

**CITY OF NORMAN, OKLAHOMA
FINANCE COMMITTEE AGENDA**

**MUNICIPAL BUILDING CONFERENCE ROOM
201 WEST GRAY**

THURSDAY, OCTOBER 13, 2016

5:00 P.M.

- 1. DISCUSSION REGARDING THE USE OF FEDERAL SEIZURE FUNDS FOR THE PURCHASE OF AN ARMORED ALL-PURPOSE RESCUE VEHICLE.**
- 2. DISCUSSION REGARDING THE FYE 2018 BUDGET CALENDAR.**
- 3. SUBMISSION OF THE REVENUE/EXPENDITURE REPORTS**
- 4. SUBMISSION OF THE REPORT ON OPEN POSITIONS**
- 5. MISCELLANEOUS COMMENTS.**

ITEM 1

**FEDERAL SEIZURES FUNDS
RESCUE VEHICLE**

ITEM 2

BUDGET CALENDAR

ITEM 3

REVENUE/EXPENDITURE REPORTS

**SUMMARY OF MAJOR GENERAL FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
Sales Tax	40,851,000	9,834,470	3,217,077	9,484,771	-3.56%	10,040,588	-5.54%
Use Tax	2,688,300	626,602	182,668	672,304	7.29%	580,991	15.72%
Franchise Taxes/Fees	7,939,073	1,973,820	556,513	1,978,874	0.26%	1,996,665	-0.89%
Licenses and Permits	1,647,815	312,915	97,900	324,232	3.62%	337,609	-3.96%
Shared (Other) Taxes	2,469,452	617,363	197,148	585,700	-5.13%	563,736	3.90%
Fines and Forfeitures	2,360,500	590,125	207,849	601,187	1.87%	578,646	3.90%
Investment/Interest Income	25,000	6,250	3,677	9,232	47.71%	5,897	56.54%
TOTAL: General Fund (Major)	57,981,140	13,961,546	4,462,832	13,656,301	-2.19%	14,104,132	-3.18%

**SUMMARY OF MAJOR CAPITAL PROJECT FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
Sales Tax	12,633,210	3,041,319	979,110	2,886,670	-5.08%	3,055,831	-5.54%
Investment/Interest Income	150,000	37,500	11,277	37,541	0.11%	44,517	-15.67%
TOTAL: Capital Fund (Major)	12,783,210	3,078,819	990,387	2,924,211	-5.02%	3,100,348	-5.68%

**SUMMARY OF MAJOR NORMAN FORWARD FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
Sales Tax	10,021,500	2,412,576	771,583	2,282,954	-5.37%	N/A	N/A
Use Tax	448,050	104,434	30,445	112,051	7.29%	N/A	N/A
Investment/Interest Income	15,000	3,750	3,476	8,217	119.13%	N/A	N/A
TOTAL: Capital Fund (Major)	10,484,550	2,520,760	805,505	2,403,222	-4.66%	N/A	N/A

**SUMMARY OF MAJOR ROOM TAX FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
Hotel/Motel Room Tax	1,982,750	495,688	158,143	463,723	-6.45%	493,611	-6.05%
Investment/Interest Income	1,500	375	330	1,168	211.34%	781	49.44%
TOTAL: Room Tax Fund	1,984,250	496,063	158,474	464,891	-6.28%	494,392	-5.97%

**SUMMARY OF MAJOR UNP TIF FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
Sales Tax	3,794,061	913,382	433,313	1,326,280	45.21%	1,218,414	8.85%
Investment/Interest Income	17,500	4,375	118	307	-92.98%	1,605	-80.88%
TOTAL: UNP TIF Fund (Major)	3,811,561	917,757	433,431	1,326,587	44.55%	1,220,019	8.73%

**SUMMARY OF MAJOR WESTWOOD FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
Golf Green	668,288	228,146	39,847	161,982	-29.00%	180,925	-10.47%
Golf Driving Range	116,560	38,557	8,113	31,113	-19.31%	37,710	-17.50%
Golf Carts	324,565	117,750	24,673	98,529	-16.32%	107,290	-8.17%
Swimming Pool	96,900	44,268	100	27,520	-37.83%	55,587	-50.49%
TOTAL: Westwood Fund (Major)	1,206,313	428,721	72,733	319,144	-25.56%	381,512	-16.35%

