



Budget



THE CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING JUNE 30, 2020
FINANCIAL PLAN—FISCAL YEAR-END 2021-2024

ON THE COVER: On October 13, 2015 the voters of Norman approved a one-half percent (1/2%), fifteen-year sales tax increase to fund quality of life improvement projects throughout Norman. The NORMAN FORWARD citizen initiative passed with over a 75% approval rate and is funding projects long anticipated in the City's *Parks and Recreation Master Plan*, *Library Master Plan* and *Transportation Master Plan*. Over \$195 million in capital projects are envisioned to be built through the NORMAN FORWARD program.

The largest NORMAN FORWARD project (budgeted at \$39 million) is the construction of a new Central Branch Library. The new downtown Library has been envisioned for over a decade, and opened in November, 2019. The Library building spans over 80,000 square feet of space and will feature over one million volumes, dedicated personal computer workspaces, a bookstore and coffee shop, multiple public meeting rooms of varying sizes, large children's areas, genealogy research spaces, a local history area, a large third-story reading room, and much more. The construction of the new Norman Public Library Central was funded through Sales Tax Revenue Notes, placed through the Norman Municipal Authority.

The Norman Public Library Central building is accented by the largest public art installation in Norman's history. "Unbound", by artist Paul Cocksedge of London, England, is a suspended, 45-foot tall sculpture around a wire frame holding together 262 pieces of bright anodized aluminum rolled into paper-like sheets that appear to be elevated by the invisible wind. The art makes a visibly striking connection between the Oklahoma environment and the Library building. "This piece connects with paper as an invention that changed the course of human history...paying homage to the millions of pieces of paper in the Library, but also emphasizing our changing relationship with them." (Paul Cocksedge)

PHOTOS PROVIDED BY PIONEER LIBRARY SYSTEM and MSR DESIGN



CITY OF NORMAN



CITY COUNCIL

MAYOR
Brea Clark

Ward 1 Kate Bierman

Ward 5 Sereta Wilson

Ward 2 Joe Carter

Ward 6 Bill Scanlon

Ward 3 Alison Petrone

Ward 7 Stephen Tyler Holman

Ward 4 Lee Hall

Ward 8 Alexandra Scott

Presented by:

Darrel Pyle, City Manager

CITY OF NORMAN

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This document was prepared by the City of Norman, Finance Department and printed by
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THE CITY OF NORMAN

OUR MISSION

“WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE”

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Norman

Oklahoma

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

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

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

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



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**City Manager's
Letter**



The City of **NORMAN**

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

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

June 25, 2020

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

Dear Mayor Clark and Council Members:

INTRODUCTION

It is my privilege and responsibility to present the adopted budget for the fiscal year July 1, 2020 – June 30, 2021 (FYE 2021). The adoption of an annual budget is required by the City Charter (Article III, Section 4) and by State law (Title 11, Oklahoma Statutes, Section 17-205). An annual budget must be adopted by the City Council at least seven days before the beginning of the new fiscal year, certified by the Cleveland County Excise Board before the start of the fiscal year (July 1) and transmitted to the State Auditor and Inspector within 30 days of the start of the fiscal year. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

The FYE 2021 budget was considered during a period of unprecedented financial and societal uncertainty. As the budget was considered, the City of Norman, the State of Oklahoma and the United States of America were under a state of emergency, due to the worldwide outbreak of the Novel CoronaVirus of 2019 ("COVID-19"). This outbreak caused Mayor Breea Clark and Governor Kevin Stitt to exercise their broad emergency powers to issue "shelter at home" orders. Due to the City's reliance on sales tax to fund general operations, these emergency orders are having significant impacts on the City's revenues, particularly Sales Tax and Room Tax. Projections for these major revenue sources were adjusted downward for these impacts (the "COVID Effect"), but no one knows the duration or depth of the impacts at this time (discussed in more detail in the relevant Financial Summary sections).

Societal uncertainty nationwide and locally was exacerbated in response to the killing of Mr. George Floyd by police officers in Minneapolis, Minnesota, and unrest in response to several other recent incidences of killings of people of color by police officers nationally. At the Council meeting when the budget was scheduled for adoption, over a hundred protestors converged on City Hall. The Council responded to citizen input regarding reformation of policing methods and funding, as detailed in the Council Actions Section.

This budget maintains basic City services and expands services in some targeted areas of priority identified by the Council. Under the uncertain budget assumptions discussed above, it is estimated that our General Fund balance will be drawn down by \$3,460,865 in fiscal year 2019-2020. We began FYE 2020 with very strong reserves, but the General Fund balance was impacted by the decision of the City Council to maintain public transportation services after the operation of the City's transit services was transitioned from the University of Oklahoma to the City in August, 2019. The Council deemed the continuity of transit services to be a high public priority, and appropriated \$5,215,823 of General Fund balance to up-front the operational costs of the City's public transit services during FYE 2020. On November 12, 2019, the voters of Norman approved a one-eighth percent (1/8%, or .125) sales tax to fund the City's public transportation service. This "Public Transit Sales Tax" ("PTST") is effective on April 1, 2020 (revenues began to be received in June, 2020), and the Council established a new Public Transportation and Parking Special Revenue Fund to account for the revenues and expenditures related to public transit services. The City's General Fund will continue to provide revenue to the public transportation service, through a "subsidy" to the Public Transit Fund. The Public Transportation Fund will also receive revenues projected at \$2,500,000 from the PTST in FYE 2021, and \$2,000,000 through public transit operational entitlement grants from the U.S. Federal Transit Administration.

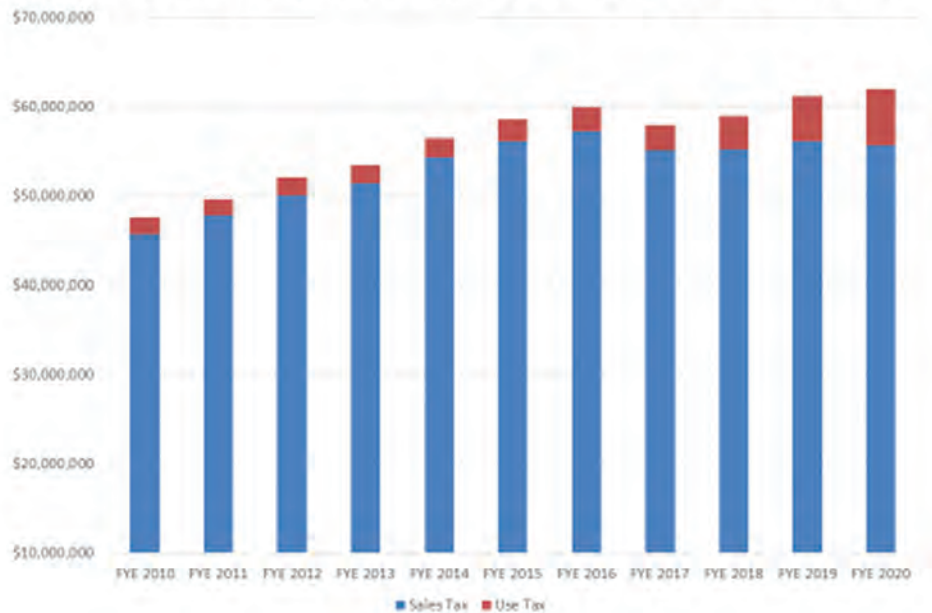
The total budget for all City of Norman funds for fiscal year ending 2020 was \$250,417,928 and for FYE 2021, the total proposed budget is \$264,413,701. The primary reason for this budget increase is the implementation of the new Public Transit Sales Tax and a grant from the Federal Transit Administration for the construction of a Transit Maintenance Facility.

NORMAN SALES TAX TRENDS

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

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

General Purpose Sales + Use Tax History



The last two months of FYE 2020 sales tax revenue was negatively impacted by the “COVID Effect”. Until the fourth quarter of the fiscal year, sales tax was increasing at a rate of approximately two percent over prior-year levels. As discussed in the Introduction, the depth and duration of the COVID Effect are unknown, but will continue to impact on Norman’s major revenue sources in the near term. In the longer term, it is expected that this slow growth trend in combined sales and use taxes will continue in fiscal year 2020-2021 and into the future, impacting on the City’s ability to pay for its basic services. The City must continue to work on the revenue initiatives discussed above as we move into the future:

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

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2019-2020

Sales and Use Taxes - Overall City general purpose sales tax collections for FYE 2020 declined slightly (-0.8%). In FYE 2021, General Fund and overall City sales tax collections are projected to be substantially flat, after a Council budget amendment revision to reflect the anticipated impact of the “COVID Effect”. In the long term the combined impact of sales and use tax will be closely monitored.

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

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

Franchise Fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are directly tied to utility revenues, which are heavily influenced by seasonal weather patterns (similar to the direct impact of weather on Norman Water Utility revenues). Franchise Fee revenues are projected to be below budget (-8.75%) for FYE 2020, due to unseasonably mild weather. Collections are projected to increase by three percent overall in FYE 2021.

Licenses and Permits – These are payments made for obtaining trade licenses to do business in Norman and for obtaining permits to build or alter structures in Norman. Permit volume and revenues are, therefore, an important proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates, and a direct and significant impact on revenues from the Sewer Excise Tax on New Development (Wastewater Utility revenues are separated from the General Fund). License and permit revenues are projected to be on budget in FYE 2020, and to grow by one percent (1%) from those projected levels in FYE 2021. Staff will continue to monitor these trends, as the homebuilding industry can act as an indicator of the health of the overall local economy and sales tax base.

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

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses. Revenues are projected to increase by three percent above projected FYE 2020 levels in FYE 2021.

Investment Income – Investment income reflects the return on the investment of General Fund moneys on hand before they are expended. Due to the decline in fund balances available for investment, investment income is not a major source of General Fund revenue, but investment returns are on budgeted levels in FYE 2020. Consolidated Investment Portfolio practices and municipal bond market conditions will continue to be closely monitored due to their impact on all City funds. Current market conditions are reducing the amount of interest revenues being currently collected and projected into the future, due to depressed market interest rates.

GENERAL FUND RESERVE LEVELS

The City of Norman, in keeping with State law and standards of financial prudence, seeks to maintain adequate levels of fund balance to meet emergency expenditure demands, unexpected claims for worker’s compensation, medical or torts against the City. Fund balance can only be appropriated for expenditure by an act of the City Council, and the adoption of the budget appropriates projected funds for expenditure in the upcoming fiscal year, less funds that are held in fund balance. Norman has adopted fund balance policies in keeping with accepted accounting standards. By Ordinance O-1011-58 (adopted June 28, 2011) and as amended by Ordinance O-1819-10 (adopted September 11, 2018), the City has adopted formal reserve policies for the General Fund which require that an Emergency Reserve allocation of one percent (1%) of budgeted General Fund expenditures be appropriated within the General Fund budget; at least three percent (3%) of budgeted General Fund expenditures be held in General Fund balance (these are considered Operating, or “unrestricted” reserves by accounting standards) and at least an additional four percent (4%) of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or “Rainy Day”) Fund.

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

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

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

As of the end of FYE 2020, the City projects to meet its Operating Reserve requirements in the General Fund, and the Rainy Day Fund is expected to exceed its (4%) Minimum balance (by \$707,642), but fall short of its (5%) Target balance (by \$-92,802). Council is required by the Rainy Day Fund Ordinance to review the position of the Fund during the fiscal year, to consider whether to make a “deposit” to the Rainy Day Fund to restore its Minimum level, to bring it to its Target or Maximum level, or to draw down Rainy Day Fund balances. No deposits to or withdrawals from the Rainy Day Fund were made during FYE 2020.

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

FISCAL YEAR 2020-2021 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

As noted in the Community Profile Section, the City of Norman runs a very small, efficient operation compared to cities with similar populations. The cost of providing these General Governmental services have historically grown at a faster rate than the revenue sources to pay for them. The FYE 2021 General Fund budget has been prepared with this backdrop, and with the added uncertainty discussed in the Introduction and Sales Tax Trends Sections above. ***Projected General Fund revenues for FYE 2021 exceed projected expenditures, due to prudent management and the operational efficiencies discussed above, but there are critical areas in which services and personnel are below desirable levels.*** The City’s General Fund provides revenue “subsidies” to the Public Safety Sales Tax and Public Transit Sales Tax Special Revenue Fund operations, and the City’s General Fund fully funds the maintenance of the City’s storm water drainage systems.

Public Transportation and Parking Fund Budget Preparation

The City of Norman assumed the administration of the public transportation system from the University of Oklahoma in August, 2019. The Council clearly stated its intent to continue to provide public transit services at previous levels, and to expand services in the future.

On November 12, 2019, the voters of Norman approved a one-eighth percent (1/8%, or .125) sales tax to fund the City’s public transportation service. This “Public Transit Sales Tax” (“PTST”) was effective on April 1, 2020. The City’s General Fund will continue to provide revenue to the public transportation service, through a “subsidy” of \$1,174,377 in fiscal year 2020-2021, and projected to be \$1,150,000 per year to the Public Transit Fund. The Public Transportation Fund will also receive revenues projected at \$2,500,000 from the PTST in FYE 2021, and \$2,000,000 through public transit operational entitlement grants from the U.S. Federal Transit Administration (FTA). These revenue sources are adequate to provide for current public transit operations. The Council accepted grants from the FTA for the replacement of a bus and for the construction of a Transit Maintenance facility.

Operational Budget Summary

The Fiscal Year 2020-2021 City operational budget is highlighted by the uncertainty related to the COVID-19 pandemic. The City of Norman has built adequate fund balances to be able to better respond to these eventualities. General Fund Operational Reserves are still projected to exceed their mandated levels as of the end of FYE 2020 and FYE 2021. The City's Net Revenue Stabilization ("Rainy Day") Fund is being maintained in excess of its Minimum level. It remains to be seen whether these reserves can be maintained in these uncertain times.

The financial inability to add personnel and other resources where there is known and/or mandated need is an ongoing concern. *The City's ability to operate within its annual General Fund revenues in the long-term and to add to services in mandated or targeted areas will depend upon our ability to identify new revenue sources; expand the existing sales tax base; enforce sales and use tax regulations; or reduce public services.*

Capital Expenditure Budget Preparation

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

General Obligation Bond Programs

On April 2, 2019 the voters of Norman approved a continuation of a General Obligation Bond-financed program of transportation projects, totaling \$72,000,000. The "Vision for Norman" Transportation Bond projects include:

Project Location	Construction Cost (Federal)	Total Cost	Bond Cost
Porter Avenue and Acres Street	\$0	\$3,675,000	\$3,675,000
Jenkins Avenue-Imhoff Road to Lindsey Street	\$0	\$9,601,000	\$9,601,000
Porter Avenue Streetscape	\$0	\$2,471,000	\$2,471,000
James Garner Avenue-Acres to Duffy	\$0	\$4,951,000	\$4,951,000
Gray Street Two-Way Conversion	\$0	\$4,816,000	\$4,816,000
Cedar Lane Road-East of 24 th Avenue SE to 36 th Avenue SE	\$7,500,000	\$13,104,000	\$5,604,000
Constitution Street-Jenkins to Classen	\$3,887,539	\$6,563,539	\$2,676,000
36 th Avenue NW - Indian Hills Road to North City Limit	\$2,960,036	\$5,511,036	\$2,551,000
Traffic Management Center	\$3,000,000	\$3,366,000	\$366,000
36 th Avenue SE-Cedar Lane Road to State Highway 9	\$5,075,919	\$8,108,919	\$3,033,000
24 th Avenue NE-Rock Creek Road to Tecumseh Road	\$6,517,615	\$10,207,615	\$3,690,000
48 th Avenue NW-Phase I-Robinson Street to Rock Creek Road	\$4,917,469	\$9,127,469	\$4,210,000
Lindsey Street Special Corridor (Elm to Jenkins Avenue)	\$6,371,661	\$9,037,661	\$2,666,000
Indian Hills Road-48 th Avenue NW to Interstate 35	\$7,500,000	\$16,203,000	\$8,703,000
Indian Hills Road and I-35 Interchange Match Funds	\$0	\$2,009,000	\$2,009,000

48 th Avenue NW-Phase 2-Rock Creek Road to Tecumseh Road	\$5,415,113	\$8,096,113	\$2,681,000
Lindsey Street Special Corridor (Pickard to Elm Avenue)	\$2,789,062	\$4,901,062	\$2,112,000
Tecumseh Road-12 th Ave NE to 24 th Ave NE	\$6,901,160	\$10,872,160	\$3,971,000
Rock Creek Road-Queenston to 24 th Avenue NE	\$4,228,643	\$6,442,643	\$2,214,000
Total Cost (Federal + Bond)	\$67,064,218	\$139,064,218	\$72,000,000

The first transportation bond projects (the Porter/Acres Intersection, Porter Avenue Streetscape, Jenkins Avenue and James Garner Avenue) are in engineering design phases, and construction will begin soon.

On May 13, 2008, the voters of Norman approved the issuance of \$11,250,000 in General Obligation bonds for the renovation and refurbishment of the Norman Municipal Complex. A major component of the renovation hinged upon the relocation of the Norman Public Library from the Municipal Complex. With the completion of the new Norman Public Library in November, 2019 (see discussion in NORMAN FORWARD Section, below), the renovation of the Municipal Complex and the issuance of the GO Bonds authorized in 2008 is ready to proceed.

As planned in 2008, the City’s engineering and development-related functions will move, along with the central cashing and finance functions to a refurbished “Building D” of the Municipal Complex. Once that move is complete, the Municipal Court will move to the vacated and refurbished “Building A” of the Complex to accommodate expanded Court of Record functions. Once that move is complete, the Police Headquarters will expand into the fully refurbished “Building B” of the Complex. Through other financing sources, “City Hall” and “Building C” of the Complex will be refurbished to accommodate expanded and improved City Council Chamber, Mayor/Council, City Manager, City Clerk, and City Attorney facilities (City Hall); and Human Resources and Information Technology functions (Building C).



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

Proposed 2020 General Obligation Bond Issue

On June 9, 2020, the Council adopted an Ordinance which refers new General Obligation Bond proposals to the voters. The election will be held on August 25, 2020, with four ballot propositions totaling over \$119 million in funding to supplement the Public Safety Sales Tax Emergency Operations Facility (“PSST”, discussed above), NORMAN FORWARD Quality of Life Facilities (discussed above), Homeless Facilities, the Municipal Complex refurbishment (discussed above) and a local Economic Stimulus program to assist small businesses:

Municipal Facilities (Supplement to PSST and 2008 GO Bonds)

Transit and Fire Maintenance Facilities	\$ 5,000,000
Municipal Complex Improvements	\$11,300,000
Emergency Operations Center	\$ 8,000,000
<hr/>	
SUB-TOTAL: Municipal Facilities	\$24,300,000

Parks, Recreational and Community Facilities (NORMAN FORWARD Supplement)

Indoor Aquatic and Multi-Sport Facility	\$59,388,000
Senior Wellness Center	\$ 4,848,000
Football/Softball Complex	\$ 9,090,000
Ruby Grant Park	\$ 2,121,000
Reaves Park Softball/Baseball Complex	\$ 7,373,000
Park Maintenance Facility	\$ 2,800,000
<hr/>	
SUB-TOTAL	\$85,620,000

Homeless Shelter Facility \$ 5,000,000

Economic Recovery and Community Development \$ 5,000,000

TOTAL PROPOSED BOND AUTHORIZATION \$119,920,000

Approval of this General Obligation Bond referendum would be transformative for Norman in many ways. The continuation of the quality of life improvements originally approved by voters with the Norman Forward Sales Tax in 2015 at the level originally envisioned and recommended by citizen’s committees overseeing the projects will make Norman a model city for sports and recreation and a destination for amateur tournaments and meets. From a budgetary perspective, diversifying the City’s revenue base to pay for capital facilities with new property taxes will stabilize the City’s capital program funding, easing the burden on volatile sales taxes.

Enterprise Resource Planning System Replacement

In March, 2017, the Council, acting as the Trustees of the Norman Municipal Authority authorized the issuance of \$6,105,000 in Sales Tax Revenue Notes (secured by an annual pledge of Capital Sales Tax appropriations, which matures in fiscal year 2022-2023) to fund the replacement of the City’s core Enterprise Resource Planning Systems (ERP). These computer systems support critical City functions such as general ledger and fixed asset accounting; payroll; accounts payable; treasury cashiering; building permit issuance; inspection services; utility billing and customer service; municipal court operations; business licensing; and recreational services. The City’s accounting, purchasing/accounts payable, budgeting, and payroll systems have been converted to Tyler Munis systems, and the implementation of the new utility billing system, Harris Advanced Utilities, is nearing completion.

Senior Citizen’s Center

The 2008 General Obligation Bond issue passed by the voters contemplated the relocation of the Norman Senior Citizen’s Center into the renovated former Norman Central Library Building. Based on citizen input, the Council directed that a new stand-alone Senior Center be built. Years of public discussion ensued about the budget for and location of the proposed Senior Center. The new Senior Center will be built on City-owned land adjacent to the Porter Avenue Campus of the Norman Regional Health System (NRHS), serving as an anchor to the NRHS “Wellness Village” development. The facilities and programs for the new Senior Center are in design phases. \$7.6 million in re-allocated NORMAN FORWARD funds will be used to fund the new Senior Center.

NORMAN FORWARD Sales Tax Capital Projects Fund

On October 13, 2015, the citizens of Norman approved a ½ percent (0.5%), 15-year duration sales tax to pay for quality of life improvements throughout Norman. The approved initiative includes the following major capital projects:

- New Central Branch Library \$ 39,000,000
- New East Branch Library \$ 5,000,000
- Neighborhood Park/Trail Projects \$ 14,500,000
- New Indoor Aquatic Facility \$ 14,000,000
- Westwood (Outdoor) Pool Facilities \$ 12,000,000
- Griffin Park Soccer Facility \$ 11,000,000
- Griffin Park Land Acquisition \$ 10,000,000
- Reaves Park Baseball/Softball Facility \$ 10,000,000
- New Community Park Development \$ 9,500,000
- New Indoor Multi-Sport Facility \$ 8,500,000
- James Garner Avenue Extension \$ 6,000,000
- Road Improvements \$ 2,730,000
- New Adult Football/Softball Complex \$ 2,500,000
- Canadian Trails Wilderness Park Development \$ 2,000,000
- Westwood Tennis Center Improvements \$ 1,000,000

The NORMAN FORWARD Ordinance also authorizes funds from the NORMAN FORWARD Sales Tax (NFST) to be used for other projects and services such as public art at NFST facilities; a senior citizen’s center; and staff and consultant support in the design, construction and maintenance of the NFST facilities. Because of the intended completion schedule of the major NFST projects, debt financing was anticipated and authorized to move the projects forward ahead of the tax revenues being received. The first of three anticipated Sales Tax Revenue Note issuances was completed by the Norman Municipal Authority in December, 2015 and a second Revenue Note was completed in June, 2017.

The new Westwood Family Aquatic Center opened in the summer of 2018 and was extremely well-received, with the facility reaching its capacity on many days. Season passes for the Westwood Pool sold out, with season pass sales cut off at approximately 4,400.

The largest of the NORMAN FORWARD projects, the new Norman Public Library, Central Branch, was completed in November, 2019 and is depicted throughout these documents. The Norman Public Library, Eastside Branch opened in 2018 and has also been very well received. The Norman Tennis Center Complex at Westwood Park has completed reconstructed outdoor courts and a newly-constructed indoor tennis facility which opened in May, 2019.



Public art installations have become a major component of the NORMAN FORWARD program. Major public art facilities have been installed at the entrance to Westwood Complex, at the East Branch Library, and at the Norman Public Library, Central.

The construction of a first phase of the extension of James Garner Boulevard, to serve the new Central Branch Library, is complete. Future phases of the project are anticipated to provide a major new thoroughfare connecting downtown Norman to the University of Oklahoma campus area and to northern Norman.

Construction is underway for the first phase of development of Ruby Grant Park in far north Norman; for the Reaves Park baseball/softball complex in south central Norman, and for the Griffin Park Soccer Complex in northeast Norman. The Council has agreed to purchase land in the University North Park development for the siting of the Indoor Multi-Sport (volleyball/cheerleading/basketball) and Indoor Aquatic Center. Locating these major facilities within walking distance of the many hotels, retail establishments and transportation facilities in UNP and adjacent to the OU/Westheimer Airport will make Norman an attractive location for state and regional sports tournaments and other activities, drawing visitors and consumers to the City. As all of these projects progress, the full benefit of the NORMAN FORWARD program will begin to be enjoyed.



Future Norman Indoor Aquatic/Multi-Sport Facility

University North Park TIF District Capital Fund



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

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

Guided by this Project Plan Ordinance, the City has been apportioning incremental sales taxes and property taxes generated with University North Park since 2006 to pay for public improvements authorized by the Project Plan (note that pursuant to their enabling ordinances, earmarked Public Safety and Norman Forward Sales Taxes are not apportioned to the UNP TIF Fund). Over \$30 million of public improvements have been financed by the UNP TIF to date, including the construction of Legacy Park; the Rock Creek Road overpass of I-35; road and intersection improvements throughout UNP; and payment for infrastructural improvements in the Norman Economic Development Authority’s UNP Corporate Center and Advanced Manufacturing Center.

On November 5, 2019 the Council adopted Ordinance O-1920-24 (along with Contract K-1920-82 and Resolution R-1920-63) which, in agreement with the development partners in University North Park, amended the Project Plan for the UNP TIF, lowering the total authorized project costs by approximately \$7,400,000. The Ordinance also changed the authorized projects as follows:

- Traffic and Roadway Improvements - \$5,024,394
- Recreational Facilities (Indoor Aquatic/Multi-Sport Facility) - \$5,154,762
- Legacy Park (Parking Lot and Maintenance Contribution) - \$250,000
- Lifestyle Center Incentives - \$5,000,000
- Economic Development Incentives - \$1,450,000
- Miscellaneous - \$125,000

This amended Project Plan reduces the amount authorized project costs to the funds that were projected to be available within the UNP TIF Fund as of June 30, 2019, which enabled the apportionment of sales tax from the General Fund and Capital Fund to end on that date.

As discussed in the NORMAN FORWARD Section above, the partnership between the City and the UNP developers to locate the Indoor Aquatic and Multi-Sport Facility within University North Park will further the creation of the sort of “regional draw” that was anticipated when the UNP TIF was originally approved. The City’s continued investment in the University North Park development will continue to pay off years into the future.

Progress on Other Capital Projects

The fiscal year 2020-2021 budget also includes allocations for many other capital projects and facilities. These projects are detailed in the separate Capital Improvements Project Budget document.

UTILITY ENTERPRISE FUNDS

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

Norman Water Enterprise Utility

The Norman Water Utility is nearing completion on a ***major project to improve drinking water quality for its customers*** through improvements to the treatment processes at the Vernon Campbell Water Treatment Plant. These improvements were directed by the Norman Utilities Authority (NUA) Trustees/Council to meet new U.S. Environmental Protection Agency/Oklahoma Department of Environmental Quality mandated disinfection requirements and to address taste and odor issues that are experienced periodically. The City obtained a Statewide Revolving Fund Loan administered by the Oklahoma Water Resources Board to finance the \$31 million plant improvement project. Construction on the plant improvements is nearing completion.

In order to fund the next capital improvement steps programmed in the 2060 Strategic Water Supply Plan, a water rate increase will be needed and is anticipated to be proposed to the voters of Norman in the winter of 2020 (the Norman City Charter requires a vote of the people to increase utility rates). The rate increase is intended to fund a new water disinfection facility for the combined 40 ground water wells, a new Automated Meter Infrastructure program which will provide new water meters system-wide, improved customer information and continued replacement of system infrastructure (water lines, fire hydrants and service connections). The rate increase proposal would be combined with ongoing analysis of water connection fees.



Improvements to Norman Water Treatment Plant

Norman Water Reclamation (Wastewater) Enterprise Utility

The Norman Water Reclamation Facility (WRF) has received regional awards for the quality of the effluent (output) produced from the plant, and the Utility continues to explore ways to use the high-quality treated effluent, such as for irrigation and enriching the City's compost processes. An Indirect Potable Reuse (IPR) Pilot Project is underway at the Water Reclamation Facility. Receiving national recognition (including a Bureau of Reclamation Water Smart grant), this project will provide potential information and treatment technologies for the reuse of highly treated wastewater discharged into tributaries of Lake Thunderbird, providing a sustainable and reliable drinking water supply.

Norman Sanitation Enterprise Utility

The Norman Sanitation Utility provides automated municipal solid waste collection and public access transfer station disposal for City customers. The Utility also provides recycling drop-off centers, yard waste collection and composting services, bulky item pickup and participates in a household hazardous waste disposal program. Curbside recycling collection services, included in basic sanitation customer rates, are provided by an independent contractor. The Utility is completing construction of a permanent household hazardous waste collection facility, adjacent to the Utility's Transfer Station. The Sanitation Utility continues to allocate funds to provide for these services within the ratepayer revenues provided.

Norman Storm Water Utility

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

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

CAPITAL BUDGET

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

CITY COUNCIL BUDGET ACTIONS AND ADOPTION

The fiscal year 2020-2021 budget was presented to Council in a series of public study session meetings, beginning on April 7th. Based on input from Council during these meetings, several amendments to the City Manager's Proposed Budget were considered by the Council on June 9th and ultimately adopted on June 16th:

- A reduction in projected sales tax revenue, related to the “COVID Effect”, of \$1,007,474 in the General Fund; \$309,814 in the Public Safety Sales Tax Fund; and \$304,064 in the Capital Improvements Fund.
- Acceptance and allocation of \$5,100,000 in earmarked Federal Transit Administration funding from the federal Coronavirus Aid, Relief and Economic Security (CARES) Act to partially fund construction of a Transit Maintenance Facility.
- An increase to City-wide employer contributions (totaling \$683,940) to the City's Health Insurance programs, as recommended by health program consultants.
- A decrease to allocations to street maintenance programs in the Capital Fund, totaling \$1,805,377, which were double-counted in the City Manager's Proposed Budget.
- An increase to Capital Fund allocations of \$850,000 for a downtown Bus Transfer Facility.
- An increase to Capital Fund allocations of \$250,000 for a Strategic Housing Study.
- An increase to Capital Fund allocations of \$184,000 for expanded School and Arterial Road Sidewalk programs.
- An increase to the Transportation and Parking Fund of 24,377 for personnel expenses.
- An increase to the Community Development Block Grant Fund of \$55,072, from the CARES Act, for additional support staff for homeless services.
- A net increase of \$5,014 to the General Fund, City Manager's Department budget for expanded Diversity and Equity programs.

As discussed in the Introduction Section above, the Council made its final budget deliberations in an air of unprecedented uncertainty and social unrest. At the June 9th meeting, at which the budget was scheduled to be considered for adoption, scores of residents and citizens exercised their right to participate in the discussion of the Police Department budget.



Citizens Assembling at the June 16, 2020 Norman City Council budget discussion
Photos Courtesy of the *Norman Transcript*

The budget discussion on June 16, 2020, lasted over 11 hours. There was contentious discussion from citizens representing a growing constituency that does not equate public safety with armed police officers in the street. The Council responded to the concerns of these citizens with the ultimate adoption of three further budget amendments, with the intention of reducing police presence in favor of community outreach programs in mental health and substance abuse services, internal auditing and other social services:

- A decrease to the Police Department salary and benefit category of expenditure of \$865,321.
- An increase to the City Manager's Department budget of \$235,000 for the implementation of an Internal Auditing function, with an initial assignment of examining Police Department overtime expenditures. Two positions will be added to the budget to staff this program.
- An increase to the General Fund Balance, Reserved for Community Outreach programs, of \$630,321. The Council will receive continuing community input regarding the use of these reserved funds, with future appropriations from the General Fund Balance Reserve for identified programs and services.

\$865,000 is a 2.7 percent (2.7%) reduction to the City Manager's proposed budget for the Police Department. Once implemented, the Police Department budget for fiscal year 2020-2021 will still increase from FYE 2020 budgeted levels by over \$104,000. To implement the Council's direction (\$865,000 in Salary and Benefit savings), 9 positions were eliminated from the Police Department budget:

- 2 Police Officer
- 5 Master Police Officer
- 2 Police Sergeant

The personnel reductions will be implemented through currently-vacant positions and attrition during fiscal year 2020-2021.

Larger discussions about police-community relations, and the race and socioeconomic relations issues that face today's world, the United States, Oklahoma and the Norman community has existed, on lower frequencies, for hundreds of years. The Council has stated its intent to confront those painful discussions publicly and work to resolve them in Norman.

SUMMARY

The fiscal year 2020-2021 budget is highlighted by progress on many capital programs, provided funding by the voters of Norman. The budget is clouded by uncertainty, however, due to the COVID-19 pandemic. Under the direction of the Council, the City will continue to work within limited resources to provide the services which our residents deserve and demand while looking for new or more efficient revenue sources and/or reducing services in targeted areas. It is to the great credit of our policy makers, City employees and our citizens that Norman continues to be able to provide these basic services and capital improvements in these uncertain budget times and it is within this backdrop that our voters are asked to invest in themselves and their City on August 25th.

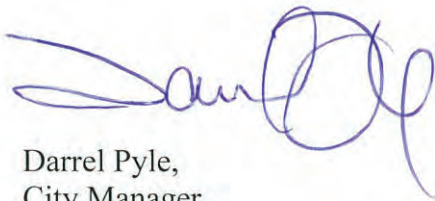
CONCLUSION

I would like to express my personal appreciation for the outstanding work done by the professional staff of our Management Team, senior division managers, and our dedicated Finance Department staff who have worked countless hours to prepare this budget and respond to the information and policy direction requests that have come from Council, the Council Finance Committee, and from the public. There has never been a time in Norman's history that we have faced the confluence of so many large health, socioeconomic, and sociopolitical issues, yet had the opportunity to transform our City in so many positive ways.

As I look back on my short time as City Manager, I have remarked on how amazing these times have been from a variety of viewpoints. The world is changing so rapidly, yet our City has the opportunity of being better than it has ever been!

I am so extremely impressed by the diligence and dedication of the Council in studying the many issues before you and in providing direction to confront the multiple issues faced by the City. You spend countless hours, endure tremendous stresses and make controversial decisions with downsides to them, and you do it only for your love for your City. I can only say THANK YOU, your honors for what you do, and I am proud that this budget reflects the outcomes of your dedication. It is my privilege to present this budget to our citizens and utility ratepayers on your behalf, and to diligently work to implement it in providing the services they justifiably demand.

Sincerely,



Darrel Pyle,
City Manager



Community Profile

History of Norman, Oklahoma

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 124,959 residents, Norman is the third largest city in the State of Oklahoma.

Norman was primarily developed around the Santa Fe Railroad. Home to a passenger depot as well as a freight station, Norman became the headquarters for the railway. As business grew, it was necessary to expand the depot three times in the first few years of its existence. The last expansion was announced by J.E. Hurley, General Manager of the Santa Fe Railway, in 1909. The Santa Fe Depot was deeded to the City in 1972 and has had major renovations over the past ten years.



The City of Norman has agreed to preserve and maintain the Santa Fe Depot as a historical landmark and use the building in a manner as to benefit the entire community. Performing Arts Studio, Inc. leases the building for rental of meetings, banquets and parties. Daily Amtrak passenger service is provided at the depot as well.

The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman was chosen as the location for the University of Oklahoma (OU), contingent upon the county passing bonds to construct a building. Town and country residents were also required to donate 40 acres of land for a campus site. The residents of Norman were successful in all their plans to be OU's home and by 1895, the university enrolled 100 students. Today, the Norman campus has an enrollment of approximately 26,165.

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

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

Norman — The City of Festivals

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



Holiday Celebration in December



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June



Earth Day Festival in April



Midsummer Night’s Fair held in July

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

Community Profile

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



Max Westheimer Airport



Owen Field and Oklahoma Memorial Football Stadium



Norman Music Festival



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation



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

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(2) Median Age	(3) School Enrollment	(4) Unemployment Rate
2010	113,733	26,371	29.4	14,025	5.3
2011	111,398	24,586	30.4	14,644	5.0
2012	113,273	26,058	29.6	15,022	4.4
2013	115,562	27,343	29.7	15,510	5.0
2014	118,197	26,267	29.9	15,739	4.2
2015	118,040	27,749	30.2	15,745	3.8
2016	120,284	28,273	30.1	15,944	4.2
2017	122,180	28,458	30.3	16,363	4.2
2018	122,843	30,168	30.3	16,162	3.5
2019	123,471	28,977	30.1	16,289	3.2

Sources:

- (1) 2010 estimated by the City of Norman Planning Department, 2011-19 obtained from census data
- (2) U.S. Census Bureau; 1-yr. American Community Survey Estimate
- (3) Norman Public Schools
- (4) U.S. Department of Labor

Community Profile

Facilities and services not included in the reporting entity:

Hospitals:

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

Education (2018-2019 School Year):

Total school enrollment – Norman Public Schools	16,289
Number of elementary schools	17
Number of elementary students	8,061
Number of elementary school instructors	597
Number of secondary schools	6
Number of secondary school students	8,228
Number of secondary school instructors	489
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	11,649
Norman Regional Hospital	Medical Services	3,147
Norman Public Schools	Education Services	1,972
York International / Johnson Controls	Heating / Air Conditioning	1,225
Wal-Mart	General Merchandise Retailer	1,170
City of Norman	Government Services	874
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	551
USPS National Center for Employee Development	Government Service	500
NOAA National Severe Storm Laboratory	National Weather Services	400
Oklahoma Veterans' Center – Norman Division	Medical Services	390

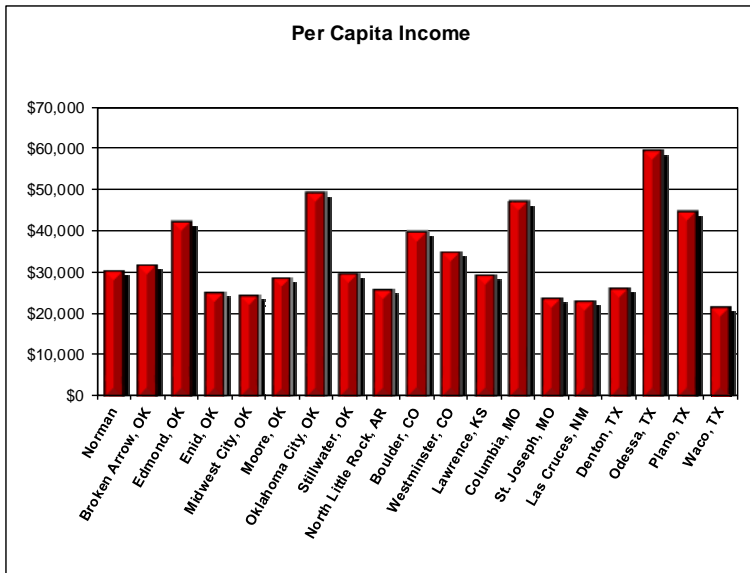
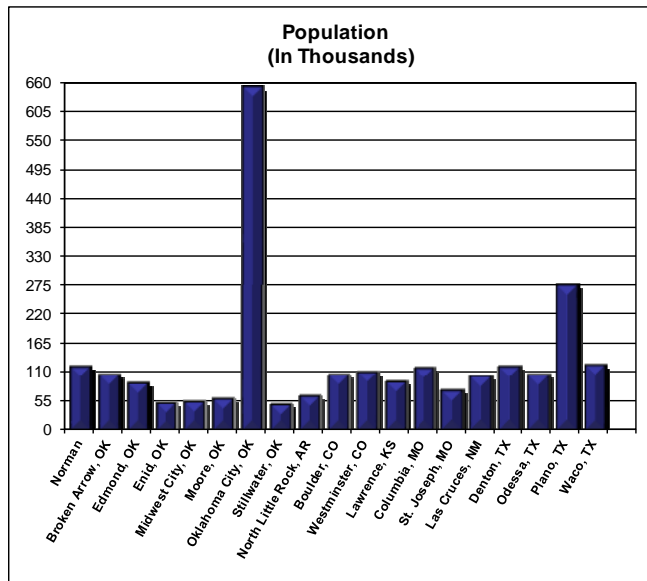
INTER-CITY BENCHMARK COMPARISONS

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

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

Inter-City Benchmark Comparison

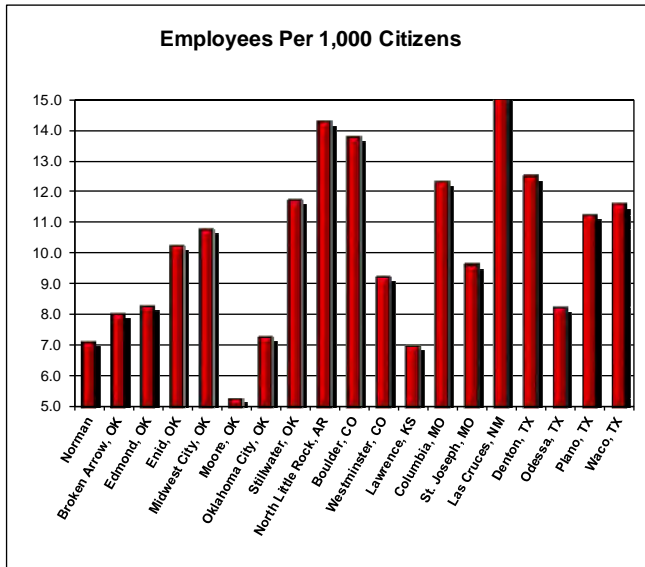
City	Population	Median Age	Square Miles
Norman	124,959	30.3	189.5
Broken Arrow, OK	107,000	36.8	55.0
Edmond, OK	93,598	36.3	87.0
Enid, OK	49,585	34.6	73.9
Midwest City, OK	57,325	35.1	24.4
Moore, OK	62,103	33.9	22.0
Oklahoma City, OK	670,028	34.1	620.0
Stillwater, OK	50,391	23.8	28.4
North Little Rock, AR	66,127	34.3	54.6
Boulder, CO	107,100	28.6	27.3
Westminster, CO	113,479	36.5	35.0
Lawrence, KS	97,286	27.5	34.8
Columbia, MO	123,180	27.6	65.9
St. Joseph, MO	75,959	35.8	44.0
Las Cruces, NM	102,926	32.6	77.0
Denton, TX	138,541	29.1	87.9
Odessa, TX	126,753	30.6	47.7
Plano, TX	288,061	38.8	72.2
Waco, TX	138,183	28.6	101.3



City	Per Capita Income
Norman	\$30,168
Broken Arrow, OK	\$31,666
Edmond, OK	\$42,240
Enid, OK	\$25,000
Midwest City, OK	\$24,375
Moore, OK	\$28,398
Oklahoma City, OK	\$49,187
Stillwater, OK	\$29,450
North Little Rock, AR	\$25,629
Boulder, CO	\$40,037
Westminster, CO	\$34,860
Lawrence, KS	\$29,203
Columbia, MO	\$47,236
St. Joseph, MO	\$23,505
Las Cruces, NM	\$23,131
Denton, TX	\$26,165
Odessa, TX	\$59,528
Plano, TX	\$44,855
Waco, TX	\$21,444

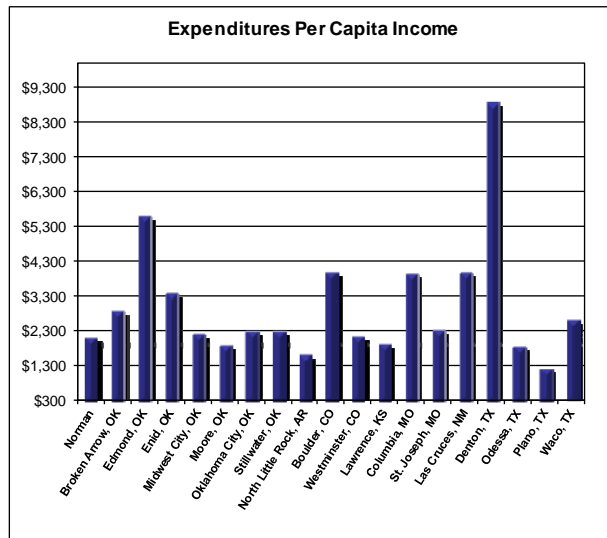
CITY OF NORMAN

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	16,162	3.50%	Oklahoma Gas & Electric (OG&E), Wal-Mart Stores, Inc., York International
Broken Arrow, OK	34,843	2.90%	Public Service Company, AG Equipment, Walmart
Edmond, OK	25,577	3.10%	Frain Investments LLC, IA Edmond Bryant LLC, Cornerstone Oxford Oaks LLC
Enid, OK	8,860	3.50%	Advance Foods, ADM Milling, Nextera Energy LLC
Midwest City, OK	13,778	3.60%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), Pine Oaks Apartments
Moore, OK	24,638	2.90%	Mission Point Apartments Limited, Oklahoma Gas & Electric (OG&E), Walmart
Oklahoma City, OK	44,876	2.90%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores
Stillwater, OK	6,512	2.90%	ASCO Aerospace USA, Links at Stillwater, Walmart Real Estate
Fort Smith, AR	14,048	7.70%	Mortgage Clearing Corp., Lereta, LLC, Corelogic Tax Services, LLC
North Little Rock, AR	8,145	3.10%	McCain Mall, LR Enclave Apartments, Foothills Acquisition, LLC
Boulder, CO	96,142	2.00%	Xcel Energy Inc., IBM Corporation, Qwest Corporation
Westminster, CO	19,334	5.20%	not available
Lawrence, KS	11,879	2.60%	Westar Energy, Wal-Mart, Cherry Hills Properties
Columbia, MO	14,220	4.30%	Union Electric, Shelter Insurance, 3M Company
St. Joseph, MO	12,724	5.80%	Boehringer Ingelheim Animal Health, Belt Highway Investment, AG Processing Inc.
Las Cruces, NM	17,012	5.00%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	18,571	4.30%	Columbia Medical Center of Denton, O'Reilly Hotel Partners, WinCo Foods, LLC
Odessa, TX	33,159	3.40%	Halliburton Energy Services Inc., Pumpco Energy Services, BJ Services LLC
Plano, TX	50,855	4.20%	Oncor Electric Delivery, JC Penney Headquarters, HP Enterprise Services
Waco, TX	21,957	6.10%	Allergan Inc./ Vision Pharmaceuticals, Mars Snackfood US LLC, Coca Cola Company



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	888	7.1
Broken Arrow, OK	854	8.0
Edmond, OK	774	8.3
Enid, OK	508	10.2
Midwest City, OK	616	10.7
Moore, OK	326	5.2
Oklahoma City, OK	4,869	7.3
Stillwater, OK	590	11.7
North Little Rock, AR	945	14.3
Boulder, CO	1,475	13.8
Westminster, CO	1,047	9.2
Lawrence, KS	854	6.9
Columbia, MO	1,517	12.3
St. Joseph, MO	730	9.6
Las Cruces, NM	1,834	17.8
Denton, TX	1,731	12.5
Odessa, TX	1,043	8.2
Plano, TX	3,236	11.2
Waco, TX	1,600	11.6

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	\$266.40	\$265.60	\$2,125
Broken Arrow, OK	\$325.40	\$307.60	\$2,875
Edmond, OK	\$525.40	\$525.40	\$5,613
Enid, OK	\$164.70	\$166.90	\$3,366
Midwest City, OK	\$118.50	\$126.60	\$2,208
Moore, OK	\$115.50	\$115.50	\$1,860
Oklahoma City, OK	\$1,554.60	\$1,554.60	\$2,320
Stillwater, OK	\$119.20	\$115.50	\$2,292
North Little Rock, AR	\$105.80	\$105.30	\$1,592
Boulder, CO	\$416.50	\$430.10	\$4,016
Westminster, CO	\$242.00	\$242.00	\$2,133
Lawrence, KS	\$223.60	\$235.40	\$1,911
Columbia, MO	\$457.90	\$488.30	\$3,964
St. Joseph, MO	\$178.30	\$178.30	\$2,347
Las Cruces, NM	\$410.30	\$410.30	\$3,986
Denton, TX	\$1,230.00	\$1,230.00	\$8,878
Odessa, TX	\$245.40	\$234.90	\$1,853
Plano, TX	\$357.50	\$357.50	\$1,241
Waco, TX	\$361.00	\$361.00	\$2,612



Government Facilities and Service Statistics

Year of Incorporation: 1891

Form of Government: Council / Manager



Area in square miles 189.5

General Obligation Debt Rating (Moody's rating) AA2

Number of Employees (excluding police and fire):

Union 361

Non-Union 193

Fire Protection:

Number of Stations 9

Number of fire personnel 163

Number of calls answered (for 2019) 15,922

Number of inspections conducted (for 2019) 2,440

Police Protection:

Number of stations (includes Norman Investigations Center) 2

Number of police personnel (includes emergency communications staff) 242

Number of patrol units 96

Physical arrests (for 2019) 5,996

Traffic violations (for 2019) 40,334

Parking violations (for 2019) 10,158

Number of reported crimes (part one crime index for 2019) 3,734

Calls for service (for 2019) 97,723

Sewerage System:

Miles of sanitary sewers maintained by the City 510.5

Miles of storm sewers maintained by the City 151

Number of treatment plants 1

Daily average treatment in gallons 11,100,000

Design capacity of treatment plant in gallons 17,000,000

Water System:

Miles of water mains maintained by the City 606

Number of service connections (includes 918 sprinkler connections) 40,709

Number of fire hydrants 6,071

Daily average production in gallons (for 2019-excluding water purchased from OKC) 10,990,000

Maximum daily capacity of plant in gallons 17,000,000

Number of water wells in operation 33

Street Maintenance:

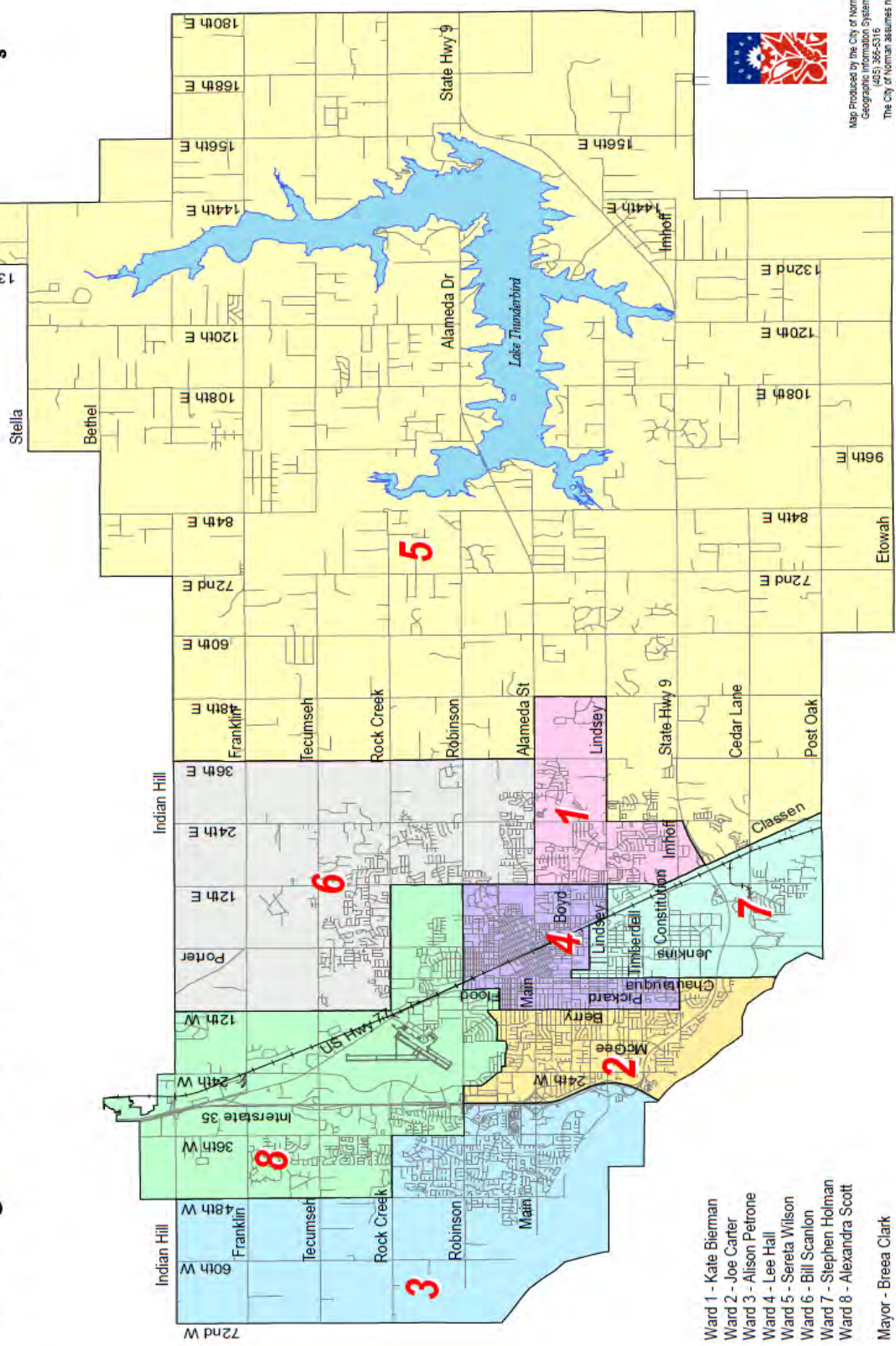
Miles of urban streets maintained by the City 541.9

Miles of rural streets maintained by the City 230.3

Number of street lights 6,623

Number of signalized locations 257

City Council Wards



- Ward 1 - Kate Bierman
- Ward 2 - Joe Carter
- Ward 3 - Alison Petrone
- Ward 4 - Lee Hall
- Ward 5 - Sereta Wilson
- Ward 6 - Bill Scanlon
- Ward 7 - Stephen Holman
- Ward 8 - Alexandra Scott
- Mayor - Breea Clark

Map Produced by the City of Norman
 Geographic Information System,
 (405) 365-5316
 The City of Norman assumes no
 responsibility for errors or omissions
 in the information presented.

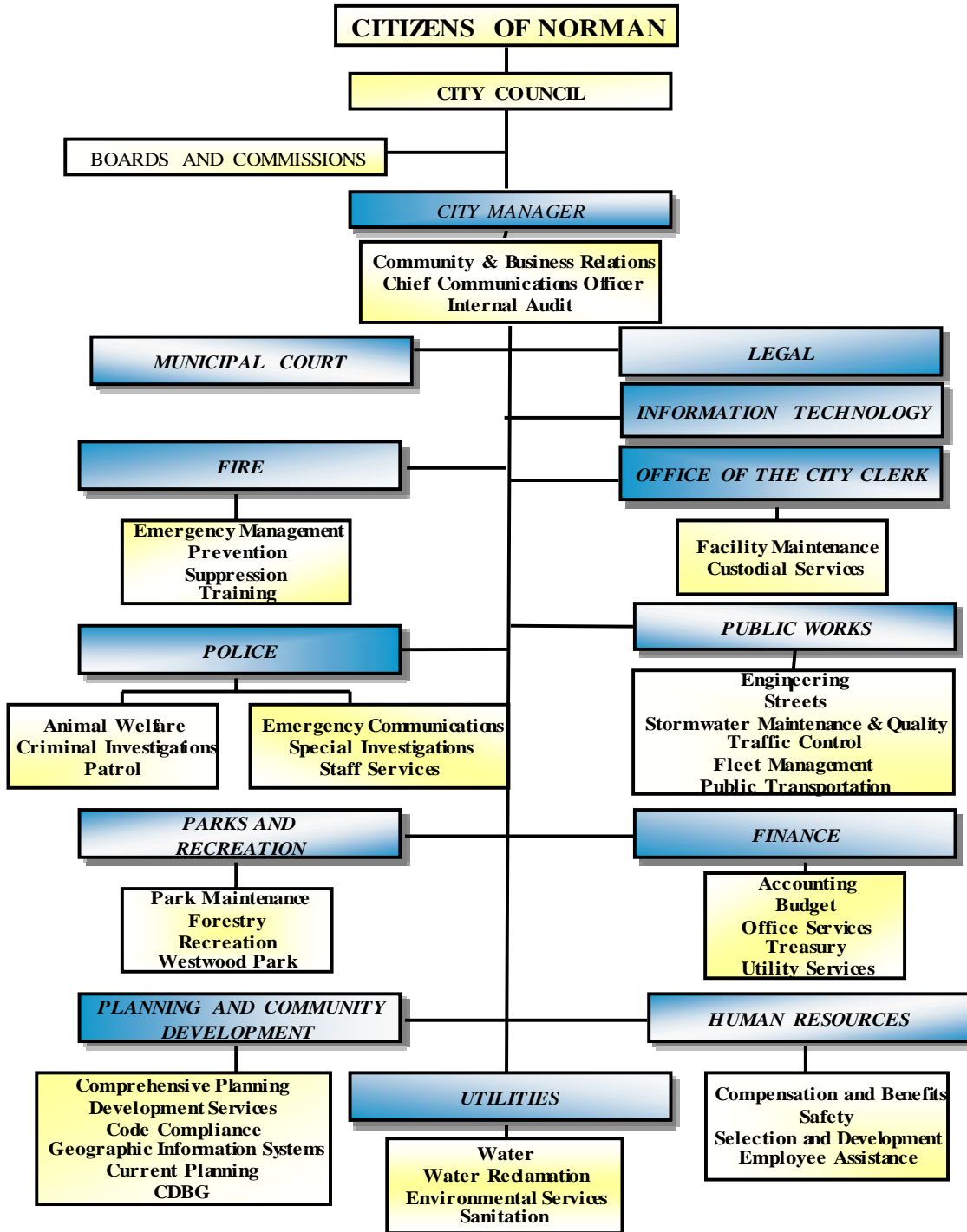




Overview / Statistical

INTRODUCTION

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



CITY OF NORMAN

PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

FUND	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19	FYE 20	FYE 21
GENERAL	599	558	601	602	596	599	610	615	619	626	630	622
PUBLIC SAFETY SALES TAX	0	45	65	67	69	71	77	79	82	82	84	84
RECREATION	20	20	0	0	0	0	0	0	0	0	0	0
CDBG	6	6	6	6	6	6	5	5	5	5	5	6
SPECIAL GRANTS	0	1	1	1	0	0	0	0	0	0	0	0
SEIZURES & RESTITUTIONS	0	0	0	0	1	1	0	0	0	0	0	0
EMERGENCY COMMUNICATIONS	22	22	0	0	0	0	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	9	9	9
WATER	52	52	52	52	51	51	50	50	51	51	52	52
WATER RECLAMATION	23	21	21	22	22	22	42	43	43	43	44	44
SANITATION	53	51	51	51	51	51	51	52	52	52	52	52
RISK MANAGEMENT	0	0	1	1	1	1	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	5	5	4	4	4
SEWER MAINTENANCE	25	21	21	21	21	21	1	1	1	1	1	1
PUBLIC TRANSPORTATION	0	0	0	0	0	0	0	0	0	0	6	7
TOTAL	811	808	830	834	829	834	848	859	867	874	888	882

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

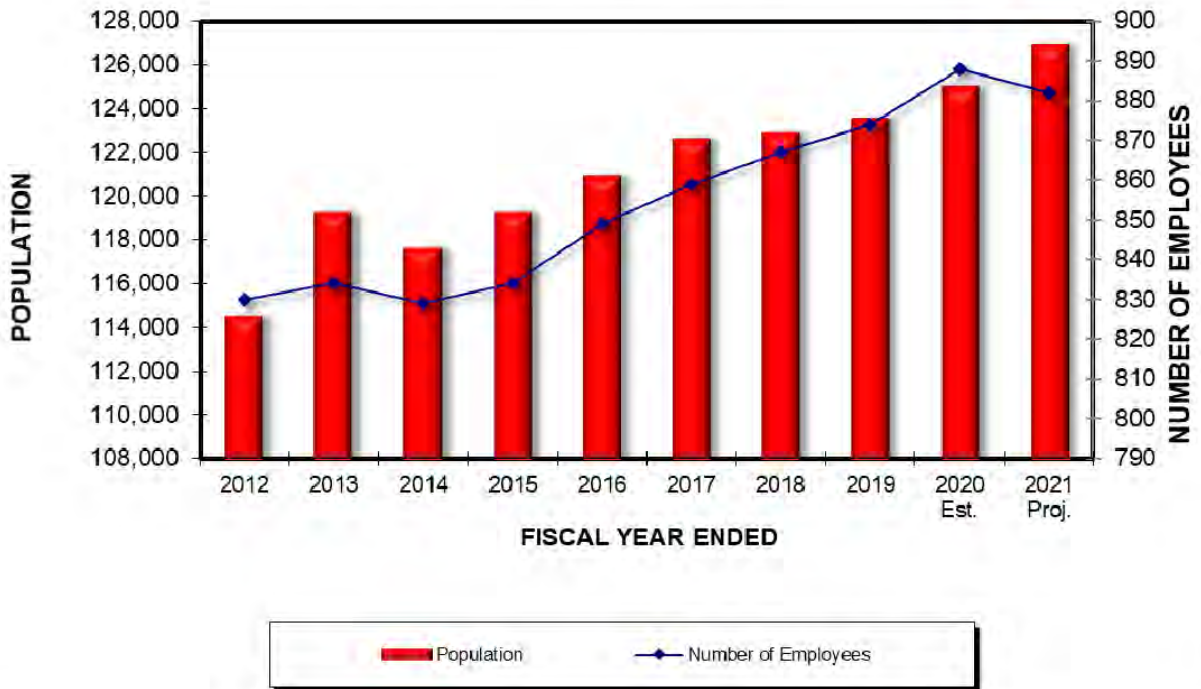
FYE 18 to FYE 19 - During FYE 18 added one Customer Service Representative in Finance and one Multi-Media Specialist. For FYE 19 added a Cross Connection Program Coordinator in the Water Fund, an Aquatics/Special Event Supervisor in the Parks & Recreation Department, an Internal Auditor and an Internal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

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

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

CITY OF NORMAN

POPULATION AND EMPLOYEES



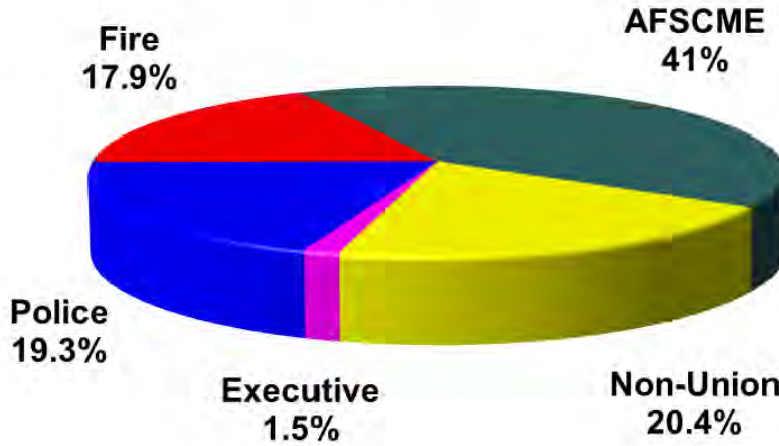
Discussion of the Graph

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2021, the City will employ 882 permanent employees, which is six less positions than budgeted in FYE 2020. Eighty-four positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 882 personnel, the City is budgeting 52 more positions than in FY 2012, or an increase of 6.7%. In 2021, the City of Norman's population is projected to be 126,833, an increase of approximately 10.8% from 2012.

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

BUDGETED POSITIONS BY UNION

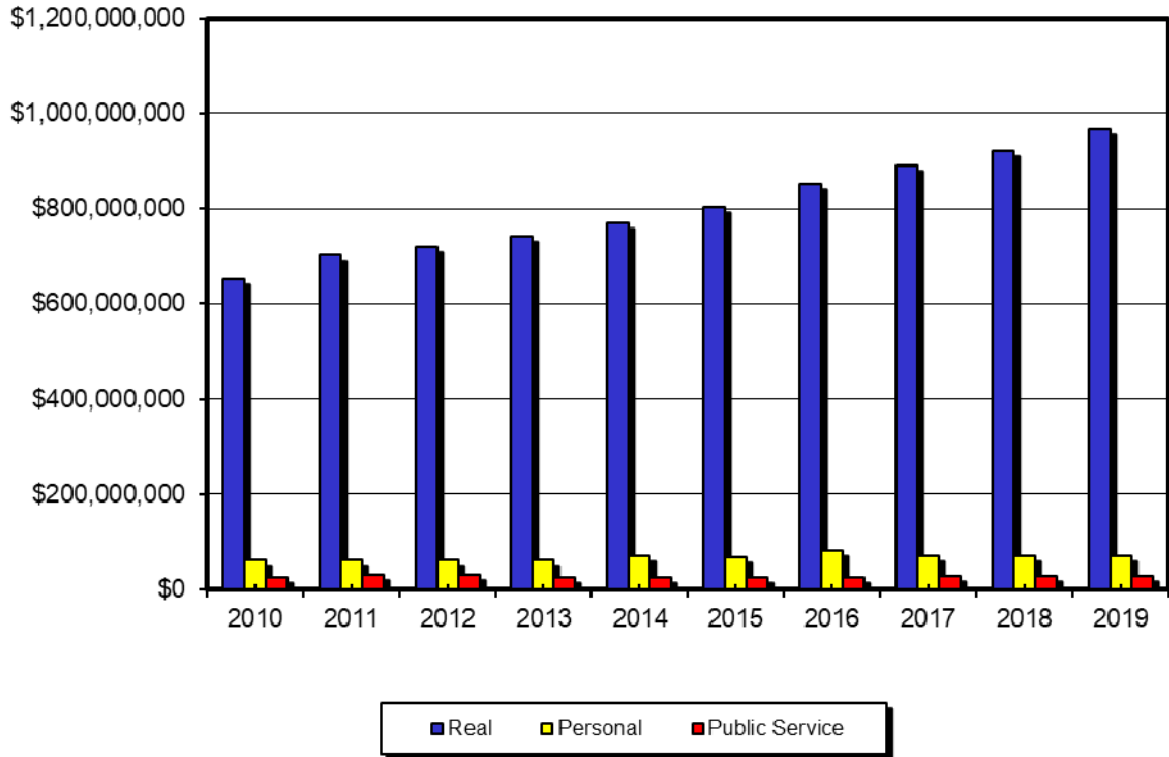
FYE 2021
882 Total Positions



Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2020-2021 the City will employ 882 budgeted full-time and permanent part-time employees. The largest number of personnel (361) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 242 Police Department personnel, of which 170 are members of the Fraternal Order of Police (FOP) union and 50 are AFSCME members. There are a total of 163 Fire Department personnel, of which 158 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 12 department directors and the City Manager of the City of Norman. There are 193 employees that are non-union members including the executive employees.

ASSESSED PROPERTY VALUATIONS 10 Year Comparison

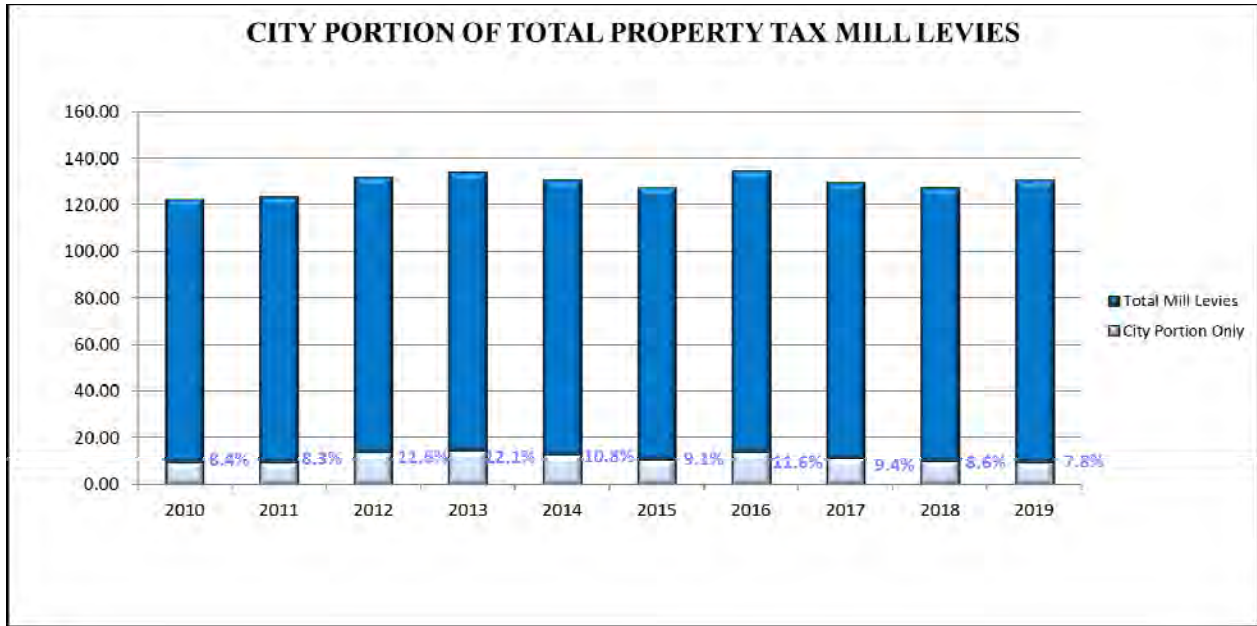


Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation process as well as the growth factor in the City of Norman. The on-going revaluation process reflects the upswing in real estate values, which began in FYE 1993, and has continued.

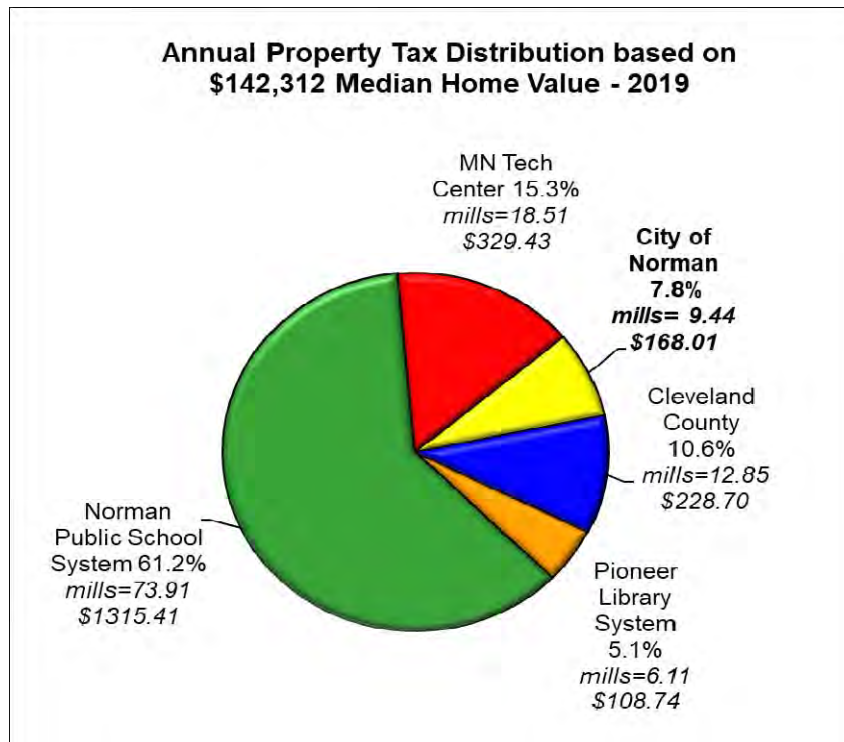
* Real Valuations do not include the homestead exemption

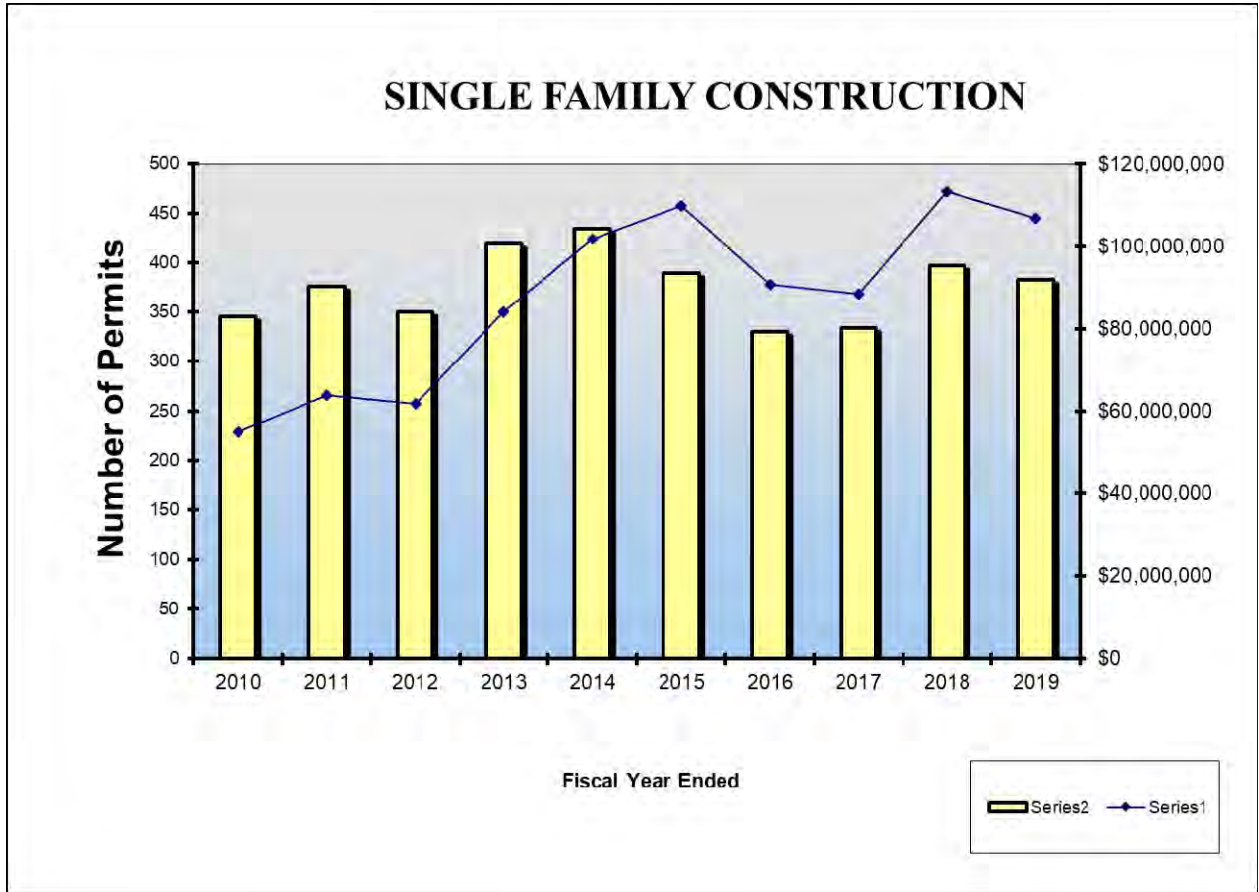
CITY OF NORMAN



Discussion of the Graph

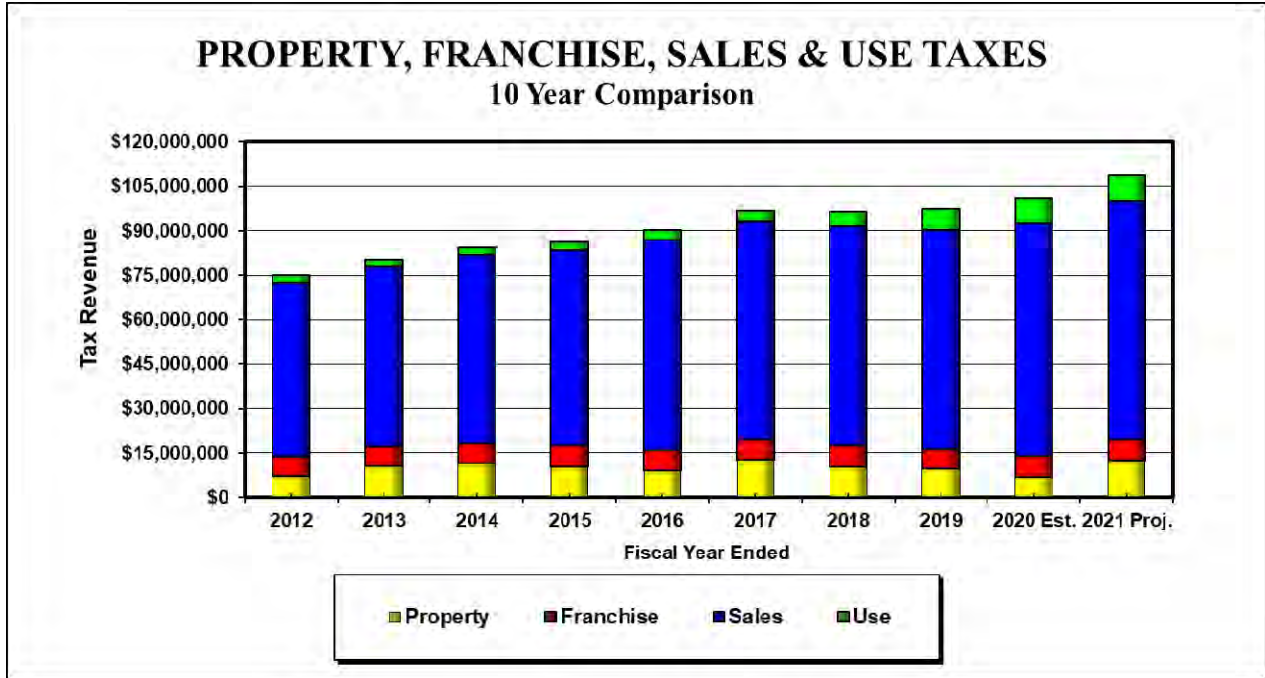
The City portion of actual property taxes levied in Norman in 2019 were 9.44 mills or \$9,807,421 which is 1% of the assessed property value in Norman. According to the Cleveland County Assessor, the median home value in the City of Norman is an estimated \$142,312.





Discussion of the Graph

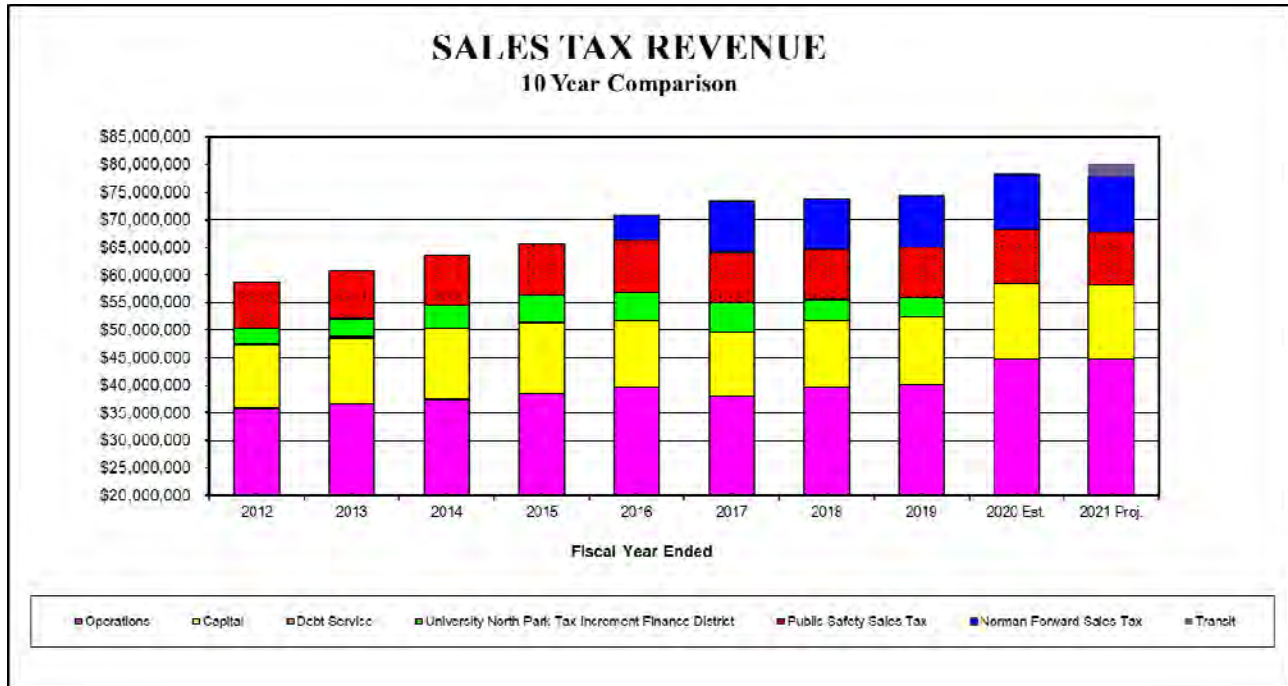
This graph represents new permits for construction of single family residential permit values for the ten-year period. In 2010, the City of Norman economy followed the U.S. economy recession. In 2013 and 2014, the permit values increased significantly from 2010. Beginning in 2015, residential construction levels dropped and continued to drop in 2016. In 2017, residential construction began to increase and the average permit value jumped by about \$20,000 per unit from fiscal year 2017 to 2018. Fiscal year 2019 saw a slight decrease in single family construction from 2018.



