers	New	2
Community Image	Urban Forestry	PT Park Maint to FT UF Technician	Recl/Title	1
Community Image	Urban Forestry	UF Asst to UF Program Specialist	Recl/Title	0
Community Image	Urban Forestry	UF Coord to Green Infrast. Planner	Recl/Title	0
Community Image	Urban Forestry	UF Tech to UF Project Specialist	Recl/Title	0
Electric	Electric	CAD/GIS Tech	Recl in Grade	0
Electric	Electric	Eng/GIS Manager	Recl in Grade	0
Legal Services	Risk Management	Risk Manager	Recl in Grade	0
Parks	Maintenance	Maintenance Worker II	New	1
Police	Police-Investigations	Technical Investigator	New	1
Police	Police-Special Services	Custodian	New	1
Utilities	Customer Service	Customer Service Rep I	New	1
Water Resources	Wastewater Plant	Asst Superintendent/Maintenance	New	1
		2015-2016 TOTAL NET GAIN		8

**Positions submitted to Personnel Review Committee.
May be considered in future years, based on justification and availability of funds.**

Department	Division	No. of Position Requested	Position	Proposed Year
Convention & Visitors Bureau	CVB	1 New - Full-time	Convention Services Manager	16/17
Electric	Electric	2 New - Full-time	Journeyman Lineman	16/17
Electric	Electric	1 New - Full-time	Lead Journeyman Lineman	16/17
Police	Patrol	2 New - Full-time	Police Officer	17/18
Police	Patrol	2 New - Full-time	Police Officer	19/20
Police	Special Services	1 New - Full-time	Accreditation Manager	18/19
Utility Customer Service	Customer Service	1 New - Full-time	Customer Service Rep I	15/16

Five Year Capital Outlay by Funding Source

Description	Fund	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Sirens	Emergency Management	50,000	50,000	50,000	50,000	50,000
	Subtotal Emergency Management 001014	50,000	50,000	50,000	50,000	50,000
Street Rehab Resurf & Reconst	General Fund - Street & Alley - Equip.	15,000				
	General Fund - Street & Alley	920,000	700,000	945,000	950,000	50,000
	Subtotal General Fund 001073	935,000	700,000	945,000	950,000	50,000
Development of Carl Reherman Park	Parks Tax Fund	275,000	250,000	250,000		
Signage for Park Entrances/Bldg Lettering	Parks Tax Fund	50,000				
Mitch Park Playground Improvements	Parks Tax Fund		75,000			
Bickham-Rudkin Park Restrooms	Parks Tax Fund			200,000		
Bickham-Rudkin Park new playgrounds	Parks Tax Fund		50,000			
Splash Pads	Parks Tax Fund					300,000
Lake Restroom/Pavilion upgrade	Parks Tax Fund				100,000	
Lake RR/Pav/Dock upgrades	Parks Tax Fund				500,000	
Lake grinder pump	Parks Tax Fund		50,000			
Stephenson Park - Resurface Basketball Court	Parks Tax Fund		10,000			
Stephenson Park - Refurbish	Parks Tax Fund		250,000			
Mitch Park - Basketball Court	Parks Tax Fund	30,000				
Resurface Neighborhood Basketball Court	Parks Tax Fund		30,000			
Hafer Park - Tot Lot Playground	Parks Tax Fund		45,000			
Hafer Playground Circle	Parks Tax Fund			200,000		
Blake Soccer Complex-Fence Imp on Danforth	Parks Tax Fund			10,000		
Blake Soccer Complex-Synthetic Turf Workout Area	Parks Tax Fund			400,000		
Trail Development	Parks Tax Fund			450,000	600,000	600,000
Edmond 66 Master Plan	Parks Tax Fund			50,000	400,000	300,000
MAC Architect. Services	Parks Tax Fund	25,000				
MAC Painting	Parks Tax Fund	25,000				
KB Golf Maint Bldg	Parks Tax Fund	1,100,000				
KB Water Tank Analysis	Parks Tax Fund	8,000				
	Subtotal Parks Tax Fund 116	1,513,000	760,000	1,560,000	1,600,000	1,200,000
Tree Replacement	Fire Public Safety Limited Tax	30,000				
Station #4 Retention Wall	Fire Public Safety Limited Tax	125,000				
Station #3Kitchen/Bathroom Remodel	Fire Public Safety Limited Tax	60,000				
Driving Simulator	Fire Public Safety Limited Tax		150,000			
Repalce Mobile Command Trailer	Fire Public Safety Limited Tax		100,000			
Video Conferencing/Training System	Fire Public Safety Limited Tax	250,000				
Chidren's Safety Village Maintenance	Fire Public Safety Limited Tax	25,000				
Training Grounds Infrastructure	Fire Public Safety Limited Tax	250,000	265,000	265,000	265,000	265,000
Vehicle Extrication Equipment	Fire Public Safety Limited Tax			50,000		