**SUMMARY OF MAJOR WATER FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
User Fees-Residential	13,842,822	4,838,994	1,894,605	4,858,411	0.40%	4,685,971	3.68%
User Fees-Commercial	2,304,717	576,179	276,815	742,279	28.83%	796,764	-6.84%
User Fees-Industrial	324,769	81,192	44,246	129,257	59.20%	97,753	32.23%
User Fees-Institutional	892,066	223,017	14,260	162,341	-27.21%	237,456	-31.63%
Connection Fees	404,000	101,000	35,740	257,901	155.35%	99,528	159.12%
Capital Improvement Charges	1,326,130	331,533	129,120	369,179	11.36%	372,877	-0.99%
Investment/Interest Income	120,000	30,000	21,315	63,863	112.88%	37,531	70.16%
TOTAL: Water Fund (Major)	19,214,504	6,181,914	2,416,102	6,583,231	6.49%	6,327,881	4.04%

**SUMMARY OF MAJOR WATER RECLAMATION FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
User Fees-Residential	8,119,258	2,029,815	681,666	2,031,274	0.07%	2,026,399	0.24%
User Fees-Commercial	1,377,582	344,396	143,339	384,032	11.51%	421,058	-8.79%
User Fees-Industrial	150,657	37,664	21,400	56,489	49.98%	47,797	18.19%
User Fees-Institutional	1,018,681	254,670	9,684	269,860	5.96%	323,407	-16.56%
Capital Improvement Charges	738,815	184,704	80,941	225,511	22.09%	231,067	-2.40%
Investment/Interest Income	50,000	12,500	2,724	10,798	-13.62%	14,810	-27.09%
TOTAL: Water Reclamation Fund (Major)	11,454,993	2,863,748	939,754	2,977,963	3.99%	3,064,538	-2.83%

**SUMMARY OF MAJOR SEWER MAINTENANCE FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
Sewer Maintenance Fee	2,913,691	721,727	246,518	748,593	3.72%	731,410	2.35%
TOTAL: Sewer Maintenance Fund (Major)	2,913,691	721,727	246,518	748,593	3.72%	731,410	2.35%

**SUMMARY OF MAJOR NEW DEVELOPMENT EXCISE FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
WW Excise Tax (Residential)	1,300,000	306,484	64,973	483,274	57.68%	292,557	65.19%
WW Excise Tax (Commercial)	400,000	100,000	23,311	58,725	-41.27%	34,893	68.30%
TOTAL: New Development Excise Fund (Major)	1,700,000	406,484	88,284	541,999	33.34%	327,450	65.52%

**SUMMARY OF MAJOR SANITATION FUND REVENUE SOURCES
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

MAJOR REVENUE SOURCE	TOTAL BUDGET	PROJECTED TO DATE	Current Month Collections	COLLECTED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
User Fees-Residential	7,705,974	1,926,494	646,219	1,907,032	-1.01%	1,868,586	2.06%
User Fees-Commercial	3,475,444	868,861	298,148	867,618	-0.14%	850,129	2.06%
User Fees-Industrial	158,085	39,521	14,243	39,808	0.73%	34,587	15.10%
User Fees-Institutional	459,860	114,965	36,540	91,829	-20.12%	102,335	-10.27%
User Fees-Transfer Station	564,175	141,044	45,977	164,400	16.56%	190,102	-13.52%
User Fees - Recycling	1,166,705	291,676	94,881	285,702	-2.05%	280,748	1.76%
Recycled Material Sales	215,349	53,837	16,795	38,388	-28.70%	38,686	-0.77%
Investment/Interest Income	30,000	7,500	9,695	27,728	269.70%	14,460	91.75%
TOTAL: Sanitation Fund (Major)	13,775,592	3,443,898	1,162,497	3,422,505	-0.62%	3,379,631	1.27%