Discussion of the Graph

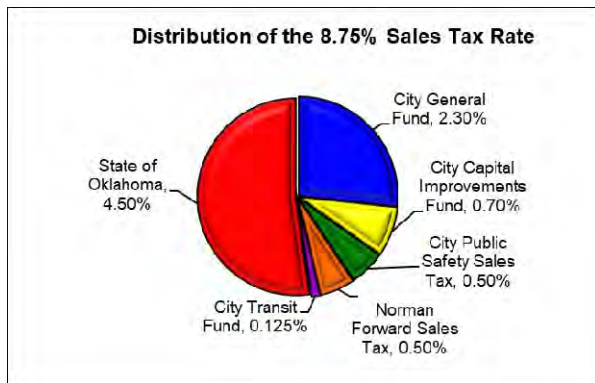
These are the primary tax sources available to the City of Norman. The property tax is used to service bonded debt and court judgments (see graph of Assessed Property Valuations), while the sales, use and franchise taxes are used for General Fund operations and capital (see graphs of General Fund Revenue and Distribution of Sales Tax). Beginning in FYE 09, sales tax includes the Public Safety Sales Tax that was approved by voters on May 13th, 2008. On April 1, 2014 the citizens approved a permanent extension of the Public Safety Sales Tax. On October 13, 2015, the citizens approved a one half of one percent (.5%) sales tax for NORMAN FORWARD quality of life projects. This tax became effective January 1st of 2016. On November 12, 2019, the citizens approved a one-eighth percent sales tax (.125%) for the operation of the Transit program. This tax became effective April 1, 2020. Sales tax performance is a good indicator of economic trends. Property tax collections indicate an increasing level of bonded indebtedness.

CITY OF NORMAN



Discussion of the Graph

The City of Norman has a 4.125% sales tax rate effective April 1, 2020, which is the primary source of revenue for General Fund operations and capital expenditures. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased from 2012 to 2017. On May 13, 2008 Norman citizens approved a 1/2 percent (0.5%), 7-year, public safety sales tax dedicated to additional police and fire personnel and two new fire stations. On April 1, 2014 the citizens approved a permanent extension of that tax. Debt funded with sales tax revenues has remained low over the 10-year period. Beginning in FYE 2014, the portion of sales tax diverted to the General Obligation (G.O.) Combined Purpose Bonds Fund (Fund 64) to pay for 1992 G.O. Bonds is no longer needed. The bond was completely paid off. In October of 2015, citizens approved a 1/2 percent (0.5%) new sales tax called NORMAN FORWARD Sales Tax. The NORMAN FORWARD initiative provides for funding for recreational, athletic, library, park and infrastructural improvements. On November 12, 2019, Norman citizens approved transferring 1/8 of one percent (0.125%) of sales tax from Cleveland County to the city to help fund the transit operation.

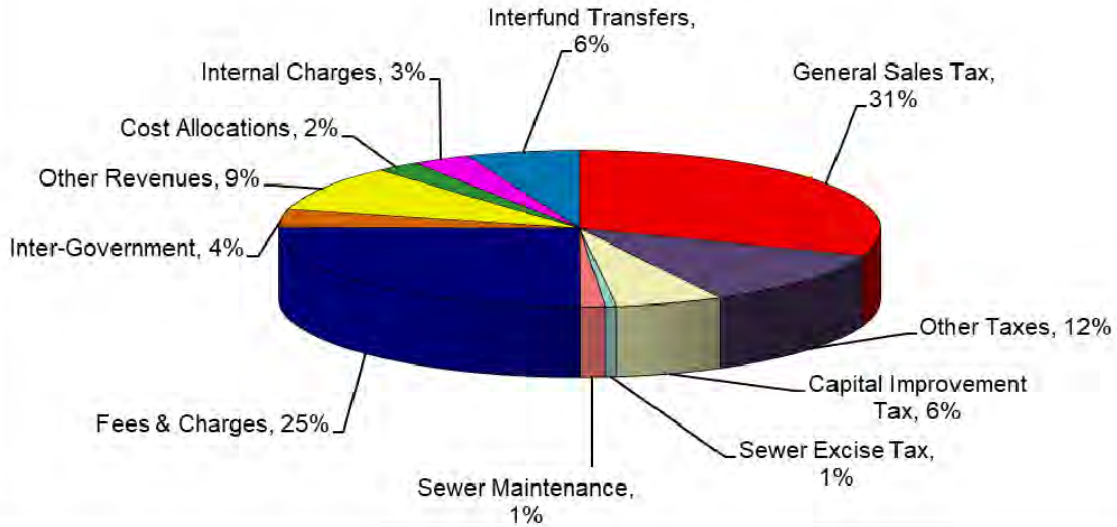


FYE 2021 Projected Figures:

Operations	\$ 44,662,816
Public Safety	\$ 9,803,557
Capital	\$ 13,516,925
NORMAN FORWARD	\$ 9,803,557
Transit	\$ 2,500,000
	\$ 80,286,855

CITY OF NORMAN

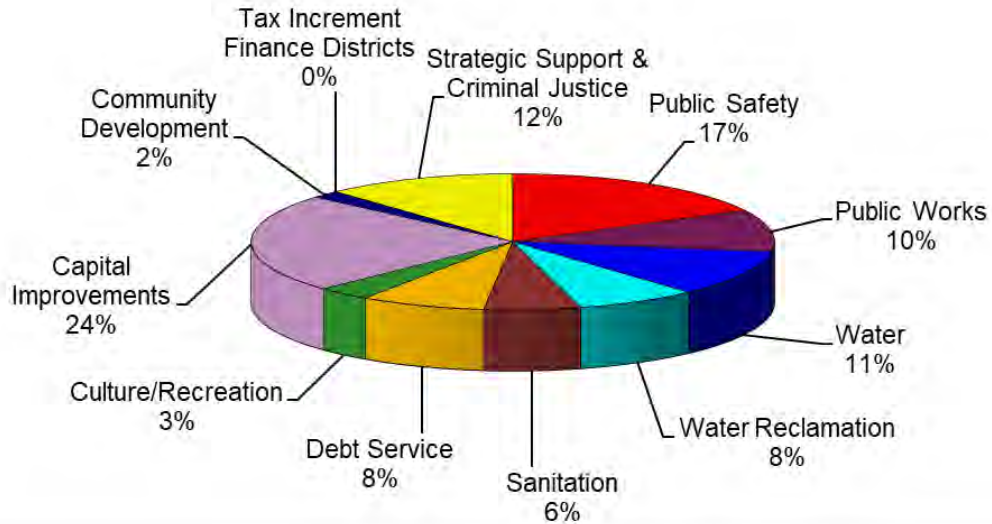
FYE 2021 ALL FUNDS PROJECTED TOTAL REVENUES
\$234,790,760



Discussion of the Graph

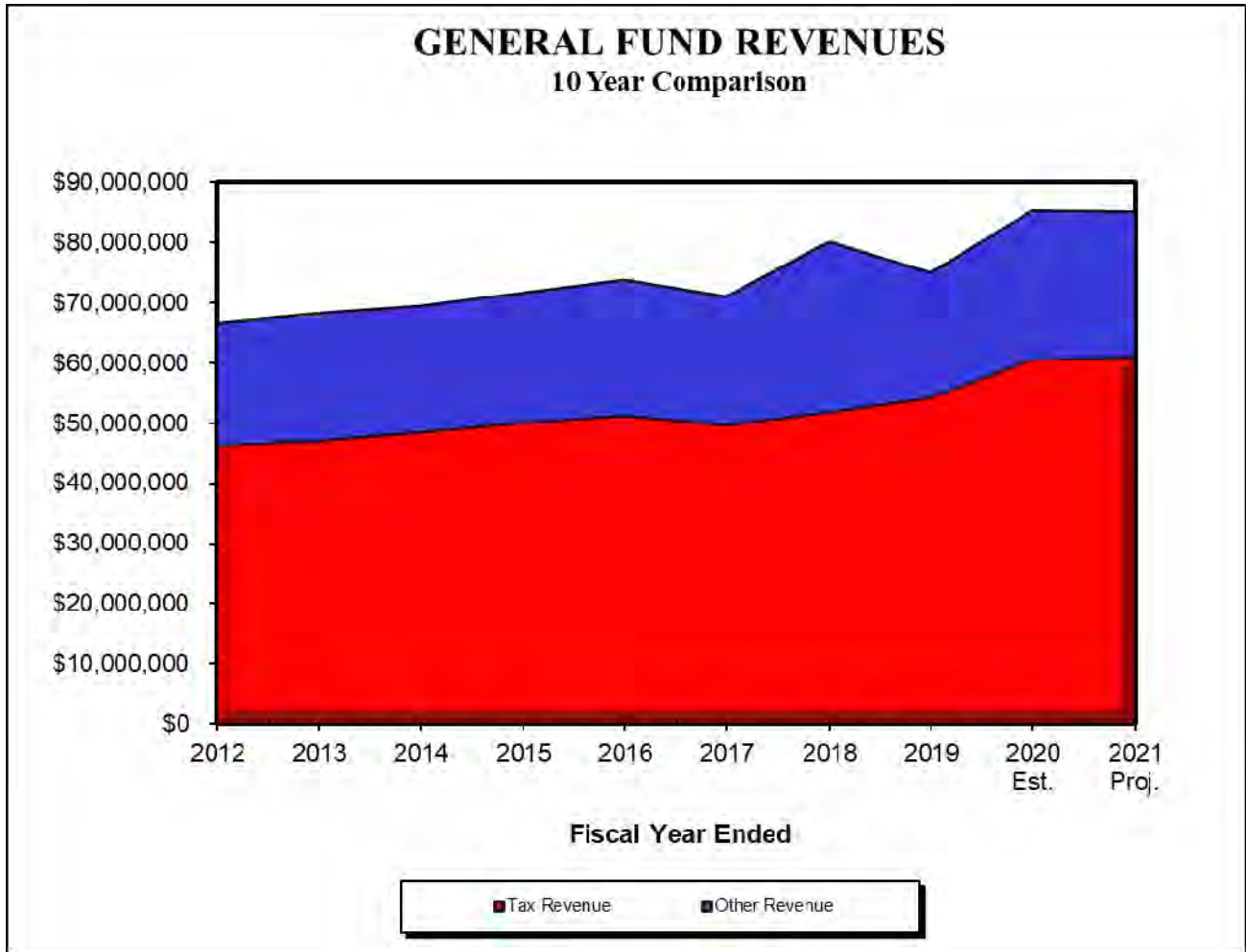
Budgeted revenues for FYE 2021 of \$234,790,760 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. The City of Norman is very reliant on sales tax collections for its operations. The "Other Taxes" portion includes the small percentage of property tax the City gets.

FYE 2021 ALL FUNDS PROJECTED TOTAL EXPENDITURES
\$291,588,137



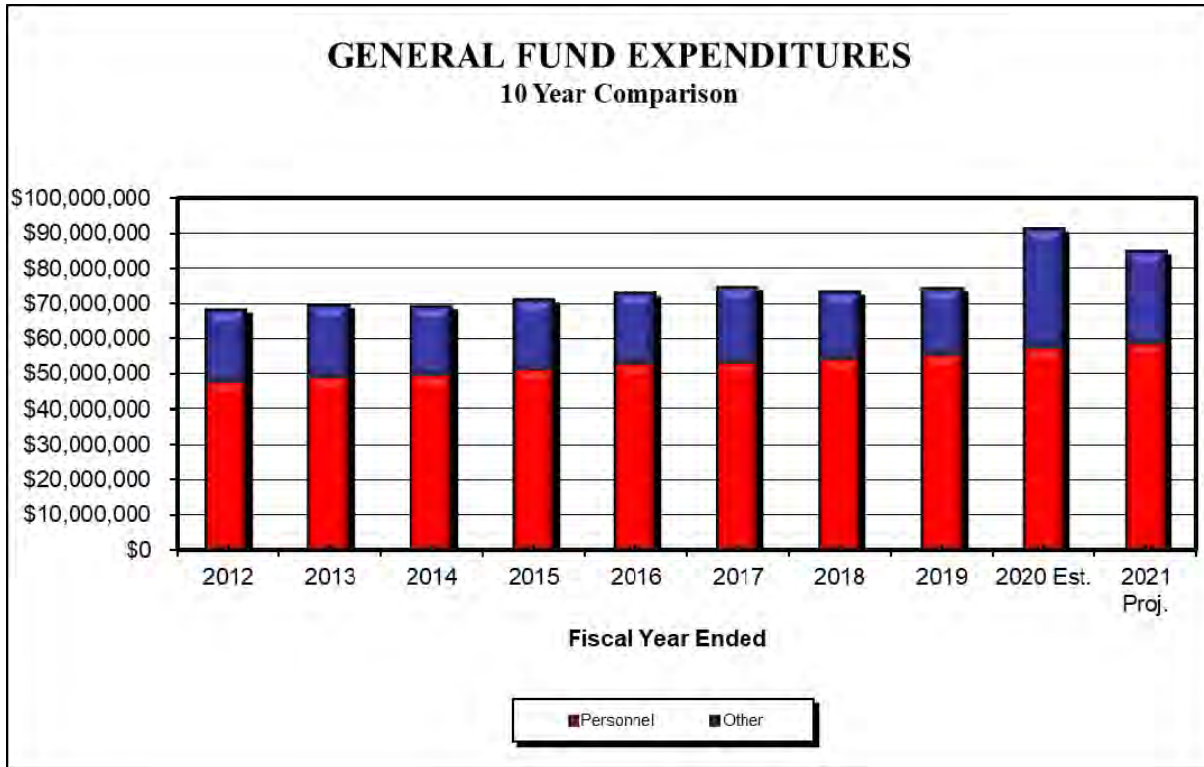
Discussion of the Graph

Budgeted expenditures for FYE 2021 of \$291,588,137 are derived from several uses. The largest non-capital portion is Public Safety at 17%. The City of Norman is known for being a safe community and the citizens place a high importance on public safety.



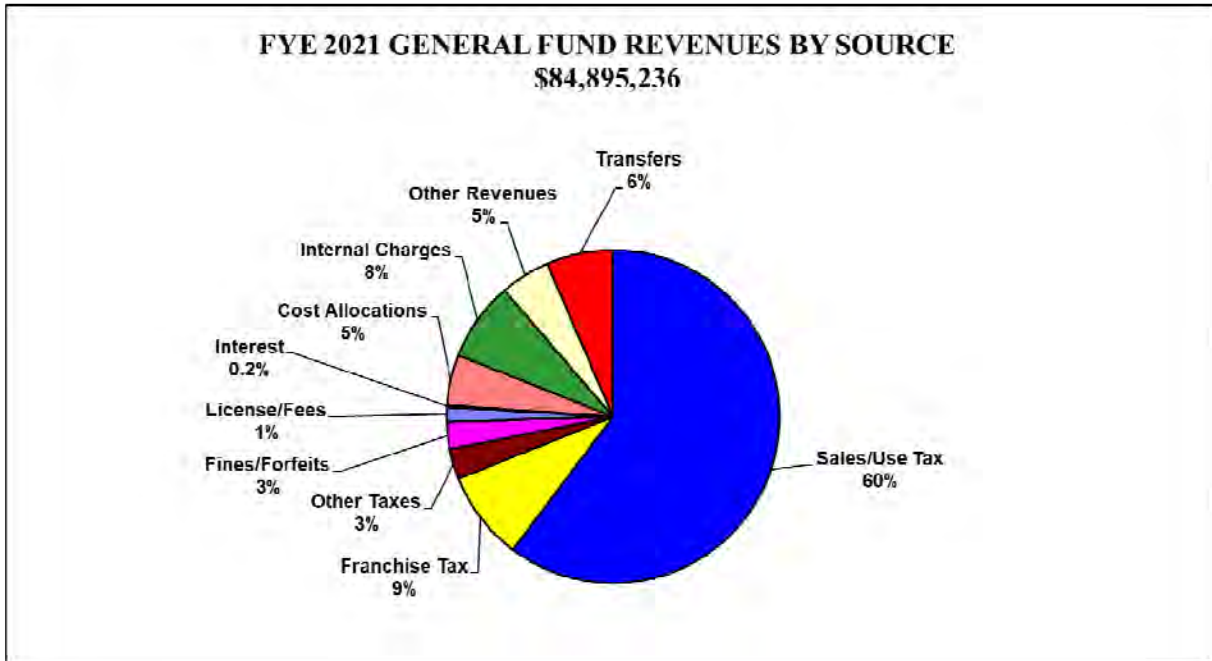
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2012 to an estimated 71% of total revenues in FYE 2020 and a projected 72% in FYE 2021. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. Beginning in FYE 20, the University North Park sales tax apportionment was accounted for in the General Fund and the Capital Fund in the same proportion as all general sales taxes. The associated increase in General Fund tax revenues is illustrated on the chart above.



Discussion of the Graph

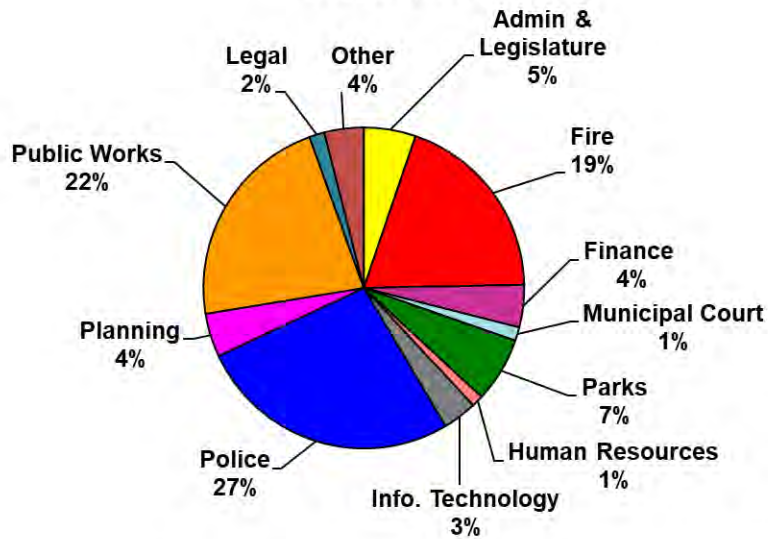
As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 70% of total General Fund expenditures in FYE 2012 and are projected to comprise about 69% of General Fund expenditures in FYE 2021. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.



Discussion of the Graph

Taxes comprise approximately 72% of the General Fund's revenue; sales and use tax represents 60% while franchise fees represent 9% and other taxes account for 3%. Cost allocations represent 5% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from the Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.

FYE 2021 GENERAL FUND EXPENDITURES BY DEPARTMENT
\$85,188,440

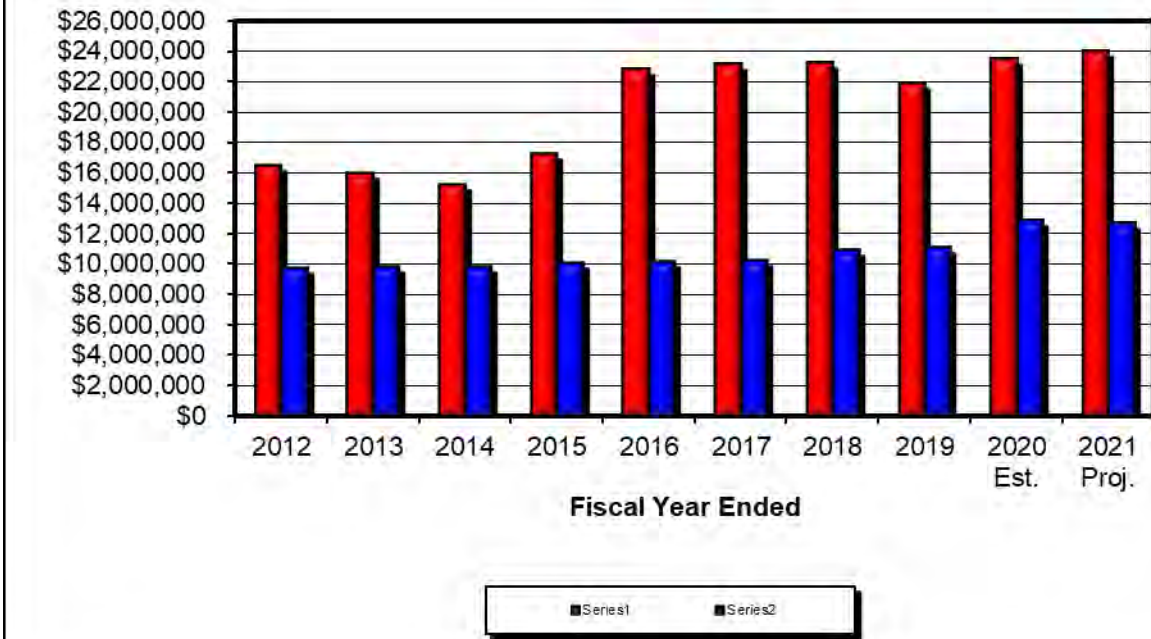


Discussion of the Graph

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$22,601,745 or 27% of total General Fund expenditures. Public Works has the next highest amount of General Fund expenditures, accounting for 22% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 68% of General Fund expenditures.

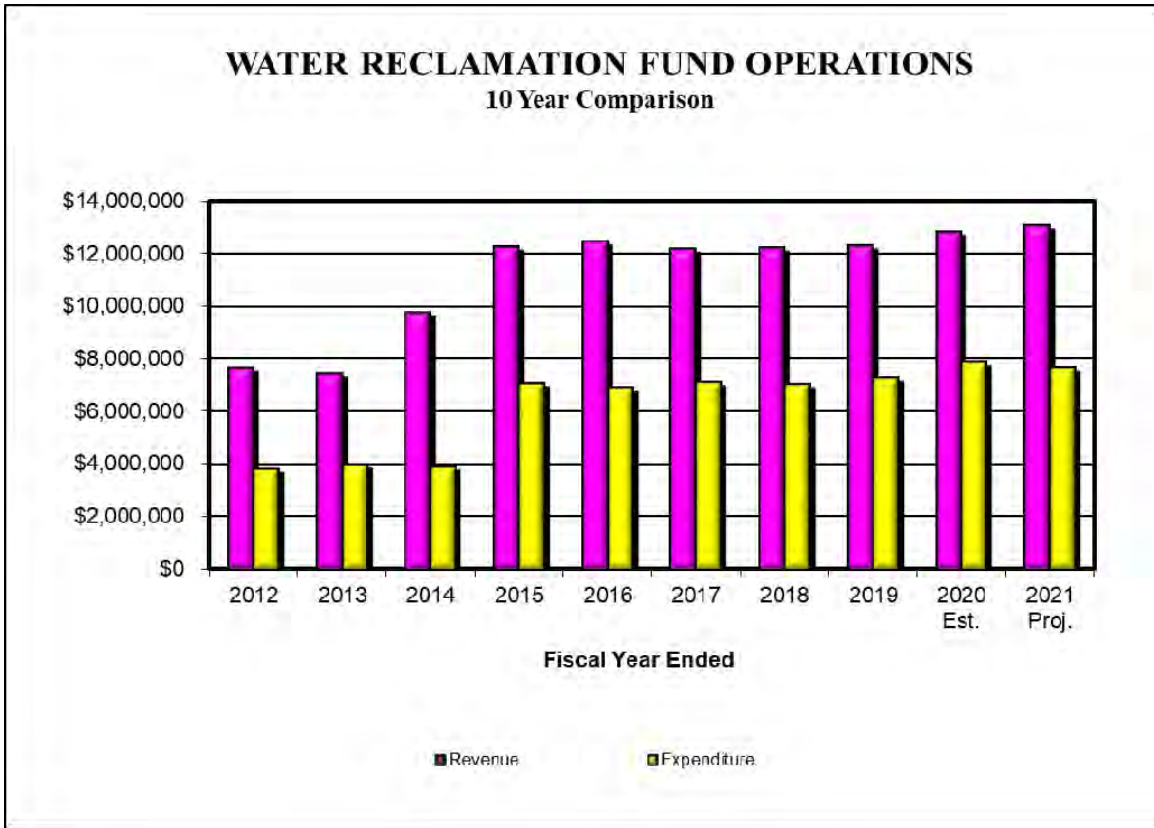
("Other" includes the Norman Public Library, Firehouse Art Center, Historical Museum, Sooner Theatre, Interfund Transfers, and Santa Fe Depot)

WATER FUND OPERATIONS 10 YEAR COMPARISON



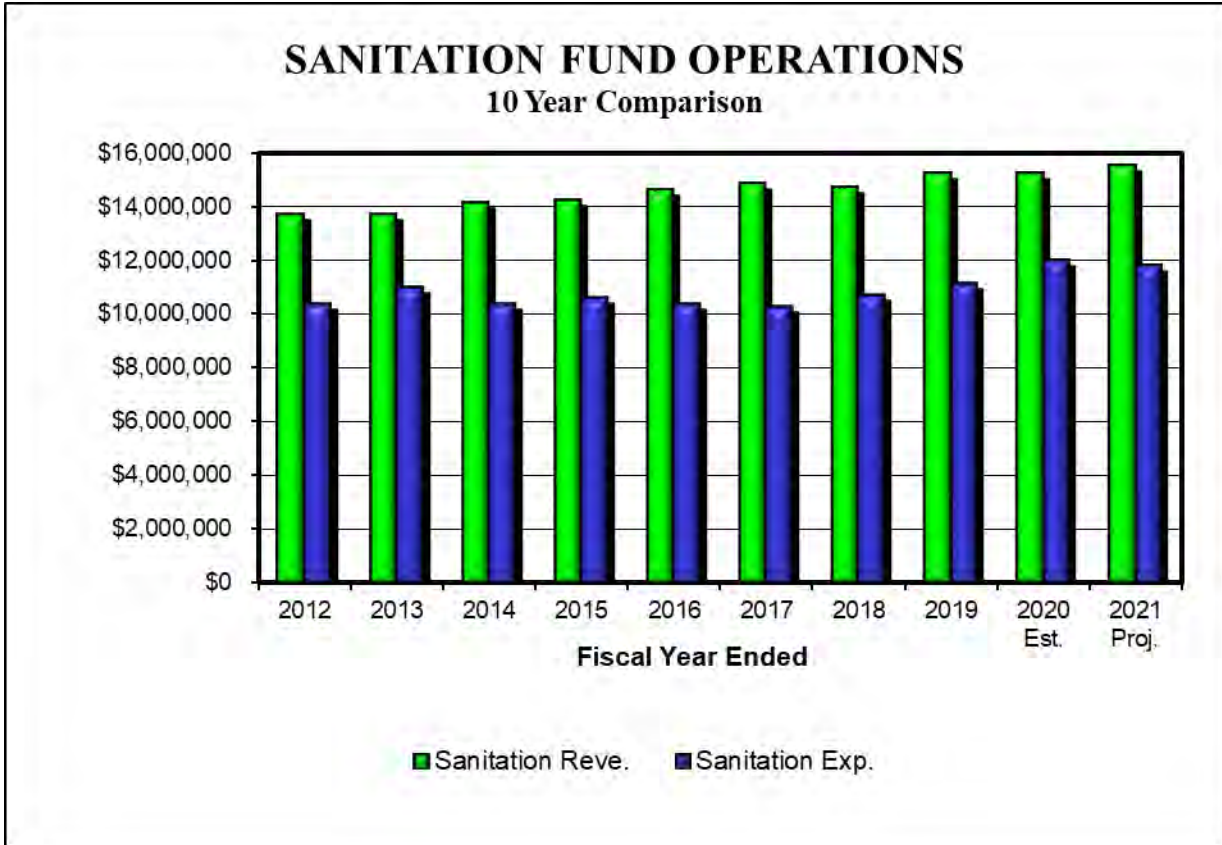
Discussion of the Graph

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



Discussion of the Graph

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



Discussion of the Graph

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

CITY OF NORMAN

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

	<u>FYE18 Actual</u>		<u>FYE19 Actual</u>		<u>FYE20 Budget</u>		<u>FYE20 Est.</u>		<u>FYE21 Proj.</u>					
Total Combined Fund Revenues														
Sales Tax	\$	79,116,026	12.4%	\$	81,616,369	9.0%	\$	84,240,767	3.1%	\$	86,829,480	2.5%	\$	88,961,113
Property Tax		11,971,525	3.1%		11,395,748	8.3%		8,972,443	0.0%		8,972,443	37.6%		12,342,618
Other Taxes		12,527,104	3.6%		11,930,294	8.7%		13,536,888	-8.9%		12,338,669	5.1%		12,972,613
Fees, User Charges & Fines		59,641,562	4.5%		57,314,913	8.7%		59,705,084	1.4%		60,533,937	2.9%		62,307,144
Federal Funds		7,729,302	9.4%		3,429,152	146.6%		1,225,818	332.6%		5,303,244	59.4%		8,455,190
State Funds		76,339	394.9%		26,790	1310.4%		147,949	0.0%		104,379	262.0%		377,834
Interest Income		1,724,026	-5.4%		5,844,254	-72.1%		1,034,140	82.9%		1,891,500	-13.8%		1,630,570
Cost Allocations		8,563,626	-35.6%		7,248,250	-24.0%		7,087,686	-23.1%		5,448,573	1.1%		5,510,895
Internal Services		15,351,974	-51.9%		5,543,636	33.3%		4,672,121	35.1%		6,311,234	17.1%		7,387,415
Interfund Transfers		20,217,089	-29.4%		6,748,867	111.5%		9,207,022	121.7%		20,412,804	-30.1%		14,276,126
Bond/Loan Proceeds		21,648,415	-100.0%		58,252,186	-100.0%		57,750,000	0.0%		46,066,963	0.0%		-
Other		4,394,285	368.1%		17,316,209	18.8%		18,839,838	0.0%		18,830,442	9.2%		20,569,242
	\$	242,961,273	-3.4%	\$	266,666,668	-12.0%	\$	266,419,756	2.5%	\$	273,043,668	-14.0%	\$	234,790,760
Total Combined Fund Expenditures														
Salary / Benefits	\$	77,234,019	9.2%	\$	79,273,536	6.4%	\$	83,530,868	-0.1%	\$	83,428,388	1.1%	\$	84,324,332
Supplies / Materials		8,612,281	42.1%		9,126,347	34.1%		11,345,425	12.7%		12,791,504	-4.3%		12,236,802
Services / Maintenance		34,950,348	20.7%		33,767,156	25.0%		38,275,654	16.4%		44,555,187	-5.3%		42,195,682
Internal Services		3,198,475	36.1%		3,377,777	28.9%		3,724,590	-0.4%		3,709,731	17.4%		4,354,649
Capital Equipment		5,889,784	22.9%		6,792,030	6.6%		7,564,212	57.0%		11,873,017	-39.0%		7,238,096
Capital Projects		58,526,851	49.9%		60,556,347	44.8%		82,004,597	133.0%		191,046,706	-54.1%		87,705,718
Interfund Transfers		20,217,089	-29.4%		7,105,896	100.9%		9,207,022	121.7%		20,412,804	-30.1%		14,276,126
Cost Allocation Charges		5,986,469	-7.9%		6,375,341	-13.6%		5,448,573	0.0%		5,450,006	1.1%		5,510,895
Federal Grants		7,778,114	-78.3%		4,706,115	-64.2%		1,373,767	154.0%		3,489,538	-51.7%		1,685,204
Debt Service		27,510,470	20.1%		39,852,746	-17.1%		24,521,991	-3.3%		23,716,866	39.3%		33,033,813
Other		(820,526)	18.6%		1,963,135	-149.6%		(1,435,094)	94.8%		(2,795,338)	-65.2%		(973,180)
	\$	249,083,374	17.1%	\$	252,896,426	15.3%	\$	265,561,605	49.7%	\$	397,678,409	-26.7%	\$	291,588,137
Net Difference	\$	(6,122,101)		\$	13,770,242		\$	858,151		\$	(124,634,741)		\$	(56,797,377)

CITY OF NORMAN

**NET CITY BUDGET
FISCAL YEAR ENDING 2021**

FUND	% TOTAL	FYE 21 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 21 BUDGET	NET FYE 20 BUDGET	% CHANGE
General	28.9%	\$84,388,440		\$3,879,252	\$2,468,616	\$78,040,572	\$73,693,122	5.9%
Public Safety Sales Tax	4.6%	13,464,047		391,514		13,072,533	22,263,695	-41.3%
Community Development	0.5%	1,323,190		1,276		1,321,914	1,265,709	4.4%
Special Grants	0.1%	362,834				362,834	62,834	477.4%
Room Tax	0.6%	1,688,044	52,575		205,469	1,430,000	1,562,500	-8.5%
Seizures and Restitutions	0.0%	0				0	294,925	-100.0%
Cleet	0.0%	30,505				30,505	30,605	-0.3%
Public Transportation & Parking	3.6%	10,445,896		653,512	5,100,000	4,692,384	0	100.0%
Art In Public Places	0.0%	16,000				16,000	10,600	50.9%
Westwood Park	0.8%	2,432,184		46,695		2,385,489	1,960,382	21.7%
Water	10.9%	31,794,068	1,984,210	267,167	1,087,500	28,455,191	18,354,692	55.0%
Water Reclamation	5.7%	16,483,854	1,931,297	256,118	613,484	13,682,955	11,069,661	23.6%
Sewer Maintenance	1.0%	2,878,321		250		2,878,071	2,895,213	-0.6%
New Development Excise	0.9%	2,568,980				2,568,980	2,124,523	20.9%
Sanitation	5.9%	17,315,259	1,542,813	1,891,431		13,881,015	13,362,679	3.9%
Risk Management	5.9%	17,082,019				17,082,019	17,487,681	-2.3%
Capital Improvement	13.2%	38,407,338		200	4,078,362	34,328,776	17,058,917	101.2%
Norman Forward	13.5%	39,289,005			222,695	39,066,310	51,299,518	-23.8%
Park Land and Development	0.0%	0				0	0	0.0%
University North Park TIF	0.1%	148,755				148,755	3,076,595	-95.2%
General Debt Service	3.9%	11,469,398			500,000	10,969,398	12,544,077	-12.6%
Arterial Roads Recoupment	0.0%					0	0	0.0%
	100.0%	\$291,588,137	\$5,510,895	\$7,387,415	\$14,276,126	\$264,413,701	\$250,417,928	5.6%

Explanation of Significant Changes

Public Safety Sales Tax	41% decrease due to the budgeted completion of capital projects in FYE 20
Special Grants	477.4% increase due to a Firehouse Art Grant
Seizures and Restitutions	-100% decrease due to unanticipated revenues
Art in Public Places	51% increase due to a projected increase in citizen donations
Water	55% increase due to an increase in capital projects
Capital Improvement	101% increase due to an increase in bond funded capital projects
University North Park TIF	-95.2% decrease due to reduced capital projects

CITY OF NORMAN

**CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2021 ANNUAL BUDGET
SUMMARY OF FUND BALANCES**

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES				REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE	
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS			TOTAL EXPENSES
GOVERNMENTAL FUNDS											
General	\$4,820,437	\$79,411,661	\$5,483,575	\$84,895,236	\$82,719,824	\$2,468,616	\$85,188,440	(\$800,000)	\$84,388,440	506,796	5,327,233
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	204,410	11,621,733	1,637,905	13,259,638	13,464,047		13,464,047		13,464,047	(204,409)	1
Room Tax	19,520	1,752,500		1,752,500	1,482,575	205,469	1,688,044		1,688,044	64,456	83,976
Seizures and Restitutions	144,499	15,500		15,500			0		0	15,500	159,999
Cleet	5,118	32,000		32,000	30,505		30,505		30,505	1,495	6,613
Public Transportation & Parking	0	9,600,000	1,174,377	10,774,377	5,345,896	5,100,000	10,445,896		10,445,896	328,481	328,481
Art in Public Places	0	16,000		16,000	16,000		16,000		16,000	0	0
Park Land and Development	932,397	95,000		95,000			0		0	95,000	1,027,397
Westwood Park	0	2,051,915	380,269	2,432,184	2,499,366		2,499,366	(67,182)	2,432,184	0	0
Net Revenue Stabilization	3,859,419	50,000		50,000			0		0	50,000	3,909,419
GRANT FUNDS											
Community Development	0	1,323,190		1,323,190	1,323,190		1,323,190		1,323,190	0	0
Special Grants	1,990,493	362,834		362,834	362,834		362,834		362,834	0	1,990,493
ENTERPRISE FUNDS											
Water	9,922,004	24,063,820		24,063,820	30,774,965	1,087,500	31,862,465	(68,397)	31,794,068	(7,730,248)	2,191,756
Water Reclamation	2,806,160	13,678,046		13,678,046	15,923,971	613,484	16,537,455	(53,601)	16,483,854	(2,805,808)	352
Sewer Maintenance	1,238,877	3,031,999		3,031,999	2,878,321		2,878,321		2,878,321	153,678	1,392,555
New Development Excise	5,539,822	1,470,000		1,470,000	2,568,980		2,568,980		2,568,980	(1,098,980)	4,440,842
Sanitation	9,684,724	15,804,093		15,804,093	17,315,259		17,315,259		17,315,259	(1,511,165)	8,173,558
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	1,245,432	16,431,799	500,000	16,931,799	17,082,019		17,082,019		17,082,019	(150,220)	1,095,212
CAPITAL PROJECTS FUND											
Capital Improvements	19,496,608	14,216,925	5,100,000	19,316,925	34,328,976	4,078,362	38,407,338		38,407,338	(19,090,413)	406,195
University North Park TIF	11,164,331	223,000		223,000	148,755	0	148,755		148,755	74,245	11,238,576
Norman Forward	41,311,958	12,895,001		12,895,001	39,066,310	222,695	39,289,005		39,289,005	(26,394,004)	14,917,954
Arterial Roads Recoupment	748,972			0			0		0	0	748,972
Center City TIF	18,049			0			0		0	0	18,049
DEBT SERVICE FUNDS											
General Debt Service	4,149,768	12,367,618		12,367,618	10,969,398	500,000	11,469,398		11,469,398	898,220	5,047,988
G. O. Bonds	0			0			0		0	0	0
GRAND TOTAL ALL FUNDS	\$119,302,998	\$220,514,634	\$14,276,126	234,790,760	\$278,301,191	\$14,276,126	\$292,577,317	(\$989,180)	\$291,588,137	(\$56,797,376)	\$62,505,621
Less: Interfund Transfers	0	0	(14,276,126)	(14,276,126)	0	(14,276,126)	(14,276,126)	0	(14,276,126)	0	0
Internal Service Charges	0	(7,387,415)		(7,387,415)	(7,387,415)	0	(7,387,415)	0	(7,387,415)	0	0
Cost Allocation Charges	0	(5,510,895)	0	(5,510,895)	(5,510,895)	0	(5,510,895)	0	(5,510,895)	0	0
Total Deductions	\$0	(\$12,898,310)	(\$14,276,126)	(\$27,174,436)	(\$12,898,310)	(\$14,276,126)	(\$27,174,436)	\$0	(\$27,174,436)	\$0	\$0
NET TOTAL ALL FUNDS	\$119,302,998	\$207,616,324	\$0	207,616,324	\$265,402,881	\$0	\$265,402,881	(\$989,180)	\$264,413,701	(\$56,797,376)	\$62,505,621

CITY OF NORMAN

**TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2021**

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	\$61,006,799	\$4,950,104		\$182,070	\$2,589,570	\$4,162,923	\$6,520,195	\$5,483,575	\$84,895,236		\$84,895,236
Net Revenue Stabilization				\$50,000					50,000		50,000
Public Safety Sales Tax	10,880,001	691,732		50,000				1,637,905	13,259,638	204,409	13,464,047
Community Development			1,323,190						1,323,190		1,323,190
Special Grants			362,834						362,834		362,834
Room Tax	1,750,000			2,500					1,752,500		1,752,500
Seizures and Restitutions			15,000	500					15,500		15,500
CLEET			32,000						32,000		32,000
Public Transportation & Parking	2,500,000		7,100,000					1,174,377	10,774,377		10,774,377
Art in Public Places					16,000				16,000		16,000
Westwood Park		2,044,415		7,500				380,269	2,432,184		2,432,184
Water		23,129,976		120,000		813,844			24,063,820	7,730,248	31,794,068
Water Reclamation		13,093,918		50,000		534,128			13,678,046	2,805,808	16,483,854
Sewer Maintenance		3,031,999							3,031,999		3,031,999
New Development	1,400,000			70,000					1,470,000	1,098,980	2,568,980
Sanitation		15,280,000		300,000	224,093				15,804,093	1,511,166	17,315,259
Capital Improvement	13,516,925			700,000				5,100,000	19,316,925	19,090,413	38,407,338
Norman Forward	10,880,001			15,000	2,000,000				12,895,001	26,394,004	39,289,005
Park Land and Development		85,000		10,000					95,000		95,000
Univesity North Park TIF				48,000	175,000				223,000		223,000
General Debt Service	12,342,618			25,000					12,367,618		12,367,618
Arterial Roads Recoupment									0		0
Risk Management / Insurance					15,564,579		867,220	500,000	16,931,799	150,220	17,082,019
	<u>\$114,276,344</u>	<u>\$62,307,144</u>	<u>\$8,833,024</u>	<u>\$1,630,570</u>	<u>\$20,569,242</u>	<u>\$5,510,895</u>	<u>\$7,387,415</u>	<u>\$14,276,126</u>	<u>\$234,790,760</u>	<u>\$58,985,248</u>	<u>\$293,776,008</u>
PERCENT TO TOTAL	38.9%	21.2%	3.0%	0.6%	7.0%	1.9%	2.5%	4.9%	79.9%	20.1%	100.0%

CITY OF NORMAN

**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2021**

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	\$ 58,847,850	\$ 5,264,387	\$ 11,198,139	\$ 3,530,196	\$	\$ 3,879,252	\$	\$ 2,468,616	\$ (800,000)	\$ 84,388,440
Public Safety Sales Tax	\$ 9,410,782	\$ 151,668	\$ 277,971	\$ 70,471	\$ 800,000	\$ 391,514	\$	\$	\$ 2,361,641	\$ 13,464,047
Community Development	\$ 393,253	\$ 10,503	\$ 583,158	\$ 335,000	\$	\$ 1,276	\$	\$	\$	\$ 1,323,190
Special Grants	\$ 43,334	\$ 1,000	\$ 18,500	\$	\$ 300,000	\$	\$	\$	\$	\$ 362,834
Room Tax	\$	\$	\$ 1,275,000	\$	\$ 155,000	\$	\$ 52,575	\$ 205,469	\$	\$ 1,688,044
Seizures & Restitutions	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
CLEET	\$	\$	\$ 30,505	\$	\$	\$	\$	\$	\$	\$ 30,505
Public Transportation & Parking	\$ 489,710	\$ 38,718	\$ 3,576,561	\$ 587,395	\$	\$ 653,512	\$	\$ 5,100,000	\$	\$ 10,445,896
Art In Public Places	\$	\$	\$ 16,000	\$	\$	\$	\$	\$	\$	\$ 16,000
Westwood Park	\$ 1,369,346	\$ 319,239	\$ 418,817	\$ 139,800	\$	\$ 46,695	\$	\$	\$ 138,287	\$ 2,432,184
Water	\$ 4,559,803	\$ 2,830,466	\$ 3,094,820	\$ 148,936	\$ 11,507,637	\$ 267,167	\$ 1,984,210	\$ 1,087,500	\$ 6,313,529	\$ 31,794,068
Water Reclamation	\$ 3,573,018	\$ 508,281	\$ 1,471,626	\$ 239,342	\$ 5,695,100	\$ 256,118	\$ 1,931,297	\$ 613,484	\$ 2,195,588	\$ 16,483,854
Sewer Maintenance	\$ 70,417	\$ 2,829	\$ 4,825	\$	\$ 2,800,000	\$ 250	\$	\$	\$	\$ 2,878,321
New Development Excise	\$	\$	\$	\$	\$ 671,400	\$	\$	\$	\$ 1,897,580	\$ 2,568,980
Sanitation	\$ 4,367,209	\$ 88,904	\$ 3,917,946	\$ 2,521,956	\$ 2,985,000	\$ 1,891,431	\$ 1,542,813	\$	\$ 0	\$ 17,315,259
Capital Improvement	\$ 1,318,396	\$	\$ 16,499	\$	\$ 31,674,119	\$ 200	\$	\$ 4,078,362	\$ 1,319,762	\$ 38,407,338
Norman Forward	\$	\$	\$	\$	\$ 31,417,462	\$	\$	\$ 222,695	\$ 7,648,848	\$ 39,289,005
Park Land & Development	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
University North Park TIF	\$	\$	\$ 148,755	\$	\$	\$	\$	\$	\$	\$ 148,755
General Debt Service	\$	\$	\$	\$	\$	\$	\$	\$ 500,000	\$ 10,969,398	\$ 11,469,398
Risk Management / Insurance	\$ 317,801	\$	\$ 16,764,218	\$	\$	\$	\$	\$	\$	\$ 17,082,019
Arterial Roads Recoupment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
Total	\$ 84,760,919	\$ 9,215,995	\$ 42,813,340	\$ 7,573,096	\$ 88,005,718	\$ 7,387,415	\$ 5,510,895	\$ 14,276,126	\$ 32,044,633	\$ 291,588,137



Financial Policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 21) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The “Budget Highlights” section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

Balanced Budget

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

Five Year Forecast

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

Reasonable Cost of Service

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

Reserve Policies

Operating Reserve

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

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

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

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

Capital Reserve

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

Debt Reserve

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

Investment Policy

Policy:

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

Diversification:

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

Maximum Maturities:

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

Internal Control:

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

Performance Standards:

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

Reporting:

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

Debt Policy

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

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

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

The City of Norman's 2018 legal debt limit is approximately \$99,391,400, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of

the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

The City of Norman's utility revenue bonds are rated Aa3 by Moody's Investors Service.

Levelized Rates

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

Utility Transfer to General Fund

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

Municipal Budget Act

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



BUDGET CALENDAR

Fiscal Year Ending 2021

- | | |
|------------------|---|
| September | 19 Finance Committee meeting to discuss budget process for FYE 2021 |
| November | 19 Council Work Session on Capital Budget to identify Council priorities
25 I.T. critical computer replacement list due |
| December | 6 "Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives |
| January | 3 First Draft Capital Project forms due to Budget
Send out Outside Agency Letters requesting funding
6-10 Budget Staff meets with individual departments
17 Finance/City Manager begin review of reserve/budget policies
24 All Budget Requests and Base Budget Adjustment Requests due to Budget
31 Last day to make changes to Base Budgets |
| February | 3 Revenue projections due to Accounting
2nd Draft Capital Project forms due to Budget
17 Preliminary Fund Summaries due
18 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals)
20 Council Finance Committee Meeting on Mid-Year Amendments/Adjustments/
Outside Agency Funding Requests
21 Fleet Capital Equipment/Vehicle recommendations due to Budget
Personnel Adj. recommendations due to Budget from Human Resources
Health Insurance recommendation
28 Updated Dept./Div. Summary forms, Performance Measurement forms, and Org Charts due
Final Capital Project forms due to Budget (last day to make changes)
Send out inter-city surveys and notices to NCVB and NAC |
| March | 2 Management Team Budget Retreat to prioritize and rank department requests
5-11 City Manager review of all Funds
City Manager meets with department heads to review budget
12 Finance begins compilation of budget data
20 City Manager wrap up and proposal of budget
Last day to make changes / additions to operating budget
Capital Project Schedules due
27 Meet w/ NPS for SRO Program costing for FY21 |
| April | 1 Preliminary Budget to Print Shop
3 Council & Staff receive preliminary budget document
Publish Budget Summary in newspaper announcing Public Hearing
7 Council Study Session - Overview, General Fund and Special Revenue Funds
14 1st Public Hearing at Council Meeting
21 Council Study Session for Capital Funds |
| May | 5 Council Study Session for Enterprise Funds
15 Publish Budget Summary in newspaper announcing Public Hearing
26 2nd Public Hearing at Council meeting |
| June | 2 Council Study Session (if necessary)
9 Council considers budget for adoption
22 Final Budget to Print Shop for printing/binding
29 File budget with Excise Board & State Auditor |
| July | 1 Beginning of Fiscal Year Ending 2021 |

Note: The above dates are preliminary and may change.

THE BUDGET AND ACCOUNTING PROCESS

The City of Norman, Oklahoma, is a municipal corporation incorporated under a Municipal Charter pursuant to Article XVIII, of the Constitution and laws of the State of Oklahoma. The City operates under a Council-Manager form of government and provides such services as are authorized by its Charter to advance the welfare, health, morals, comfort, safety and convenience of the City and its inhabitants.

The City's major activities or functions include police and fire protection, parks and libraries, public health and social services, planning and zoning and general administrative services. In addition, the City owns and operates four major enterprise activities - the Water, Water Reclamation and Sanitation utility system, and the Westwood Park complex. This budget includes the fund and account groups required to account for those activities, organizations and functions that are related to the City and controlled by or dependent upon the City's governing body, the City Council.

THE BUDGET PROCESS

The City prepares its annual operating budget on a basis (Budget basis) which differs from Generally Accepted Accounting Principles (GAAP basis). The major difference between GAAP and Budget basis is that encumbrances are recorded as reservations of fund balance on a GAAP basis as opposed to the equivalent of expenditures (Budget basis) in all governmental funds.

The City of Norman uses modified zero-based budgeting to develop the annual operating budget. This approach requires City Departments to present a basic budget and supplements to the basic budget, which represents program additions or enhancements. The City Council adheres to the following procedures in establishing the budget:

1. Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. The City Manager, working with staff in all Departments, reviews and evaluates all basic budgets and supplemental requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness, or increase productivity. The proposed budget, which the City Manager submits to the City Council, includes recommendations of the program of services, which the City should provide, and which can be financed by the City's projected revenue for the budget year. The Manager must submit a balanced budget for the next fiscal year not later than 30 days prior to the end of the current fiscal year.
2. The City Council considers the Manager's recommended budget in a series of work sessions and in public hearings at which citizen comment is invited. Citizens are encouraged to participate in the budget process. A copy of the proposed budget and the adopted budget are filed in the City Clerk's office and the Norman Public Library. Additional or supplemental information is available upon request.
3. The budget for the next fiscal year is legally enacted by the City Council through passage of an ordinance not later than seven days before the beginning of the new budget year.

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

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

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

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

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FUNDING SOURCES FOR EACH DEPARTMENT

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

BASIS OF ACCOUNTING

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

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

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

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

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

MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

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

SECTION 17-202. PURPOSE OF ACT.

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

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

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

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

CITY OF NORMAN

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

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

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

SECTION 17-206. REQUIREMENTS AND CONTENTS OF BUDGET

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS

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

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

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

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

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

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

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

SECTION 17-214. FUNDS - OPERATING RESERVE

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

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

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

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

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

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

SECTION 3002 – AUDITS (Title 68 Oklahoma Statutes 2001)

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

NORMAN IMPLEMENTATION OF MUNICIPAL BUDGET STATUTES

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

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

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

“Chief Executive Officer” is the City Manager;

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

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

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

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



Financial Summaries

**GENERAL FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

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

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

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

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

CITY OF NORMAN

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

FYE 21 Budget

The Fiscal Year Ending June 30, 2021 (FYE 21) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 4,820,437
Current Revenues & Interfund Transfers	<u>84,895,236</u>
Total Available Resources	89,715,673
Current Expenditures & Interfund Transfers	<u>(84,388,440)</u>
Estimated Ending Fund Balance	\$5,327,233

In the City’s Comprehensive Annual Financial Report, (page 86) for Fiscal Year ending June 30, 2019, reconciliation is given between budget fund balance and the General Fund balance reported on the City Balance Sheet. This reconciliation is summarized as follows:

Fund balances – budgetary basis, June 30, 2019	\$ 5,740,137
Encumbrances outstanding	<u>2,541,165</u>
Fund summary cash balance (see page 58, A66)	8,281,302
Current year accruals	7,516,014
“Rainy Day” Fund Balance	<u>3,794,419</u>
Total fund balances – fund balance sheet, June 30, 2018	\$ 19,591,735

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. Due to variability in recent collection trends, FYE 21 sales tax is being projected at a -.8% decrease over estimated FYE 20 collections. Other revenues such as use tax, and other taxes are projected at a 3% increase from FYE 20 estimated figures. Franchise fees are projected at a 3% increase from FYE 20 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 20 estimated figures. Fines and forfeitures are estimated at a 3% increase over FYE 20 estimated collections and service fees and charges are estimated at a 1% increase from FYE 20 estimated figures.

FYE 21 expenditures are projected based on a line-item analysis within each department. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but do include merit increases.

A 2% increase in salaries and benefits, a -9.7% decrease in supplies and materials and a -13.9% decrease in services and maintenance cost from FYE 20 estimated figures are proposed for FYE 21. The salary and benefit increase is attributable to merit increases. Internal service costs were increased by 17.5% from the FYE 20 estimated figures.

CITY OF NORMAN

For the FYE 21 General Fund Budget, the following position changes were made:

<u>Department</u>	<u>Change</u>
Municipal Court	Cut 3 Temporary Positions: Deputy Marshal, Juvenile Community Services, Marshal
Fire Department	Cut Fire Protection Engineer
Police Department	Cut 5 Master Police Officers, 2 Sergeants, 2 Police Officers
City Manager’s Department	Added Internal Auditor and Internal Auditor Technician

During FYE 20 the following position changes were made:

<u>Department</u>	<u>Change</u>
Finance	Reclassified a Printing Services Operator 1 from part time to full time
Public Transportation	Added a Fleet Specialist, a Transit Service Technician, a Fleet Service Writer, Two Mechanic IIs, a part-time Transit Service Technician, and a Transit Coordinator
Parks and Recreation	Cut a PPT Custodian position
Public Works	Reclassified an ADA Technician from contracted services to a full time position
Planning/CDBG	Added a Homeless Technician

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

Five Year Outlook

- Sales tax revenues are projected at a decrease of -.8% from FYE 20 Estimate to FYE 21. Projections for FYE 22 through FYE 25 are projected on an average annual growth rate of 2%.
- State use tax, are projected to increase at an average rate of 4% and franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 21 through FYE 25, while other major revenues are projected to increase at various rates.
- Transfers from the Water and Water Reclamation Utilities will be based on a rate equal to 5% of the gross operating revenues in each utility. This represents a policy to replicate the franchise fee payments from private utilities for franchise fees for the use of public rights-of-way. In addition, transfers from the Capital Improvement Fund are made for financing General Fund capital equipment needs.
- FYE 21 net expenditures represent an approximate 1.7% increase from the FYE 20 Budget. Total expenditures are projected to increase an average of 4% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 21, except Internal Services, which is projected at a 2% increase after FYE 21. Salaries and Benefits are projected at a 2% increase from FYE 20 to FYE 21 and a 5% annual increase after FYE 21.

Summary

The FYE 21 General Fund Budget is a balanced budget that has maintained major service levels with current revenues estimated to exceed current expenditures by \$506,796. Estimated year-end reserves of \$5,327,233 exceed the 3% required operating reserve level.

CITY OF NORMAN

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 7,912,443	\$ 6,228,279	\$ 8,281,302	\$ 4,820,437	\$ 5,327,233	\$ 5,388,177	\$ 3,174,577	\$ (601,842)
2								
3 Revenues:								
4 Sales Tax	\$ 40,230,867	\$ 44,824,850	\$ 44,824,850	\$ 44,662,816	\$ 46,140,303	\$ 46,460,968	\$ 48,319,407	\$ 50,252,184
5 State Use Tax	5,318,635	4,788,275	6,270,548	6,521,370	6,782,225	7,053,514	7,335,654	7,629,080
6 Franchise Fees	6,625,971	7,806,785	7,123,566	7,337,273	7,557,391	7,784,113	8,017,636	8,258,165
7 Other Tax	2,189,712	2,412,951	2,412,951	2,485,340	2,559,900	2,636,697	2,715,798	2,797,272
8 Fines/Forfeitures	1,472,506	1,869,544	2,180,463	2,245,877	2,313,253	2,382,651	2,454,131	2,527,755
9 Interest/Investment Income	267,702	178,500	178,500	182,070	185,711	189,426	193,214	197,078
10 Other Revenues	1,024,622	2,563,931	2,563,931	2,589,570	2,615,466	2,641,621	2,668,037	2,694,717
11 License/Permit Fees	1,129,097	1,180,519	1,180,519	1,192,324	1,204,247	1,216,289	1,228,452	1,240,737
12 Service Fees and Charges	1,840,821	1,496,934	1,496,934	1,511,903	1,527,022	1,542,292	1,557,715	1,573,292
13 Cost Allocation Chrgs.	4,689,593	4,152,402	4,152,402	4,162,923	4,204,552	4,246,598	4,289,064	4,331,954
14 Internal Chrgs.	5,117,294	5,791,515	5,791,515	6,520,195	6,650,599	6,783,611	6,919,283	7,057,669
15								
16 Subtotal	\$ 69,906,820	\$ 77,066,207	\$ 78,176,179	\$ 79,411,661	\$ 81,740,669	\$ 82,937,779	\$ 85,698,392	\$ 88,559,904
17								
18 I/F Transf - Water	\$ 971,721	\$ 1,067,000	\$ 1,067,000	\$ 1,087,500	\$ 1,108,500	\$ 1,129,500	\$ 1,150,500	\$ 1,170,500
19 I/F Transf - Wastewater	569,716	601,455	601,455	613,484	625,754	638,269	651,034	664,055
20 I/F Transf - Sanitation	-	-	-	-	-	-	-	-
21 I/F Transf - CIP (St Maint)	625,280	70,000	70,000	73,500	77,175	81,034	85,085	89,340
22 I/F Transf - Capital Outlay	2,663,231	3,963,931	4,996,059	3,521,396	3,769,409	3,844,797	3,921,693	4,000,127
23 I/F Transf - PSST Fd	-	-	-	-	-	-	-	-
24 I/F Transf - Norman Forward Fd	15,000	187,695	187,695	187,695	193,330	199,246	205,459	211,981
25 I/F Transf - Insurance	195,286	-	64,080	-	-	-	-	-
26 I/F Transf - Seizures Fd	-	-	-	-	-	-	-	-
27 I/F Transf - UNP TIF Fund	-	-	-	-	-	-	-	-
28 I/F Transf - Center City TIF Fund	-	-	-	-	-	-	-	-
29								
30 Subtotal	\$ 5,040,234	\$ 5,890,081	\$ 6,986,289	\$ 5,483,575	\$ 5,774,167	\$ 5,892,846	\$ 6,013,771	\$ 6,136,003
31								
32 Total Revenue	\$ 74,947,054	\$ 82,956,288	\$ 85,162,468	\$ 84,895,236	\$ 87,514,836	\$ 88,830,625	\$ 91,712,163	\$ 94,695,907
33								
34 Expenditures:								
35 Salary / Benefits	\$ 55,535,499	\$ 57,992,291	\$ 57,671,130	\$ 58,847,850	\$ 61,790,243	\$ 64,879,755	\$ 68,123,742	\$ 71,529,929
36 Supplies/Materials	4,854,752	6,036,044	6,944,092	6,270,129	6,332,830	6,396,159	6,460,120	6,524,721
37 Services/Maintenance	8,989,984	11,329,644	12,062,486	10,384,319	10,488,162	10,593,044	10,698,974	10,805,964
38 Internal Services	2,205,571	2,455,921	2,445,921	2,873,510	2,930,980	2,989,600	3,049,392	3,110,380
39 Capital Equipment	2,742,189	3,963,931	4,996,059	3,530,196	3,769,409	3,844,797	3,921,693	4,000,127
40								
41 Subtotal	\$ 74,327,995	\$ 81,777,831	\$ 84,119,688	\$ 81,906,004	\$ 85,311,624	\$ 88,703,354	\$ 92,253,921	\$ 95,971,121
42								
43 Audit Adjustments/Encumbrances	\$ (153,585)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44 I/F Transf - Westwood	46,756	575,800	50,000	-	-	-	-	-
45 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
46 I/F Transf - Rainy Day Fund	357,029	-	-	-	-	-	-	-
47 I/F Transf - PSST Fd	-	1,129,316	1,806,495	1,294,239	1,792,269	1,990,871	2,884,661	3,094,334
48 I/F Transf - Seizures Fd	-	-	-	-	-	-	-	-
49 I/F Transf - Insurance Fd	-	-	-	-	-	-	-	-
50 I/F Transf - Center City TIF Fd	-	-	-	-	-	-	-	-
51 I/F Transf - Transportation Fund	-	-	5,347,150	1,174,377	1,150,000	1,150,000	1,150,000	1,150,000
52 I/F Transf - UNP TIF Fund	-	-	-	-	-	-	-	-
53 Debt Service	-	-	-	-	-	-	-	-
54 Emergency Reserve	-	786,690	-	813,820	-	-	-	-
55								
56 Subtotal	\$ 250,200	\$ 2,491,806	\$ 7,203,645	\$ 3,282,436	\$ 2,942,269	\$ 3,140,871	\$ 4,034,661	\$ 4,244,334
57								
58 Total Expenditures	\$ 74,578,195	\$ 84,269,637	\$ 91,323,333	\$ 85,188,440	\$ 88,253,893	\$ 91,844,225	\$ 96,288,582	\$ 100,215,455
59 Employee Turnover Savings	-	(800,000)	(1,500,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)
60 Supplies/Materials/Svs/Maint Savings	-	(513,349)	(1,200,000)	-	-	-	-	-
61								
62 Net Expenditures	\$ 74,578,195	\$ 82,956,288	\$ 88,623,333	\$ 84,388,440	\$ 87,453,893	\$ 91,044,225	\$ 95,488,582	\$ 99,415,455
63								
64 Net Difference	\$ 368,859	\$ 0	\$ (3,460,865)	\$ 506,796	\$ 60,944	\$ (2,213,600)	\$ (3,776,420)	\$ (4,719,548)
65								
66 Ending Fund Balance	\$ 8,281,302	\$ 6,228,279	\$ 4,820,437	\$ 5,327,233	\$ 5,388,177	\$ 3,174,577	\$ (601,842)	\$ (5,321,390)
67								
68 Reserved for encumbrances	\$ 2,541,165	-	-	-	-	-	-	-
69 Reserved for Operations (3%)	2,155,080	2,346,170	2,508,818	2,401,333	2,510,535	2,615,983	2,747,007	2,862,460
70 Reserved for Community Outreach	-	-	-	630,321	-	-	-	-
71 Reserve (Deficit)	3,585,057	3,882,109	2,311,619	2,295,580	2,877,642	558,595	(3,348,849)	(8,183,850)
72								
73 Total Reserves	\$ 8,281,302	\$ 6,228,279	\$ 4,820,437	\$ 5,327,233	\$ 5,388,177	\$ 3,174,577	\$ (601,842)	\$ (5,321,390)

**NET REVENUE STABILIZATION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

FYE 21 Budget

The FYE 21 Budget maintains the Rainy Day Fund balance at its targeted (5%) level.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 3,331,295	\$ 3,703,324	\$ 3,794,419	\$ 3,859,419	\$ 3,909,419	\$ 3,959,419	\$ 4,009,419	\$ 4,059,419
2								
3 Revenues:								
4 Interest Income	106,095	15,000	65,000	50,000	50,000	50,000	50,000	50,000
5								
6 Subtotal	\$ 106,095	\$ 15,000	\$ 65,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
7								
8 I/F Transf - General Fund	357,029							
9 I/F Transf - PSST Fund	-							
10								
11 Subtotal	\$ 357,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12								
13 Total Revenue	\$ 463,124	\$ 15,000	\$ 65,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
14								
15 Expenditures:								
16 Audit Adjustments/Encumbrances	-	-	-	-	-	-	-	-
17 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
18								
19 Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20								
21 Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22								
23 Net Difference	\$ 463,124	\$ 15,000	\$ 65,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24								
25 Ending Fund Balance	\$ 3,794,419	\$ 3,718,324	\$ 3,859,419	\$ 3,909,419	\$ 3,959,419	\$ 4,009,419	\$ 4,059,419	\$ 4,109,419
NOTE: Rainy Day Reserve of 5% (deficit)	\$ 202,619	\$ (191,959)	\$ (321,945)	\$ (92,802)	\$ (224,805)	\$ (350,552)	\$ (518,925)	\$ (661,347)
NOTE: Rainy Day Reserve of 4% (deficit)	\$ 920,979	\$ 590,097	\$ 514,328	\$ 707,642	\$ 612,040	\$ 521,442	\$ 396,743	\$ 292,806

**PUBLIC SAFETY SALES TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

*Estimated

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

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

FYE 21 Budget

Estimated FYE 21 PSST revenues of \$10,930,001 are being projected at a -1.84% decrease over estimated FYE 20 collections. No major changes to the projects or programs budgeted in FYE 2020 are proposed, but the General Fund and Capital Fund will absorb the projected deficit of operational and capital costs.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 22,455,464	\$ 80,958	\$ 10,399,866	\$ 204,410	\$ 0	\$ (0)	\$ 0	\$ 0
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	\$ 9,315,607	\$ 9,939,431	\$ 9,939,431	\$ 9,803,557	\$ 9,999,628	\$ 10,199,621	\$ 10,403,613	\$ 10,611,685
5 State Use Tax - Dedicated Public Safety	886,439	840,682	1,045,091	1,076,444	1,108,737	1,141,999	1,176,259	1,211,547
6 Interest / Other Income	271,458	150,000	150,000	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	\$ 10,473,504	\$ 10,930,113	\$ 11,134,522	\$ 10,930,001	\$ 11,158,365	\$ 11,391,620	\$ 11,629,872	\$ 11,873,232
9								
10 Bond Proceeds	-	-	-	-	-	-	-	-
11 I/F Transfer - General Fund	-	1,129,316	1,806,495	1,294,239	1,792,269	1,990,871	2,884,661	3,094,334
12 I/F Transfer - Capital Fund	-	462,943	462,943	343,666	776,102	838,872	1,133,263	1,199,503
13 SRO Reimbursement - NPS	632,325	658,792	658,792	691,732	726,318	762,634	800,766	840,804
14								
15 Subtotal	\$ 632,325	\$ 2,251,051	\$ 2,928,230	\$ 2,329,637	\$ 3,294,689	\$ 3,592,377	\$ 4,818,690	\$ 5,134,641
16								
17 Total Revenue	\$ 11,105,829	\$ 13,181,164	\$ 14,062,752	\$ 13,259,638	\$ 14,453,054	\$ 14,983,997	\$ 16,448,562	\$ 17,007,874
18								
19 Expenditures:								
20 Salary / Benefits	\$ 9,274,173	\$ 9,128,940	\$ 9,586,536	\$ 9,410,782	\$ 9,881,321	\$ 10,375,387	\$ 10,894,156	\$ 11,438,864
21 Supplies/Materials	277,514	370,588	422,338	339,034	342,424	345,848	349,306	352,799
22 Services/Maintenance	212,323	283,083	352,693	277,971	280,751	283,559	286,395	289,259
23 Internal Service	165,953	165,375	165,375	204,148	208,231	212,396	216,644	220,977
24 Capital Equipment	1,104,523	206,419	1,496,688	70,471	310,493	310,493	310,493	310,493
25 Capital Projects	-	750,000	870,000	800,000	1,060,493	1,085,493	2,010,493	2,010,493
26 Bond Project - '16 Issue	9,749,617	-	9,006,862	-	-	-	-	-
27 Bond Issue Costs	-	-	-	-	-	-	-	-
28 Debt Service	2,352,857	2,357,717	2,357,717	2,361,641	2,369,342	2,370,820	2,381,075	2,384,989
29								
30 Subtotal	\$ 23,136,960	\$ 13,262,122	\$ 24,258,209	\$ 13,464,047	\$ 14,453,055	\$ 14,983,996	\$ 16,448,562	\$ 17,007,874
31								
32 Audit Adjustments/Encumbrances	24,467	-	-	-	-	-	-	-
33 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
34 I/F Transf - General Fund	-	-	-	-	-	-	-	-
35 I/F Transf - Rainy Day Fund	-	-	-	-	-	-	-	-
36								
37 Subtotal	\$ 24,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38								
39 Total Expenditures	\$ 23,161,427	\$ 13,262,122	\$ 24,258,209	\$ 13,464,047	\$ 14,453,055	\$ 14,983,996	\$ 16,448,562	\$ 17,007,874
40								
41 Net Expenditures	\$ 23,161,427	\$ 13,262,122	\$ 24,258,209	\$ 13,464,047	\$ 14,453,055	\$ 14,983,996	\$ 16,448,562	\$ 17,007,874
42								
43 Net Difference	\$ (12,055,598)	\$ (80,958)	\$ (10,195,457)	\$ (204,409)	\$ (1)	\$ 1	\$ (0)	\$ (0)
44								
45 Ending Fund Balance	\$ 10,399,866	\$ 0	\$ 204,410	\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)
46								
47 Reserves:								
48 Reserved for encumbrances	\$ 2,992,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48 Reserve for Bond Proceeds - 16 Issue	10,148,004	1,141,141	1,141,142	1,141,142	1,141,142	1,141,142	1,141,142	1,141,142
90 Reserved for PSST activities	(2,740,701)	(1,141,141)	(936,732)	(1,141,142)	(1,141,142)	(1,141,142)	(1,141,142)	(1,141,142)
51								
52 Total Reserves	\$ 10,399,866	\$ 0	\$ 204,410	\$ 0	\$ (0)	\$ 0	\$ 0	\$ (0)

**COMMUNITY DEVELOPMENT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

A total of \$50,242,500 in CDBG-HOME Program Funds (CDBG - \$38,304,847 and HOME - \$11,937,653) has been allocated to the City of Norman since fiscal year 1975-1975 (FYE 76), through FYE 21. The FYE 21 budget included a grant of \$910,621. Also, included are HOME Grants totaling \$412,569.

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

FYE 21 Budget

Expenditures are accounted for based upon program and grant year. Any remaining funds are expected to be expended in FYE 21. Total FYE 2021 revenues are projected at \$1,323,190 and total expenditures are projected at \$1,323,190.

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

	A	B	C	B
	FYE 19 ACTUAL	FYE 20 BUDGETED	FYE 20 ESTIMATED	FYE 21 BUDGETED
1 Beginning Fund Balance	\$ 5,005,777	\$ 408,049	\$ 2,899,960	\$ -
2				
3 Revenues				
4 Other Revenues	\$ (1,000)	\$ -	\$ -	\$ -
5 Grant Revenue	887,913	850,844	1,478,951	910,621
6 Home Grant Revenue	505,146	374,974	966,238	412,569
7 Emergency Shelter	-	-	-	-
8 CDBG-DR	1,833,122	-	1,886,085	-
9 CDBG_CV	-	-	535,688	-
10 COC Planning Grant	11,875	-	12,084	-
11 County Grant	-	-	-	-
12 IF Transf - Capital	-	-	-	-
13				
14 Total Revenue	\$ 3,237,056	\$ 1,225,818	\$ 4,879,046	\$ 1,323,190
15				
16 Expenditures				
17 CDBG Housing 14	\$ -	\$ -	\$ -	\$ -
23 Community Development 14	4,500	-	27,110	-
24 Community Development 15	-	-	23,060	-
25 CDBG Housing 15	48,959	-	-	-
26 Community Development 16	-	-	13,048	-
27 CDBG Housing 16	58,054	-	10,422	-
30 CDBG Housing 17	78,234	-	76,160	-
31 CDBG Public Svs 17	2,941	-	-	-
32 Community Development 18	82,258	-	97,500	-
33 CDBG Housing 18	57,434	-	31,506	-
34 CDBG Public Svs 18	3,856	-	27,390	-
35 Community Development 19	273,690	-	53,287	-
36 CDBG Housing 19	180,561	-	256,890	-
37 CDBG Public Svs 19	100,429	-	10,367	-
38 Community Development 20	-	485,418	485,418	-
39 CDBG Housing 20	-	262,974	264,341	-
40 CDBG Public Svs 20	-	102,452	102,452	-
41 Community Development 21	-	-	-	491,000
42 CDBG Housing 21	-	-	-	290,621
43 CDBG Public Svs 21	-	-	-	129,000
44 FY12 Home Grant	141	-	-	-
46 FY14 Home Grant	56,096	-	-	-
47 FY15 Home Grant	48,974	-	4,456	-
48 FY16 Home Grant	269,879	-	15,141	-
49 FY17 Home Grant	56,527	-	221,672	-
50 FY18 Home Grant	73,530	-	349,995	-
51 FY19 Home Grant	-	374,974	374,974	-
52 FY20 Home Grant	-	-	-	412,569
54 Accruals/Adjustments	1,206,367	-	-	-
55 COC Planning Grant	11,875	-	12,084	-
56 CDBG-DR	2,058,866	-	-	-
57 CDBG-CV	-	-	535,688	-
58				
59 Subtotal	\$ 4,673,171	\$ 1,225,818	\$ 2,992,961	\$ 1,323,190
60 IF Transf - Capital	669,702	0	4,786,045	0
61				
62 Total Expenditures	\$ 5,342,873	\$ 1,225,818	\$ 7,779,006	\$ 1,323,190
63				
64 Net Difference	\$ (2,105,817)	\$ -	\$ (2,899,960)	\$ -
65				
66 Ending Fund Balance	\$ 2,899,960	\$ 408,049	\$ -	\$ -
67				
67 Reserves:				
68 Reserve for Contingency	2,899,960	408,049	0	0
69 Reserve for Affordable Housing	0	0	0	0
70				
71 Total Reserves	2,899,960	408,049	0	0

**SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS**

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There are two approved grants (at the time of budgeting) in FYE 21 for which the City qualifies.

DUI Enforcement	\$62,834
Firehouse Art Center Grant	\$300,000

DUI Enforcement

This program provides for additional officers on selected weekends, holidays, and other special events for enforcement against drinking drivers. The program is completely funded by fines paid by arrested and convicted drunk drivers. A fee from each offending person is collected by the District Court and one-half of the court cost is remitted to the City. The funds are used to pay overtime for enforcement and court time of the officers. FYE 21 expenditures are anticipated to be \$62,834.

Other Grants

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

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SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	B
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 BUDGET
1 Beginning Fund Balance	\$ 1,832,630	\$ 1,832,630	\$ 1,990,493	\$ 1,990,493
2				
3 Revenues				
4 Okla. Highway Grant-DRE Training	\$ 12,360	\$ -	\$ -	\$ -
5 County Court DUI Fines	26,790	103,089	104,379	62,834
8 SHPO/CLG Grant	11,073	-	16,767	-
12 Emergency Management Planning Grant	-	-	7,500	-
15 Homeland Security	-	-	15,880	-
16 Legacy Trail Improvements	-	-	7,277	-
17 Traffic & Alcohol Enforcement	93,618	-	150,358	-
22 Jag Grant	19,958	-	32,123	-
27 ACOG Traffic Data Grant	10,400	-	-	-
36 OK Recreation Trail Fund	(11,932)	-	-	-
41 Shelter Rebate - Federal	(6,036)	-	-	-
45 Other Revenue/audit accruals	14,289	-	-	-
47 Firehouse Art Center Grant	-	-	25,000	300,000
48 Traffic Control			4,215	
49 VOCA Grant	20,287	44,860	133,078	-
50				
51 Subtotal	\$ 190,807	\$ 147,949	\$ 496,577	\$ 362,834
52				
53 Total Revenue	\$ 190,807	\$ 147,949	\$ 496,577	\$ 362,834
54				
55 Expenditures				
56 DUI Enforcement	\$ 41,891	\$ 103,089	\$ 104,379	\$ 62,834
57 Okla. Highway Grant-DRE Training	13,035	-	-	-
60 SHPO/CLG Grant	11,073	-	16,767	-
64 Homeland Security	-	-	15,880	-
65 Traffic & Alcohol Enforcement	100,951	-	150,358	-
67 Audit Adj/Encumbrances	(186,833)	-	-	-
68 Legacy Trail Improvements	2,182	-	7,277	-
75 Jag Grant	19,958	-	32,123	-
81 Traffic Control	10,400	-	4,215	-
88 Emergency Management Grant	-	-	7,500	-
99 Firehouse Art Center Grant	-	-	25,000	300,000
100 VOCA Grant	20,287	44,860	133,078	-
101				
102 Subtotal	\$ 32,944	\$ 147,949	\$ 496,577	\$ 362,834
103 I/F Transf - General	-	-	-	-
104 I/F Transf - General (Pet License)	-	-	-	-
105 I/F Transf - Capital	-	-	-	-
106				
107 Total Expenditures	\$ 32,944	\$ 147,949	\$ 496,577	\$ 362,834
108				
109 Net Difference	\$ 157,863	\$ -	\$ -	\$ -
110				
111 Ending Fund Balance	\$ 1,990,493	\$ 1,832,630	\$ 1,990,493	\$ 1,990,493
112				
113 Reserved for County DUI Program	\$ 413,910	\$ 428,470	\$ 413,910	\$ 428,470
114 Unreserved	1,576,583	1,404,160	1,576,583	1,562,023
115				
116 Total Reserves	\$ 1,990,493	\$ 1,832,630	\$ 1,990,493	\$ 1,990,493

**ROOM TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

Special Revenue Fund Financial Policies

Special Revenue Funds account for revenues that have been specifically identified and segregated to be used for special and specific purposes. An operating reserve of 8% of the annual operating cost is targeted for the Room Tax Fund, segregated for each of the three purposes of the Room Tax Funds (Convention and Tourism; Park Development; and Arts and Humanities).

FYE 21 Budget

Revenues from the 5% tax are projected to be \$1,750,000, an 8% increase from estimated collections for FYE 20 and a 7% decrease from FYE 19 actual collections due to COVID 19 impacts on travel. In FYE 15, Council directed the administrative cost increase from 3% to 5%. This amount was reduced to 4% in FYE 18 and 3% in FYE 21 due to budgetary constraints.

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Expenditures in FYE 21 are based upon a pro rata share of the estimated revenue, as summarized below:

	<u>FYE 2021</u>
	Revenue
	1,750,000
Administrative Fee - 3%	\$ 52,575
Arts & Humanities - 25%	425,000
Parks Development - 25%	155,000
Convention & Tourism - 50%	<u>850,000</u>
	\$1,482,575

No Parks capital projects are scheduled in FYE 21.

Five Year Outlook

Over the next five years, projected operating revenue of \$9,303,488 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 404,219	\$ 51,570	\$ 358,700	\$ 19,520	\$ 83,976	\$ 307,732	\$ 753,910	\$ 1,213,455
2								
3 Revenues								
4 Taxes	\$ 1,878,250	\$ 1,917,152	\$ 1,617,152	\$ 1,750,000	\$ 1,802,500	\$ 1,856,575	\$ 1,912,272	\$ 1,969,640
5 Interest/Investment Income	8,881	2,640	-	2,500	2,500	2,500	2,500	2,500
6 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
7								
8 Total Operating Revenues	\$ 1,887,131	\$ 1,919,792	\$ 1,617,152	\$ 1,752,500	\$ 1,805,000	\$ 1,859,075	\$ 1,914,772	\$ 1,972,140
9								
10 Expenditures								
11 Administration	\$ 75,223	\$ 76,792	\$ 78,225	\$ 52,575	\$ 72,200	\$ 74,363	\$ 76,591	\$ 78,886
12 Arts & Humanities	447,500	460,750	434,999	425,000	433,200	446,178	459,545	473,314
13 Parks Capital Projects	303,928	90,000	424,601	155,000	-	-	-	-
14 Conventions/Visitor Bureau	895,000	921,500	812,625	850,000	866,400	892,356	919,091	946,627
15 I/F Transf - Westwood	204,431	205,882	205,882	205,469	209,444	-	-	-
16 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
17 Carryover Encumbrances/Audit Adj.	6,568	-	-	-	-	-	-	-
18								
19 Total Expenditures	\$ 1,932,650	\$ 1,754,924	\$ 1,956,332	\$ 1,688,044	\$ 1,581,244	\$ 1,412,897	\$ 1,455,227	\$ 1,498,827
20								
21								
22 Net Difference	\$ (45,519)	\$ 164,868	\$ (339,180)	\$ 64,456	\$ 223,756	\$ 446,178	\$ 459,545	\$ 473,313
23								
24 Ending Fund Balance	\$ 358,700	\$ 216,438	\$ 19,520	\$ 83,976	\$ 307,732	\$ 753,910	\$ 1,213,455	\$ 1,686,769
25								
26 Reserves:								
27 Reserved for Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28 Reserved for Arts & Humanities	32,993	22,756	(17,274)	(17,293)	(17,293)	(17,293)	(17,293)	(17,293)
29 Reserved for Parks & Rec.	292,303	180,752	46,552	111,064	334,820	780,998	1,240,543	1,713,857
30 Reserved for Conv. & Tourism	33,404	12,930	(9,757)	(9,795)	(9,795)	(9,795)	(9,795)	(9,795)
31								
32 Total Reserves	\$ 358,700	\$ 216,438	\$ 19,520	\$ 83,976	\$ 307,732	\$ 753,910	\$ 1,213,455	\$ 1,686,769

**NACB
NORMAN ARTS COUNCIL
FISCAL YEAR ENDING JUNE 30, 2021 BUDGET**

INCOME:

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

EXPENSES:

Arts Grants: (54%) **\$229,500**

Project Support

A to Z Productions: 10th Anniversary Season
 Central Oklahoma Dance Company: 20/21 Season
 Norman Cultural Connection: African Drumming & Dance
 Norman Cultural Connection: Sacred Arts of Tibet
 NAMRON Players Theatre: 20/21 Season
 Norman Ballet Company: 2020 Oklahoma Nutcracker
 Norman Children's Chorus: Winter and Spring Concerts
 Norman Children's Chorus: Spring Sing
 Norman Family Theatre: 20/21 Season
 OU Fred Jones Jr. Museum: OK/LA
 OU Film & Media Studies: Native Crossroads Film Fest
 OU World Lit Today: Neustadt Festival
 Pioneer Library: Black History Month
 Pioneer Library: Jazz at West Library
 Resonator: Diversity University
 Resonator: Music Programming
 Scissortail Productions: 20/21 Season
 OU Foundation: Medieval Fair

Operational Support:

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

Subtotal **\$226,367**

Norman Arts Council Hotel/Motel Administration: (22%) (estimate of spread of expenses)

Executive Director's Operations Budget	3,000
Payroll	64,000
Insurance	3,000
Communications	3,000

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Education (Professional Development)	-
Fees and Services (Bank charges, Dues, Legal/accounting)	4,000
Printing (Equipment rental-RK Black)	2,500
Rent	37,133
Office Supplies	<u>2,000</u>

Subtotal **\$118,633**

Norman Arts Council Programs: (16%)

Second Friday	20,000
Arts Education: Youth scholarships, Poole Travel Scholarships	-
Arts Education: Public Art is SmART	10,000
Arts Education: Kids Art is SmART	-
MAINSITE Gallery Exhibits	<u>20,000</u>

Subtotal **\$40,000**

Norman Arts Council Marketing (7%)

NAC Marketing	35,000
KGOU Advertising for arts orgs	<u>5,000</u>

Subtotal **\$40,000**

TOTAL EXPENSES **\$425,000**

**NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2021 BUDGET**

INCOME:

Convention & Visitors Bureau Share of City Room Tax Fund	\$ 850,000
Advertising Income	-
Special Events	5,685
Interest	1,500
Souvenirs	1,500
	<hr/>
TOTAL INCOME:	\$ 858,685

EXPENSES:

Advertising / Marketing	\$ 324,725
Operations	122,620
Research	1,250
Personnel:	366,878
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Intern	
Special Events	7,500
Contingency	35,711
	<hr/>
TOTAL EXPENSES	858,685

**SEIZURES AND RESTITUTION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

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

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

FYE 21 Budget

There are no expenditures budgeted for FYE 21.