Five Year Capital Outlay by Funding Source

Description	Fund	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
In Car Camera System	Fire Public Safety Limited Tax			100,000		
Thermal Imaging Camera	Fire Public Safety Limited Tax	13,000		13,000		
Automated External Defibrillator	Fire Public Safety Limited Tax	11,000		12,000		
Defibrillator - Life Pak	Fire Public Safety Limited Tax	90,000	90,000	45,000	90,000	45,000
Mobile Computer Tablets	Fire Public Safety Limited Tax	225,000				
Aerial Observation Platform	Fire Public Safety Limited Tax					
Medic 1 Emerg Response Unit	Fire Public Safety Limited Tax		65,000			
Medic 2 Emerg Response Unit	Fire Public Safety Limited Tax			65,000		
Subtotal Fire Public Safety Limited Tax Fund 121		1,079,000	670,000	550,000	355,000	310,000
ATV/Utility Veh for Lake Patrol	Police Public Safety Limited Tax	14,000				
Bomb Suit & EMC Helmet	Police Public Safety Limited Tax	16,000				
Personal Watercraft for Lake Patrol	Police Public Safety Limited Tax	18,000				
Subtotal Police Public Safety Limited Tax Fund 122		48,000	-	-	-	-
In Car Video Systems for Supervisors	Asset Forfeiture Fund	33,000				
Cellbrite Forensic Device for CIP	Asset Forfeiture Fund	8,600				
Fencing at PD Training Center	Asset Forfeiture Fund	18,000				
Subtotal Asset Forfeiture Fund 115		59,600	-	-	-	-
Art	Visual Art Fund	200,000				
Subtotal VAC Fund 123		200,000	-	-	-	-
ADA Improvements	Capital Improvements Fund	200,000	200,000	200,000	200,000	200,000
School Zone Improvements	Capital Improvements Fund	60,000				
Subtotal Capital Improvements Fund 331		260,000	200,000	200,000	200,000	200,000
Reconst. & Resurfacing of Streets	2000 Capital Impr Tax Fund	2,101,000	2,154,000	2,208,000	2,263,000	2,320,000
15th & Broadway Intersection Improvements	2000 Capital Impr Tax Fund				200,000	
Kelly - Danforth Intersection Improvements	2000 Capital Impr Tax Fund		1,200,000			
Covell Parkway - I-35 Interchange	2000 Capital Impr Tax Fund	5,500,000				
Covell Parkway - Next Section	2000 Capital Impr Tax Fund				4,500,000	
Intelligent Traffic Systems	2000 Capital Impr Tax Fund		680,000		680,000	
Covell Intersection Imp. - Byrant and Santa Fe	2000 Capital Impr Tax Fund	1,600,000				
Bus Stop Improvements	2000 Capital Impr Tax Fund	450,000				
I-35 Corridor Plan Study	2000 Capital Impr Tax Fund	700,000				
Danforth & Thomas Intersection & Roadway	2000 Capital Impr Tax Fund		500,000	1,000,000		
Capitalized Consulting Costs	2000 Capital Impr Tax Fund	300,000	300,000	300,000	300,000	300,000
Subtotal 2000 Capital Impr. Tax Fund 338		10,651,000	4,834,000	3,508,000	7,943,000	2,620,000

