

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

**STUDY SESSION ROOM  
201 WEST GRAY**

**THURSDAY, SEPTEMBER 14, 2017**

**8:30 A.M.**

- 1. SUBMISSION OF THE PRE-AUDIT REPORT FROM BKD, L.L.C.**
- 2. PRESENTATION AND DISCUSSION REGARDING THE ENTERPRISE RESOURCE PLANNING REPLACEMENT PROJECT**
- 3. DISCUSSION REGARDING THE REINSTATEMENT OF THE YEAR-ROUND YARD WASTE PICKUP**
- 4. DISCUSSION REGARDING TRANSIENT GUEST ROOM TAX COLLECTIONS FOR AIRBNB/ONLINE GUEST HOSTING SITES**
- 5. SUBMISSION OF THE REVENUE/EXPENDITURE REPORTS**
- 6. SUBMISSION OF THE REPORT ON OPEN POSITIONS**
- 7. MISCELLANEOUS COMMENTS**

# **ITEM 1**

## **PRE~-AUDIT REPORT**

## **ITEM 2**

# **ENTERPRISE RESOURCE PLANNING**

# City of Norman

ERP Replacement Project

Consultant: Plante Moran LLC



# PRESENTATION TEAM

**Consultant : Plante Moran – Mark Warner,  
Laurie Hoose**

**City Project Sponsor: Tim Powers, IT  
Director**

**City Project Managers: Kari Madden, IT  
Suzanne Krohmer, Finance**



# FINANCE COMMITTEE DISCUSSION

- **RFP Process**
- **Inclusive Selection**
- **Selection of “Best of Breed” Software**
- **Total Cost to Implement the Software Solutions**
- **Investment for the Future**
- **Next Steps**



# RFP PROCESS

Analysis of the vendor response pool.



# RFP Process

- Received 10 responses to our RFP
  - Used tools provided by Plante Moran to score the RFPs with each city department's subject matter experts. We were focused on the details of software capabilities to match our requirements of the software.
  - Eliminated the vendors who were noncompliant with our requirements and contacted the compliant vendors for demonstrations.
  - Each city department's subject matter experts viewed, and scored the live software demonstrations.
  - Analyzed the final total costs and included that cost with the scoring analysis taking all aspects in to account to make the final selections.





# INCLUSIVE SELECTION PROCESS

A decision based on input from key stakeholders and subject matter experts.



# Inclusive Selection Process

- Partnered with Plante Moran to involve a broad group of city business side stakeholders to make the important decisions on software selection (participants from all city departments were represented).
  - Involved multiple meetings over 3 months to educate the stakeholders on the ERP software selection, vendors, and software analysis.
  - The core ERP team performed follow up meetings with the vendors about their demos and to answer any outstanding or new questions.
  - Interviewed utility companies, state, and local, governments who use the software provided by our vendors of choice.
  - IT facilitated and advised but did not make the ultimate decisions on what software was selected.



# SELECT SOFTWARE

“Best of Breed” Systems – the best system in its referenced niche or category (ex. Finance, Utility Billing, Parks and Rec).



# Selection of “Best of Breed” Software

- Each department selected the best fit for the type of business done on a daily basis. These software packages provide the benefit of very small amounts of customization.
- Implementation is done with the software company’s best practice approach to process improvements.

Discipline	Department Focus	Company, Software Package
Core ERP	Finance and HR	Tyler, Munis
Community Development	PW, Planning, and City Clerk	Harris, CityView
Parks and Rec	Parks and Recreation	Vermont Systems
Court Systems	Municipal Court	Tyler, Incode
Time and Attendance	All city departments	IntelliTime
Utility Billing	Finance, Utilities	Harris, Advanced Systems



# TOTAL COST

Implementation, Training, Software, Project Management, Customization, Process Improvements, Consultation, Hardware, Contingency



# Total Cost

Preliminary Estimate before the RFP release was \$4.2 Million to be financed over 4 years.