Available revenues (\$159,999) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Restatement								
2 Beginning Fund Balance	\$ 807,955	\$ 203,874	\$ 413,957	\$ 144,499	\$ 159,999	\$ 175,499	\$ 190,999	\$ 206,499
3								
4 Revenues								
5 Federal Seizures & Restitutions	\$ 31,339	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
6 State Seizures & Restitutions	69,097	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines - Juvenile	164	-	-	-	-	-	-	-
8 Interest/Investment Income	15,182	500	500	500	500	500	500	500
9 IF Transfer - General Fund	-							
10								
11 Total Revenues	\$ 115,782	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
12								
13 Expenditures								
14 Audit Adjustments	\$ 4,488	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Salaries & Benefits- State			2,341					
16 Supplies/Materials- State	10,738	8,000	14,869	-	-	-	-	-
17 Services/Maintenance- Federal	38,850	20,300	855	-	-	-	-	-
18 Services/Maintenance- State	119,667	153,060	174,792	-	-	-	-	-
19 IF Transfer - Capital Fund	-	-	-	-	-	-	-	-
20 IF Transfer - General Fund								
21 Capital Equipment- State	102,996	-	64,801	-	-	-	-	-
22 Capital Equipment- Federal	233,041	-	27,300	-	-	-	-	-
23								
24 Total Expenditures	\$ 509,780	\$ 181,360	\$ 284,958	\$ -	\$ -	\$ -	\$ -	\$ -
25								
26 Net Difference	\$ (393,998)	\$ (165,860)	\$ (269,458)	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
27								
28 Ending Fund Balance	\$ 413,957	\$ 38,014	\$ 144,499	\$ 159,999	\$ 175,499	\$ 190,999	\$ 206,499	\$ 221,999
29								
30 Reserves								
31 Reserve for Federal Seizures	\$ 266,992	\$ 216,903	\$ 244,837	\$ 250,837	\$ 256,837	\$ 262,837	\$ 268,837	\$ 274,837
32 Reserve for State Seizures	146,965	(178,889)	(100,338)	(90,838)	(81,338)	(71,838)	(62,338)	(52,838)
33								
34 Total Reserves	\$ 413,957	\$ 38,014	\$ 144,499	\$ 159,999	\$ 175,499	\$ 190,999	\$ 206,499	\$ 221,999

**CLEET FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

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

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

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

FYE 21 Budget

FYE 21 projected revenues are \$32,000 with projected expenditures at \$30,505, which uses \$0 of reserves. This leaves a projected ending fund balance of \$6,613.

CITY OF NORMAN

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 10,775	\$ 8,170	\$ 6,164	\$ 5,118	\$ 6,613	\$ 8,108	\$ 9,603	\$ 11,098
2								
3 Revenues								
4 CLEET for Police Training	\$ 22,280	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5 CLEET for Court Training	1,677	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	197	-	-	-	-	-	-	-
7								
8 Total Revenues	\$ 24,154	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
9								
10 Expenditures								
11 Police Training	\$ 28,507	\$ 29,005	\$ 31,546	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
12 Court Training	543	1,500	1,500	1,500	1,500	1,500	1,500	1,500
13 Audit adjustments	(285)	-	-	-	-	-	-	-
14								
15 Total Expenditures	\$ 28,765	\$ 30,505	\$ 33,046	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
16								
17 Net Difference	\$ (4,611)	\$ 1,495	\$ (1,046)	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495
18								
19 Ending Fund Balance	\$ 6,164	\$ 9,665	\$ 5,118	\$ 6,613	\$ 8,108	\$ 9,603	\$ 11,098	\$ 12,593
20								
21 Reserves								
22 Reserve for Police Training	\$ (3,461)	\$ 174	\$ (5,007)	\$ (4,012)	\$ (3,017)	\$ (2,022)	\$ (1,027)	\$ (32)
23 Reserve for Court Training	9,625	9,491	10,125	10,625	11,125	11,625	12,125	12,625
24								
25 Total Reserves	\$ 6,164	\$ 9,665	\$ 5,118	\$ 6,613	\$ 8,108	\$ 9,603	\$ 11,098	\$ 12,593

**PUBLIC TRANSPORTATION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

FYE 21 Budget

Projected revenues for FYE 21 include \$2,500,000 in sales tax, \$7,100,000 in grant revenue from the Federal Transit Administration, and a \$1,174,377 subsidy from the General Fund. FYE 21 expenditures are budgeted at \$10,445,896, including \$3,576,561 for Services and Maintenance, which includes contract fees paid to EMBARK for the operation of the bus system.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 328,481	\$ 621,007	\$ 915,044	\$ 1,211,087
2								
3 Revenues								
4 Fare Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Advertising Fees								
6 Grant Revenue				7,100,000	2,000,000	2,000,000	2,000,000	2,000,000
7 Sales Tax			\$ 200,000	2,500,000	2,550,000	2,601,000	2,653,020	2,706,080
8 Interest Income	-	-	-	-	-	-	-	-
9								
10 Subtotal	\$ -	\$ -	\$ 200,000	\$ 9,600,000	\$ 4,550,000	\$ 4,601,000	\$ 4,653,020	\$ 4,706,080
11								
12 IF Transf - General Fund	\$ -	\$ -	\$ 5,347,150	\$ 1,174,377	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000
13								
14 Total Revenue	\$ -	\$ -	\$ 5,547,150	\$ 10,774,377	\$ 5,700,000	\$ 5,751,000	\$ 5,803,020	\$ 5,856,080
15								
16 Expenditures								
17 Salaries & Benefits	\$ -	\$ -	\$ 411,244	\$ 489,710	\$ 494,607	\$ 499,553	\$ 504,549	\$ 509,594
18 Supplies & Materials	-	-	574,746	553,478	559,013	564,603	570,249	575,951
19 Services & Maintenance	-	-	3,058,240	3,576,561	3,612,327	3,648,450	3,684,934	3,721,784
20 Internal Service	-	-	6,512	138,752	141,527	144,358	147,245	150,190
21 Capital Equipment	-	-	846,408	587,395	600,000	600,000	600,000	600,000
22 Capital Projects	-	-	650,000	-	-	-	-	-
23 Audit adjustments	-	-	-	-	-	-	-	-
24 IF Transf - Capital Fund	-	-	-	5,100,000	-	-	-	-
25								
26 Total Expenditures	\$ -	\$ -	\$ 5,547,150	\$ 10,445,896	\$ 5,407,474	\$ 5,456,964	\$ 5,506,977	\$ 5,557,519
27								
28 Net Difference	\$ -	\$ -	\$ -	\$ 328,481	\$ 292,526	\$ 294,036	\$ 296,043	\$ 298,561
29								
30 Ending Fund Balance	\$ -	\$ -	\$ -	\$ 328,481	\$ 621,007	\$ 915,044	\$ 1,211,087	\$ 1,509,649
31								
32 Reserves								
33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34 Unreserved	-	-	-	328,481	621,007	915,044	1,211,087	1,509,649
35								
36 Total Reserves	\$ -	\$ -	\$ -	\$ 328,481	\$ 621,007	\$ 915,044	\$ 1,211,087	\$ 1,509,649

**ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

FYE 21 Budget

FYE 21 projected revenues are \$16,000. The Artist Designed Bicycle Racks project, to encourage the use of bicycles for transportation in the downtown area, is a recent project supported by donations to the Art in Public Places Fund (see pictures below). The fund has collected \$134,003 in contributions since the beginning of FYE 08.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 2,329	\$ -	\$ 4,802	\$ -	\$ -	\$ -	\$ -	\$ -
2								
3 Revenues								
4 Citizen Donations	\$ 10,424	\$ 16,000	\$ 21,604	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
5 Interest income	53	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 10,477	\$ 16,000	\$ 21,604	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
8								
9 Expenditures								
10 Audit adjustments/encumb			\$ -					
11 Payment to Arts Board	8,004	16,000	26,406	16,000	16,000	16,000	16,000	16,000
12								
13 Total Expenditures	\$ 8,004	\$ 16,000	\$ 26,406	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
14								
15 Net Difference	\$ 2,473	\$ -	\$ (4,802)	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 4,802	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS**

Background

The Westwood Park Fund is a Special Revenue Fund established to account for the resources used to operate an 18-hole municipal golf course, 18-court municipal tennis center and municipal aquatic center.

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

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

FYE 21 Budget

Statement of Revenues and Expenditures

Revenues for Westwood Golf Course are estimated based on actual current experience in green fees and projected aquatic and tennis center revenue.

Projections for the swimming pool are based upon line-item analysis. Debt service expenditures continue on the revenue bonds sold in FYE 02. Revenues from the park and recreation portion of the Transient Guest Room Tax (\$205,469 in FYE 21) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

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

Five Year Outlook

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

Summary

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



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WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 15,750	\$ -	\$ 6,243	\$ -	\$ -	\$ (0)	\$ (0)	\$ (0)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 1,547,638	\$ 1,472,000	\$ 2,006,934	\$ 2,028,326	\$ 2,103,280	\$ 2,180,822	\$ 2,261,347	\$ 2,345,185
5 Service Fees/Chgs	114,154	15,620	15,620	16,089	16,572	17,069	17,581	18,108
6								
7 Total Operating Revenues	\$ 1,661,792	\$ 1,487,620	\$ 2,022,554	\$ 2,044,415	\$ 2,119,852	\$ 2,197,891	\$ 2,278,928	\$ 2,363,293
8								
9 Operating Expenditures:								
10 Salaries and Benefits	\$ 1,253,849	\$ 1,444,073	\$ 1,444,073	\$ 1,369,346	\$ 1,437,813	\$ 1,509,704	\$ 1,585,189	\$ 1,664,449
11 Supplies and Materials	308,202	329,945	341,718	328,885	332,174	335,496	338,851	342,240
12 Services/Maintenance	182,814	310,203	313,807	418,817	423,005	427,235	431,507	435,822
13 Internal Service Fund Chgs	20,790	21,699	21,699	37,049	37,790	38,546	39,317	40,103
14 Cost Allocation Charges	-	-	-	-	-	-	-	-
15 Employee Turnover Savings	-	-	-	(33,591)	(34,215)	(35,295)	(36,718)	(38,411)
Supplies & Mat'l Savings	-	-	-	(33,591)	(34,215)	(35,295)	(36,718)	(38,410)
16								
17 Total Operating Expenditures	\$ 1,765,655	\$ 2,105,920	\$ 2,121,297	\$ 2,086,915	\$ 2,162,352	\$ 2,240,391	\$ 2,321,428	\$ 2,405,793
18								
19 Net Operating Revenue	\$ (103,863)	\$ (618,300)	\$ (98,743)	\$ (42,500)	\$ (42,500)	\$ (42,500)	\$ (42,500)	\$ (42,500)
20								
21 Other Revenues:								
22 I/F Transf - Capital Fund - Golf	\$ 146,954	\$ 83,000	\$ 83,000	\$ 139,800	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
23 I/F Transf - Capital Fund - Pool	-	-	-	-	-	-	-	-
24 I/F Transf - Room Tax	204,431	205,882	205,882	205,469	209,444	-	-	-
25 I/F Transf - General Fund	46,756	575,800	50,000	-	-	-	-	-
26 I/F Transf - Norman Forward Fund	35,004	35,000	35,000	35,000	35,000	35,000	35,000	35,000
27 Interest Income	9,641	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28 Misc. revenue	4,647	-	-	-	-	-	-	-
29								
30 Total Other Revenues	\$ 447,433	\$ 907,182	\$ 381,382	\$ 387,769	\$ 313,444	\$ 104,000	\$ 104,000	\$ 104,000
31								
32								
33 Other Expenditures:								
34 Audit Accruals/Adj/encumbrances	1,692	-	-	-	-	-	-	-
35 Debt Service	\$ 204,431	\$ 205,882	\$ 205,882	\$ 205,469	\$ 209,444	\$ -	\$ -	\$ -
36 Capital Projects-GOLF	-	-	-	-	-	-	-	-
37 Capital Equipment-GOLF	146,954	18,000	18,000	74,800	19,500	19,500	19,500	19,500
38 Capital Projects-POOL	-	-	-	-	-	-	-	-
39 Capital Equipment-POOL	-	-	-	-	-	-	-	-
40 Capital Equipment - Golf Carts	-	65,000	65,000	65,000	42,000	42,000	42,000	42,000
41 Capital Equipment - Pool	-	-	-	-	-	-	-	-
42 Capital Equipment - Concessions	-	-	-	-	-	-	-	-
43 I/F Transf - Parkland	-	-	-	-	-	-	-	-
44								
45 Total Other Expenditures	\$ 353,077	\$ 288,882	\$ 288,882	\$ 345,269	\$ 270,944	\$ 61,500	\$ 61,500	\$ 61,500
46								
47 Net Revenues (Expenditures)	\$ (9,507)	\$ -	\$ (6,243)	\$ -	\$ (0)	\$ 0	\$ (0)	\$ 0
48								
49 Ending Fund Balance	\$ 6,243	\$ -	\$ -	\$ -	\$ (0)	\$ (0)	\$ (0)	\$ (0)
50								
51 Reserves								
52 Reserve for Operations	\$ 141,252	\$ 168,474	\$ 169,704	\$ 166,953	\$ 172,988	\$ 179,231	\$ 185,714	\$ 192,463
53 Reserve for Pool Capital Replacement	-	70,000	70,000	105,000	140,000	175,000	210,000	245,000
54 Reserve for Debt	-	-	-	-	-	-	-	-
55 Reserve for Capital Project	-	81,075	77,160	61,500	61,500	61,500	61,500	61,500
56 Reserve (Deficit)	(135,009)	(319,549)	(316,864)	(333,453)	(374,488)	(415,731)	(457,214)	(498,963)
57								
58 Total Reserves	\$ 6,243	\$ -	\$ -	\$ -	\$ (0)	\$ (0)	\$ (0)	\$ (0)

**WATER FUND
BUDGET
HIGHLIGHTS**

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City’s share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 606 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of June, 2020 serves an average of 38,000 customers.

FYE 21 Budget

Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of March 2020) monthly residential water rates are as follows:

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

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

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

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

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

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reuse of wastewater through advanced treatment methods to be employed by the Norman Water Reclamation Utility, to supplement water supplied by Lake Thunderbird (see inside of the back cover).

Additional water is supplied to Norman through a contract with the Oklahoma City Water Utilities Trust (OCWUT). Under this contract, available treated water is transported to Norman along a waterline located in northern Norman to supplement the water supplied by Norman's ground water and surface water facilities.

FYE 2021 expenditure projections are based on line-item analyses within the Water Division. Salary and benefit category expenditures are based on authorized staffing levels. The service and maintenance expenditure category includes increases in operating charges from the COMCD. All line items have been reviewed on multiple occasions by Department staff, Finance Department staff and by the City Manager.

Levelized Rate Policy

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

Reserve Policy

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

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

FYE 21 ending fund balance is projected to be \$2,191,756 with a reserve deficit of \$18,137,657, due primarily to the aggressive capital campaign.

Transfer Policy

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

Five Year Outlook

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

Summary

The Norman Utilities Authority and City Council have directed a policy through which Norman's water will be treated to levels which meet not only current environmental standards but which provide for future treatment requirements and customer water quality demands.

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 25,589,280	\$ 14,824,710	\$ 45,128,994	\$ 9,922,004	\$ 2,191,756	\$ (28,076,269)	\$ (34,243,606)	\$ (38,108,287)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 18,861,632	\$ 20,700,000	\$ 20,700,000	\$ 21,100,000	\$ 21,500,000	\$ 21,900,000	\$ 22,300,000	\$ 22,700,000
5 Connection Fee	572,679	640,000	640,000	650,000	670,000	690,000	710,000	710,000
6 Capital Improvement Charge	1,450,144	1,366,313	1,366,313	1,379,976	1,393,776	1,407,714	1,421,791	1,436,009
7 Cost Allocation	1,018,849	774,613	774,613	813,844	821,982	830,202	838,504	846,889
8								
9 Total Operating Revenues	\$ 21,903,304	\$ 23,480,926	\$ 23,480,926	\$ 23,943,820	\$ 24,385,758	\$ 24,827,916	\$ 25,270,295	\$ 25,692,898
10								
11 Operating Expenditures:								
12 Salaries / Benefits	\$ 4,159,107	\$ 4,546,199	\$ 4,546,199	\$ 4,559,803	\$ 4,787,793	\$ 5,027,183	\$ 5,278,542	\$ 5,542,469
13 Supplies / Materials	2,172,935	2,774,159	2,678,501	2,938,564	2,967,950	2,997,629	3,027,605	3,057,881
14 Services / Maintenance	2,514,326	3,184,838	3,566,057	3,094,820	3,125,768	3,157,026	3,188,596	3,220,482
15 Internal Services	147,719	163,880	163,880	159,069	162,250	165,495	168,805	172,181
16 Cost Allocations	2,046,874	1,971,265	1,971,265	1,984,210	2,004,052	2,024,093	2,044,334	2,064,777
17 Employee Turnover Savings		(68,193)	(68,193)	(68,397)	(71,817)	(75,408)	(79,178)	(83,137)
18								
19 Total Operating Expenditures	\$ 11,040,961	\$ 12,572,148	\$ 12,857,709	\$ 12,668,069	\$ 12,975,997	\$ 13,296,018	\$ 13,628,704	\$ 13,974,654
20								
21 Net Operating Revenue	\$ 10,862,343	\$ 10,908,778	\$ 10,623,217	\$ 11,275,751	\$ 11,409,761	\$ 11,531,898	\$ 11,641,591	\$ 11,718,244
22								
23 Other Revenues:								
24 Interest Income	\$ 1,968,962	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
25 Other Misc. Revenue	2,168,572	-	-	-	-	-	-	-
26 I/F Transfer - Capital Fund	104,100	-	-	-	-	-	-	-
27 Revenue Bond Proceeds	27,528,274	-	9,376,963	-	-	-	-	-
28 Grant Revenue	3,925	-	-	-	-	-	-	-
29								
30 Total Other Revenues	\$ 31,773,833	\$ 120,000	\$ 9,496,963	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
31								
32 Other Expenditures:								
33 Audit Accruals/Adj/Encumbrances	\$ 2,940,192							
34 Master Conservancy Debt	-	\$ 72,175	\$ 72,175	\$ 71,829	\$ 71,523	\$ 71,229	\$ 70,958	\$ 70,674
35 Debt Service - 15 Issue	1,478,159	1,477,891	1,477,891	1,470,840	1,478,310	1,480,034	1,476,119	1,486,619
36 Debt Service - 16 Issue	769,249	767,147	767,147	768,767	770,109	771,060	771,732	767,071
37 Debt Service - 17 Issue	301,554	2,008,734	2,008,734	2,017,725	2,003,239	2,009,117	2,003,938	2,002,842
38 Debt Service - 18 Issue	612,321	799,125	799,125	897,765	899,405	891,295	893,025	893,455
39 Debt Service - 21 Issue	-	-	-	1,155,000	1,155,000	1,155,000	1,155,000	1,155,000
40 Capital Projects	3,027,921	10,192,130	30,281,425	11,207,637	34,081,700	10,082,000	7,875,000	16,286,200
41 Capital Projects - 15 Issue	-	-	-	-	-	-	-	-
42 Capital Projects - 17 Issue	11,904,522	-	7,581,470	300,000	-	-	-	-
43 Capital Projects - 18 Issue	485,598	-	10,230,902	-	-	-	-	-
44 Bond issue costs	259,956	-	-	-	-	-	-	-
45 Capital Equipment	319,412	925,698	1,041,301	148,936	230,000	230,000	230,000	230,000
46 I/F Transf - General Fund	971,721	1,067,000	1,067,000	1,087,500	1,108,500	1,129,500	1,150,500	1,170,500
47 I/F Transf - General Fund - Meter Svs	-	-	-	-	-	-	-	-
48 I/F Transf - Capital Fund	25,857	-	-	-	-	-	-	-
49								
50 Total Other Expenditures	\$ 23,096,462	\$ 17,309,900	\$ 55,327,170	\$ 19,125,999	\$ 41,797,786	\$ 17,819,235	\$ 15,626,272	\$ 24,062,361
51								
52 Net Revenues (Expenditures)	\$ 19,539,714	\$ (6,281,122)	\$ (35,206,990)	\$ (7,730,248)	\$ (30,268,025)	\$ (6,167,337)	\$ (3,864,681)	\$ (12,224,117)
53								
54 Ending Fund Balance	\$ 45,128,994	\$ 8,543,588	\$ 9,922,004	\$ 2,191,756	\$ (28,076,269)	\$ (34,243,606)	\$ (38,108,287)	\$ (50,332,404)
55								
56 Reserves								
57 Reserve for Operations	\$ 883,277	\$ 1,005,772	\$ 1,028,617	\$ 1,013,446	\$ 1,038,080	\$ 1,063,681	\$ 1,090,296	\$ 1,117,972
58 Reserve for Encumbrances	19,606,883	-	-	-	-	-	-	-
59 Reserve for Bond Projects - 15 Issue	-	-	-	-	-	-	-	-
60 Reserve for Bond Projects - 17 Issue	(1,211,166)	(4,520)	584,327	284,327	284,327	284,327	284,327	284,327
61 Reserve for Bond Projects - 18 Issue	12,181,317	12,181,317	1,950,415	1,950,415	1,950,415	1,950,415	1,950,415	1,950,415
62 Reserve for Capital	18,705,552.40	15,906,507.40	15,906,507	17,081,225	11,414,400	12,080,600	16,286,200	16,286,200
63 Reserve (Deficit) Surplus	(5,036,869)	(20,545,489)	(9,547,862)	(18,137,657)	(42,763,491)	(49,622,629)	(57,719,525)	(69,971,318)
64								
65 Total Reserves	\$ 45,128,994	\$ 8,543,588	\$ 9,922,004	\$ 1,891,756	\$ (28,376,269)	\$ (34,543,606)	\$ (38,408,287)	\$ (50,632,404)

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2021 BUDGET**

INCOME:

Operation & Maintenance Assessments \$ 2,510,900

TOTAL INCOME \$ 2,510,900

(Less energy project interest)

EXPENSES:

Personnel \$ 687,550

Maintenance 179,500

Utilities 34,000

Insurance & Bonds 45,250

Administrative Supplies 15,000

Professional Services 424,550

State & Federal Services 157,600

Pumping Power 525,000

Major Equipment Replacement 442,450

TOTAL EXPENSES \$2,510,900

**WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS**

Background

The Water Reclamation Fund (formerly known as “sewer” or “wastewater”) is an enterprise fund established to account for the resources utilized to provide wastewater collection, conveyance and treatment to the customers of the City of Norman.

On November 3, 2001, the Norman Utilities Authority (NUA) adopted an updated Wastewater Master Plan, which directed a system-wide average treatment capacity expansion from 12 million gallons per day (MG/D) to 21.5 MG/D, by the year 2040. A \$60 million project to expand the Water Reclamation Facility to 17 MG/D capacity, with significant improvements to treatment standards and odor control, was completed in 2017.

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

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

Currently, there are approximately 510.5 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman. Additional sewer system capital projects are reported in the Sewer Maintenance Fund and Sewer Excise Tax Fund.

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

FYE 21 Budget

Statement of Revenues and Expenditures

FYE 21 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 20. On November 12, 2013 the citizens of Norman voted and approved a basic sewer rate increase for the first time since November 1, 1996 (pursuant to the Norman City Charter, utility rate increases require voter approval). Water reclamation rates, effective since November 12, 2013 are as follows:

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

FYE 21 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Levelized Rate Policy

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

Reserve Policy

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

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

The FYE 21 ending fund balance is projected to be \$352. This fund balance is used for meeting the Fund's reserve requirements.

Transfer Policy

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

Five Year Outlook

Over the next five years operating revenues are projected to increase. FYE 21 projected revenues are 1.9% higher than FYE 20 budget revenues.

Summary

A major expansion of the Water Reclamation Facility (WRF) was complete in FYE 17. The expansion will allow for treatment capacity to increase and to improve the quality of the reclaimed water from the plant. The below pictures shows the completed expansion project for the Water Reclamation Facility.



Water reclaimed by the Norman Water Reclamation Facility

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 6,451,051	\$ 7,825,920	\$ 8,675,963	\$ 2,806,160	\$ 352	\$ (1,383,807)	\$ (793,151)	\$ 276,468
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 11,395,029	\$ 12,029,095	\$ 12,029,095	\$ 12,269,677	\$ 12,515,071	\$ 12,765,372	\$ 13,020,680	\$ 13,281,093
5 Sewer Replacement Charge	92	-	-	-	-	-	-	-
6 Capital Improvement Charge	913,186	816,080	816,080	824,241	832,483	840,808	849,216	857,708
7								
8 Total Operating Revenues	\$ 12,308,307	\$ 12,845,175	\$ 12,845,175	\$ 13,093,918	\$ 13,347,554	\$ 13,606,180	\$ 13,869,896	\$ 14,138,802
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 3,312,079	\$ 3,570,057	\$ 3,570,057	\$ 3,573,018	\$ 3,751,669	\$ 3,939,252	\$ 4,136,215	\$ 4,343,026
12 Supplies and Materials	496,137	604,765	594,208	600,471	606,476	612,540	618,666	624,853
13 Services and Maintenance	1,146,366	1,487,711	1,730,791	1,471,626	1,486,342	1,501,206	1,516,218	1,531,380
14 Internal Services	128,377	148,160	148,160	163,928	167,207	170,551	173,962	177,441
15 Cost Allocations	2,221,034	1,891,828	1,891,828	1,931,297	1,950,610	1,970,116	1,989,817	2,009,715
16 Employee Turnover Savings	-	(53,551)	(53,551)	(53,601)	(56,275)	(59,089)	(62,043)	(65,145)
17								
18 Total Operating Expenditures	\$ 7,303,993	\$ 7,648,970	\$ 7,881,493	\$ 7,686,739	\$ 7,906,028	\$ 8,134,576	\$ 8,372,834	\$ 8,621,269
19								
20 Net Operating Revenue	\$ 5,004,314	\$ 5,196,205	\$ 4,963,682	\$ 5,407,179	\$ 5,441,526	\$ 5,471,604	\$ 5,497,062	\$ 5,517,533
21								
22 Other Revenues:								
23 Interest Income	\$ 373,280	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24 Bond Proceeds/Grant Reimb.	236,262	-	-	-	-	-	-	-
25 Misc. Revenue/Cost Allocation	1,539,808	521,558	521,558	534,128	539,469	544,864	550,313	555,816
26 VF Transf - Hallpark (capacity)	-	-	-	-	-	-	-	-
27 VF Transf - Sanitation	-	-	-	-	-	-	-	-
28 VF Transf - General Fund	-	-	-	-	-	-	-	-
29 VF Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
30								
31 Total Other Revenues	\$ 2,149,350	\$ 571,558	\$ 571,558	\$ 584,128	\$ 589,469	\$ 594,864	\$ 600,313	\$ 605,816
32								
33								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	\$ 896,027	-	-	-	-	-	-	-
36 Debt Service-99 SRF Note	250,296	127,177	127,177	-	-	-	-	-
37 Debt Service-14 SRF Note	2,234,972	1,870,450	1,870,450	2,249,189	2,253,400	2,256,543	2,252,722	2,259,760
38 Debt Service - 15 Rev. Bonds	248,246	128,832	128,832	-	-	-	-	-
39 Capital Projects	510,151	4,179,000	8,021,959	5,695,100	4,536,000	2,581,000	2,124,000	4,725,000
40 Capital Equipment	219,344	223,020	655,170	239,342	-	-	-	-
43 VF Transf - General Fund (Dev. Engineer)	-	-	-	-	-	-	-	-
41 VF Transf - Sewer Maint Fund 321	-	-	-	-	-	-	-	-
45 VF Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
46 VF Transf - Hallpark	-	-	-	-	-	-	-	-
42 VF Transf - General Fund	569,716	601,455	601,455	613,484	625,754	638,269	651,034	664,055
43 VF Transf - General Fund - Meter Svs	-	-	-	-	-	-	-	-
44								
45 Total Other Expenditures	\$ 4,928,752	\$ 7,129,934	\$ 11,405,043	\$ 8,797,115	\$ 7,415,154	\$ 5,475,812	\$ 5,027,756	\$ 7,648,815
46								
47 Net Revenues (Expenditures)	\$ 2,224,912	\$ (1,362,171)	\$ (5,869,803)	\$ (2,805,808)	\$ (1,384,159)	\$ 590,656	\$ 1,069,618	\$ (1,525,467)
48								
49 Ending Fund Balance	\$ 8,675,963	\$ 6,463,749	\$ 2,806,160	\$ 352	\$ (1,383,807)	\$ (793,151)	\$ 276,468	\$ (1,248,999)
50								
51 Reserves								
52 Reserve for Encumbrances	\$ 462,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53 Reserve for Operations	584,319	611,918	630,519	614,939	632,482	650,766	669,827	689,702
54 Reserve for Capital	4,591,612	3,734,025	3,932,220	3,491,500	3,143,333	3,424,500	4,725,000	4,725,000
55 Reserve (Deficit) Surplus	3,037,171	2,117,806	(1,756,579)	(4,106,087)	(5,159,622)	(4,868,417)	(5,118,359)	(6,663,701)
56								
57 Total Reserves	\$ 8,675,963	\$ 6,463,749	\$ 2,806,160	\$ 352	\$ (1,383,807)	\$ (793,151)	\$ 276,468	\$ (1,248,999)

**SEWER MAINTENANCE FUND
BUDGET
HIGHLIGHTS**

Background

The Sewer Maintenance Fund is an enterprise fund established October 1, 2001, to account for revenues from the \$5 per month Sewer System Maintenance Rate (SMR). It is used to account for all expenditures related to major maintenance of the water reclamation system (capital improvement projects accomplished through contracts with private construction vendors), primarily for rehabilitation of neighborhood sewer lateral lines.

The SMR is intended to provide a higher level of maintenance, keeping the sewer system in good repair over the long term.

Beginning in FYE 15, Norman Sewer Line Maintenance Division personnel and related budget allocations, along with capital improvements charge revenue, was transferred to the Water Reclamation Fund.

During FYE 2015 Budget considerations, the Council Finance Committee discussed transferring the sewer line maintenance operations out of the Sewer Line Maintenance Fund into the Water Reclamation Fund in order to better track the collection and distribution of the \$5 per month Sewer Maintenance Rate. This will more accurately reflect the capital work that is being done with the Sewer Maintenance Rate and will eliminate a transfer of funds between the two funds for the work done by Sewer Line Maintenance Division personnel during the year. Over time, this change in accounting will better reflect the declining amounts of sewer rehabilitation projects that can be paid for by the flat \$5 rate due to inflation of material and labor costs. The maintenance program for neighborhood sewer collector lines (“laterals”) will continue in FYE 21 and beyond, generally, the oldest lines in the system are scheduled for replacement first (“worst things first”).

FYE 21 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 20 extrapolated for a full year.

FYE 21 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 21 total budgeted expenditures are \$2,878,321.

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

Reserve Policy

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

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

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 7,437,413	\$ 766,455	\$ 9,164,115	\$ 1,238,877	\$ 1,392,555	\$ 1,572,951	\$ 1,780,190	\$ 2,014,393
2								
3 Operating Revenues:								
4 Capital Improvement Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sewer Maintenance Rate	3,081,649	3,001,979	3,001,979	3,031,999	3,062,319	3,092,942	3,123,871	3,155,110
7								
8 Total Operating Revenues	\$ 3,081,649	\$ 3,001,979	\$ 3,001,979	\$ 3,031,999	\$ 3,062,319	\$ 3,092,942	\$ 3,123,871	\$ 3,155,110
9								
10 Operating Expenditures:								
11 Salaries and Benefits	\$ 64,202	\$ 67,100	\$ 67,100	\$ 70,417	\$ 73,938	\$ 77,635	\$ 81,516	\$ 85,592
12 Supplies and Materials	2,718	2,581	2,581	2,829	2,857	2,886	2,915	2,944
13 Services and Maintenance	570	2,425	2,425	4,825	4,873	4,922	4,971	5,021
14 Internal Services	-	700	700	250	255	260	265	271
15 Cost Allocations	-	-	-	-	-	-	-	-
16 Employee Turnover Savings	-	-	-	-	-	-	-	-
17								
18 Total Operating Expenditures	\$ 67,490	\$ 72,806	\$ 72,806	\$ 78,321	\$ 81,923	\$ 85,703	\$ 89,668	\$ 93,828
19								
20 Net Operating Revenue	\$ 3,014,159	\$ 2,929,173	\$ 2,929,173	\$ 2,953,678	\$ 2,980,396	\$ 3,007,239	\$ 3,034,203	\$ 3,061,282
21								
22 Other Revenues:								
23 Interest Income	\$ 141,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24 Misc. Revenue	3,989	-	-	-	-	-	-	-
25 I/F Transf - Wastewater Fund 32	-	-	-	-	-	-	-	-
26								
27 Total Other Revenues	\$ 145,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28								
29								
30 Other Expenditures:								
31 Capital Projects	\$ 1,413,495	\$ 2,800,000	\$ 10,852,611	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
32 Capital Equipment	19,167	1,800	1,800	-	-	-	-	-
33 Audit Accruals/Adjustments	-	-	-	-	-	-	-	-
34								
35 Total Other Expenditures	\$ 1,432,662	\$ 2,801,800	\$ 10,854,411	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
36								
37 Total Revenues	\$ 3,226,854	\$ 3,001,979	\$ 3,001,979	\$ 3,031,999	\$ 3,062,319	\$ 3,092,942	\$ 3,123,871	\$ 3,155,110
38								
39 Total Expenditures	\$ 1,500,152	\$ 2,874,606	\$ 10,927,217	\$ 2,878,321	\$ 2,881,923	\$ 2,885,703	\$ 2,889,668	\$ 2,893,828
40								
41 Net Revenues (Expenditures)	\$ 1,726,702	\$ 127,373	\$ (7,925,238)	\$ 153,678	\$ 180,396	\$ 207,239	\$ 234,203	\$ 261,282
42								
43 Ending Fund Balance	\$ 9,164,115	\$ 893,828	\$ 1,238,877	\$ 1,392,555	\$ 1,572,951	\$ 1,780,190	\$ 2,014,393	\$ 2,275,676

**NEW DEVELOPMENT EXCISE TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

The funds collected from the Excise Tax shall be used exclusively for wastewater expansion, improvements, and to pay debt service on obligations issued to finance future improvements and expansion of the wastewater system. Since its inception in 2001, the Wastewater Excise Tax has generated over \$27,000,000 for system expansion and improvement.

FYE 21 Budget

Statement of Revenues and Expenditures

Revenues have been estimated on historic building permit records applied to excise tax regulations (i.e., projections are based on revenues that would accrue if past building patterns in an "average" year are continued), and are projected at \$1,400,000 for FYE 21.

Five Year Outlook

Excise tax revenues are projected to be the same in years FYE 21 through FYE 25.

CITY OF NORMAN

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

	A	D	C	E	F	G	H	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 7,760,035	\$ 9,501,985	\$ 7,108,649	\$ 5,539,822	\$ 4,440,842	\$ 3,170,372	\$ 2,737,745	\$ (1,832,259)
2								
3 Operating Revenues:								
4 Excise Tax - Residential	\$ 1,016,024	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
5 Excise Tax - Commercial	220,337	300,000	85,000	300,000	300,000	300,000	300,000	300,000
6								
7 Total Operating Revenues	\$ 1,236,361	\$ 1,400,000	\$ 1,185,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
8								
9 Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10								
11 Net Operating Revenue	\$ 1,236,361	\$ 1,400,000	\$ 1,185,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
12								
13 Other Revenues:								
14 Interest Income	\$ 137,890	\$ 70,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
15 Bond Proceeds/Grant Reimb.	162,156	-	-	-	-	-	-	-
16 SRF Loan Proceeds	-	-	-	-	-	-	-	-
17 IF Transf - General Fund	-	-	-	-	-	-	-	-
18 Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19								
20 Total Other Revenues	\$ 300,046	\$ 70,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
21								
22 Other Expenditures:								
23 Debt Service - 09 SRF	\$ 361,067	\$ 360,019	\$ 360,019	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085
24 Debt Service - 14 SRF	1,534,702	1,284,550	1,284,550	1,544,495	1,547,385	1,549,542	1,546,919	1,551,750
25 Services & maintenance	-	-	-	-	-	-	-	-
26 Capital Projects	292,024	939,700	1,239,258	671,400	840,000	-	4,140,000	380,000
27								
28 Total Other Expenditures	\$ 2,187,793	\$ 2,584,269	\$ 2,883,827	\$ 2,568,980	\$ 2,740,470	\$ 1,902,627	\$ 6,040,004	\$ 2,284,835
29								
30 Net Revenues (Expenditures)	\$ (651,386)	\$ (1,114,269)	\$ (1,568,827)	\$ (1,098,980)	\$ (1,270,470)	\$ (432,627)	\$ (4,570,004)	\$ (814,835)
31								
32 Ending Fund Balance	\$ 7,108,649	\$ 8,387,716	\$ 5,539,822	\$ 4,440,842	\$ 3,170,372	\$ 2,737,745	\$ (1,832,259)	\$ (2,647,094)
33								

**SANITATION FUND
BUDGET
HIGHLIGHTS**

Background

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

Sanitation rates, approved by the voters in 2011, are as follows:

Residential Customers	\$14.00/unit/month + \$3/month for curbside recycling			
	Container	Base		Rate
	<u>Size</u>	<u>Rate</u>	<u>After</u>	<u>cu. yd.</u>
Commercial Customers	2 cu. yds.	52.12	8 cu. yds.	7.04
	3 cu. yds.	66.34	12 cu. yds.	5.95
	4 cu. yds.	78.17	16 cu. yds.	5.15
	6 cu. yds.	97.12	24 cu. yds.	4.48
	8 cu. yds.	113.71	32 cu. yds.	4.07

FYE 21 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at a growth rate of 1.9% per year with a projected increase of \$1.00/per month for users who desire additional rollout carts.

FYE 21 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by Utilities Department staff, Finance Department staff and the City Manager.

Reserve Policy

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

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

The FYE 21 ending fund balance is projected to be \$8,173,558, which meets the operations and Capital Reserve requirements discussed above.

Levelized Rate Policy

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

Five Year Outlook

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

Summary

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

CITY OF NORMAN

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 13,148,780	\$ 9,322,503	\$ 14,805,415	\$ 9,684,724	\$ 8,173,558	\$ 9,766,050	\$ 11,403,370	\$ 12,643,087
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 14,762,217	\$ 15,000,000	\$ 15,000,000	\$ 15,280,000	\$ 15,550,000	\$ 15,830,000	\$ 15,830,000	\$ 15,830,000
5 Other Revenue	468,554	221,874	221,874	224,093	226,334	228,597	230,883	233,192
6								
7 Total Operating Revenues	\$ 15,230,771	\$ 15,221,874	\$ 15,221,874	\$ 15,504,093	\$ 15,776,334	\$ 16,058,597	\$ 16,060,883	\$ 16,063,192
8								
9 Operating Expenditures:								
10 Salaries / Benefits	\$ 4,300,984	\$ 4,569,049	\$ 4,569,049	\$ 4,367,209	\$ 4,585,569	\$ 4,814,848	\$ 5,055,590	\$ 5,308,370
11 Supplies / Materials	1,003,351	1,219,343	1,218,451	1,203,412	1,215,446	1,227,600	1,239,876	1,252,275
12 Services / Maintenance	3,326,903	3,878,838	3,900,412	3,917,946	3,957,125	3,996,696	4,036,663	4,077,030
13 Internal Services	709,367	757,284	757,284	776,923	792,461	808,310	824,476	840,966
14 Cost Allocations	1,779,627	1,508,688	1,508,688	1,542,813	1,558,241	1,573,823	1,589,561	1,605,457
15								
16 Total Operating Expenditures	\$ 11,120,232	\$ 11,933,202	\$ 11,953,884	\$ 11,808,303	\$ 12,108,842	\$ 12,421,277	\$ 12,746,166	\$ 13,084,098
17								
18 Net Operating Revenue	\$ 4,110,539	\$ 3,288,672	\$ 3,267,990	\$ 3,695,790	\$ 3,667,492	\$ 3,637,320	\$ 3,314,717	\$ 2,979,094
19								
20 Other Revenue:								
21 Interest Income	\$ 415,253	\$ 100,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
22 Bond/Grant Proceeds	-	-	-	-	-	-	-	-
23								
24 Total Other Revenue	\$ 415,253	\$ 100,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	\$ 104,232							
28 Capital Equipment	1,899,895	\$ 2,157,842	\$ 2,657,990	\$ 2,521,956	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
29 Debt Service - 2010 Notes	317,401	1,634,768	1,634,768	-	-	-	-	-
30 Debt Service - 2013 Notes	166,362	-	-	-	-	-	-	-
31 Capital Projects	381,267	210,000	4,395,923	2,985,000	175,000	100,000	175,000	100,000
32 I/F Transfer - General Fund - Meter Svcs	-	-	-	-	-	-	-	-
33								
34 Total Other Expenditures	\$ 2,869,157	\$ 4,002,610	\$ 8,688,681	\$ 5,506,956	\$ 2,375,000	\$ 2,300,000	\$ 2,375,000	\$ 2,300,000
35								
36 Net Revenues (Expenditures)	\$ 1,656,635	\$ (613,938)	\$ (5,120,691)	\$ (1,511,166)	\$ 1,592,492	\$ 1,637,320	\$ 1,239,717	\$ 979,094
37								
38 Ending Fund Balance	\$ 14,805,415	\$ 8,708,565	\$ 9,684,724	\$ 8,173,558	\$ 9,766,050	\$ 11,403,370	\$ 12,643,087	\$ 13,622,181
39								
40 Reserves								
41 Reserve for Operations	\$ 889,619	\$ 954,656	\$ 956,311	\$ 944,664	\$ 968,707	\$ 993,702	\$ 1,019,693	\$ 1,046,728
42 Reserve for Capital	3,922,174	3,139,239	2,971,391	2,337,500	2,325,000	2,337,500	2,300,000	2,300,000
43 Reserve (Deficit) Surplus	9,993,623	4,614,670	5,757,022	4,891,394	6,472,343	8,072,168	9,323,394	10,275,453
44								
45 Total Reserves	\$ 14,805,415	\$ 8,708,565	\$ 9,684,724	\$ 8,173,558	\$ 9,766,050	\$ 11,403,370	\$ 12,643,087	\$ 13,622,181

**RISK MANAGEMENT FUND
BUDGET
HIGHLIGHTS**

Background

The Risk Management Fund is an Internal Service Fund established to account for the resources utilized to provide for the self-insurance of Worker's Compensation and Unemployment Insurance and to pay "stop loss" premiums on insurance for high-dollar employee health and property casualty claims.

Health insurance claims are accounted for in this fund. The City self-insures for these benefits and utilizes a third party administrator to administer the benefits. Consultants are also utilized to set premiums and structure plan benefits. FYE 21 health claim costs are projected to be \$12,557,268.

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The projected cost in FYE 21 is \$1,414,958.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 21 estimated cost of unemployment claims is approximately \$22,200.

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

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

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

Reserve Policy

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

FYE 21 Budget

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

Five Year Outlook

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

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

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 2,780,012	\$ 2,338,528	\$ 2,107,178	\$ 1,245,432	\$ 1,095,213	\$ 1,812,329	\$ 2,796,715	\$ 3,949,534
2								
3 Revenues								
4 Int Svs Ch - W/C	\$ 75,000	\$ 75,000	\$ 75,000	\$ 520,000	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
5 Int Svs Ch - Risk	329,122	422,499	422,499	325,000	375,000	500,000	620,882	638,601
6 Int Svs Ch - Unemployment	22,220	22,220	22,220	22,220	22,442	22,667	22,893	23,122
7 Int Svs Ch - Health Ins Prem - City	10,214,997	10,720,065	10,720,065	11,672,006	12,197,246	12,746,123	13,319,698	13,919,084
8 Health Ins Premiums - Employee	2,402,659	2,524,622	2,524,622	2,524,622	2,638,230	2,756,950	2,881,013	3,010,658
9 Health Ins Refunds	1,292,073	1,309,044	1,309,044	1,367,951	1,429,509	1,493,837	1,561,060	1,631,307
10 Other Revenues	213,476	-	-	-	-	-	-	-
11 I/F Transfer - Debt Service	475,829	825,000	500,000	500,000	500,000	500,000	500,000	500,000
12 I/F Transfer - General Fd	-	-	-	-	-	-	-	-
13								
14 Total Revenues	\$ 15,025,376	\$ 15,898,450	\$ 15,573,450	\$ 16,931,799	\$ 18,462,428	\$ 19,419,576	\$ 20,305,546	\$ 21,122,773
15								
16 Expenditures								
17 Salary / Benefits - Risk	\$ 236,555	\$ 239,938	\$ 239,938	\$ 248,571	\$ 261,000	\$ 274,050	\$ 287,752	\$ 302,140
18 Salary / Benefits - Health Ins	82,533	85,139	85,139	69,230	72,692	76,326	80,142	84,149
19 Services / Maintenance	200,277	204,673	320,131	323,332	326,566	329,831	333,130	336,461
20 Judgments / Claims	115,627	170,000	170,000	320,000	320,000	320,000	320,000	320,000
21 Workers' Comp Pymts	726,934	1,413,500	1,414,958	1,414,958	1,471,556	1,530,419	1,591,635	1,655,301
22 Unemployment Claims	11,286	22,000	22,000	22,220	22,442	22,667	22,893	23,122
23 Health Insurance Claims	11,955,154	12,074,296	12,074,296	12,557,268	13,059,559	13,581,941	14,125,219	14,690,227
24 Health Insurance Fees	2,175,615	2,044,654	2,044,654	2,126,440	2,211,497	2,299,957	2,391,955	2,487,634
25 I/F Transfer - General Fd	195,286	-	64,080	-	-	-	-	-
26 I/F Transfer - Water Fd	-	-	-	-	-	-	-	-
27 Audit Accruals / Adjustments	(1,057)	-	-	-	-	-	-	-
28								
29 Total Expenditures	\$ 15,698,210	\$ 16,254,200	\$ 16,435,196	\$ 17,082,019	\$ 17,745,311	\$ 18,435,190	\$ 19,152,727	\$ 19,899,034
30								
31 Net Difference	\$ (672,834)	\$ (355,750)	\$ (861,746)	\$ (150,220)	\$ 717,117	\$ 984,386	\$ 1,152,819	\$ 1,223,739
32								
33 Ending Fund Balance	\$ 2,107,178	\$ 1,982,778	\$ 1,245,432	\$ 1,095,213	\$ 1,812,329	\$ 2,796,715	\$ 3,949,534	\$ 5,173,274
34								
35 Reserves:								
36 Reserved for Health Insurance	\$ (647,018)	\$ 263,595	\$ (297,376)	\$ 514,266	\$ 1,435,504	\$ 2,474,190	\$ 3,638,644	\$ 4,937,684
37 Reserved for Unemployment	41,290	29,545	41,510	41,510	41,510	41,510	41,510	41,510
38 Reserved for W/C/Claims/Judgment:	1,960,607	876,256	950,649	235,691	244,135	293,716	282,081	206,780
39 Reserved for Risk Mgmt	752,299	813,382	550,649	303,746	91,181	(12,700)	(12,700)	(12,700)
40								
41 Total Reserves	\$ 2,107,178	\$ 1,982,778	\$ 1,245,432	\$ 1,095,213	\$ 1,812,329	\$ 2,796,715	\$ 3,949,534	\$ 5,173,274
42								
43 Targeted Reserves:								
44 Reserve for Health Insurance	\$ 1,992,526	\$ 2,012,383	\$ 2,012,383	\$ 2,092,878	\$ 2,176,593	\$ 2,263,657	\$ 2,354,203	\$ 2,448,371
45 Reserve for Workers Comp	121,156	235,583	235,826	235,826	245,259	255,070	265,273	275,883
46								
47 Total Targeted Reserves	\$ 2,113,681	\$ 2,247,966	\$ 2,248,209	\$ 2,328,704	\$ 2,421,852	\$ 2,518,727	\$ 2,619,476	\$ 2,724,255
48								
Reserve Deficit								
NOTE: Reserve surplus (deficit)	\$ (6,503)	\$ (265,188)	\$ (1,002,777)	\$ (1,233,492)	\$ (609,523)	\$ 277,989	\$ 1,330,059	\$ 2,449,019
Health Ins Prem % Increase		4.50%	4.50%	8.88%	4.50%	4.50%	4.50%	4.50%

**CAPITAL IMPROVEMENTS FUND
BUDGET
HIGHLIGHTS**

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 202-2025. The document is divided into sections: an overview of policies and how the Capital Improvement Plan is based on Norman 2025, the City's Land Use and Transportation Plan; and summary information by project name, budget year, and funding source. Also, detailed project sheets describing the project, budget schedule, and progress by budget year.

The Capital Improvements Fund is established to account for capital projects funded by sales tax receipts or general obligation bond issues. Those projects relating to enterprise funds and funded with fees and charges are accounted for in the respective enterprise funds. All capital projects and their funding are approved by City Council. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2021-2025 document.

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

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

The Capital Fund also includes funding for the following positions that provide support to capital projects: a Capital Projects Manager, two Capital Projects Engineers, a Stormwater Engineer, Traffic Staff Engineer and a Construction Manager, 25% of an Engineering Assistant's position, 70% of the Park Planner I, 40% of the Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of the Utility Coordinator, and 75% of the Facility Maintenance Superintendent.

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

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

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

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

FYE 21 Budget

The FYE 21 Budget shows total projected resources available of \$38,813,533, including beginning fund balance of \$19,496,608, and total expenditures projected at \$38,407,338 with an ending fund balance of \$406,195. Sales tax is projected at a -.8% decrease from FYE 20 estimated revenue, and an average 2% growth rate in years FYE 22 through FYE 25. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2021 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2021 capital projects. Some of these projects will be streets built at a much higher standard, reducing maintenance expenses and congestion, as well as increasing safety. Other impacts include additional traffic control and parks facilities that will cumulatively add to the City's maintenance burden in future years. Additional public safety personnel and facilities will also burden future capital budgets.

Each project in the Capital Improvements Plan, FYE 2021-2025 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about \$10,000 per year, "slight" is defined as operating expenses will increase between about \$10,001 and \$50,000 per year, "moderate" is operating expenses will increase between about \$50,001 and \$100,000 per year, and "high" is operating expenses will increase more than \$100,001 per year.

CITY OF NORMAN

Below is a list of Capital Projects and their associated operating impact.

FYE 2021 projects

<u>Project Title</u>	<u>Project Category</u>	<u>Operating Impact</u>
Urban Asphalt	Bond Projects	Negligible Reduce maintenance costs
Urban Concrete	Bond Projects	Negligible Reduce maintenance costs
Sanitation Truck Washing Facility	Building Improvements	Positive Decreased service expenses
Compost Facility Scale House	Building Improvements	Negligible Ongoing maintenance, utilities
New Building for Line Maintenance	Buildings & Grounds	Slight Increase in maint., utilities and computer services costs
Municipal Complex Renovation	Buildings and Grounds	Slight Ongoing maintenance, utilities, computer services
Fire Apparatus Replacement	Capital Equipment	Negligible Operations and maintenance
Community/Neighborhood Improvements	Community/Neighborhood Improvements	Negligible Reduce maintenance costs
Alley Repair	General Maintenance	Positive Reduce maintenance costs
ADA Compliance Audit & Repair	General Maintenance	Positive Reduce maintenance costs
City Sidewalk Reconstruction	General Maintenance	Positive Reduce maintenance costs
Drainage Misc. Annual Projects	General Maintenance	Positive Decrease in overall City effort and maintenance expense
Sanitary Sewer Emergency Repairs	Line Maintenance	Negligible Decreased maintenance
Park Site Amenities and Beautification	Misc. Maintenance	Negligible Decreased maintenance
Indoor Aquatics Facility - NORMAN FORWARD	New Building	Slight Increase in maint., utilities and computer services costs
Indoor Sports Facility - NORMAN FORWARD	New Building	Positive Increased revenue
James Garner Ave. - Flood to Acres - NORMAN FORWARD	New Road Construction	Negligible Maintenance of roadway, signals, and lighting
Tree Program	Parks & Recreation	Negligible Irrigation maintenance and pruning
Griffin Park Remodel	Parks & Recreation	Moderate Increase in Room Tax from more tournaments
Reaves Park Remodel - NORMAN FORWARD	Parks & Recreation	Slight Increase in ongoing maintenance and utilities costs
Neighborhood Park Improvements - NORMAN FORWARD	Parks & Recreation	Slight Increase in ongoing maintenance and utilities costs
New Senior Citizens Center	Parks & Recreation	Negligible Ongoing maintenance, utilities
New Trail Development - NORMAN FORWARD	Parks & Recreation	Slight Increase in ongoing maintenance and utilities costs
Ruby Grant Park Development - NORMAN FORWARD	Parks & Recreation	Slight Increase in ongoing maintenance and utilities costs
Saxon Park Development - NORMAN FORWARD	Parks & Recreation	Slight Increase in ongoing maintenance and utilities costs
Firehouse Art Center Addition	Parks & Recreation	Negligible Increase in ongoing maintenance and utilities costs
Historical Museum Improvements	Parks & Recreation	Negligible Ongoing maintenance and utilities costs
James Garner Ave. Acres St. to Duffy St.	Roadway Improvement	Negligible \$5,000 per year for electricity and preventive maintenance
Container Maintenance Facility	Sanitation Projects	Negligible Ongoing maintenance, utilities
Transfer Station Renovation	Solid Waste Facilities	Negligible Extend the life of the facility and reduce maintenance costs As water quality entering Lake Thunderbird improves, drinking water quality will improve.
Lake Thunderbird Watershed TMDL Compliance	Storm water Drainage	Positive water quality will improve.
Asphalt Pavement Maintenance	Street Maintenance	Negligible Reduce maintenance costs
Bridge Maintenance	Street Maintenance	Negligible Reduce maintenance costs
Bridge Replacement	Street Maintenance	Negligible Reduce maintenance costs
Concrete Pavement Maintenance	Street Maintenance	Negligible Reduce maintenance costs
Rural Roads System Improvements	Street Maintenance/ Bond Projects	Negligible Reduce maintenance costs
Urban Service Area Waterlines	Urban Service Area Water	Positive Reduce maintenance costs
Replace Lift Station D Force Main Phase 2	Wastewater	Positive Decreased maintenance
Summit Valley Interceptor	Wastewater Collection System	Positive Increased revenue
WRF Land Purchase	Wastewater Improvements	Slight Demolition of existing structures likely
WRF Reuse Pilot Study	Wastewater Improvements	High Increased utility costs
WRF Septage Receiving Station	Wastewater System	Moderate Increased revenue
Master Meters Installation	Water Distribution Lines	Positive Reduce maintenance costs
Water Line Replacement -Classen/Flood: Hwy 9 to Indian Hill	Water Distribution System	Positive Reduce maintenance costs
Waterline Replacement - Robinson: 24th NW to WTP	Water Distribution System	Positive Reduce maintenance costs
Waterline Replacement - Interstate Drive	Water Distribution System	Positive Reduce maintenance costs
Waterline Replacement - West of Campus (Parsons)	Water Distribution System	Positive Reduce maintenance costs
Water Line Replacement - Fire Hydrant & Valve	Water Line Replacement	Positive Reduce maintenance costs, increase asset reliability
WRF Storage Building	Water Reclamation Facility	Moderate Ongoing maintenance, utilities
Phase 2 South WRF Improvements	Water Reclamation Systems	Moderate Increased utility costs, reduced manpower and maintenance Better prioritization of distribution system maint. and replacement
Asset Management Plan	Water System	Moderate Extend the life of the tower
Water Tower Maintenance -Cascade Tower	Water Towers	Positive Maintenance costs
Well Field Blending	Water Treatment Plant	Negligible \$5,000 per year for electricity and preventive maintenance
Cedar Lane - E. of 24th SE to 36th SE	Widening and Reconstruction	Negligible \$5,000 per year for electricity and preventive maintenance
Jenkins Ave. - Imhoff Road to Lindsey Street	Widening and Reconstruction	Negligible \$5,000 per year for electricity and preventive maintenance
Porter Ave. Streetscape	Widening and Reconstruction	Negligible \$5,000 per year for electricity and preventive maintenance
Constitution St. - Jenkins Ave. to Classen Ave.	Widening and Reconstruction	Negligible \$5,000 per year for electricity and preventive maintenance

Summary

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

CITY OF NORMAN

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
Beginning Fund Balance	\$ 42,878,840	\$ 20,588,281	\$ 65,617,186	\$ 19,496,608	\$ 406,195	\$ 40,837,088	\$ 34,051,125	\$ 32,385,398
Revenues:								
Sales Tax	\$ 12,244,177	\$ 13,565,038	\$ 13,565,038	\$ 13,516,925	\$ 13,960,772	\$ 14,239,988	\$ 14,524,788	\$ 14,815,283
Interest/Investment Income	605,425	150,000	400,000	400,000	400,000	400,000	400,000	400,000
GO Bond Interest Income	149,808	-	300,000	300,000	300,000	300,000	300,000	300,000
Donations/Other	922,386	660,510	660,510	-	200,000	-	-	-
Subtotal	\$ 13,921,796	\$ 14,375,548	\$ 14,925,548	\$ 14,216,925	\$ 14,860,772	\$ 14,939,988	\$ 15,224,788	\$ 15,515,283
I/F Transf - General	-	-	-	-	-	-	-	-
I/F Transf - Seizures Fund	-	-	-	-	-	-	-	-
I/F Transf - Special Grant Fund	-	-	-	-	-	-	-	-
I/F Transf - CDBG Fund	669,702	-	4,786,045	-	-	-	-	-
I/F Transf - Water Fund	25,857	-	-	-	-	-	-	-
I/F Transf - UNP TIF Fund	-	-	-	-	-	-	-	-
I/F Transf - Transit & Parking Fund	-	-	-	5,100,000	-	-	-	-
Bond Proceeds	30,585,450	20,000,000	11,250,000	-	52,000,000	-	-	-
Total Revenue	\$ 45,202,805	\$ 34,375,548	\$ 30,961,593	\$ 19,316,925	\$ 66,860,772	\$ 14,939,988	\$ 15,224,788	\$ 15,515,283
Expenditures:								
Salary and Benefits	\$ 1,054,555	\$ 1,235,582	\$ 1,235,582	\$ 1,318,396	\$ 1,384,316	\$ 1,453,532	\$ 1,526,208	\$ 1,602,519
Services and Maintenance	1,985	16,699	16,699	16,699	16,866	17,035	17,205	17,377
Capital Outlay (Transfer)	2,663,231	3,963,931	4,996,059	3,521,396	3,769,409	3,844,797	3,921,693	4,000,127
Capital Outlay - Capital Fund	4,509	2,500	2,500	-	-	-	-	-
Street Maintenance	559,846	2,305,377	8,438,314	2,305,377	2,305,377	2,305,377	2,305,377	2,305,377
Capital Projects (See Detail)	4,751,688	4,648,500	18,410,439	12,423,312	4,857,000	3,678,000	3,443,000	3,768,000
Maintenance of Facilities	359,286	259,182	267,964	226,000	215,000	165,000	165,000	165,000
Paygo (Bond Projects)	22,844	-	210,801	-	-	-	-	-
New Bond Projects - 08B - 2008 Vote	113,008	-	-	-	-	-	-	-
New Bond Projects - 12B - 2010 Vote	3,206,804	-	-	-	-	-	-	-
New Bond Projects - 12C	-	-	-	-	-	-	-	-
New Bond Projects - 15 - 2012 Vote	2,525,626	-	7,343,694	-	911,402	745,608	-	-
New Bond Projects - 16 - 2016 Vote	2,723,704	-	7,987,283	-	-	-	-	-
New Bond Projects - 18 - ERP	1,778,197	-	3,545,100	-	-	-	-	-
New Bond Projects - 19 - 2008 Vote	-	9,488,743	9,488,743	-	-	-	-	-
New Bond Projects - 19A - 2016 Vote	-	4,803,302	3,046,728	5,033,934	-	-	-	-
New Bond Projects - 19B - 2019 Vote	159,205	8,345,803	9,999,938	11,685,496	10,473,241	7,870,623	4,232,183	4,671,945
Bond Issue Cost	-	-	160,000	-	260,000	-	-	-
Debt Service- ERP	1,469,173	1,316,384	1,316,384	1,319,762	1,322,492	664,574	-	-
Audit Accruals/Adj/Encumbrances	194,464	-	-	-	-	-	-	-
Subtotal	\$ 21,588,125	\$ 36,386,003	\$ 76,466,228	\$ 37,850,372	\$ 25,515,102	\$ 20,744,545	\$ 15,610,666	\$ 16,530,344
I/F Transf - GF (Storm Water Drainage Labor)	625,280	70,000	70,000	73,500	77,175	81,034	85,085	89,340
I/F Transf - GF	-	-	-	-	-	-	-	-
I/F Transf - PSST Fund	-	462,943	462,943	343,666	776,102	838,872	1,133,263	1,199,503
I/F Transf - UNP TIF Fund	-	-	-	-	-	-	-	-
I/F Transf - Water Fund	104,100	-	-	-	-	-	-	-
I/F Transf - Westwood - Golf	146,954	83,000	83,000	139,800	61,500	61,500	61,500	61,500
Total Expenditures	\$ 22,464,459	\$ 37,001,946	\$ 77,082,171	\$ 38,407,338	\$ 26,429,879	\$ 21,725,951	\$ 16,890,514	\$ 17,880,687
Net Difference	\$ 22,738,346	\$ (2,626,398)	\$ (46,120,578)	\$ (19,090,413)	\$ 40,430,893	\$ (6,785,963)	\$ (1,665,727)	\$ (2,365,403)
Ending Fund Balance	\$ 65,617,186	\$ 17,961,883	\$ 19,496,608	\$ 406,195	\$ 40,837,088	\$ 34,051,125	\$ 32,385,398	\$ 30,019,995
Reserves:								
General Contingency	857,092	949,553	949,553	946,185	977,254	996,799	1,016,735	1,037,070
Reserve for Senior Center	261,770	261,770	261,770	261,770	261,770	261,770	261,770	261,770
Reserve for Robinson/Crossroads Project	-	788,588	788,588	788,588	788,588	788,588	788,588	788,588
Reserve for Bond Proceeds - 08B - 2008 Vote	-	-	-	-	-	-	-	-
Reserve for Bond Proceeds - 12B - 2010 Vote	-	3,086,385	-	-	-	-	-	-
Reserve for Bond Proceeds - 15 - 2012 Vote	4,130,011	(3,876,020)	(3,213,683)	(3,213,683)	(4,125,085)	(4,870,693)	(4,870,693)	(4,870,693)
Reserve for Bond Proceeds - 16 - 2016 Vote	7,987,283	-	-	-	-	-	-	-
Reserve for Bond Proceeds - 18 - ERP	4,076,819	119,460	531,719	531,719	531,719	531,719	531,719	531,719
Reserve for Bond Proceeds - 19 - 2008 Vote	-	-	1,601,257	1,601,257	1,601,257	1,601,257	1,601,257	1,601,257
Reserve for Bond Proceeds - 19A - 2016 Vote	10,142,780	4,977,950	7,096,052	2,062,118	2,062,118	2,062,118	2,062,118	2,062,118
Reserve for Bond Proceeds - 19B - 2019 Vote	20,184,524	11,654,197	10,184,586	(1,500,910)	39,765,849	31,895,226	27,663,043	22,991,098
Reserve for Encumbrances	12,858,735	-	-	-	-	-	-	-
Available for New Projects	5,118,172	(0)	1,296,766	(1,070,849)	(1,026,382)	784,341	3,330,861	5,617,068
Total Reserves	\$ 65,617,186	\$ 17,961,883	\$ 19,496,608	\$ 406,195	\$ 40,837,088	\$ 34,051,125	\$ 32,385,398	\$ 30,019,995

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

Background

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

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

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

Some of the projects include:

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

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

FYE 21 Budget

In FYE 21, \$12,895,001 in revenue is projected. Expenditures of \$39,289,005 are projected with the majority going towards the Indoor Aquatic Facility, the Indoor Sports Facility, and the Reaves Park remodel projects. Design and site preparation work on many other Norman Forward projects will also be undertaken in FYE 2021.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 54,059,452	\$ 4,740,768	\$ 44,634,681	\$ 41,311,958	\$ 14,917,954	\$ 1,363,229	\$ 488,778	\$ (114,721)
2								
3 Revenues:								
4 Sales Tax Revenue	9,315,607	9,634,945	9,939,431	9,803,557	9,999,628	10,199,621	10,403,613	10,611,685
5 Use Tax Revenue	886,439	647,546	1,045,091	1,076,444	1,108,737	1,141,999	1,176,259	1,211,547
6 Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7 Interest Income	1,012,856	-	-	-	-	-	-	-
8 Donations/Other	-	-	-	2,000,000	-	-	-	-
9								
10 Subtotal	\$ 11,214,902	\$ 10,297,491	\$ 10,999,522	\$ 12,895,001	\$ 11,123,366	\$ 11,356,620	\$ 11,594,873	\$ 11,838,233
11								
12 I/F Transf - Capital Fund - 2015 Bds	-	-	-	-	-	-	-	-
13 I/F Transf - Parkland Fund	-	-	150,000	-	-	-	-	-
14 Bond Proceeds - 2015 Bonds	-	-	-	-	-	-	-	-
15 Bond Proceeds - 2017 Bonds	-	-	-	-	-	-	-	-
16 Bond Proceeds - 2020 Bonds	-	37,750,000	26,000,000	-	-	-	-	-
17								
18 Subtotal	\$ -	\$ 37,750,000	\$ 26,150,000	\$ -	\$ -	\$ -	\$ -	\$ -
19								
20 Total Revenue	\$ 11,214,902	\$ 48,047,491	\$ 37,149,522	\$ 12,895,001	\$ 11,123,366	\$ 11,356,620	\$ 11,594,873	\$ 11,838,233
21								
22 Expenditures:								
23 Audit Adjustments/Encumbrances	134,789	-	-	-	-	-	-	-
24 Salary and Benefits	-	-	-	-	-	-	-	-
25 Supplies and Materials	-	-	-	-	-	-	-	-
26 Services and Maintenance	548,482	-	1,727,875	-	-	-	-	-
27 Capital Projects - Pay Go	669,034	9,600,000	10,584,642	5,887,462	6,000,000	2,568,177	1,330,000	1,330,000
28 Capital Projects - 2015 Bonds	7,303,067	-	-	-	-	-	-	-
29 Capital Projects - 2017 Bonds	8,161,227	-	23,241,315	2,651,599	-	-	-	-
30 Capital Projects - 2020 Bonds	-	21,892,860	-	22,878,401	10,384,513	-	-	-
31 Issue Costs	-	400,000	400,000	-	-	-	-	-
32 Debt Service - 2015 Bonds	2,240,167	2,606,718	2,606,718	3,157,548	3,097,948	4,003,348	5,250,613	5,986,289
33 Debt Service - 2017 Bonds	1,532,903	1,689,000	1,689,000	1,691,300	2,167,300	2,625,300	2,577,300	2,529,300
34 Debt Service - 2020 Bonds	-	-	-	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000
35 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
36 I/F Transf - General Fund-East Library	15,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
37 I/F Transf - General Fund-Central Library	-	112,695	112,695	112,695	118,330	124,246	130,459	136,981
38 I/F Transf - Westwood Fund	35,004	35,000	35,000	35,000	35,000	35,000	35,000	35,000
39								
40 Total Expenditures	\$ 20,639,673	\$ 36,411,273	\$ 40,472,245	\$ 39,289,005	\$ 24,678,091	\$ 12,231,071	\$ 12,198,372	\$ 12,892,570
41								
42 Net Difference	\$ (9,424,771)	\$ 11,636,218	\$ (3,322,723)	\$ (26,394,004)	\$ (13,554,725)	\$ (874,451)	\$ (603,499)	\$ (1,054,338)
43								
44 Ending Fund Balance	\$ 44,634,681	\$ 16,376,985	\$ 41,311,958	\$ 14,917,954	\$ 1,363,229	\$ 488,778	\$ (114,721)	\$ (1,169,059)
45								
46 Reserves:								
47 General Contingency	652,092	674,446	695,760	686,249	699,974	713,973	728,253	742,818
48 Reserve for Bond Proceeds - 2015 Bonds	-	(464)	-	-	-	-	-	-
49 Reserve for Bond Proceeds - 2017 Bonds	25,892,914	-	2,651,599	-	-	-	-	-
50 Reserve for Bond Proceeds - 2020 Bonds	-	3,548,891	25,600,000	2,721,599	(7,662,914)	(7,662,914)	(7,662,914)	(7,662,914)
51 Available for Pay-Go Projects	18,089,675	12,154,112	12,364,599	11,510,106	8,326,169	7,437,719	6,819,940	5,751,037
52								
53 Total Reserves	\$ 44,634,681	\$ 16,376,985	\$ 41,311,958	\$ 14,917,954	\$ 1,363,229	\$ 488,778	\$ (114,721)	\$ (1,169,059)

**PARK LAND AND DEVELOPMENT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

FYE 21 Budget

There are revenues of \$95,000 estimated in FYE 21, which include fees of \$85,000.

There is a fund balance of \$862,772 projected at the end of FYE 21 that may be utilized for the purposes discussed in the Park Land Ordinance.

No park Capital Projects in FYE 21 are scheduled at this time.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 891,705	\$ 866,320	\$ 951,962	\$ 767,772	\$ 862,772	\$ 957,772	\$ 1,052,772	\$ 1,147,772
2								
3 Revenues								
4 Interest/Investment Income	\$ 27,644	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5 Community Park Fees	29,100	50,000	50,000	50,000	50,000	50,000	50,000	50,000
6 Neighborhood Park Fees	16,725	35,000	35,000	35,000	35,000	35,000	35,000	35,000
7 In-Lieu of/Other	-	-	-	-	-	-	-	-
8 IF Transfer - Capital	-	-	-	-	-	-	-	-
9								
10 Total Revenue	\$ 73,469	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
11								
12 Expenditures								
13 Community Park Projects	\$ -	\$ -	\$ 68,509	\$ -	\$ -	\$ -	\$ -	\$ -
14 Neighborhood Park Projects	2,518	-	60,681	-	-	-	-	-
15 Parkland acquisition	-	-	-	-	-	-	-	-
16 IF Transf - Norman Forward	-	-	150,000	-	-	-	-	-
17 IF Transf - Room Tax	-	-	-	-	-	-	-	-
18 IF Transf - Capital	-	-	-	-	-	-	-	-
19 IF Transf - GF	-	-	-	-	-	-	-	-
20 Services & maintenance	-	-	-	-	-	-	-	-
21 Audit Accruals/Adjustments	10,694	-	-	-	-	-	-	-
22								
23 Total Expenditures	\$ 13,212	\$ -	\$ 279,190	\$ -	\$ -	\$ -	\$ -	\$ -
24								
25 Net Difference	\$ 60,257	\$ 95,000	\$ (184,190)	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
26								
27 Ending Fund Balance	\$ 951,962	\$ 961,320	\$ 767,772	\$ 862,772	\$ 957,772	\$ 1,052,772	\$ 1,147,772	\$ 1,242,772
28								
29 Reserves								
30 Reserve for Community Parks	\$ 209,245	\$ 168,017	\$ 190,736	\$ 240,736	\$ 290,736	\$ 340,736	\$ 390,736	\$ 440,736
31 Reserve for Neighborhood Parks	1,363,298	1,410,834	1,337,617	1,372,617	1,407,617	1,442,617	1,477,617	1,512,617
32 Reserve for Park Land	(620,581)	(617,531)	(760,581)	(750,581)	(740,581)	(730,581)	(720,581)	(710,581)
33								
34 Total Reserves	\$ 951,962	\$ 961,320	\$ 767,772	\$ 862,772	\$ 957,772	\$ 1,052,772	\$ 1,147,772	\$ 1,242,772

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

Background

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

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

FYE 21 Budget

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID collects assessments from property owners in the UNP development, which are matched by City TIF funds, together totaling \$200,000 per year. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The first entryway sign project was completed in FYE 2018. The FYE 2021 budget includes \$175,000 from BID assessments and \$137,270 in City TIF funds for these maintenance expenses.

Beginning in Fiscal Year 2020, sales taxes earned in the UNP TIF District will no longer be apportioned to the UNP TIF fund. No property tax revenues are projected to be apportioned to the UNP TIF Fund in FYE 2021. Council passed an Ordinance and other actions (Ordinance O-1920-24; accompanied by Contract K-1920-82 and Resolution 1920-63) to amend the UNP TIF Project Plan to enact the end of this sales tax apportionment and deposit the full sales tax collections into the General Fund and Capital Fund. This Ordinance was challenged by an initiative petition, which delayed the implementation of the Ordinance and required the continued apportionment of sales tax to the UNP TIF Fund. The petition was ruled invalid by the Cleveland County District Court in February, 2020, which was upheld by the Oklahoma Supreme Court on June 15, 2020.

CITY OF NORMAN

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

	A	B	C	D	E	D	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 20,194,107	\$ 10,832,329	\$ 13,993,421	\$ 11,164,331	\$ 11,238,576	\$ 11,309,589	\$ 11,376,243	\$ 11,438,411
2								
3 Revenues								
4 Sales Tax	\$ 2,848,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Sales Tax - Economic Dev	569,766	-	-	-	-	-	-	-
6 Interest Income	187,599	140,000	140,000	48,000	24,000	24,000	24,000	24,000
7 Property Tax	1,684,755	2,000,000	2,000,000	-	-	-	-	-
8 Bond Proceeds	-	-	-	-	-	-	-	-
9 Loan Proceeds	-	-	-	-	-	-	-	-
10 Misc Income	33,056	-	-	-	-	-	-	-
11 BID Assessment Receipts	91,944	150,000	150,000	175,000	200,000	200,000	200,000	200,000
12								
13 Subtotal	\$ 5,415,952	\$ 2,290,000	\$ 2,290,000	\$ 223,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000
14								
15 IF Transf - Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16 IF Transf - Debt Service	-	-	-	-	-	-	-	-
17								
18 Total Revenue	\$ 5,415,952	\$ 2,290,000	\$ 2,290,000	\$ 223,000	\$ 224,000	\$ 224,000	\$ 224,000	\$ 224,000
19								
20 Expenditures								
21 Services /Maintenance	\$ 8,774	\$ 11,371	\$ -	\$ 11,485	\$ 11,600	\$ 11,716	\$ 11,833	\$ 11,951
22 Administration	252,583	-	-	-	-	-	-	-
23 BID Expenses	119,954	116,985	321,546	137,270	141,388	145,630	149,999	154,499
24 Capital Equipment	-	-	-	-	-	-	-	-
25 Capital Projects	141,076	1,100,000	4,797,544	-	-	-	-	-
26 Debt Service	11,133,645	-	-	-	-	-	-	-
27 Audit adjustments	(39,394)	-	-	-	-	-	-	-
28 IF Transf - General Fund	-	-	-	-	-	-	-	-
29 IF Transf - Capital Fund	-	-	-	-	-	-	-	-
30								
31 Total Expenditures	\$ 11,616,638	\$ 1,228,356	\$ 5,119,090	\$ 148,755	\$ 152,988	\$ 157,346	\$ 161,832	\$ 166,450
32								
33 Net Difference	\$ (6,200,686)	\$ 1,061,644	\$ (2,829,090)	\$ 74,245	\$ 71,012	\$ 66,654	\$ 62,168	\$ 57,550
34								
35 Ending Fund Balance	\$ 13,993,421	\$ 11,893,973	\$ 11,164,331	\$ 11,238,576	\$ 11,309,589	\$ 11,376,243	\$ 11,438,411	\$ 11,495,961
36								
37 Reserves								
38 Reserved for BID	\$ 501,194	\$ 712,318	\$ 379,648	\$ 442,378	\$ 500,990	\$ 555,360	\$ 605,361	\$ 650,862
39 Available for Debt Repayment	-	-	-	-	-	-	-	-
40 Unreserved	13,492,227	11,181,655	10,784,683	10,796,198	10,808,599	10,820,883	10,833,050	10,845,099
41								
42 Total Reserves	\$ 13,993,421	\$ 11,893,973	\$ 11,164,331	\$ 11,238,576	\$ 11,309,589	\$ 11,376,243	\$ 11,438,411	\$ 11,495,961
43								
44 Outstanding Debt		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**GENERAL DEBT SERVICE FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

Outstanding Debt

The following table summarizes the City’s outstanding debt as of the year ended June 30, 2019, including debt to be paid by City-operated enterprises.

General Government Debt	Final Maturity	Outstanding Balance	Interest Rate
Combined Purpose Bonds of 2012D	Dec. 1, 2032	14,775,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	18,970,000	0.5% - 4%
Combined Purpose Bonds of 2016A	July 1, 2027	5,485,000	4.0% -5.0%
Combined Purpose Bonds of 2019A	June 1, 2022	10,000,000	2.5%
Combined Purpose Bonds of 2019B	June 1, 2039	<u>20,000,000</u>	2.0% - 3.0%
Total		\$ 69,230,000	

CITY OF NORMAN

Enterprise Fund Debt	Maturity	Outstanding Balance	Interest Rate
Clean Water OWRB SRF Note	Sept. 15, 2019	124,359	.5%
NMA Sales Tax Revenue Note, Series 2017B	Dec. 1, 2022	4,420,000	2.16%
NMA Sanitation Notes	Oct. 1, 2024	1,580,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	545,000	3.5% - 6.125%
Clean Water OWRB SRF Note	March 15, 2031	3,590,226	2.91%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	29,224,832	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	10,315,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	17,235,000	2.33%
NMA Sales Tax Revenue Note, Series 2015B	Jan. 1, 2029	40,660,000	2.98%
NUA Utility Revenue Note, Series 2016	Sept. 1, 2030	7,755,000	2.23%
NMA Sales Tax Revenue Note, Series 2017	July 1, 2030	29,750,000	3%
Drinking Water OWRB SRF Note	Oct. 1, 2039	21,623,038	2.82%
Drinking Water OWRB Note	Oct. 1, 2038	12,000,000	3.2% - 5.2%
Total		<u>\$178,822,455</u>	
Grand Total			<u>\$248,052,455</u>

*20 years after construction completed

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

THE CITY OF NORMAN

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

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE			(3) COVERAGE RATIO	
			DEBT SERVICE REQUIREMENT PRINCIPAL	INTEREST	TOTAL		
2010	33,559	10,873	22,686	2,242	1,251	3,493	6.49
2011	30,345	11,793	18,552	1,807	1,354	3,161	5.87
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52
2013	31,037	17,001	14,036	3,163	1,430	4,593	3.06
2014	31,562	17,096	14,466	3,150	1,709	4,859	2.98
2015	32,212	14,381	17,831	4,447	2,544	6,991	2.55
2016	37,308	11,657	25,651	6,508	1,287	7,795	3.29
2017	33,834	18,055	15,779	5,943	1,053	6,996	2.26
2018	34,050	17,747	16,303	5,508	1,262	6,770	2.41
2019	35,355	6,402	28,953	5,508	2,156	7,787	3.72

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

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

Source: City of Norman, 2019 Comprehensive Annual Financial Report, p. 124

CITY OF NORMAN

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

Legal Debt Margin - June 30, 2019 (in thousands)

Assessed Valuation:		
Net Assessed Value		\$1,038,922
Section 26 limitation:		
10% of net assessed value	\$ 103,892	
Section 27 limitation:		
30% of net assessed value		\$311,677
Debt applicable to limitation:		
Total general bonded debt	\$ 69,230	
Less amount available for payment	<u>(2,674)</u>	
Total debt applicable to limitation	<u>\$ 66,556</u>	
Legal debt margin		\$245,121

Source: City of Norman, 2019 Comprehensive Annual Financial Report, p. 123

FYE 21 Budget

The Norman Utilities Authority Water and Wastewater Division’s revenues service the five revenue issues, while the Norman Municipal Authority revenues service the Recreational Facilities Revenue Bonds. The Sanitation Equipment Notes were retired early in FYE 20. Norman Forward Sales Tax Notes issued by the Norman Municipal Authority are serviced by Norman Forward Sales Tax Revenues. Revenue Bonds issued by the Norman Tax Increment Finance Authority are repaid from sales tax and property taxes generated in the University North Park Development and apportioned to the University North Park Tax Increment Finance District Fund. The following table illustrates the ratio of General Government debt service to total General Government expenditures.