Five Year Capital Outlay by Funding Source

Description	Fund	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Elec Dist Construction	PWA Electric Utility Fund	3,413,120	2,971,382	3,530,810	3,591,186	3,652,236
Machinery & Tools	PWA Electric Utility Fund	6,000	6,000	6,000	6,000	6,000
Radio/Communication Equipment	PWA Electric Utility Fund	150,000	200,000	150,000	150,000	150,000
Testing Equipment	PWA Electric Utility Fund	12,000	12,000	12,000	12,000	12,000
Burgett Substation	PWA Electric Utility Fund	-	-	-	-	-
Substation Projects	PWA Electric Utility Fund	220,000	230,000	250,000	260,000	270,000
	Subtotal PWA Electric Utility Fund 562	3,801,120	3,419,382	3,948,810	4,019,186	4,090,236
New Meter Installs	PWA Water Utility Fund	200,000	200,000	200,000	200,000	200,000
Existing Line Replacement	PWA Water Utility Fund		1,000,000	1,000,000	1,000,000	1,000,000
REPLACE EXISTING PUMPS	PWA Water Utility Fund	75,000	35,000	35,000	35,000	35,000
Master Plan Engineering	PWA Water Utility Fund	9,100,000	7,200,000	1,100,000	1,200,000	100,000
Master Plan Construction	PWA Water Utility Fund		5,500,000	5,000,000	6,400,000	7,400,000
Master Plan Property Acquisition	PWA Water Utility Fund	550,000				
Install New VFD's on Well Rehab	PWA Water Utility Fund	40,000	40,000	40,000	40,000	40,000
Well down hole pipe replacement	PWA Water Utility Fund	20,007	22,007	24,007	24,007	24,007
Well services	PWA Water Utility Fund	180,000	220,000	185,000	185,000	185,000
Well pumps and motors	PWA Water Utility Fund	215,000	185,000	220,000	220,000	220,000
Well House Electrical	PWA Water Utility Fund	60,000	60,000	60,000	60,000	60,000
	Subtotal PWA Water Utility Fund 563	10,440,007	14,462,007	7,864,007	9,364,007	9,264,007
Containers New & Replacement	PWA Solid Waste Utility Fund	60,000				
	Subtotal PWA Solid Waste Utility Fund 564	60,000	-	-	-	-
Master Plan Engineering	PWA Wastewater Utility Fund	8,600,000	6,300,000		1,500,000	1,900,000
Existing line replacement	PWA Wastewater Utility Fund	2,500,000	2,700,000	2,900,000	3,200,000	3,400,000
	Subtotal PWA Wastewater Utility Fund 565	11,100,000	9,000,000	2,900,000	4,700,000	5,300,000
Pine Oak Easements	Drainage Utility			95,000		50,000
Pine Oak STS	Drainage Utility					1,300,000
Cedar Ridge STS	Drainage Utility		60,000		600,000	
Cedar Ridge STS Easements	Drainage Utility				25,000	
Rustling Hills Drainage Design	Drainage Utility				50,000	20,000
Rustling Hills Drainage	Drainage Utility					250,000
Rankin STS Design	Drainage Utility				124,000	
Morning Star/Crossbow ESMTS	Drainage Utility	30,000				
Morning Star/Crossbow STS	Drainage Utility	663,417				
Ramblewood Hills Design	Drainage Utility					25,000
Huntwick STS Design	Drainage Utility					30,000