Vendor Software and Service Cost *	\$ 4,673,781
Hardware and Storage Cost	\$ 400,000
Consultant	\$ 350,000
Contingency per Consultant Recommendation 12%	\$ 560,854
Total for Project w/ Hardware and Contingency	\$5,984,635
*Includes Software, Implementation, Project Management, Training, Data Conversion, Interfaces, Post Go Live Support	



# INVESTMENT FOR THE FUTURE



# Investment for the Future

- Automation – time savings, reduction/elimination of overtime in some areas.
- Business Process review and redesign for improved efficiencies.
- Flexibility to easily change processes as city ordinances and public needs change.
- Improvement in the process of gathering accurate data quickly for important functions.
  - Annual departmental budgeting
  - Project management
  - Grant applications
  - Public data requests (Freedom of Information Act)
- Modernizes the delivery of city products to the residents of Norman.
  - Interactive customer functionality (mobile apps, mobile payments, mobile permits, website integration, etc.)





# Next Steps

- Scheduling the phases (what software goes first, etc.)
- Contracts and Statement of Work
- Implementation Planning
- Configuration Consulting
  - Data Conversion Planning
  - Application Integration
  - Training



# QUESTIONS?



## Purpose and Need Statement:

### Upgrading the City of Norman Enterprise Resource Planning (ERP) System

ERP Defined – the Enterprise Resource Planning system is a set of software applications that organize, define and standardize the business processes necessary to effectively plan and control an organization. This software is a computer model of a municipal governments operation – embodying the processes, information flow, procedures, and relationships between the various functions and activities that are carried out on a daily basis.

ERP systems are responsible for the management and storage of data including but not limited to:

1. Finance
  - a. Budgeting
  - b. Accounts Payable
  - c. Accounts Receivable
  - d. Assets
  - e. Inventory
  - f. Purchasing
2. Human Resource Management
  - a. Payroll
  - b. Personnel
3. Community development
  - a. Permits
  - b. Code Enforcement
  - c. Land/Parcel Management
4. Courts
5. Utility Billing
6. Citizen Relationship Management.
7. Automated Time and Attendance

#### Major Vendors of ERP Systems

*Tier 1 – Large Enterprise* – These Solutions providers are implemented in large municipal governments like the Cities of New York, and Chicago.

- **SAP** – Municipal Government Solutions
- **CGI** - AMS
- **Oracle** – PeopleSoft / JD Edwards – City of OKC uses PeopleSoft

*Tier 2 – Mid Sized Businesses* – These solutions are used in smaller and mid-sized municipalities and would probably fit Norman well.

- **Tyler Technologies** – Recently purchased New World and Brazos (City of Norman uses New World for CAD, and Brazos for ticketing).
- **SunGard** – The SunGard OneSolution is SunGard’s modern ERP System. SunGard was purchased in February 2017 and is currently owned by Vista Equity Partners. Under Vista Equity Partners, the name has been changed from SunGard to Superior.
- **Infor** – The Infor Lawson product is a Modern ERP solution combining financial management, human capital management, procurement, and analytics.
- **Harris** – A software company with diverse systems in utilities, the public sector, and healthcare.

### **Why do we need a change in our ERP System?**

The city’s current ERP system referred to as SunGard (aka. The iSeries, AS400, or HTE system) was purchased in 1996 and nearly 20 years old. The IBM hardware that processes and stores the data kept in the ERP system was purchased in 2005 (over 10 years old) and difficult to service/maintain. Maintenance costs are increasing on an annual basis as the system ages and becomes technically obsolete. The current maintenance contract for the SunGard hardware will expire in 2016 and professional services will not be available to aide if the system were to fail. The IT Department is looking at options for extending maintenance until the system can be replaced. However, this will be a costly investment to maintain a system that is outdated.

Along with the age of hardware and technology, many of the processes developed around using the SunGard systems are old and outdated. The majority of the businesses processes driven by the current ERP system are cumbersome and lengthy. Often times these processes are hampered with extra steps or inefficient communication that slow down daily work flow. These inefficiencies are a reflection of the limitations of an older system. Upgrading the city’s ERP system will involve process improvements, automation, modernization of technologies, and the implementation of updated business procedures to improve the way day-to-day business occurs.