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

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 5,862,938	\$ 6,753,049	\$ 2,662,622	\$ 4,149,768	\$ 5,047,988	\$ 5,934,943	\$ 6,559,185	\$ 7,177,362
2								
3 Revenues:								
4 Property Tax	\$ 9,710,993	\$ 6,972,443	\$ 6,972,443	\$ 12,342,618	\$ 12,106,053	\$ 6,589,088	\$ 6,461,723	\$ 6,334,358
5 Interest/Investment Income	209,758	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6 Assessment District-HP	-	-	-	-	-	-	-	-
7								
8 Subtotal	\$ 9,920,751	\$ 6,997,443	\$ 6,997,443	\$ 12,367,618	\$ 12,131,053	\$ 6,614,088	\$ 6,486,723	\$ 6,359,358
9 IF Transf - 92 & 95 Bonds	-	-	-	-	-	-	-	-
10 IF Transf - GF	-	-	-	-	-	-	-	-
11								
12 Total Revenue	\$ 9,920,751	\$ 6,997,443	\$ 6,997,443	\$ 12,367,618	\$ 12,131,053	\$ 6,614,088	\$ 6,486,723	\$ 6,359,358
13								
14 Expenditures								
15 Principal Payments	\$ 11,130,000	\$ 4,025,000	\$ 3,025,000	\$ 9,080,000	\$ 9,085,000	\$ 4,085,000	\$ 4,085,000	\$ 4,080,000
16 Interest Payments	1,409,075	1,785,422	1,980,297	1,884,398	1,654,098	1,399,846	1,278,546	1,211,246
17 Agents Fees	1,275	5,000	5,000	5,000	5,000	5,000	5,000	5,000
18 Assessment District-HP	-	-	-	-	-	-	-	-
19 Audit Accruals/Adjustments	104,888	-	-	-	-	-	-	-
20								
21 Subtotal	\$ 12,645,238	\$ 5,815,422	\$ 5,010,297	\$ 10,969,398	\$ 10,744,098	\$ 5,489,846	\$ 5,368,546	\$ 5,296,246
22 IF Transf - Insurance	475,829	825,000	500,000	500,000	500,000	500,000	500,000	500,000
23 IF Transf - UNP TIF	-	-	-	-	-	-	-	-
24								
25 Total Expenditures	\$ 13,121,067	\$ 6,640,422	\$ 5,510,297	\$ 11,469,398	\$ 11,244,098	\$ 5,989,846	\$ 5,868,546	\$ 5,796,246
26								
27 Net Difference	\$ (3,200,316)	\$ 357,021	\$ 1,487,146	\$ 898,220	\$ 886,955	\$ 624,242	\$ 618,177	\$ 563,112
28								
29 Ending Fund Balance	\$ 2,662,622	\$ 7,110,070	\$ 4,149,768	\$ 5,047,988	\$ 5,934,943	\$ 6,559,185	\$ 7,177,362	\$ 7,740,474
30								

**ARTERIAL ROADS RECOUPMENT FUND
BUDGET
HIGHLIGHTS**

Background

Ordinance Number O-9697-31 was passed February 11, 1997, for the purpose of providing for recoupment of costs associated with improvements to arterial roads. Prior to this time, City of Norman policies did not require arterial streets be improved until such time as the abutting property is developed, resulting at times in piecemeal roadways which reduced capacity and safety.

This Ordinance provides that arterial street improvements be made prior to development of abutting properties and that such improvements provide for recoupment of all associated costs from the benefited abutting property at the time the abutting property is improved or developed.

Periodic transfers from the Capital Fund are required since recoupment of costs of a particular arterial street may take place over a period as long as 30 years.

FYE 21 Budget

The FYE 21 Budget shows a beginning fund balance of \$748,972. No expenditures are projected to be made for FYE 21 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2021-2025 discusses any planned recoupment projects in detail.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 19 ACTUAL	FYE 20 BUDGET	FYE 20 ESTIMATED	FYE 21 PROJECTED	FYE 22 PROJECTED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED
1 Beginning Fund Balance	\$ 704,779	\$ 704,779	\$ 748,972	\$ 748,972	\$ 748,972	\$ 748,972	\$ 748,972	\$ 748,972
2								
3 Revenues								
4 Reimbursements/Interest	\$ 53,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 IF Transf - Capital Fund	-	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 53,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8								
9 Expenditures								
10 Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11 Audit Adjustments	9,731	-	-	-	-	-	-	-
12								
13 Total Expenditures	\$ 9,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14								
15 Net Difference	\$ 44,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 748,972	\$ 704,779	\$ 748,972	\$ 748,972	\$ 748,972	\$ 748,972	\$ 748,972	\$ 748,972

**RETIREMENT SYSTEMS
BUDGET
HIGHLIGHTS**

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

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

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the FYE 21 Budget as separate funds of the City. It should be noted that the costs of contributions to the systems appear as a part of salaries and benefit category of expenditure in every operating fund of the City.

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of July 1, 2017, the Plan included 8 retirees and other beneficiaries.

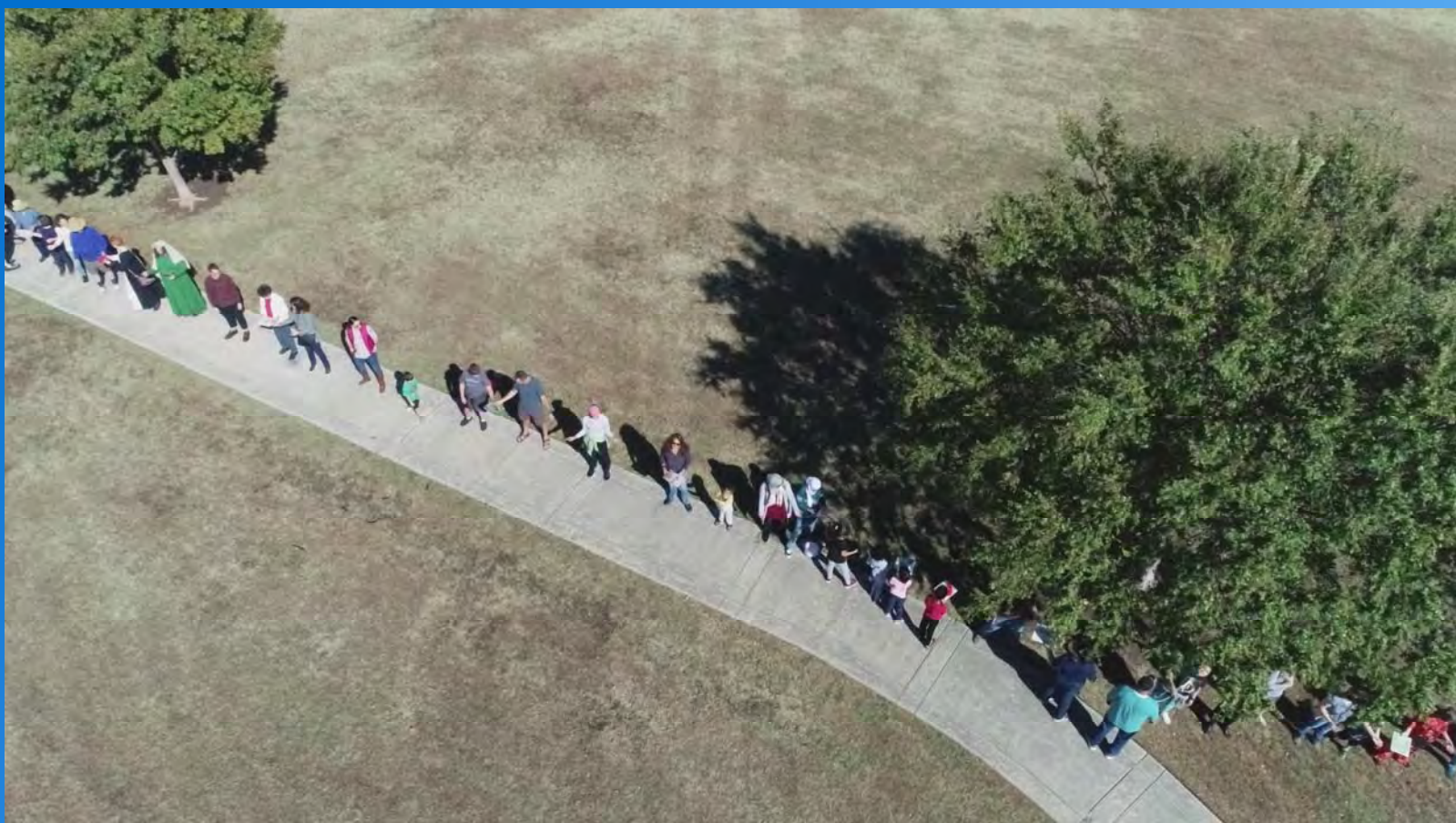
Oklahoma Firefighters Pension and Retirement System

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

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

Oklahoma Police Pension and Retirement System

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



General Fund

GENERAL OPERATING FUND

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

FUND SUMMARY

TOTAL GENERAL FUND (10)

MISSION:

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

DESCRIPTION:

The General Fund accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

PERSONNEL:

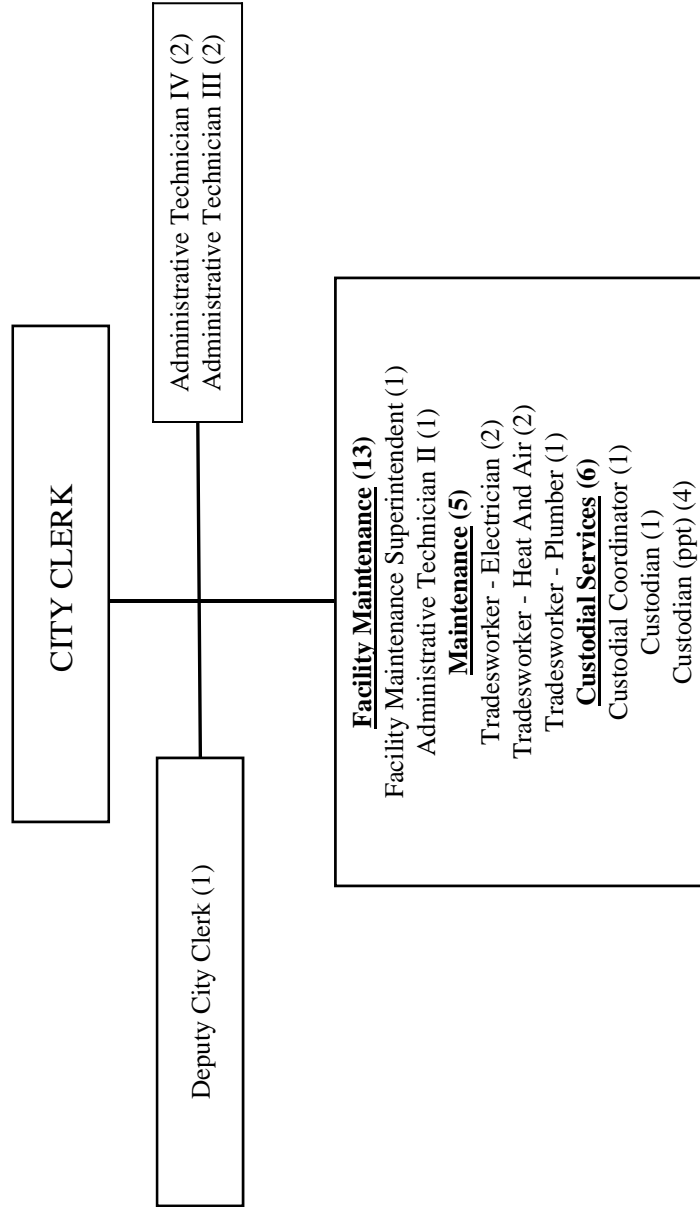
	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	603	610	612	611	604
Part-time Positions	24	23	20	20	19
Total Budgeted Positions	627	633	632	631	623

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 55,535,499	\$ 57,992,291	\$ 57,642,063	\$ 57,642,063	\$ 58,847,851
Supplies & Materials	\$ 4,854,752	\$ 6,036,044	\$ 7,028,108	\$ 7,028,108	\$ 6,270,129
Services & Maintenance	\$ 8,989,984	\$ 12,116,334	\$ 11,968,678	\$ 11,968,678	\$ 11,191,639
Internal Services	\$ 2,205,571	\$ 2,455,921	\$ 2,445,921	\$ 2,445,921	\$ 2,873,510
Capital Equipment	\$ 2,742,189	\$ 3,963,931	\$ 4,996,059	\$ 4,996,059	\$ 3,536,696
Subtotal	<u>\$ 74,327,995</u>	<u>\$ 82,564,521</u>	<u>\$ 84,080,829</u>	<u>\$ 84,080,829</u>	<u>\$ 82,719,825</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 403,785	\$ 1,705,116	\$ 7,117,251	\$ 7,117,251	\$ 2,468,616
Audit Adjust/Encumbrances	\$ (153,585)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 250,200</u>	<u>\$ 1,705,116</u>	<u>\$ 7,117,251</u>	<u>\$ 7,117,251</u>	<u>\$ 2,468,616</u>
Fund Total	<u><u>\$ 74,578,195</u></u>	<u><u>\$ 84,269,637</u></u>	<u><u>\$ 91,198,080</u></u>	<u><u>\$ 91,198,080</u></u>	<u><u>\$ 85,188,441</u></u>

OFFICE OF THE CITY CLERK

19 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
 - maintains books properly indexed and open to the public for inspection
 - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
 - attends all Council meetings
 - maintains a record of the proceedings
 - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City’s Action Center
- Provides clerical administrative support for the City Council
- Administers Municipal campaign contribution and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City’s cable access channel
- Programs various City meetings for rebroadcast on the City’s cable access channel

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	14	15	15	15	15
Part-time Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Total Budgeted Positions	18	19	19	19	19

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,084,591	\$ 1,203,717	\$ 1,203,717	\$ 1,203,717	\$ 1,273,974
Supplies & Materials	\$ 89,256	\$ 136,713	\$ 134,579	\$ 134,579	\$ 127,410
Services & Maintenance	\$ 199,767	\$ 246,338	\$ 256,125	\$ 256,125	\$ 278,637
Internal Services	\$ 27,973	\$ 31,424	\$ 31,424	\$ 31,424	\$ 33,625
Capital Equipment	<u>\$ 41,863</u>	<u>\$ 112,426</u>	<u>\$ 118,174</u>	<u>\$ 118,174</u>	<u>\$ 12,400</u>
Subtotal	<u>\$ 1,443,450</u>	<u>\$ 1,730,618</u>	<u>\$ 1,744,019</u>	<u>\$ 1,744,019</u>	<u>\$ 1,726,046</u>
Department Total	<u>\$ 1,443,450</u>	<u>\$ 1,730,618</u>	<u>\$ 1,744,019</u>	<u>\$ 1,744,019</u>	<u>\$ 1,726,046</u>

DIVISION SUMMARY

10120420 CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
 - maintains books properly indexed and open to the public for inspection
 - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
 - attends all Council meetings
 - maintains a record of the proceedings
 - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City’s Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council

- Administers Municipal campaign revenue and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City’s cable access channel
- Programs various City meetings for rebroadcast on the City’s cable access channel
- Maintains quality maintenance for all City buildings, ball fields, tennis courts, water wells, and lift stations
- Administers repair and renovation projects for City facilities

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 473,693	\$ 506,231	\$ 506,231	\$ 506,231	\$ 518,771
Supplies & Materials	\$ 3,580	\$ 5,528	\$ 5,116	\$ 5,116	\$ 5,528
Services & Maintenance	\$ 69,133	\$ 78,864	\$ 79,364	\$ 79,364	\$ 112,750
Internal Services	\$ 14,702	\$ 16,281	\$ 16,281	\$ 16,281	\$ 17,378
Capital Equipment	\$ 2,016	\$ 9,000	\$ 9,480	\$ 9,480	\$ 10,600
Subtotal	<u>\$ 563,124</u>	<u>\$ 615,904</u>	<u>\$ 616,472</u>	<u>\$ 616,472</u>	<u>\$ 665,027</u>
 Division Total	 <u>\$ 563,124</u>	 <u>\$ 615,904</u>	 <u>\$ 616,472</u>	 <u>\$ 616,472</u>	 <u>\$ 665,027</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY CLERK

GOALS:

To enhance customer service by:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	99%	95%	99%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	100%	100%	100%	99%
Percentage of Council items indexed and distributed within 3 days of Council action	100%	100%	100%	100%	100%
Percentage of minutes prepared within 5 days of Council meeting	95%	95%	95%	70%	70%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	95%	90%
Number of special events and festival permits issued	15	18	25	25	25

DIVISION SUMMARY

10120430 FACILITIES MAINTENANCE ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 83,375	\$ 83,891	\$ 83,891	\$ 83,891	\$ 88,326
Supplies & Materials	\$ 2,457	\$ 11,445	\$ 1,445	\$ 1,445	\$ 11,566
Services & Maintenance	\$ 32,066	\$ 34,285	\$ 34,285	\$ 34,285	\$ 32,698
Internal Services	\$ 1,914	\$ 3,087	\$ 3,087	\$ 3,087	\$ 2,867
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 119,812</u>	<u>\$ 132,708</u>	<u>\$ 122,708</u>	<u>\$ 122,708</u>	<u>\$ 135,457</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 119,812</u></u>	<u><u>\$ 132,708</u></u>	<u><u>\$ 122,708</u></u>	<u><u>\$ 122,708</u></u>	<u><u>\$ 135,457</u></u>

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

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Response time to emergency repair measured in less than 4 hours	95%	95%	95%	98%	95%
Percentage of repeat calls for same problem	10%	10%	10%	20%	10%

DIVISION SUMMARY

10120131 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

- Oversee in-house custodial services for the City of Norman Complex.
- Stock cleaning supplies and dispense from warehouse to City Facilities.
- Perform custodial setup work as needed.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 174,405	\$ 183,032	\$ 183,032	\$ 183,032	\$ 207,043
Supplies & Materials	\$ 33,977	\$ 45,286	\$ 46,942	\$ 46,942	\$ 43,434
Services & Maintenance	\$ 283	\$ 400	\$ 400	\$ 400	\$ 400
Internal Services	\$ 1,614	\$ 1,856	\$ 1,856	\$ 1,856	\$ 3,536
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 210,279</u>	<u>\$ 230,574</u>	<u>\$ 232,230</u>	<u>\$ 232,230</u>	<u>\$ 254,413</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 210,279</u></u>	<u><u>\$ 230,574</u></u>	<u><u>\$ 232,230</u></u>	<u><u>\$ 232,230</u></u>	<u><u>\$ 254,413</u></u>

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

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time products are available	100%	99%	95%	95%	98%
Percentage of time inventory is adequate	100%	95%	10%	100%	100%
Percentage of time the above-referenced City facilities janitorial needs are well maintained	85%	85%	100%	80%	100%

DIVISION SUMMARY

10120132 FACILITY MAINTENANCE

MISSION:

- To service City facilities
- Complete repairs as requested with a high level of competence and safety
- Schedule preventative maintenance for City facilities in order to sustain cost effective maintenance and energy savings for the City of Norman

DESCRIPTION:

- Maintain a high level of efficient quality repair for City facilities
- Responsible for maintenance repairs for over 67 City buildings, 10 accessory buildings, 36 restrooms, 41 ball fields, 17 tennis courts, 38 water wells, 17 lift stations, 6 trash compactors, water and wastewater plants, parks, Sprinkler systems-downtown parking lot, North Base, Municipal Complex, Westwood Golf Course, medians on Main, Flood, and Classen, etc.
- Proactively schedule preventative maintenance for City facilities to prevent failure

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 353,118	\$ 430,563	\$ 430,563	\$ 430,563	\$ 459,834
Supplies & Materials	\$ 49,242	\$ 74,454	\$ 81,076	\$ 81,076	\$ 66,882
Services & Maintenance	\$ 29,536	\$ 50,674	\$ 59,961	\$ 59,961	\$ 50,674
Internal Services	\$ 9,743	\$ 10,200	\$ 10,200	\$ 10,200	\$ 9,844
Capital Equipment	\$ 39,847	\$ 103,426	\$ 108,694	\$ 108,694	\$ 1,800
Subtotal	<u>\$ 481,486</u>	<u>\$ 669,317</u>	<u>\$ 690,494</u>	<u>\$ 690,494</u>	<u>\$ 589,034</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 481,486</u></u>	<u><u>\$ 669,317</u></u>	<u><u>\$ 690,494</u></u>	<u><u>\$ 690,494</u></u>	<u><u>\$ 589,034</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of call backs for same problem	25%	25%	15%	10%	10%
Percentage of sustainable energy and equipment projects implemented through City facilities	30%	40%	45%	50%	60%

DIVISION SUMMARY

10120195 MUNICIPAL ELECTIONS

MISSION:

Pursuant to Article II, Sections 5 and 6, of the Charter of the City of Norman, funds are budgeted to pay for City Council elections and any special elections that are anticipated. By resolution adopted each year, the City Council shall designate a date in the following year, which is approved under then-current state law, for the holding of Norman's municipal elections and Municipal runoff elections. If allowed by then-current state law, the date for municipal elections shall be in February and the Municipal runoff elections shall be in April.

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 68,749	\$ 82,115	\$ 82,115	\$ 82,115	\$ 82,115
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 68,749</u>	<u>\$ 82,115</u>	<u>\$ 82,115</u>	<u>\$ 82,115</u>	<u>\$ 82,115</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 68,749</u></u>	<u><u>\$ 82,115</u></u>	<u><u>\$ 82,115</u></u>	<u><u>\$ 82,115</u></u>	<u><u>\$ 82,115</u></u>

DEPARTMENT SUMMARY

TOTAL CITY COUNCIL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 11,455	\$ 11,628	\$ 11,628	\$ 11,628	\$ 11,627
Supplies & Materials	\$ 7,689	\$ 11,255	\$ 10,870	\$ 10,870	\$ 11,255
Services & Maintenance	\$ 1,270,588	\$ 2,556,049	\$ 1,431,489	\$ 1,431,489	\$ 1,449,203
Internal Services	\$ 15,323	\$ 39,093	\$ 29,093	\$ 29,093	\$ 30,093
Capital Equipment	\$ 2,596	\$ -	\$ -	\$ -	\$ 4,800
Subtotal	<u>\$ 1,307,651</u>	<u>\$ 2,618,025</u>	<u>\$ 1,483,080</u>	<u>\$ 1,483,080</u>	<u>\$ 1,506,978</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 1,307,651</u></u>	<u><u>\$ 2,618,025</u></u>	<u><u>\$ 1,483,080</u></u>	<u><u>\$ 1,483,080</u></u>	<u><u>\$ 1,506,978</u></u>

DIVISION SUMMARY

10110101 CITY COUNCIL

GOALS:

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

OBJECTIVES:

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

The FYE 21 General Fund allocation to the City Council includes funding in the amount of \$416,076 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Norman Economic Development Coalition (NEDC) - \$125,000
- Center for Children & Families, Inc. (CCFI) - \$120,000
- Association of Central Oklahoma Governments (ACOG) – Membership – \$66,126
- Oklahoma Municipal League (OML) – Membership - \$80,000
- Oklahoma Municipal Management Services – Membership - \$5,000
- Kiwanis Kruiser - \$14,500
- Performing Arts Studio - \$5,000
- Veterans Day Parade - \$450

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 11,455	\$ 11,628	\$ 11,628	\$ 11,628	\$ 11,627
Supplies & Materials	\$ 8,689	\$ 10,255	\$ 9,870	\$ 9,870	\$ 10,255
Services & Maintenance	\$ 1,083,369	\$ 2,381,049	\$ 1,244,169	\$ 1,244,169	\$ 1,274,203
Internal Services	\$ 15,323	\$ 39,093	\$ 29,093	\$ 29,093	\$ 30,093
Capital Equipment	\$ 2,596	\$ -	\$ -	\$ -	\$ 4,800
Subtotal	<u>\$ 1,121,432</u>	<u>\$ 2,442,025</u>	<u>\$ 1,294,760</u>	<u>\$ 1,294,760</u>	<u>\$ 1,330,978</u>
Division Total	<u>\$ 1,121,432</u>	<u>\$ 2,442,025</u>	<u>\$ 1,294,760</u>	<u>\$ 1,294,760</u>	<u>\$ 1,330,978</u>

*FYE 21 includes a 1% Emergency Reserve of \$813,820 and FYE 20 included a 1% Emergency Reserve of \$786,690.

DIVISION SUMMARY

10110198 SISTER CITIES PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ (1,000)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Services & Maintenance	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 1,000</u></u>	<u><u>\$ 1,000</u></u>	<u><u>\$ 1,000</u></u>	<u><u>\$ 1,000</u></u>

DIVISION SUMMARY

10110187 SOCIAL AND VOLUNTARY SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

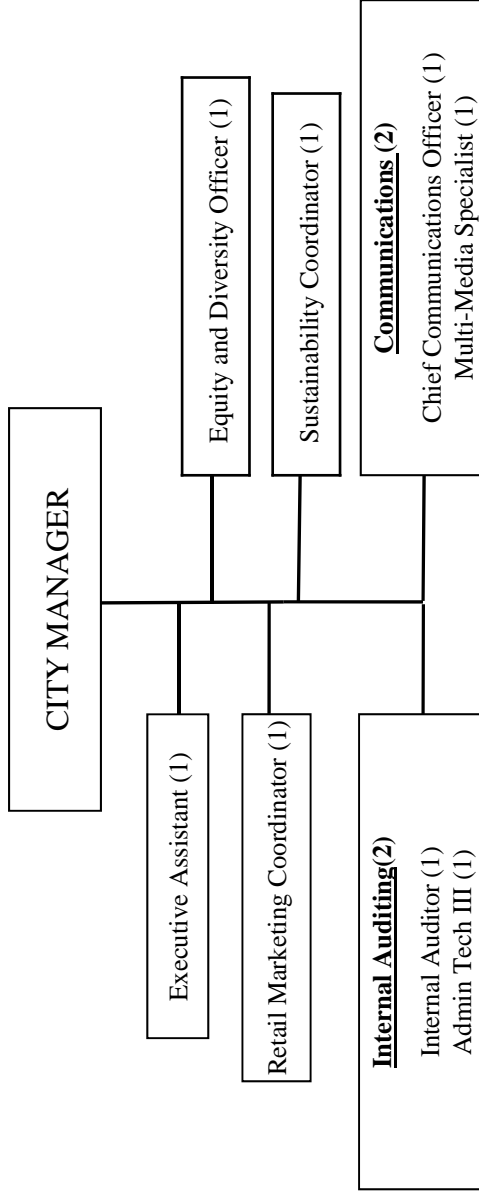
	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 186,219	\$ 175,000	\$ 187,320	\$ 187,320	\$ 175,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 186,219</u>	<u>\$ 175,000</u>	<u>\$ 187,320</u>	<u>\$ 187,320</u>	<u>\$ 175,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 186,219</u>	<u>\$ 175,000</u>	<u>\$ 187,320</u>	<u>\$ 187,320</u>	<u>\$ 175,000</u>

OFFICE OF THE CITY MANAGER

9 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	7	7	7	7	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	9

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 810,461	\$ 773,796	\$ 773,796	\$ 773,796	\$ 1,019,760
Supplies & Materials	\$ 16,723	\$ 14,017	\$ 840,938	\$ 840,938	\$ 12,817
Services & Maintenance	\$ 167,164	\$ 103,643	\$ 278,539	\$ 278,539	\$ 105,476
Internal Services	\$ 29,070	\$ 32,207	\$ 32,207	\$ 32,207	\$ 35,085
Capital Equipment	\$ 220	\$ 1,800	\$ 30,000	\$ 30,000	\$ 52,318
Subtotal	<u>\$ 1,023,638</u>	<u>\$ 925,463</u>	<u>\$ 1,955,480</u>	<u>\$ 1,955,480</u>	<u>\$ 1,225,456</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 1,023,638</u></u>	<u><u>\$ 925,463</u></u>	<u><u>\$ 1,955,480</u></u>	<u><u>\$ 1,955,480</u></u>	<u><u>\$ 1,225,456</u></u>

DIVISION SUMMARY

10110110 CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 443,315	\$ 382,021	\$ 382,021	\$ 382,021	\$ 417,377
Supplies & Materials	\$ 6,170	\$ 6,718	\$ 835,826	\$ 835,826	\$ 6,718
Services & Maintenance	\$ 43,971	\$ 21,566	\$ 29,063	\$ 29,063	\$ 20,999
Internal Services	\$ 28,531	\$ 31,656	\$ 31,656	\$ 31,656	\$ 34,464
Capital Equipment	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 41,718
Subtotal	<u>\$ 521,987</u>	<u>\$ 443,761</u>	<u>\$ 1,280,366</u>	<u>\$ 1,280,366</u>	<u>\$ 521,276</u>
				\$ -	
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				\$ -	
Division Total	<u>\$ 521,987</u>	<u>\$ 443,761</u>	<u>\$ 1,280,366</u>	<u>\$ 1,280,366</u>	<u>\$ 521,276</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY MANAGER

GOALS:

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

PERFORMANCE MEASUREMENTS-RESULTS REPORT:

- Execute Council directive during the Nov. 26 City Council meeting to end the Tax Increment financing District #2, as collaborated with other development parties, dependent upon current legal processes.
- Continue to work with intergovernmental stakeholders at the local and state level and the business community to prepare proposed rules, options and regulations for water re-use.
- Construction of the new Emergency Communications Center and construction of the new City-wide emergency radio communication system.
- Continue discussions and implementation of Council goals and priorities, to include, but not limited to, homelessness, ambulance insurance, visibility ordinance, charter amendments, evaluations of all city fees, off-street parking requirements, green building, short-term rentals, e-scooters, carpools in residential areas and restructuring boards, commissions and committees.
- Coordinate NORMAN FORWARD (NF) Quality of Life projects and improvements to community facilities and parks.
- Implementation of the street projects in east Norman funded by the \$17 million CDBG Disaster Recovery Grant.
- Development of a new stand-alone Senior/Cultural Center.

DIVISION SUMMARY

10110005 INTERNAL AUDIT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	2

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ 200
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 8,800
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 235,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 235,000</u></u>

DIVISION SUMMARY

10110113 COMMUNICATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 143,010	\$ 165,501	\$ 165,501	\$ 165,501	\$ 172,600
Supplies & Materials	\$ 7,312	\$ 4,210	\$ 1,637	\$ 1,637	\$ 4,210
Services & Maintenance	\$ 25,477	\$ 22,823	\$ 139,196	\$ 139,196	\$ 22,823
Internal Services	\$ 179	\$ 183	\$ 183	\$ 183	\$ 224
Capital Equipment	\$ -	\$ -	\$ 28,200	\$ 28,200	\$ -
Subtotal	<u>\$ 175,978</u>	<u>\$ 192,717</u>	<u>\$ 334,717</u>	<u>\$ 334,717</u>	<u>\$ 199,857</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 175,978</u></u>	<u><u>\$ 192,717</u></u>	<u><u>\$ 334,717</u></u>	<u><u>\$ 334,717</u></u>	<u><u>\$ 199,857</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNICATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Send quarterly NORMAN FORWARD updates to stakeholders	4	4	4	1	4
Produce/send a weekly City Manager’s report electronically to staff, elected officials, and local media	50	50	50	49	50
Provide media relations training for Staff	1	1	1	0	1
Report the number of press releases	101	101	130	156	150
Report the number of visits to the City of Norman website (total visits listed)	2,137,154	2,138,000	2,200,000	2,364,306	2,700,000
Report Facebook followers	7,850	9,000	12,000	12,172	15,000
Report Twitter followers	3,850	450	7,000	5,374	7,000
Produce short, public information videos	n/a	24	24	46	50
Election Education	n/a	1	1	2	1

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

DIVISION SUMMARY

10110111 RETAIL AND DEVELOPMENT SERVICES

MISSION:

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

DESCRIPTION:

The Development Coordinator performs professional work in the development coordination and implementation of business and land development plans, procedures or programs of the City’s Planning and Public Works Departments. The Retail Marketing Coordinator is focused on increasing and improving retail development. The Sustainability Coordinator is focused on efficient energy and environmentally-conscious practices throughout the City.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 224,136	\$ 226,274	\$ 226,274	\$ 226,274	\$ 204,783
Supplies & Materials	\$ 3,131	\$ 2,889	\$ 3,275	\$ 3,275	\$ 1,489
Services & Maintenance	\$ 33,749	\$ 50,728	\$ 34,660	\$ 34,660	\$ 52,128
Internal Services	\$ 360	\$ 368	\$ 368	\$ 368	\$ 397
Capital Equipment	\$ 220	\$ -	\$ -	\$ -	\$ 1,800
Subtotal	<u>\$ 261,596</u>	<u>\$ 280,259</u>	<u>\$ 264,577</u>	<u>\$ 264,577</u>	<u>\$ 260,597</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 261,596</u></u>	<u><u>\$ 280,259</u></u>	<u><u>\$ 264,577</u></u>	<u><u>\$ 264,577</u></u>	<u><u>\$ 260,597</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY & BUSINESS RELATIONS

GOALS:

- Increase retail sales tax revenue and attract new retailers to Norman, without compromising existing retail.
- Recognize and capitalize on existing consumer opportunities and identify retail gaps.
- Retention and strengthening of existing businesses.
- Promote retail as an important amenity in the broader context of quality of life and place-making, specifically for mixed use and historic districts.

OBJECTIVES:

- Assist on additional projects as assigned such as E-scooters, Special Events, Norman Forward, etc.
- Continue recruitment of targeted retailers based on updated retail leakage reports and community needs.
- Represent Norman at industry events, specifically the International Council of Shopping Centers (ICSC), both regionally and nationally.
- Develop a program aimed at assisting small business in Norman.
- Provide requested data to potential leads in a timely fashion (48 hours or less).
- Maintain and publish up-to-date information on Norman's retail market, including inventory and classification of retail space, land use inventory, new commercial developments, databases and maps of existing businesses, demographics, etc.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

- Finalize items of common building/fire code concerns and finalize Code Clarification document for non-residential projects.
- Assessment of Building Permitting and Inspection Processes; assessment of Code Enforcement practices and Stormwater Inspections.
- Revise Building Permit section of Development Services webpage to clarify building permit requirements for users.
- Coordination of additional NORMAN FORWARD Projects with Staff and Program Management Firm.
- Update City Fire Vault Requirements.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
DestinationNorman.com website traffic (launched January 2015)	3,198 visits	1,537	3,000	1,500	1000*
LindseyStreetNorman.com website traffic (launched February 2015)	6,431 visits	632	0**	0**	0**
Meetings with local business community & community partners	190	173	160	200	160
Local Outreach Events (presentations given & workshops hosted)	7	10	6	9	6
Regional/National Outreach Events	24	28	24	24	24

Notes to Results Report:

*The content on DestinationNorman.com will move to the new City website when it launches

** Website for Lindsey Street project deactivated February 2019

DIVISION SUMMARY

10110191 EMPLOYEE TRAINING / DEVELOPMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 110	\$ 200	\$ 200	\$ 200	\$ 200
Services & Maintenance	\$ 917	\$ 3,526	\$ 3,526	\$ 3,526	\$ 3,526
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,027</u>	<u>\$ 3,726</u>	<u>\$ 3,726</u>	<u>\$ 3,726</u>	<u>\$ 3,726</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,027</u></u>	<u><u>\$ 3,726</u></u>	<u><u>\$ 3,726</u></u>	<u><u>\$ 3,726</u></u>	<u><u>\$ 3,726</u></u>

DIVISION SUMMARY

10110193 SPECIAL STUDIES / CONTRIBUTIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

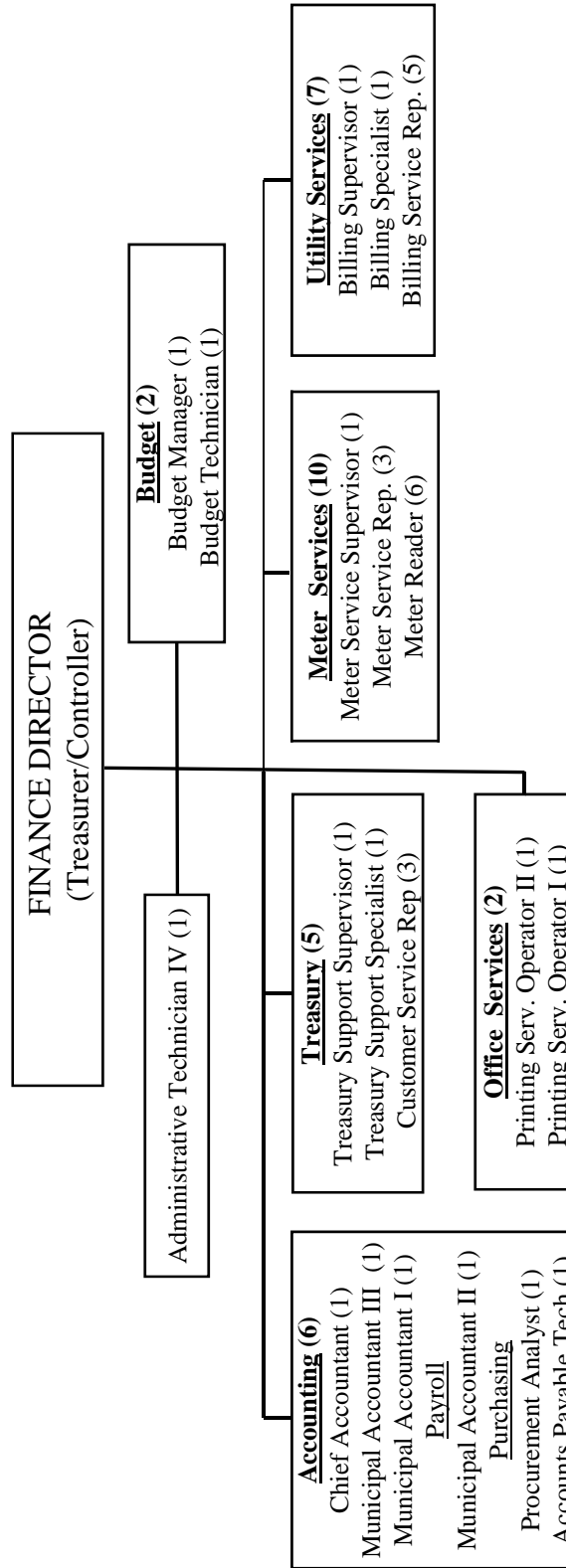
	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 63,050	\$ 5,000	\$ 72,094	\$ 72,094	\$ 5,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 63,050</u>	<u>\$ 5,000</u>	<u>\$ 72,094</u>	<u>\$ 72,094</u>	<u>\$ 5,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 63,050</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 72,094</u></u>	<u><u>\$ 72,094</u></u>	<u><u>\$ 5,000</u></u>

FINANCE DEPARTMENT

34 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FINANCE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	32	33	34	34	34
Part-time Positions	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>33</u>	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 2,165,537	\$ 2,236,752	\$ 2,236,752	\$ 2,236,752	\$ 2,338,792
Supplies & Materials	\$ 56,177	\$ 67,948	\$ 76,589	\$ 76,589	\$ 67,264
Services & Maintenance	\$ 1,018,560	\$ 1,000,824	\$ 1,021,911	\$ 1,021,911	\$ 999,539
Internal Services	\$ 179,601	\$ 201,977	\$ 201,977	\$ 201,977	\$ 210,366
Capital Equipment	\$ 49,752	\$ 15,620	\$ 21,537	\$ 21,537	\$ 15,400
Subtotal	<u>\$ 3,469,627</u>	<u>\$ 3,523,121</u>	<u>\$ 3,558,766</u>	<u>\$ 3,558,766</u>	<u>\$ 3,631,361</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Audit Adjust/Encumbrances	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 3,469,627</u>	<u>\$ 3,523,121</u>	<u>\$ 3,558,766</u>	<u>\$ 3,558,766</u>	<u>\$ 3,631,361</u>
Department Total	<u><u>\$ 3,469,627</u></u>	<u><u>\$ 3,523,121</u></u>	<u><u>\$ 3,558,766</u></u>	<u><u>\$ 3,558,766</u></u>	<u><u>\$ 3,631,361</u></u>

DIVISION SUMMARY

10330320 ACCOUNTING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	7	6	6	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>7</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 531,347	\$ 547,154	\$ 547,154	\$ 547,154	\$ 555,193
Supplies & Materials	\$ 5,172	\$ 4,397	\$ 4,397	\$ 4,397	\$ 4,397
Services & Maintenance	\$ 148,040	\$ 154,036	\$ 159,746	\$ 159,746	\$ 154,036
Internal Services	\$ 13,354	\$ 15,824	\$ 15,824	\$ 15,824	\$ 14,338
Capital Equipment	\$ 8,501	\$ 8,100	\$ 7,980	\$ 7,980	\$ -
Subtotal	<u>\$ 706,414</u>	<u>\$ 729,511</u>	<u>\$ 735,101</u>	<u>\$ 735,101</u>	<u>\$ 727,964</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 706,414</u>	<u>\$ 729,511</u>	<u>\$ 735,101</u>	<u>\$ 735,101</u>	<u>\$ 727,964</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ACCOUNTING

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	27	27	28	28	29
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	3 days	3 days	3 days	3 days	3 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
<u>Payroll:</u>					
Receive hours information from all departments on time, 95% of the time	96%	96%	96%	96%	96%
Checks processed on Wednesday prior to pay day, 100% of the time	100%	100%	100%	100%	100%
Taxes deposited timely, 100% of the time	100%	100%	100%	100%	100%
Increase in number of employees participating in direct deposit	100%	100%	100%	100%	100%
<u>Purchasing:</u>					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	98%	98%	98%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	69%	69%	69%	69%	69%

DIVISION SUMMARY

10330301 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 235,847	\$ 237,433	\$ 237,433	\$ 237,433	\$ 245,921
Supplies & Materials	\$ 565	\$ 680	\$ 680	\$ 680	\$ 680
Services & Maintenance	\$ 12,413	\$ 23,096	\$ 23,340	\$ 23,340	\$ 22,033
Internal Services	\$ 54,963	\$ 56,679	\$ 56,679	\$ 56,679	\$ 67,211
Capital Equipment	\$ -	\$ 220	\$ 408	\$ 408	\$ 1,800
Subtotal	<u>\$ 303,788</u>	<u>\$ 318,108</u>	<u>\$ 318,540</u>	<u>\$ 318,540</u>	<u>\$ 337,645</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 303,788</u></u>	<u><u>\$ 318,108</u></u>	<u><u>\$ 318,540</u></u>	<u><u>\$ 318,540</u></u>	<u><u>\$ 337,645</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18	FYE 19	FYE 20	FYE 21	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Achieve stated department-wide performance indicators	100%	100%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	100%	100%	100%	75%	100%

DIVISION SUMMARY

10330130 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 118,608	\$ 173,956	\$ 173,956	\$ 173,956	\$ 177,471
Supplies & Materials	\$ 899	\$ 473	\$ 479	\$ 479	\$ 475
Services & Maintenance	\$ 6,620	\$ 6,612	\$ 6,734	\$ 6,734	\$ 6,610
Internal Services	\$ 9,889	\$ 11,006	\$ 11,006	\$ 11,006	\$ 11,022
Capital Equipment	\$ 2,318	\$ 4,300	\$ 4,112	\$ 4,112	\$ -
Subtotal	<u>\$ 138,334</u>	<u>\$ 196,347</u>	<u>\$ 196,287</u>	<u>\$ 196,287</u>	<u>\$ 195,578</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 138,334</u></u>	<u><u>\$ 196,347</u></u>	<u><u>\$ 196,287</u></u>	<u><u>\$ 196,287</u></u>	<u><u>\$ 195,578</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

BUDGET

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	27	28	29	29	30
City Manager's proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	80 days	80 days	80	80	80 days
Number of Training Workshops conducted/ attended	2/3	1/3	1/3	1/3	2/3
Number of budget transfer requests annually	1,100	1,300	500	500	500
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	95%	95%	99%	99%
Actual revenues received vs. budget	-7.64%	+1.12%	n/a	+2.00%	n/a
Actual expenditures vs. budget	-46.99%	-59.3%	n/a	-51.78%	n/a

DIVISION SUMMARY

10330123 OFFICE SERVICES

MISSION:

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

DESCRIPTION:

Office Services Division:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	2	2	2
Part-time Positions	1	1	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 98,653	\$ 95,145	\$ 95,145	\$ 95,145	\$ 118,530
Supplies & Materials	\$ 26,184	\$ 24,276	\$ 24,383	\$ 24,383	\$ 24,276
Services & Maintenance	\$ 96,786	\$ 117,920	\$ 119,345	\$ 119,345	\$ 117,700
Internal Services	\$ 1,063	\$ 1,293	\$ 1,293	\$ 1,293	\$ 980
Capital Equipment	\$ -	\$ 1,800	\$ 1,680	\$ 1,680	\$ -
Subtotal	<u>\$ 222,686</u>	<u>\$ 240,434</u>	<u>\$ 241,846</u>	<u>\$ 241,846</u>	<u>\$ 261,486</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 222,686</u></u>	<u><u>\$ 240,434</u></u>	<u><u>\$ 241,846</u></u>	<u><u>\$ 241,846</u></u>	<u><u>\$ 261,486</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

- Reduce the number of unneeded copies
- Strive for efficient excellence, flawless execution for quality and quantity while delivering a superior product in-house rather than outsourcing
- Review, examine, and evaluate needs of divisions citywide in effort to assist in time saving measures
- Improve customer satisfaction, reduce turn-a-round time for jobs by 5%
- Utilize technology by imposition prior to printing
- Ensure we are getting best possible price on supplies
- Increase waste awareness by sampling

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	>5%	>5%	10%	>5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	100%	95%	95%	95%	100%
Reduce follow up time	10%	10%	7%	8%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	100%	95%	95%	93%	100%
Reduce outside printing costs by specified percentage	10%	>5%	10%	>5%	10%

DIVISION SUMMARY

10330125 TREASURY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 342,106	\$ 344,921	\$ 344,921	\$ 344,921	\$ 351,140
Supplies & Materials	\$ 2,008	\$ 4,675	\$ 5,400	\$ 5,400	\$ 4,675
Services & Maintenance	\$ 514,255	\$ 431,863	\$ 431,738	\$ 431,738	\$ 431,863
Internal Services	\$ 5,761	\$ 7,053	\$ 7,053	\$ 7,053	\$ 6,821
Capital Equipment	\$ 1,560	\$ -	\$ -	\$ -	\$ 9,300
Subtotal	<u>\$ 865,690</u>	<u>\$ 788,512</u>	<u>\$ 789,112</u>	<u>\$ 789,112</u>	<u>\$ 803,799</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 865,690</u>	<u>\$ 788,512</u>	<u>\$ 789,112</u>	<u>\$ 789,112</u>	<u>\$ 803,799</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TREASURY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	98%	98%	98%
Number of hours spent in cross training per clerk/per year	10	10	80	80	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	15 hours	40 hours	40 hours	40 hours	40 hours

DIVISION SUMMARY

10330122 UTILITY SERVICES

MISSION:

The mission of the Utility Services division is to provide accurate and efficient billing services for the City of Norman utility customers; to be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customer and their needs. The customer service area strives to educate customers regarding operating procedures, and to research and provide accurate and prompt information to requests made by citizens and intra-city departments.

DESCRIPTION:

The Utility Division consists of Utility Billing, Customer Service, and Meter Reading/Field Service sections. The Division opens, closes, connects and disconnects utility accounts, notifies customers of delinquencies, reads meters, verifies and investigates unusual water consumption, provides customer service for all City utility accounts, produces accurate and timely billings of all utilities offered by the City, and researches and responds to various citizen and agency requests for utility related information.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	16	17	17	17	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	16	17	17	17	17

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 838,976	\$ 838,143	\$ 838,143	\$ 838,143	\$ 890,537
Supplies & Materials	\$ 21,349	\$ 33,447	\$ 41,250	\$ 41,250	\$ 32,761
Services & Maintenance	\$ 240,446	\$ 267,297	\$ 281,008	\$ 281,008	\$ 267,297
Internal Services	\$ 94,571	\$ 110,122	\$ 110,122	\$ 110,122	\$ 109,994
Capital Equipment	\$ 37,373	\$ 1,200	\$ 7,357	\$ 7,357	\$ 4,300
Subtotal	\$ 1,232,715	\$ 1,250,209	\$ 1,277,880	\$ 1,277,880	\$ 1,304,889
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 1,232,715	\$ 1,250,209	\$ 1,277,880	\$ 1,277,880	\$ 1,304,889

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

- Accommodate customers by providing billing options
- Begin preparing for billing system conversion
- Establish a collection process for bad debt
- Read meters in a timely and accurate manner
- Increase number of delinquent cutoffs
- Produce billings in accordance to cycle schedule
- Increase ACH billing participation
- Increase electronic billing participation
- Review processes and procedures for efficiencies
- Review customer accounts for conversion issues
- Contract with a collection agency
- Maintain meter boxes in order to accurately read meters
- Reduce errors and re-reads
- Cutoff service to more delinquent customers

OBJECTIVES:

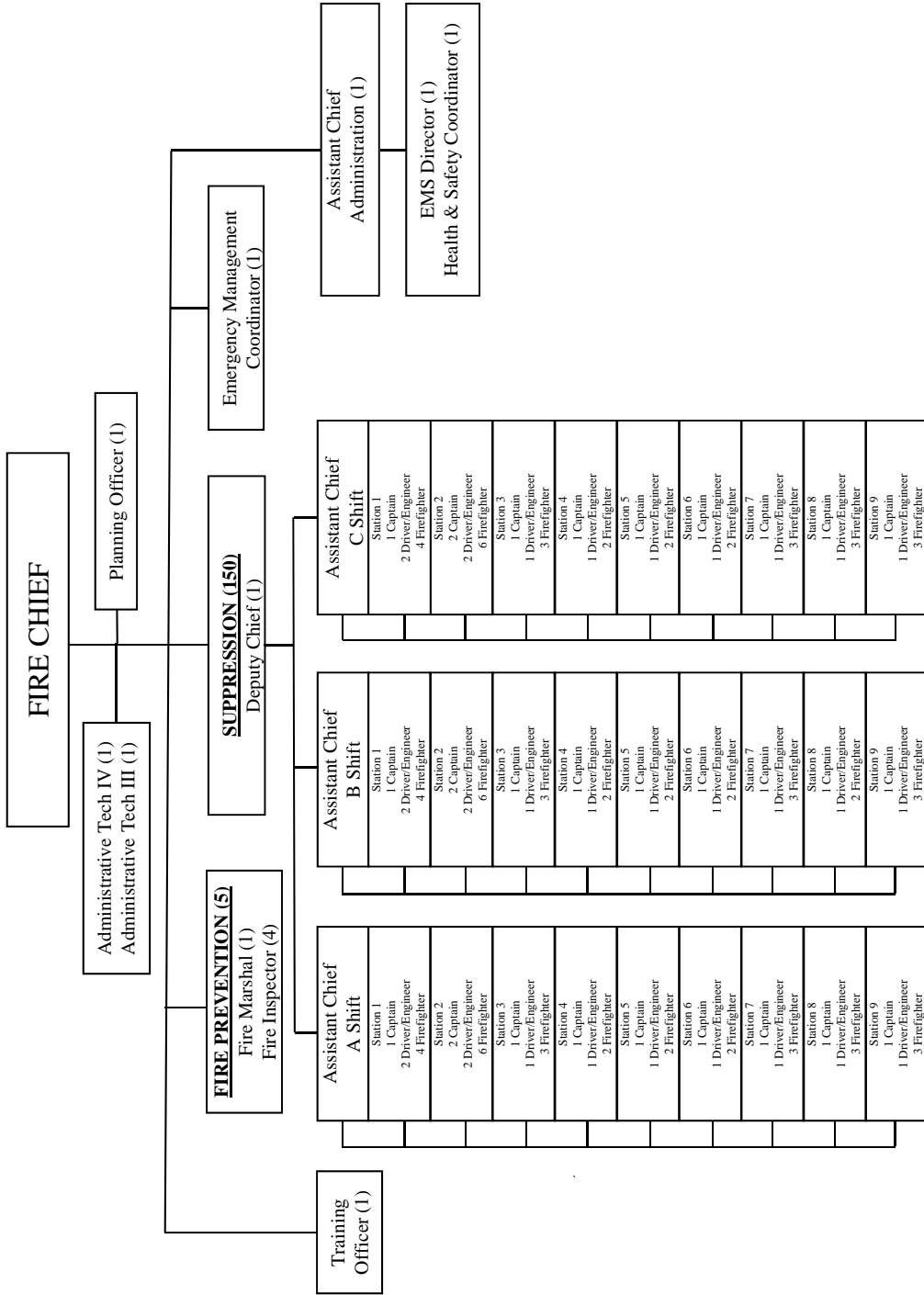
Please review the performance measurements for the objectives as a response to the goals listed above.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
<u>Customer Service/Billing:</u>					
Number of billings produced and mailed on time	501,082	508,381	512,000	509,000	512,000
Ratio of ACH billing customers to total	19%	22%	22%	23%	23%
Ratio of Electronic billing customers to total	9.30%	11.74%	10%	10%	12%
Percentage of utility accounts reviewed for conversion	10%	10%	10%	20%	100%
Accounts <90 days turned over to collection agency	75%	95%	100%	100%	100%
<u>Meter Reading Services:</u>					
Percentage of routes read on time (every 28 to 31 days)	61%	75%	70%	75%	75%
Meter reading error rate	5%	5%	5%	5%	5%
Average number of meters read per month	38,488	39,850	39,800	40,500	41,200
Percentage actual cutoffs to total	16%	16%	19%	20%	21%

FIRE DEPARTMENT

164 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	134	134	134	134	133
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>134</u>	<u>134</u>	<u>134</u>	<u>134</u>	<u>133</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 14,111,256	\$ 14,747,936	\$ 14,747,936	\$ 14,747,936	\$ 15,117,699
Supplies & Materials	\$ 296,978	\$ 371,670	\$ 388,207	\$ 388,207	\$ 337,489
Services & Maintenance	\$ 357,501	\$ 423,909	\$ 504,262	\$ 504,262	\$ 444,447
Internal Services	\$ 267,016	\$ 296,967	\$ 296,967	\$ 296,967	\$ 378,453
Capital Equipment	\$ 329,283	\$ 297,771	\$ 600,099	\$ 600,099	\$ 295,590
Subtotal	<u>\$ 15,362,034</u>	<u>\$ 16,138,253</u>	<u>\$ 16,537,471</u>	<u>\$ 16,537,471</u>	<u>\$ 16,573,678</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 15,362,034</u>	<u>\$ 16,138,253</u>	<u>\$ 16,537,471</u>	<u>\$ 16,537,471</u>	<u>\$ 16,573,678</u>

DIVISION SUMMARY

10664240 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 572,229	\$ 516,863	\$ 516,863	\$ 516,863	\$ 686,276
Supplies & Materials	\$ 8,931	\$ 10,237	\$ 8,605	\$ 8,605	\$ 9,110
Services & Maintenance	\$ 109,271	\$ 129,633	\$ 139,755	\$ 139,755	\$ 119,471
Internal Services	\$ 8,755	\$ 10,310	\$ 10,310	\$ 10,310	\$ 10,198
Capital Equipment	\$ 3,042	\$ 7,200	\$ 7,200	\$ 7,200	\$ -
Subtotal	<u>\$ 702,228</u>	<u>\$ 674,243</u>	<u>\$ 682,733</u>	<u>\$ 682,733</u>	<u>\$ 825,055</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 702,228</u></u>	<u><u>\$ 674,243</u></u>	<u><u>\$ 682,733</u></u>	<u><u>\$ 682,733</u></u>	<u><u>\$ 825,055</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- To continue to supervise and oversee all Fire Department activities in order to assure effective service to the public.
- To continue to coordinate and implement departmental planning; budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Examine 100% of all plans submitted for; deficiencies of built-in safeguards designed to prevent fire from starting, protect the occupants and limit the spread of fire should it occur.
- To continue to review and update policy, procedures, rules and regulations for the Fire Department.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Apparatus replacement overhaul	100%	100%	100%	100%	100%
Future growth and management	100%	100%	100%	100%	100%
CAD/RMS implementation and Improv.	100%	100%	100%	100%	100%

Notes to Results Report:

CAD/RMS – Computer Aided Dispatch/Records Management System

DIVISION SUMMARY

10664144 EMERGENCY MANAGEMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 114,476	\$ 115,433	\$ 115,433	\$ 115,433	\$ 118,798
Supplies & Materials	\$ 33,124	\$ 46,131	\$ 50,121	\$ 50,121	\$ 57,372
Services & Maintenance	\$ 51,805	\$ 16,591	\$ 17,448	\$ 17,448	\$ 13,291
Internal Services	\$ 5,175	\$ 7,678	\$ 7,678	\$ 7,678	\$ 8,942
Capital Equipment	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 204,580</u>	<u>\$ 187,633</u>	<u>\$ 192,480</u>	<u>\$ 192,480</u>	<u>\$ 198,403</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 204,580</u></u>	<u><u>\$ 187,633</u></u>	<u><u>\$ 192,480</u></u>	<u><u>\$ 192,480</u></u>	<u><u>\$ 198,403</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY MANAGEMENT

GOALS:

- To maintain the Outdoor Warning System operational at 90% or greater
- To plan for and coordinate mitigation, preparedness, response, and recovery operations throughout the City
- To give warning to the community in case of impending natural, man-made, or technological emergency
- To continue integration of the National Incident Management System (NIMS) into the City Emergency Operations Plan
- Maintain a Community Emergency Response Volunteer Program

OBJECTIVES:

- To increase public awareness of severe weather safety
- To coordinate staff activities in review and update of the Emergency Operations Plan
- To coordinate and present applicable NIMS training
- To provide community outreach concerning severe weather warning and expected actions

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	1	1	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	n/a	0	0	1	1
Audible tone warning system tested	40	40	40	40	40
Training attended	6	6	6	6	6
Public awareness activities	4	2	4	4	4
Staff exercises	0	0	1	1	1

DIVISION SUMMARY

10664142 PREVENTION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	6	6	6	6	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 792,774	\$ 760,509	\$ 760,509	\$ 760,509	\$ 663,622
Supplies & Materials	\$ 19,417	\$ 16,987	\$ 19,497	\$ 19,497	\$ 19,030
Services & Maintenance	\$ 16,141	\$ 12,065	\$ 12,665	\$ 12,665	\$ 12,065
Internal Services	\$ 19,193	\$ 23,275	\$ 23,275	\$ 23,275	\$ 17,829
Capital Equipment	\$ 48,022	\$ 61,450	\$ 73,287	\$ 73,287	\$ -
Subtotal	<u>\$ 895,547</u>	<u>\$ 874,286</u>	<u>\$ 889,233</u>	<u>\$ 889,233</u>	<u>\$ 712,546</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 895,547</u></u>	<u><u>\$ 874,286</u></u>	<u><u>\$ 889,233</u></u>	<u><u>\$ 889,233</u></u>	<u><u>\$ 712,546</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PREVENTION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 17 ACTUAL	FYE 18 ACTUAL	FYE 19 PLAN	FYE 20 ESTIMATE	FYE 20 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	48	44	65	57	65
Personnel fully certified	3	4	4	4	4
Code Enforcement inspections	2,299	2,440	2,500	2,450	2,300
Plans reviewed	478	496	600	597	600
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	90%	90%	90%	90%
Fire Investigations	141	116	200	120	200

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

DIVISION SUMMARY

10664143 SUPPRESSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	120	120	120	120	120
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	120	120	120	120	120

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 12,355,115	\$ 13,079,963	\$ 13,079,963	\$ 13,079,963	\$ 13,384,060
Supplies & Materials	\$ 228,553	\$ 287,395	\$ 295,432	\$ 295,432	\$ 240,085
Services & Maintenance	\$ 157,571	\$ 234,300	\$ 275,638	\$ 275,638	\$ 284,300
Internal Services	\$ 223,430	\$ 246,937	\$ 246,937	\$ 246,937	\$ 336,557
Capital Equipment	\$ 278,219	\$ 225,521	\$ 516,012	\$ 516,012	\$ 232,236
Subtotal	<u>\$ 13,242,888</u>	<u>\$ 14,074,116</u>	<u>\$ 14,413,982</u>	<u>\$ 14,413,982</u>	<u>\$ 14,477,238</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 13,242,888</u></u>	<u><u>\$ 14,074,116</u></u>	<u><u>\$ 14,413,982</u></u>	<u><u>\$ 14,413,982</u></u>	<u><u>\$ 14,477,238</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION

GOALS:

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threats of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	351	269	400	300	300
Emergency medical calls answered	9,965	10,348	10,000	10,000	11,000
Average response time (urban area)	5.59 minutes	6.04 minutes	5 minutes	6 minutes	5.30 minutes
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%
Ratio to national per capita loss	180%	90%	90%	90%	90%

DIVISION SUMMARY

10664141 TRAINING

MISSION:

Develop and maintain a highly skilled workforce.

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 276,662	\$ 275,168	\$ 275,168	\$ 275,168	\$ 264,943
Supplies & Materials	\$ 6,953	\$ 10,920	\$ 14,552	\$ 14,552	\$ 11,892
Services & Maintenance	\$ 22,713	\$ 31,320	\$ 58,756	\$ 58,756	\$ 15,320
Internal Services	\$ 10,463	\$ 8,767	\$ 8,767	\$ 8,767	\$ 4,927
Capital Equipment	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 63,354
Subtotal	<u>\$ 316,791</u>	<u>\$ 327,975</u>	<u>\$ 359,043</u>	<u>\$ 359,043</u>	<u>\$ 360,436</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 316,791</u></u>	<u><u>\$ 327,975</u></u>	<u><u>\$ 359,043</u></u>	<u><u>\$ 359,043</u></u>	<u><u>\$ 360,436</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

- Provide essential job skill training to all Department members to assure a high level of proficiency
- Improve pre-hospital care and proficiency
- Get monthly training distributed to the department
- Expand local training opportunities
- To aid Administration in ISO efforts
- Maintain a certified Firefighter I facility

OBJECTIVES:

- Provide courses needed to bring necessary staff members to the “Train the Trainer” level for Firefighter I certification training.
- Maintain required proficiency certifications through internal training programs for all members.
- Increase participation in outside training programs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	30,231	37,830	30,000	30,000	30,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	120	120	120	120	120
Total EMT members	95	103	110	105	105
Total A-EMT members	15	17	20	23	25
Total Paramedic members	20	19	20	20	24

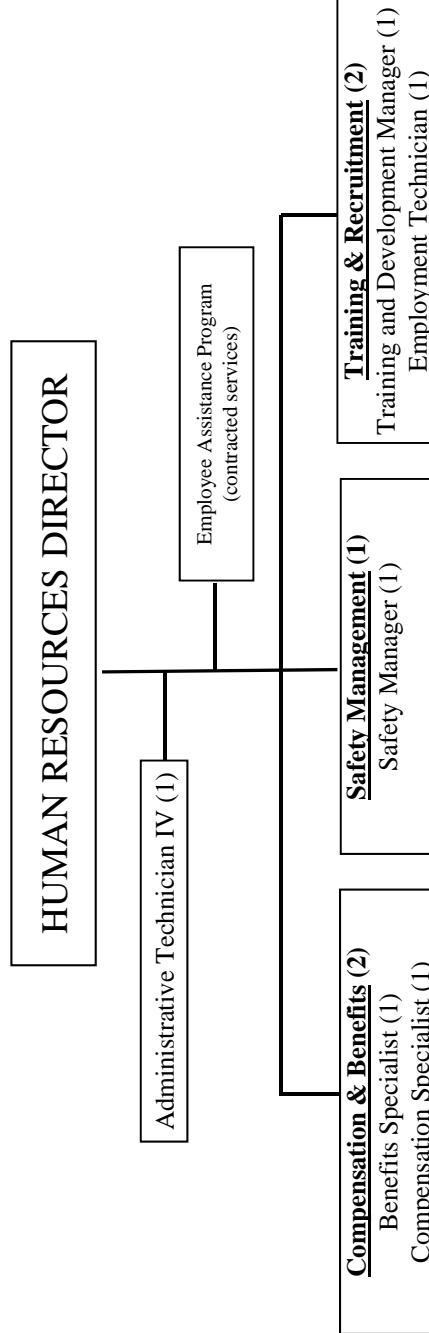
Notes to Results Report:

EMT – Emergency Medical Technician-Basic

A-EMT – Advanced Medical Technician

HUMAN RESOURCES DEPARTMENT

7 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL HUMAN RESOURCES DEPARTMENT

MISSION:

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

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 614,822	\$ 637,802	\$ 637,802	\$ 637,802	\$ 640,676
Supplies & Materials	\$ 18,805	\$ 31,772	\$ 37,055	\$ 37,055	\$ 27,772
Services & Maintenance	\$ 215,119	\$ 418,062	\$ 452,392	\$ 452,392	\$ 282,651
Internal Services	\$ 31,884	\$ 38,896	\$ 38,896	\$ 38,896	\$ 47,134
Capital Equipment	\$ 9,886	\$ 38,957	\$ 38,627	\$ 38,627	\$ 1,800
Subtotal	<u>\$ 890,516</u>	<u>\$ 1,165,489</u>	<u>\$ 1,204,772</u>	<u>\$ 1,204,772</u>	<u>\$ 1,000,033</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 890,516</u>	<u>\$ 1,165,489</u>	<u>\$ 1,204,772</u>	<u>\$ 1,204,772</u>	<u>\$ 1,000,033</u>

DIVISION SUMMARY

10131530 HUMAN RESOURCES

MISSION:

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

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 536,046	\$ 557,971	\$ 557,971	\$ 557,971	\$ 558,623
Supplies & Materials	\$ 13,001	\$ 18,600	\$ 23,883	\$ 23,883	\$ 18,600
Services & Maintenance	\$ 148,941	\$ 323,196	\$ 348,312	\$ 348,312	\$ 190,785
Internal Services	\$ 31,884	\$ 38,896	\$ 38,896	\$ 38,896	\$ 47,134
Capital Equipment	\$ 3,866	\$ 10,350	\$ 10,020	\$ 10,020	\$ 1,800
Subtotal	<u>\$ 733,738</u>	<u>\$ 949,013</u>	<u>\$ 979,082</u>	<u>\$ 979,082</u>	<u>\$ 816,942</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 733,738</u></u>	<u><u>\$ 949,013</u></u>	<u><u>\$ 979,082</u></u>	<u><u>\$ 979,082</u></u>	<u><u>\$ 816,942</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved or pending resolution prior to arbitration to number of grievances.	100%	100%	100%	100%	100%
# of grievances / % total employees	10/1.16%	15/1.72%	12/1.36%	20/2.25%	20/2.21%
Percent of new hires successfully completing six-month probation	90.00%	80%	85%	87%	85%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percent of total claims for generic drugs vs. brand name	82%	81%	83.50%	81%	81.50%
Total prescription plan cost	\$2,606,949	\$3,269,584	\$2,850,000	\$3,823,000	\$4,435,000
# of employees/spouses participating in the Wellness Plan	1,164	1,183	1,240	1,207	1,231
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	99%	99%	99%	99%	99%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	\$74,880	\$93,600	\$98,280	\$98,280	\$98,280
Number of training hours provided in the Computer Training Lab	4,992	6,240	6,552	6,552	6,552
Website utilization/average number of visits per month to Human Resources site	9,298	8,905	9,768	8,553	8,211
to Job Posting Site/% of HR site visits	7,897/84.93%	7,286/81.82%	8,707/89.14%	6,894/80.60%	6,549/79.40%
Total number of employees participating in multipal special events and programs	1,286	1,465	900	900	900

DIVISION SUMMARY

10131192 EMPLOYEE ASSISTANCE PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 44	\$ 44	\$ 44	\$ 44
Services & Maintenance	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 29,400</u>	<u>\$ 29,444</u>	<u>\$ 29,444</u>	<u>\$ 29,444</u>	<u>\$ 29,444</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 29,400</u></u>	<u><u>\$ 29,444</u></u>	<u><u>\$ 29,444</u></u>	<u><u>\$ 29,444</u></u>	<u><u>\$ 29,444</u></u>

DIVISION SUMMARY

10131232 SAFETY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 78,776	\$ 79,831	\$ 79,831	\$ 79,831	\$ 82,053
Supplies & Materials	\$ 5,804	\$ 13,128	\$ 13,128	\$ 13,128	\$ 9,128
Services & Maintenance	\$ 36,778	\$ 65,466	\$ 74,680	\$ 74,680	\$ 62,466
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 6,020	\$ 28,607	\$ 28,607	\$ 28,607	\$ -
Subtotal	<u>\$ 127,378</u>	<u>\$ 187,032</u>	<u>\$ 196,246</u>	<u>\$ 196,246</u>	<u>\$ 153,647</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 127,378</u></u>	<u><u>\$ 187,032</u></u>	<u><u>\$ 196,246</u></u>	<u><u>\$ 196,246</u></u>	<u><u>\$ 153,647</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

- Continue to Promote effective safety practices for all employees to help reduce accidents and injuries
- Continue to Inspect facilities making sure employees are safe and free from workplace hazards
- Continue to Provide training opportunities which will benefit employees by improving their own personal safety efforts
- Promote a safety culture where all City employees have buy-in to having a safe workplace at all times

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Certification of employees in First Aid/CPR/AED	40	45	40	40	45
Cost savings of certifying employees in First Aid/CPR/AED	2,520	2,700	2,520	2,520	2,520
Conduct safety meetings at CON facilities in compliance with OSHA standards to help minimize accidents/injuries	110 Meetings	110 Meetings	120 Meetings	120 Meetings	120 Meetings
Perform Job Hazard Analyses at work sites and correct or improve hazards if applicable	20 JHA's	20 JHA's	20 JHA's	20 JHA's	20 JHA's
Implementation of CON Safety Committee team working together collectively to discuss hazards and make safety improvements as needed	n/a	3 Meetings	1 Meetings	5 Meetings	5 Meetings
Inspect CON facilities to mitigate any hazards	10	10	10	10	10
Invite Oklahoma Rural Water Association Representative to conduct training for employees in need of education credits for certifications	2 Training sessions	2 Training sessions	2 Training sessions	2 Training sessions	2 Training sessions

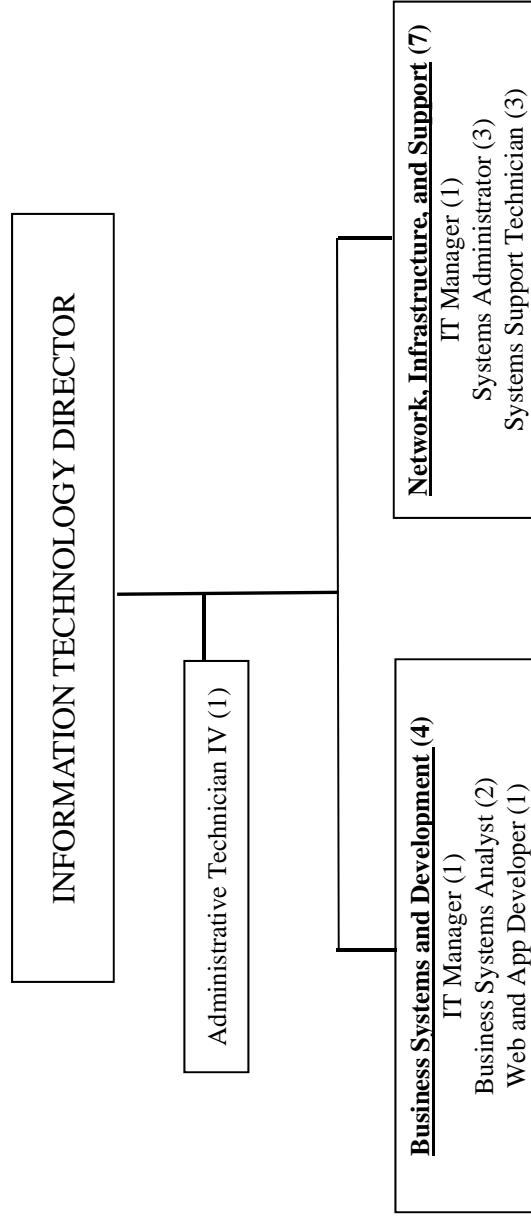
Notes to Results Report:

CON – City of Norman

JHA – Job Hazard Analysis

INFORMATION TECHNOLOGY DEPARTMENT

13 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL INFORMATION TECHNOLOGY (10123121)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	12	13	13	13	13
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>12</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,327,809	\$ 1,469,658	\$ 1,469,658	\$ 1,469,658	\$ 1,529,283
Supplies & Materials	\$ 19,635	\$ 23,264	\$ 66,583	\$ 66,583	\$ 22,096
Services & Maintenance	\$ 807,502	\$ 897,995	\$ 1,146,554	\$ 1,146,554	\$ 1,247,779
Internal Services	\$ 14,990	\$ 18,439	\$ 18,439	\$ 18,439	\$ 16,866
Capital Equipment	<u>\$ 216,847</u>	<u>\$ 182,295</u>	<u>\$ 197,628</u>	<u>\$ 197,628</u>	<u>\$ 122,300</u>
Subtotal	<u>\$ 2,386,783</u>	<u>\$ 2,591,651</u>	<u>\$ 2,898,862</u>	<u>\$ 2,898,862</u>	<u>\$ 2,938,324</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 2,386,783</u>	<u>\$ 2,591,651</u>	<u>\$ 2,898,862</u>	<u>\$ 2,898,862</u>	<u>\$ 2,938,324</u>

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

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

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

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

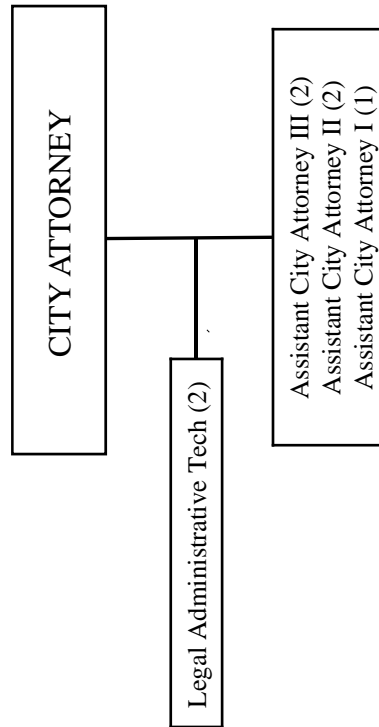
	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of IT work requests completed	3,947	3,824	3,600	3,800	3,850
Number of public safety users supported	419	415	425	440	425
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	1183	1195	1250	1204	1250
VOIP Phones					
Cell Phones/Devices					
Access Control					
(Doors/Cameras) Tablets					
Number of public safety vehicles outfitted with IT supported equipment	152	152	152	152	152
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	208	211	210	210	210
Number of public safety work requests resolved	1,152	1,272	1,480	1,400	1,380
Number of department system users supported (excluding public safety)	486	488	490	488	495
Number of department devices supported (excluding public safety) (VOIP Phones , Cell Phones/Devices, Access Control (Doors, Cameras), Tablets)	1,547	1,540	1,575	1,553	1,580
Number of business applications supported	368	365	380	370	383
Number and type of major projects launched	17	15	18	15	14
Percent of servers virtualized	96%	97%	100%	99%	99%
Data growth in Terabytes*	320 TB	410 TB	450 TB	418 TB	450 TB

Notes to Results Report:

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

LEGAL DEPARTMENT

8 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL LEGAL DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,381,526	\$ 975,762	\$ 975,762	\$ 975,762	\$ 1,002,007
Supplies & Materials	\$ 8,938	\$ 11,598	\$ 11,814	\$ 11,814	\$ 11,598
Services & Maintenance	\$ 290,385	\$ 274,242	\$ 224,026	\$ 224,026	\$ 272,696
Internal Services	\$ 21,680	\$ 23,729	\$ 23,729	\$ 23,729	\$ 24,283
Capital Equipment	\$ 12,428	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 1,714,957</u>	<u>\$ 1,287,131</u>	<u>\$ 1,237,131</u>	<u>\$ 1,237,131</u>	<u>\$ 1,310,584</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 1,714,957</u>	<u>\$ 1,287,131</u>	<u>\$ 1,237,131</u>	<u>\$ 1,237,131</u>	<u>\$ 1,310,584</u>

DIVISION SUMMARY

10122220 LEGAL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,381,526	\$ 975,762	\$ 975,762	\$ 975,762	\$ 1,002,007
Supplies & Materials	\$ 8,798	\$ 11,498	\$ 11,498	\$ 11,498	\$ 11,498
Services & Maintenance	\$ 290,376	\$ 273,936	\$ 223,936	\$ 223,936	\$ 272,390
Internal Services	\$ 21,680	\$ 23,729	\$ 23,729	\$ 23,729	\$ 24,283
Capital Equipment	\$ 12,428	\$ 1,800	\$ 1,800	\$ 1,800	-
Subtotal	<u>\$ 1,714,808</u>	<u>\$ 1,286,725</u>	<u>\$ 1,236,725</u>	<u>\$ 1,236,725</u>	<u>\$ 1,310,178</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,714,808</u></u>	<u><u>\$ 1,286,725</u></u>	<u><u>\$ 1,236,725</u></u>	<u><u>\$ 1,236,725</u></u>	<u><u>\$ 1,310,178</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

LEGAL

GOALS:

- Continue to enhance tort claims process
- Process workers' compensation cases more efficiently
- Process expungements more efficiently to ensure statutory requirements are met
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property
- Develop and produce a departmental policies/procedures handbook

OBJECTIVES:

- Maintain periodic updates of departmental website
- Review and streamline process and tracking of tort claims
- Establish databases and tracking mechanism for workers' compensation cases, pre and post February 1, 2014
- Maintain database and streamline tracking mechanism for expungements
- Establish database and streamline tracking mechanism for collection process
- Allow easier transition and cross-training for departmental staff

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	75%	75%	75%	50%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	75%	75%	78%	75%	75%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	98%	98%	98%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	98%	98%	98%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	98%	98%	98%	95%	98%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	50%	50%	50%	40%	50%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	98%	98%	98%	95%	98%
Develop departmental policy/procedures handbook	75%	75%	75%	50%	75%

DIVISION SUMMARY

10122186 CHILDREN’S RIGHTS COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 104	\$ 100	\$ 100	\$ 100	\$ 100
Services & Maintenance	\$ 9	\$ 76	\$ 76	\$ 76	\$ 76
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 113</u>	<u>\$ 176</u>	<u>\$ 176</u>	<u>\$ 176</u>	<u>\$ 176</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 113</u>	<u>\$ 176</u>	<u>\$ 176</u>	<u>\$ 176</u>	<u>\$ 176</u>

DIVISION SUMMARY

10122185 HUMAN RIGHTS COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

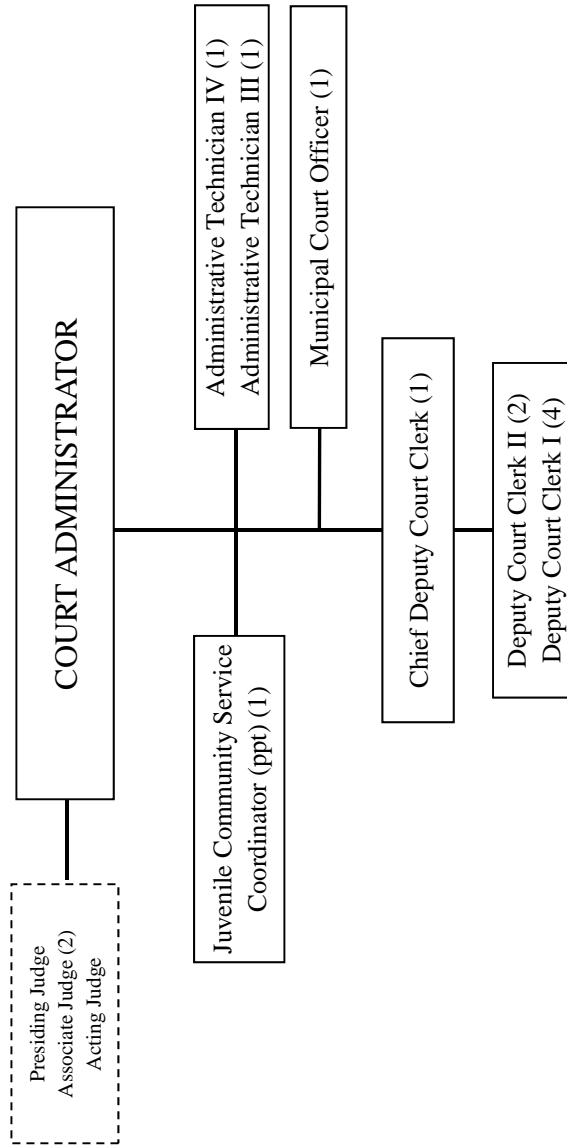
	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 36	\$ -	\$ 216	\$ 216	\$ -
Services & Maintenance	\$ -	\$ 230	\$ 14	\$ 14	\$ 230
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 36</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 36</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>

MUNICIPAL COURT

12 EMPLOYEES



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

DEPARTMENT SUMMARY

TOTAL MUNICIPAL COURT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,041,124	\$ 1,202,754	\$ 1,202,754	\$ 1,202,754	\$ 1,077,096
Supplies & Materials	\$ 8,344	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,540
Services & Maintenance	\$ 35,625	\$ 58,877	\$ 59,845	\$ 59,845	\$ 57,351
Internal Services	\$ 26,020	\$ 32,289	\$ 32,289	\$ 32,289	\$ 31,082
Capital Equipment	\$ 21,793	\$ 40,997	\$ 43,777	\$ 43,777	\$ -
Subtotal	<u>\$ 1,132,906</u>	<u>\$ 1,348,725</u>	<u>\$ 1,352,473</u>	<u>\$ 1,352,473</u>	<u>\$ 1,179,069</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 1,132,906</u>	<u>\$ 1,348,725</u>	<u>\$ 1,352,473</u>	<u>\$ 1,352,473</u>	<u>\$ 1,179,069</u>

DIVISION SUMMARY

10121120 MUNICIPAL COURT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,017,726	\$ 1,174,258	\$ 1,174,258	\$ 1,174,258	\$ 1,040,000
Supplies & Materials	\$ 6,707	\$ 10,238	\$ 10,238	\$ 10,238	\$ 9,970
Services & Maintenance	\$ 33,656	\$ 50,847	\$ 50,847	\$ 50,847	\$ 49,321
Internal Services	\$ 26,020	\$ 32,103	\$ 32,103	\$ 32,103	\$ 30,982
Capital Equipment	\$ 21,793	\$ 40,997	\$ 43,777	\$ 43,777	\$ -
Subtotal	<u>\$ 1,105,902</u>	<u>\$ 1,308,443</u>	<u>\$ 1,311,223</u>	<u>\$ 1,311,223</u>	<u>\$ 1,130,273</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,105,902</u>	<u>\$ 1,308,443</u>	<u>\$ 1,311,223</u>	<u>\$ 1,311,223</u>	<u>\$ 1,130,273</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

MUNICIPAL COURT

GOALS:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

OBJECTIVES:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18	FYE 19	FYE 20	FYE 21
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED

PERFORMANCE INDICATORS:

Access to Justice:

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

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

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	2	2	2	2	2
<u>Expedition and Timeliness:</u>					
Cases disposed of within 90 days	89%	89%	90%	90%	91%
Administrative Deferred Sentence Program	959	818	825	786	820
Disposition rate of traffic and non-traffic cases	90%	97%	95%	98%	98%
Recovered costs for prisoner care	15%	11%	22%	15%	17%
<u>Equality, Fairness and Integrity:</u>					
Assignment of court appointed attorneys for indigent defendants within 48 hours of approval	100%	100%	100%	100%	100%
Ratio of warrants served to warrants issued	91%	81%	82%	82%	82%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
<u>Independence and Accountability:</u>					
Provide employee diversity training sessions	1	1	2	2	2
<u>Public Trust and Confidence:</u>					
Number of Community Outreach Events (Law Day for Youth)	1	1	1	1	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)*	55	38	45	46	45

Notes to Results Report:

*Tracked by fiscal year.