Five Year Capital Outlay by Funding Source

Description	Fund	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
Taurus Dr./Craig Easements	Drainage Utility	10,000				
Taurus Dr./Craig Drainage	Drainage Utility		387,660			
Brookhaven North STS	Drainage Utility	460,000				
Subtotal Drainage Utility Fund 568		1,163,417	447,660	95,000	799,000	1,675,000
Spray Unit	KickingBird Golf Course Fund					34,600
Gas Carts 4x2	KickingBird Golf Course Fund			8,000		
Electric Utility Cart	KickingBird Golf Course Fund		8,000			
Carryall 252 Replacement	KickingBird Golf Course Fund			8,500		
Large Tractor 65 Horse	KickingBird Golf Course Fund			17,000		
Small Tractor	KickingBird Golf Course Fund					25,000
Top Dresser	KickingBird Golf Course Fund	14,500				
Trim Mower	KickingBird Golf Course Fund	14,000				
Greens Mowers	KickingBird Golf Course Fund		55,000		58,000	
Subtotal KickingBird Golf Course Fund 570		28,500	63,000	33,500	58,000	59,600
Virtualization for voice & network services	Admin Support Services-Central Comm	39,200				
Computer System Equipment	Admin Support Services-I.T.	500,000	500,000	515,000	515,000	500,000
Audio/Visual Equipment Upgrades	Admin Support Services-Marketing/Channel 20	40,000	10,000	10,000	10,000	10,000
Subtotal Admin Support Services 652		579,200	510,000	525,000	525,000	510,000
Machinery & Tools	Fleet Management Fund	539,679	529,522	547,203	560,540	574,476
Motor Vehicle Fleet Replacement	Fleet Management Fund (All divisions)	2,182,694	2,073,958	2,148,374	2,235,685	2,326,770
Subtotal Fleet Management Fund 653		2,722,373	2,603,480	2,695,577	2,796,225	2,901,246
Total Capital Outlay		\$ 44,690,217	\$ 37,719,529	\$ 24,874,894	\$ 33,359,418	\$ 28,230,089

FIVE YEAR TOTAL \$ 168,874,147

RESOLUTION NO. 14-15

A RESOLUTION APPROVING THE APPROPRIATIONS OF THE VARIOUS CITY FUNDS, MORE SPECIFICALLY DELINEATED AS EXHIBIT "A", ATTACHED HERETO FOR THE FISCAL YEAR 2015-2016.

WHEREAS, the City Council of the City of Edmond has reviewed and evaluated the departmental proposals presented by City staff, and

WHEREAS, the City Council of the City of Edmond has solicited and incorporated public input into the budget proposal, and

WHEREAS, the City Council of the City of Edmond has determined that the proposed appropriations adequately meets the needs of the citizens of the City of Edmond for the Fiscal Year 2015-2016, and

WHEREAS, the City Council of the City of Edmond acknowledges that encumbered funds remaining from the Fiscal Year 14-15 appropriations shall be carried forward and re-appropriated to become a part of the City's Fiscal Year 15-16 appropriations adopted by this resolution, and

WHEREAS, the City Council acknowledges current lease agreements in existence and the renewals of such leases through the appropriation of sufficient funding for lease payments, and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF EDMOND, OKLAHOMA;

THAT the City Council of the City of Edmond do adopt said appropriations for the following objects and purposes for which approval is made pursuant to attached Exhibit "A",

BE IT FURTHER RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF EDMOND, OKLAHOMA:

THAT the City Clerk be and is hereby directed to assure publication of said appropriation according to the Statutes of the State of Oklahoma,

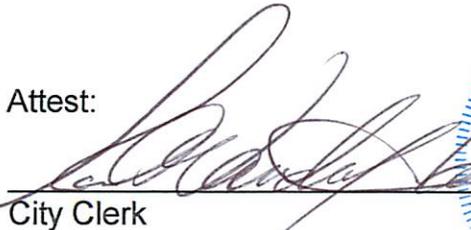
BE IT FURTHER RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF EDMOND, OKLAHOMA;

THAT the Mayor and City Clerk be and the same hereby are directed to sign said appropriation for the City.