**SUMMARY OF MAJOR FUND EXPENDITURES VS. BUDGET
VS. BUDGET, FYE 2017 - AS OF SEPTEMBER 30, 2016**

FUND	TOTAL BUDGET	PROJECTED TO DATE *	Current Month Expended	EXPENDED TO DATE	% Var. From Proj To Date	Prior FY To Date	% Var. From Prior FYTD
General Fund	81,023,798	20,255,950	5,565,607	18,188,594	-10.21%	19,506,475	-6.76%
Capital Fund	53,543,846	13,385,962	2,968,380	5,727,999	-57.21%	4,054,061	41.29%
Norman Forward Fund	65,284,836	16,321,209	456,378	942,659	-94.22%	N/A	N/A
Westwood Fund	1,458,543	364,636	95,776	354,141	-2.88%	362,290	-2.25%
Water Fund	67,394,859	16,848,715	2,960,134	5,554,493	-67.03%	3,357,846	65.42%
Water Reclamation Fund	23,987,285	5,996,821	1,349,584	3,004,123	-49.90%	4,468,215	-32.77%
Sewer Maintenance Fund	5,687,985	1,421,996	611,639	882,711	-37.92%	1,700,900	-48.10%
New Development Fund	8,901,325	2,225,331	1,137,182	1,657,365	-25.52%	2,025,630	-18.18%
Sanitation Fund	15,810,407	3,952,602	828,981	2,208,715	-44.12%	2,559,631	-13.71%
	(Adjusted Budget)						

* Based on historical collection patterns (where known), or based on proportion of the fiscal year elapsed.

GENERAL FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	3,475,710	6,228,919	\$ 6,228,919	
REVENUES:				
Revenue	71,700,653	71,702,653	15,813,885	
Transfers In	6,161,339	6,239,173	1,627,031	
Total Revenue	<u>77,861,992</u>	<u>77,941,826</u>	<u>17,440,916</u>	
EXPENDITURES:				
Salary / Benefits	55,928,280	55,928,280	13,852,419	42,075,861
Supplies / Materials	5,224,590	5,403,163	859,295	4,275,348
Services / Maintenance	9,739,935	10,975,391	2,543,683	6,080,180
Internal Services	2,964,278	2,964,278	480,745	2,483,533
Capital Equipment	4,216,347	5,164,186	305,325	2,653,515
Debt Service	-	-	-	-
Transfers Out	588,500	588,500	147,126	441,374
Employee Turnover Savings	(800,000)	(800,000)		
Total Expenditures	<u>77,861,930</u>	<u>80,223,798</u>	<u>18,188,593</u>	<u>58,009,811</u>
Net Difference	<u>62</u>	<u>(2,281,972)</u>	<u>(747,677)</u>	
Ending Fund Balance	<u>\$ 3,475,772</u>	<u>\$ 3,946,947</u>	<u>\$ 5,481,242</u>	

RAINY DAY FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ 3,203,734	\$ 3,226,776	\$ 3,226,776	
REVENUES:				
Revenue	15,000	15,000	8,898	
Transfers In	88,500	88,500	22,125	
Total Revenue	<u>103,500</u>	<u>103,500</u>	<u>31,023</u>	
EXPENDITURES:				
Transfers Out	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Difference	<u>103,500</u>	<u>103,500</u>	<u>31,023</u>	
Ending Fund Balance	<u>\$ 3,307,234</u>	<u>\$ 3,330,276</u>	<u>\$ 3,257,799</u>	
Rainy Day Target - 4.5%			3,314,051	

PUBLIC SAFETY SALES TAX FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ 26,195,903	\$ 29,299,442	\$ 29,299,442	
REVENUES:				
Revenue	10,946,387	10,946,387	2,412,311	
Transfers In	-	-	-	
Total Revenue	<u>10,946,387</u>	<u>10,946,387</u>	<u>2,412,311</u>	
EXPENDITURES:				
Salary / Benefits	7,933,800	7,933,800	2,102,078	5,831,722
Supplies / Materials	268,262	287,060	47,842	180,841
Services / Maintenance	255,555	341,466	83,014	170,944
Internal Services	149,566	149,566	23,386	126,180
Capital Equipment	1,330,550	1,769,027	444,889	221,155
Capital Project	21,139,253	22,255,936	7,398	22,229,862
Debt Service	2,333,838	2,333,838	1,166,482	1,167,356
Transfers Out	-	-	-	-
Total Expenditures	<u>33,410,824</u>	<u>35,070,693</u>	<u>3,875,089</u>	<u>29,928,060</u>
Net Difference	<u>(22,464,437)</u>	<u>(24,124,306)</u>	<u>(1,462,778)</u>	
Ending Fund Balance	<u>\$ 3,731,466</u>	<u>\$ 5,175,136</u>	<u>\$ 27,836,664</u>	