DIVISION SUMMARY

10121135 JUVENILE PROGRAMS

MISSION:

It is the mission of the Juvenile Division of the Municipal Court is to promote education, prevention and accountability for juvenile offenders rather than only punishment thereby preventing juvenile offenders from becoming more deeply involved in the juvenile justice system thus saving taxpayers money and preventing more citizens from becoming victims of crime.

DESCRIPTION:

The Juvenile Division of the Municipal Court provides juvenile offenders a meaningful opportunity to give back to their community through community service, making them more accountable for their actions by promoting education and prevention programs. In cooperation with various City agencies, education and prevention programs have been developed to support intervention efforts aimed at deterring at-risk youth from possible re-offending. The Juvenile Division provides staff supervision and additional support to assist in guiding youthful offenders into becoming productive citizens.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 23,398	\$ 28,496	\$ 28,496	\$ 28,496	\$ 37,096
Supplies & Materials	\$ 1,637	\$ 3,570	\$ 3,570	\$ 3,570	\$ 3,570
Services & Maintenance	\$ 1,969	\$ 8,030	\$ 8,998	\$ 8,998	\$ 8,030
Internal Services	\$ -	\$ 186	\$ 186	\$ 186	\$ 100
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 27,004	\$ 40,282	\$ 41,250	\$ 41,250	\$ 48,796
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 27,004	\$ 40,282	\$ 41,250	\$ 41,250	\$ 48,796

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

- Educate teens and parents on the long term effects of tobacco usage
- Partner with agencies that provide juvenile community service opportunities
- Guide development of independent practice of life skills

OBJECTIVES:

- Provide educational brochure that illustrates correlation regarding familial tobacco usage
- Utilize Tobacco Education Group program (TEG)
- Identify new local agencies interested in participating in community service projects
- Utilize Teens and Parents Partnership program (TAPP)

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

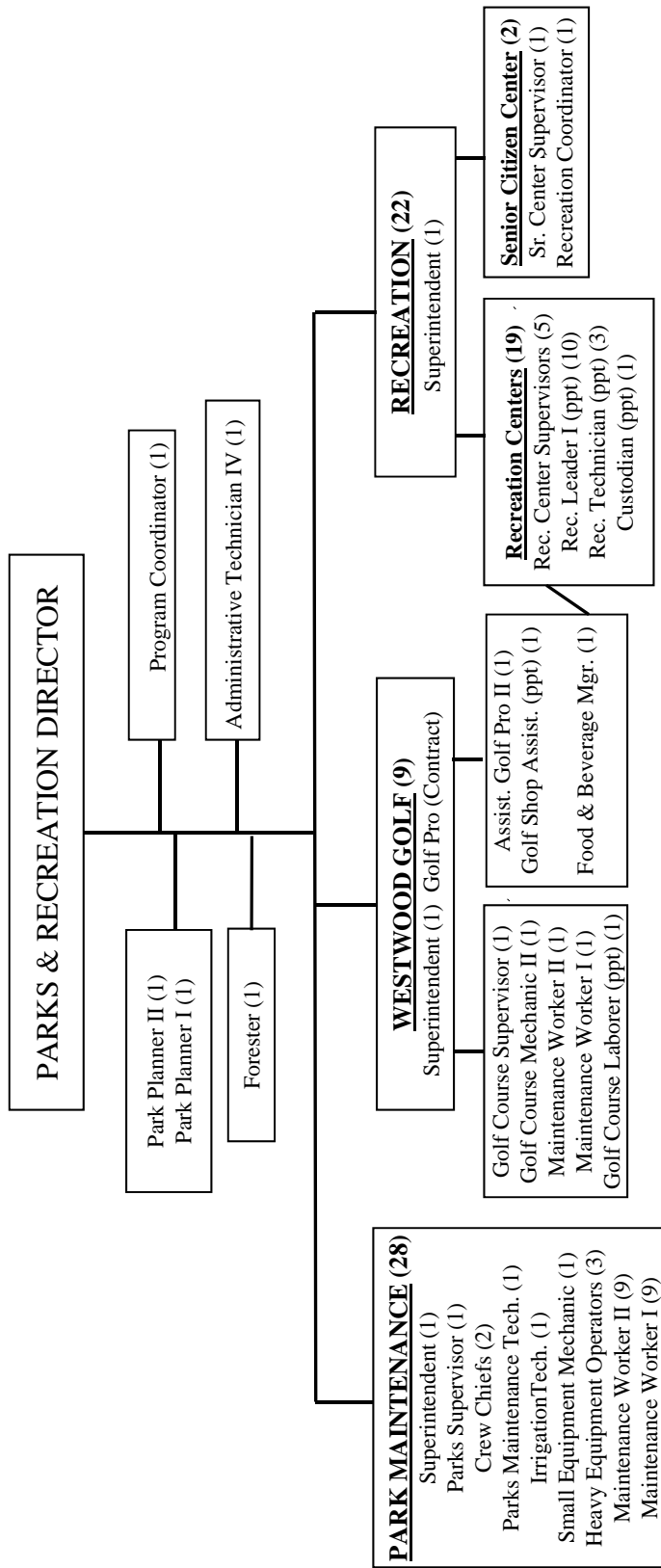
	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of students referred to TEG	3	0	0	0	0
Number of community agencies contacted for community service projects	10	10	10	10	10
Number of students assigned to TAPP	34	21	50	31	50

Notes to Results Report:

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

PARKS & RECREATION DEPARTMENT

65 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PARKS DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	38	42	42	42	42
Part-time Positions	17	16	14	13	13
Total Budgeted Positions	55	58	56	55	55

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 3,276,603	\$ 3,779,725	\$ 3,631,458	\$ 3,631,458	\$ 3,673,271
Supplies & Materials	\$ 345,370	\$ 460,208	\$ 452,753	\$ 452,753	\$ 447,796
Services & Maintenance	\$ 554,045	\$ 812,357	\$ 901,851	\$ 901,851	\$ 804,885
Internal Services	\$ 228,825	\$ 249,160	\$ 249,160	\$ 249,160	\$ 276,428
Capital Equipment	\$ 106,319	\$ 170,701	\$ 226,999	\$ 226,999	\$ 373,660
Subtotal	<u>\$ 4,511,162</u>	<u>\$ 5,472,151</u>	<u>\$ 5,462,221</u>	<u>\$ 5,462,221</u>	<u>\$ 5,576,040</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 4,511,162</u></u>	<u><u>\$ 5,472,151</u></u>	<u><u>\$ 5,462,221</u></u>	<u><u>\$ 5,462,221</u></u>	<u><u>\$ 5,576,040</u></u>

DIVISION SUMMARY

10770370 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 422,750	\$ 421,360	\$ 421,360	\$ 421,360	\$ 435,362
Supplies & Materials	\$ 5,211	\$ 4,897	\$ 5,497	\$ 5,497	\$ 4,897
Services & Maintenance	\$ 164,472	\$ 190,473	\$ 189,873	\$ 189,873	\$ 199,489
Internal Services	\$ 12,840	\$ 14,378	\$ 14,378	\$ 14,378	\$ 15,187
Capital Equipment	\$ -	\$ 3,600	\$ 3,600	\$ 3,600	\$ -
Subtotal	<u>\$ 605,273</u>	<u>\$ 634,708</u>	<u>\$ 634,708</u>	<u>\$ 634,708</u>	<u>\$ 654,935</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 605,273</u></u>	<u><u>\$ 634,708</u></u>	<u><u>\$ 634,708</u></u>	<u><u>\$ 634,708</u></u>	<u><u>\$ 654,935</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Westwood Pool participants	75,000	120,000	120,000	115,000	125,000
Westwood Golf participants	33,142	33,948	33,000	34,000	34,854
Forestry Programs participants	100	120	115	125	140
Recreation Programs participants	235,348	235,878	236,500	236,000	236,900
Youth Baseball/Softball participants	1,900	1,859	1,000*	973*	0*
Senior Center participants	10,800	12,568	13,548	13,000	13,500
Total number of participants in activities listed above	356,249	402,514	403,163	398,125	410,394

DIVISION SUMMARY

10770271 FORESTRY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	1	1	1	1

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ 80,083	\$ 80,083	\$ 80,083	\$ 92,274
Supplies & Materials	\$ 3,719	\$ 26,192	\$ 16,192	\$ 16,192	\$ 23,992
Services & Maintenance	\$ 14,892	\$ 36,068	\$ 36,068	\$ 36,068	\$ 36,068
Internal Services	\$ 5	\$ 5	\$ 5	\$ 5	\$ 6
Capital Equipment	\$ -	\$ 57,025	\$ 57,025	\$ 57,025	\$ -
Subtotal	<u>\$ 18,616</u>	<u>\$ 199,373</u>	<u>\$ 189,373</u>	<u>\$ 189,373</u>	<u>\$ 152,340</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 18,616</u></u>	<u><u>\$ 199,373</u></u>	<u><u>\$ 189,373</u></u>	<u><u>\$ 189,373</u></u>	<u><u>\$ 152,340</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FORESTRY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Hazardous Tree Removals	10	10	25	20	40
Number of volunteers during the Earth Day Festival	112	127	135	130	120
Number of Trees planted through the Norman Forward Initiative and other City Projects	50	2348	150	200	500
Number of Tree Seedlings Donated for Earth Day	500	500	500	500	500
Number of citizen advised regarding tree issues: civic groups and individuals	*	*	1,000	1,000	1,000
Number of tree protection plans for developers	*	*	5	5	10
Number of parks inventoried	*	*	34	34	68

Notes to results report: There was no official forester until FYE20

DIVISION SUMMARY

10770197 HOLIDAY DECORATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 4,292	\$ 5,230	\$ 5,230	\$ 5,230	\$ 5,230
Services & Maintenance	\$ 21,264	\$ 21,500	\$ 1,500	\$ 1,500	\$ 1,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 25,556</u>	<u>\$ 26,730</u>	<u>\$ 6,730</u>	<u>\$ 6,730</u>	<u>\$ 6,730</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 25,556</u></u>	<u><u>\$ 26,730</u></u>	<u><u>\$ 6,730</u></u>	<u><u>\$ 6,730</u></u>	<u><u>\$ 6,730</u></u>

DIVISION SUMMARY

10770196 MOSQUITO CONTROL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ 17,027	\$ -	\$ -	\$ -
Supplies & Materials	\$ 6,746	\$ 6,350	\$ 10	\$ 10	\$ -
Services & Maintenance	\$ -	\$ 800	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 6,746</u>	<u>\$ 24,177</u>	<u>\$ 10</u>	<u>\$ 10</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 6,746</u></u>	<u><u>\$ 24,177</u></u>	<u><u>\$ 10</u></u>	<u><u>\$ 10</u></u>	<u><u>\$ -</u></u>

DIVISION SUMMARY

10770284 PARK BOARD

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 288	\$ 686	\$ 686	\$ 686	\$ 686
Services & Maintenance	\$ -	\$ 81	\$ 81	\$ 81	\$ 81
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 288	\$ 767	\$ 767	\$ 767	\$ 767
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 288	\$ 767	\$ 767	\$ 767	\$ 767

DIVISION SUMMARY

10770410 PARKS MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	26	28	28	28	28
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	26	28	28	28	28

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,679,730	\$ 2,153,359	\$ 2,053,359	\$ 2,053,359	\$ 2,042,440
Supplies & Materials	\$ 200,998	\$ 226,151	\$ 222,100	\$ 222,100	\$ 222,327
Services & Maintenance	\$ 104,374	\$ 218,465	\$ 279,743	\$ 279,743	\$ 242,265
Internal Services	\$ 152,307	\$ 165,039	\$ 165,039	\$ 165,039	\$ 185,357
Capital Equipment	\$ 71,830	\$ 110,076	\$ 110,076	\$ 110,076	\$ 304,335
Subtotal	<u>\$ 2,209,239</u>	<u>\$ 2,873,090</u>	<u>\$ 2,830,317</u>	<u>\$ 2,830,317</u>	<u>\$ 2,996,724</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 2,209,239</u></u>	<u><u>\$ 2,873,090</u></u>	<u><u>\$ 2,830,317</u></u>	<u><u>\$ 2,830,317</u></u>	<u><u>\$ 2,996,724</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PARKS MAINTENANCE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	90%	90%	90%	90%	90%
On the job injuries	3	3	2	2	0

DIVISION SUMMARY

10770421 RECREATION ADMINISTRATION

MISSION:

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

DESCRIPTION:

The Recreation Administration Division operates six facilities aimed at target groups of citizens. These centers include: one Senior Citizens Center, two recreational centers attached to middle schools (Whittier and Irving), one agency based community center (Little Axe), one garden, dance and exercise center (Reaves) and one multi-purpose center (12th Avenue). These centers not only provide recreational opportunities through their programming, but also offer rental space for meetings, parties and special events.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	2	2	1	1	1
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 500,118	\$ 514,968	\$ 501,968	\$ 501,968	\$ 350,843
Supplies & Materials	\$ 68,820	\$ 118,974	\$ 117,077	\$ 117,077	\$ 118,936
Services & Maintenance	\$ 225,525	\$ 268,426	\$ 329,033	\$ 329,033	\$ 265,091
Internal Services	\$ 54,890	\$ 60,672	\$ 60,672	\$ 60,672	\$ 65,003
Capital Equipment	\$ 34,489	\$ -	\$ 56,298	\$ 56,298	\$ 69,325
Subtotal	<u>\$ 883,842</u>	<u>\$ 963,040</u>	<u>\$ 1,065,048</u>	<u>\$ 1,065,048</u>	<u>\$ 869,198</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 883,842</u></u>	<u><u>\$ 963,040</u></u>	<u><u>\$ 1,065,048</u></u>	<u><u>\$ 1,065,048</u></u>	<u><u>\$ 869,198</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RECREATION ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	210,500	200,000	200,000	200,000	200,000
Tennis lessons, open court and tournament participants	30,000	31,000	33,000	35,000	35,000
Daddy-Daughter Dance participants	4,348	4,225	4,200	4,195	4,200
Total recreation revenue	536,104	470,971	447,100	447,100	493,500

DIVISION SUMMARY

10770425 12th AVENUE RECREATION CENTER

MISSION:

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

DESCRIPTION:

12th Avenue Recreation Center is a multi-purpose center. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	5	5	5	4	4
Total Budgeted Positions	6	6	6	5	5

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 222,803	\$ 176,547	\$ 176,547	\$ 176,547	\$ 218,518
Supplies & Materials	\$ 21,111	\$ 19,300	\$ 18,376	\$ 18,376	\$ 19,300
Services & Maintenance	\$ 10,338	\$ 14,300	\$ 15,224	\$ 15,224	\$ 14,300
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 254,252</u>	<u>\$ 210,147</u>	<u>\$ 210,147</u>	<u>\$ 210,147</u>	<u>\$ 252,118</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 254,252</u></u>	<u><u>\$ 210,147</u></u>	<u><u>\$ 210,147</u></u>	<u><u>\$ 210,147</u></u>	<u><u>\$ 252,118</u></u>

DIVISION SUMMARY

10770126 IRVING RECREATION CENTER

MISSION:

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

DESCRIPTION:

Irving Recreation Center is attached to Irving Middle School. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 165,966	\$ 155,822	\$ 155,822	\$ 155,822	\$ 189,771
Supplies & Materials	\$ 12,751	\$ 21,500	\$ 30,742	\$ 30,742	\$ 21,500
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 178,717</u>	<u>\$ 177,322</u>	<u>\$ 186,564</u>	<u>\$ 186,564</u>	<u>\$ 211,271</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 178,717</u></u>	<u><u>\$ 177,322</u></u>	<u><u>\$ 186,564</u></u>	<u><u>\$ 186,564</u></u>	<u><u>\$ 211,271</u></u>

DIVISION SUMMARY

10770127 WHITTIER RECREATION CENTER

MISSION:

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

DESCRIPTION:

Whittier Recreation Center is attached to Whittier Middle School. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 129,664	\$ 123,665	\$ 123,665	\$ 123,665	\$ 162,917
Supplies & Materials	\$ 20,879	\$ 27,000	\$ 33,000	\$ 33,000	\$ 27,000
Services & Maintenance	\$ -	\$ 39,000	\$ 42,000	\$ 42,000	\$ 39,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 150,543</u>	<u>\$ 189,665</u>	<u>\$ 198,665</u>	<u>\$ 198,665</u>	<u>\$ 228,917</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 150,543</u></u>	<u><u>\$ 189,665</u></u>	<u><u>\$ 198,665</u></u>	<u><u>\$ 198,665</u></u>	<u><u>\$ 228,917</u></u>

DIVISION SUMMARY

10770323 SENIOR CITIZENS CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

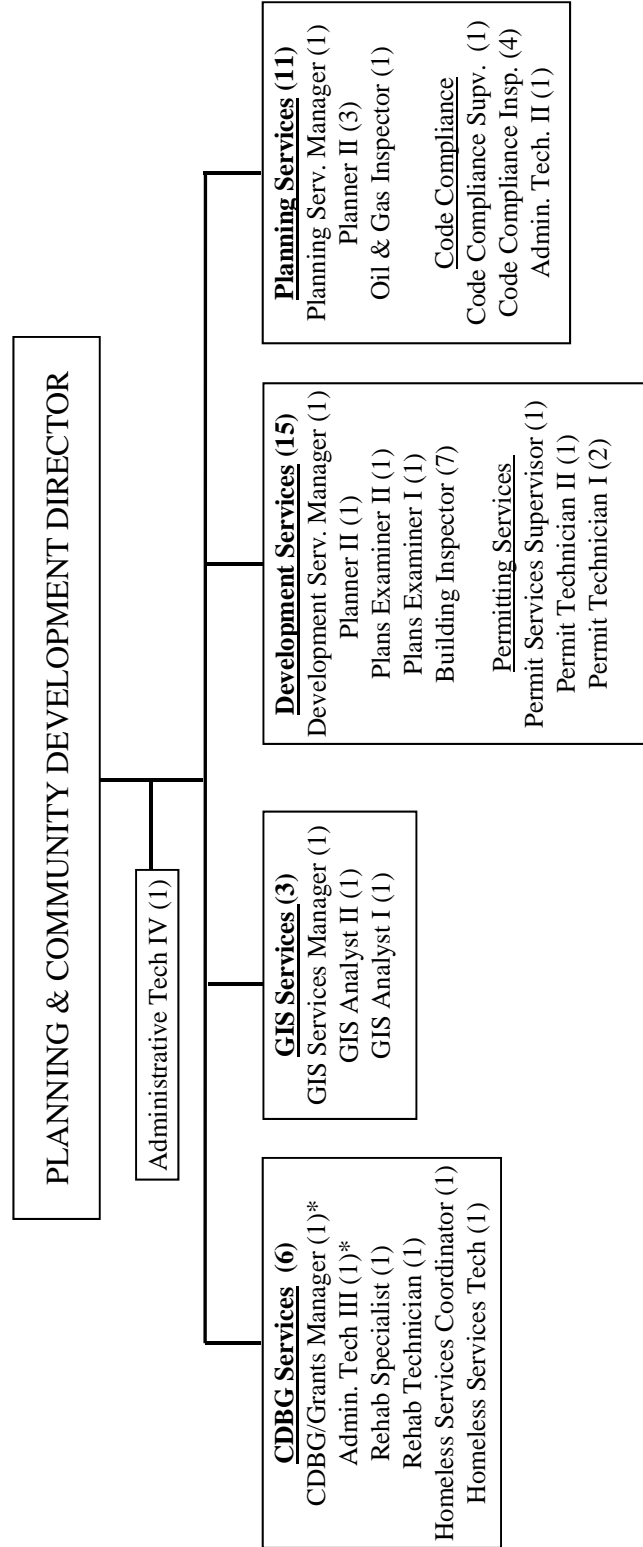
	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	2	2	2	2
Part-time Positions	<u>2</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions ³	<u>3</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 155,572	\$ 136,894	\$ 118,654	\$ 118,654	\$ 181,146
Supplies & Materials	\$ 555	\$ 3,928	\$ 3,843	\$ 3,843	\$ 3,928
Services & Maintenance	\$ 13,180	\$ 23,244	\$ 8,329	\$ 8,329	\$ 7,091
Internal Services	\$ 8,783	\$ 9,066	\$ 9,066	\$ 9,066	\$ 10,875
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 178,090</u>	<u>\$ 173,132</u>	<u>\$ 139,892</u>	<u>\$ 139,892</u>	<u>\$ 203,040</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 178,090</u></u>	<u><u>\$ 173,132</u></u>	<u><u>\$ 139,892</u></u>	<u><u>\$ 139,892</u></u>	<u><u>\$ 203,040</u></u>

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

37 POSITIONS



*Two CDBG positions are funded in part from the General Fund and in part from the Community Development Fund. The remaining 4 positions are funded entirely from the Community Development Fund.

DEPARTMENT SUMMARY

TOTAL PLANNING & DEVELOPMENT

MISSION:

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

DESCRIPTION:

The Department of Planning & Community Development provides support to the City Council, Planning Commission, Board of Adjustment, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating Chapter 22 – the Zoning Ordinance – and updating the Comprehensive Land Use Plan and other plans for the City. The Department reviews building permit applications, rezoning requests and subdivision of property while ensuring timely hearing of requests, which are reviewed by various Boards and the City Council. The Department is also responsible for enforcing various codes and ordinances related to the health, safety and welfare of citizens; updating all ordinances, which comprise the regulatory framework against which development proposals are evaluated. In addition, the Department is responsible for the administration of ordinances that affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	31	31	31	31	31
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>	<u>31</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 3,124,991	\$ 3,186,646	\$ 3,186,646	\$ 3,186,646	\$ 3,266,963
Supplies & Materials	\$ 33,444	\$ 47,759	\$ 51,072	\$ 51,072	\$ 46,529
Services & Maintenance	\$ 164,789	\$ 274,042	\$ 313,125	\$ 313,125	\$ 248,279
Internal Services	\$ 105,431	\$ 114,953	\$ 114,953	\$ 114,953	\$ 124,569
Capital Equipment	<u>\$ 23,020</u>	<u>\$ 128,420</u>	<u>\$ 128,420</u>	<u>\$ 128,420</u>	<u>\$ 50,750</u>
Subtotal	<u>\$ 3,451,675</u>	<u>\$ 3,751,820</u>	<u>\$ 3,794,216</u>	<u>\$ 3,794,216</u>	<u>\$ 3,737,090</u>
Department Total	<u>\$ 3,451,675</u>	<u>\$ 3,751,820</u>	<u>\$ 3,794,216</u>	<u>\$ 3,794,216</u>	<u>\$ 3,737,090</u>

DIVISION SUMMARY

10440140 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 557,213	\$ 562,451	\$ 562,451	\$ 562,451	\$ 470,889
Supplies & Materials	\$ 4,788	\$ 4,378	\$ 4,194	\$ 4,194	\$ 4,543
Services & Maintenance	\$ 23,973	\$ 50,705	\$ 51,547	\$ 51,547	\$ 49,742
Internal Services	\$ 58,399	\$ 57,079	\$ 57,079	\$ 57,079	\$ 67,063
Capital Equipment	\$ 1,080	\$ 6,090	\$ 6,090	\$ 6,090	\$ 5,300
Subtotal	<u>\$ 645,453</u>	<u>\$ 680,703</u>	<u>\$ 681,361</u>	<u>\$ 681,361</u>	<u>\$ 597,537</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 645,453</u></u>	<u><u>\$ 680,703</u></u>	<u><u>\$ 681,361</u></u>	<u><u>\$ 681,361</u></u>	<u><u>\$ 597,537</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Prepare information packets for all Board and Commission meetings	100%	100%	100%	100%	100%
Prepare information packets for City Council meetings	100%	100%	100%	100%	100%
Implement adopted plans through recommendations to Boards, Commissions and City Council	100%	100%	100%	100%	100%

DIVISION SUMMARY

10440152 CODE COMPLIANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 637,959	\$ 571,835	\$ 571,835	\$ 571,835	\$ 692,998
Supplies & Materials	\$ 9,659	\$ 13,410	\$ 13,490	\$ 13,490	\$ 12,216
Services & Maintenance	\$ 57,105	\$ 96,771	\$ 97,008	\$ 97,008	\$ 96,771
Internal Services	\$ 13,802	\$ 16,561	\$ 16,561	\$ 16,561	\$ 15,328
Capital Equipment	\$ 8,440	\$ 1,800	\$ 1,800	\$ 1,800	\$ 15,800
Subtotal	<u>\$ 726,965</u>	<u>\$ 700,377</u>	<u>\$ 700,694</u>	<u>\$ 700,694</u>	<u>\$ 833,113</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 726,965</u>	<u>\$ 700,377</u>	<u>\$ 700,694</u>	<u>\$ 700,694</u>	<u>\$ 833,113</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CODE COMPLIANCE

GOALS:

- To educate the citizens of Norman about the health, safety, zoning, and environment to achieve voluntary compliance through awareness.
- To create a partnership with citizens to promote compliance as a part of good citizenship.
- To perform annual inspections to ensure the health and safety of hotels/motels, rooming and boarding houses, fraternities and sororities, mobile home parks, salvage yards, towing storage yards, and operating oil and gas wells.
- To respond to violation complaints in a timely manner to determine the merit of complaints and pursue correction.
- To achieve correction of violations through notification and voluntary compliance; issuance of citations; abatement by city contractors; or through court action to preserve public health & safety.
- To increase the quality of life in Norman neighborhoods.

OBJECTIVES:

- To enforce City ordinances pertaining to health, safety, property maintenance, zoning, signs, and oil and gas operations.
- Disseminate information about City Codes through articles in the local news media, presentations, and on the City website.
- Maintain uniform response rates and track responses on complaints.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percent of violations voluntarily abated after owner notification	78%	74%	74%	78%	80%
Percent of abatement work orders voluntarily abated after work order issued to contractor	28%	24%	21%	25%	25%
Percentage of code cases that are proactive	56%	60%	56%	60%	60%
Percent of total compliance rate	94%	95%	92%	94%	94%

DIVISION SUMMARY

10440153 CURRENT PLANNING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 118,682	\$ 208,127	\$ 208,127	\$ 208,127	\$ 215,278
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 35	\$ 2,373	\$ 2,373	\$ 2,373	\$ 2,373
Internal Services	\$ 1,577	\$ 1,931	\$ 1,931	\$ 1,931	\$ 1,127
Capital Equipment	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 3,500
Subtotal	<u>\$ 120,294</u>	<u>\$ 214,231</u>	<u>\$ 214,231</u>	<u>\$ 214,231</u>	<u>\$ 222,278</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 120,294</u></u>	<u><u>\$ 214,231</u></u>	<u><u>\$ 214,231</u></u>	<u><u>\$ 214,231</u></u>	<u><u>\$ 222,278</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CURRENT PLANNING

GOALS:

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

OBJECTIVES:

- Assist the public in filing applications to the City Council, Planning Commission, Greenbelt Commission, Pre-Development and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in review of all required permits and licensing needed for applicants. Performs site inspections for building permits, rezoning and land use plan amendments.
- Expedite items from the Planning Commission to the City Council when possible, while ensuring that such items are correct, complete and express the concerns of the Planning Commission. Prepare detailed, accurate minutes of all public meetings.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Items processed for the Planning Commission within 31 days of receipt	100%	100%	100%	100%	100%
Complete, corrected items forwarded to the Clerk’s office for the first Council meeting in the month following the Planning Commission meeting	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days	100%	100%	100%	100%	100%
Board of Adjustment applications received and, newspaper and mailed notices processed within three business days	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared to send out on the Friday before the meeting	100%	100%	100%	100%	100%

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

DIVISION SUMMARY

10440151 DEVELOPMENT SERVICES

MISSION:

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

DESCRIPTION:

The Development Services Division provides services that impact construction activities in the community, including providing guidelines and regulations to individuals and businesses interested in all aspects of construction while maintaining the highest standard of professionalism and customer service. The Division is responsible for plan review, permitting and appropriate field inspections to conclude the construction activities with a Certificate of Occupancy (CO), or Certificate of Completion (CC) upon completion for lawful occupancy. The Division works in all aspects of construction and development within the community. Construction permit applications for industrial, commercial and multi-family projects include but are not limited to new construction, new shell, new shell interior finish, addition/alteration, new multi-family, multi-family addition/alterations, temporary construction, construction trailer, swimming pool, and paving. Construction permit applications for One and Two Family dwelling and related residential include but are not limited to new single-family, two-family, townhome, addition/alterations, two-family addition/alterations, manufactured home, storage building, storm shelter, carport, garage, and swimming pools.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	15	15	15	15	15
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,463,505	\$ 1,494,619	\$ 1,494,619	\$ 1,494,619	\$ 1,527,247
Supplies & Materials	\$ 15,432	\$ 23,791	\$ 27,334	\$ 27,334	\$ 23,590
Services & Maintenance	\$ 13,675	\$ 20,134	\$ 21,109	\$ 21,109	\$ 20,134
Internal Services	\$ 21,888	\$ 28,571	\$ 28,571	\$ 28,571	\$ 30,768
Capital Equipment	<u>\$ 13,500</u>	<u>\$ 109,130</u>	<u>\$ 109,130</u>	<u>\$ 109,130</u>	<u>\$ 21,000</u>
Subtotal	<u>\$ 1,528,000</u>	<u>\$ 1,676,245</u>	<u>\$ 1,680,763</u>	<u>\$ 1,680,763</u>	<u>\$ 1,622,739</u>
Division Total	<u><u>\$ 1,528,000</u></u>	<u><u>\$ 1,676,245</u></u>	<u><u>\$ 1,680,763</u></u>	<u><u>\$ 1,680,763</u></u>	<u><u>\$ 1,622,739</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

DEVELOPMENT SERVICES

GOALS:

- improve the timeliness of the permit review process by continuously updating the permit application process and adopting specific performance targets.
- Enhance inspection services; utilize all available technologies to minimize delays when inspection are required.
- Continue improving customer service in permitting and inspection services.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Non-residential permits reviewed within 14 days. FYE 18 average review days: 19	52%	55%	75%	51%	53%
FYE 19 to date average review days: 12					
Non-residential permits reviewed within 28 days.	84%	94%	90%	100%	9%
Residential permits issued within 1 hour as a % of all residential permits	66%	61%	98%	42%	56%
Residential permits issued within 2 days	82%	80%	90%	63%	75%
FYE 19 to date average review days: 2.4					
Residential permits issued within 4 days	82%	80%	90%	63%	75%
Inspections performed within 48 hours.	85%	98%	99%	98%	94%
FYE 18 average inspection time: 1 day					

DIVISION SUMMARY

10440150 GEOGRAPHIC INFORMATION SERVICES

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 347,632	\$ 349,614	\$ 349,614	\$ 349,614	\$ 360,551
Supplies & Materials	\$ 3,342	\$ 5,800	\$ 5,502	\$ 5,502	\$ 5,800
Services & Maintenance	\$ 69,679	\$ 100,958	\$ 103,159	\$ 103,159	\$ 76,158
Internal Services	\$ 9,642	\$ 10,643	\$ 10,643	\$ 10,643	\$ 10,087
Capital Equipment	\$ -	\$ 9,600	\$ 9,600	\$ 9,600	\$ 5,150
Subtotal	<u>\$ 430,295</u>	<u>\$ 476,615</u>	<u>\$ 478,518</u>	<u>\$ 478,518</u>	<u>\$ 457,746</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 430,295</u>	<u>\$ 476,615</u>	<u>\$ 478,518</u>	<u>\$ 478,518</u>	<u>\$ 457,746</u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
GEOGRAPHIC INFORMATION SERVICES

GOALS:

- To maintain accurate and complete records of the land aspects of the City of Norman including physical improvements, legal entities, and administrative districts to support decision making and policy implementation.
 - To respond swiftly and courteously to requests for information and provide quality service.
 - To promote integration among databases that have a geographic component to improve the City’s reporting and planning capacity.
 - To improve access to GIS data from other offices throughout the City to expedite the retrieval of information and maximize its use.
-

OBJECTIVES:

- Maintain zoning maps and all atlases as current information.
 - Produce all appropriate informational maps and reports through the GIS system.
 - Provide support to facilitate the integration of databases, to reduce duplication of effort and promote efficiency.
 - Reduce the time it takes to integrate final plats and as-builts into the database.
 - Improve access opportunities to digital GIS resources by City staff in other departments.
-

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	90.50%	100%	100%	100%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%

Notes to Results Report:

GIS – Geographic Information System

DIVISION SUMMARY

10440184 GREENBELT COMMISSION

MISSION:

The mission of the Greenbelt Commission is to promote and protect the public health, safety and general welfare by creating a mechanism for providing a Greenbelt System, which will include preserved open spaces, protected natural areas and greenways/trails in a system of land parcels that together will work to help maintain and preserve the beauty and livability of the City.

DESCRIPTION:

Created by ordinance on May 11, 2004, the Greenbelt Commission is charged with advising the City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the open spaces, greenways and trail-way systems in the City of Norman. The Commission comments on Greenbelt Enhancement Statements submittal with development plats and Norman Rural Certificates of Survey (NRCOS).

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 290	\$ 290	\$ 290	\$ 290
Services & Maintenance	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ -</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>

DIVISION SUMMARY

10440380 HISTORIC DISTRICT COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 223	\$ -	\$ 172	\$ 172	\$ -
Services & Maintenance	\$ 322	\$ 2,644	\$ 37,472	\$ 37,472	\$ 2,644
Internal Services	\$ 123	\$ 168	\$ 168	\$ 168	\$ 196
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 668</u>	<u>\$ 2,812</u>	<u>\$ 37,812</u>	<u>\$ 37,812</u>	<u>\$ 2,840</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 668</u>	<u>\$ 2,812</u>	<u>\$ 37,812</u>	<u>\$ 37,812</u>	<u>\$ 2,840</u>

DIVISION SUMMARY

10440181 PLANNING COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

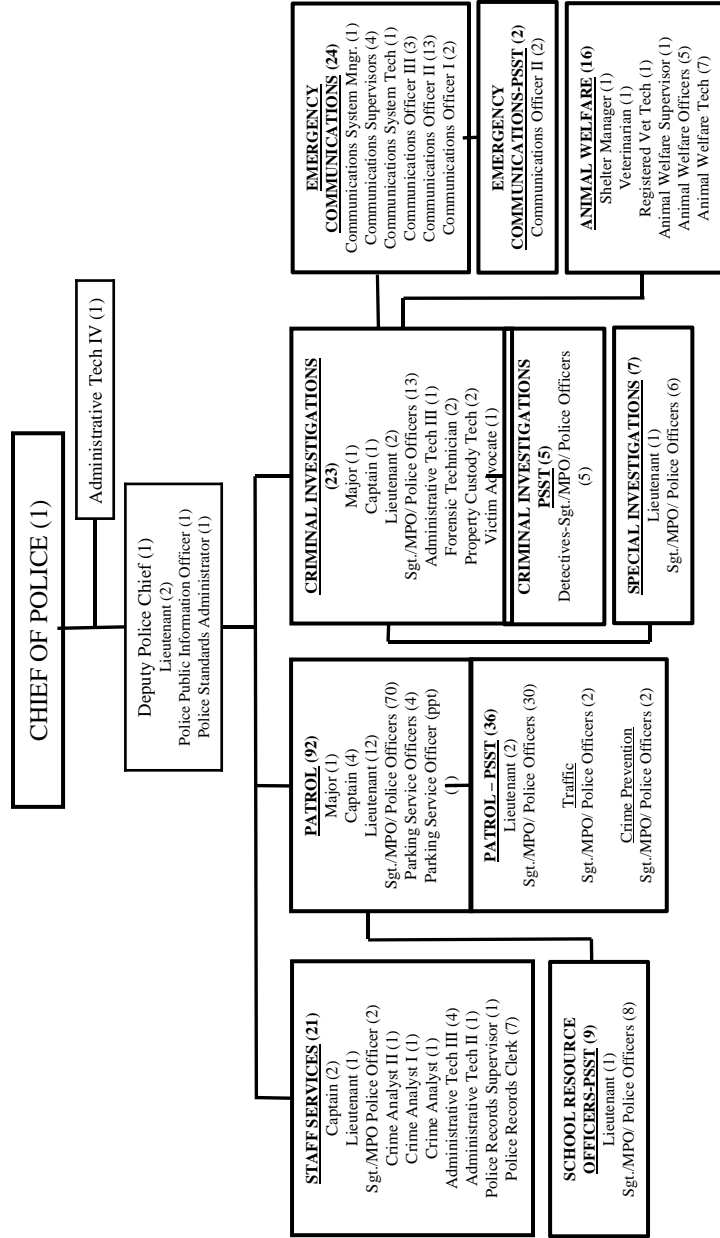
	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 90	\$ 90	\$ 90	\$ 90
Services & Maintenance	\$ -	\$ 257	\$ 257	\$ 257	\$ 257
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ -</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>

POLICE DEPARTMENT

242 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

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

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	198	198	198	198	189
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>199</u>	<u>199</u>	<u>199</u>	<u>199</u>	<u>190</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 18,727,146	\$ 18,778,059	\$ 18,791,165	\$ 18,791,165	\$ 18,837,313
Supplies & Materials	\$ 715,722	\$ 714,415	\$ 749,195	\$ 749,195	\$ 717,894
Services & Maintenance	\$ 1,089,607	\$ 1,295,543	\$ 1,473,384	\$ 1,473,384	\$ 1,376,441
Internal Services	\$ 611,722	\$ 670,041	\$ 670,041	\$ 670,041	\$ 761,305
Capital Equipment	\$ 273,611	\$ 892,511	\$ 968,503	\$ 968,503	\$ 908,792
Subtotal	<u>\$ 21,417,808</u>	<u>\$ 22,350,569</u>	<u>\$ 22,652,288</u>	<u>\$ 22,652,288</u>	<u>\$ 22,601,745</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 21,417,808</u>	<u>\$ 22,350,569</u>	<u>\$ 22,652,288</u>	<u>\$ 22,652,288</u>	<u>\$ 22,601,745</u>

DIVISION SUMMARY

10660310 ADMINISTRATION

MISSION:

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

DESCRIPTION:

The Administration Division is responsible for the supervision and coordination of all officers of the agency. All other units within the Department work at the direction of the Administration Division. The Administration Division oversees these various units and ensures that activities are managed in a manner, which produces the desired results and accomplishes the department's goals.

The Administration Division communicates with employees, city officials, and the public on all law enforcement concerns within the community.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 920,227	\$ 714,624	\$ 530,729	\$ 530,729	\$ 464,764
Supplies & Materials	\$ 12,399	\$ 7,914	\$ 10,863	\$ 10,863	\$ 12,267
Services & Maintenance	\$ 128,105	\$ 181,114	\$ 183,159	\$ 183,159	\$ 200,849
Internal Services	\$ 73,976	\$ 74,299	\$ 74,299	\$ 74,299	\$ 91,808
Capital Equipment	<u>\$ 2,987</u>	<u>\$ 5,400</u>	<u>\$ 4,732</u>	<u>\$ 4,732</u>	<u>\$ 10,400</u>
Subtotal	<u>\$ 1,137,694</u>	<u>\$ 983,351</u>	<u>\$ 803,782</u>	<u>\$ 803,782</u>	<u>\$ 780,088</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,137,694</u>	<u>\$ 983,351</u>	<u>\$ 803,782</u>	<u>\$ 803,782</u>	<u>\$ 780,088</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

- Provide and receive ongoing public information and education.
- Increase contact and outreach with traditionally marginalized community members.
- Improve the security and safety of the main department building and parking lots.
- Develop and implement employee leadership and mentoring program for personal/professional growth and development and evaluate current and future staffing and deployment needs.
- Develop victim centered approach to all crimes involving possible homeless and mental health persons.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services	\$210.00	\$210.00	\$200.00	\$200.00	\$210.00

DIVISION SUMMARY

10660270 ANIMAL WELFARE

MISSION:

The mission of Norman Animal Welfare is to encourage responsible pet ownership by promoting and protecting the health, safety, and welfare of the residents and pets of Norman through education, enforcement, and community partnership.

DESCRIPTION:

Norman Animal Welfare is comprised of two sections: Animal Welfare Response and Animal Welfare Facility. Animal Welfare Officers respond to citizen complaints, apprehend dangerous animals, confiscate and render aid to animals in need of care, pick up stray or deceased animals, handle loose livestock or nuisance wildlife, conduct animal cruelty investigations, and provide education to the public.

Animal Welfare Facility staff provides customer service to citizens in person, over the phone, or through electronic communication, intake animals at the facility, provide medical evaluation and treatment, conduct behavior evaluations, provide care to animals housed at the facility, maintain and clean the facility, provide education to the public, and work towards positive animal outcomes through transfer, foster, and adoption.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	16	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 993,973	\$ 1,113,560	\$ 1,113,560	\$ 1,113,560	\$ 1,165,384
Supplies & Materials	\$ 177,972	\$ 171,209	\$ 162,979	\$ 162,979	\$ 173,888
Services & Maintenance	\$ 130,012	\$ 97,134	\$ 115,651	\$ 115,651	\$ 96,184
Internal Services	\$ 43,374	\$ 54,106	\$ 54,106	\$ 54,106	\$ 62,129
Capital Equipment	\$ 4,631	\$ -	\$ 23,999	\$ 23,999	\$ 41,999
Subtotal	<u>\$ 1,349,962</u>	<u>\$ 1,436,009</u>	<u>\$ 1,470,295</u>	<u>\$ 1,470,295</u>	<u>\$ 1,539,584</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,349,962</u></u>	<u><u>\$ 1,436,009</u></u>	<u><u>\$ 1,470,295</u></u>	<u><u>\$ 1,470,295</u></u>	<u><u>\$ 1,539,584</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Utilize innovative strategies to improve the quality of life for both citizens and animals in Norman.
- Improve and increase information sharing and education programs for the public, internal partners, and employees.
- Increase the number of hours and duties performed by volunteers.

OBJECTIVES:

- Reduce the average shelter stay length for both dogs and cats to 10 days or less.
- Complete 1 public education program and 1 internal partner program per quarter.
- Conduct 1 targeted program per quarter in high stray animal areas.
- Increase the total number of volunteer hours by 5%.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18	FYE 19	FYE 20	FYE 21
	ACTUAL	ACTUAL	PLAN	ESTIMATE PROJECTED
PERFORMANCE INDICATORS:				
Intakes-Strays (cats and dogs)	2,542	2,465	2,800	2,350 2,500
Intakes-owner relinquishments	413	662	500	600 600
Total intakes of all animals	3,420	3,589	3,800	3,800 3,800
Outcomes-adoptions	1,992	1,956	2,200	2,100 2,000
Outcomes-Animals returned to Owner	673	698	750	750 750
Live Release Rate * Based on calendar years	93%	95%	92%	94% 94%
Presentations	11	13	12	12 12
Volunteer Hours	1,218	3,150	1,550	3,300 3,500

DIVISION SUMMARY

10660321 CRIMINAL INVESTIGATIONS

MISSION:

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

DESCRIPTION:

- Investigative
- Review all Part I Crime reports in City of Norman
- Investigate viable leads that may result in the arrest and prosecution of criminals
- Crimes against person
- Crimes against property
- Manage the department's Offender Registration Program
- Forensic
- Crime Lab Services
- Video Forensics
- Computer Forensics
- Property Custody

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	26	26	25	25	23
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>26</u>	<u>26</u>	<u>25</u>	<u>25</u>	<u>23</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 2,357,902	\$ 2,214,867	\$ 2,227,973	\$ 2,227,973	\$ 2,572,405
Supplies & Materials	\$ 50,956	\$ 45,889	\$ 54,666	\$ 54,666	\$ 51,284
Services & Maintenance	\$ 79,247	\$ 101,452	\$ 123,892	\$ 123,892	\$ 99,039
Internal Services	\$ 64,014	\$ 73,200	\$ 73,200	\$ 73,200	\$ 74,700
Capital Equipment	\$ 74,597	\$ 200,868	\$ 203,359	\$ 203,359	\$ 104,425
Subtotal	<u>\$ 2,626,716</u>	<u>\$ 2,636,276</u>	<u>\$ 2,683,090</u>	<u>\$ 2,683,090</u>	<u>\$ 2,901,853</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 2,626,716</u>	<u>\$ 2,636,276</u>	<u>\$ 2,683,090</u>	<u>\$ 2,683,090</u>	<u>\$ 2,901,853</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Implementation of Multi-Jurisdiction Critical Incident Team-Investigative group used to investigate critical incidents within Cleveland County.
- Plan and execute a bi-annual CIS specific in-service where personnel can receive training for CIS specific issues and physical, mental, and emotional health.
- Develop partnerships and train with other local, state, and federal law enforcement agencies that will enhance the abilities of individual detectives, section, ad agency.
- Formalize the process of working with the Operations Bureau through patrol shift briefings to share information and develop working relationships.

OBJECTIVES:

- Increase the number of supervisors in CID and stabilize the span of control.
- Increase deficient funding to optimize capabilities and service to the community increasing productivity and quality of work product.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
Investigators	17	17	18	18	19
Cases closed by arrest	292	127	300	300	300
C.O.P. Follow-up	412	456	450	450	450
Cases Investigated	1,941	1,983	2,000	2,000	2,000

Notes to Results Report:
 COP-Community Oriented
 CID-Criminal Investigations

DIVISION SUMMARY

10660139 EMERGENCY COMMUNICATIONS

MISSION:

To maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriate emergency services in a prompt, courteous and professional manner; thereby protecting lives, and property while providing accurate information to our responders.

DESCRIPTION:

The Communications Division’s mission is to provide an efficient and effective median between the public and public safety and to enhance communication operability and interoperability for all public sectors that serve the citizens of Norman.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	24	24	24	24	24
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	24	24	24	24	24

EXPENDITURES:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 ADOPTED
Salaries & Benefits	\$ 1,738,584	\$ 1,702,256	\$ 1,702,256	\$ 1,702,256	\$ 1,781,136
Supplies & Materials	\$ 12,317	\$ 29,552	\$ 32,766	\$ 32,766	\$ 29,510
Services & Maintenance	\$ 178,933	\$ 219,169	\$ 295,314	\$ 295,314	\$ 284,169
Internal Services	\$ 25,251	\$ 27,848	\$ 27,848	\$ 27,848	\$ 39,628
Capital Equipment	<u>\$ 3,722</u>	<u>\$ 29,400</u>	<u>\$ 35,536</u>	<u>\$ 35,536</u>	<u>\$ -</u>
Subtotal	<u>\$ 1,958,807</u>	<u>\$ 2,008,225</u>	<u>\$ 2,093,720</u>	<u>\$ 2,093,720</u>	<u>\$ 2,134,443</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u>\$ 1,958,807</u>	<u>\$ 2,008,225</u>	<u>\$ 2,093,720</u>	<u>\$ 2,093,720</u>	<u>\$ 2,134,443</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing. (DDACTS Guiding Principal I and COP Section IV)
- Increase strategic planning to clarify problems and identify long-term solutions. (DDACTS Guiding Principal II and IV and COP Section III)
- Improve information sharing and outreach to reduce social harm and improve the quality of life. (DDACTS Guiding Principal V and COP Section III)
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services. (COP Section V)
- Build trust between citizens and our officers, maintaining public safety in an atmosphere of mutual respect (21st Century policing).
- Provide leadership, support and direction of operations to facilitate overall officer emotional wellness.

OBJECTIVES:

- Establish a Community Education Program to increase the understanding of the activities and roles of the Norman Communications Center, accept feedback and correct problems that may contribute to community grievances against the departments we serve.
- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Implement text to 911 along with region.
- Hire and train the Communications Center to full staffing.
- Increase Mobile Command Post Deployments to educational events.
- Train all Dispatchers in CIT awareness.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Establish Community Education	20%	20%	75%	50%	75%
Interoperability solutions	80%	80%	90%	80%	90%
Text to 911	30%	30%	100%	100%	Done
Recruit and train	90%	75%	98%	70%	98%
Increased Deployment of Mobile CP	25%	50%	75%	75%	100%
Train all Call takers in CIT awareness	15%	30%	90%	40%	80%

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

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

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

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

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

DIVISION SUMMARY

10660322 PATROL

MISSION:

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

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	96	96	95	95	91
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>97</u>	<u>97</u>	<u>96</u>	<u>96</u>	<u>92</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 9,944,046	\$ 10,345,851	\$ 10,345,851	\$ 10,345,851	\$ 9,883,590
Supplies & Materials	\$ 275,826	\$ 309,891	\$ 295,246	\$ 295,246	\$ 296,862
Services & Maintenance	\$ 66,397	\$ 105,786	\$ 185,542	\$ 185,542	\$ 105,786
Internal Services	\$ 305,974	\$ 333,604	\$ 333,604	\$ 333,604	\$ 386,017
Capital Equipment	\$ 58,259	\$ 397,398	\$ 418,799	\$ 418,799	\$ 696,208
Subtotal	<u>\$ 10,650,502</u>	<u>\$ 11,492,530</u>	<u>\$ 11,579,042</u>	<u>\$ 11,579,042</u>	<u>\$ 11,368,463</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 10,650,502</u></u>	<u><u>\$ 11,492,530</u></u>	<u><u>\$ 11,579,042</u></u>	<u><u>\$ 11,579,042</u></u>	<u><u>\$ 11,368,463</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

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

OBJECTIVES:

- Increase contact and outreach with traditionally marginalized community members (COP).
- Development of functional out of class program that produce competent and capable out of class field level supervisors.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
<p>Each patrol beat officer will identify one new business or HOA contact each month and build relationships with groups within their assigned areas. Identify authority expectations for participants by March 1</p>	n/a	n/a	100%	100%	100%
<p>Develop eligibility requirements and selection process by April 1</p>	n/a	n/a	100%	100%	100%
<p>Develop training and evaluation programs by June 1</p>	n/a	n/a	100%	100%	100%
<p>Seek interest, select members, and complete training of at least 12 patrol officers and others needed by Oct 1</p>	n/a	n/a	100%	100%	100%

DIVISION SUMMARY

10660230 SPECIAL INVESTIGATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	9	9	9	9	7
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	9	9	9	9	7

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,026,313	\$ 867,125	\$ 867,125	\$ 867,125	\$ 879,493
Supplies & Materials	\$ 51,069	\$ 41,352	\$ 50,321	\$ 50,321	\$ 44,192
Services & Maintenance	\$ 31,041	\$ 35,158	\$ 27,216	\$ 27,216	\$ 35,158
Internal Services	\$ 39,584	\$ 40,888	\$ 40,888	\$ 40,888	\$ 35,038
Capital Equipment	<u>\$ 2,566</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 4,995</u>
Subtotal	<u>\$ 1,150,573</u>	<u>\$ 984,523</u>	<u>\$ 990,550</u>	<u>\$ 990,550</u>	<u>\$ 998,876</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,150,573</u>	<u>\$ 984,523</u>	<u>\$ 990,550</u>	<u>\$ 990,550</u>	<u>\$ 998,876</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- Prioritize drug investigations to focus on problems where children are at risk or in dangerous environments in our community.
- Address specific problems, social harms, crime trends identified through DDACTS or any other current issue in the community that needs the special resources of this section to solve a problem.
- Detectives will be the department’s subject matter experts in the area of undercover/covert operations, surveillance, and the use of technology and equipment in these areas.
- Manage all confidential informants for the department.
- Gather, maintain, and disseminate criminal intelligence.
- Develop partnerships and train with other local, state, and federal law enforcement agencies that will enhance the abilities of individual detectives, section, and agency.
- Formalize the process of working with the Operations Bureau through patrol shift briefings to share information and develop working relationships.

OBJECTIVES:

- Fill one vacant detective position in SIS for FYE21.
- Increase funding for updated surveillance equipment.
- Increase deficient funding to optimize capabilities and service to the community increasing productivity and quality of work product.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	57	60	60	60	65
Number of cases investigated	82	89	90	90	95
Number of persons arrested	111	87	95	95	100
Number of surveillance	241	209	220	220	220

DIVISION SUMMARY

10660115 STAFF SERVICES

MISSION:

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

DESCRIPTION:

The Staff Services Division consists of three sections: Planning and Logistics, Training, and Records.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	23	23	25	25	24
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>23</u>	<u>23</u>	<u>25</u>	<u>25</u>	<u>24</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,746,101	\$ 1,819,776	\$ 2,003,671	\$ 2,003,671	\$ 2,090,541
Supplies & Materials	\$ 135,183	\$ 108,608	\$ 142,354	\$ 142,354	\$ 109,891
Services & Maintenance	\$ 475,872	\$ 555,730	\$ 542,610	\$ 542,610	\$ 555,256
Internal Services	\$ 59,549	\$ 66,096	\$ 66,096	\$ 66,096	\$ 71,985
Capital Equipment	<u>\$ 126,849</u>	<u>\$ 259,445</u>	<u>\$ 277,078</u>	<u>\$ 277,078</u>	<u>\$ 50,765</u>
Subtotal	<u>\$ 2,543,554</u>	<u>\$ 2,809,655</u>	<u>\$ 3,031,809</u>	<u>\$ 3,031,809</u>	<u>\$ 2,878,438</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 2,543,554</u>	<u>\$ 2,809,655</u>	<u>\$ 3,031,809</u>	<u>\$ 3,031,809</u>	<u>\$ 2,878,438</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

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

OBJECTIVES:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, quarterly training, qualifications and inspections for firearms and any required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence, Implicit Bias, cultural diversity and de-escalation techniques
- Provide updated community oriented policing/DDACTS training
- Provide supervisor leadership training and put together the work space for Crime Analysis Unit
- Develop work product of Crime Analysis Unit that meets our agency's needs

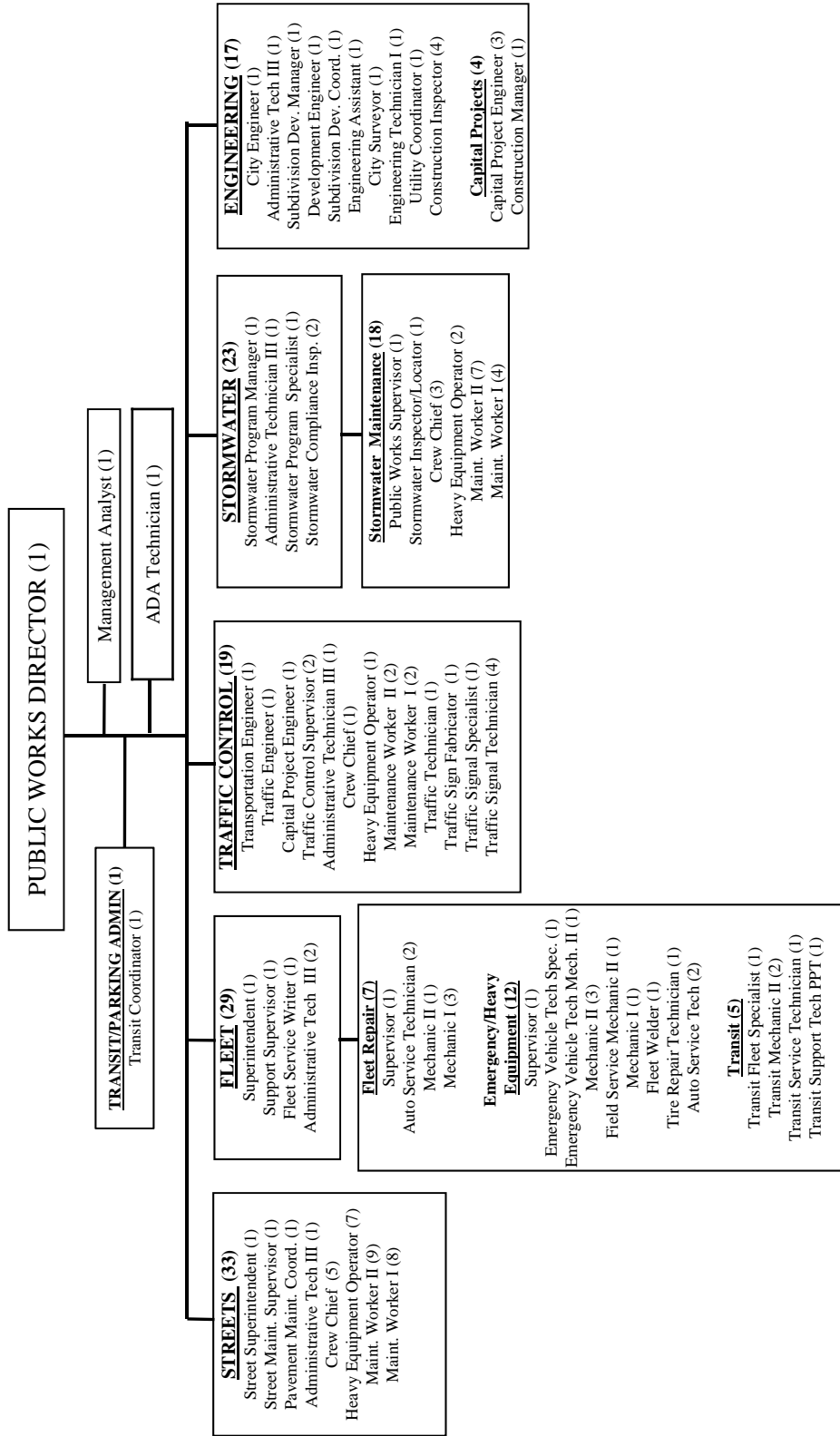
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Total number of in-service training hours scheduled of commissioned personnel	30	30	30	30	30
Total number of firearms training sessions for commissioned officer	4	4	4	4	4
Number of outside courses hosted by training section	1	4	3	3	3
Percentage of officers qualified on CLEET firearms	100%	100%	100%	100%	100%
Number of officers qualified on NPD firearms courses	100%	100%	100%	100%	100%
Monthly Crime prediction packet	N/A	N/A	12	12	12

Notes to Results Report: NPD – Norman Police Department

PUBLIC WORKS DEPARTMENT

125 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS

MISSION:

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

DESCRIPTION:

The Public Works Department is organized into seven functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, Traffic Control, and Transit & Parking. The Department provides transportation, stormwater/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	109	111	112	112	112
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>109</u>	<u>111</u>	<u>112</u>	<u>112</u>	<u>112</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 7,850,531	\$ 8,771,989	\$ 8,772,989	\$ 8,772,989	\$ 9,059,390
Supplies & Materials	\$ 3,188,447	\$ 4,131,617	\$ 4,194,645	\$ 4,194,645	\$ 4,426,669
Services & Maintenance	\$ 2,361,555	\$ 3,006,991	\$ 3,207,634	\$ 3,207,634	\$ 2,959,274
Internal Services	\$ 447,339	\$ 506,627	\$ 506,627	\$ 506,627	\$ 664,731
Capital Equipment	<u>\$ 1,663,014</u>	<u>\$ 2,080,633</u>	<u>\$ 2,620,495</u>	<u>\$ 2,620,495</u>	<u>\$ 1,698,886</u>
Subtotal	<u>\$ 15,510,886</u>	<u>\$ 18,497,857</u>	<u>\$ 19,302,390</u>	<u>\$ 19,302,390</u>	<u>\$ 18,808,950</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 15,510,886</u>	<u>\$ 18,497,857</u>	<u>\$ 19,302,390</u>	<u>\$ 19,302,390</u>	<u>\$ 18,808,950</u>

DIVISION SUMMARY

10550201 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	3	3	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 270,283	\$ 270,663	\$ 271,663	\$ 271,663	\$ 296,049
Supplies & Materials	\$ 8,921	\$ 3,800	\$ 7,645	\$ 7,645	\$ 5,267
Services & Maintenance	\$ 65,537	\$ 127,992	\$ 134,824	\$ 134,824	\$ 59,880
Internal Services	\$ 20,597	\$ 21,174	\$ 21,174	\$ 21,174	\$ 25,582
Capital Equipment	\$ 4,309	\$ -	\$ 22,741	\$ 22,741	\$ -
Subtotal	<u>\$ 369,647</u>	<u>\$ 423,629</u>	<u>\$ 458,047</u>	<u>\$ 458,047</u>	<u>\$ 386,778</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 369,647</u>	<u>\$ 423,629</u>	<u>\$ 458,047</u>	<u>\$ 458,047</u>	<u>\$ 386,778</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Evaluate and identify present and future community needs, establish priorities, formulate long and short range public
 - Ensure all work is performed in conformance with appropriate standards and specifications and maintain an awareness of federal and state regulations as they apply to various areas within the Public Works Department.
 - Establish goodwill and resolve/respond to various issues by attending meetings, and through correspondence with various County, State and Federal regulatory agencies, civic and business associations, representatives of the press, City officials, citizens, and other City departments.
 - Improve the appearance of the community through implementation of specific projects and programs.
 - Implement American Public Works Association (APWA) Accreditation Program with an eye toward “continuous improvement”.
-

OBJECTIVES:

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, West Main Street Bridge Project, 24th Avenue East Bond Project, 36th Avenue NW Bond Project, and Legacy Trail.
 - Continue the process of compliance with EPA and ODEQ Phase II Stormwater regulations by fulfilling the requirements of the NPDES permit and educate the community on the new regulations including the Lake Thunderbird TMDL.
 - Reduce traffic congestion/delay by monitoring and upgrading current Traffic Signal Timing Program, capital projects and other pro-active traffic system improvements.
 - Retain the City beautification program started as a litter control program including a right-of-way mowing and edging program through contract services and enhanced street sweeping operations.
 - Enhance City’s stormwater management and flood control programs through the successful implementation of the Stormwater Master Plan and enforcement of the City’s Floodplain Ordinance.
 - Assist the community in its desire to improve appearance and appeal of the University of Oklahoma including the implementation of a citywide Wayfinding Program.
 - Implement the City’s first (2014) Comprehensive Transportation Plan “Moving Forward”.
 - Implement 2012 G.O. Bond Program including eight (8) major Transportation/Stormwater projects.
 - Implement the City’s adopted Alternative Fuel Program including enhancement of the City’s Compressed Natural Gas (CNG) Fueling Facility and Vehicle Conversion Program.
 - Implement the City’s 2013 Fleet Management Plan to address efficiency and budget issues.
 - Serve as the City’s liaison to the Association of Central Oklahoma Governments (ACOG) for all transportation issues including acquisition of up to \$10 million in federal grants per year for local projects in Norman.
 - Serve as a key member of the City’s Response and Recovery Team for all weather disasters in Norman, particularly in the repair of damaged public infrastructure and the removal of debris.
 - Maintain over 800 miles of public streets in Norman.
 - Coordinate the land development, platting and building permit applications for hundreds of new residential, commercial and industrial properties each year.
 - Maintain the City’s fleet of over 860 vehicle and equipment items to the satisfaction of our customers who are made up on other City department personnel.
 - Implement the Council-adopted (June, 2018) Americans with Disabilities Act (ADA) Transition Plan Update.
 - Manage the City’s Public Transportation (bus) System, EMBARK Norman.
 - Implement 2019 Transportation Bond Program including nineteen (19) projects.
-

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	80%	90%	90%	95%	95%
*NPDES permit compliance	100%	100%	100%	100%	100%
Implement Stormwater Master Plan	45%	50%	60%	60%	65%
Completion of 2016 Street Bond Program	45%	60%	80%	85%	100%
Completion of Comprehensive Transportation Plan	25%	30%	35%	35%	40%
Implementation of Wayfinding plan	20%	25%	30%	30%	35%
Implementation of 2012 Bond program	40%	60%	80%	80%	85%
Implementation of 2018 ADA Transition Plan Update	0%	10%	20%	20%	25%
Implementation of 2019 Transportation Bond	n/a	n/a	n/a	5%	10%

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

DIVISION SUMMARY

10550006 ADA

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ 79,093
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ 4,250
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 85,600
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 150
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 169,093</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 169,093</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADA

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Implementation of 2018 ADA Transition Plan Update	n/a	n/a	5%	5%	5%
Development of ADA Transition Plan for the City's Public Transportation (Bus) System	n/a	n/a	10%	10%	10%

Notes to Results Report:

*NPDES – National Pollutant Discharge Elimination System

DIVISION SUMMARY

10550210 ENGINEERING

MISSION:

The mission of the Engineering Division is to provide prompt, courteous, skillful, and conscientious service to the citizens of Norman concerning transportation and development services.

DESCRIPTION:

The Engineering Division provides technical and management support for development, infrastructure and construction. Proposed public and private improvements, including platting and infrastructure design, within the City are administered and technically reviewed by Engineering staff. Roadway Capital Projects are administered within the division including design, acquiring right of way, utility relocation and construction of the improvements. The division is also responsible for construction inspection services for new infrastructure constructed as a part of new developments or capital projects.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,070,529	\$ 1,113,286	\$ 1,113,286	\$ 1,113,286	\$ 1,126,870
Supplies & Materials	\$ 18,678	\$ 28,462	\$ 34,746	\$ 34,746	\$ 26,842
Services & Maintenance	\$ 36,198	\$ 46,478	\$ 65,861	\$ 65,861	\$ 48,465
Internal Services	\$ 30,098	\$ 40,056	\$ 40,056	\$ 40,056	\$ 34,710
Capital Equipment	\$ 10,649	\$ -	\$ -	\$ -	\$ 20,300
Subtotal	<u>\$ 1,166,152</u>	<u>\$ 1,228,282</u>	<u>\$ 1,253,949</u>	<u>\$ 1,253,949</u>	<u>\$ 1,257,187</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,166,152</u></u>	<u><u>\$ 1,228,282</u></u>	<u><u>\$ 1,253,949</u></u>	<u><u>\$ 1,253,949</u></u>	<u><u>\$ 1,257,187</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ENGINEERING

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	80%	95%	80%	100%	95%
Complete projects on time, 75% of the time	80%	85%	80%	85%	80%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	95%	90%	90%	95%	90%
Addresses will be assigned within 5 working days, 70% of the time	80%	85%	70%	100%	80%
Lot line adjustments will be completed within 5 working days, 70% of the time	80%	100%	85%	85%	90%
Public requests for information will be provided within 2 hours, 70% of the time	99%	98%	95%	95%	95%
Will inspect all active projects once a day, 90% of the time	98%	100%	95%	100%	95%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	100%	100%	100%	100%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	95%	75%	95%	90%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	100%	75%	100%	100%
The review of construction plans will be completed within 10 working days, 100% of the time	100%	100%	90%	95%	90%
The review of final plats will be completed within 10 working days, 95% of the time	100%	100%	95%	95%	95%

DIVISION SUMMARY

10550170 FLEET ADMINISTRATION

MISSION:

The mission of the Public Works Fleet Management Division is to provide safe, economical, state-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official duties and to enhance citizen mobility, accessibility, and transportation choices that are safe, economical, and reliable. The Public Works Fleet Administration Division also ensures the City’s Public Compressed Natural Gas (CNG) Fueling Facility remains open to the public 24 hours a day. Fleet Administration uses a computer program, FASTER Asset Solutions, to ensure accurate mechanic productivity, repair types, work orders, parts issued, inventory, fuel, and equipment replacement needs are posted. In addition, FuelMaster is a fuel management system used by the Fleet Division to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows the Fleet Division to report accurate bi-weekly usage of CNG from the public and private sector to the Internal Revenue Division for tax purposes.

DESCRIPTION:

There are 26 employees within the Fleet Administration and Repair Divisions. The Fleet Division provides the administrative, logistical and mechanical support to all City departments who operate City owned equipment/vehicles. In addition, the Fleet Division provides the administrative, logistical, and mechanical support to the public who utilize the City’s Public Compressed Natural Gas (CNG) Fueling Facility, as well as, the Public Transit services. Fleet staff is responsible for establishing citywide budget figures based on a five year average usage for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet Administrative staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles. The Equipment Support Supervisor and 1 Light Equipment Technician are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventative maintenance of the City of Norman’s CNG Fueling Facility.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 323,310	\$ 399,943	\$ 399,943	\$ 399,943	\$ 415,614
Supplies & Materials	\$ 9,715	\$ 10,441	\$ 11,312	\$ 11,312	\$ 10,475
Services & Maintenance	\$ 41,451	\$ 49,000	\$ 49,473	\$ 49,473	\$ 44,445
Internal Services	\$ 2,860	\$ 3,757	\$ 3,757	\$ 3,757	\$ 3,168
Capital Equipment	\$ -	\$ 3,600	\$ 3,600	\$ 3,600	\$ 10,800
Subtotal	<u>\$ 377,336</u>	<u>\$ 466,741</u>	<u>\$ 468,085</u>	<u>\$ 468,085</u>	<u>\$ 484,502</u>
Division Total	<u>\$ 377,336</u>	<u>\$ 466,741</u>	<u>\$ 468,085</u>	<u>\$ 468,085</u>	<u>\$ 484,502</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

- Provide support services to all City divisions and the public.
- Provide support services to all Norman citizens.
- Provide timely Preventive Maintenance.
- Web access to status of vehicle repair.
- Right-size the organization for long term sustainability.
- Fuel management and regulatory compliance.
- Pilot/demo/evaluate new vehicle and equipment technologies.
- Create a department culture that fosters and promotes teamwork.
- Strive to present a more professional appearance and attitude.

OBJECTIVES:

- To increase the awareness of the City's personnel in the need to support the Preventative Maintenance Service Program for vehicles/equipment to ensure safety standards are continually met, liabilities are reduced, and an overall reduction in maintenance costs can be achieved.
- Purchase vehicles and equipment following the guidelines of the City's Alternative Fuel Program.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete, under-utilized equipment and vehicles from inventory.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program					
(missed or late services)	306	182	>250	240	175
(completed services)	1,244	1,484	1,365	1,313	1,399
Capital Equipment/Vehicle Outlay					
General Fund (excluding Westwood)	\$2,437,101	\$1,842,869	\$3.2 mil	\$2,764,666	\$2.6 mil
PSST Fund	\$818,791	\$725,000	\$1.37 mil	\$990,710	\$1.84 mil
Water/WRF Utility Funds	\$388,535	\$726,165	\$665,660	\$623,949	\$400,000
Sanitation Fund	\$1,853,000	\$1,847,748	\$1.8 mil	\$1,760,370	\$2 mil
Public Transportation Fund	-	-	-	\$327,275	\$1 mil

Vehicle Replacement Report:

No. of requests received for replacement

General Fund (excluding Westwood)	171	152	156	151	160
PSST Fund	5	1	1	1	3
Water/WRF Utility Funds	11	8	7	9	7
Sanitation Fund	29	18	28	14	17
Public Transportation Fund	-	-	-	28	30
Fixed Routes	-	-	-	13	2

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Paratransit	-	-	-	15	0
<i>No. of requests approved for replacement</i>					
General Fund (excluding Westwood)	27	35	51	35	38
PSST Fund	5	1	1	1	0
Water/WRF Utility Funds	14	14	6	9	11
Sanitation Fund	8	9	17	18	14
Public Transportation Fund	-	-	-	28	2
<i>No. of requests deferred for replacement</i>					
General Fund (excluding Westwood)	143	117	105	116	122
PSST Fund	0	0	0	0	0
Water/WRF Utility Funds	0	0	1	0	7
Sanitation Fund	22	9	11	0	3
Public Transportation Fund	0	0	0	0	0
Fuel Report:					
Diesel / gallons dispensed	245,984	225,877	250,317	245,984	253,278
Unleaded gasoline / gallons dispensed	232,423	236,811	255,022	241,199	255,507
Compressed natural gas / gallons dispensed	214,877	240,463	292,558	266,049	300,591
Compressed natural gas sold to public:					
Gallons	75,849	77,808	83,165	79,767	81,726
Sales	\$114,727	\$116,561	\$122,966	\$118,395	\$139,752

Notes to Results Report:

Preventive Maintenance Program: This program is designed with the intent to “prevent” major repairs **before** they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 4,000 miles (250 hours for those with meters) or every 6 months, whichever comes first. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis, specifically every 7,500 miles (500 hours for those with meters) or once a year, whichever comes first. Public Transportation fixed route and paratransit vehicles are scheduled on a routine basis, specifically every 5,000 miles. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis of once a year.

Capital Equipment/Vehicle outlay: The Fleet Division uses the Oklahoma State Contract, where applicable, as one of its main tools in purchasing cars, police vehicles, pickup trucks and large chassis, which helps keep the initial investment lower.

Vehicle Replacement Analysis: Available through the FASTER program used by the Fleet Division, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement. FASTER automatically calculates equipment replacement needs based on age, usage, and maintenance dollars spent using a fifteen (15) point system. Items ranked twelve (12) points and above are evaluated for replacement.

Support of City Policies: The Fleet Division supports and aids in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment.

DIVISION SUMMARY

10550175 FLEET CNG STATION

MISSION:

The Compressed Natural Gas (CNG) Station is a fueling facility for the City’s fleet and the public. Fleet tracks CNG usage of the public and City’s fleet while maintaining the fueling facility with repairs and maintenance ensuring it is open to the public 24 hours a day.

DESCRIPTION:

FuelMaster is a system used by Fleet to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows Fleet to report bi-weekly usage of CNG from the public and private sector to the Internal Revenue Service and the Oklahoma Tax Commission and payment of motor fuel taxes collected.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 80,419	\$ 83,415	\$ 83,415	\$ 83,415	\$ 82,336
Supplies & Materials	\$ 177,857	\$ 254,985	\$ 258,459	\$ 258,459	\$ 179,305
Services & Maintenance	\$ 51,295	\$ 109,700	\$ 170,856	\$ 170,856	\$ 103,200
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 6,500
Subtotal	<u>\$ 309,571</u>	<u>\$ 448,100</u>	<u>\$ 512,730</u>	<u>\$ 512,730</u>	<u>\$ 371,341</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 309,571</u>	<u>\$ 448,100</u>	<u>\$ 512,730</u>	<u>\$ 512,730</u>	<u>\$ 371,341</u>

DIVISION SUMMARY

10550173 FLEET FUEL & PARTS INVENTORY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 1,971,553	\$ 2,399,746	\$ 2,399,041	\$ 2,399,041	\$ 2,839,266
Services & Maintenance	\$ 388,632	\$ 396,836	\$ 423,186	\$ 423,186	\$ 407,154
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,360,185	\$ 2,796,582	\$ 2,822,227	\$ 2,822,227	\$ 3,246,420
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 2,360,185	\$ 2,796,582	\$ 2,822,227	\$ 2,822,227	\$ 3,246,420

DIVISION SUMMARY

10550171 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

MISSION:

The mission of the Fleet Light Repair Shop is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other automotive-related equipment are available, dependable, and safe to operate in a timely manner.

DESCRIPTION:

The Fleet Light Repair Shop is comprised of 1 shop Supervisor and 7 Technicians: 1 Mechanic II, 3 Mechanic I's, 2 Auto Service Technicians, and 1 Tire Technician. These 8 Fleet employees are responsible for 583 of the 905 pieces of equipment and automotive units in the City's fleet. The Fleet Automotive/Light Equipment Shop has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day-to-day operations, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 375,920	\$ 452,977	\$ 452,977	\$ 452,977	\$ 470,260
Supplies & Materials	\$ 20,860	\$ 39,245	\$ 39,008	\$ 39,008	\$ 27,584
Services & Maintenance	\$ 8,115	\$ 14,444	\$ 15,802	\$ 15,802	\$ 15,244
Internal Services	\$ 5,117	\$ 11,523	\$ 11,523	\$ 11,523	\$ 8,144
Capital Equipment	\$ 105,766	\$ 24,856	\$ 26,357	\$ 26,357	\$ 45,940
Subtotal	<u>\$ 515,778</u>	<u>\$ 543,045</u>	<u>\$ 545,667</u>	<u>\$ 545,667</u>	<u>\$ 567,172</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 515,778</u></u>	<u><u>\$ 543,045</u></u>	<u><u>\$ 545,667</u></u>	<u><u>\$ 545,667</u></u>	<u><u>\$ 567,172</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18	FYE 19	FYE 20	FYE 21	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	
				PROJECTED	
PERFORMANCE INDICATORS:					
Number of light duty units	576	578	596	583	589
Number of light duty CNG units	89	91	102	93	95
Yearly productive average (national average is 70%)	85%	83.4%	>70%	80%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	0.41%	0.28%	0.35%	0.30%	0.33%
Preventive Maintenance Program:					
(missed or late services)	146	168	146	172	162
(completed services)	976	769	895	856	867
Work orders completed	1,471	1,702	1,869	2,670	1,948
(# of scheduled repairs)	756	1,102	1,434	1,484	1,300
(# of unscheduled repairs)	715	600	838	1,186	648
# of Sublet Vendor Repairs	50	70	30	50	57

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

10550172 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

MISSION:

The mission of the Fleet Heavy Repair Shop is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other truck-related equipment are available, dependable, and safe to operate in a timely manner.