PASSED AND APPROVED by the Mayor and City Council of the City of Edmond, this the 26th day of May, 2015.


MAYOR CHARLES LAMB

Attest:


City Clerk



APPROVED as to form this 26th day of May, 2015.


STEPHEN T. MURDOCK
CITY ATTORNEY

EXHIBIT A
City of Edmond Funds

FUND:	Personal Services	Materials & Supplies	Other Services & Charges	Capital Outlay	Debt Service	Transfers	Assigned for Council Special Projects	Reserve for Capital Improvements	Reserve for Other Committed Purposes	Restricted Reserve for Specific Fund Purposes	Reserve for Emergencies & Shortfalls
GENERAL FUND:											
General Government	\$ -	\$ -	\$ 84,000	\$ -	\$ -	\$ 42,340,287	\$ 100,000	\$ -	\$ -	\$ 2,155,997	\$ 6,248,691
City Council	\$ 24,545	\$ 5,450	\$ 138,200	\$ -	\$ -	\$ 514,032	\$ -	\$ -	\$ -	\$ -	\$ -
Parks and Recreation	\$ 1,083,052	\$ 176,374	\$ 578,985	\$ -	\$ -	\$ 475,152	\$ -	\$ -	\$ -	\$ -	\$ -
Street Maintenance & Construction	\$ -	\$ -	\$ -	\$ 1,045,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Court Services	\$ 708,347	\$ 13,645	\$ 160,820	\$ -	\$ -	\$ 277,787	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Citizens Center	\$ 329,478	\$ 21,045	\$ 58,900	\$ -	\$ -	\$ 90,248	\$ -	\$ -	\$ -	\$ -	\$ -
Social Agencies	\$ -	\$ -	\$ 621,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Development & Preservation Agencies	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency Management	\$ 209,323	\$ 16,717	\$ 76,650	\$ 50,000	\$ -	\$ 168,105	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery	\$ 138,027	\$ 12,175	\$ 41,510	\$ -	\$ -	\$ 67,888	\$ -	\$ -	\$ -	\$ -	\$ -
Community Image	\$ 752,812	\$ 88,900	\$ 471,200	\$ -	\$ -	\$ 277,247	\$ -	\$ -	\$ -	\$ -	\$ -
Planning & Zoning	\$ 588,353	\$ 8,850	\$ 29,715	\$ -	\$ -	\$ 238,491	\$ -	\$ -	\$ -	\$ -	\$ -
Festival Marketplace	\$ 8,459	\$ 1,370	\$ 31,075	\$ -	\$ -	\$ 9,319	\$ -	\$ -	\$ -	\$ -	\$ -
Building	\$ 1,237,590	\$ 51,415	\$ 99,891	\$ -	\$ -	\$ 345,382	\$ -	\$ -	\$ -	\$ -	\$ -
Downtown Community Center	\$ 84,414	\$ 5,481	\$ 45,525	\$ -	\$ -	\$ 28,340	\$ -	\$ -	\$ -	\$ -	\$ -
Historical Society	\$ -	\$ 750	\$ 283,250	\$ -	\$ -	\$ 49,042	\$ -	\$ -	\$ -	\$ -	\$ -
Edmond Electric Economic Development Fund	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 899,904	\$ -
Parks Special Events Fund	\$ -	\$ 2,500	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823	\$ -
SPECIAL REVENUE FUNDS:											
Senior Citizens Fund	\$ -	\$ 8,150	\$ 56,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244,368	\$ -
Community Development Block Grant Fund	\$ 66,499	\$ 890	\$ 387,175	\$ -	\$ -	\$ 22,883	\$ -	\$ -	\$ -	\$ -	\$ -
Energy Efficiency Conservation Block Grant Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Asset Forfeiture Fund	\$ -	\$ 12,000	\$ 5,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 539,181	\$ -
Fire Public Safety Limited Tax Fund	\$ 14,697,721	\$ 1,208,250	\$ 817,485	\$ 1,054,000	\$ -	\$ 2,729,078	\$ -	\$ -	\$ -	\$ 8,476,110	\$ -
Police Public Safety Limited Tax Fund	\$ 16,411,237	\$ 1,050,832	\$ 586,245	\$ 48,000	\$ -	\$ 3,817,681	\$ -	\$ -	\$ 350,000	\$ 5,830,505	\$ -
Hospital Sales Trust Fund	\$ -	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,286,488	\$ -
Real Property Fund	\$ -	\$ -	\$ 75	\$ 154,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Convention & Visitors Bureau Fund	\$ 224,928	\$ 13,525	\$ 215,050	\$ -	\$ -	\$ 53,555	\$ -	\$ -	\$ -	\$ 80,093	\$ -