ROOM TAX FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ 444,422	\$ 547,987	\$ 547,987	
REVENUES:				
Revenue	1,984,250	1,984,250	464,891	
Transfers In	-	-	-	
Total Revenue	<u>1,984,250</u>	<u>1,984,250</u>	<u>464,891</u>	
EXPENDITURES:				
Services / Maintenance	1,410,000	1,497,535	548,333	79,999
Internal Services	99,213	99,213	15,321	83,892
Capital Projects	305,000	565,730	34,349	440,796
Transfers Out	77,922	77,922	19,482	58,440
Total Expenditures	<u>1,892,135</u>	<u>2,240,400</u>	<u>617,485</u>	<u>663,127</u>
Net Difference	<u>92,115</u>	<u>(256,150)</u>	<u>(152,594)</u>	
Ending Fund Balance	<u>\$ 536,537</u>	<u>\$ 291,837</u>	<u>\$ 395,393</u>	

WESTWOOD FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ -	\$ 8,332	\$ 8,332	
REVENUES:				
Revenue	1,308,460	1,308,460	338,582	
Transfers In	148,922	148,922	37,233	
Total Revenue	<u>1,457,382</u>	<u>1,457,382</u>	<u>375,815</u>	
EXPENDITURES:				
Salary / Benefits	836,652	836,652	269,584	567,068
Supplies / Materials	124,925	125,951	31,168	93,623
Services / Maintenance	181,713	181,848	47,803	102,170
Internal Services	34,668	34,668	5,377	29,291
Capital Equipment	71,000	71,000	-	71,000
Capital Projects	-	-	-	-
Debt Service	208,424	208,424	208	208,216
Total Expenditures	<u>1,457,382</u>	<u>1,458,543</u>	<u>354,140</u>	<u>1,071,368</u>
Net Difference	<u>-</u>	<u>(1,161)</u>	<u>21,675</u>	
Ending Fund Balance	<u>\$ -</u>	<u>\$ 7,171</u>	<u>\$ 30,007</u>	

WATER FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ 1,928,104	\$ 24,058,535	\$ 24,058,535	
REVENUES:				
Revenue	54,799,475	54,799,475	7,035,664	
Transfers In	-	-	-	
Total Revenue	<u>54,799,475</u>	<u>54,799,475</u>	<u>7,035,664</u>	
EXPENDITURES:				
Salary / Benefits	4,048,616	4,048,616	1,020,151	3,028,465
Supplies / Materials	2,456,023	2,708,263	475,995	1,912,685
Services / Maintenance	3,085,700	3,646,358	362,336	2,646,800
Internal Services	204,272	204,272	29,913	174,359
Cost Allocation	1,856,055	1,856,055	360,345	1,495,710
Capital Equipment	365,126	547,560	35,781	123,596
Capital Projects	31,145,000	48,753,388	2,780,662	39,863,176
Debt Service	4,596,998	4,596,998	218,115	4,378,883
Audit Adjustments	-	-	-	-
Transfers Out	1,016,205	1,033,349	271,196	762,153
Employee Turnover Savings	(60,729)	(60,729)		
Total Expenditures	<u>48,713,266</u>	<u>67,334,130</u>	<u>5,554,494</u>	<u>54,385,827</u>
Net Difference	<u>6,086,209</u>	<u>(12,534,655)</u>	<u>1,481,170</u>	
Ending Fund Balance	<u>\$ 8,014,313</u>	<u>\$ 11,523,880</u>	<u>\$ 25,539,705</u>	