DESCRIPTION:

The Fleet Heavy Repair Shop is comprised of 1 Shop Supervisor and 8 Technicians: 1 Field Service Mechanic II, 3 Mechanic II's, 1 Mechanic I, 2 Service Technicians, and 1 Welder/Fabricator. These 9 Fleet employees are responsible for 322 of the 905 pieces of equipment and truck units in the City's fleet. The Fleet Truck/Heavy Equipment Shop has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day-to-day operations, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety. The Truck/Heavy Equipment Technicians are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventive maintenance of the City's Unleaded/Diesel Fueling Facility and the eighteen generators located throughout Norman to ensure no disruptions to electricity occur for essential divisions during emergencies and natural disasters.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 675,335	\$ 707,798	\$ 707,798	\$ 707,798	\$ 738,787
Supplies & Materials	\$ 31,137	\$ 47,202	\$ 43,691	\$ 43,691	\$ 32,038
Services & Maintenance	\$ 12,517	\$ 16,337	\$ 16,352	\$ 16,352	\$ 16,337
Internal Services	\$ 8,434	\$ 9,260	\$ 9,260	\$ 9,260	\$ 9,376
Capital Equipment	\$ -	\$ 1,800	\$ 2,926	\$ 2,926	\$ 60,000
Subtotal	<u>\$ 727,423</u>	<u>\$ 782,397</u>	<u>\$ 780,027</u>	<u>\$ 780,027</u>	<u>\$ 856,538</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 727,423</u></u>	<u><u>\$ 782,397</u></u>	<u><u>\$ 780,027</u></u>	<u><u>\$ 780,027</u></u>	<u><u>\$ 856,538</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES – HEAVY DUTY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18	FYE 19	FYE 20	FYE 21
	ACTUAL	ACTUAL	PLAN	ESTIMATE PROJECTED
PERFORMANCE INDICATORS:				
Heavy duty units	270	313	318	322 297
Heavy duty CNG vehicles	34	39	42	42 44
Yearly productive average (national standard avg is 70%)	83%	84.8%	>70%	85% >70%
Benchmark vehicle repair standards (avg exceeding industry standard)	0.58%	0.56%	0.50%	0.56% 0.56%
Preventive Maintenance Program:				
(missed or late services)	22	35	23	40 27
(completed services)	508	268	490	479 418
Work orders completed	2,060	1,730	2,158	2,718 2,169
(# of scheduled repairs)	907	655	818	720 760
(# of unscheduled repairs)	1,153	1,075	1,340	1,998 1,408
# of sublet vendor repairs	96	134	96	125 118

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

10550222 STORMWATER MAINTENANCE DIVISION

MISSION:

The Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman by the regulation of non-stormwater discharges to the City’s municipal separate storm sewer system (MS4), the administration of the floodplain permitting process, and the management, maintenance, and improvement of the MS4. The Stormwater Division exists to control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user, to provide effective stormwater infrastructure maintenance, to administer the floodplain permitting process, to ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL), and to provide responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers.
- Maintain bridges and culverts.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	16	18	18	18	18
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	16	18	18	18	18

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,110,040	\$ 1,361,976	\$ 1,361,976	\$ 1,361,976	\$ 1,392,588
Supplies & Materials	\$ 119,041	\$ 277,664	\$ 290,547	\$ 290,547	\$ 266,384
Services & Maintenance	\$ 177,731	\$ 233,162	\$ 277,176	\$ 277,176	\$ 218,519
Internal Services	\$ 110,089	\$ 120,762	\$ 120,762	\$ 120,762	\$ 147,688
Capital Equipment	\$ 71,011	\$ 1,081,833	\$ 1,139,997	\$ 1,139,997	\$ 126,409
Subtotal	<u>\$ 1,587,912</u>	<u>\$ 3,075,397</u>	<u>\$ 3,190,458</u>	<u>\$ 3,190,458</u>	<u>\$ 2,151,588</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,587,912</u>	<u>\$ 3,075,397</u>	<u>\$ 3,190,458</u>	<u>\$ 3,190,458</u>	<u>\$ 2,151,588</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER MAINTENANCE DIVISION

GOALS:

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

OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen’s maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- Provide efficient storm sewer system maintenance.
- Maintain clean streets and limit the amount of pollutants that enter the storm sewer system by sweeping curb and gutter streets.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Permit all earth disturbing operations ≥ 1 acre in size	100%	95%	95%	100%	95%
Permit floodplain activities as appropriate	100%	100%	95%	100%	95%
Submit all necessary reports as required per state stormwater regulations within 15 days of deadlines	100%	100%	100%	100%	100%
Perform erosion control inspections of permitted sited within 30 days.	178%	122%	100%	100%	100%
Respond to stormwater complaints and drainage concerns within 24 hours.	99%	100%	95%	99%	95%
Inspect City facilities identified as potential stormwater pollution sources	0%	0%	50%	50%	50%
Mechanically sweep 500 curb miles per month	76%	63%	50%	60%	50%
Inspect and clean 100% of the urban drainage inlets 3x per year	60%	27%	50%	65%	50%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, 6x per year	77%	9%	90%	80%	90%
Apply chemical vegetative control to open drainage channels, one time per year*	0%	0%	50%	50%	50%

DIVISION SUMMARY

10550225 STORMWATER QUALITY DIVISION

MISSION:

Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman by the regulation of non-stormwater discharges to the City’s municipal separate storm sewer system (MS4), the administration of the floodplain permitting process, and the management, maintenance, and improvement of the MS4. The Stormwater Division exists to control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user, to provide effective stormwater infrastructure maintenance, to administer the floodplain permitting process, to ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL), and to provide responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers.
- Maintain bridges and culverts.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 296,444	\$ 314,007	\$ 314,007	\$ 314,007	\$ 332,905
Supplies & Materials	\$ 44,684	\$ 72,350	\$ 73,455	\$ 73,455	\$ 72,206
Services & Maintenance	\$ 42,178	\$ 50,789	\$ 56,213	\$ 56,213	\$ 62,664
Internal Services	\$ 14,065	\$ 14,382	\$ 14,382	\$ 14,382	\$ 15,216
Capital Equipment	\$ 256	\$ 3,600	\$ 3,805	\$ 3,805	\$ 15,400
Subtotal	<u>\$ 397,627</u>	<u>\$ 455,128</u>	<u>\$ 461,862</u>	<u>\$ 461,862</u>	<u>\$ 498,391</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 397,627</u>	<u>\$ 455,128</u>	<u>\$ 461,862</u>	<u>\$ 461,862</u>	<u>\$ 498,391</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER QUALITY DIVISION

GOALS:

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

OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen’s maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Permit all earth disturbing operations over >1 acre in size	100%	100%	95%	100%	95%
Permit all floodplain activities as appropriate*	100%	100%	95%	100%	95%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of dealines.*	100%	100%	100%	100%	100%
Perform erosion control inspections of permitted sites within 30 days	178%	122%	100%	100%	100%
Respond to stormwater complaints within 24 hours of the time reported	99%	100%	95%	99%	95%
Inspect City facilities identified as potential stormwater pollution sources	20%	0%	50%	40%	50%

*N/A-Indicates a new goal established with Division formation in FYE 2017 and projected for FYE 2018.

DIVISION SUMMARY

10550221 STREETS DIVISION

MISSION:

The Street Division is responsible for the management, maintenance and construction improvements of streets, alleys, bridges, culverts and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions within approved pavement management criteria. The Street Maintenance Division exists to provide safe, well-drained, durable streets, effective pavement management and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance and construction of street and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt concrete and chip-sealed streets, and aggregate surfaced rural roads.
- Surface and roadside maintenance for approximately 1 mile of aggregate surfaced rural public roads.
- Provides maintenance and reconstruction/repair of the City’s streets and roadways including roadbed drainage and bridges and culverts.
- Provides emergency disaster response related to flooding, winter storms, severe storms and other non-storm related emergency responses.
- Coordinates rural roadway improvement projects with Cleveland County.
- Mowing Rural and Urban right-of-ways.
- Apply vegetative chemical control to urban and rural right-of-ways.
- Provides snow removal and ice control for all Urban Streets and coordinates with Cleveland County and ODOT for snow and ice control for rural roads and state highways respectively.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	33	33	33	33	33
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	33	33	33	33	33

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 2,063,868	\$ 2,456,466	\$ 2,456,466	\$ 2,456,466	\$ 2,452,857
Supplies & Materials	\$ 499,239	\$ 745,290	\$ 734,391	\$ 734,391	\$ 715,768
Services & Maintenance	\$ 223,283	\$ 252,565	\$ 264,647	\$ 264,647	\$ 275,135
Internal Services	\$ 203,264	\$ 228,054	\$ 228,054	\$ 228,054	\$ 345,908
Capital Equipment	<u>\$ 1,145,204</u>	<u>\$ 409,317</u>	<u>\$ 678,469</u>	<u>\$ 678,469</u>	<u>\$ 977,606</u>
Subtotal	<u>\$ 4,134,858</u>	<u>\$ 4,091,692</u>	<u>\$ 4,362,027</u>	<u>\$ 4,362,027</u>	<u>\$ 4,767,274</u>
Division Total	<u>\$ 4,134,858</u>	<u>\$ 4,091,692</u>	<u>\$ 4,362,027</u>	<u>\$ 4,362,027</u>	<u>\$ 4,767,274</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREETS DIVISION

GOALS:

- To Manage and perform maintenance and construction of streets, alleys, bridges, culverts.
- To manage and maintain urban and rural roadsides.
- To manage and perform snow/ice control and respond to emergency situations.
- Aid in the Norman City Council strategic plan, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen’s maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide safe and efficient transportation system.
- Weather damage response.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	100%	100%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	95%	100%	100%
Overlay / pave 10 miles per year	73%	133%	100%	105%	100%
Replace 1,160 square yards of concrete pavement panels	265%	36%	100%	164%	100%
Grade all unpaved alleys two times per year (approx.. 210 blocks)	58%	10%	100%	10%	100%
Mow 15 ROW miles of Urban rights-of-way, eight (8) times per year	346%	102%	100%	109%	100%
Mow 148 miles of Rural rights-of-way, three (3) times per year	246%	221%	100%	209%	100%

DIVISION SUMMARY

10550223 TRAFFIC CONTROL

MISSION:

The mission of the Traffic Control Division is to provide and maintain the controls necessary for the safe movement of traffic with minimum delay by using nationally accepted standards, guidelines and procedures.

DESCRIPTION:

The Traffic Control Division operates and maintains 252 traffic and pedestrian signals, 24,000-plus traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	19	19	19	19	19
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>19</u>	<u>19</u>	<u>19</u>	<u>19</u>	<u>19</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,584,383	\$ 1,611,458	\$ 1,611,458	\$ 1,611,458	\$ 1,672,031
Supplies & Materials	\$ 286,762	\$ 252,432	\$ 302,350	\$ 302,350	\$ 247,284
Services & Maintenance	\$ 1,314,618	\$ 1,709,688	\$ 1,733,244	\$ 1,733,244	\$ 1,622,631
Internal Services	\$ 52,815	\$ 57,659	\$ 57,659	\$ 57,659	\$ 74,789
Capital Equipment	\$ 325,819	\$ 555,627	\$ 742,600	\$ 742,600	\$ 435,931
Subtotal	<u>\$ 3,564,397</u>	<u>\$ 4,186,864</u>	<u>\$ 4,447,311</u>	<u>\$ 4,447,311</u>	<u>\$ 4,052,666</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 3,564,397</u></u>	<u><u>\$ 4,186,864</u></u>	<u><u>\$ 4,447,311</u></u>	<u><u>\$ 4,447,311</u></u>	<u><u>\$ 4,052,666</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAFFIC CONTROL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%
Worker-hours per gallon of traffic paint used	0.48	0.48	0.8	0.4	0.8
Thermoplastic legend, arrows, stop bars and crosswalks installed	10.74	10.74	4 to 6 installations/day (2-person crew)	5	4 to 6 installations/day (2-person crew)
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Response to reports on high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	100%	100%	99% high priority - 90% other signs	100%	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	0.02%	0.01%	<.01%	<.01%	<.01%
Response to reports on traffic signal malfunctions within one hour	100%	100%	99%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	75%	100%	100%	100%	100%
Collect and evaluate traffic data for traffic calming project requests submitted between January and April, and between August and November, within 60 days of written notice	100%	100%	100%	100%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than seven months from receipt of the neighborhood request	100%	100%	100%	100%	100%

NON-DEPARTMENTAL

The “Non-Departmental” divisions are City Boards, Commissions, and several City funded agencies and programs. All of these are funded in the General Fund. They are designated as “Non-Departmental” because they have City-wide impact and because no City personnel are budgeted in these divisions.

DIVISION SUMMARY

10770281 FIREHOUSE ART CENTER

MISSION:

The mission of the Firehouse Art Center is to serve as a vehicle for the visual arts to the citizens of Norman.

DESCRIPTION:

The Firehouse Art Center is a building owned and maintained by the City of Norman for the purpose of promoting and providing an opportunity for the visual arts to the citizens of Norman. The Firehouse Art Center, Inc. manages the day-to-day operations of the Firehouse. The City of Norman is currently providing funding for the utilities and a contribution to help allow continued operation of the center.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 69,806	\$ 74,471	\$ 74,471	\$ 74,471	\$ 72,837
Internal Services	\$ 4,696	\$ 4,837	\$ 4,837	\$ 4,837	\$ 3,934
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 74,502</u>	<u>\$ 79,308</u>	<u>\$ 79,308</u>	<u>\$ 79,308</u>	<u>\$ 76,771</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 74,502</u>	<u>\$ 79,308</u>	<u>\$ 79,308</u>	<u>\$ 79,308</u>	<u>\$ 76,771</u>

DIVISION SUMMARY

10770182 HISTORICAL MUSEUM

MISSION:

The mission of the Historical Museum is to serve as a museum and facility for special research dealing with local history.

DESCRIPTION:

The Norman and Cleveland County Museum is a house owned and maintained by the City of Norman for the purpose of serving as a museum and a facility for specialist research service dealing with local history for the benefit of the citizens of Cleveland County. The day-to-day operations of the museum are managed by the Norman and Cleveland County Historical Society. Currently, the City of Norman is providing the utility costs and a contribution to help with funding for the continued operation of the museum.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 37,011	\$ 38,738	\$ 38,739	\$ 38,739	\$ 42,662
Internal Services	\$ 1,544	\$ 2,329	\$ 2,329	\$ 2,329	\$ 838
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 38,555</u>	<u>\$ 41,067</u>	<u>\$ 41,068</u>	<u>\$ 41,068</u>	<u>\$ 43,500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 38,555</u>	<u>\$ 41,067</u>	<u>\$ 41,068</u>	<u>\$ 41,068</u>	<u>\$ 43,500</u>

DIVISION SUMMARY

10930194 INTERFUND TRANSFERS

MISSION:

Account for and monitor all inter-fund transactions from the General Fund to all other funds.

DESCRIPTION:

An account established to record the subsidies transferred from the General Fund to various funds to cover the costs for which user fees are insufficient.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Public Safety Sales Tax	\$ -	\$ 1,129,316	\$ 1,129,316	\$ 1,129,316	\$ 1,294,239
Rainy Day Fund	\$ 357,029	\$ -	\$ -	\$ -	\$ -
Westwood	\$ 46,756	\$ 575,800	\$ 575,800	\$ 575,800	\$ -
Capital Project Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Public Transit Fund	\$ -	\$ -	\$ 5,215,823	\$ 5,215,823	\$ 1,174,377
Insurance Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Seizure Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Center City TIF Fund	\$ -	\$ -	\$ 196,312	\$ 196,312	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 403,785	\$ 1,705,116	\$ 7,117,251	\$ 7,117,251	\$ 2,468,616

DIVISION SUMMARY

10120280 NORMAN PUBLIC LIBRARY

MISSION:

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

DESCRIPTION:

The Facility Maintenance Division of the City Clerk’s Department performs maintenance services and preventive maintenance programs to all three libraries. The City of Norman also provides custodial services to all three facilities. The current Central Library is located at 225 North Webster Avenue. In FYE 2014 Norman Library West was opened in a portion of the Pioneer Library Systems administrative services facility located at 300 Norman Center Court. Norman Library East located at 3051 Alameda Street opened in June 2018. The new Central Library located on Acres Street opened in 2019.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 203,265	\$ 538,047	\$ 488,047	\$ 488,047	\$ 456,873
Internal Services	\$ 189,110	\$ 189,927	\$ 189,927	\$ 189,927	\$ 227,456
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 392,375</u>	<u>\$ 727,974</u>	<u>\$ 677,974</u>	<u>\$ 677,974</u>	<u>\$ 684,329</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 392,375</u></u>	<u><u>\$ 727,974</u></u>	<u><u>\$ 677,974</u></u>	<u><u>\$ 677,974</u></u>	<u><u>\$ 684,329</u></u>

DIVISION SUMMARY

10770286 SANTA FE DEPOT

MISSION:

The Norman Depot shall be available for use by the entire community. As stated in the lease of land 6(a): “The City of Norman agrees to preserve the Depot as an historical landmark and will utilize the building in such a manner as to benefit the entire community – restricted for public use.”

DESCRIPTION:

The City will maintain the building and grounds and make the building available to the community on a rental-reservation basis. The building is also made available to morning and evening Amtrak passengers.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 5,324	\$ 8,471	\$ 8,549	\$ 8,549	\$ 7,183
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 5,324</u>	<u>\$ 8,471</u>	<u>\$ 8,549</u>	<u>\$ 8,549</u>	<u>\$ 7,183</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 5,324</u>	<u>\$ 8,471</u>	<u>\$ 8,549</u>	<u>\$ 8,549</u>	<u>\$ 7,183</u>



Special Revenue Funds

DIVISION SUMMARY

10770183 SOONER THEATRE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 80,498	\$ 87,735	\$ 87,735	\$ 87,735	\$ 85,426
Internal Services	\$ 3,346	\$ 3,026	\$ 3,026	\$ 3,026	\$ 7,262
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 83,844	\$ 90,761	\$ 90,761	\$ 90,761	\$ 92,688
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 83,844	\$ 90,761	\$ 90,761	\$ 90,761	\$ 92,688

SPECIAL REVENUE FUNDS

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

FUND SUMMARY

TOTAL ART IN PUBLIC PLACES FUND – (28)

MISSION:

To create exciting, appealing, and harmonious public spaces by integrating art into public places in the City of Norman.

DESCRIPTION:

On August 28, 2007, City Council passed Ordinance O-0708-5 to establish this fund which allows citizens, through pledges added to their monthly utility bill, to help fund public art in Norman.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 8,004	\$ 16,000	\$ 26,406	\$ 26,406	\$ 16,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 8,004</u>	<u>\$ 16,000</u>	<u>\$ 26,406</u>	<u>\$ 26,406</u>	<u>\$ 16,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 8,004</u></u>	<u><u>\$ 16,000</u></u>	<u><u>\$ 26,406</u></u>	<u><u>\$ 26,406</u></u>	<u><u>\$ 16,000</u></u>

FUND SUMMARY

TOTAL CLEET PROGRAM FUND - (26)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 29,050	\$ 30,505	\$ 33,046	\$ 33,046	\$ 30,505
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 29,050</u>	<u>\$ 30,505</u>	<u>\$ 33,046</u>	<u>\$ 33,046</u>	<u>\$ 30,505</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ (285)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ (285)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 28,765</u></u>	<u><u>\$ 30,505</u></u>	<u><u>\$ 33,046</u></u>	<u><u>\$ 33,046</u></u>	<u><u>\$ 30,505</u></u>

DIVISION SUMMARY

26121311 COURT CLEET TRAINING

MISSION:

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

DESCRIPTION:

Disbursement of CLEET funds for court and prosecution training.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 543	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 543</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 543</u></u>	<u><u>\$ 1,500</u></u>	<u><u>\$ 1,500</u></u>	<u><u>\$ 1,500</u></u>	<u><u>\$ 1,500</u></u>

DIVISION SUMMARY

26660134 POLICE CLEET TRAINING

MISSION:

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

DESCRIPTION:

To provide law enforcement education and training, where appropriate.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 28,507	\$ 29,005	\$ 31,546	\$ 31,546	\$ 29,005
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 28,507</u>	<u>\$ 29,005</u>	<u>\$ 31,546</u>	<u>\$ 31,546</u>	<u>\$ 29,005</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 28,507</u></u>	<u><u>\$ 29,005</u></u>	<u><u>\$ 31,546</u></u>	<u><u>\$ 31,546</u></u>	<u><u>\$ 29,005</u></u>

FUND SUMMARY

TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)

MISSION:

The mission of the Community Development Fund is to account for the resources allocated to the Community Development Block Grant (CDBG) and related federal and state programs. Projects included in the grants must meet the criteria of activities that either primarily benefit low-to-moderate income persons, or prevent or eliminate slums or blight.

DESCRIPTION:

The Community Development Fund is a special revenue fund established to account for resources from a variety of federal programs funded by the Department of Housing & Urban Development. The fund activities include preparation and submission of grants, implementation and management of projects, monitoring of activities, and record keeping and reporting. Fund divisions reflect multi-year funding as well as different grant programs.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Community Development	\$ 783,690	\$ 748,392	\$ 1,338,742	\$ 1,338,742	\$ 782,120
HOME	\$ 505,147	\$ 374,974	\$ 966,238	\$ 966,238	\$ 412,569
Emergency Shelter	\$ -	\$ -	\$ -	\$ -	\$ -
Kingsgate Property	\$ -	\$ -	\$ -	\$ -	\$ -
Neighborhood Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG-DR	\$ 2,058,866	\$ -	\$ -	\$ -	\$ -
CDBG-CV	\$ -	\$ -	\$ 535,688	\$ 535,688	\$ -
SHPRP ARRA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
COC Planning Grant	\$ 11,875	\$ -	\$ 12,084	\$ 12,084	\$ -
Public Services	\$ 107,226	\$ 102,452	\$ 140,209	\$ 140,209	\$ 128,501
Interfund Transfers	\$ 669,702	\$ -	\$ 4,786,045	\$ 4,786,045	\$ -
Audit Adjust/Encumbrances	<u>\$ 1,206,367</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 5,342,873</u></u>	<u><u>\$ 1,225,818</u></u>	<u><u>\$ 7,779,006</u></u>	<u><u>\$ 7,779,006</u></u>	<u><u>\$ 1,323,190</u></u>

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT FUND

GOALS:

- To provide resources to low-to-moderate income residents of targeted areas to revitalize the infrastructure of their residential areas according to an approved Consolidated Plan, with emphasis on leveraging other resources to accomplish as many improvements as possible.
- To assist social service providers who serve low-to-moderate income persons in the City in finding resources.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to assist in the development of affordable rental housing.
- To provide resources to address the continuum of care for homeless persons by serving as the Collaborative Applicant for the Cleveland County Continuum of Care (OK-504).
- To continue support of an anti-poverty program to improve the general quality of life in the community.
- To acquire new resources for the City from available grant funds on a competitive basis through collaborative efforts with other agencies to address unmet needs.

OBJECTIVES:

- Facilitate the design and construction of infrastructure projects that primarily benefit low and moderate income areas of the City.
- Provide technical assistance to social service providers.
- Continue existing housing rehabilitation programs and review and potentially implement additional programs to address more households.
- Continue to facilitate the Continuum of Care Steering Committee as the lead entity for Cleveland County (OK-504); assist providers of homeless services in an effort to expand the continuum of care from prevention to permanent housing.
- Partner with and/or provide technical assistance to other appropriate local agencies to acquire new resources to address the needs of low-to-moderate income persons.
- Apply for additional resources, which are available on a competitive basis, to address the needs of low-to-moderate income persons.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	5,397	6,000	6,000	2,000	1,000
Number of households assisted through housing programs	35	35	40	40	40
Awarded contract amounts for homeless Programs:					
Continuum of Care	\$ 373,113	\$ 408,358	\$ 431,668	\$ 459,897	\$ 460,000
Emergency Shelter Grant	\$ 163,269	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
Funding application amounts					
Entitlement CDBG	\$ 756,303	\$ 766,816	\$ 850,844	\$ 840,844	\$ 910,621
Entitlement HOME	\$ 316,657	\$ 309,718	\$ 374,974	\$ 374,974	\$ 412,569

Notes to Results Report:

CDBG – Community Development Block Grant

CDBG DR – Community Development Block Grant – Disaster Relief

FUND SUMMARY

TOTAL PARK LAND AND DEVELOPMENT FUND (52)

MISSION:

Established by City Ordinance to receive revenues from developer fees dedicated to the acquisition and development of park land around the City of Norman.

DESCRIPTION:

To efficiently receive and monitor the use of revenues dedicated to park land acquisition and development.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Community Park Improve	\$ -	\$ -	\$ 68,509	\$ 68,509	\$ -
Neighborhood Park Improve	\$ 2,518	\$ -	\$ 60,681	\$ 60,681	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 10,694	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 13,212	\$ -	\$ 129,190	\$ 129,190	\$ -

FUND SUMMARY

TOTAL PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

On May 13, 2008, the citizens of Norman passed a 7-year, one-half percent (1/2%) Public Safety Sales Tax (PSST) in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008, and terminating on September 30, 2015. On April 1, 2014, the citizens passed a permanent one-half percent (1/2%) PSST in order to maintain the personnel added and to fund public safety equipment and projects.

DESCRIPTION:

The Public Safety Sales Tax Fund accounts for the revenues and expenditures related to the Public Safety Sales Tax. Both Police and Fire Departments have divisions in this Fund to account for the expenditures incurred related to the tax.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	82	84	84	84	84
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>82</u>	<u>84</u>	<u>84</u>	<u>84</u>	<u>84</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 9,274,173	\$ 9,128,940	\$ 9,586,536	\$ 9,586,536	\$ 9,410,781
Supplies & Materials	\$ 277,513	\$ 370,588	\$ 422,338	\$ 422,338	\$ 339,034
Services & Maintenance	\$ 212,322	\$ 283,083	\$ 352,693	\$ 352,693	\$ 277,971
Internal Services	\$ 165,953	\$ 165,375	\$ 165,375	\$ 165,375	\$ 204,148
Capital Equipment	\$ 1,104,522	\$ 1,706,419	\$ 1,496,688	\$ 1,496,688	\$ 70,471
Subtotal	<u>\$ 11,034,483</u>	<u>\$ 11,654,405</u>	<u>\$ 12,023,630</u>	<u>\$ 12,023,630</u>	<u>\$ 10,302,405</u>
Capital Projects	\$ 9,749,617	\$ -	\$ 9,876,862	\$ 9,876,862	\$ 800,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,352,857	\$ 2,357,717	\$ 2,357,717	\$ 2,357,717	\$ 2,361,641
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 12,102,474</u>	<u>\$ 2,357,717</u>	<u>\$ 12,234,579</u>	<u>\$ 12,234,579</u>	<u>\$ 3,161,641</u>
Fund Total	<u>\$ 23,136,957</u>	<u>\$ 14,012,122</u>	<u>\$ 24,258,209</u>	<u>\$ 24,258,209</u>	<u>\$ 13,464,046</u>

DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT - PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 3,419,060	\$ 3,354,570	\$ 3,516,268	\$ 3,516,268	\$ 3,547,695
Supplies & Materials	\$ 112,517	\$ 140,946	\$ 148,429	\$ 148,429	\$ 136,428
Services & Maintenance	\$ 87,534	\$ 105,018	\$ 107,231	\$ 107,231	\$ 101,406
Internal Services	\$ 83,207	\$ 71,369	\$ 71,369	\$ 71,369	\$ 90,711
Capital Equipment	\$ 812,502	\$ 1,500,000	\$ 1,081,078	\$ 1,081,078	\$ 60,221
Subtotal	<u>\$ 4,514,820</u>	<u>\$ 5,171,903</u>	<u>\$ 4,924,375</u>	<u>\$ 4,924,375</u>	<u>\$ 3,936,461</u>
Capital Projects	\$ -	\$ -	\$ 870,000	\$ 870,000	\$ 800,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 870,000</u>	<u>\$ 870,000</u>	<u>\$ 800,000</u>
Division Total	<u><u>\$ 4,514,820</u></u>	<u><u>\$ 5,171,903</u></u>	<u><u>\$ 5,794,375</u></u>	<u><u>\$ 5,794,375</u></u>	<u><u>\$ 4,736,461</u></u>

DIVISION SUMMARY

15665143 SUPPRESSION – Public Safety Sales Tax

MISSION:

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

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 3,419,060	\$ 3,354,570	\$ 3,516,268	\$ 3,516,268	\$ 3,547,695
Supplies & Materials	\$ 112,517	\$ 140,946	\$ 148,429	\$ 148,429	\$ 136,428
Services & Maintenance	\$ 87,534	\$ 105,018	\$ 107,231	\$ 107,231	\$ 101,406
Internal Services	\$ 83,207	\$ 71,369	\$ 71,369	\$ 71,369	\$ 90,711
Capital Equipment	\$ 812,502	\$ 1,500,000	\$ 1,081,078	\$ 1,081,078	\$ 60,221
Subtotal	<u>\$ 4,514,820</u>	<u>\$ 5,171,903</u>	<u>\$ 4,924,375</u>	<u>\$ 4,924,375</u>	<u>\$ 3,936,461</u>
Capital Projects	\$ -	\$ -	\$ 870,000	\$ 870,000	\$ 800,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 870,000</u>	<u>\$ 870,000</u>	<u>\$ 800,000</u>
Division Total	<u><u>\$ 4,514,820</u></u>	<u><u>\$ 5,171,903</u></u>	<u><u>\$ 5,794,375</u></u>	<u><u>\$ 5,794,375</u></u>	<u><u>\$ 4,736,461</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION – PUBLIC SAFETY SALES TAX

GOALS:

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threats of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	351	269	400	300	300
Emergency medical calls answered	9,965	10,348	10,000	10,000	11,000
Average response time (urban area)	5.59 minutes	6.04 minutes	5 minutes	6 minutes	5.30 minutes
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%
Ratio to national per capita loss	180%	90%	90%	90%	90%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Norman Police Department is committed to maintaining and enhancing the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Norman Police Department’s primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City’s neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	52	52	52	52	52
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 5,855,113	\$ 5,635,115	\$ 5,931,013	\$ 5,931,013	\$ 5,714,312
Supplies & Materials	\$ 164,996	\$ 192,142	\$ 236,409	\$ 236,409	\$ 197,227
Services & Maintenance	\$ 124,788	\$ 166,945	\$ 234,342	\$ 234,342	\$ 166,945
Internal Services	\$ 82,746	\$ 94,006	\$ 94,006	\$ 94,006	\$ 111,937
Capital Equipment	\$ 292,020	\$ 57,289	\$ 266,480	\$ 266,480	\$ -
Subtotal	<u>\$ 6,519,663</u>	<u>\$ 6,145,497</u>	<u>\$ 6,762,250</u>	<u>\$ 6,762,250</u>	<u>\$ 6,190,421</u>
Capital Projects	\$ 9,749,617	\$ -	\$ 9,006,862	\$ 9,006,862	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,352,857	\$ 2,357,717	\$ 2,357,717	\$ 2,357,717	\$ 2,361,641
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 12,102,474</u>	<u>\$ 2,357,717</u>	<u>\$ 11,364,579</u>	<u>\$ 11,364,579</u>	<u>\$ 2,361,641</u>
Department Total	<u>\$ 18,622,137</u>	<u>\$ 8,503,214</u>	<u>\$ 18,126,829</u>	<u>\$ 18,126,829</u>	<u>\$ 8,552,062</u>

DIVISION SUMMARY

15661321 CRIMINAL INVESTIGATIONS

MISSION:

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

DESCRIPTION:

- Investigative
- Review all Part I Crime reports in City of Norman
- Investigate viable leads that may result in the arrest and prosecution of criminals
- Crimes against person
- Crimes against property
- Manage the department's Offender Registration Program
- Forensic
- Crime Lab Services
- Video Forensics
- Computer Forensics
- Property Custody

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 628,183	\$ 608,948	\$ 608,948	\$ 608,948	\$ 596,218
Supplies & Materials	\$ 3,527	\$ 5,188	\$ 5,188	\$ 5,188	\$ 4,417
Services & Maintenance	\$ 7,012	\$ 2,160	\$ 4,172	\$ 4,172	\$ 2,160
Internal Services	\$ 7,861	\$ 7,785	\$ 7,785	\$ 7,785	\$ 7,905
Capital Equipment	\$ 37,797	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 684,380</u>	<u>\$ 624,081</u>	<u>\$ 626,093</u>	<u>\$ 626,093</u>	<u>\$ 610,700</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 684,380</u>	<u>\$ 624,081</u>	<u>\$ 626,093</u>	<u>\$ 626,093</u>	<u>\$ 610,700</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS – PUBLIC SAFETY SALES TAX

GOALS:

- Implementation of Multi-Jurisdiction Critical Incident Team - Investigate group used to investigate critical incidents within Cleveland County.
- Plan and execute a bi-annual CIS specific in-service where personnel can receive training for CIS specific issues and physical, mental, and emotional health.
- Develop partnerships and train with other local, state and federal law enforcement agencies that will enhance the abilities of individual detectives, section and agency.
- Formalize the process of working with the Operations Bureau through patrol shift briefings to share information and develop working relationships.

OBJECTIVES:

- Increase the number of supervisors in CID and stabilize the span of control
- Increase deficient funding to optimize capabilities and service to the community increasing productivity and quality of work product.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	17	17	18	18	19
Cases closed by arrest	292	127	300	300	300
C.O.P. Follow-up	412	456	450	450	450
Cases investigated	1,941	1,983	2,000	2,000	2,000

Notes to Results Report:

*Currently, information extrapolated from New World is not accurate. Working on a fix for this issue.

COP – Community Oriented Policing Program

CID-Criminal Investigations Division

DIVISION SUMMARY

15661139 EMERGENCY COMMUNICATIONS

MISSION:

To maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriated emergency services in a prompt, courteous and professional manner; thereby protecting lives, and property while providing accurate information to our responders.

DESCRIPTION:

The Communications Division’s mission is to provide an efficient and effective median between the public and public safety and to enhance communication operability and interoperability for all public sectors that serve the citizens of Norman.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 132,890	\$ 123,032	\$ 123,032	\$ 123,032	\$ 131,651
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 270	\$ 1,200	\$ 2,129	\$ 2,129	\$ 1,200
Internal Services	\$ 382	\$ 381	\$ 381	\$ 381	\$ 50
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 133,542</u>	<u>\$ 124,613</u>	<u>\$ 125,542</u>	<u>\$ 125,542</u>	<u>\$ 132,901</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u>\$ 133,542</u>	<u>\$ 124,613</u>	<u>\$ 125,542</u>	<u>\$ 125,542</u>	<u>\$ 132,901</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS – PUBLIC SAFETY SALES TAX

GOALS:

- Establish, facilitate, or participate in partnerships with the six constituencies of Community Policing (DDACS Guiding Principle I and COP Section IV).
- Increase strategic planning to clarify problems and identify long-term solutions (DDACTS Guiding Principle II and IV and COP Section III).
- Improve information sharing and outreach to reduce social harm and improve the quality of life (DDACTS Guiding Principle V and COP Section III).
- Attract, assign, and train personnel to achieve community expectations in the delivery of police services (COP Section V).
- Build trust between citizens and our officers, maintaining public safety in an atmosphere of mutual respect. (21st Century Policing)
- Provide leadership, support and direction of operations to facilitate overall officer emotional wellness.

OBJECTIVES:

- Establish a Community Education Program to increase the understanding of the activities and roles of the Norman Communications Center, accept feedback and correct problems that may contribute to community grievances against the departments we serve.
- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Implement text to 911 along with the region.
- Train all dispatchers in CIT awareness.
- Increase Mobile Command Post Deployments to educational events.
- Hire and train the Communications center to full staffing.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Establish Community Education	20%	20%	75%	50%	75%
Interoperability solutions	80%	80%	90%	80%	90%
Text to 911	30%	30%	100%	100%	done
Recruit and train	90%	75%	98%	70%	98%
Increased Deployment of Mobile CP	25%	50%	75%	75%	100%
Train all call takers in CIT awareness	15%	30%	90%	40%	80%

Notes to Results Report:

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

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

Text to 911 is fully implemented metro wide, updated objective is to pull this technology directly into CAD. Rave911 continues to be instrumental in keeping the number to officer responses to hang ups down.

Will continue to explore events we can deploy Mobile CP in order to increase exposure.

CIT Trainer has been trained and we have hosted 2 regional training classes. Due to staffing levels the dispatch academy has been put on hold, when staffing levels allow we will resume regional classes.

DIVISION SUMMARY

15661322 PATROL

MISSION:

The Mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace. Beginning in FYE 11, the Patrol Bureau – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	45	45	36	36	36
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>45</u>	<u>45</u>	<u>36</u>	<u>36</u>	<u>36</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 5,094,040	\$ 4,903,135	\$ 4,567,419	\$ 4,567,419	\$ 3,911,268
Supplies & Materials	\$ 153,782	\$ 186,954	\$ 223,444	\$ 223,444	\$ 192,810
Services & Maintenance	\$ 74,074	\$ 113,558	\$ 134,193	\$ 134,193	\$ 113,558
Internal Services	\$ 74,503	\$ 85,840	\$ 85,840	\$ 85,840	\$ 103,982
Capital Equipment	\$ 28,955	\$ 57,289	\$ 121,791	\$ 121,791	\$ -
Subtotal	<u>\$ 5,425,354</u>	<u>\$ 5,346,776</u>	<u>\$ 5,132,687</u>	<u>\$ 5,132,687</u>	<u>\$ 4,321,618</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 5,425,354</u>	<u>\$ 5,346,776</u>	<u>\$ 5,132,687</u>	<u>\$ 5,132,687</u>	<u>\$ 4,321,618</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL – PUBLIC SAFETY SALES TAX

GOALS:

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

OBJECTIVES:

- Increase contact and outreach with traditionally marginalized community members (COP).
- Development of functional out of class program that produces competent and capable out of class field level supervisors. (L&P).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
Each patrol beat officer will identify one new business or HOA contact each month and build relationships with groups within their assigned areas.	n/a	n/a	100%	100%	100%
Identify authority and expectations for participants by March 1					
Identify authority and expectations for participants by March 1	n/a	n/a	100%	100%	100%
Develop eligibility requirements and selection process by April 1	n/a	n/a	100%	100%	100%
Develop training and evaluation programs by June 1.	n/a	n/a	100%	100%	100%
Seek interest, select members, and complete training of at least 12 patrol officers and others as needed by Oct 1.	n/a	n/a	100%	100%	100%

DIVISION SUMMARY

15661313 SCHOOL RESOURCE OFFICERS

MISSION:

The Mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace. Beginning in FYE 11, the Patrol Bureau – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

School Resource Officers (SRO) are part of the Patrol Bureau, which is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder. This division accounts for the School Resource Officer Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman. Prior to FYE 20, SRO related expenses were accounted for in the PSST Patrol division.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>9</u>	<u>9</u>	<u>9</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ 631,614	\$ 631,614	\$ 1,075,175
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 631,614</u>	<u>\$ 631,614</u>	<u>\$ 1,075,175</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 631,614</u></u>	<u><u>\$ 631,614</u></u>	<u><u>\$ 1,075,175</u></u>

DIVISION SUMMARY

15661115 STAFF SERVICES

MISSION:

The mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace. Beginning in FYE 11, the Staff Services Division – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 7,687	\$ -	\$ 7,777	\$ 7,777	\$ -
Services & Maintenance	\$ 43,432	\$ 50,027	\$ 93,848	\$ 93,848	\$ 50,027
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 225,268	\$ -	\$ 144,689	\$ 144,689	\$ -
Subtotal	<u>\$ 276,387</u>	<u>\$ 50,027</u>	<u>\$ 246,314</u>	<u>\$ 246,314</u>	<u>\$ 50,027</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 276,387</u></u>	<u><u>\$ 50,027</u></u>	<u><u>\$ 246,314</u></u>	<u><u>\$ 246,314</u></u>	<u><u>\$ 50,027</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES – PUBLIC SAFETY SALES TAX

GOALS:

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

OBJECTIVES:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, quarterly firearms training, qualifications and inspections and required continuing education
- Develop internal subject matter experts/instructors in Emotional Intelligence, Implicit bias, Cultural Diversity and De-escalation techniques
- Provide updated Community Oriented Policing/DDACTS training
- Provide Supervisor Leadership training.
- Put together the work space for the Crime Analysis Unit.
- Develop work product of Crime Analysis Unit that meets our agency's needs

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
Total number of in-service training hours scheduled for commissioned personnel	30	30	30	30	30
Total number of firearems training sessions for commisioned officer	4	4	4	4	4
Number of outside courses hosted by training section	1	4	3	3	3
Number of officers qualified on CLEET firearms courses	100%	100%	10%	100%	100%
Number of officers qualified on NPD firearms courses	100%	100%	100%	100%	100%
Monthly crime predictin packet	n/a	n/a	12	12	12

Notes to Results Report:

NPD – Norman Police Department

DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

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

DESCRIPTION:

The Public Works Department is organized into six functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, and Traffic Control. The Department provides transportation, stormwater/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ 139,255	\$ 139,255	\$ 139,255	\$ 148,774
Supplies & Materials	\$ -	\$ 37,500	\$ 37,500	\$ 37,500	\$ 5,379
Services & Maintenance	\$ -	\$ 11,120	\$ 11,120	\$ 11,120	\$ 9,620
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Capital Equipment	\$ -	\$ 149,130	\$ 149,130	\$ 149,130	\$ 10,250
Subtotal	<u>\$ -</u>	<u>\$ 337,005</u>	<u>\$ 337,005</u>	<u>\$ 337,005</u>	<u>\$ 175,523</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ -</u>	<u>\$ 337,005</u>	<u>\$ 337,005</u>	<u>\$ 337,005</u>	<u>\$ 175,523</u>

DIVISION SUMMARY

15550172 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

MISSION:

The mission of the Fleet Emergency Vehicle Technician (EVT) Division is to service and maintain the City's Public Safety fleets for the Police and Fire Departments, and support them during natural disaster events, fire events, and remote training where vehicle support may be required.

DESCRIPTION:

The Public Safety Fleet Division, known as the Emergency Vehicle Technician (EVT) Division, is tasked with the maintenance, repair, and procurement of the City's Public Safety fleet for the Police and Fire Departments. This Division consists of 1 Supervisor, 1 EVT Specialist, and 1 EVT Mechanic II. These 3 employees are responsible for 70 units for the Fire Department and 3 units for the Police Department. These include all pumper/tanker and ladder units for the Fire Department, as well as the SWAT and Mobile Emergency Command Center for the Police Department. Our Specialist and Mechanic maintain master status in the Heavy Truck Automotive Service Excellence (ASE) as well as master certification in the Emergency Vehicle Technician (EVT) program. The EVT division supplies support for the Police and Fire Departments during natural disaster events as well as training events such as the Police Department's Law Enforcement Driver Training (LEDT) courses.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ 139,255	\$ 139,255	\$ 139,255	\$ 148,774
Supplies & Materials	\$ -	\$ 37,500	\$ 37,500	\$ 37,500	\$ 5,379
Services & Maintenance	\$ -	\$ 11,120	\$ 11,120	\$ 11,120	\$ 9,620
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Capital Equipment	\$ -	\$ 149,130	\$ 149,130	\$ 149,130	\$ 10,250
Subtotal	<u>\$ -</u>	<u>\$ 337,005</u>	<u>\$ 337,005</u>	<u>\$ 337,005</u>	<u>\$ 175,523</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 337,005</u></u>	<u><u>\$ 337,005</u></u>	<u><u>\$ 337,005</u></u>	<u><u>\$ 175,523</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES – HEAVY DUTY

GOALS:

- Provide safe and reliable repairs for the Public Safety Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement of our Heavy Fire and Police Fleet units.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of EVT units	-	-	-	-	100
Number of EVT CNG vehicles	-	-	-	-	0
Yearly productive average (national standard average is 70%)	-	-	-	-	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	-	-	-	-	>50%
Preventive Maintenance Program:					
(missed or late services)	-	-	-	-	<15
(completed services)	-	-	-	-	85
Work orders completed	-	-	-	-	300
(# of scheduled repairs)	-	-	-	-	200
(# of unscheduled repairs)	-	-	-	-	100
# of sublet vendor repairs	-	-	-	-	<25

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

FUND SUMMARY

TOTAL PUBLIC TRANSPORTATION FUND (27)

MISSION:

The mission of the Public Transportation Fund is to provide exceptional transportation services to the citizens of Norman.

DESCRIPTION:

The Public Transportation Fund consists of 6 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary
- Maintain the fleet of 29 transit vehicles, including full compliance with all Federal Transit Administration (FTA) regulations

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	6	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>7</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ 411,244	\$ 411,244	\$ 489,710
Supplies & Materials	\$ -	\$ -	\$ 249,046	\$ 249,046	\$ 553,478
Services & Maintenance	\$ -	\$ -	\$ 3,533,713	\$ 3,533,713	\$ 3,576,561
Internal Services	\$ -	\$ -	\$ 2,112	\$ 2,112	\$ 138,752
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 701,036</u>	<u>\$ 701,036</u>	<u>\$ 587,395</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,897,151</u>	<u>\$ 4,897,151</u>	<u>\$ 5,345,896</u>
Capital Projects	\$ -	\$ -	\$ 650,000	\$ 650,000	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ 5,100,000
Audit Adjust/Encumb	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 5,100,000</u>
Fund Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,547,151</u></u>	<u><u>\$ 5,547,151</u></u>	<u><u>\$ 10,445,896</u></u>

DIVISION SUMMARY

27550276 FLEET REPAIR TRANSIT

MISSION:

The mission of the Public Works Fleet Public Transit Division is to provide safe, cost effective and sanitary public transportation to include para-transit routes for those who cannot access a fixed route bus stop to travel in and around the City of Norman.

DESCRIPTION:

The Public Works Fleet Public Transit Division is comprised of 1 Shop Supervisor, 1 Transit Specialist, 1 Transit Service Technician, and 2 Transit Mechanic II's. These 5 employees are responsible for the daily availability, preventative maintenance and repair of the City's 28 transit buses and associated equipment as well as 3 transit support vehicles. 14 of these units are powered by clean burning CNG engines. It is the goal of the Public Transit Division to have the daily pre-requested units available for operations by our contractor before 05:15 every weekday morning.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	5	5	5
Part-time Positions	0	0	0	0	1
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>6</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ 301,198	\$ 301,198	\$ 375,326
Supplies & Materials	\$ -	\$ -	\$ 248,131	\$ 248,131	\$ 547,678
Services & Maintenance	\$ -	\$ -	\$ 834,801	\$ 834,801	\$ 287,411
Internal Services	\$ -	\$ -	\$ 1,912	\$ 1,912	\$ 138,242
Capital Equipment	\$ -	\$ -	\$ 696,536	\$ 696,536	\$ 587,395
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,082,578</u>	<u>\$ 2,082,578</u>	<u>\$ 1,936,052</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ 5,100,000
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,100,000</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,082,578</u></u>	<u><u>\$ 2,082,578</u></u>	<u><u>\$ 7,036,052</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR TRANSIT – PUBLIC TRANSPORTATION

GOALS:

- Provide safe and reliable repairs for the Public Transit Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement the Transit Fleet.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Fixed Route units	-	-	-	13	15
Fixed Route CNG vehicles	-	-	-	8	10
Paratransits				15	15
Paratransit CNG Vehicles				8	8
Yearly productive average (national standard avg. is 70%)	-	-	-	>70%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	-	-	-	>0.50%	>0.50%
Preventive Maintenance Program:					
(missed or late services)	-	-	-	5	0
(completed services)	-	-	-	116	120
Work orders completed	-	-	-	262	525
(# of scheduled repairs)	-	-	-	160	320
(# of unscheduled repairs)	-	-	-	102	205
# of sublet vendor repairs	-	-	-	42	45

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

27550277 TRANSIT AND PARKING ADMINISTRATION

MISSION:

The mission of the Transit and Parking Administration Division is to provide safe, reliable, and efficient public transportation services to the citizens and visitors of the City of Norman.

DESCRIPTION:

The Transit and Parking Division consists of 3 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary
- Maintain the fleet of 29 transit vehicles, including full compliance with all Federal Transit Administration (FTA) regulations

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ 110,046	\$ 110,046	\$ 114,384
Supplies & Materials	\$ -	\$ -	\$ 915	\$ 915	\$ 5,800
Services & Maintenance	\$ -	\$ -	\$ 2,698,912	\$ 2,698,912	\$ 3,289,150
Internal Services	\$ -	\$ -	\$ 200	\$ 200	\$ 510
Capital Equipment	\$ -	\$ -	\$ 4,500	\$ 4,500	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,814,573</u>	<u>\$ 2,814,573</u>	<u>\$ 3,409,844</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,814,573</u>	<u>\$ 2,814,573</u>	<u>\$ 3,409,844</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRANSIT AND PARKING ADMINISTRATION - PUBLIC TRANSPORTATION

GOALS:

- Provide a safe, reliable, and efficient public transit service to citizens and visitors in order to increase access to and from destinations in Norman.
- Provide exceptional customer service to citizens and visitors of Norman in order to provide a more positive experience when using public transit.

OBJECTIVES:

- To update the City's long range plan for transit in the Comprehensive Transportation Plan by the end of the FYE2021
- To improve the on-time performance of bus arrivals
- Improve passenger boardings on the transit system

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 18	FYE 19	FYE 20	FYE 21
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED
PERFORMANCE INDICATORS:				
Percentage of On-time bus arrivals	n/a	n/a	75%	75%
Number of Passengers per service hour (M-F fixed route)	n/a	n/a	12	12
Completion of Long Range Transit Plan Update	n/a	n/a	1,400	1,400
Number of Passengers per Operating Day (M-F fixed day)	n/a	n/a	100%	100%

FUND SUMMARY

TOTAL ROOM TAX FUND (23)

MISSION:

To account for and monitor all resources associated with the Room Tax Fund.

DESCRIPTION:

Established by City ordinances to receive revenues from the City hotel/motel occupancy tax to be used for promoting and fostering convention and tourism development in the City of Norman, support arts and humanities activities and provide funding for park development capital equipment.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,342,500	\$ 1,382,250	\$ 1,397,250	\$ 1,397,250	\$ 1,275,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,342,500</u>	<u>\$ 1,382,250</u>	<u>\$ 1,397,250</u>	<u>\$ 1,397,250</u>	<u>\$ 1,275,000</u>
Capital Projects	\$ 303,928	\$ 90,000	\$ 424,601	\$ 424,601	\$ 155,000
Cost Allocation	\$ 75,223	\$ 76,792	\$ 78,225	\$ 78,225	\$ 52,575
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 204,431	\$ 205,882	\$ 205,882	\$ 205,882	\$ 205,469
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 583,582</u>	<u>\$ 372,674</u>	<u>\$ 708,708</u>	<u>\$ 708,708</u>	<u>\$ 413,044</u>
Fund Total	<u><u>\$ 1,926,082</u></u>	<u><u>\$ 1,754,924</u></u>	<u><u>\$ 2,105,958</u></u>	<u><u>\$ 2,105,958</u></u>	<u><u>\$ 1,688,044</u></u>

DIVISION SUMMARY

23330340 ROOM TAX - ADMINISTRATION

MISSION:

Efficiently receipt and collect room tax revenues.

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 75,223	\$ 76,792	\$ 78,225	\$ 78,225	\$ 52,575
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 75,223</u>	<u>\$ 76,792</u>	<u>\$ 78,225</u>	<u>\$ 78,225</u>	<u>\$ 52,575</u>
Division Total	<u><u>\$ 75,223</u></u>	<u><u>\$ 76,792</u></u>	<u><u>\$ 78,225</u></u>	<u><u>\$ 78,225</u></u>	<u><u>\$ 52,575</u></u>

DIVISION SUMMARY

23730241 ROOM TAX - ARTS COUNCIL

MISSION:

Provide funds for the Norman Arts Council to support, encourage, coordinate and promote awareness of quality arts activities and programs in Oklahoma, and foster better understanding of the fine applied and performing arts and humanities in Norman.

DESCRIPTION:

The Norman Arts Council reviews applications for the use of Room Tax funds and administers these funds. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the Arts Council.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 447,500	\$ 460,750	\$ 475,750	\$ 475,750	\$ 425,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 447,500</u>	<u>\$ 460,750</u>	<u>\$ 475,750</u>	<u>\$ 475,750</u>	<u>\$ 425,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 447,500</u>	<u>\$ 460,750</u>	<u>\$ 475,750</u>	<u>\$ 475,750</u>	<u>\$ 425,000</u>

DIVISION SUMMARY

23330243 ROOM TAX - CONVENTION & VISITORS BUREAU

MISSION:

Provide funds for promotion of the City of Norman and facilities available for meetings, conventions, etc.

DESCRIPTION:

Ordinance No. O-9293-22 provides for contracting with a not-for-profit corporation for the purpose of administering this portion of the Room Tax funds.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 895,000	\$ 921,500	\$ 921,500	\$ 921,500	\$ 850,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 895,000	\$ 921,500	\$ 921,500	\$ 921,500	\$ 850,000
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 895,000	\$ 921,500	\$ 921,500	\$ 921,500	\$ 850,000

DIVISION SUMMARY

2379* - ROOM TAX - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 21 - FYE 25 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 303,928	\$ 90,000	\$ 424,601	\$ 424,601	\$ 155,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 303,928</u>	<u>\$ 90,000</u>	<u>\$ 424,601</u>	<u>\$ 424,601</u>	<u>\$ 155,000</u>
Division Total	<u>\$ 303,928</u>	<u>\$ 90,000</u>	<u>\$ 424,601</u>	<u>\$ 424,601</u>	<u>\$ 155,000</u>

FUND SUMMARY

TOTAL SEIZURES AND RESTITUTION FUND (25)

MISSION:

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

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ 2,341	\$ 2,341	\$ -
Supplies & Materials	\$ 46,270	\$ 8,000	\$ 14,869	\$ 14,869	\$ -
Services & Maintenance	\$ 122,985	\$ 173,360	\$ 175,647	\$ 175,647	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 336,037	\$ -	\$ 92,101	\$ 92,101	\$ -
Subtotal	<u>\$ 505,292</u>	<u>\$ 181,360</u>	<u>\$ 284,958</u>	<u>\$ 284,958</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 505,292</u></u>	<u><u>\$ 181,360</u></u>	<u><u>\$ 284,958</u></u>	<u><u>\$ 284,958</u></u>	<u><u>\$ -</u></u>

DIVISION SUMMARY

25660138 FEDERAL SEIZURES AND RESTITUTION

MISSION:

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

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 35,532	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 3,318	\$ 300	\$ 855	\$ 855	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 233,041	\$ -	\$ 27,300	\$ 27,300	\$ -
Subtotal	\$ 271,891	\$ 300	\$ 28,155	\$ 28,155	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 271,891	\$ 300	\$ 28,155	\$ 28,155	\$ -

DIVISION SUMMARY

25125135 JUVENILE PROGRAMS

MISSION:

It is the mission of the Juvenile Division of the Municiple Court to promote education, prevention, and accountability for juvenile offenders rather than only punishment thereby preventing juvenile offenders from becoming more deeply involved in the juvenile justice system thus saving taxpayers money and preventing more citizens from becoming victims of crime.

DESCRIPTION:

The Juvenile Division of the Municiple Court provides juvenile offenders a meaningful opportunity to give back to their community through community service, making them more accountable for their actions by promoting education and prevention programs. In cooperation with various City agencies, education and prevention programs have been developed to support intervention efforts aimed at deterring at-risk youth from possible re-offending. The Juvenile Division provides staff supervision and additional support to assist in guiding youthful offenders into becoming productive citizens.

*Beginning FYE 18, this program has been moved to the General Fund under Municipal Court.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

DIVISION SUMMARY

25660235 STATE SEIZURES AND RESTITUTION

MISSION:

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

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ 2,341	\$ 2,341	\$ -
Supplies & Materials	\$ 10,738	\$ 8,000	\$ 14,869	\$ 14,869	\$ -
Services & Maintenance	\$ 119,667	\$ 173,060	\$ 174,792	\$ 174,792	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 102,996	\$ -	\$ 64,801	\$ 64,801	\$ -
Subtotal	\$ 233,401	\$ 181,060	\$ 256,803	\$ 256,803	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 233,401	\$ 181,060	\$ 256,803	\$ 256,803	\$ -

FUND SUMMARY

TOTAL SPECIAL GRANTS FUND (22)

MISSION:

Contributions or gifts of cash or other assets from another government agency to be used or expended for a specified purpose, activity or facility.

DESCRIPTION:

To account for and monitor all related revenues and expenditures for all special revenue grants and projects of the City of Norman.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 149,475	\$ 128,449	\$ 366,120	\$ 366,120	\$ 43,334
Supplies & Materials	\$ 20,601	\$ 1,000	\$ 4,056	\$ 4,056	\$ 1,000
Services & Maintenance	\$ 45,596	\$ 18,500	\$ 63,129	\$ 63,129	\$ 18,500
Internal Services	\$ 41	\$ -	\$ 200	\$ 200	\$ -
Capital Equipment	\$ 1,882	\$ -	\$ 30,795	\$ 30,795	\$ -
Subtotal	<u>\$ 217,595</u>	<u>\$ 147,949</u>	<u>\$ 464,300</u>	<u>\$ 464,300</u>	<u>\$ 62,834</u>
Capital Projects	\$ 2,182	\$ -	\$ 32,277	\$ 32,277	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,182</u>	<u>\$ -</u>	<u>\$ 32,277</u>	<u>\$ 32,277</u> #	<u>\$ -</u>
Fund Total	<u><u>\$ 219,777</u></u>	<u><u>\$ 147,949</u></u>	<u><u>\$ 496,577</u></u>	<u><u>\$ 496,577</u></u>	<u><u>\$ 62,834</u></u>

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (29)

MISSION:

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total Budgeted Positions	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,253,848	\$ 1,444,073	\$ 1,444,073	\$ 1,444,073	\$ 1,369,345
Supplies & Materials	\$ 308,202	\$ 329,945	\$ 341,718	\$ 341,718	\$ 328,885
Services & Maintenance	\$ 182,814	\$ 310,203	\$ 313,807	\$ 313,807	\$ 418,817
Internal Services	\$ 20,790	\$ 21,699	\$ 21,699	\$ 21,699	\$ 37,049
Capital Equipment	<u>\$ 146,954</u>	<u>\$ 83,000</u>	<u>\$ 83,000</u>	<u>\$ 83,000</u>	<u>\$ 139,800</u>
Subtotal	<u>\$ 1,912,608</u>	<u>\$ 2,188,920</u>	<u>\$ 2,204,297</u>	<u>\$ 2,204,297</u>	<u>\$ 2,293,896</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 204,431	\$ 205,882	\$ 205,882	\$ 205,882	\$ 205,469
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 204,431</u>	<u>\$ 205,882</u>	<u>\$ 205,882</u>	<u>\$ 205,882</u>	<u>\$ 205,469</u>
Division Total	<u><u>\$ 2,117,039</u></u>	<u><u>\$ 2,394,802</u></u>	<u><u>\$ 2,410,179</u></u>	<u><u>\$ 2,410,179</u></u>	<u><u>\$ 2,499,365</u></u>

DIVISION SUMMARY

29970332 WESTWOOD GOLF COURSE

MISSION:

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

DESCRIPTION:

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 160,527	\$ 199,512	\$ 199,512	\$ 199,512	\$ 167,072
Supplies & Materials	\$ 8,711	\$ 6,135	\$ 6,686	\$ 6,686	\$ 6,135
Services & Maintenance	\$ 132,646	\$ 160,777	\$ 160,816	\$ 160,816	\$ 149,391
Internal Services	\$ 1,908	\$ 2,303	\$ 2,303	\$ 2,303	\$ 1,970
Capital Equipment	\$ 3,520	\$ -	\$ -	\$ -	\$ 1,800
Subtotal	<u>\$ 307,312</u>	<u>\$ 368,727</u>	<u>\$ 369,317</u>	<u>\$ 369,317</u>	<u>\$ 326,368</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 307,312</u>	<u>\$ 368,727</u>	<u>\$ 369,317</u>	<u>\$ 369,317</u>	<u>\$ 326,368</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF COURSE

GOALS:

- To grow the game of golf and create future interest in Westwood as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman citizens and citizens from across the state.
- To continue to improve the course and provide an excellent golf facility with outstanding customer service and satisfaction.
- To increase revenue by increasing regular rounds of golf played, memberships, association activity and tournament play.
- To create junior, women's and couples play.

OBJECTIVES:

- Continue to improve membership programs and promote the men's, women's and junior associations to increase customer loyalty and frequency of play by implementing current trend indicators in the golf industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, association members and all players informed by emailing notices and having greater website ability becoming more proactive to the informational needs of the golfing community.
- Promote the game of golf through our professional teaching staff that has knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- Support junior clinics and the Junior Golf Academy.
- Continue the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	32,923	30,547	32,867	32,532	32,924
Men's & Women's Associations	34	32	34	33	34
Outside tournaments	47	40	48	43	47
Junior Academy Participants	68	85	75	85	90
Regular annual membership	6	4	5	5	5
Regular annual memb w/range	1	1	2	1	1
Regular annual memb w/cart	16	16	20	16	17
Regular annual memb w/cart & w/range	15	26	22	27	28
Senior annual membership	0	1	0	0	1
Senior annual memb w/range	11	5	9	5	6
Senior annual memb w/cart	2	1	2	1	1
Senior annual memb w/cart & w/range	2	1	2	1	1
Junior annual membership	2	4	6	5	5
Junior summer membership	6	3	4	3	3
Range only membership	1	0	1	0	1
Additional family member	8	11	12	11	12
Annual trail fee membership	1	1	1	1	1

Notes to Results Report: *Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area.

DIVISION SUMMARY

29970231 WESTWOOD PARK MAINTENANCE

MISSION:

To provide a quality championship golfing facility which will be an asset to the Norman community, as well as an attraction for out of town visitors.

DESCRIPTION:

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 550,418	\$ 604,101	\$ 604,101	\$ 604,101	\$ 563,505
Supplies & Materials	\$ 79,046	\$ 94,235	\$ 95,661	\$ 95,661	\$ 93,175
Services & Maintenance	\$ 6,581	\$ 6,456	\$ 7,421	\$ 7,421	\$ 21,456
Internal Services	\$ 12,390	\$ 12,685	\$ 12,685	\$ 12,685	\$ 17,785
Capital Equipment	<u>\$ 128,458</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 138,000</u>
Subtotal	<u>\$ 776,893</u>	<u>\$ 782,477</u>	<u>\$ 784,868</u>	<u>\$ 784,868</u>	<u>\$ 833,921</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 776,893</u></u>	<u><u>\$ 782,477</u></u>	<u><u>\$ 784,868</u></u>	<u><u>\$ 784,868</u></u>	<u><u>\$ 833,921</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD PARK MAINTENANCE

GOALS:

- To maintain a high level of customer satisfaction with the golf course operations.
- To maintain a golf cart fleet that is comfortable, easy to operate, safe and trouble free for the customer.
- To maintain putting greens and other turf areas that are consistent, have a good pace and allow for healthy vigorous turf.
- To provide a safe working environment for Westwood staff.
- To collect customer satisfaction data by customer surveys.

OBJECTIVES:

- Provide a program for customer comments.
- Produce vigorous turf using good cultural practices, as well as an integrated pest management system.
- Conduct regular safety meetings and training sessions.
- Initiate renovation projects.
- Monitor and improve quality of turf on the golf course.
- Achieve 95% customer satisfaction level.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.40%	99.40%	100%	99.90%	100%
Turf quality	8.4	8.4	8.7	8.5	8.5
Customer satisfaction	4.3	4.3	4.5	*	*
Satisfaction Survey Participation	0.10%	0.10%	0.10%	0.10%	0.20%

Notes to Results Report:

*As the participation by customers has become insignificant (.069%) we are changing this metric to improve customer response and maintain customer satisfaction data.

DIVISION SUMMARY

29970133 WESTWOOD POOL

MISSION:

The Westwood Family Aquatic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through manager and lifeguard teamwork, training, responsiveness, and professionalism.

DESCRIPTION:

The Westwood Family Aquatic Center provides a 50 meter lap pool and diving area with a family slide, lazy river, zero depth entry family pool with toddler play features and a wet deck with dumping buckets and spray features similar to a splash pad during the summer months for use by the general public.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 478,076	\$ 519,779	\$ 519,779	\$ 519,779	\$ 529,725
Supplies & Materials	\$ 182,480	\$ 93,900	\$ 95,726	\$ 95,726	\$ 93,900
Services & Maintenance	\$ 36,988	\$ 109,120	\$ 111,720	\$ 111,720	\$ 214,120
Internal Services	\$ 6,492	\$ 6,461	\$ 6,461	\$ 6,461	\$ 16,904
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 704,036</u>	<u>\$ 729,260</u>	<u>\$ 733,686</u>	<u>\$ 733,686</u>	<u>\$ 854,649</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 704,036</u>	<u>\$ 729,260</u>	<u>\$ 733,686</u>	<u>\$ 733,686</u>	<u>\$ 854,649</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD POOL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	75,722	92,994	0	80,000	90,000
Number of swim lessons sold	4,406	6,640	6,000	6,000	7,000
Number of accidents requiring EMS	0	1	1	1	2
Total season attendance	114,657	124,044	125,000	125,000	130,000

Notes to Results Report

EMS – Emergency Medical Services

DIVISION SUMMARY

29770035 WESTWOOD CONCESSIONS

MISSION:

The Westwood Golf Grill and Aquatic Center Concession is dedicated to providing quality food, drink, snacks, and service in a safe and clean atmosphere for its customers; this is accomplished through the managers and servers teamwork by receiving training, prompt responsiveness, and professionalism.

DESCRIPTION:

The Westwood Golf Grill and Aquatic Center Concession provide food, snacks, and drinks to customers at the Westwood Golf Course and the Westwood Family Aquatic Center.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 64,827	\$ 120,681	\$ 120,681	\$ 120,681	\$ 109,043
Supplies & Materials	\$ 37,965	\$ 135,675	\$ 143,645	\$ 143,645	\$ 135,675
Services & Maintenance	\$ 6,599	\$ 33,850	\$ 33,850	\$ 33,850	\$ 33,850
Internal Services	\$ -	\$ 250	\$ 250	\$ 250	\$ 390
Capital Equipment	\$ 14,976	\$ 18,000	\$ 18,000	\$ 18,000	\$ -
Subtotal	<u>\$ 124,367</u>	<u>\$ 308,456</u>	<u>\$ 316,426</u>	<u>\$ 316,426</u>	<u>\$ 278,958</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 124,367</u>	<u>\$ 308,456</u>	<u>\$ 316,426</u>	<u>\$ 316,426</u>	<u>\$ 278,958</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD CONCESSIONS

GOALS:

- Provide food, drink, and snacks at an affordable cost for the citizens of Norman that visit the Westwood Family Aquatic Center and the Westwood Golf Course.

OBJECTIVES:

- Provide support and supplemental revenue to the aquatic center and golf course through providing food and drink service for activities at Westwood Park.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18	FYE 19		FYE 20		FYE 21
	ACTUAL	ACTUAL	PLAN	ESTIMATE		PROJECTED
PERFORMANCE INDICATORS:						
Projected Profit	n/a	\$95,551		\$0	\$90,000	\$200,000
Pool Concession Revenue	n/a	\$115,353		\$150,000	\$150,000	\$140,000
Golf Restaurant Revenue	n/a	\$81,231		\$110,000	\$110,000	\$110,000
Alcohol Sales	n/a	\$18,043		\$0	\$40,000	\$40,000



Enterprise Funds

DIVISION SUMMARY

29930149 - WESTWOOD / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

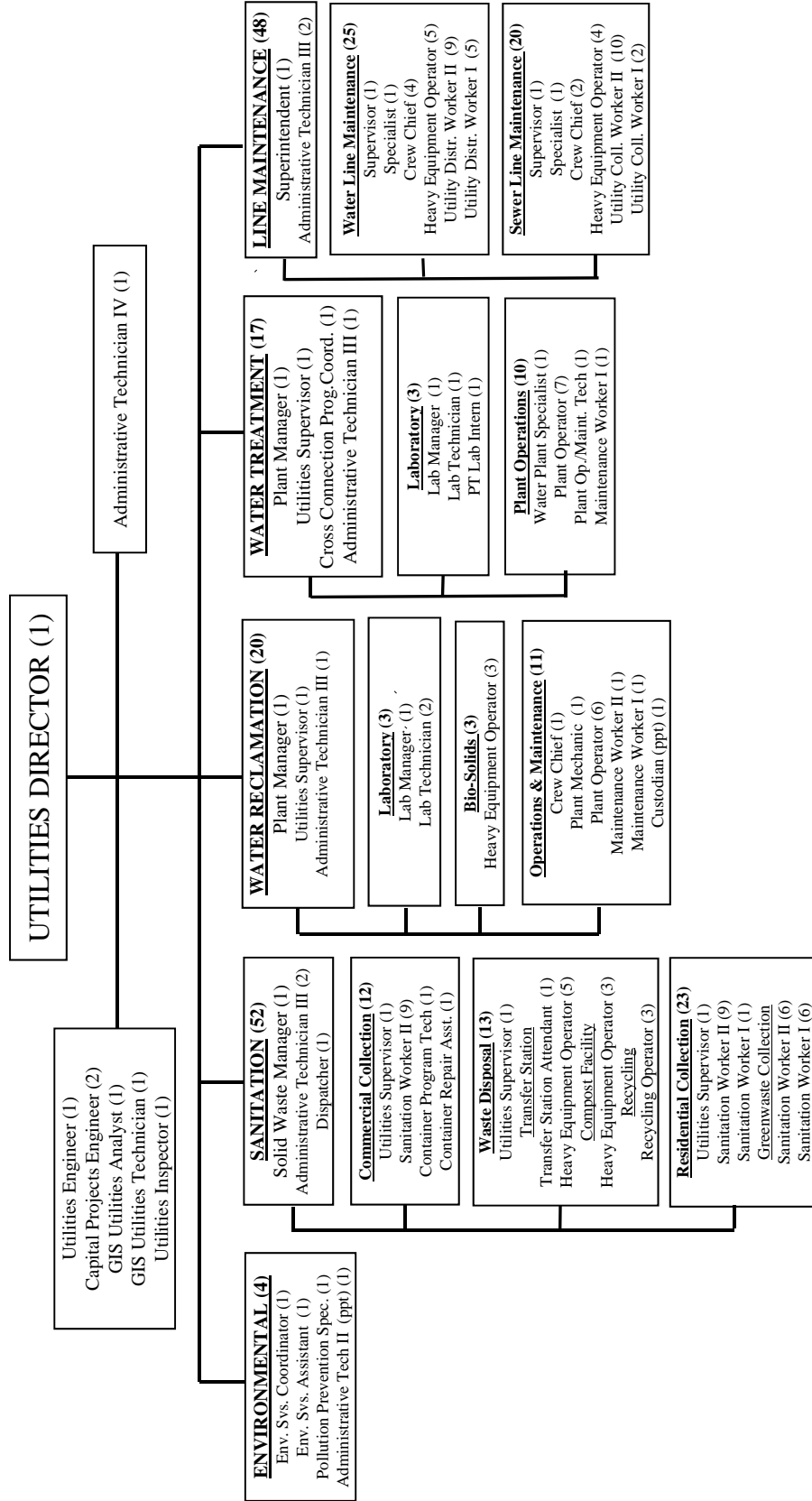
	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 204,431	\$ 205,882	\$ 205,882	\$ 205,882	\$ 205,469
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 204,431	\$ 205,882	\$ 205,882	\$ 205,882	\$ 205,469
Division Total	\$ 204,431	\$ 205,882	\$ 205,882	\$ 205,882	\$ 205,469

ENTERPRISE FUNDS

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

UTILITIES DEPARTMENT

149 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL UTILITIES DEPARTMENT

MISSION:

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

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system, and sanitation services for the City of Norman. The department spans five separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	145	146	146	146	146
Part-time Positions	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Total Budgeted Positions	<u>147</u>	<u>149</u>	<u>149</u>	<u>149</u>	<u>149</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 11,779,441	\$ 12,752,405	\$ 12,752,405	\$ 12,752,405	\$ 12,570,446
Supplies & Materials	\$ 3,675,142	\$ 4,600,848	\$ 4,488,041	\$ 4,488,041	\$ 4,745,276
Services & Maintenance	\$ 6,988,957	\$ 8,553,812	\$ 9,182,084	\$ 9,182,084	\$ 8,489,217
Internal Services	\$ 985,461	\$ 1,070,024	\$ 1,070,024	\$ 1,070,024	\$ 1,100,170
Capital Equipment	\$ 2,457,818	\$ 3,308,360	\$ 4,350,261	\$ 4,350,261	\$ 2,910,234
Subtotal	<u>\$ 25,886,819</u>	<u>\$ 30,285,449</u>	<u>\$ 31,842,815</u>	<u>\$ 31,842,815</u>	<u>\$ 29,815,343</u>
Capital Projects	\$ 18,023,278	\$ 18,320,830	\$ 73,786,156	\$ 73,786,156	\$ 23,659,137
Cost Allocation	\$ 6,047,535	\$ 5,371,781	\$ 5,371,781	\$ 5,371,781	\$ 5,458,320
Debt Service	\$ 8,274,329	\$ 10,530,868	\$ 10,530,868	\$ 10,530,868	\$ 10,528,695
Interfund Transfers	\$ 1,567,294	\$ 1,668,455	\$ 1,668,455	\$ 1,668,455	\$ 1,700,984
Audit Adjust/Encumbrances	\$ 3,940,451	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 37,852,887</u>	<u>\$ 35,891,934</u>	<u>\$ 91,357,260</u>	<u>\$ 91,357,260</u>	<u>\$ 41,347,136</u>
Department Total	<u><u>\$ 63,739,706</u></u>	<u><u>\$ 66,177,383</u></u>	<u><u>\$ 123,200,075</u></u>	<u><u>\$ 123,200,075</u></u>	<u><u>\$ 71,162,479</u></u>

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
 - Improve services and minimize costs for our water, water reclamation and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
 - Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements.
 - Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.
-

OBJECTIVES:

- **Protect the Environment:**
 1. Provide safe reliable potable water that meets and exceeds all State and Federal regulations at a reasonable cost for our customers.
 2. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
 3. Eliminate sewer overflows during rainfall and construction.
 4. Eliminate discharges of chlorinated water to drainage systems.
 5. Implement construction related Best Management Practices to protect stormwaters.
 - **Improve Utility Services and Minimize Costs:**
 1. Consider adopted land use plan during planning phase for future projects.
 2. Expand Water Reclamation Facility (WRF) capacity in advance of development in order to maintain the quality of effluent discharged and avoid any WRF bypass of wastewater.
 3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and wastewater collection systems to keep pace with development.
 4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
 5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
 6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
 7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
 8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
 - **Increase Knowledge of the General Public:**
 1. Inform the public regarding the need for utility improvements prior to and during implementation.
 2. Educate our customers regarding available technologies and the advantages of implementation.
 3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
 4. Inform the public regarding changes to regulations and the impact on the cost of our services.
 5. Increase knowledge of employees so they can advance into higher positions.
 - **Provide a safe workplace:**
 1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries.
 2. Maximize OSHA compliance by CIP contractors and City staff.
 3. Ensure submission of and compliance with Traffic Control Plans.
 4. Reduce citizen complaints during construction.
-

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
For Construction Projects:					
Project completed within contract time, 90% of the time.	100%	100%	90%	90%	90%
Final project costs to be less than 110% of the original contract amount, 90% of the time	88%	90%	90%	90%	90%
Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	100%	100%	90%	89%	90%
Private water will permits to be reviewed and returned within 10 workdays of receipt from Planning Department, 90% of the time.	100%	100%	90%	95%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	98%	96%	90%	100%	95%
Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	3	3	3	2	2
Install temporary flow metering to document reduction of wastewater flow after rehabilitation in sections of the collection system, beginning with the FYE 17 Sewer Maintenance Plan.	n/a	n/a	5% (dry)	5% (dry)	5% (dry)
	n/a	n/a	25% (wet)	25% (wet)	25% (wet)

Notes to Results Report:

OSHA – Occupational Safety & Health Administration

CIP – Capital Improvement Projects

FUND SUMMARY

TOTAL SANITATION FUND (33)

MISSION:

The mission of the Sanitation Division is to ensure quality sanitation services to the citizens and businesses in the City of Norman. The Sanitation Division is committed to keeping the City of Norman clean and environmentally safe for the citizens of Norman.

DESCRIPTION:

The Sanitation Division's primary responsibility is to collect all municipal solid waste and to dispose of or recycle in compliance with Federal and State regulations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	52	52	52	52	52
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 4,286,554	\$ 4,569,049	\$ 4,569,049	\$ 4,569,049	\$ 4,367,209
Supplies & Materials	\$ 1,003,351	\$ 1,219,343	\$ 1,218,451	\$ 1,218,451	\$ 1,203,412
Services & Maintenance	\$ 3,327,696	\$ 3,878,838	\$ 3,900,412	\$ 3,900,412	\$ 3,917,946
Internal Services	\$ 709,366	\$ 757,284	\$ 757,284	\$ 757,284	\$ 776,923
Capital Equipment	\$ 1,899,895	\$ 2,157,842	\$ 2,651,990	\$ 2,651,990	\$ 2,521,956
Subtotal	<u>\$ 11,226,862</u>	<u>\$ 12,582,356</u>	<u>\$ 13,097,186</u>	<u>\$ 13,097,186</u>	<u>\$ 12,787,446</u>
Capital Projects	\$ 389,567	\$ 210,000	\$ 4,395,923	\$ 4,395,923	\$ 2,985,000
Cost Allocations	\$ 1,779,627	\$ 1,508,688	\$ 1,508,688	\$ 1,508,688	\$ 1,542,813
Debt Service	\$ 483,763	\$ 1,634,768	\$ 1,634,768	\$ 1,634,768	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 104,232	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,757,189</u>	<u>\$ 3,353,456</u>	<u>\$ 7,539,379</u>	<u>\$ 7,539,379</u>	<u>\$ 4,527,813</u>
Fund Total	<u>\$ 13,984,051</u>	<u>\$ 15,935,812</u>	<u>\$ 20,636,565</u>	<u>\$ 20,636,565</u>	<u>\$ 17,315,259</u>

DIVISION SUMMARY

33955160 SANITATION / ADMINISTRATION

MISSION:

The Sanitation Administration’s mission is to make safety our first priority; provide a high level of service with high levels of efficiency; provide employees with a sense of ownership; encourage our employees dedication to service to the community; to be good custodians of the community assets; and be good custodians of the community environment.

DESCRIPTION:

Monitor all expenditures of the Sanitation Division. Oversight of all collection service, recycling and disposal of municipal solid waste generated by the City of Norman. Maintain compliance with all local, state and federal regulations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 333,265	\$ 340,495	\$ 340,495	\$ 340,495	\$ 359,569
Supplies & Materials	\$ 9,688	\$ 13,368	\$ 13,268	\$ 13,268	\$ 13,032
Services & Maintenance	\$ 58,566	\$ 80,570	\$ 87,994	\$ 87,994	\$ 77,887
Internal Services	\$ 15,648	\$ 17,559	\$ 17,559	\$ 17,559	\$ 17,583
Capital Equipment	\$ 2,738	\$ 2,625	\$ 2,625	\$ 2,625	\$ 7,200
Subtotal	<u>\$ 419,905</u>	<u>\$ 454,617</u>	<u>\$ 461,941</u>	<u>\$ 461,941</u>	<u>\$ 475,271</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 78,494	\$ 64,825	\$ 64,825	\$ 64,825	\$ 66,183
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 78,494</u>	<u>\$ 64,825</u>	<u>\$ 64,825</u>	<u>\$ 64,825</u>	<u>\$ 66,183</u>
Division Total	<u>\$ 498,399</u>	<u>\$ 519,442</u>	<u>\$ 526,766</u>	<u>\$ 526,766</u>	<u>\$ 541,454</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / ADMINISTRATION

GOALS:

- Compliance with all federal, state, and local regulations, in both environmental and transportation.
- Protect the citizen’s assets by proper care and proper spending.
- Provide a high level of service at a high level of efficiency.
- Continue to divert as tonnage from landfill use as per the expectation of the citizens of Norman.
- Supervise in a dignified manner that lends a sense of ownership to the employees.
- Define performance expectation to all employees.

OBJECTIVES:

- Provide employees with adequate resources for safe efficient operation.
- Emphasize safety as the first priority in every endeavor.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Total Sanitation accounts (residential and commercial)	40,700	41,306	41,325	41,325	42,000
Total tons MSW collected (residential, recycle, commercial, and private businesses)	86,000	100,694	104,000	100,000	103,000
Total annual disposal	\$1,961,355	\$1,970,620	\$2,090,000	\$2,010,000	\$2,070,000
Total vehicle accidents	18	18	0	18	0

Notes to Results Report:
MSW – Municipal Solid Waste

DIVISION SUMMARY

33955162 SANITATION / COMMERCIAL COLLECTION

MISSION:

To maximize efficiencies while providing a high level of service to all City of Norman commercial customers. To provide a safe and enjoyable work environment for all employees. To be good stewards of the rate payer's money by incorporating cost efficient methods and equipment. To provide a measurable statistic for down time by category, so that The Sanitation Division can make long term sustainable improvements.

DESCRIPTION:

The Sanitation Division manages all commercial sanitation customers. The Sanitation Division provides routine service, billing and customer service to all City of Norman businesses in need of commercial trash service. The Sanitation Division provides daily collection and disposal of dumpster and roll off containers. The Sanitation Division manage the commercial sanitation fund.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 953,467	\$ 970,621	\$ 970,621	\$ 970,621	\$ 919,876
Supplies & Materials	\$ 252,556	\$ 271,286	\$ 271,286	\$ 271,286	\$ 288,438
Services & Maintenance	\$ 16,147	\$ 19,556	\$ 19,556	\$ 19,556	\$ 18,702
Internal Services	\$ 145,162	\$ 185,562	\$ 185,562	\$ 185,562	\$ 184,064
Capital Equipment	\$ 181,057	\$ 363,304	\$ 194,174	\$ 194,174	\$ 658,805
Subtotal	<u>\$ 1,548,389</u>	<u>\$ 1,810,329</u>	<u>\$ 1,641,199</u>	<u>\$ 1,641,199</u>	<u>\$ 2,069,885</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 305,843	\$ 259,012	\$ 259,012	\$ 259,012	\$ 264,441
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 305,843</u>	<u>\$ 259,012</u>	<u>\$ 259,012</u>	<u>\$ 259,012</u>	<u>\$ 264,441</u>
Division Total	<u>\$ 1,854,232</u>	<u>\$ 2,069,341</u>	<u>\$ 1,900,211</u>	<u>\$ 1,900,211</u>	<u>\$ 2,334,326</u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SANITATION / COMMERCIAL COLLECTION

GOALS:

To provide a safe, effective and efficient collectin system for Commercial Solid waste. By dividing the increasing customer base into manageable routes to provide timely customer service, and maintain and improve the appearance of the city.

OBJECTIVES:

To improve the high level of customer service we are providing employees and customer education, on spring and fall clean-up events, vehicle accident and personal injury prevention training, continued monitoring of customer base so as to provide effective and efficient commercial solid waste.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,204	2,312	2,330	2,357	2,390
Annual tons collected	45,222	45,983	45,500	47,488	48,000
Annual disposal cost	\$934,286	\$908,164	\$898,625	\$937,888	\$948,000
Chargeable vehicle accidents	10	5	0	2	0
Percent of hours lost to OJI's	1.20%	1.30%	0%	1.20%	0%

Notes to Results Report:

OJI-on the job injuries

The decrease in commercial accounts from 2017 to 2018 is a result of an actual accounting.

DIVISION SUMMARY

33955165 SANITATION / COMPOST OPERATIONS

MISSION:

- Provide quality compost in volumes that are sustainable for as close to year round as possible.
- Operate in a safe manner with no lost time due to accidents.
- Provide courteous service.
- Offset as much landfill volume as our space will allow.