Ambulatory Services Fund	\$ -	\$ 10,000	\$ 775,785	\$ -	\$ -	\$ 35,785	\$ -	\$ -	\$ -	\$ 509,747	\$ -
DEBT SERVICE FUND:											
Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT FUNDS:											
Capital Improvements Fund	\$ -	\$ -	\$ 150	\$ 380,000	\$ -	\$ -	\$ -	\$ 349,760	\$ -	\$ -	\$ -
Roadway Improvements Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1996 Capital Improvements Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art In Public Places Fund	\$ -	\$ 25	\$ 24,000	\$ 200,000	\$ -	\$ 11,472	\$ -	\$ -	\$ 17,757	\$ 34,015	\$ -
Cemetery Care Fund	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,714	\$ -
Parks Tax Fund	\$ 383,775	\$ 50,720	\$ 483,094	\$ 1,480,000	\$ -	\$ 48,350	\$ -	\$ 354,088	\$ -	\$ -	\$ -
2000 Capital Improvements Tax Fund	\$ -	\$ 200	\$ 35,000	\$ 10,651,000	\$ 8,443,729	\$ 93,936	\$ -	\$ 4,875,457	\$ -	\$ 7,718,587	\$ -
2012 Public Safety Center-Capital Imp. Tax Fund	\$ -	\$ -	\$ 600,000	\$ 6,000,000	\$ 75,000	\$ 96,259	\$ -	\$ 1,917,881	\$ -	\$ -	\$ -
INTERNAL SERVICE FUNDS:											
Liability/Tort Claim Fund	\$ 273,252	\$ 12,950	\$ 2,353,800	\$ -	\$ -	\$ 49,880	\$ -	\$ -	\$ -	\$ 3,328,575	\$ -
Employee Group Insurance Fund	\$ -	\$ 1,500	\$ 10,428,112	\$ -	\$ -	\$ 7,793	\$ -	\$ -	\$ -	\$ 5,912,102	\$ -
Vehicle Maintenance Fund	\$ 831,037	\$ 2,025,926	\$ 410,898	\$ -	\$ -	\$ 160,306	\$ -	\$ -	\$ -	\$ 248,133	\$ 35,023
Administrative Support Services Fund:											
General Government	\$ -	\$ 12,500	\$ 292,890	\$ -	\$ -	\$ 35,308	\$ -	\$ -	\$ -	\$ (0)	\$ -
City Treasurer	\$ 112,595	\$ 958	\$ 28,706	\$ -	\$ -	\$ 13,881	\$ -	\$ -	\$ -	\$ -	\$ -
City Manager	\$ 933,777	\$ 11,810	\$ 185,540	\$ -	\$ -	\$ 172,052	\$ -	\$ -	\$ -	\$ -	\$ -
Central Communications	\$ 2,002,284	\$ 115,890	\$ 848,877	\$ 39,200	\$ -	\$ 321,929	\$ -	\$ -	\$ -	\$ -	\$ -
Management Information Services	\$ 1,676,020	\$ 240,650	\$ 1,787,157	\$ 500,000	\$ -	\$ 189,539	\$ -	\$ -	\$ -	\$ -	\$ -
Financial Services	\$ 814,426	\$ 15,375	\$ 271,638	\$ -	\$ -	\$ 370,878	\$ -	\$ -	\$ -	\$ -	\$ -
Human Resources	\$ 488,038	\$ 19,350	\$ 209,685	\$ -	\$ -	\$ 169,352	\$ -	\$ -	\$ -	\$ -	\$ -
City Clerk/Government Relations	\$ 145,961	\$ 3,200	\$ 49,200	\$ -	\$ -	\$ 64,835	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Maintenance	\$ 654,183	\$ 149,502	\$ 581,870	\$ -	\$ -	\$ 348,414	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Services	\$ 491,049	\$ 13,875	\$ 417,025	\$ -	\$ -	\$ 61,219	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 1,741,743	\$ 42,705	\$ 89,150	\$ -	\$ -	\$ 401,401	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ 380,931	\$ 35,250	\$ 383,000	\$ 40,000	\$ -	\$ 50,818	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works Administration	\$ 811,103	\$ 8,850	\$ 96,890	\$ -	\$ -	\$ 219,438	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Warehouse	\$ 242,484	\$ 8,150	\$ 15,855	\$ -	\$ -	\$ 47,938	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Customer Service	\$ 2,681,403	\$ 289,400	\$ 685,101	\$ -	\$ -	\$ 973,228	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Management Fund	\$ 61,885	\$ 7,500	\$ 98,020	\$ 3,055,228	\$ -	\$ 54,342	\$ -	\$ -	\$ -	\$ 6,934,388	\$ -
Field Services Fund	\$ 4,688,305	\$ 1,302,428	\$ 1,490,325	\$ -	\$ -	\$ 2,871,605	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 55,886,217	\$ 7,074,691	\$ 27,485,812	\$ 24,676,591	\$ 8,518,729	\$ 58,369,671	\$ 100,000	\$ 7,497,165	\$ 387,767	\$ 44,378,689	\$ 6,283,714