**WATER RECLAMATION FUND:
As of September 30, 2016**

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ 4,111,537	\$ 4,539,779	\$ 4,539,779	
REVENUES:				
Revenue	13,276,862	13,276,862	3,207,226	
Transfers In	-	-	-	
Total Revenue	<u>13,276,862</u>	<u>13,276,862</u>	<u>3,207,226</u>	
EXPENDITURES:				
Salary / Benefits	3,282,489	3,282,489	787,000	2,495,489
Supplies / Materials	611,813	602,870	91,113	505,130
Services / Maintenance	1,458,665	1,705,957	317,485	1,146,704
Internal Services	273,307	273,307	46,493	226,814
Cost Allocation	1,787,343	1,787,343	351,158	1,436,185
Capital Equipment	467,619	759,831	248,613	306,808
Capital Projects	922,400	11,692,928	735,520	4,465,975
Debt Service	3,265,418	3,265,418	145,260	3,120,158
Audit Adjustments	-	-	-	-
Transfers Out	617,142	617,142	281,479	335,663
Employee Turnover Savings	(49,237)	(49,237)		
Total Expenditures	<u>12,636,959</u>	<u>23,938,048</u>	<u>3,004,121</u>	<u>14,038,926</u>
Net Difference	<u>639,903</u>	<u>(10,661,186)</u>	<u>203,105</u>	
Ending Fund Balance	<u>\$ 4,751,440</u>	<u>\$ (6,121,407)</u>	<u>\$ 4,742,884</u>	

SEWER MAINTENANCE FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ 1,088,220	\$ 4,114,280	\$ 4,114,280	
REVENUES:				
Revenue	2,913,691	2,913,691	885,658	
Transfers In	-	-	-	
Total Revenue	<u>2,913,691</u>	<u>2,913,691</u>	<u>885,658</u>	
EXPENDITURES:				
Salary / Benefits	57,123	57,123	14,144	42,979
Supplies / Materials	2,109	2,109	169	1,940
Services / Maintenance	2,025	2,025	104	1,921
Internal Services	300	300	-	300
Cost Allocation	-	-	-	-
Capital Equipment	-	-	-	-
Capital Projects	3,803,000	5,626,428	868,294	4,440,200
Audit Adjustments	-	-	-	-
Employee Turnover Savings	(1,120)	(1,120)	-	-
Total Expenditures	<u>3,863,437</u>	<u>5,686,865</u>	<u>882,711</u>	<u>4,487,340</u>
Net Difference	<u>(949,746)</u>	<u>(2,773,174)</u>	<u>2,947</u>	
Ending Fund Balance	<u>\$ 138,474</u>	<u>\$ 1,341,106</u>	<u>\$ 4,117,227</u>	

NEW DEVELOPMENT EXCISE FUND:

As of September 30, 2016

	<u>Original Budget - Annual</u>	<u>Adjusted budget - Annual</u>	<u>YTD Actual - 3 Month</u>	<u>Unencumb Balance</u>
Beginning Fund Balance	\$ 7,694,149	\$ 10,468,355	\$ 10,468,355	
REVENUES:				
Revenue	1,900,000	1,900,000	562,240	
Transfers In	-	-	-	
Total Revenue	<u>1,900,000</u>	<u>1,900,000</u>	<u>562,240</u>	
EXPENDITURES:				
Services / Maintenance	-	-	-	-
Capital Projects	92,000	6,922,787	1,558,587	1,243,327
Debt Service	1,978,538	1,978,538	98,778	1,879,760
Audit Adjustments	-	-	-	-
Total Expenditures	<u>2,070,538</u>	<u>8,901,325</u>	<u>1,657,365</u>	<u>3,123,087</u>
Net Difference	<u>(170,538)</u>	<u>(7,001,325)</u>	<u>(1,095,125)</u>	
Ending Fund Balance	<u>\$ 7,523,611</u>	<u>\$ 3,467,030</u>	<u>\$ 9,373,230</u>	

SANITATION FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
Beginning Fund Balance	\$ 6,740,650	\$ 9,956,090	\$ 9,956,090	
REVENUES:				
Revenue	14,808,144	14,808,144	3,742,245	
Transfers In	-	-	-	
Total Revenue	<u>14,808,144</u>	<u>14,808,144</u>	<u>3,742,245</u>	
EXPENDITURES:				
Salary / Benefits	4,149,615	4,149,615	1,039,975	3,109,640
Supplies / Materials	1,274,471	1,273,996	144,731	1,128,106
Services / Maintenance	3,001,139	3,018,430	525,058	2,476,199
Internal Services	803,614	803,614	72,714	730,900
Cost Allocation	1,422,558	1,422,558	298,049	1,124,509
Capital Equipment	2,327,655	2,410,205	115,801	2,150,489
Capital Projects	23,000	2,032,719	-	2,001,441
Debt Service	651,390	651,390	417	650,973
Transfers Out	47,880	47,880	11,970	35,910
Audit Adjustments	-	-	-	-
Total Expenditures	<u>13,701,322</u>	<u>15,810,407</u>	<u>2,208,715</u>	<u>13,408,167</u>
Net Difference	<u>1,106,822</u>	<u>(1,002,263)</u>	<u>1,533,530</u>	
Ending Fund Balance	<u>\$ 7,847,472</u>	<u>\$ 8,953,827</u>	<u>\$ 11,489,620</u>	