DESCRIPTION:

- Composting of yard waste from residential and commercial properties in the City of Norman.
- Diversion from the landfill as many tons as our space will allow.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 337,802	\$ 337,928	\$ 337,928	\$ 337,928	\$ 285,607
Supplies & Materials	\$ 61,931	\$ 70,180	\$ 69,388	\$ 69,388	\$ 77,257
Services & Maintenance	\$ 9,150	\$ 16,198	\$ 17,148	\$ 17,148	\$ 12,788
Internal Services	\$ 40,813	\$ 30,774	\$ 30,774	\$ 30,774	\$ 34,669
Capital Equipment	\$ 606,364	\$ 79,979	\$ 628,067	\$ 628,067	\$ 43,200
Subtotal	<u>\$ 1,056,060</u>	<u>\$ 535,059</u>	<u>\$ 1,083,305</u>	<u>\$ 1,083,305</u>	<u>\$ 453,521</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 171,901	\$ 148,781	\$ 148,781	\$ 148,781	\$ 154,396
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 171,901</u>	<u>\$ 148,781</u>	<u>\$ 148,781</u>	<u>\$ 148,781</u>	<u>\$ 154,396</u>
Division Total	<u>\$ 1,227,961</u>	<u>\$ 683,840</u>	<u>\$ 1,232,086</u>	<u>\$ 1,232,086</u>	<u>\$ 607,917</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMPOST OPERATIONS

GOALS:

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.
- Sell loading services for 14,000 cubic yards of mulch, at \$2.00 per yard.

OBJECTIVES:

- Encourage citizens to recycle yard waste and divert yard waste from the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.
- Improve the quality of the compost by reducing dust, odor, and the speed of maturing process.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	15,856	29,216	17,000	27,500	26,000
vs.					
Compost/mulch generated (tons)	6,156	13,252	7,000	12,000	11,818
Savings from landfill (cost avoidance)	\$318,721	\$577,019	\$335,750	\$521,954	\$513,500
Revenue from sale of Mulch	\$15,850	\$30,325	\$20,000	\$27,940	\$25,250
Length of time to mature compost	Available 11 mos thru out the year	Available 10 mos thru out the year	Available 11 months	Available 11 months	Available 11 months

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

33950171 SANITATION / FLEET REPAIR

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years the interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division. In FYE 14 the Fleet Auto Parts Assistant was reclassified to an Administrative Technician position. The salary and benefits of a Mechanic II are charged to this division beginning in FYE 15 as a replacement.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 95,043	\$ 89,841	\$ 89,841	\$ 89,841	\$ 92,557
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 95,043	\$ 89,841	\$ 89,841	\$ 89,841	\$ 92,557
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 95,043	\$ 89,841	\$ 89,841	\$ 89,841	\$ 92,557

DIVISION SUMMARY

33955168 SANITATION / YARD WASTE

MISSION:

To provide an efficient, cost effective, sustainable, integrated green waste management program. The Sanitation Division continues to collect measurable statistics for program enhancement.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential yard waste inside the city, and also once a week curbside collection of residential yard waste in the rural areas of the City of Norman.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 616,777	\$ 833,524	\$ 833,524	\$ 833,524	\$ 803,160
Supplies & Materials	\$ 111,394	\$ 135,273	\$ 135,273	\$ 135,273	\$ 135,150
Services & Maintenance	\$ 180,453	\$ 173,150	\$ 186,350	\$ 186,350	\$ 173,150
Internal Services	\$ 93,429	\$ 87,859	\$ 87,859	\$ 87,859	\$ 68,553
Capital Equipment	\$ 289,526	\$ 344,735	\$ 306,865	\$ 306,865	\$ 311,860
Subtotal	<u>\$ 1,291,579</u>	<u>\$ 1,574,541</u>	<u>\$ 1,549,871</u>	<u>\$ 1,549,871</u>	<u>\$ 1,491,873</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 642,332	\$ 543,983	\$ 543,983	\$ 543,983	\$ 555,387
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 642,332</u>	<u>\$ 543,983</u>	<u>\$ 543,983</u>	<u>\$ 543,983</u>	<u>\$ 555,387</u>
Division Total	<u>\$ 1,933,911</u>	<u>\$ 2,118,524</u>	<u>\$ 2,093,854</u>	<u>\$ 2,093,854</u>	<u>\$ 2,047,260</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / YARD WASTE

GOALS:

- To provide a safe, effective and efficient collection system for residential yard waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events.
- Provide vehicle accident and injury prevention training.
- Continue monitoring the customer base to provide effective and efficient yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	38,593	39,000	41,200	39,321	39,810
Annual tons collected	4,405	5,200	4,059	3,960	4,059
Saving from landfill (cost avoidance)	\$86,117	\$102,703	\$80,200	\$79,596	\$80,200
Percent hours lost to OJI (hours lost/total hours worked)	1.20%	1.40%	0%	1.30%	0%
Chargeable vehicle accidents per year	2	6	0	1	0
Reduce average number of complaints per route per year	25	30	20	30	20
Average number of households per route per day	937	937	980	990	990

Notes to Results Report:
OJI – On-the-Job Injury

DIVISION SUMMARY

33955166 SANITATION / RECYCLING OPERATION

MISSION:

The mission of the City of Norman Recycling Department is to provide a cost effective, informative way for our residents to recycle. This will be accomplished through coordinated administrative, operational and educational projects in waste reduction, reuse, recycling and disposal.

DESCRIPTION:

The Recycling Department of the Sanitation Division collects recyclables from local businesses and recycles centers placed throughout the city. The Recycling Department oversees a private contractor that collects our resident's recyclables at the curb. The Recycling Department holds said contractor to the same standard of services our residents have come to expect from our Sanitation Division.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 272,995	\$ 271,165	\$ 271,165	\$ 271,165	\$ 250,195
Supplies & Materials	\$ 42,328	\$ 57,177	\$ 57,177	\$ 57,177	\$ 51,305
Services & Maintenance	\$ 999,369	\$ 1,495,150	\$ 1,495,150	\$ 1,495,150	\$ 1,531,150
Internal Services	\$ 42,039	\$ 34,404	\$ 34,404	\$ 34,404	\$ 32,414
Capital Equipment	\$ 182,067	\$ 420,835	\$ 630,873	\$ 630,873	\$ 56,087
Subtotal	<u>\$ 1,538,798</u>	<u>\$ 2,278,731</u>	<u>\$ 2,488,769</u>	<u>\$ 2,488,769</u>	<u>\$ 1,921,151</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 50,802	\$ 43,026	\$ 43,026	\$ 43,026	\$ 43,928
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 50,802</u>	<u>\$ 43,026</u>	<u>\$ 43,026</u>	<u>\$ 43,026</u>	<u>\$ 43,928</u>
Division Total	<u>\$ 1,589,600</u>	<u>\$ 2,321,757</u>	<u>\$ 2,531,795</u>	<u>\$ 2,531,795</u>	<u>\$ 1,965,079</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RECYCLING OPERATION

GOALS:

- To target recyclable materials and divert from landfill to an appropriate facility
- To be a leader in the state with the recycling program

OBJECTIVES:

- Manage the program where proceeds from recyclable materials are at the highest prices available to the City of Norman.
- Encourage citizens to recycle and divert recyclable waste out of the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Total tons of waste recycled(curbside)	5,652	5,661	5,700	5,502	5,500
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	782	824	810	435	0
Aluminum	72	70	90	70	70
Steel Cans	93	92	140	88	90
Plastic	200	278	224	220	200
OCC	516	631	450	612	600
Mixed Paper	2,131	2,166	2,848	2,104	2,150
Savings of landfill cost avoidance	\$116,774	\$115,531	\$112,585	\$106,664	\$108,635
Revenue earned from Recyclables(drop centers)	\$202,182	\$94,724	\$120,500	\$24,590	\$20,000
Total tons of waste recycled	2,027	2,174	2,220	2,094	2,150
Collection of the following quantities (tons) of recyclable material					
Aluminum	9	9	9	9	9
Plastics	106	108	101	109	108
Steel Cans	28	24	26	20	24
Clear Glass	152	96	153	150	140
Green Glass	0	0	0	0	0
Brown Glass	0	0	0	0	0
Mixed Office Paper	409	421	428	422	425
Cardboard	1,311	1,510	1,510	1,522	1,500
Newspaper	n/a	n/a	n/a	n/a	n/a
Recycling Center Totals	2,015	2,168	2,210	2,094	2,206
Savings of landfill cost avoidance	\$41,877	\$42,936	\$43,800	\$41,356	\$43,568
Residual Rate-27%					

DIVISION SUMMARY

33955161 SANITATION / RESIDENTIAL COLLECTION

MISSION:

To provide an efficient, cost effective, and sustainable, integrated solid waste management program. To provide garbage collection, processing, and disposal services for residential customers by friendly, knowledgeable people.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential garbage inside the City and once a week curbside collection of residential garbage in the rural areas of the City of Norman. The Sanitation Division also collects household junk curbside inside the city and rural areas of the City of Norman. The Sanitation Division collects household junk twice a month for a fee. The Sanitation Division collects household junk twice per year, at no charge to the residents, during spring and fall cleanups.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 985,365	\$ 998,395	\$ 998,395	\$ 998,395	\$ 928,038
Supplies & Materials	\$ 252,346	\$ 306,866	\$ 306,866	\$ 306,866	\$ 303,175
Services & Maintenance	\$ 12,958	\$ 14,539	\$ 14,539	\$ 14,539	\$ 14,539
Internal Services	\$ 196,244	\$ 216,381	\$ 216,381	\$ 216,381	\$ 275,193
Capital Equipment	<u>\$ 251,202</u>	<u>\$ 933,378</u>	<u>\$ 818,000</u>	<u>\$ 818,000</u>	<u>\$ 1,260,880</u>
Subtotal	<u>\$ 1,698,115</u>	<u>\$ 2,469,559</u>	<u>\$ 2,354,181</u>	<u>\$ 2,354,181</u>	<u>\$ 2,781,825</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 377,337	\$ 319,558	\$ 319,558	\$ 319,558	\$ 326,259
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 377,337</u>	<u>\$ 319,558</u>	<u>\$ 319,558</u>	<u>\$ 319,558</u>	<u>\$ 326,259</u>
Division Total	<u><u>\$ 2,075,452</u></u>	<u><u>\$ 2,789,117</u></u>	<u><u>\$ 2,673,739</u></u>	<u><u>\$ 2,673,739</u></u>	<u><u>\$ 3,108,084</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SANITATION / RESIDENTIAL COLLECTION

GOALS:

- Provide a safe, effective and efficient automated collection system for residential solid waste.
 - Divide the increasing customer base into manageable routes to provide timely customer service.
 - Maintain and improve the appearance of the City.
-

OBJECTIVES:

- Improve the high level of customer service we are providing.
 - Provide employee and customer education.
 - Provide spring and fall clean-up events.
 - Provide vehicle accident and personal injury prevention training.
 - Continue monitoring the customer base to provide effective and efficient Residential Solid Waste collection.
-

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	38,593	39,000	41,200	39,231	39,810
Annual tons collected	28,944	32,285	32,250	31,030	31,855
Annual disposal cost	\$536,003	\$637,628	\$636,950	\$612,842	\$629,140
Percent hours lost to OJI (hours lost/total hours worked)	7%	2.50%	0%	4%	0%
Chargeable vehicle accidents per year	6	2	0	2	0
Reduce average number of complaints per route per year	30	30	31	40	20
Average number of households per route per day	937	937	980	990	990

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

33930122 SANITATION / UTILITY SERVICES

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years an interfund transfer from the Sanitation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 30,627	\$ 69,811	\$ 69,811	\$ 69,811	\$ 64,159
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 1,631	\$ 1,631	\$ 1,631	\$ -
Subtotal	<u>\$ 30,627</u>	<u>\$ 71,442</u>	<u>\$ 71,442</u>	<u>\$ 71,442</u>	<u>\$ 64,159</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 30,627</u>	<u>\$ 71,442</u>	<u>\$ 71,442</u>	<u>\$ 71,442</u>	<u>\$ 64,159</u>

DIVISION SUMMARY

33955163 SANITATION / WASTE DISPOSAL

MISSION:

The mission of the City of Norman Transfer Station is to provide a convenient, clean and environmentally sound facility for our commercial trucks, as well as all residential homeowners, and commercial customers. This will be accomplished through coordinated administrative, operational, and educational projects in waste reduction, reuse, and recycling.

DESCRIPTION:

The City of Norman Transfer Station receives solid waste including household garbage, yard waste, construction debris, and tires. The City of Norman Transfer Station loads garbage into transfer trailers, and transports it to the Oklahoma City landfill. Yard waste is processed at the compost facility. Tires are collected and transported by a licensed tire processing and recycling facility.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 661,213	\$ 657,269	\$ 657,269	\$ 657,269	\$ 664,048
Supplies & Materials	\$ 273,108	\$ 365,193	\$ 365,193	\$ 365,193	\$ 335,055
Services & Maintenance	\$ 2,051,053	\$ 2,079,675	\$ 2,079,675	\$ 2,079,675	\$ 2,089,730
Internal Services	\$ 176,031	\$ 184,745	\$ 184,745	\$ 184,745	\$ 164,447
Capital Equipment	\$ 386,941	\$ 11,355	\$ 69,755	\$ 69,755	\$ 183,924
Subtotal	<u>\$ 3,548,346</u>	<u>\$ 3,298,237</u>	<u>\$ 3,356,637</u>	<u>\$ 3,356,637</u>	<u>\$ 3,437,204</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 152,918	\$ 129,503	\$ 129,503	\$ 129,503	\$ 132,219
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 152,918</u>	<u>\$ 129,503</u>	<u>\$ 129,503</u>	<u>\$ 129,503</u>	<u>\$ 132,219</u>
Division Total	<u><u>\$ 3,701,264</u></u>	<u><u>\$ 3,427,740</u></u>	<u><u>\$ 3,486,140</u></u>	<u><u>\$ 3,486,140</u></u>	<u><u>\$ 3,569,423</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / WASTE DISPOSAL

GOALS:

- Transfer all solid waste from the City of Norman Transfer Station within 48 hours and provide citizens a direct disposal opportunity.
- Provide an environmentally safe place to dispose of household waste at a reasonable rate.

OBJECTIVES:

- Utilize six transport trucks and trailers at all times during working conditions.
- Reduce blowing litter from transport trucks in route to the landfill.
- Maintain a clean site, free of loose litter.
- Provide full access to clients that desire to dispose of waste at the transfer station.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	85,821	100,693	96,000	103,912	103,000
Disposal Cost	\$ 1,275,373	\$ 1,988,701	\$ 1,896,000	\$ 2,052,262	\$ 2,070,000
Quantity of municipal solid waste received at transfer station outside of route collections	20,342	23,045	21,000	25,432	26,000
Miles driven per year (transport trucks)	203,000	203,000	203,000	210,000	210,000
Tons of household waste disposed of during spring & fall cleanup	2,163	2,436	2,250	2,100	2,300
Seasonally adjusted forecast					

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 21 - FYE 25 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 389,567	\$ 210,000	\$ 4,395,923	\$ 4,395,923	\$ 2,985,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 389,567</u>	<u>\$ 210,000</u>	<u>\$ 4,395,923</u>	<u>\$ 4,395,923</u>	<u>\$ 2,985,000</u>
Division Total	<u><u>\$ 389,567</u></u>	<u><u>\$ 210,000</u></u>	<u><u>\$ 4,395,923</u></u>	<u><u>\$ 4,395,923</u></u>	<u><u>\$ 2,985,000</u></u>

DIVISION SUMMARY

33930149 – SANITATION / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 63,763	\$ 1,634,768	\$ 1,634,768	\$ 1,634,768	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 63,763</u>	<u>\$ 1,634,768</u>	<u>\$ 1,634,768</u>	<u>\$ 1,634,768</u>	<u>\$ -</u>
Division Total	<u>\$ 63,763</u>	<u>\$ 1,634,768</u>	<u>\$ 1,634,768</u>	<u>\$ 1,634,768</u>	<u>\$ -</u>

FUND SUMMARY

TOTAL WATER RECLAMATION FUND (32)

MISSION:

The mission of the Water Reclamation Division is to transport and treat all wastewater, received into the City's sewer system, to a sufficient quality that no negative environmental impact will occur to the South Canadian River and agricultural application site.

DESCRIPTION:

The Water Reclamation Division's responsibility is to transport and treat all wastewater discharged into the City of Norman's sewer system, to a sufficient quality before discharging it into the South Canadian River. In FYE 02, the Water Reclamation Fund reorganized into 5 separate cost centers. On October 1, 2002, a new Sewer Maintenance Fund was created to account for the revenues and operations of the previous Sewer Line Maintenance cost center. In FYE 15, the sewer line maintenance operations were transferred from the Sewer Maintenance Fund.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	42	42	42	42	42
Part-time Positions	1	2	2	2	2
Total Budgeted Positions	43	44	44	44	44

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 3,302,974	\$ 3,570,057	\$ 3,570,057	\$ 3,570,057	\$ 3,573,018
Supplies & Materials	\$ 496,137	\$ 604,765	\$ 588,508	\$ 588,508	\$ 600,471
Services & Maintenance	\$ 1,146,366	\$ 1,487,711	\$ 1,713,190	\$ 1,713,190	\$ 1,471,626
Internal Services	\$ 128,376	\$ 148,160	\$ 148,160	\$ 148,160	\$ 163,928
Capital Equipment	\$ 219,344	\$ 223,020	\$ 655,170	\$ 655,170	\$ 239,342
Subtotal	<u>\$ 5,293,197</u>	<u>\$ 6,033,713</u>	<u>\$ 6,675,085</u>	<u>\$ 6,675,085</u>	<u>\$ 6,048,385</u>
Capital Projects	\$ 510,151	\$ 4,179,000	\$ 8,879,889	\$ 8,879,889	\$ 5,695,100
Cost Allocations	\$ 2,221,034	\$ 1,891,828	\$ 1,891,828	\$ 1,891,828	\$ 1,931,297
Debt Service	\$ 2,733,514	\$ 2,126,459	\$ 2,126,459	\$ 2,126,459	\$ 2,249,189
Interfund Transfers	\$ 569,716	\$ 601,455	\$ 601,455	\$ 601,455	\$ 613,484
Audit Adjust/Encumbrances	\$ 896,027	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 6,930,442</u>	<u>\$ 8,798,742</u>	<u>\$ 13,499,631</u>	<u>\$ 13,499,631</u>	<u>\$ 10,489,070</u>
Fund Total	<u><u>\$ 12,223,639</u></u>	<u><u>\$ 14,832,455</u></u>	<u><u>\$ 20,174,716</u></u>	<u><u>\$ 20,174,716</u></u>	<u><u>\$ 16,537,455</u></u>

DIVISION SUMMARY

32955341 WATER RECLAMATION / ADMINISTRATION

MISSION:

To provide environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

To provide administration and oversight of the Water Reclamation Divisions. The Water Reclamation Division is organized as reflected below:

- Administration
- Laboratory
- Bio-solids
- Operations & Maintenance

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 349,530	\$ 395,607	\$ 395,607	\$ 395,607	\$ 410,120
Supplies & Materials	\$ 5,384	\$ 11,282	\$ 13,432	\$ 13,432	\$ 11,721
Services & Maintenance	\$ 35,122	\$ 62,682	\$ 96,202	\$ 96,202	\$ 62,682
Internal Services	\$ 2,721	\$ 3,522	\$ 3,522	\$ 3,522	\$ 6,539
Capital Equipment	\$ -	\$ 8,350	\$ 8,350	\$ 8,350	\$ 72,800
Subtotal	<u>\$ 392,757</u>	<u>\$ 481,443</u>	<u>\$ 517,113</u>	<u>\$ 517,113</u>	<u>\$ 563,862</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 675,125	\$ 533,935	\$ 533,935	\$ 533,935	\$ 548,662
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 675,125</u>	<u>\$ 533,935</u>	<u>\$ 533,935</u>	<u>\$ 533,935</u>	<u>\$ 548,662</u>
Division Total	<u>\$ 1,067,882</u>	<u>\$ 1,015,378</u>	<u>\$ 1,051,048</u>	<u>\$ 1,051,048</u>	<u>\$ 1,112,524</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	8	8	12	12	12
Employees cross-trained	2	2	3	3	2

DIVISION SUMMARY

32955145 WATER RECLAMATION / BIO-SOLIDS

MISSION:

To provide a high quality and environmentally sound bio-solids recycling service to permitted landowners.

DESCRIPTION:

The Bio-Solids Division provides support to the wastewater treatment facility by safe handling, transportation and disposal of the treated bio-solids.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 265,292	\$ 278,707	\$ 278,707	\$ 278,707	\$ 269,500
Supplies & Materials	\$ 178,604	\$ 217,521	\$ 221,521	\$ 221,521	\$ 215,417
Services & Maintenance	\$ 51,570	\$ 204,959	\$ 235,984	\$ 235,984	\$ 204,959
Internal Services	\$ 12,700	\$ 14,534	\$ 14,534	\$ 14,534	\$ 14,238
Capital Equipment	\$ -	\$ 9,900	\$ 9,900	\$ 9,900	\$ -
Subtotal	<u>\$ 508,166</u>	<u>\$ 725,621</u>	<u>\$ 760,646</u>	<u>\$ 760,646</u>	<u>\$ 704,114</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 89,492	\$ 78,870	\$ 78,870	\$ 78,870	\$ 81,424
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 89,492</u>	<u>\$ 78,870</u>	<u>\$ 78,870</u>	<u>\$ 78,870</u>	<u>\$ 81,424</u>
Division Total	<u><u>\$ 597,658</u></u>	<u><u>\$ 804,491</u></u>	<u><u>\$ 839,516</u></u>	<u><u>\$ 839,516</u></u>	<u><u>\$ 785,538</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / BIO-SOLIDS

GOALS:

- Comply with all Environmental Protection Agency's and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of informal training.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain consistent TWAS of 5% or less and centrate of less than 100 mg/l

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
Centrifuge centrate concentration in mg/l	125	112	100	75	75
Thickened waste activated sludge percent total solids	7%	6.20%	6.50%	4.80%	5.00%
Number of training hours per employee	16	18	18	16	16

Notes to Results Report:

*Mainly due to centrifuge training

**New Thickening Equipment Online

DIVISION SUMMARY

32950510 WATER RECLAMATION / ENGINEERING

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 37,451	\$ 37,492	\$ 37,492	\$ 37,492	\$ 38,437
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 37,451</u>	<u>\$ 37,492</u>	<u>\$ 37,492</u>	<u>\$ 37,492</u>	<u>\$ 38,437</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 37,451</u>	<u>\$ 37,492</u>	<u>\$ 37,492</u>	<u>\$ 37,492</u>	<u>\$ 38,437</u>

DIVISION SUMMARY

32955343 WATER RECLAMATION / ENVIRONMENTAL SERVICES

MISSION:

- To help protect human health, the environment, and the publicly owned treatment works.
- To help ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To be proactive in waste reduction.
- To assist citizens, businesses and the City government in preventing pollution.
- Act as the Utilities Department representative on environmental issues.

DESCRIPTION:

The Environmental Services Division provides support to the Water Reclamation Facility, Line Maintenance Division, and Sanitation Division by monitoring and controlling pollutants that could cause harm to employees, citizens, environment and City property. This Section also assists other divisions in helping them maintain compliance with environmental permits and requirements.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 315,625	\$ 361,962	\$ 361,962	\$ 361,962	\$ 333,554
Supplies & Materials	\$ 7,395	\$ 14,143	\$ 14,143	\$ 14,143	\$ 13,673
Services & Maintenance	\$ 143,991	\$ 170,254	\$ 209,003	\$ 209,003	\$ 185,073
Internal Services	\$ 8,193	\$ 11,266	\$ 11,266	\$ 11,266	\$ 7,067
Capital Equipment	\$ -	\$ 4,650	\$ 4,650	\$ 4,650	\$ 5,300
Subtotal	<u>\$ 475,204</u>	<u>\$ 562,275</u>	<u>\$ 601,024</u>	<u>\$ 601,024</u>	<u>\$ 544,667</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 192,799	\$ 164,013	\$ 164,013	\$ 164,013	\$ 170,870
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 192,799</u>	<u>\$ 164,013</u>	<u>\$ 164,013</u>	<u>\$ 164,013</u>	<u>\$ 170,870</u>
Division Total	<u><u>\$ 668,003</u></u>	<u><u>\$ 726,288</u></u>	<u><u>\$ 765,037</u></u>	<u><u>\$ 765,037</u></u>	<u><u>\$ 715,537</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ENVIRONMENTAL SERVICES

GOALS:

- To be in full compliance with Federal and State Pretreatment Regulations
- to provide the tools and training to have an educated staff with accurate, reliable information
- To provide a safe work environment
- To help protect the infrastructure of the Utilities Department.
- To aid in protecting residents and the environment from pollution
- To educate businesses and the community on environmental issues, pollution prevention and waste reduction
- To provide technical support to the Utilities Department and all departments

- To recover costs for excessive strength waste and laboratory analysis and strive to reduce costs for other programs

OBJECTIVES:

- To be the city liaison and provide assistance to the Environmental Control Advisory Board with public education and providing guidance to Council.
- Maintain Green Norman website.
- Continue coordination of the Earth Day Festival and Earth Month.
- Continue coordination and implementation of household hazardous waste disposal options for the community.
- Clearly communicate requirements for the Fats, Oil, and Grease (FOG) program, the Dental Amalgam Program and the Industrial Pretreatment Program to new and existing businesses.
- Provide technical advice, as related to Industrial Pretreatment, to other division/departments.
- Develop new programs and measures to meet emerging and future needs of division.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	100%	100%	100%	72%	100%
Full compliance with state and federal regulations	100%	100%	100%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Revenue collected	\$131,138	\$143,013	\$98,000	\$137,000	\$100,000

Notes to Results Report:

CFR – Code of Federal Regulations

OPDES – Oklahoma Pollutant Discharge Elimination System

POTW – Publicly Owned Treatment Works

DIVISION SUMMARY

32955244 WATER RECLAMATION / LABORATORY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 253,578	\$ 264,214	\$ 264,214	\$ 264,214	\$ 271,115
Supplies & Materials	\$ 25,551	\$ 23,870	\$ 23,788	\$ 23,788	\$ 23,870
Services & Maintenance	\$ 20,971	\$ 33,220	\$ 34,620	\$ 34,620	\$ 33,220
Internal Services	\$ 22	\$ 25	\$ 25	\$ 25	\$ 27
Capital Equipment	\$ 5,216	\$ 9,300	\$ 10,044	\$ 10,044	\$ -
Subtotal	<u>\$ 305,338</u>	<u>\$ 330,629</u>	<u>\$ 332,691</u>	<u>\$ 332,691</u>	<u>\$ 328,232</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 107,824	\$ 97,404	\$ 97,404	\$ 97,404	\$ 100,690
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 107,824</u>	<u>\$ 97,404</u>	<u>\$ 97,404</u>	<u>\$ 97,404</u>	<u>\$ 100,690</u>
Division Total	<u>\$ 413,162</u>	<u>\$ 428,033</u>	<u>\$ 430,095</u>	<u>\$ 430,095</u>	<u>\$ 428,922</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / LABORATORY

GOALS:

- Improve ODEQ inspection reviews.
- Ensure the validity, reliability, and timeliness of the laboratory's analysis results.

OBJECTIVES:

- Adhere to the regulations at 40 CFR.
- Increase the percentage of "acceptable" quality control analysis.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	1	0	0	0	0
Percent compliance with QC	100%	100%	100%	100%	100%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

CFR – Code of Federal Regulations

QC – Quality Control

DIVISION SUMMARY

32955246 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 741,057	\$ 779,095	\$ 779,095	\$ 779,095	\$ 790,047
Supplies & Materials	\$ 162,980	\$ 170,442	\$ 148,033	\$ 148,033	\$ 172,434
Services & Maintenance	\$ 556,969	\$ 662,019	\$ 691,276	\$ 691,276	\$ 631,301
Internal Services	\$ 28,765	\$ 31,706	\$ 31,706	\$ 31,706	\$ 19,949
Capital Equipment	\$ 65,472	\$ 70,000	\$ 293,828	\$ 293,828	\$ 131,800
Subtotal	<u>\$ 1,555,243</u>	<u>\$ 1,713,262</u>	<u>\$ 1,943,938</u>	<u>\$ 1,943,938</u>	<u>\$ 1,745,531</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 252,003	\$ 235,849	\$ 235,849	\$ 235,849	\$ 240,728
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 252,003</u>	<u>\$ 235,849</u>	<u>\$ 235,849</u>	<u>\$ 235,849</u>	<u>\$ 240,728</u>
Division Total	<u>\$ 1,807,246</u>	<u>\$ 1,949,111</u>	<u>\$ 2,179,787</u>	<u>\$ 2,179,787</u>	<u>\$ 1,986,259</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / OPERATIONS & MAINTENANCE

GOALS:

- To comply with all Environmental Protection Agency (EPA) and Oklahoma Department of Environmental Quality (ODEQ) regulations as related to our Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
 - To increase the hours of formal and informal training.
 - To efficiently maintain and operate plant equipment.
-

OBJECTIVES:

- Maintain compliance with OPDES permit to include disinfection.
 - Conduct in-house training on plant process and allow time for off campus training.
 - Increase number of standard operating procedures.
-

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters	100%	100%	100%	100%	100%
Number of training hours per employee	24	24	24	24	24
Standard Operating Procedures on file	16	20	24	24	24

Notes to Results Report:

DMR – Discharge Monitoring Report

DIVISION SUMMARY

32955252 WATER RECLAMATION / SEWER LINE MAINTENANCE

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The water reclamation system is maintained in such condition as to minimize service disruption, household backup or overflow into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

Sewer Line Maintenance personnel maintain approximately 510 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,928 manholes. Personnel are on duty from 8:00 a.m. to 5:00 pm Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	20	20	20	20	20
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,308,474	\$ 1,383,170	\$ 1,383,170	\$ 1,383,170	\$ 1,396,085
Supplies & Materials	\$ 116,223	\$ 167,507	\$ 167,591	\$ 167,591	\$ 163,356
Services & Maintenance	\$ 337,743	\$ 354,577	\$ 446,105	\$ 446,105	\$ 354,391
Internal Services	\$ 75,975	\$ 87,107	\$ 87,107	\$ 87,107	\$ 116,108
Capital Equipment	\$ 148,656	\$ 119,190	\$ 326,768	\$ 326,768	\$ 29,442
Subtotal	<u>\$ 1,987,071</u>	<u>\$ 2,111,551</u>	<u>\$ 2,410,741</u>	<u>\$ 2,410,741</u>	<u>\$ 2,059,382</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 903,791	\$ 781,757	\$ 781,757	\$ 781,757	\$ 788,923
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 903,791</u>	<u>\$ 781,757</u>	<u>\$ 781,757</u>	<u>\$ 781,757</u>	<u>\$ 788,923</u>
Division Total	<u>\$ 2,890,862</u>	<u>\$ 2,893,308</u>	<u>\$ 3,192,498</u>	<u>\$ 3,192,498</u>	<u>\$ 2,848,305</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 75% of 12” and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 85,000 linear feet of sewer main for roots
- Clean a minimum of 1,800,000 feet of sewer main
- CCTV a minimum of 350,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Respond to 95% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	0.43	0.46	0.4	0.42	0.4
% hours lost due to OJI per 1,000 hours worked	2.2	0	0	0	0
Feet of sewer line cleaned	1,148,078	1,305,779	1,800,000	1,035,543	1,800,000
Feet of sewer line roots mechanically removed	43,380	41,910	60,000	50,424	60,000
Feet of sewer pipe treated for roots	84,301	83,224	100,000	81,183	84,000
Feet of sewer pipe CCTV inspected	241,258	278,762	350,000	206,816	350,000
Number of SSOs*:	22	18	15	8	15
City side	11	13	5	0	5
Private	11	5	10	8	10
Lift station preventive maintenance hours	252	2,474	1,800	1,910	2,400
Safety training per employee per year	12	12	12	12	12
Number of locates completed	3,353	3,369	4,500	2,878	4,000
Number of service requests responded to	321	262	350	248	300

Notes to Results Report:

SSO – Sanitary Sewer Overflows*

OJI – On-the-Job Injuries

CCTV – Closed Circuit Television

DIVISION SUMMARY

32930122 WATER RECLAMATION / UTILITY SERVICES

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years an interfund transfer from the Water Reclamation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 31,967	\$ 69,810	\$ 69,810	\$ 69,810	\$ 64,160
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 1,630	\$ 1,630	\$ 1,630	\$ -
Subtotal	<u>\$ 31,967</u>	<u>\$ 71,440</u>	<u>\$ 71,440</u>	<u>\$ 71,440</u>	<u>\$ 64,160</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 31,967</u>	<u>\$ 71,440</u>	<u>\$ 71,440</u>	<u>\$ 71,440</u>	<u>\$ 64,160</u>

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 21 - FYE 25 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 510,151	\$ 4,179,000	\$ 8,879,889	\$ 8,879,889	\$ 5,695,100
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 510,151	\$ 4,179,000	\$ 8,879,889	\$ 8,879,889	\$ 5,695,100
Division Total	\$ 510,151	\$ 4,179,000	\$ 8,879,889	\$ 8,879,889	\$ 5,695,100

DIVISION SUMMARY

32930149 WATER RECLAMATION / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 452,132	\$ 2,126,459	\$ 2,126,459	\$ 2,126,459	\$ 2,249,189
Interfund Transfers	\$ 569,716	\$ 601,455	\$ 601,455	\$ 601,455	\$ 613,484
Subtotal	\$ 1,021,848	\$ 2,727,914	\$ 2,727,914	\$ 2,727,914	\$ 2,862,673
Division Total	\$ 1,021,848	\$ 2,727,914	\$ 2,727,914	\$ 2,727,914	\$ 2,862,673

FUND SUMMARY

TOTAL SEWER MAINTENANCE FUND (321)

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained in such condition as to minimize service disruption, household backup or overflows into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 64,202	\$ 67,100	\$ 67,100	\$ 67,100	\$ 70,417
Supplies & Materials	\$ 2,718	\$ 2,581	\$ 2,581	\$ 2,581	\$ 2,829
Services & Maintenance	\$ 570	\$ 2,425	\$ 2,425	\$ 2,425	\$ 4,825
Internal Services	\$ -	\$ 700	\$ 700	\$ 700	\$ 250
Capital Equipment	\$ 19,167	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 86,657</u>	<u>\$ 74,606</u>	<u>\$ 74,606</u>	<u>\$ 74,606</u>	<u>\$ 78,321</u>
Capital Projects	\$ 1,413,495	\$ 2,800,000	\$ 10,852,611	\$ 10,852,611	\$ 2,800,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ - #	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,413,495</u>	<u>\$ 2,800,000</u>	<u>\$ 10,852,611</u>	<u>\$ 10,852,611</u>	<u>\$ 2,800,000</u>
Fund Total	<u>\$ 1,500,152</u>	<u>\$ 2,874,606</u>	<u>\$ 10,927,217</u>	<u>\$ 10,927,217</u>	<u>\$ 2,878,321</u>

DIVISION SUMMARY

32155253 UTILITIES INSPECTION

MISSION:

Provide quality control for the City of Norman’s Water and Water Reclamation Capital Improvements Program while considering the best interest of the City of Norman, its citizens and the contractors performing the work.

DESCRIPTION:

Responsible for inspecting all stages of construction to identify problems and to ensure compliance with federal and state laws, City specifications, codes and regulations. Prepare necessary reports and maintain a daily log of construction activities. Advise and confer with citizens, contractors, engineers and City personnel concerning requirements, standards and/or changes that may be necessary for compliance with construction codes, specifications and regulations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 64,202	\$ 67,100	\$ 67,100	\$ 67,100	\$ 70,417
Supplies & Materials	\$ 2,718	\$ 2,581	\$ 2,581	\$ 2,581	\$ 2,829
Services & Maintenance	\$ 570	\$ 2,425	\$ 2,425	\$ 2,425	\$ 4,825
Internal Services	\$ -	\$ 700	\$ 700	\$ 700	\$ 250
Capital Equipment	\$ 19,167	\$ 1,800	\$ 1,800	\$ 1,800	\$ -
Subtotal	<u>\$ 86,657</u>	<u>\$ 74,606</u>	<u>\$ 74,606</u>	<u>\$ 74,606</u>	<u>\$ 78,321</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 86,657</u>	<u>\$ 74,606</u>	<u>\$ 74,606</u>	<u>\$ 74,606</u>	<u>\$ 78,321</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / UTILITIES INSPECTION

GOALS:

- To ensure all work is performed and completed in accordance with City of Norman standards and specifications.
- To provide the City of Norman with an efficient and effective water and wastewater distribution system.
- Improve method of informing citizens of pending construction.

OBJECTIVES:

- Maintain accurate log of daily activity and construction progress.
- Maintain capital project photo library.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Update and modify City of Norman standards details as necessary

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	99%	99%	90%	97%	95%
Respond to public requests for information within 4 working hours – 90% of the time	100%	100%	90%	95%	90%

DIVISION SUMMARY

321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

MISSION:

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

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 21 – FYE 25 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 1,413,495	\$ 2,800,000	\$ 10,852,611	\$ 10,852,611	\$ 2,800,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,413,495</u>	<u>\$ 2,800,000</u>	<u>\$ 10,852,611</u>	<u>\$ 10,852,611</u>	<u>\$ 2,800,000</u>
Division Total	<u><u>\$ 1,413,495</u></u>	<u><u>\$ 2,800,000</u></u>	<u><u>\$ 10,852,611</u></u>	<u><u>\$ 10,852,611</u></u>	<u><u>\$ 2,800,000</u></u>

FUND SUMMARY

TOTAL NEW DEVELOPMENT EXCISE FUND (322)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 292,024	\$ 939,700	\$ 1,563,936	\$ 1,563,936	\$ 671,400
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,895,769	\$ 1,644,569	\$ 1,644,569	\$ 1,644,569	\$ 1,897,580
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,187,793</u>	<u>\$ 2,584,269</u>	<u>\$ 3,208,505</u>	<u>\$ 3,208,505</u>	<u>\$ 2,568,980</u>
Fund Total	<u><u>\$ 2,187,793</u></u>	<u><u>\$ 2,584,269</u></u>	<u><u>\$ 3,208,505</u></u>	<u><u>\$ 3,208,505</u></u>	<u><u>\$ 2,568,980</u></u>

FUND SUMMARY

TOTAL WATER FUND (31)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	50	51	51	51	51
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>51</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 4,125,711	\$ 4,546,199	\$ 4,546,199	\$ 4,546,199	\$ 4,559,802
Supplies & Materials	\$ 2,172,936	\$ 2,774,159	\$ 2,678,501	\$ 2,678,501	\$ 2,938,564
Services & Maintenance	\$ 2,514,325	\$ 3,184,838	\$ 3,566,057	\$ 3,566,057	\$ 3,094,820
Internal Services	\$ 147,719	\$ 163,880	\$ 163,880	\$ 163,880	\$ 159,069
Capital Equipment	<u>\$ 319,412</u>	<u>\$ 925,698</u>	<u>\$ 1,041,301</u>	<u>\$ 1,041,301</u>	<u>\$ 148,936</u>
Subtotal	<u>\$ 9,280,103</u>	<u>\$ 11,594,774</u>	<u>\$ 11,995,938</u>	<u>\$ 11,995,938</u>	<u>\$ 10,901,191</u>
Capital Projects	\$ 15,418,041	\$ 10,192,130	\$ 48,093,797	\$ 48,093,797	\$ 11,507,637
Cost Allocations	\$ 2,046,874	\$ 1,971,265	\$ 1,971,265	\$ 1,971,265	\$ 1,984,210
Debt Service	\$ 3,161,283	\$ 5,125,072	\$ 5,125,072	\$ 5,125,072	\$ 6,381,926
Interfund Transfers	\$ 997,578	\$ 1,067,000	\$ 1,067,000	\$ 1,067,000	\$ 1,087,500
Audit Adjust/Encumbrances	<u>\$ 2,940,192</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 24,563,968</u>	<u>\$ 18,355,467</u>	<u>\$ 56,257,134</u>	<u>\$ 56,257,134</u>	<u>\$ 20,961,273</u>
Fund Total	<u>\$ 33,844,071</u>	<u>\$ 29,950,241</u>	<u>\$ 68,253,072</u>	<u>\$ 68,253,072</u>	<u>\$ 31,862,464</u>

DIVISION SUMMARY

31955330 WATER / UTILITIES DEPARTMENT ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 731,869	\$ 729,031	\$ 729,031	\$ 729,031	\$ 759,033
Supplies & Materials	\$ 4,368	\$ 4,671	\$ 4,671	\$ 4,671	\$ 4,605
Services & Maintenance	\$ 42,215	\$ 59,400	\$ 58,700	\$ 58,700	\$ 61,594
Internal Services	\$ 10,164	\$ 11,249	\$ 11,249	\$ 11,249	\$ 12,083
Capital Equipment	\$ -	\$ 9,100	\$ 9,800	\$ 9,800	\$ 5,400
Subtotal	<u>\$ 788,616</u>	<u>\$ 813,451</u>	<u>\$ 813,451</u>	<u>\$ 813,451</u>	<u>\$ 842,715</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 198,872	\$ 195,750	\$ 195,750	\$ 195,750	\$ 196,943
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 997,578	\$ 1,067,000	\$ 1,067,000	\$ 1,067,000	\$ 1,087,500
Subtotal	<u>\$ 1,196,450</u>	<u>\$ 1,262,750</u>	<u>\$ 1,262,750</u>	<u>\$ 1,262,750</u>	<u>\$ 1,284,443</u>
Division Total	<u>\$ 1,985,066</u>	<u>\$ 2,076,201</u>	<u>\$ 2,076,201</u>	<u>\$ 2,076,201</u>	<u>\$ 2,127,158</u>

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

DIVISION SUMMARY

31950510 WATER / ENGINEERING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 37,454	\$ 37,492	\$ 37,492	\$ 37,492	\$ 38,437
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 37,454</u>	<u>\$ 37,492</u>	<u>\$ 37,492</u>	<u>\$ 37,492</u>	<u>\$ 38,437</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 37,454</u></u>	<u><u>\$ 37,492</u></u>	<u><u>\$ 37,492</u></u>	<u><u>\$ 37,492</u></u>	<u><u>\$ 38,437</u></u>

DIVISION SUMMARY

31955233 WATER / UTILITIES MODELING

MISSION:

To maintain the water and wastewater computer models in order to determine the impact of rehabilitation and new development upon the City's utility infrastructure; to maintain accurate and complete information relating to the City's water and water reclamation infrastructure.

DESCRIPTION:

The Division provides maps, analyses, and model runs of water and wastewater infrastructure for the Department of Utilities. The Division also provides technical support for the CityWorks work order tracking program and assistance in integrating information from GPS data collection and the camera inspection vehicle into the City's GIS. The Division is also the primary resource for utility facility inventory tracking as required by GASB34.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	1	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 44,601	\$ 80,466	\$ 80,466	\$ 80,466	\$ 82,548
Supplies & Materials	\$ 1,330	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375
Services & Maintenance	\$ 2,539	\$ 5,475	\$ 6,775	\$ 6,775	\$ 5,475
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Subtotal	<u>\$ 48,470</u>	<u>\$ 97,316</u>	<u>\$ 98,616</u>	<u>\$ 98,616</u>	<u>\$ 89,398</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 48,470</u></u>	<u><u>\$ 97,316</u></u>	<u><u>\$ 98,616</u></u>	<u><u>\$ 98,616</u></u>	<u><u>\$ 89,398</u></u>

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / UTILITIES MODELING

GOALS:

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

OBJECTIVES:

- Produce all appropriate informational maps and reports through the GIS system.
- Maintain water and wastewater datasets as current information.
- Provide GIS configuration and asset maintenance support to GIS and Utilities applications, particularly Azteca Cityworks, Tyler EAM, and Advanced CIS Infinityl.
- Reduce the time between receipt of as-builts and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Facilitate water and wastewater models.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	5%	5%	n/a	n/a	n/a
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Update five water or sewer utility as-builts into the GIS database per month	n/a	n/a	90%	100%	90%
Provide data and support to facilitate water and wastewater modeling efforts by specified deadline	100%	100%	99%	99%	99%
Provide technical support to assist Utilities Department staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	95%	99%	99%

Notes to Results Report:

FYE 2018-As-built data delayed due to GIS Utilities Analyst remaining primarily focused on project management and support for GIS – Geographic Information Systems

DIVISION SUMMARY

31955350 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 280,812	\$ 283,056	\$ 283,056	\$ 283,056	\$ 289,539
Supplies & Materials	\$ 670	\$ 1,689	\$ 1,689	\$ 1,689	\$ 2,025
Services & Maintenance	\$ 77,558	\$ 110,136	\$ 110,136	\$ 110,136	\$ 99,173
Internal Services	\$ 4,328	\$ 4,773	\$ 4,773	\$ 4,773	\$ 3,715
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 363,368</u>	<u>\$ 399,654</u>	<u>\$ 399,654</u>	<u>\$ 399,654</u>	<u>\$ 394,452</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 121,193	\$ 117,450	\$ 117,450	\$ 117,450	\$ 118,164
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 121,193</u>	<u>\$ 117,450</u>	<u>\$ 117,450</u>	<u>\$ 117,450</u>	<u>\$ 118,164</u>
Division Total	<u>\$ 484,561</u>	<u>\$ 517,104</u>	<u>\$ 517,104</u>	<u>\$ 517,104</u>	<u>\$ 512,616</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE ADMINISTRATION

GOALS:

- Manage the water and sewer maintenance sections in such a manner as to provide optimum services to the citizens of Norman.
- Arrange for annual training of all Division personnel to ensure compliance with State of Oklahoma licensing procedures and statutes.
- Adhere to state and federal guidelines for data collection and reporting.
- Prepare voluntary CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman for the ODEQ.
- Process all Division-received invoices same day of receipt.
- Complete capital projects within the fiscal year.
- Manage the history of maintenance, repairs, and customer service requests utilizing the CityWorks asset management program of the City.
- Continue to place a great emphasis on the proper management of its water and sewer system network.

OBJECTIVES:

- Provide adequate training for all personnel.
- Provide efficient and effective assistance to citizens in resolving requests.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines.
- Collect and arrange data monthly for annual published report.
- Process all invoices when received to meet payment authorization schedule.
- Maintain an organized project meeting schedule to review the status of all Line Maintenance Division capital projects.
- Process all daily work report data utilizing work order system through the CityWorks program.
- Reduce lost time due to injuries through monthly safety training meetings.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer service requests completed in 1 day	25	20	25	25	25
% of state and federal regulatory compliance reports mailed within rule specific guidelines	100%	100%	100%	100%	100%
% of invoices processed for payment authorization within 1 day of receipt	95%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,500	1,100	1,500	1,500	1,500
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	85%	80%	85%	85%	90%

Notes to Results Report:

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

DIVISION SUMMARY

31955251 WATER / LINE MAINTENANCE

MISSION:

The mission of the Water Section of the Line Maintenance Division is to transport clean drinking water from point sources within the distribution system to public and private users. The water distribution system is to be maintained in such a manner that the drinking water is safe and that adequate fire suppression supply and storage is available at all times. Public health and safety are the primary focus of this section along with employee safety and development.

DESCRIPTION:

The Water Line Maintenance Division is responsible for maintenance of approximately 601 miles of water lines and associated 5,988 fire hydrants and 11,039 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 39,750 existing water meters, are provided by Section staff.

Personnel are on duty from 8 a.m. until 5:00 p.m. Monday-Friday, with all personnel subject to emergency callback to ensure public health and safety.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	25	25	25	25	25
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,792,449	\$ 1,941,790	\$ 1,941,790	\$ 1,941,790	\$ 1,945,366
Supplies & Materials	\$ 378,877	\$ 423,282	\$ 421,302	\$ 421,302	\$ 404,631
Services & Maintenance	\$ 83,474	\$ 76,406	\$ 78,406	\$ 78,406	\$ 77,306
Internal Services	\$ 99,393	\$ 110,609	\$ 110,609	\$ 110,609	\$ 104,307
Capital Equipment	<u>\$ 255,040</u>	<u>\$ 678,889</u>	<u>\$ 727,682</u>	<u>\$ 727,682</u>	<u>\$ 3,500</u>
Subtotal	<u>\$ 2,609,233</u>	<u>\$ 3,230,976</u>	<u>\$ 3,279,789</u>	<u>\$ 3,279,789</u>	<u>\$ 2,535,110</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 1,010,391	\$ 979,128	\$ 979,128	\$ 979,128	\$ 985,092
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 1,010,391</u>	<u>\$ 979,128</u>	<u>\$ 979,128</u>	<u>\$ 979,128</u>	<u>\$ 985,092</u>
Division Total	<u>\$ 3,619,624</u>	<u>\$ 4,210,104</u>	<u>\$ 4,258,917</u>	<u>\$ 4,258,917</u>	<u>\$ 3,520,202</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE

GOALS:

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City’s infrastructure.
- Maintain residential Automatic Meter Reading (AMR) water meter installation.
- Maintain a comprehensive valve and fire hydrant maintenance program.
- Provide a stable and safe working environment.

OBJECTIVES:

- Minimize disruptions in customer service, by effectively maintaining the water distribution system, water towers, and fire hydrants.
- Respond to customer service requests within 30 minutes during business hours.
- Install new meters and services in an efficient manner. (National benchmark is 15.6 hours per set; City of Norman is less than 12 hours).
- Respond to 95% of Oklahoma One-Call System, Inc. locate calls for contractors and citizens of Norman within 48 hours.
- Install 100 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Replace 6,000 linear feet of ductile iron and cast iron pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on (in hours)	1.96	2.64	2.4	2.35	2.2
Number of AMR meters installed	100	10	145	80	0
Service calls completed	5,800	4,995	5,400	5,500	5,700
Number of locates completed	4,709	5,700	6,000	6,400	6,000
Number of valves exercised	1,213	1,123	1,300	1,350	1,500
Percent hours lost to OJI per 1,000 hours worked	0.14	0.13	0.13	0.14	0.14
Fire hydrants maintained	1,077	1,133	1,200	1,250	1,500
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	1,800	5,100	2,980	2,980	3,900
Feet of “hot soils” (corrosive soils) pipe replaced	6,705	400	2,700	-	-

Notes to Results Report:

AMR – Automated Meter Reading

OJI – On-the-job Injury

DIVISION SUMMARY

31955331 WATER / TREATMENT PLANT ADMINISTRATION

MISSION:

The overall mission of the Water Treatment Division is to efficiently provide safe high quality potable water to the City of Norman. The function of the Administration Division of the Water Production Group is to provide administration and over-sight of the other three water production divisions: Water Treatment Plant, Water Wells and Water Laboratory.

DESCRIPTION:

The Administration Division facilitates the work of the other water production divisions by coordinating work efforts, filing required reports, ordering materials and parts, ensuring safety of the workplace and providing training.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 272,243	\$ 358,704	\$ 358,704	\$ 358,704	\$ 372,902
Supplies & Materials	\$ 10,571	\$ 10,154	\$ 11,354	\$ 11,354	\$ 10,756
Services & Maintenance	\$ 48,350	\$ 58,101	\$ 63,560	\$ 63,560	\$ 93,250
Internal Services	\$ 23,929	\$ 29,815	\$ 29,815	\$ 29,815	\$ 29,504
Capital Equipment	\$ 40	\$ 122,233	\$ 150,543	\$ 150,543	\$ 2,500
Subtotal	<u>\$ 355,133</u>	<u>\$ 579,007</u>	<u>\$ 613,976</u>	<u>\$ 613,976</u>	<u>\$ 508,912</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 716,418	\$ 678,937	\$ 678,937	\$ 678,937	\$ 684,011
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 716,418</u>	<u>\$ 678,937</u>	<u>\$ 678,937</u>	<u>\$ 678,937</u>	<u>\$ 684,011</u>
Division Total	<u>\$ 1,071,551</u>	<u>\$ 1,257,944</u>	<u>\$ 1,292,913</u>	<u>\$ 1,292,913</u>	<u>\$ 1,192,923</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

- To ensure employee safety and work to maintain an effective training program.
- Develop a public education program that includes: web based social media and public outreach at community events.

OBJECTIVES:

- Work to incorporate the water model into the plant operation.
- Improve the energy efficiency of the facility.
- Minimize the cost of water produced by the division.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Safety training	47	64	64	64	64
OJI	0	0	0	0	0
Tours	16	19	10	13	10
Number of people on tours	230	277	120	183	120
Job related training (personnel hours)	832	1,022	84	612	84
Cross training (personnel hours)	192	80	60	60	60
Million gallon of Well Water Produced	979	739	1,430	1,500	1,430

Notes to Results Report:

OJI – On-the-job Injury

DIVISION SUMMARY

31955136 WATER / LABORATORY

MISSION:

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

DESCRIPTION:

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ).
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 137,296	\$ 149,405	\$ 149,405	\$ 149,405	\$ 158,050
Supplies & Materials	\$ 77,232	\$ 58,302	\$ 58,846	\$ 58,846	\$ 58,264
Services & Maintenance	\$ 159,910	\$ 90,395	\$ 127,238	\$ 127,238	\$ 90,395
Internal Services	\$ -	\$ 71	\$ 71	\$ 71	\$ 4,071
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 3,600
Subtotal	<u>\$ 374,438</u>	<u>\$ 298,173</u>	<u>\$ 335,560</u>	<u>\$ 335,560</u>	<u>\$ 314,380</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 374,438</u></u>	<u><u>\$ 298,173</u></u>	<u><u>\$ 335,560</u></u>	<u><u>\$ 335,560</u></u>	<u><u>\$ 314,380</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants.
- Maintain an organized schedule for completing all necessary sample collections and ensure staff understands all standard operating procedures to collect and carry out any analyses.

OBJECTIVES:

- Microbiology Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Read published information on upcoming regulations and relevant research and inform supervisor of the impact on the Water Treatment Division.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.
- Staff will fill out calendar with all duties and responsibilities, and check monthly to ensure all tasks are completed.
- Staff will read and understand all completed standard operating procedures, and create new procedures when they arise, as well as complete an annual Laboratory Assessment.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 21 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Micro sample collection	117%	122%	115%	115%	115%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	92%	97%	100%	95%	100%
Performance tests passed	100%	92%	100%	100%	100%
Laboratory inspection deficiencies	No inspection	0	No inspection	No inspection	No inspection
Laboratory inspection corrective actions	No inspection	4	No inspection	No inspection	No inspection
Compliance Chemistry Well Sample Collection	100%	100%	100%	100%	100%
Number of samples invalidated	31	14	0	27	0

Notes to Results Report:

WTP – Water Treatment Plant

DEQ – Department of Environmental Quality

EPA – Environmental Protection Agency

DIVISION SUMMARY

31955234 WATER / TREATMENT PLANT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 656,766	\$ 741,305	\$ 741,305	\$ 741,305	\$ 695,474
Supplies & Materials	\$ 1,605,913	\$ 2,160,245	\$ 2,083,933	\$ 2,083,933	\$ 2,362,139
Services & Maintenance	\$ 1,622,547	\$ 2,095,065	\$ 2,431,382	\$ 2,431,382	\$ 2,046,915
Internal Services	\$ 6,130	\$ 4,609	\$ 4,609	\$ 4,609	\$ 2,111
Capital Equipment	<u>\$ 8,150</u>	<u>\$ 62,248</u>	<u>\$ 100,048</u>	<u>\$ 100,048</u>	<u>\$ 97,136</u>
Subtotal	<u>\$ 3,899,506</u>	<u>\$ 5,063,472</u>	<u>\$ 5,361,277</u>	<u>\$ 5,361,277</u>	<u>\$ 5,203,775</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 3,899,506</u>	<u>\$ 5,063,472</u>	<u>\$ 5,361,277</u>	<u>\$ 5,361,277</u>	<u>\$ 5,203,775</u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT

GOALS:

- Provide the City with safe, clean water.
- Operate the water plant and water wells to meet demand and maximize water quality and monitor cost.
- Maintain the water plant in good operating condition.

OBJECTIVES:

- Maintain tap turbidity below 0.10 NTU.**
- During construction work with contractor to keep plant operational.
- Continue use of maintenance database to capture more of the maintenance activities of the plant staff.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	99.80%	99.90%	95%	100%	95%
Percent of bacteriologically “Safe” compliance water samples	99.80%	99.60%	99.50%	10.00%	100.00%
Number of complaints on water quality or pressure	127	57	50	62	50
Water production, million gallons per day					
Average day	12.2	12.2	14.02	14.02	13.2
Maximum day	15.6	21.2	22.2	22.2	22
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	95.40%	100%	100%	100%	98%
Number of months more that 30.4 million gallons of water was purchased from Oklahoma City	0	0	0	1	0

Notes to Results Report:

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

DIVISION SUMMARY

31930122 WATER / UTILITY SERVICES

MISSION:

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

DESCRIPTION:

In previous years an interfund transfer from the Water Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 32,245	\$ 71,355	\$ 71,355	\$ 71,355	\$ 66,104
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 1,633	\$ 1,633	\$ 1,633	\$ -
Subtotal	<u>\$ 32,245</u>	<u>\$ 72,988</u>	<u>\$ 72,988</u>	<u>\$ 72,988</u>	<u>\$ 66,104</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 32,245</u></u>	<u><u>\$ 72,988</u></u>	<u><u>\$ 72,988</u></u>	<u><u>\$ 72,988</u></u>	<u><u>\$ 66,104</u></u>

DIVISION SUMMARY

31955335 WATER / WATER WELLS

MISSION:

To ensure the City's water wells are available to the Plant Division to provide potable water to the citizens and visitors of Norman.

DESCRIPTION:

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 139,976	\$ 153,595	\$ 153,595	\$ 153,595	\$ 152,349
Supplies & Materials	\$ 89,146	\$ 107,441	\$ 88,331	\$ 88,331	\$ 87,769
Services & Maintenance	\$ 477,732	\$ 689,201	\$ 689,201	\$ 689,201	\$ 620,053
Internal Services	\$ 3,775	\$ 2,754	\$ 2,754	\$ 2,754	\$ 3,278
Capital Equipment	<u>\$ 56,182</u>	<u>\$ 41,595</u>	<u>\$ 41,595</u>	<u>\$ 41,595</u>	<u>\$ 35,000</u>
Subtotal	<u>\$ 766,811</u>	<u>\$ 994,586</u>	<u>\$ 975,476</u>	<u>\$ 975,476</u>	<u>\$ 898,449</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 766,811</u></u>	<u><u>\$ 994,586</u></u>	<u><u>\$ 975,476</u></u>	<u><u>\$ 975,476</u></u>	<u><u>\$ 898,449</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- Keep all wells in good operating condition.
- Work to meet all DEQ requirements for ground water wells.
- Maintain the grounds and maintain a good relationship with land owners adjacent to wells.

OBJECTIVES:

- Use the Antero database to track routine and emergency work.
- Perform scheduled maintenance the week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 18 ACTUAL	FYE 19 ACTUAL	FYE 20 PLAN	FYE 20 ESTIMATE	FYE 21 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	95%	100%	100%	93%	95%
Percent of preventative maintenance well disinfected completed	100%	100%	100%	100%	100%
Number of Total Coliform positive samples collected from wells	3	27	0	28	0
Number of Emergency work orders on water wells	0	0	2	0	0
Percent of routine work orders on water wells completed within 1 week	100%	100%	100%	100%	100%

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 21 - FYE 25 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 15,418,041	\$ 10,192,130	\$ 48,093,797	\$ 48,093,797	\$ 11,507,637
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 15,418,041	\$ 10,192,130	\$ 48,093,797	\$ 48,093,797	\$ 11,507,637
Division Total	\$ 15,418,041	\$ 10,192,130	\$ 48,093,797	\$ 48,093,797	\$ 11,507,637

DIVISION SUMMARY

31930149 WATER / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 3,161,283	\$ 5,125,072	\$ 5,125,072	\$ 5,125,072	\$ 6,381,926
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 3,161,283</u>	<u>\$ 5,125,072</u>	<u>\$ 5,125,072</u>	<u>\$ 5,125,072</u>	<u>\$ 6,381,926</u>
Division Total	<u>\$ 3,161,283</u>	<u>\$ 5,125,072</u>	<u>\$ 5,125,072</u>	<u>\$ 5,125,072</u>	<u>\$ 6,381,926</u>

DIVISION SUMMARY

31955282 ENVIRONMENTAL CONTROL ADVISORY BOARD

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 4,829	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Services & Maintenance	\$ -	\$ 659	\$ 659	\$ 659	\$ 659
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 1,800
Subtotal	<u>\$ 4,829</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ 9,459</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 4,829</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ 7,659</u>	<u>\$ 9,459</u>



Internal Service Fund

INTERNAL SERVICE FUNDS

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

DEPARTMENT SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 587,893	\$ 977,577	\$ 911,577	\$ 911,577	\$ 970,501
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 14,916,088	\$ 15,276,623	\$ 15,459,539	\$ 15,459,539	\$ 16,111,518
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 15,503,981</u>	<u>\$ 16,254,200</u>	<u>\$ 16,371,116</u>	<u>\$ 16,371,116</u>	<u>\$ 17,082,019</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 195,286	\$ -	\$ 64,080	\$ 64,080	\$ -
Audit Adjust/Encum	\$ (1,057)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 194,229</u>	<u>\$ -</u>	<u>\$ 64,080</u>	<u>\$ 64,080</u>	<u>\$ -</u>
Department Total	<u>\$ 15,698,210</u>	<u>\$ 16,254,200</u>	<u>\$ 16,435,196</u>	<u>\$ 16,435,196</u>	<u>\$ 17,082,019</u>

DIVISION SUMMARY

43330105 HEALTH INSURANCE

MISSION:

Account for and monitor all expenditures related to employee health insurance.

DESCRIPTION:

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 82,533	\$ 85,139	\$ 85,139	\$ 85,139	\$ 69,700
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 14,130,769	\$ 14,118,950	\$ 14,118,950	\$ 14,118,950	\$ 14,683,708
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 14,213,302</u>	<u>\$ 14,204,089</u>	<u>\$ 14,204,089</u>	<u>\$ 14,204,089</u>	<u>\$ 14,753,408</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 14,213,302</u>	<u>\$ 14,204,089</u>	<u>\$ 14,204,089</u>	<u>\$ 14,204,089</u>	<u>\$ 14,753,408</u>

DIVISION SUMMARY

43122351 JUDGMENTS AND CLAIMS

MISSION:

Account for and monitor all expenditures related to judgments and claims.

DESCRIPTION:

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 115,627	\$ 170,000	\$ 236,000	\$ 236,000	\$ 320,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 115,627</u>	<u>\$ 170,000</u>	<u>\$ 236,000</u>	<u>\$ 236,000</u>	<u>\$ 320,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 115,627</u>	<u>\$ 170,000</u>	<u>\$ 236,000</u>	<u>\$ 236,000</u>	<u>\$ 320,000</u>

DIVISION SUMMARY

43330104 RISK MANAGEMENT ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 236,555	\$ 239,938	\$ 239,938	\$ 239,938	\$ 248,101
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 200,277	\$ 204,673	\$ 320,131	\$ 320,131	\$ 323,331
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 436,832</u>	<u>\$ 444,611</u>	<u>\$ 560,069</u>	<u>\$ 560,069</u>	<u>\$ 571,432</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 436,832</u></u>	<u><u>\$ 444,611</u></u>	<u><u>\$ 560,069</u></u>	<u><u>\$ 560,069</u></u>	<u><u>\$ 571,432</u></u>

DIVISION SUMMARY

43330103 UNEMPLOYMENT COMPENSATION

MISSION:

To account for and monitor all unemployment compensation related expenditures.

DESCRIPTION:

An account established to record all unemployment compensation related expenditures throughout the fiscal year. The expenditures consist of unemployment benefits paid to separated City employees.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 11,286	\$ 21,500	\$ 21,500	\$ 21,500	\$ 21,700
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 11,286	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,200
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 11,286	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,200

DIVISION SUMMARY

43330102 WORKERS' COMPENSATION

MISSION:

To account for and monitor all workers' compensation related expenditures.

DESCRIPTION:

An account established to record all workers' compensation related expenditures throughout the fiscal year. The expenditures consist of payments on all on-the-job-injuries (OJI) medical treatments, subsequent workers' compensation temporary total disability (TTD) payments and workers' compensation court judgments related to an employee's original OJI injury. Claims are submitted to the Legal Department for review, and if approved, are paid directly by the City.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 257,519	\$ 631,000	\$ 565,000	\$ 565,000	\$ 631,000
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 469,415	\$ 782,500	\$ 783,958	\$ 783,958	\$ 783,979
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 726,934</u>	<u>\$ 1,413,500</u>	<u>\$ 1,348,958</u>	<u>\$ 1,348,958</u>	<u>\$ 1,414,979</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 726,934</u>	<u>\$ 1,413,500</u>	<u>\$ 1,348,958</u>	<u>\$ 1,348,958</u>	<u>\$ 1,414,979</u>



Capital Project Funds

CAPITAL PROJECTS FUNDS

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

FUND SUMMARY

TOTAL CAPITAL PROJECTS FUND (50)

MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent (\$.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 21 - FYE 25 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 1,054,555	\$ 1,235,582	\$ 1,235,582	\$ 1,235,582	\$ 1,318,396
Supplies & Materials	\$ 499	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 200	\$ 499	\$ 16,499	\$ 16,499	\$ 499
Internal Services	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Capital Equipment	<u>\$ 4,509</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ -</u>
Subtotal	<u>\$ 1,059,763</u>	<u>\$ 1,238,781</u>	<u>\$ 1,254,781</u>	<u>\$ 1,254,781</u>	<u>\$ 1,319,095</u>
Capital Projects	\$ 16,200,208	\$ 29,850,907	\$ 29,850,907	\$ 68,739,004	\$ 31,674,119
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,469,173	\$ 1,316,384	\$ 1,316,384	\$ 1,476,384	\$ 1,319,762
Interfund Transfers	\$ 3,539,565	\$ 4,579,874	\$ 4,579,874	\$ 5,612,002	\$ 4,078,362
Audit Adjust/Encumb	<u>\$ 194,464</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,000</u>
Subtotal	<u>\$ 21,403,410</u>	<u>\$ 35,747,165</u>	<u>\$ 35,747,165</u>	<u>\$ 75,827,390</u>	<u>\$ 37,088,243</u>
Fund Total	<u>\$ 22,463,173</u>	<u>\$ 36,985,946</u>	<u>\$ 37,001,946</u>	<u>\$ 77,082,171</u>	<u>\$ 38,407,338</u>

DIVISION SUMMARY

50550411 CAPITAL PROJECTS ENGINEER

MISSION:

The mission of this Division is to account for three (3) Capital Projects Engineers, a Capital Projects Manager, and a Construction Manager whose responsibility is to develop and implement capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Capital Projects Engineers.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 824,190	\$ 1,003,521	\$ 1,003,521	\$ 1,003,521	\$ 1,078,445
Supplies & Materials	\$ 499	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 200	\$ 499	\$ 499	\$ 499	\$ 499
Internal Services	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Capital Equipment	\$ 4,509	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Subtotal	<u>\$ 829,398</u>	<u>\$ 1,006,720</u>	<u>\$ 1,006,720</u>	<u>\$ 1,006,720</u>	<u>\$ 1,079,144</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 829,398</u></u>	<u><u>\$ 1,006,720</u></u>	<u><u>\$ 1,006,720</u></u>	<u><u>\$ 1,006,720</u></u>	<u><u>\$ 1,079,144</u></u>

DIVISION SUMMARY

50120430 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 106,262	\$ 106,946	\$ 106,946	\$ 106,946	\$ 109,659
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 106,262	\$ 106,946	\$ 106,946	\$ 106,946	\$ 109,659
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 106,262	\$ 106,946	\$ 106,946	\$ 106,946	\$ 109,659

DIVISION SUMMARY

50770370 CAPITAL PROJECTS / PARKS PERSONNEL

MISSION:

The mission of this Division is to account for two (2) Parks Personnel who manage park related capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Parks Personnel who manage Capital Projects.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ 124,103	\$ 125,115	\$ 125,115	\$ 125,115	\$ 130,292
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 124,103	\$ 125,115	\$ 125,115	\$ 125,115	\$ 130,292
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 124,103	\$ 125,115	\$ 125,115	\$ 125,115	\$ 130,292

DIVISION SUMMARY

050 - CAPITAL PROJECTS

MISSION:

To perform capital projects and purchase capital equipment funded by the Capital Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 21 - FYE 25 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 16,200,208	\$ 29,850,907	\$ 67,315,883	\$ 67,315,883	\$ 31,674,119
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,469,173	\$ 1,316,384	\$ 1,316,384	\$ 1,316,384	\$ 1,319,762
Interfund Transfers	\$ 3,539,565	\$ 4,579,874	\$ 5,612,002	\$ 5,612,002	\$ 4,078,362
Subtotal	<u>\$ 21,208,946</u>	<u>\$ 35,747,165</u>	<u>\$ 74,244,269</u>	<u>\$ 74,244,269</u>	<u>\$ 37,072,243</u>
Division Total	<u>\$ 21,208,946</u>	<u>\$ 35,747,165</u>	<u>\$ 74,244,269</u>	<u>\$ 74,244,269</u>	<u>\$ 37,072,243</u>

FUND SUMMARY

TOTAL NORMAN FORWARD SALES TAX FUND (51)

MISSION:

Norman Forward is designed to improve the quality of life in Norman through renovating, expanding, constructing, and funding projects including multiple recreational facilities, libraries, parks, athletic venues, public art, trails, and swim complexes. Norman Forward also includes traffic improvements and an extension of the existing James Garner Avenue. A citizen-initiated proposal, Norman Forward will enhance the Norman community for generations to come.

DESCRIPTION:

To efficiently receive and monitor the use of revenues received through a 15-year earmarked sales tax dedicated to 12 projects spanning the entire city at an estimated cost of \$148 million, with other program expenses at an estimated cost of \$55.4 million. Sales tax collections began on January 1, 2016 and will continue for 15 years.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 548,482	\$ -	\$ 1,727,875	\$ 1,727,875	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 548,482</u>	<u>\$ -</u>	<u>\$ 1,727,875</u>	<u>\$ 1,727,875</u>	<u>\$ -</u>
Capital Projects	\$ 16,133,328	\$ 31,492,860	\$ 35,245,957	\$ 35,245,957	\$ 31,417,462
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 3,773,070	\$ 4,695,718	\$ 4,695,718	\$ 4,695,718	\$ 7,648,848
Interfund Transfers	\$ 50,004	\$ 222,695	\$ 222,695	\$ 222,695	\$ 222,695
Audit Adjust/Encum.	\$ 134,789	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 20,091,191</u>	<u>\$ 36,411,273</u>	<u>\$ 40,164,370</u>	<u>\$ 40,164,370</u>	<u>\$ 39,289,005</u>
Division Total	<u>\$ 20,639,673</u>	<u>\$ 36,411,273</u>	<u>\$ 41,892,245</u>	<u>\$ 41,892,245</u>	<u>\$ 39,289,005</u>

FUND SUMMARY

TOTAL UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)

MISSION:

Established to account for revenue generated from the University North Park Development Tax Increment District.

DESCRIPTION:

To account for the increment of sales and property taxes generated from Tax Increment District Two, University North Park.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 128,728	\$ 128,356	\$ 321,546	\$ 321,546	\$ 148,755
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 128,728</u>	<u>\$ 128,356</u>	<u>\$ 321,546</u>	<u>\$ 321,546</u>	<u>\$ 148,755</u>
Capital Projects	\$ 141,076	\$ 1,100,000	\$ 4,797,544	\$ 4,797,544	\$ -
Cost Allocations	\$ 252,583	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 11,133,645	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ (39,394)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 11,487,910</u>	<u>\$ 1,100,000</u>	<u>\$ 4,797,544</u>	<u>\$ 4,797,544</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 11,616,638</u></u>	<u><u>\$ 1,228,356</u></u>	<u><u>\$ 5,119,090</u></u>	<u><u>\$ 5,119,090</u></u>	<u><u>\$ 148,755</u></u>

FUND SUMMARY

TOTAL CENTER CITY TAX INCREMENT FINANCE DISTRICT (58)

MISSION:

The Norman Center City Project Plan authorizes the allocation of Tax Increment Finance funds for public improvements projects undertaken by the City within the Center City, Increment District Number Three, project area.

DESCRIPTION:

To account for the increment of taxes generated from Tax Increment District Three, Center City.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ 35	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 35	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 35	\$ -	\$ -	\$ -	\$ -

FUND SUMMARY

TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

MISSION:

To provide for the recoupment of costs associated with improvements to arterial roads.

DESCRIPTION:

To account for periodic transfers from the Capital Fund for construction of arterial road improvements, and to account for those costs to be recovered from adjacent property owners.