RESOLUTION NO. 02-15

A RESOLUTION APPROVING THE FINANCIAL PLAN "BUDGET" OF THE VARIOUS EDMOND PUBLIC WORKS AUTHORITY FUNDS, MORE SPECIFICALLY DELINEATED AS EXHIBIT "A", ATTACHED HERETO FOR THE FISCAL YEAR 2015-2016.

WHEREAS, the Edmond Public Works Authority of the City of Edmond has reviewed and evaluated the fund proposals presented by Authority staff, and

WHEREAS, the Edmond Public Works Authority of the City of Edmond has solicited and incorporated public input into the financial plan "budget", and

WHEREAS, the Edmond Public Works Authority of the City of Edmond has determined that the proposed non-appropriated budget adequately meets the needs of the citizens of the City of Edmond for the Fiscal Year 2015-2016, and

WHEREAS, the Edmond Public Works Authority of the City of Edmond acknowledges that encumbered funds remaining from the Fiscal Year 14-15 financial plan "budget" shall be carried forward and re-budgeted to become a part of the Authority's Fiscal Year 15-16 financial plan "budget" adopted by this resolution, and

WHEREAS, the Edmond Public Works Authority acknowledges current lease agreements in existence and the renewals of such leases through the financial plan "budget" of sufficient funding for lease payments, and

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND TRUSTEES OF THE EDMOND PUBLIC WORKS AUTHORITY OF THE CITY OF EDMOND, OKLAHOMA;

THAT the Edmond Public Works Authority of the City of Edmond does adopt said financial plan "budget" for the following objects and purposes for which approval is made pursuant to attached Exhibit "A",