CAPITAL FUND:
As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
	\$ 17,780,325	\$ 40,448,861	\$ 40,448,861	
REVENUES:				
Revenue	12,791,910	12,791,910	3,045,758	
Transfers In	500,000	517,144	142,145	
Total Revenue	<u>13,291,910</u>	<u>13,309,054</u>	<u>3,187,903</u>	
EXPENDITURES:				
Salary / Benefits	1,179,827	1,179,827	273,828	905,999
Supplies / Materials	499	499	499	-
Services / Maintenance	16,499	16,499	401	16,098
Internal Services	200	200	50	150
Capital Equipment	-	45,500	35,212	10,288
Capital Projects	14,156,653	47,744,770	4,274,790	37,513,203
Debt Service	-	-	-	-
Transfers Out	4,551,112	4,556,551	1,143,219	3,413,332
Total Expenditures	<u>19,904,790</u>	<u>53,543,846</u>	<u>5,727,999</u>	<u>41,859,070</u>
Net Difference	<u>(6,612,880)</u>	<u>(40,234,792)</u>	<u>(2,540,096)</u>	
Ending Fund Balance	<u>\$ 11,167,445</u>	<u>\$ 214,069</u>	<u>\$ 37,908,765</u>	

NORMAN FORWARD SALES TAX FUND:

As of September 30, 2016

	Original Budget - Annual	Adjusted budget - Annual	YTD Actual - 3 Month	Unencumb Balance
	\$ 36,166,433	\$ 42,584,165	\$ 42,584,165	
REVENUES:				
Revenue	46,484,550	46,484,550	2,403,222	
Transfers In	-	-	-	
Total Revenue	<u>46,484,550</u>	<u>46,484,550</u>	<u>2,403,222</u>	
EXPENDITURES:				
Salary / Benefits	-	-	-	-
Supplies / Materials	-	-	-	-
Services / Maintenance	-	1,600,808	110,523	6,450
Internal Services	-	-	-	-
Capital Projects	57,803,362	61,845,342	831,057	47,327,395
Debt Service	1,838,686	1,838,686	1,079	1,837,607
Audit Adjustments	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	<u>59,642,048</u>	<u>65,284,836</u>	<u>942,659</u>	<u>49,171,452</u>
Net Difference	<u>(13,157,498)</u>	<u>(18,800,286)</u>	<u>1,460,563</u>	
Ending Fund Balance	<u>\$ 23,008,935</u>	<u>\$ 23,783,879</u>	<u>\$ 44,044,728</u>	