PERSONNEL:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjustments	\$ 9,731	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 9,731	\$ -	\$ -	\$ -	\$ -
Fund Total	\$ 9,731	\$ -	\$ -	\$ -	\$ -

CITY OF NORMAN

**PUBLIC SAFETY SALES TAX FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
I. Bond Funded										
	15695523	BP0029	Emergency Communications Center	6,222,408	-	-	-	-	-	-
	15693319	BP0030	Emergency Communications System	2,784,454	-	-	-	-	-	-
SUBTOTAL BOND FUNDED \$				9,006,862 \$	- \$	- \$	- \$	- \$	- \$	-
II. Paygo Funded										
	15693377	BG0064	Fire Storage Building	870,000	-	-	-	-	-	-
9	15665143	FT0004	Fire Apparatus Replacement	957,663	800,000	750,000	775,000	1,700,000	1,700,000	1,700,000
	015-		Capital Outlay	454,973	70,471	310,493	310,493	310,493	310,493	310,493
10	015-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	3,500,000
SUBTOTAL PAYGO FUNDED				\$2,282,636	\$870,471	\$1,060,493	\$1,085,493	\$2,010,493	\$2,010,493	\$5,510,493
TOTAL PSST FUND 15 PROJECTS				\$11,289,498	\$870,471	\$1,060,493	\$1,085,493	\$2,010,493	\$2,010,493	\$5,510,493

CITY OF NORMAN

**CDBG FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
	21240200	GC0066	84th Ave NE: Rock Creek Rd to North End	420,448	-	-	-	-	-	-
	21240200	GC0061	84th Ave SE: Tecumseh Rd to Franklin Rd	116,697	-	-	-	-	-	-
	21240200	GC0063	96th Ave NE: Tecumseh Rd to Arrowhead D	108,958	-	-	-	-	-	-
	21240200	GC0060	108th Ave SE: Etowah to SH9	249,744	-	-	-	-	-	-
	21240200	GC0067	120th Ave NE: Tecumseh to Stella Rd	-	-	-	-	-	-	-
	21240200	GC0065	120th Ave SE: Etowah Rd to SH9	81,368	-	-	-	-	-	-
	21240200	GC0051	Cate Park Improvements	63,182	-	-	-	-	-	-
	21240200	GC0064	Rock Creek Rd: 108th to 120th	995,228	-	-	-	-	-	-
	21240200	GC0068	Stella Rd: 132nd Ave NE to 144th Ave NE	20,537	-	-	-	-	-	-
	21240200	GC0062	Tecumseh Rd: 84th to 120th	1,093,964	-	-	-	-	-	-
	21240167	GC0073	Acres: Findlay - Stewart	60,000	-	-	-	-	-	-
	21240167	GC0074	CDBG Alley Improvements	12,500	-	-	-	-	-	-
	21240203	GC0077	CDBG Target Area Tree Planting Project	320	-	-	-	-	-	-
	21240203	GC0078	CDBG Land Acquisition	25,000	-	-	-	-	-	-
	21240203	GC0079	CDBG Cart Bus Stop ADA Improvements	27,940	-	-	-	-	-	-
	21240007	GC0080	Original Townsite Street Improvements B19	185,000	-	-	-	-	-	-
	21240007	GC0081	CDBG Target Area Tree Planting Proj B19	50,000	-	-	-	-	-	-
15	21240011	GC0083	CDBG Target Area Tree Planting Proj B20	-	50,000	-	-	-	-	-
16	21240011	GC0084	Senior Center Kitchen Rehabilitation	-	110,000	-	-	-	-	-
17	21240011	GC0085	Non-Profit Rehabilitation B-20	-	75,000	-	-	-	-	-
14	21240167	GC0086	CDBG Land Acquisition	25,000	100,000	-	-	-	-	-
	021-4007-463	GC0082	CDBG Land Acquisition B19	100,000	-	-	-	-	-	-
TOTAL CDBG FUND 21 PROJECTS				\$3,635,886	\$335,000	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**SPECIAL GRANTS FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
21	22796638	PR0026	Firehouse Art Center Addition (match)	25,000	300,000	-	-	-	-	-
	22790097	TR0082	Legacy Trail Multi Modal Path Extension	367,900	-	-	-	-	-	-
	22590082	TR0081	Safe Routes to School - Kennedy (match)	13,322	-	-	-	-	-	-
TOTAL SPECIAL REVENUE FUND 22 PROJECTS				\$406,222	\$300,000	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**ROOM TAX FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
	23794442	RT0089	Bicycle Skills Park	116,356	-	-	-	-	-	-
	23793375	RT0084	Disc Golf Improvements Citywide	19,454	-	-	-	-	-	-
26	23796638	RT0027	Firehouse Art Center addition (match)	25,000	100,000	-	-	-	-	-
25	23796627	RT0090	Historic Museum Parking	92,812	55,000	-	-	-	-	-
	23798814	RT0087	Sooner Theatre Seat Replace & Interiors (match)	110,979	-	-	-	-	-	-
	23798815	RT0008	12th Avenue Tennis Court Renovation	60,000	-	-	-	-	-	-
TOTAL ROOM TAX FUND 23 PROJECTS				\$424,601	\$155,000	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**PUBLIC TRANSPORTATION FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
	27590078	BG0079	Eight Dual Slowfill Pumps	340,000	-	-	-	-	-	-
	27590078	BG0080	CNG Gas Drive Repl & Storage	310,000	-	-	-	-	-	-
TOTAL TRANSIT FUND 27 PROJECTS				\$650,000	-	-	-	-	-	-

CITY OF NORMAN

**WATER FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
				EXPENDITURES						
				WATER DISTRIBUTION SYSTEM						
		31990078	BG0249 North Base Lighting Project (match)	1,234	-	-	-	-	-	-
		31999942	WA0337 Asset Management Plan	230,000	-	-	-	-	-	-
34		31993360	WA0348 Corporate Addition Utilities	-	151,200	702,700	-	-	-	-
35	031-	WA	Water Line Improvement: OKC Second Feed	-	-	-	-	-	-	21,176,000
36		31993360	WA0349 Water Line Improvements-Segment B (24th NE: Robinson to Tecumseh)	-	324,900	1,785,000	-	-	-	-
37		31993360	WA	Water Line Improvements-Segment G (Indian Hills: RR to 12th NE)	-	-	-	-	-	1,040,000
38	031-	WA	Water Line Improvements-Segment H (12th NE: N of Rock Creek)	-	-	-	-	-	-	231,000
39	031-	WA	Waterline Maintenance Plan: 40 Year Duration	-	-	-	-	3,332,000	3,332,000	126,586,000
41	031-	WA	Water Line Replacement: Alameda: 24th NE to Carter	-	-	-	-	1,260,000	3,150,000	-
42		31995521	WA0338 Water Line Replacement: Classen/Flood, Highway 9 to Indian Hills	931,000	200,000	-	1,505,000	1,368,000	1,568,000	1,568,000
		31993360	WA0328 Water Line Replacement: Flood-Robinson to Venture	3,308,615	-	-	-	-	-	-
43	031-	WA	Water Line Replacement: Franklin Road, RR to 24th NW to Indian Hills	-	-	-	-	-	-	1,960,000
44		31995521	WA	Water Line Replacement: Hall Park Phase 2	-	-	-	480,000	-	-
45	031-	WA	Water Line Replacement: Main Street: Berry to Interstate Drive	-	-	-	-	-	920,000	2,020,000
		31993395	WA0021 Water Meter GPS	250,000	-	-	-	-	-	-
48		31993360	WA0173 Master Meters Installation	287,529	80,000	-	-	-	-	-
		31993360	WA0195 Water Line Replacement: Robinson Under I-35	3,210,865	-	-	-	-	-	-
47		31993361	WA0351 Water Meter Automatic Metering Infrastructure (AMI)	-	350,000	14,000,000	-	-	-	-
		31993345	WA0196 I-35 Waterline Relocation	6,037	-	-	-	-	-	-
46		31993360	WA0350 Water Distribution System Sampling Stations	-	80,000	80,000	80,000	-	-	-
		31993395	WA0201 Backflow Prevention Program	66,215	-	-	-	-	-	-
		31995521	WA0202 Water Line Replacement: Gray/Main Street	766,499	-	-	-	-	-	-
54		31996683	WA0352 WL Replacement Southlake Addition	-	1,169,000	-	-	-	-	-
52		31996683	WA0353 Water Line Replacement: Jenkins Replacement	-	708,000	-	-	-	-	-
		31993360	WA0224 Water Line Replacement: Gray & Tonhawa	1,667,534	-	-	-	-	-	-
51		31996683	WA0354 Water Line Replacement: Porter Replacement	-	550,000	550,000	-	-	-	-
		31993360	WA0239 WL Improvements: Segment D 24" Phase 4	3,780,181	-	-	-	-	-	-
		31996683	WA0240 Water Line Replacement: 24th NE: Robinson to Alameda	525,405	-	-	-	-	-	-
40	031-	WA	Water Line Replacement: 24th NE: Beaumont to Lindsey	-	-	-	-	547,000	-	-
		31995521	WA0241 Water Meter: Large Water Meter Testing	226,266	-	-	-	-	-	-
49		31996683	WA0242 Water Line Replacement: Robinson- 24th NW to WTP	6,503,538	2,890,000	1,469,000	3,806,000	-	-	-
		31996683	WA0339 Water Line Replacement: Sooner Fashion Mall	105,000	-	-	-	-	-	-
50		31993360	WA0245 Water Line Replacement: Interstate Drive	1,035,745	362,037	-	-	-	-	-
53		31993360	WA0246 Water Line Replacement: Parsons Addition	905,003	20,000	-	-	-	-	-
56		31993346	WA0355-0358 Water Line Replacement: Urban Service Area Water Line Projects	94,000	183,000	241,000	318,000	203,000	221,000	-
57		31995521	WA0363 Water Line Replacement: Fire Hydrant and Valve Replacements	100,000	100,000	100,000	100,000	100,000	100,000	-
55	031-	WA	Water Line Replacement: Flood Avenue	-	-	-	-	560,000	1,301,000	-
				24,000,666	7,168,137	18,927,700	5,809,000	7,850,000	10,592,000	154,581,000
				WATER TOWERS						
58		31993354	WA0364 Water Tower - SE Norman	-	-	-	-	-	-	3,500,000
59		31993345	WA0039 Water Tower - Boyd Tower	-	384,000	230,000	-	-	-	856,000
60		31993345	WA0040 Water Tower - Robinson Tower	-	-	-	773,000	-	-	-
61		31993345	WA0182 Water Tower - Lindsey Tower	350,000	-	-	-	-	600,000	-
62		31993345	WA0189 Water Tower - Cascade Tower	100,000	500,000	-	-	-	-	-
		31993345	WA0274 Water Tower - WTP Backwash Tower	275,250	-	-	-	-	-	-
		31993345	WA0294 Water Tower- Hall Park Tower	100,000	-	-	-	-	-	-
				825,250	884,000	230,000	773,000	-	600,000	4,356,000
				WATER WELL IMPROVEMENTS						
		31993345	WA0212 Water Well: 2015 Water Wells & Lines (paygo)	698,800	-	-	-	-	-	-
		31993345	WA0235 Water Well: 2015 Well Field Development (paygo)	768,618	-	-	-	-	-	-
63		31995521	WA0243 Water Well: Horizontal Well	121,721	-	450,000	3,000,000	-	-	-
				1,589,139	-	450,000	3,000,000	-	-	-
				WATER TREATMENT PLANT						
64	031-	WA	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,000
69		31995521	WA0329 New Building for Line Maintenance (match)	1,680,000	470,000	-	-	-	-	-
72	031-	WA	Reactivate Arsenic Wells & 3 MGD GWTP	-	-	-	-	-	3,750,000	15,340,000
70	031-	WA	Update Water Supply Plan	-	-	-	500,000	-	-	-
71	031-	WA	WTP: 12 MGD Groundwater Treatment Plant	-	-	-	-	-	-	49,680,000
		31993395	WA0359 Corrosion Control Study	-	75,000	100,000	-	-	-	-
68		31999939	WA0330 WTP Laboratory Remodel	96,554	-	-	-	-	-	-
66		31993395	WA0360 Cyber & Physical Security Assessment (Split 50/50 between 031/032)	-	175,000	-	-	25,000	-	-
67		3199939	WA0361 WTP: Concrete Improvements	-	100,000	-	-	-	-	-
		31999942	WA0225 WTP: Pilot Study for Chromium Treatment	49,820	-	-	-	-	-	-
65		31993395	WA0362 WTP Sludge Disposal Study	-	100,000	-	-	-	-	2,000,000
73		31993398	WA0214 WTP Well Field Blending	964,000	2,235,500	14,374,000	-	-	-	-
		31999939	WA0248 WTP Fiber Expansion	55,000	-	-	-	-	-	-
		31999939	WA0249 WTP SCADA Improvements	32,252	-	-	-	-	-	-
		31999939	WA0291 WTP: Phase 2 Improvements (Paygo portion to be reimbursed SRF loan)	446,691	-	-	-	-	-	-
				3,324,317	3,155,500	14,474,000	500,000	25,000	16,286,200	154,208,000
				URBAN SERVICE AREA WATER LINES						
				FYE 2018 Lines						
				FYE 2019 Lines						
		31993346	WA0331 Rhoades Dr: Edward Dr to Ramsey Ct	21,786	-	-	-	-	-	-
		31993346	WA0332 Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
		31993346	WA0333 Wellsite Dr: Tecumseh Rd to end of cul-de-sac	44,977	-	-	-	-	-	-
				FYE 2020 Lines						
		31993346	WA0340 Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	31,000	-	-	-	-	-	-
		31993346	WA0341 Kiowa Way: Hunting Horse Tr to dead end cul de sac	29,000	-	-	-	-	-	-
		31993346	WA0342 W. Brooks St: Berry Rd to Wylie Rd	103,000	-	-	-	-	-	-
		31993346	WA0343 E Euaula: Porter to Ponca	27,000	-	-	-	-	-	-
		31993346	WA0344 Comanche: Porter to Ponca	36,000	-	-	-	-	-	-
		31993346	WA0345 Robinson St (Griffin Park)	14,798	-	-	-	-	-	-
				FYE2021 Lines						
				385,561	-	-	-	-	-	-

CITY OF NORMAN

**WATER FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
HOT SOILS WATER LINE REPAIR PROGRAM											
<u>FYE 2019 Lines</u>											
	31993344	WA0334	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock Rd		32,000	-	-	-	-	-	-
	31993344	WA0336	Woodsboro Dr: Crossroads Blvd to Pheasant Run Rd		8,312	-	-	-	-	-	-
<u>FYE 2020 Lines</u>											
	31993344	WA0346	Crall Dr: 36th Ave NW to Astor Dr		50,000	-	-	-	-	-	-
	31993344	WA0347	Buckingham Dr: Brownwood Ln to Bridgeport Rd		50,000	-	-	-	-	-	-
Subtotal Hot Soils Water Line Repair Program					140,312	-	-	-	-	-	-
SUBTOTAL PAYGO WATER PROJECTS					30,265,245	11,207,637	34,081,700	10,082,000	7,875,000	27,478,200	313,145,000
WATER BOND PROJECTS Series 2006											
	31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)		10,490,902	-	-	-	-	-	-
76	31999939	WB0292	WTP: Phase 2 Improvements		7,581,470	300,000	-	-	-	-	-
Subtotal Bond Expenses for 2006 Water Bond Projects					18,072,372	300,000	-	-	-	-	-
TOTAL ALL WATER FUND 31 PROJECTS					\$48,337,617	\$11,507,637	\$34,081,700	\$10,082,000	\$7,875,000	\$27,478,200	\$313,145,000

CITY OF NORMAN

**WATER RECLAMATION FUNDS
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
		32999911	WW0052 WRF SCADA Improvements	247,666	-	-	-	-	-	-
		32999911	WW0058 WWTP Effluent Re-Use at Compost Facility	279,100	-	-	-	-	-	-
		32990048	WW0065 South WRF Phase 2 Improvements	2,892	-	-	-	-	-	-
90		32999911	WW0170 WRF Land Purchase 20 acres	650,000	340,000	-	-	-	-	-
91		32993394	WW0205 WRF Non-Potable Reuse System	1,008,184	-	315,000	2,581,000	383,000	-	-
81		32990048	WW0278 Summit Valley Interceptor	405,358	60,000	-	-	-	-	-
87	032-	WW	Brookhaven Creek Interceptors	-	-	500,000	-	-	-	1,925,000
88		32995521	WW0329 Line Maintenance Building (match)	1,680,000	470,000	-	-	-	-	-
	032-	WW	South WRF Phase 3 Improvements (match)	-	-	-	-	1,700,000	1,700,000	85,100,000
94	032-	WW	Westside Lift Station Roof Replacement	-	-	-	-	41,000	-	-
93		32999911	WW0323 WRF Blower Building Roof Replacement	-	117,000	-	-	-	-	-
		32993363	WW0312 Sludge Co-Composting	1,208,367	-	-	-	-	-	-
96	032-	WW	WRF Digester Gas Storage/Co-Generation	-	-	-	-	-	-	14,091,000
		32999911	WW0173 WRF Environmental Services Roof Replacement	106,000	-	-	-	-	-	-
95	032-	WW0010	WRF Main Control Building Lower Roof Replacement	-	-	-	-	-	-	360,000
84		32990048	WW0317 WRF Re-Use Pilot Study	1,834,000	1,425,600	-	-	-	-	-
86		32999911	WW0318 WRF Storage Building	720,500	83,500	-	-	-	-	-
83		32999911	WW0324 WRF Structure Painting	-	170,000	-	-	-	-	-
89		32999911	WW0325 WRF Main Control Building Renovation	-	354,000	3,196,000	-	-	-	-
82		32999942	WW0360 Cyber & Physical Security Assessment	-	175,000	-	-	-	25,000	-
92		32999911	WW0326 Centrifuge Replacement	-	2,500,000	-	-	-	3,000,000	-
85		32999911	WW0319 WRF Septage Receiving Station	60,550	-	525,000	-	-	-	-
TOTAL WATER RECLAMATION FUND 32 PROJECTS				\$8,202,617	\$5,695,100	\$4,536,000	\$2,581,000	\$2,124,000	\$4,725,000	\$101,476,000

CITY OF NORMAN

**SEWER MAINTENANCE FUNDS
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
102	32190048	WW0091	Replace Lift Station D Force Main-Phase 2	534,100	160,000	-	-	-	-	-
100	32190048	WW0174	Bishop Interceptors (match)	2,650,000	-	-	-	-	-	3,804,300
	32193338	WW0202	Sewer Maint Projects FY14	263,958	-	-	-	-	-	-
103	32199974	WW0248	SS Emergency Repairs	241,430	100,000	100,000	100,000	100,000	100,000	-
	32192236	WW0305	FYE17 Lift Station Modifications	4,070	-	-	-	-	-	-
	32193338	WW0307	Sewer Maint Projects FY17	3,423,195	-	-	-	-	-	-
105	32193338	WW0316	Sewer Maint Projects FY18	1,036,256	1,960,000	-	-	-	-	-
	32193338	WW0321	Sewer Maint Projects FY19	2,649,603	-	-	-	-	-	-
	32192236	WW0322	Sewer Lift Station Rehab 2020: Summit Valley	50,000	-	-	-	-	-	-
104	32192236	WW0327	Sewer Lift Station Rehab 2021: Post Oak	-	80,000	-	-	-	-	-
	32192236	WW	Sewer Lift Station Rehab 2022: Sutton Place	-	-	80,000	-	-	-	-
	32192236	WW	Sewer Lift Station Rehab 2023: Park Hill	-	-	-	80,000	-	-	-
	32192236	WW	Sewer Lift Station Rehab 2024: Eagle Cliff	-	-	-	-	80,000	-	-
	32192236	WW	Sewer Lift Station Rehab 2025: Ashton Grove	-	-	-	-	-	80,000	-
101	32190048	WW0328	Brookhaven Creek Interceptors	-	500,000	-	-	-	-	1,925,000
106	32193338	WW	Sewer Maint Projects FYE 2022	-	-	2,620,000	-	-	-	-
107	32193338	WW	Sewer Maint Projects FYE 2023	-	-	-	2,620,000	-	-	-
108	32193338	WW	Sewer Maint Projects FYE 2024	-	-	-	-	2,620,000	-	-
109	32193338	WW	Sewer Maint Projects FYE 2025	-	-	-	-	-	2,620,000	-
TOTAL SEWER MAINTENANCE FUND 321 PROJECTS				\$10,852,612	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$5,729,300

CITY OF NORMAN

**NEW DEVELOPMENT EXCISE FUNDS
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
		32290048	WW0065 WWTP Improvements South Phase 2	158	-	-	-	-	-	-
		32290048	WW0278 Summit Valley Interceptor Payback	207,400	-	-	-	-	-	-
115		32290048	WW0308 SE Lift Station Payback	92,000	-	840,000	-	3,760,000	-	-
116		32290048	WW0174 Bishop Creek Interceptors	939,700	-	-	-	-	-	1,791,700
117		32290048	WW0328 Brookhaven Creek Interceptors	-	500,000	-	-	-	-	1,925,000
113		32290722	WW0348 Corporation Addition Utilities	-	171,400	-	-	-	-	-
114	322-	WW	South WRF Phase 3 BNR Improvements (match)	-	-	-	-	380,000	380,000	16,040,000
	322-	WW	4.5 MGD North WRF	-	-	-	-	-	-	85,000,000
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS				\$ 1,239,258	\$ 671,400	\$ 840,000	\$ -	\$ 4,140,000	\$ 380,000	\$ 104,756,700

CITY OF NORMAN

**SANITATION FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
123	33999975	SA0014	Compost Area Pad Improvements	175,000	-	175,000	-	175,000	-	-
125	33999975	SA0019	Compost Facility Scale House	110,000	50,000	-	-	-	-	-
124	33999975	SA0015	Effluent Truck Washing Facility	455,000	100,000	-	-	-	-	-
	33999975	SA0016	Effluent Reuse at Compost Facility	433,852	-	-	-	-	-	-
	33999975	SA0018	Sanitation Master Plan	300,000	-	-	-	-	-	-
128	33999975	SA0005	Transfer Station Renovation	200,584	100,000	-	100,000	-	100,000	-
127	33999975	SA0009	Sanit Cont Maint Facility	460,000	400,000	-	-	-	-	-
	33999975	SA0011	Sanit Office Improvements	53,120	-	-	-	-	-	-
	33999975	WW0312	WRF Class A Sludge Improvement	1,208,367	-	-	-	-	-	-
122	33999975	SA0020	Compost Facility Land Purchase	-	350,000	-	-	-	-	-
121	33999975	SA0021	New Sanitation Facility	-	1,785,000	-	-	-	-	-
126	33999975	SA0022	West Norman Recycle Center	-	200,000	-	-	-	-	-
	33999975	SA0012	Material Recovery Facility	1,000,000	-	-	-	-	-	-
	33999975	SA0013	Compost Equipment Storage Shed	-	-	-	-	-	-	-
TOTAL SANITATION FUND 33 PROJECTS				\$4,395,923	\$2,985,000	\$175,000	\$100,000	\$175,000	\$100,000	\$0

CITY OF NORMAN

CAPITAL FUND
FYE 21 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
I. CAPITAL OUTLAY (Approximately 27% by Formula)										
Capital Outlay (Capital Penny Sales Tax) (6/7/19)										
	50930194	n.a.		3,970,673	3,731,667					-
	**SUBTOTAL CAPITAL OUTLAY			3,970,673	3,731,667	-	-	-	-	-
II. STREET MAINTENANCE (Approximately 25% by Formula)										
	50593369	SC0622	Alley Repair Program	100,000	-	-	-	-	-	-
183	50593369	SC0639	Alley Repair Program FYE19	200,000	-	-	-	-	-	-
	50593369	SC0639	Alley Repair Program FYE20	-	-	-	-	-	-	-
183	50593369	SC0700	Alley Repair Program FYE21-24	-	200,000	200,000	200,000	200,000	200,000	ongoing
	50595511	SC0559	Asphalt Pavt Maint FYE 2014 48th Ave NW: Franklin Rd - Indian Hills Rd	22,408						-
	50595511	SC0104	Asphalt Pavt Maint FYE 2015 Haddock: Peters-Crawford	284,080						-
	50595511	SC0581	Asphalt Pavt Maint FYE 2016 36th Ave NE: Alameda Street to Robinson	305,000						-
	50595511	SC0584	Comanche St: Jones Ave to Peters Ave	10,575						-
	50595511	SC0585	Park Drive: Symmes St to Elm Ave	50,000						-
	50595511	SC0603	Asphalt Pavt Maint FYE 2017 Whispering Hills North Addition Streets	314,540						-
	50595511	SC0601	Asphalt Pavt Maint FYE2018 60th NW: Robinson-Tecumseh	285,400						-
	50595511	SC0602	Rock Creek: 48thNW to 72nd NW	282,814						-
	50595511	SC0640	Asphalt Pavt Maint FYE2019 Oaktree Apt Addition	255,051						-
	50595511	SC0641	Fountain Gate Addition	73,839						-
	50595511	SC0642	Hampton Court	16,936						-
	50595511	SC0643	Hawthorne Place Addition	161,821						-
	50595511	SC0644	Brookhaven Addition	198,569						-
	50595511	SC0645	Robinson Street 3294-3650	45,809						-
	50595511	SC0646	Berkeley Addition	69,352						-
	50595511	SC0647	Infrastructure Data Collection/Testing	3,451						-
	50595511	SC0661	Asphalt Pavt Maint FYE2020 Tecumseh: 12th to 60th NE	591,216						-
	50595511	SC0662	Franklin: 24th NE to 36th NE	129,571						-
	50595511	SC0663	Rock Creek; Bruckner Dr to 24th NE	103,090						-
	50595511	SC0664	Infrastructure Data Collection/Testing	10,000						-
184	50595511		Asphalt Pavt Maint FYE 2021-2024	-		833,877	833,877	833,877	833,877	ongoing
	50595511	SC0679	132nd Ave SE	-	190,000	-	-	-	-	-
	50595511	SC0680	72nd Ave SE	-	246,960	-	-	-	-	-
	50595511	SC0681	Post Oak Rd	-	230,000	-	-	-	-	-
	50595511	SC0682	Rock Creek Road	-	156,917	-	-	-	-	-
	50595511	SC0683	Infrastructure Data Collection/Testing	-	10,000	-	-	-	-	-
	50596692	SC0605	Asphalt Paver Patch FYE 2017 Whispering Hills South Addition Streets	197,046						-
	50596692	SC0606	24th Ave SE: Highway 77 to New pavement	1,372						-
	50596692	SC0624	Asphalt Paver Patch FYE 2018 60th SE: Hwy9-Cedar Lane	55,487						-
	50596692	SC0625	Indian Hills: 12th NE-24th NE	37,340						-
	50596692	SC0648	Asphalt Paver Patch FYE 2019 East Interstate Dr: Main to Robinson	48,240						-
	50596692	SC0649	Infrastructure Data Collection/Testing	12,500						-
	50596692	SC0648	Asphalt Paver Patch FYE 2020 East Interstate Dr: Main to Robinson	100,000						-
	50596692	SC0665	Indian Hills Rd: 72nd Ave NE to 84th Ave NE	161,000						-
	50596692	SC0666	Infrastructure Data Collection/Testing	10,000						-
186	50596692		Asphalt Paver Patch FYE 2021-2024	-		271,000	271,000	271,000	271,000	ongoing
	50596692	SC0684	60th Ave SE	-	110,000	-	-	-	-	-
	50596692	SC0685	36th Ave SE	-	40,000	-	-	-	-	-
	50596692	SC0686	Rock Creek Road	-	111,000	-	-	-	-	-
	50596692	SC0687	Infrastructure Data Collection/Testing	-	10,000	-	-	-	-	-
	50597718	SC0565	Concrete Pavement Maintenance FYE 2014 Morningside Dr: Alameda St - Schulze Dr	160,000						-
	50597718	SC0591	Concrete Pavement Maintenance FYE 2015 Reed Avenue/Schulze Drive	163,000						-
	50597718	SC0608	Concrete Pavement Maintenance FYE 2016 Morningside Dr: Schulze Dr to Alameda St	61,600						-
	50597718	SC0609	Reed Ave: Schulze to Sherwood Dr	81,000						-
	50597718	SC0610	Schulze Dr: Morningside Dr to 938 Schultz Dr	145,400						-
	50597718	SC0627	Concrete Pavement Maintenance FYE 2017 Stubbeman at Norman Horth High School	150,000						-
	50597718	SC0628	University/Hughbert Intersection	138,000						-
	50597718	SC0650	Concrete Pavement Maintenance FYE 2018 Brooks: Pickard to Flood	93,180						-
	50597718	SC0651	Woodslawn Industrial Tract	166,938						-
	50597718	SC0652	Pickard: Timberdell to Whispering Pines Dr	27,342						-
	50597718	SC0653	Infrastructure Data Collection/Testing	12,500						-

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Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
EXPENDITURES											
Concrete Pavement Maintenance FYE 2020											
	50597718	SC0667	Iowa St: Merkle St to Sherry Ave		28,000						-
	50597718	SC0668	Brooks St: Jenkins Ave to Classen		4,141						-
	50597718	SC0670	917 24th Ave SW: curb alignment		16,000						-
	50597718	SC0671	Lindsey St: 12th SE to Creekside		95,000						-
	50597718	SC0672	Rock Creek: Flood to Stubbeman		105,000						-
	50597718	SC0673	Infrastructure Data Collection/Testing		10,000						-
189	50597718		Concrete Pavement Maintenance FYE 2021-202		-		300,500	300,500	300,500	300,500	ongoing
	50597718	SC0688	Windermere Dr.		-	20,000	-	-	-	-	-
	50597718	SC0689	McGee Dr.		-	150,500	-	-	-	-	-
	50597718	SC0690	Summit Lakes Add.		-	30,000	-	-	-	-	-
	50597718	SC0691	Ridge Lake Blvd		-	30,000	-	-	-	-	-
	50597718	SC0692	Oakhurst Add.		-	30,000	-	-	-	-	-
	50597718	SC0693	High Meadows Dr		-	30,000	-	-	-	-	-
	50597718	SC0694	Infrastructure Data Collection/Testing		-	10,000	-	-	-	-	-
	50590051	SC0630	Concrete Valley Gutter Project FYE 2018	74,800							-
	50590051	SC0654	Concrete Valley Gutter Project FYE 2019	100,000							ongoing
191	50590051	SC0698	Concrete Valley Gutter Project FYE 2020-24			75,000	75,000	75,000	75,000	75,000	ongoing
	50596686	SC0612	Crack Seal FY17								-
	50596686	SC0638	Crack Seal FY18		184,813						-
	50596686	SC0655	Crack Seal FY19		450,000						ongoing
		SC	Crack Seal FY20		-						-
192	50596686	SC0699	Crack Seal FY21-24			225,000	225,000	225,000	225,000	225,000	ongoing
Rural Roads Improvements FYE 2012											
	50596696	SC0537	120 NE: 1/2 Mi N of Lindsey to End		29,367						-
Rural Roads Improvts FYE 2015											
	50596696	SC0578	Rural Chip Seal FYE15		44,406						-
Rural Road Imprvts FYE 2017											
	50596696	SC0616	Post Oak Rd: 60th Ave SE to 72nd Ave SE		298,914						-
Rural Road Imprvts FYE 2018											
	50596696	SC0633	96th SE: Post Oak-Etowah		27,057						-
	50596696	SC0635	Plost Oak Rd: 72nd SE-84th SE		104,389						-
Rural Road Imprvts FYE 2019											
	50596696	SC0656	Franklin Rd: 24th NW to 1800 Franklin Rd		29,808						-
	50596696	SC0657	Franklin Rd: 1400 W Franklin to 12th Ave NE		357,692						-
	50596696	SC0658	Infrastructure Data Collection/Testing		12,500						-
Rural Road Improvts FYE 2020											
	50596696	SC0674	180th See: Hwy 9 to Imhoff Rd (match County)		190,055						-
	50596696	SC0676	Imhoff Rd: 132nd SE to 144th SE		163,405						-
	50596696	SC0677	Infrastructure Data Collection/Testing		10,000						-
193	50596696		Rural Roads Imprvts FYE 2021-2024				400,000	400,000	400,000	400,000	ongoing
	50596696	SC0695	Tecumseh Rd		-	255,000	-	-	-	-	-
	50596696	SC0696	36th Ave NE		-	135,000	-	-	-	-	-
	50596696	SC0697	Infrastructure Data Collection/Testing		-	10,000	-	-	-	-	-
Subtotal Street Maintenance Projects				7,670,814		2,305,377	2,305,377	2,305,377	2,305,377	2,305,377	-
III. MAINTENANCE OF EXISTING FACILITIES 5%											
MAINTENANCE OF EXISTING FACILITIES											
	50196677	EF0213	Fire - Repair Trench Prop		1,527						-
	50196677	EF0180	Fire Administration Remodel		17,730						-
	50196677	EF0229	Fire Station 1,2,4 Overhead Doors		34,200	36,000	-	-	-	-	-
	50196677	EF0006	Fire Station 4		700						-
	50196677	EF0226	Fire Station 4 - Rehabilitation		48,882						-
	50196677	EF0215	Fire Stations Overhead Door Replacements		3,150						-
	50196677	EF0216	Fleet Shop Office/Platform		2,067						-
139	50196677	EF0169	Painting Municipal Complex		-	50,000	50,000	50,000	50,000	50,000	ongoing
	50196677	EF0187	Park Electrical Services Maintenance		6,570	5,000	5,000	5,000	5,000	5,000	ongoing
	50196677	EF0012	Park Parking Lots & Sidewalks Maintenance		40,000	40,000	40,000	40,000	40,000	40,000	ongong
	50196677	EF0062	Playground component replacement		15,465	15,000	15,000	15,000	15,000	15,000	ongong
	50196677	EF0197	Park Shelter, Restroom & Structure Maintenance		20,000	20,000	20,000	20,000	20,000	20,000	ongong
	50196677	EF0124	Park Sign & Fence Maintenance		25,000	25,000	25,000	25,000	25,000	25,000	ongong
	50196677	EF0220	Police - Animal Welfare Kennel Trailer Carport		5,000						-
	50196677	EF0228	Police Headquarters 3 Room Renovation		3,699						-
	50196677	EF0173	Recreation Center Interior Renovations		-	25,000	50,000				-
	50196677	EF0193	Sooner Theater Sign and Marquee Repairs		1,640						-
	50196677	EF0017	Sports Field Relighting		10,000	10,000	10,000	10,000	10,000	10,000	ongong
	50196677	EF0222	Replacement		32,334						-
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES				267,964		226,000	215,000	165,000	165,000	165,000	-
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO											
TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING											
		TR	12th NW: Rock Creek to Tecumseh		-					630,000	1,266,400
	50590076	TR0061	12th SE & Triad Village Signal		71,252						-
	50590076	TR0053	24th Ave NW & Tee Drive Intersection with traffic sig		135,804						-
179	50590076	TR0102	36th Ave NW & Crail Dr Signal		-			240,000			-
176	50590076	TR0108	36th Ave NW & Tecumseh Road		33,712		100,000				-
	50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Inter		21,885						-
	50590076	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal		29,310						-
	50597712	TR0093	Boyd Street Sidewalk Improvements		3,132						-
	50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)		255,000						-
	50590076	TR0057	Classen Blvd Signals		300,000						-

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EXPENDITURES											
	50593381	TR0105	CNG Compressor Storage Upgrade	14,069							
	50596688	TR0111	Constitution Street Multi-Modal Path Extension	195,897							
180	50590076	TR0064	Flood Ave & Venture Drive Signal	60,810		15,000	80,000				
	50596688	TR0112	Flood Avenue Multi-Modal Path	114,332							
	50593352	TR0042	Hwy 9/Little River Bridge	1,605							
	50590079	TR0122	I-35 Corridor Study Phase 2	300,000							
	50596688	TR0082	Legacy Trail Multi Modal Path Extension (match)	388,931							
	50593300	TR0047	Main Street Downtown Improvements W Ed-Enh	369							
181	50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	30,000			64,000				
178	50595535	TR0068	ODOT Audit Adjustments	100,325		100,000	100,000	100,000	100,000	100,000	ongoing
	50595511	TR0055	Pavement Overlays Citywide	194,771							
	50590079	TR0097	Porter & Acres Inters & Signal (PayGo)	87,530							
	50591169	TR0019	Railroad Corridor Safety	84,538							
	50591169	TR0066	Railroad Quiet Zone	751,282							
	50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	685,831							
	50590079	TR0238	Robinson/12th NE Signal & Intersection	13,901							
182	50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523			700,000				
177	50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	151,445		200,000	670,000				
	50590082	TR0081	Safe Routes to School - Kennedy (match)	13,322							
	50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572							
	50593387	SR0103	Site #17 Imhoff Channel	4,271							
	50593387	SR0104	Site #28 72ndNE/Tecumseh	86,997							
	50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975							
	50593387	SR0101	Site #9 Post Oak/108E/120E	20,650							
175	50593387	SR0109	Bridge Maintenance - Franklin Bridge Erosion			40,000					
	50593387	SR0110	Franklin: 26th E-48th E	3,414							
	50596688	TR0107	SH 9 Multi-Modal Path Phase 2 (match)	80,000							
	50596688	TR0116	State Highway 9 Multi Modal Path Ph 3 (match)	471,504							
	50593357	TR0120	Technology Place street extension	550,000							
	50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000							
	50595552	TC0276	East Interstate Dr Paygo	160,000							
			Subtotal Transp w/ Fed'l Funds	5,856,211		355,000	1,714,000	340,000	100,000	730,000	1,266,400
TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING											
162	50592206	TC0038	ADA Compliance Audit and Repair	486,560		100,000	100,000	100,000	100,000		
188	50596687	TC0254	Bridge Maintenance Program	622,128		500,000	500,000	500,000	500,000		ongoing
	50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	194,094							
	50590052	TC0263	Citywide Sidewalk Reconstruction FYE 2015	165							
	50590052	TC0268	Citywide Sidewalk Reconstruction FYE 2017	4,898							
	50590052	TC0271	Citywide Sidewalk Reconstruction FYE 2018	4,500							
	50590052	TC0273	Citywide Sidewalk Reconstruction FYE 2019-2024	68,296		50,000	50,000	50,000	50,000	50,000	ongoing
165	50593373	CD0001	Community/Neighborhood Improvements	100,000		100,000	100,000	100,000	100,000	100,000	ongoing
	50597716	TC0269	Downtown Area Sidewalks & Curbs FYE17	4,411							
	50597716	TC0272	Downtown Area Sidewalks & Curbs FYE18	251							ongoing
166	50597716	TC0274	Downtown Area Sidewalks & Curbs FYE19-2024	52,315		50,000	50,000	50,000	50,000	50,000	ongoing
167	50593378	SC0659	Driveway Repair Program FYE 2019-2023	10,000		10,000	10,000	10,000	10,000	10,000	ongoing
168	50594908	BG0076	EDC Manual Update, Phases 2 & 3	125,000		175,000					
	50597712	TR0113	Flood Sidewalk: Gray-Acres	281,731							
	50596611	TR0114	Lindsey Street/SH9 Wayfinding	120,000							
172	50593316	TC0238	Sidewalk Accessibility	39,095		30,000	30,000	30,000	30,000	30,000	ongoing
	50591179	TC0275	(const.)	266,200							
169	50594407	TC0155	Sidewalk Horizontal Saw Cut Program	41,150		40,000	40,000	40,000	40,000	40,000	ongoing
170	50593317	TC0249	Sidewalk Prog Schools & Arterials	214,536		264,000	80,000	80,000	80,000	80,000	ongoing
	50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	45,640							
171	50591179	TC0262	Sidewalks & Trails - New	308,475		120,000	120,000	120,000	120,000	120,000	ongoing
173	50594406	TC0270	Street Striping	400,301		100,000	100,000	100,000	100,000	100,000	ongoing
174	50590073	TC0230	Traffic Calming	57,716		50,000	50,000	50,000	50,000	50,000	ongoing
	50592206	TC0278	ADA Building & Park Evaluation	21,700							
	50595552	TC0277	24thSE:Lindsey-Robinson	90,290							
			Subtotal Transp City Funds Only	3,559,452		1,589,000	1,230,000	1,230,000	1,230,000	630,000	-
BUILDINGS AND GROUNDS											
	50196644	BG0067	201 W Gray Admin Building Generator	165,000							
	50196677	BG0078	201 W Gray Bldg A Generator	121,000							
	50193365	BG0072	710 Asp Avenue Parking Project	1,066,289							
	50195556	BG0047	Access Control System Consolidation/Migrations	1,945							
	50696699	BG0251	Animal Welfare HVAC	306,455							
	50595540	EF1004	Building Maintenance - Lighting	30,626							
	50595540	EF1003	Building Maintenance - Mechanical/HVAC	58,412		50,000	50,000	50,000	50,000	50,000	ongoing
	50595540	EF1002	Building Maintenance - Roofs	87,048		265,159					
	50195529	BG0073	City Data Back Up Expansion	38,682							
	50193365	BG0068	City Data Center Air Conditioning Replacement	226,821							
	50193365	BG0056	City Datacenter Storage	21,215							
	50195556	BG0060	City Fiber Infrastructure Repair & Expansion	94,722							
	50195556	BG0077	City File System Hardware Replacement	800,000							
	50195556	BG0063	City Website Design and Mobile App	236,800							
	50193365	BG0071	Core Network Switches Replace	61,631							
	50595534	WS0002	Debris Management Plan	40,000							
	50195529	BG0070	ERP Replacement Project (2017 Loan)	3,545,100							
	50693377	FT0003	Fire Station 9 Eastside (PSST)	2,606							

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EXPENDITURES											
214	50495533	BG0074	GIS Mapping Update		60,517	145,000	-	145,000	-	145,000	-
	50196644	BG0075	Municipal Complex Reno/Expansion (PayGo)		793,418	-	-	-	-	-	-
	50196644	BP0045	Municipal Complex Reno/Expansion (2008 GOB)		9,488,743	-	-	-	-	-	-
	50593388	BG0165	North Base Feasibility Study		80,000	-	-	-	-	-	-
	50193365	BG0069	Security System Replacement & Expansion		82,085	-	-	-	-	-	-
215	50196644	BG0046	Signage Replacement Municipal Complex		-	100,000	100,000	-	-	-	-
213	50593388	BG0253	Strategic Housing Plan		-	250,000	-	-	-	-	-
211	50593388	BG0252	Transit/Fire Maintenance Facility		2,192,603	5,967,153	-	-	-	-	-
212	50593379	BG0254	Transit Transfer Station		-	850,000	-	-	-	-	-
		BG0255	Purchase		-	934,000	-	-	-	-	-
Subtotal Buildings and Grounds					19,601,718	8,561,312	150,000	195,000	50,000	195,000	-
PARKS AND RECREATION											
	50790050	PR0140	Andrews Park Reforestation		4,662	-	-	-	-	-	-
	50796639	PR0147	Griffin Drainage Improvements		9,123	-	-	-	-	-	-
	50796639	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)		34,473	-	-	-	-	-	-
	50792218	PR0151	Park Mstr Pln: Eastwood Park		37,427	-	-	-	-	-	-
	50792218	PR0153	Park Mstr Pln: NE Lions Park		27,652	-	-	-	-	-	-
140	50799973	PR0013	Park Site Amenities and Furnishings		28,000	28,000	28,000	28,000	28,000	28,000	ongoing
	50796674	PC0003	Saxon Community Park Design & Improvements		51,654	-	-	-	-	-	-
	50798814	PR0187	Sooner Theater Seat Replace & Interiors (match)		6,796	-	-	-	-	-	-
	50797737	PR0055	Southlake Park Improvements		139,938	-	-	-	-	-	-
141	50799966	PR0212	Tree Program - Matching Funds		10,000	10,000	10,000	10,000	10,000	10,000	ongoing
	50793364	PR0170	Westwood Tennis IT Fiber Network Connection		1,824	-	-	-	-	-	-
Subtotal Parks & Recreation					351,549	38,000	38,000	38,000	38,000	38,000	-
STORMWATER DRAINAGE AND STORM SEWER SYSTEMS											
	50599968	DR0014	Bishop Creek Erosion Corr		120,000	-	-	-	-	-	-
	50599968	DR0063	Creston Way and Schulze Drive Storm Sewer		236,906	-	-	-	-	-	-
205	50599967	DR0019	Drainage Miscellaneous Annual Projects		-	125,000	125,000	175,000	225,000	275,000	ongoing
	50599968	DR0057	Drainage Projects FYE10-19		535,297	-	-	-	-	-	-
203	50599968	DR0067	Drainage Projects FYE20-24		285,000	700,000	600,000	700,000	800,000	900,000	ongoing
	50599906	SC0509	Force Account Drainage Materials FYE 2011 Sandpiper Lane		5,276	-	-	-	-	-	-
	50599906	SC0533	Force Account Drainage Materials FYE 2012 Vicksburg Channel Liner Repair		393,070	-	-	-	-	-	-
	50599906	SC0575	Force Account Drainage Materials FYE 2014 Summit Lakes Park Storm Sewer		39,895	-	-	-	-	-	-
	50599906	SC0594	Force Account Drainage Materials FYE 2016 Acres St and Lahoma Ave Drainage Improvements		4,537	-	-	-	-	-	-
	50599906	SC0613	Force Account Drainage Materials FYE 2017 Merkel Creek: Reestablish natural vegetative liner		60,046	-	-	-	-	-	-
	50599906	SC0614	Force Account Drainage Materials FYE 2018 Lochwood & Devonshire: Drainage Improvements		25,000	-	-	-	-	-	-
	50599906	SC0631	Force Account Drainage Materials FYE 2019 Leaning Elm Storm Sewer Study		70,000	-	-	-	-	-	-
	50599906	SC0632	Force Account Drainage Materials FYE 2019 Merkle Creek at Crestmont		65,000	-	-	-	-	-	-
	50599906	SC0660	Force Account Drainage Materials FYE 2020-20: Cove Hollow Court flume		173,577	-	-	-	-	-	-
209	50599906	SC0678	Force Account Drainage Materials FYE 2020-20: Imhoff Creek Stabilization Study		46,153	150,000	150,000	150,000	150,000	150,000	ongoing
208	50595531	DR0062	Misty Lake Dam Repair		56,999	605,000	550,000	550,000	550,000	550,000	-
	50596686	DR0065	Vineyard Detention Drainage		70,210	-	-	-	-	-	-
	50595528	DR0020	Lake Thunderbird Watershed TMDL Compliance		13,927	-	-	-	-	-	-
207	50599968	DR0061	Tecumseh/36th NW - channel		608,372	300,000	300,000	300,000	300,000	300,000	ongoing
	50599968	DR0015			22,788	-	-	-	-	-	-
Subtotal Drainage					2,832,053	1,880,000	1,725,000	1,875,000	2,025,000	2,175,000	-
**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)					32,200,983	12,423,312	4,857,000	3,678,000	3,443,000	3,768,000	1,266,400
V. TRANSFERS											
na	50930194		Transfer to GF St Maint Drainage Labor # (4/4/19)		70,000	73,500	-	-	-	-	-
na	50930194		Services and Maintenance Cap # (4/4/19)		19,199	16,699	-	-	-	-	-
na	50930194		V/F Transf - PSST Fund (6/10/19)		462,943	273,195	-	-	-	-	-
na	50930194		Transfer To Westwood Golf # (4/4/19)		83,000	139,800	-	-	-	-	-
	50930194		Transfer to UNP TIF		59,736	-	-	-	-	-	-
**SUBTOTAL TRANSFERS Subtotal Transfers for Projects					694,878	503,194	-	-	-	-	-

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CAPITAL FUND
FYE 21 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
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EXPENDITURES

VI. SALARIES AND BENEFITS

na	50120430/50550411/50770370		Salary and Benefits # (4/4/19)	1,235,582	1,318,396						
	**SUBTOTAL SALARIES AND BENEFITS			1,235,582	1,318,396	-	-	-	-	-	-

IX. BOND PROJECTS (October 2012 Referendum)

			Proposition Issuance Cost (GOB)(rev 3-21-13)	-							
	50595552	TR0191	12th Ave SE/Hwy9-Cedar Ln (PAYGO)	195,531							
	50595552		12th Ave SW: Highway 9 to Cedar Lane								
		BP0191	Widening	43,212							
	50595552										
		BP0192	24th East Widening from Lindsey to Robinson	208,736							
	50595552										
142		BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	5,231,041			911,402				
143	50595552	BP0190	Alameda Street Safety Project	400,103				745,608			
	50593352		Bridge Replacement Franklin Rd 1/2 Mi W								
		BP0195	12th NW	608,510							
	50593352		Bridge Replacement Main St Local Bridge No								
		BP0194	016	365,485							
	50590079		Cedar Lane Rd: 12th Ave SE to 24th Ave SE								
		BP0196	Widening	15,438							
	50595552	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1	15,270							
	50595552	BP0189	Lindsey: 24th SW to Berry Rd Widening	471,169							
			Subtotal 2012 GOB Bond Issuance Costs	-							
			Subtotal 2012 GOB Fund 50	7,343,694			911,402	745,608			
			Subtotal PAYGO	210,801							

X. BOND PROJECTS (April 5, 2016 Referendum)

			Proposition 1 Issuance Cost (GOB)	-							
	50594401		Urban Asphalt Pavement								
		BP0364	Parsons Addition	82,739							
	FYE18	BP0390	Saratoga: Victory-Galant	2,000							
	FYE 19	BP0398	Springbrook Addition	18,000							
		BP0400	Live Oak Drive: Walnut Road to End	125,141							
		BP0401	Mayfair Drive: Bishopos Drive to Kent Street	67,733							
		BP0402	Prairie Creek Addition	24,766							
		BP0403	Larsh's University Addition	559,342							
		BP0404	Howe's Addition	79,210							
	FYE 20	BP0435	Oakhurst Addition	56,569							
		BP0436	Norman, Old Town	455,196							
		BP0437	Eastridge Addition	324,554							
		BP0438	Hall Park Addition	49,530							
		BP0439	Hawthorne Place	15,435							
		BP0440	Highland Village Addition	291,501							
		BP0441	Crystal Springs Addition	187,210							
		BP0442	Berkley Addition	230,528							
195	FYE 21	BP0458	Woodcrest Addition	-	80,106						
		BP0459	Willoway Estates	-	426,400						
		BP0460	Crystal Heights addition	-	254,026						
		BP0461	Norman, Old Town Addition	-	81,820						
		BP0462	Wagoner's Addition	-	229,914						
		BP0464	Lincoln Addition	-	159,786						
		BP0466	Highland Addition	-	159,401						
		BP0467	Tull's Addition	-	66,935						
	50593393		Urban Concrete Pavement								
	FYE18	BP0380	Brookhaven Addition	15,921							
		BP0381	Cambridge Addition	23,753							
		BP0382	Arbor Lakes Addition	24,836							
		BP0384	Carlisle Cr: Woods-Woods	28,407							
		BP0385	Castro St: Ponca-Classen	26,400							
		BP0387	Woodslawn Addition	164,230							
		BP0389	Oakwood Dr: McGee-Wylie	61,600							
	FYE 19	BP0405	Beaumont Dr: Brandywine Ln to Biloxi Dr	26,110							
		BP0406	Boyd St: 12th Ave SE to Shiloh Dr	44,334							
		BP0407	Westerfield Manor Addition	534,000							
		BP0408	Brookhaven Addition	57,600							
		BP0409	Cherry Creek Dr: Main St to Stone Well Dr	39,706							
		BP0410	Woodslawn Addition	591,600							
		BP0411	leasant Grove: Buckingham Dr - Bridgeport Rd	42,000							
		BP0415	East Interstate Drive: Main to Robinson	1,104,154							
	FYE 20	BP0443	Colonial Estates	575,484							
		BP0444	Westfield Manor	101,556							
		BP0445	Brookhaven Addition	25,839							
		BP0446	Lakecrest Addition	127,704							
		BP0447	Highland Meadows Addition	158,379							
		BP0448	Woodcrest Estate	207,948							
		BP0449	Queenston Heights	30,225							
		BP0450	Hardie Rucker Addition	209,157							
		BP0451	Woodslawn Addition	90,675							
		BP0452	Norman Industrial Tract	206,739							

CITY OF NORMAN

CAPITAL FUND
FYE 21 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2019 Budget	FYE 2019 Estimate	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	BEYOND 5 YEARS
EXPENDITURES											
197		FYE 21									
		BP0468	Shiloh Heights Addition	-	-	329,400	-	-	-	-	-
		BP0469	Highmeadows Addition	-	-	418,600	-	-	-	-	-
		BP0470	Woodcrest Addition	-	-	189,000	-	-	-	-	-
		BP0471	Lakecrest Estates	-	-	155,400	-	-	-	-	-
		BP0472	Wildwood Green Addition	-	-	39,200	-	-	-	-	-
		BP0473	Queenston Heights	-	-	93,800	-	-	-	-	-
		BP0474	Kingston Heights	-	-	177,800	-	-	-	-	-
		BP0475	Universtiy Place	-	-	123,200	-	-	-	-	-
		BP0476	Castlerock Addition	-	-	102,200	-	-	-	-	-
		BP0477	Woodslawn Addition	-	-	143,894	-	-	-	-	-
	50593376		Rural Asphalt								
		BP0379	108h Ave NE: Franklin Rd to Stella Rd	56,510	-	-	-	-	-	-	-
		BP0397	108th NE: Franklin-Stella	595,440	-	-	-	-	-	-	-
		FYE 19 BP0412	Rock Creek Rd: 24th Ave NE to 60th Ave NE	458,263	-	-	-	-	-	-	-
		FYE 20 BP0453	Porter Ave: Franklin/Indian Hills Rd	250,000	-	-	-	-	-	-	-
		50595511 BP0457	Haddock: Peters-Crawford	206,335	-	-	-	-	-	-	-
199		FYE 21									
		BP0478	156th Ave SE	-	-	450,000	-	-	-	-	-
		BP0479	Indian Hills Rd	-	-	250,000	-	-	-	-	-
	50593385		Urban Reconstruction								
		BP0247	Road Reconstruction 2015 (Lahoma:Gray-Nebr	513,517	-	-	-	-	-	-	-
		FYE 20 BP0414	McCall Dr: Chautauqua Ave/Pickard Ave	955,517	-	-	-	-	-	-	-
		FYE 19 BP0413	Walnut Rd: 2700 Walnut Rd to Imhoff Rd	459,131	-	-	-	-	-	-	-
		BP0378	Lahoma Ave: Nebraska St to Hughbert Dr	657,824	-	-	-	-	-	-	-
201		FYE 21									
		BP0480	Pickard Ave: Kansas St/Acres St	-	-	1,103,052	-	-	-	-	-
			Subtotal 2016 GOB Bond Issuance Costs								
			Subtotal 2016 GOB Project Expenses	11,240,348	5,033,934						
			TOTAL 2016 BOND	11,240,348	5,033,934						

XI. BOND PROJECTS (April 2, 2019 Referendum)

			Bond Issuance Cost (GOB)	-	-	-	-	-	-	-	-
145	50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Rec	772,512	-	-	575,000	300,000	1,268,980	-	-
146	50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconstr.	-	720,000	350,000	3,933,017	-	-	-	-
	50594019	BP0416	Porter Avenue and Acres Street Widening and	3,605,415	-	-	-	-	-	-	-
147	50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Recon	-	-	-	-	962,774	-	2,862,790	-
148	50594019	BP0417	Jenkins Ave - Imhoff Road to Lindsey Street Wi	2,117,056	7,299,497	-	-	-	-	-	-
149	50594019	BP0418	Porter Ave Streetscape	511,254	1,911,164	-	-	-	-	-	-
150	50594019	BP0419	James Garner Ave - Acres to Duffy St Roadway	573,963	300,000	3,979,477	-	-	-	-	-
151	50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd R	613,977	996,000	-	971,885	-	-	-	-
152	50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Wic	-	458,835	979,700	300,000	740,009	-	-	-
153	50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Wideni	-	-	991,926	420,000	500,000	1,629,404	-	-
154	50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek	-	-	-	735,033	1,729,400	400,000	1,229,367	-
155	50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumse	-	-	-	-	-	-	2,566,039	-
156	50594019	BP0424	Gray Street 2-way conversion	548,966	-	4,172,138	-	-	-	-	-
157	50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Av	-	-	-	935,688	-	-	1,592,915	-
158	50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Av	-	-	-	-	-	-	2,049,260	-
159	50594019	BP0429	Indian Hills Road - 48th Ave NW to I-35 Wideni	-	-	-	-	-	1,373,561	7,108,065	-
160	50594019	BP0430	Indian Hills Road and I-35 Matching Funds	-	-	-	-	-	-	2,000,000	-
161	50594019	BP0434	Rock Creek Road - Queenston Ave to 24th Ave	-	-	-	-	-	-	2,124,594	-
	50594019	BP0422	Traffic Management Center Study	300,000	-	-	-	-	-	-	-
144	50594019	BP0455	GOB 2019 Project Oversight	750,460	-	-	-	1,022,755	-	-	-
			Subtotal 2019 GOB Bond Issuance Costs								
			Subtotal 2019 GOB Project Expenses	9,793,603	11,685,496	10,473,241	7,870,623	4,232,183	4,671,945	21,533,030	
			TOTAL 2019 BOND	9,793,603	11,685,496	10,473,241	7,870,623	4,232,183	4,671,945	21,533,030	

TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES **74,629,340** **37,087,576** **18,762,020** **14,764,608** **10,145,560** **10,910,322** **22,799,430**

#####		RESERVE FOR SENIOR CENTER	261,770	261,770	261,770	261,770	261,770	261,770	261,770	261,770	
		RESERVE FOR ROBINSON/I-35 West/CROSSROADS	786,690	786,690	786,690	786,690	786,690	786,690	786,690	786,690	
		RESERVE - 7% OF NEW REVENUE FOR CONTINGENCY	949,553	987,535	995,803	1,035,636	1,077,061	1,120,144			

REVENUES

I. NEW SALES CAPITAL PENNY SALES TAX REVENUE			13,565,038	14,107,639	14,225,764	14,794,795	15,386,587	16,002,050	-
II. GOB PROCEEDS									
		Municipal Complex Renovation 2008 Election	0						-
		GOB - 2019 Vote	20,000,000		52,000,000				-
		Street Maintenance Bond Program 2016 (4/6/16)	0						-
		Subtotal	20,000,000	0	52,000,000	0	0	0	0
III. OTHER INCOME									
	Fund 10/FEMA	SR Storm Recovery Projects (reimbursement)(2/20/19)	263,250						-
	Fund 21	CDBG-DR CDBG Loan Repayment(2/21/19)	0						-
	Private	BP/TR Tecumseh: 12th NE to Hollister	0						-
	BNSF	TR0019 Railroad Safety (claims submitted to BNSF in 2001	0						506,380
	Private	TR0059 Rock Creek @ 12th NW & Trailwood	397,260						-
		Subtotal Donations/Other	660,510	0	0	0	0	0	506,380

CITY OF NORMAN

**NORMAN FORWARD SALES TAX CAPITAL FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
I. Bond Funded										
		51790050	NFB019 Andrews Park Improvements	1,398,100	-	-	-	-	-	-
		51195507	NFB016 Library-New Central Branch	6,358,941	-	-	-	-	-	-
		51195507	NFB017 Library-New East Branch	304,183	-	-	-	-	-	-
221		51796639	NFB001 Griffin Park Remodel	10,217,798	2,100,000	1,750,000	-	-	-	-
222		51795546	NFB002 Indoor Aquatic Facility	1,000,000	9,000,000	4,000,000	-	-	-	-
223		51796601	NFB003 Indoor Sports Facility	1,000,000	5,000,000	2,500,000	-	-	-	-
		51594403	NFB008 James Garner/Acres Intersection	782,467	-	-	-	-	-	-
234		51794442	NFB005 Community Sports Park Development	500,000	2,000,000	-	-	-	-	-
225		51594405	NFB020 Traffic and Road Improvements	-	500,000	500,000	-	-	-	1,700,000
226		51792205	NFB006 Reaves Park Remodel	1,435,487	6,930,000	1,634,513	-	-	-	-
		51794404	NFB018 Westwood Swim Complex Replacement	244,339	-	-	-	-	-	-
		51793364	NFB007 Westwood Tennis Center Addition	-	-	-	-	-	-	-
SUBTOTAL BOND FUNDED				23,241,315	25,530,000	10,384,513	-	-	-	1,700,000
II. Paygo Funded										
227		51798830	NFP101 Neighborhood Park Improvements	783,655	-	500,000	500,000	500,000	500,000	3,000,000
228		51798830	NFP104 New Neighborhood Park Development	883,530	-	-	-	-	-	1,100,000
229		51793365	NFP108 New Senior Citizens Center	760,000	3,420,000	3,420,000	-	-	-	-
230		51790097	NFP107 New Trail Development Throughout Town	2,000,000	600,000	-	-	-	-	3,400,000
219		51794442	NFP103 Lease Payments for Griffin Park	80,000	93,334	80,000	80,000	80,000	80,000	1,906,666
231		51795500	NFP100 Public Arts Projects	122,229	-	-	-	-	-	750,000
232		51793325	NFP105 Ruby Grant Park Development	5,375,872	624,128	-	-	-	-	-
233		51796674	NFP106 Saxon Park Development	-	500,000	-	-	750,000	750,000	-
224		51594403	NFP109 James Garner Blvd: Flood to Acres	579,356	650,000	2,000,000	1,988,177	-	-	-
220	051-		NFP Canadian River Park Development	-	-	-	-	-	-	2,000,000
SUBTOTAL PAYGO FUNDED				10,584,642	5,887,462	6,000,000	2,568,177	1,330,000	1,330,000	12,156,666
TOTAL NORMAN FORWARD FUND 51 PROJECTS				33,825,957	31,417,462	16,384,513	2,568,177	1,330,000	1,330,000	13,856,666

CITY OF NORMAN

**PARK LAND AND DEVELOPMENT FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
COMMUNITY PARKS										
	52794442	PC0020	Legacy Park Audio Equipment	50,000	-	-	-	-	-	-
	52794442	PC0018	Sports Complex Bleachers	6,474	-	-	-	-	-	-
	52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
Subtotal Community Parks				\$68,509	\$0	\$0	\$0	\$0	\$0	\$0
NEIGHBORHOOD PARKS										
	52796609	PR0155	Brookhaven Park Improvements	6,431	-	-	-	-	-	-
	52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
	52770342	PR0256	Sequoyah Trails Park Imp	14,625	-	-	-	-	-	-
	52793067	PR0171	Summit Lakes Park Improvements	14,625	-	-	-	-	-	-
Subtotal Neighborhood Parks				\$60,681	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PARK DEVELOPMENT FUND 52 PROJECTS				\$129,190	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF NORMAN

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 21 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 2020 Budget	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	BEYOND 5 YEARS
EXPENDITURES										
	57594403	UT0012	24th & Radius Intersection	3,075	-	-	-	-	-	-
	57595552	UT0015	24th & Flood at Tecumseh Intersection	2,532,259	-	-	-	-	-	-
	57595512	UT	Cultural Facilities & Other Infrastructure	-	-	-	-	-	-	8,750,000
	57595512	UT0008	Economic Development	664,443	-	-	-	-	-	4,066,814
	57595512	UT	Lifestyle Center	-	-	-	-	-	-	8,250,000
	57595512	UT0098	UNP Legacy Park and Trail	2,849	-	-	-	-	-	-
	57593388	UT0014	UNP Master Land Use Plan	-	-	-	-	-	-	-
	57595552	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	1,405,525	-	-	-	-	-	-
	057-	UT	Legacy Park Enhanced Landscaping	-	-	-	-	-	-	750,000
	57595512	UT0016	Legacy Park Parking Lot	189,393	-	-	-	-	-	-
	057-	UT	Legacy Park Enhanced Landscaping	-	-	-	-	-	-	1,308,444
	57595512	UT0013	UNP TIF Entrance Signs (BID)	-	-	-	-	-	-	-
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS				\$4,797,544	\$0	\$0	\$0	\$0	\$0	\$23,125,258



Outstanding Debt

OUTSTANDING DEBT

This section includes all outstanding debt related to the General Fund and the Enterprise Funds.

The General Debt Service Fund is established to account for the receipt of monies collected for the payment of general obligation debt and the receipt of monies for the reimbursement of claims and judgments that the City has been ordered to pay.

Schedules for debt service payments made by Enterprise Funds are also included.

FUND SUMMARY

TOTAL GENERAL DEBT SERVICE FUNDS (60)

MISSION:

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the general long-term debt of the City, other than debt service payments made by enterprise funds.

DESCRIPTION:

Account for and monitor tax levies and other financial resources for the payment of interest and principal on the general long-term debt of the City of Norman.

PERSONNEL:

	FYE 18 ACTUAL	FYE 19 ORIGINAL	FYE 19 REVISED	FYE 19 ESTIMATE	FYE 20 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 19 ACTUAL	FYE 20 ORIGINAL	FYE 20 REVISED	FYE 20 ESTIMATE	FYE 21 ADOPTED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 12,540,350	\$ 5,815,422	\$ 5,010,297	\$ 5,010,297	\$ 10,969,398
Interfund Transfers	\$ 475,829	\$ 825,000	\$ 500,000	\$ 500,000	\$ 500,000
Audit Adjust/Encum	\$ 104,888	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 13,121,067</u>	<u>\$ 6,640,422</u>	<u>\$ 5,510,297</u>	<u>\$ 5,510,297</u>	<u>\$ 11,469,398</u>
Fund Total	<u><u>\$ 13,121,067</u></u>	<u><u>\$ 6,640,422</u></u>	<u><u>\$ 5,510,297</u></u>	<u><u>\$ 5,510,297</u></u>	<u><u>\$ 11,469,398</u></u>

CITY OF NORMAN

2012D GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For various street improvements
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$20,050,000
 Interest: 2.375% to 3%
 Dated: December 1, 2012
 Retired: December 1, 2032
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	0	0	0	0	20,050,000
2013-2014	20,050,000	0	722,241	722,241	20,050,000
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000
2015-2016	18,995,000	1,055,000	434,019	1,489,019	17,940,000
2016-2017	17,940,000	1,055,000	402,369	1,457,369	16,885,000
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000
2047-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,330	1,159,330	3,170,000
2030-2031	3,170,000	1,055,000	77,296	1,132,296	2,115,000
2031-2032	2,115,000	1,055,000	47,624	1,102,624	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		20,050,000	5,361,081	25,411,081	

CITY OF NORMAN

2015 GENERAL OBLIGATION BONDS
60-3050

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	610,304	610,304	22,525,000
2016-2017	22,525,000	1,185,000	610,304	1,795,304	21,340,000
2017-2018	21,340,000	1,185,000	609,711	1,794,711	20,155,000
2018-2019	20,155,000	1,185,000	609,119	1,794,119	18,970,000
2019-2020	18,970,000	1,185,000	608,526	1,793,526	17,785,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	17,785,000	1,185,000	572,976	1,757,976	16,600,000
2021-2022	16,600,000	1,185,000	549,276	1,734,276	15,415,000
2022-2023	15,415,000	1,185,000	501,876	1,686,876	14,230,000
2023-2024	14,230,000	1,185,000	454,476	1,639,476	13,045,000
2024-2025	13,045,000	1,185,000	407,076	1,592,076	11,860,000
2025-2026	11,860,000	1,185,000	359,676	1,544,676	10,675,000
2026-2027	10,675,000	1,185,000	328,570	1,513,570	9,490,000
2047-2028	9,490,000	1,185,000	293,020	1,478,020	8,305,000
2028-2029	8,305,000	1,185,000	257,470	1,442,470	7,120,000
2029-2030	7,120,000	1,185,000	221,920	1,406,920	5,935,000
2030-2031	5,935,000	1,185,000	186,370	1,371,370	4,750,000
2031-2032	4,750,000	1,185,000	150,820	1,335,820	3,565,000
2032-2033	3,565,000	1,185,000	114,085	1,299,085	2,380,000
2033-2034	2,380,000	1,185,000	76,758	1,261,758	1,195,000
2034-2035	1,195,000	1,195,000	38,838	1,233,838	0
		22,525,000	7,561,171	30,086,171	

CITY OF NORMAN

2016A GENERAL OBLIGATION REFUNDING BONDS
60-3050

Name: Refunding
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$7,775,000
 Interest: 4.0 to 5.0%
 Dated: June 1, 2016
 Retired: June 1, 2027
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	7,775,000	740,000	357,600	1,097,600	7,035,000
2017-2018	7,035,000	770,000	320,600	1,090,600	6,265,000
2018-2019	6,265,000	780,000	282,100	1,062,100	5,485,000
2019-2020	5,485,000	785,000	243,100	1,028,100	4,700,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	4,700,000	790,000	203,850	993,850	3,910,000
2021-2022	3,910,000	795,000	164,350	959,350	3,115,000
2022-2023	3,115,000	795,000	124,600	919,600	2,320,000
2023-2024	2,320,000	795,000	92,800	887,800	1,525,000
2024-2025	1,525,000	790,000	61,000	851,000	735,000
2025-2026	735,000	370,000	29,400	399,400	365,000
2026-2027	365,000	365,000	14,600	379,600	0
		7,775,000	1,894,000	9,669,000	

CITY OF NORMAN

2019A GENERAL OBLIGATION REFUNDING BONDS
60-3050

Name: Combined Purpose: For various street improvements
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$10,000,000
 Interest: 2.5%
 Dated: June 1, 2019
 Retired: June 1, 2022
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	0	0	250,000	250,000	10,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	10,000,000	5,000,000	250,000	5,250,000	5,000,000
2021-2022	5,000,000	5,000,000	125,000	5,125,000	0
		10,000,000	625,000	10,625,000	

CITY OF NORMAN

2019B GENERAL OBLIGATION REFUNDING BONDS
60-3050

Name: Combined Purpose: For various street improvements
 Issuer: City of Norman
 Trustee: BancFirst
 Amount: \$20,000,000
 Interest: 2.0 to 3.0%
 Dated: June 1, 2019
 Retired: June 1, 2039
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	0	0	544,875	544,875	20,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	20,000,000	1,050,000	544,875	1,594,875	18,950,000
2021-2022	18,950,000	1,050,000	523,875	1,573,875	17,900,000
2022-2023	17,900,000	1,050,000	502,875	1,552,875	16,850,000
2023-2024	16,850,000	1,050,000	481,875	1,531,875	15,800,000
2024-2025	15,800,000	1,050,000	460,875	1,510,875	14,750,000
2025-2026	14,750,000	1,050,000	429,375	1,479,375	13,700,000
2026-2027	13,700,000	1,050,000	397,875	1,447,875	12,650,000
2047-2028	12,650,000	1,050,000	366,375	1,416,375	11,600,000
2028-2029	11,600,000	1,050,000	334,875	1,384,875	10,550,000
2029-2030	10,550,000	1,050,000	303,375	1,353,375	9,500,000
2030-2031	9,500,000	1,050,000	279,750	1,329,750	8,450,000
2031-2032	8,450,000	1,050,000	253,500	1,303,500	7,400,000
2032-2033	7,400,000	1,050,000	222,000	1,272,000	6,350,000
2033-2034	6,350,000	1,050,000	190,500	1,240,500	5,300,000
2034-2035	5,300,000	1,050,000	159,000	1,209,000	4,250,000
2035-2036	4,250,000	1,050,000	127,500	1,177,500	3,200,000
2036-2037	3,200,000	1,050,000	96,000	1,146,000	2,150,000
2037-2038	2,150,000	1,050,000	64,500	1,114,500	1,100,000
2038-2039	1,100,000	1,100,000	33,000	1,133,000	0
		20,000,000	6,316,875	26,316,875	

CITY OF NORMAN

2015 NORMAN MUNICIPAL AUTHORITY BONDS
015-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$22,825,000
 Interest: 2.330%
 Dated: March 24, 2015
 Retired: March 1, 2027
 Source of Funds \$.50 Public Safety Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	521,338	2,331,338	21,015,000
2017-2018	21,015,000	1,865,000	478,873	2,343,873	19,150,000
2018-2019	19,150,000	1,915,000	435,128	2,350,128	17,235,000
2019-2020	17,235,000	1,965,000	390,217	2,355,217	15,270,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	15,270,000	2,015,000	344,141	2,359,141	13,255,000
2021-2022	13,255,000	2,070,000	296,842	2,366,842	11,185,000
2022-2023	11,185,000	2,120,000	248,320	2,368,320	9,065,000
2023-2024	9,065,000	2,180,000	198,574	2,378,574	6,885,000
2024-2025	6,885,000	2,235,000	147,489	2,382,489	4,650,000
2025-2026	4,650,000	2,295,000	95,064	2,390,064	2,355,000
2026-2027	2,355,000	2,355,000	41,240	2,396,240	0
		22,825,000	3,695,071	26,520,071	

CITY OF NORMAN

2015B NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$43,160,000
 Interest: 2.980%
 Dated: December 17, 2015
 Retired: January 1, 2029
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	43,160,000	500,000	1,336,186	1,836,186	42,660,000
2017-2018	42,660,000	1,000,000	1,263,818	2,263,818	41,660,000
2018-2019	41,660,000	1,000,000	1,234,018	2,234,018	40,660,000
2019-2020	40,660,000	1,400,000	1,204,218	2,604,218	39,260,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	39,260,000	2,000,000	1,155,048	3,155,048	37,260,000
2021-2022	37,260,000	2,000,000	1,095,448	3,095,448	35,260,000
2022-2023	35,260,000	2,965,000	1,035,848	4,000,848	32,295,000
2023-2024	32,295,000	4,315,000	933,113	5,248,113	27,980,000
2024-2025	27,980,000	5,185,000	798,789	5,983,789	22,795,000
2025-2026	22,795,000	5,550,000	636,826	6,186,826	17,245,000
2026-2027	17,245,000	5,700,000	473,671	6,173,671	11,545,000
2027-2028	11,545,000	5,845,000	299,341	6,144,341	5,700,000
2028-2029	5,700,000	5,700,000	127,394	5,827,394	0
		43,160,000	11,593,718	54,753,718	

CITY OF NORMAN

2017 NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

Name: Combined Purpose
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$30,950,000
 Interest:
 Dated: June 27, 2017
 Retired: July 1, 2030
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	30,950,000	400,000	474,567	874,567	30,550,000
2018-2019	30,550,000	800,000	910,500	1,710,500	29,750,000
2019-2020	29,750,000	800,000	886,500	1,686,500	28,950,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	28,950,000	1,000,000	861,000	1,861,000	27,950,000
2021-2022	27,950,000	1,500,000	831,000	2,331,000	26,450,000
2022-2023	26,450,000	2,000,000	778,500	2,778,500	24,450,000
2023-2024	24,450,000	2,000,000	718,500	2,718,500	22,450,000
2024-2025	22,450,000	2,000,000	658,500	2,658,500	20,450,000
2025-2026	20,450,000	2,000,000	598,500	2,598,500	18,450,000
2026-2027	18,450,000	2,800,000	532,500	3,332,500	15,650,000
2027-2028	15,650,000	3,100,000	448,500	3,548,500	12,550,000
2028-2029	12,550,000	3,700,000	351,000	4,051,000	8,850,000
2029-2030	8,850,000	5,400,000	235,500	5,635,500	3,450,000
2030-2031	3,450,000	3,450,000	51,750	3,501,750	0
		30,950,000	8,336,817	39,286,817	

CITY OF NORMAN

2017B NORMAN MUNICIPAL AUTHORITY BONDS
050-3050

Name: ERP System Upgrade
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$6,105,000
 Interest:
 Dated: December 29, 2017
 Retired: December 1, 2022
 Source of Funds Capital Fund Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	0	490,000	55,678	545,678	5,615,000
2018-2019	5,615,000	1,195,000	114,858	1,309,858	4,420,000
2019-2020	4,420,000	1,225,000	88,884	1,313,884	3,195,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	3,195,000	1,255,000	62,262	1,317,262	1,940,000
2021-2022	1,940,000	1,285,000	34,992	1,319,992	655,000
2022-2023	655,000	655,000	7,074	662,074	0
		6,105,000	363,748	6,468,748	

CITY OF NORMAN

2002 NORMAN MUNICIPAL AUTHORITY - WESTWOOD
029-7034

Name: Recreational Facilities Revenue Bonds, Series 2002
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$2,315,000
 Interest: 3.50% - 6.125%
 Dated: June 28, 2002
 Retired: June 1, 2022

Source of Funds Revenue Generated from Westwood and Room Tax

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2002-2003	0	0	128,096	128,096	2,315,000
2003-2004	2,315,000	75,000	128,096	203,096	2,240,000
2004-2005	2,240,000	75,000	125,471	200,471	2,165,000
2005-2006	2,165,000	80,000	122,471	202,471	2,085,000
2006-2007	2,085,000	85,000	119,031	204,031	2,000,000
2007-2008	2,000,000	90,000	115,121	205,121	1,910,000
2008-2009	1,910,000	95,000	110,711	205,711	1,815,000
2009-2010	1,815,000	100,000	105,914	205,914	1,715,000
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000
2011-2012	1,610,000	110,000	95,149	205,149	1,500,000
2012-2013	1,500,000	115,000	89,209	204,209	1,385,000
2013-2014	1,385,000	120,000	82,884	202,884	1,265,000
2014-2015	1,265,000	130,000	76,164	206,164	1,135,000
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	375,000	180,000	22,969	202,969	195,000
2021-2022	195,000	195,000	11,944	206,944	0
		2,315,000	1,692,553	4,007,553	

CITY OF NORMAN

2015 NORMAN UTILITIES AUTHORITY
31-5539 & 32-5549

Name: Norman Utilities Authority Refunding
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$17,505,000
 Interest: 2.130%
 Dated: March 10, 2015
 Retired: November 1, 2026
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	0	0	52,822	52,822	17,505,000
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
2021-2022	7,640,000	1,320,000	155,810	1,475,810	6,320,000
2022-2023	6,320,000	1,350,000	127,533	1,477,533	4,970,000
2023-2024	4,970,000	1,375,000	98,618	1,473,618	3,595,000
2024-2025	3,595,000	1,415,000	69,118	1,484,118	2,180,000
2025-2026	2,180,000	1,450,000	38,818	1,488,818	730,000
2026-2027	730,000	730,000	7,775	737,775	0
		17,505,000	2,131,435	19,636,435	

CITY OF NORMAN

2009 NORMAN UTILITIES AUTHORITY
322-5549

Name: Norman Utilities Authority Clean Water SRF Note
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$4,964,024
 Interest: 2.910%
 Dated: September 15, 2011
 Retired: March 15, 2031
 Source of Funds Sewer Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	4,964,024	212,595	102,676	315,271	4,751,429
2014-2015	4,751,429	218,913	138,607	357,520	4,532,516
2015-2016	4,532,516	225,063	132,457	357,520	4,307,453
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	3,590,226	253,146	104,374	357,520	3,337,080
2020-2021	3,337,080	260,950	96,570	357,520	3,076,130
2021-2022	3,076,130	268,706	88,814	357,520	2,807,424
2022-2023	2,807,424	276,693	80,827	357,520	2,530,731
2023-2024	2,530,731	284,723	72,797	357,520	2,246,008
2024-2025	2,246,008	293,379	64,141	357,520	1,952,629
2025-2026	1,952,629	302,098	55,422	357,520	1,650,531
2026-2027	1,650,531	311,078	46,442	357,520	1,339,453
2027-2028	1,339,453	320,228	37,292	357,520	1,019,225
2028-2029	1,019,225	329,841	27,679	357,520	689,384
2029-2030	689,384	339,645	17,875	357,520	349,739
2030-2031	349,739	349,739	7,781	357,520	0
		4,964,024	1,429,087	6,393,111	

CITY OF NORMAN

2014 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
32-5549 & 322-5549

Name: Norman Utilities Authority Series 2014 Clean Water SRF Loan
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$50,300,000
 Interest: 1.75% plus .5% admin fee
 Dated: March 10, 2015
 Retired: November 1, 2026
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	12,575,000	1,410,000	19,372	1,429,372	11,165,000
2015-2016	24,382,960	2,865,000	137,536	3,002,536	21,517,960
2016-2017	26,629,817	2,935,000	446,005	3,381,005	23,694,817
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	3,075,000	901,913	3,976,913	37,010,000
2019-2020	37,010,000	3,150,000	832,725	3,982,725	33,860,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	33,860,000	3,220,000	761,850	3,981,850	30,640,000
2021-2022	30,640,000	3,300,000	689,400	3,989,400	27,340,000
2022-2023	27,340,000	3,380,000	615,150	3,995,150	23,960,000
2023-2024	23,960,000	3,450,000	539,100	3,989,100	20,510,000
2024-2025	20,510,000	3,540,000	461,475	4,001,475	16,970,000
2025-2026	16,970,000	3,620,000	381,825	4,001,825	13,350,000
2026-2027	13,350,000	3,705,000	300,375	4,005,375	9,645,000
2027-2028	9,645,000	3,790,000	217,013	4,007,013	5,855,000
2028-2029	5,855,000	3,880,000	131,738	4,011,738	1,975,000
2029-2030	1,975,000	1,975,000	44,438	2,019,438	0
		50,300,000	7,449,438	57,749,438	

Note: Interest amounts estimated

CITY OF NORMAN

2016 NORMAN UTILITIES AUTHORITY
31-5539

Name: Norman Utilities Authority Revenue Note, Refunding Series 2016
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$9,380,000
 Interest: 2.230%
 Dated: May 19, 2016
 Retired: September 1, 2030
 Source of Funds Water Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	9,380,000	470,000	161,734	631,734	8,910,000
2017-2018	8,910,000	570,000	195,515	765,515	8,340,000
2018-2019	8,340,000	585,000	182,749	767,749	7,755,000
2019-2020	7,755,000	595,000	169,647	764,647	7,160,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	7,160,000	610,000	156,267	766,267	6,550,000
2021-2022	6,550,000	625,000	142,609	767,609	5,925,000
2022-2023	5,925,000	640,000	128,560	768,560	5,285,000
2023-2024	5,285,000	655,000	114,232	769,232	4,630,000
2024-2025	4,630,000	665,000	99,570	764,570	3,965,000
2025-2026	3,965,000	685,000	84,629	769,629	3,280,000
2026-2027	3,280,000	700,000	69,242	769,242	2,580,000
2027-2028	2,580,000	715,000	53,575	768,575	1,865,000
2028-2029	1,865,000	735,000	37,520	772,520	1,130,000
2029-2030	1,130,000	750,000	21,017	771,017	380,000
2030-2031	380,000	380,000	4,236	384,236	0
		9,380,000	1,621,102	11,001,102	

CITY OF NORMAN

2017 NORMAN UTILITIES AUTHORITY - CONSTRUCTION

31-5539

Name: Normans Utilities Authority Series 2017 Drinking Water SRF Loan
 Issuer: Normans Utilities Authority
 Trustee: BancFirst
 Amount: \$31,000,000
 Interest: 2.820%
 Dated: October 1, 2017
 Retired: October 1, 2039
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	12,750,000	0	150,400	150,400	12,750,000
2018-2019	31,000,000	0	680,913	680,913	31,000,000
2019-2020	31,000,000	1,140,000	866,234	2,006,234	29,860,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	29,860,000	1,170,000	833,945	2,003,945	28,690,000
2021-2022	28,690,000	1,200,000	800,739	2,000,739	27,490,000
2022-2023	27,490,000	1,240,000	766,617	2,006,617	26,250,000
2023-2024	26,250,000	1,270,000	731,438	2,001,438	24,980,000
2024-2025	24,980,000	1,305,000	695,342	2,000,342	23,675,000
2025-2026	23,675,000	1,345,000	658,259	2,003,259	22,330,000
2026-2027	22,330,000	1,380,000	620,118	2,000,118	20,950,000
2027-2028	20,950,000	1,420,000	580,920	2,000,920	19,530,000
2028-2029	19,530,000	1,460,000	540,594	2,000,594	18,070,000
2029-2030	18,070,000	1,505,000	499,140	2,004,140	16,565,000
2030-2031	16,565,000	1,540,000	456,417	1,996,417	15,025,000
2031-2032	15,025,000	1,590,000	412,636	2,002,636	13,435,000
2032-2033	13,435,000	1,630,000	367,516	1,997,516	11,805,000
2033-2034	11,805,000	1,685,000	321,197	2,006,197	10,120,000
2034-2035	10,120,000	1,725,000	273,398	1,998,398	8,395,000
2035-2036	8,395,000	1,775,000	224,401	1,999,401	6,620,000
2036-2037	6,620,000	1,830,000	173,994	2,003,994	4,790,000
2037-2038	4,790,000	1,875,000	122,036	1,997,036	2,915,000
2038-2039	2,915,000	1,935,000	68,738	2,003,738	980,000
2039-2040	980,000	980,000	13,818	993,818	0
		31,000,000	10,858,810	41,858,810	

Note: Interest amounts estimated

CITY OF NORMAN

2018 NORMAN UTILITIES AUTHORITY - CONSTRUCTION

31-5539

Name: Norman Utilities Authority Series 2018 Promissory Note
 Issuer: Norman Utilities Authority
 Trustee: BancFirst
 Amount: \$12,000,000
 Interest: Ranging between 3.2% and 5.2%
 Dated: July 18, 2018
 Retired: October 1, 2038
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2018-2019	0	0	352,390	352,390	0
2019-2020	12,000,000	300,000	496,625	796,625	11,700,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	11,700,000	410,000	485,265	895,265	11,290,000
2021-2022	11,290,000	425,000	471,905	896,905	10,865,000
2022-2023	10,865,000	435,000	453,795	888,795	10,430,000
2023-2024	10,430,000	460,000	430,525	890,525	9,970,000
2024-2025	9,970,000	485,000	405,955	890,955	9,485,000
2025-2026	9,485,000	510,000	380,085	890,085	8,975,000
2026-2027	8,975,000	535,000	352,915	887,915	8,440,000
2027-2028	8,440,000	560,000	327,245	887,245	7,880,000
2028-2029	7,880,000	585,000	303,200	888,200	7,295,000
2029-2030	7,295,000	610,000	281,155	891,155	6,685,000
2030-2031	6,685,000	630,000	258,165	888,165	6,055,000
2031-2032	6,055,000	655,000	231,180	886,180	5,400,000
2032-2033	5,400,000	685,000	203,040	888,040	4,715,000
2033-2034	4,715,000	710,000	173,745	883,745	4,005,000
2034-2035	4,005,000	740,000	144,092	884,092	3,265,000
2035-2036	3,265,000	770,000	114,054	884,054	2,495,000
2036-2037	2,495,000	800,000	82,896	882,896	1,695,000
2037-2038	1,695,000	830,000	50,604	880,604	865,000
2038-2039	865,000	865,000	17,087	882,087	0
		12,000,000	6,015,923	18,015,923	

Note: Interest amounts estimated



Pension Funds

PENSION FUNDS

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

- Employee Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Police Pension and Retirement System

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the budget as separate funds of the City. It should be noted that the cost of contributions to the system by the City is a part of the City's budget and shows up as a part of salaries and benefits.



Appendix

GLOSSARY OF TERMS and ACRONYMS

ACTIVITY - A specified and distinguishable line of work performed by a Division.

ACCRUAL BASIS – The accrual basis of accounting recognizes revenues in the period earned and expenses in the period incurred rather than when cash is received or paid.

AD VALOREM TAX – An ad valorem property tax is a tax imposed on the basis of the “value of the article or thing taxed.” An ad valorem tax is usually imposed at recurring intervals on the same piece of property.

ADA – American Disabilities Act

AFIS – Automated Fingerprint Identification System

APPROPRIATION - A legal authorization made by the City Council which permits City officials to incur obligations for a specific purpose. Each appropriation is made at the Fund and Department level, which is the highest level of budget control.

ASSESSED VALUATION - A value set upon real estate or other property by a government as a basis for levying taxes.

ASSETS - Resources owned or held by the City which has monetary value.

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

BASIN – An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOLOGICAL OXYGEN DEMAND (BOD) – A standard measure of wastewater strength that quantifies the oxygen consumed in a stated period of time, usually 5 days and at 20°C.

BIOLOGICAL PROCESS – The process by which the metabolic activities of bacteria and other microorganisms break down complex organic materials to simple, more stable substances.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. Bio-solids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BUDGET - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGET YEAR – July 1 through June 30

BUDGETARY CONTROL - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is \$1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

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

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

CBOD – Carbonaceous Biochemical Oxygen Demand

CDBG – Community Development Block Grant Program

CFR – Code of Federal Regulations

CHIEF EXECUTIVE OFFICER – City Manager

CLEET – Council on Law Enforcement Education and Training

CNG – Compressed Natural Gas Vehicles

COLLECTION SYSTEM – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

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

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

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

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

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

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

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

DEQ – Department of Environmental Quality

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

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

DTMF – Dual-tone-multi-frequency or “touch-tone”

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

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

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

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

EMT-P – Emergency Medical Technician-Paramedic

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

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

EPA – Environmental Protection Agency

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

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

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

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

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

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

FT – Full-time (employee)

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

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

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

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

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

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

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

GOVERNING BODY- City Council

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

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

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

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

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

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

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

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

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

ISO – International Organization for Standardization standards

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

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

MATERIALS AND SUPPLIES – Category expenditures generally for consumable goods that are used by City employees.

MATURITY – The date when the principal amount of an investment security becomes due and payable.

MSW – Municipal Solid Waste

MUNICIPALITY – City of Norman

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NEW DEVELOPMENT EXCISE TAX – Sewer excise tax levied and collected on new development (including developments of tax – exempt property owners) to be served by the City’s water reclamation system. The tax imposed is collected at the time a building permit is issued for all construction and based upon the square footage as set forth in the permit. The New Development Excise Tax and Fund was established Oct. 1, 2001 as a result of Ordinance 0001-58, adopted by Council in June, 2001, and approved by voters in August, 2001. These funds shall be used exclusively for wastewater expansion, improvements, and to pay debt service on obligations issued to finance future improvements and expansion of the wastewater system.

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NFSTF – Norman Forward Sales Tax Fund

NMA – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

NPDES – National Pollutant Discharge Elimination System

NTU – Nephelometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the PROPOSED means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending,

CITY OF NORMAN

and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OTHER SERVICES AND CHARGES – Services provided to the City of Norman by outside vendors.

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, alongside or beyond the boundaries of a developer's new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government's debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

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

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

SALARIES AND BENEFITS – Payments direct to full and part-time City of Norman employees for services performed, including contributions to retirement and pensions, social security, health insurance uniform allowances and related expenses.

SALES TAX – A tax levied by the City on retail sales of tangible personal property and some services.

SERVICES AND MAINTENANCE – Services provided to the City of Norman by outside vendors.

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water’s quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – Trial Total Disability (payments)

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

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF was an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF was a one-

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time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF expired December 2004, when sufficient funds were generated to pay the portion of the costs of the improvements attributable to new development (\$6,192,039).

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

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