BE IT FURTHER RESOLVED BY THE CHAIRMAN AND TRUSTEES OF THE EDMOND PUBLIC WORKS AUTHORITY OF THE CITY OF EDMOND, OKLAHOMA;

THAT the Secretary be and is hereby directed to assure publication of said financial plan "budget" according to the Statutes of the State of Oklahoma,

BE IT FURTHER RESOLVED BY THE CHAIRMAN AND TRUSTEES OF THE EDMOND PUBLIC WORKS AUTHORITY OF THE CITY OF EDMOND, OKLAHOMA;

THAT the Chairman and Secretary be and the same hereby are directed to sign said financial plan "budget" for the Authority.

PASSED AND APPROVED by the Chairman and Trustees of the Edmond Public Works Authority of the City of Edmond, this the 26th day of May, 2015.



CHAIRMAN

Attest:


Secretary



APPROVED as to form this 26th day of May, 2015.



TRUST COUNSEL

EXHIBIT A
Edmond Public Works Authority Funds

FUND: Department	Personal Services	Materials & Supplies	Other Services & Charges	Capital Outlay	Debt Service	Transfers	Reserve for Council Contingency	Reserve for Capital Improvements	Reserve for Other Restricted Purposes	Reserve for Specific Fund Purposes	Reserve for Emergencies & Shortfalls
EPWA UTILITY FUNDS:											
Electric Utility	\$ 4,844,410	\$ 1,100,800	\$ 67,405,835	\$ 3,801,120	\$ 1,860,332	\$ 5,799,038	\$ -	\$ -	\$ -	\$ -	\$ 20,313,17
Water Utility	\$ 1,773,403	\$ 775,439	\$ 4,089,980	\$ 10,440,007	\$ 1,690,408	\$ 6,554,725	\$ -	\$ -	\$ -	\$ -	\$ 26,942,24
Solid Waste Utility	\$ 1,449,228	\$ 645,494	\$ 3,829,359	\$ -	\$ -	\$ 2,545,003	\$ -	\$ -	\$ -	\$ -	\$ 3,352,88
Wastewater Utility	\$ 653,272	\$ 537,448	\$ 1,636,574	\$ 11,100,000	\$ -	\$ 2,784,294	\$ -	\$ -	\$ -	\$ -	\$ 15,062,35
Drainage Utility	\$ 385,377	\$ 14,035	\$ 186,025	\$ 1,163,417	\$ -	\$ 341,172	\$ -	\$ -	\$ -	\$ -	\$ 5,674,67
Arcadia Lake	\$ 551,888	\$ 99,685	\$ 170,283	\$ -	\$ -	\$ 344,328	\$ -	\$ -	\$ -	\$ -	\$ 290,97
EPWA Sewer Impact Fund	\$ -	\$ -	\$ 1,979,539	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EPWA Revenue Bond	\$ -	\$ -	\$ 5,063	\$ -	\$ 2,792,370	\$ -	\$ -	\$ -	\$ 10,691,577	\$ -	\$ -
OTHER ENTERPRISE FUNDS:											
Kickingbird Golf Course Fund	\$ 1,115,036	\$ 498,900	\$ 180,435	\$ 28,500	\$ -	\$ 291,084	\$ -	\$ -	\$ 1,301	\$ -	\$ 518,48
Your Gov Shop Fund	\$ 31,408	\$ 1,400	\$ 34,950	\$ -	\$ -	\$ 2,969	\$ -	\$ -	\$ -	\$ -	\$ 219,21
CityLink Fund	\$ 64,447	\$ 140,700	\$ 1,076,139	\$ -	\$ -	\$ 328,476	\$ -	\$ -	\$ -	\$ -	\$ 47,27
	\$ 10,868,465	\$ 3,811,901	\$ 80,594,181	\$ 26,533,044	\$ 6,343,110	\$ 18,991,070	\$ -	\$ -	\$ 10,692,878	\$ -	\$ 72,421,271