Appropriations from Fund Balance FY17

Fund	Gaining Account	Amount	Agenda Date	Item No.	Project No.	Description
General Fund						
010-0000-365-1373	010-6070-441-3699	500.00	7/12/2016	20		ASPCA grant to implement & promote an adoption abassadors program, training, supplies
010-0000-365-1373	010-6070-441-4099	1,500.00	7/12/2016	20		ASPCA grant to implement & promote an adoption abassadors program, training, supplies
Special Grants Fund						
022-0000-253-2000	022-5023-429-3212	10,000.00	7/26/2016	15		for maintenance & replacement of equip used for traffic counts for FY17
022-0000-331-1360	022-9508-422-4099	2,800.00	8/23/2016	11	GF0073	OK Homeland Sec grant for Citizen Corps to make improvements to trailer used for disaster response
Room Tax Fund						
023-0000-253-2000	023-3041-451-4741	80,000.00	9/27/2016	27		for NCVB to develop Tourism Improvement District & a Sports Commission
Water Fund						
031-0000-253-0000	031-5530-461-4001	865.00	8/9/2016	13		add'l engr svcs for fee study on new development & water/wastewater connection fees
031-0000-253-0000	050-9079-431-6701	17,144.00	9/27/2016	23	TR0059	to relocate water lines at Rock Creek Rd & 12th and at Trailwood intersections
Wastewater Fund						
032-0000-253-0000	032-5541-432-4001	865.00	8/9/2016	13		add'l engr svcs for fee study on new development & water/wastewater connection fees
Risk Management Fund						
043-0000-253-2000	010-5023-429-3212	34,259.00	7/12/2016	29		Insurance funds received to pay for damages to traffic signal equipment from accidents
043-0000-253-2000	010-5023-429-3213	1,176.00	7/12/2016	29		Insurance funds received to pay for damages to traffic signal equipment from accidents
043-0000-253-2000	010-6444-422-5499	36,960.00	8/9/2016	9		purchase outdoor warning siren from safety.com for fire dept
Capital Fund Balance						
050-0000-253-2000	050-5011-429-5003	45,500.00	7/26/2016	23		New truck for Construction Manager-Engr. Division
050-0000-366-1229	050-9998-431-6101	90,794.00	3/10/2015	19	TC0023	pass-thru fnds for ODOT from Bellatona for Hwy 9 median for Bellatona addition received 9-9-16
Norman Forward Sales Tax Capital Fund Balance						
051-0000-253-2000	051-9507-455-6101	37,924.00	8/9/2016	34	NFB016	for asbestos removal from W. Acres properties to be demolished
University North Park TIF Fund						
057-0000-253-2000	057-7010-452-5799	20,000.00	8/9/2016	40		to purchase holiday decorations for Legacy Park
Sewer Maintenance Fund						
321-0000-432-0000	321-9338-432-6101	14,866.00	7/12/2016	23	WW0202	Change order #1-increasing and extending contract-Sewer Maint Project
Excise Tax fund						
322-0000-453-4001	322-5542-432-4001	865.00	8/9/2016	13		add'l engr svcs for fee study on new development & water/wastewater connection fees

**General Fund Transfers Over \$50,000 between Expenditure Categories - FYE 17
September 2016**

Department	Division	Losing Account	Account Description	Gaining Account	Account Description	Amount
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NONE TO REPORT *****

ITEM 3

VACANCY REPORT

CITY OF NORMAN
Position Vacancy Report
10/4/2016

POSITIONS AUTHORIZED TO FILL			
Position	Department/Division	Status	
Custodian (PPT)	City Clerk/Custodial Svs	Accepting Applications	
Heavy Equipment Operator	Public Works/Streets	Pending Job Announcement	
Water Lab Intern (PPT)	Utilities/Water Treatment	Pending Job Announcement	
Heavy Equipment Operator	Utilities/Water Reclamation	Conducting Selection Process	
Maintenance Worker I	Utilities/Water Line Maint	Pending Job Announcement	
Sanitation Dispatcher	Utilities/Sanitation	Conducting Selection Process	
Administrative Technician II	Police/Animal Welfare	Conducting Selection Process	
Animal Welfare Supervisor	Police/Animal Welfare	Pending Job Announcement	
Communications Officer I (2)	Police/Emergency Communications	Accepting Applications	
Fire Driver Engineer (2)	Fire/Suppression	Pending Promotional Process	
Total:12			
POSITIONS CURRENTLY ON HOLD			
Position	Department/Division	Date of Vacancy	Notes
General Fund:			
Assistant City Attorney I	Legal	05/01/12	Pending approval
Admin Tech II	Public Works/Fleet	08/17/16	Pending request
Police Officer (2)	Police/Patrol	8/11/2016, 10/13/16	Pending request
Recreation Leader I	Parks & Recreation/Recreation	08/12/16	Pending request
Total:5			
Enterprise Fund:			
Total:0			
POSITIONS RECENTLY FILLED			
Position	Department/Division	Action	
Animal Welfare Officer	Police/Animal Welfare	DOH 9/13/16	
Veterinarian (PPT)	Police/Animal Welfare	DOH 9/13/16	
Lab Manager	Utilities/Water Treatment	Promoted 9/19/16	
Meter Reader	Finance/Utilities	DOH 9/19/16	
Fire Captain (5)	Fire/Suppression	Promoted 9/30/16	
Fire Driver Engineer (3)	Fire/Suppression	Promoted 9/30/16	
Maintenance Worker II	Parks & Recreation/ Park Maint.	Promoted 9/21/16	
Communications Officer II	Police/Emergency Communications	Promoted 9/30/16	