As municipalities have moved forward in time, the need for systems that can easily integrate with the internet, wireless technology, and cloud based services has increased. Today’s customers rely heavily on the ability to make payments for various city services via the internet and wireless systems (smartphones, tablets, etc.). The ability to easily integrate these functions with a modern ERP system is invaluable to the business process as technology has changed over time.

Purpose:

One of the main benefits of implementing a modern ERP system is that vendors and businesses have spent a large amount of time on research and development, functionality improvements, and process enhancements that enable customers to gain from lessons learned and advanced technologies. The purpose of this project will be to add value and gain benefit by upgrading our technology and improving our processes through automation - utilizing the best practices and lessons learned during the development of modern ERP systems. With an ERP upgrade the city's business operations will be examined, and improved. Many of the City of Norman's various departmental operations are currently using disparate systems that do not integrate with each other. This hampers the flow of data and thus the business process by creating silos of information that are difficult to extract and combine. A modern ERP system, when successfully implemented, should combine and integrate systems from various disciplines. This will allow for the creation of accurate data and reporting tools that are relevant and customizable to each department's specific needs.

Need:

*Why do we need a modern ERP solution?*

- Process improvements - Technology has changed and businesses practices along with it. The city has limited data finding capabilities because of the current system. A modern ERP solution will help to improve processes and enhance capabilities.
- Costs for maintaining an older system are increasing on an annual basis.
- The ability to find qualified individuals who work on older systems is fading.
- Hardware is becoming increasingly difficult to find and procurement can be costly for an older system.
- Risk of hardware failure is increasing with older equipment.
- Ease of transfer and access to data – A modern ERP solution will combine functions from various departments within the municipality so that data and reports are on the same platform and thus easily transferred between entities.
- Explore the ability to tie various services to GIS mapping. This can be a useful tool for both citizens and city staff to visualize locations of current work, work orders, and site development.

*Goals and Objectives:*

- Improve business processes along with implementing a modern ERP system.
- Eliminate poor planning, poor project management, and lack of commitment to process improvements. These efforts will reduce the possibility that the new ERP system functions as poorly as the old one and should raise the overall satisfaction of the ERP users.

- Combine disparate systems in to the ERP solution where relevant. This should allow data to flow easily and create useful reporting tools that improve the overall business process.
- Increase communication and data sharing across various departments.
- Reduce waste by automating currently manual processes and digitizing forms, and records.

Timing and Process:

The complete project from selecting a consultant to implementation of a solution with the vendor of choice will take approximately 3 to 4 years. Each step in the table below describes in brief the highest-level activity.

Process	Timing
Selection of a well-qualified consultant to lead the City Team through an assessment of our current system, vender RFP, and Implementation of the selected system.	Complete
Project planning, Stakeholder Interviews, and Needs Assessment conducted by consultant group	Complete
Requirements Definition, RFP Development and Initial Evaluation	Complete
Scripted Demonstrations	Complete
Contraction Negotiation and Pre-Implementation Planning. Selection and phased implementation.	36 – 48 Months

**ITEM 3**

**AIRBNB  
TRANSIENT GUEST ROOM TAX**



# City of Norman

**Transient Guest Room Tax Ordinance**

**AirBnB/On-Line Guest Hosting Sites**

**Anthony Francisco,  
Finance Director/City Controller**



# AirBnB & Guest Hosting Sites

- AirBnB is an on-line marketplace and hospitality service connecting “hosts” and “guests”
- A host may be a homeowner or the owner of a vacant apartment or condominium, etc.
- AirBnB was founded in 2008 and is based in San Francisco, California
- AirBnB is the largest, but not the only On-Line Guest Hosting Marketplace (HomeAway, etc.)





# AirBnB – How It Works

- Hosts may list a room(s) on the AirBnB website, at no charge to the host
- AirBnB provides services to the host of promotion of their available room, reservation tracking, market comparisons, collection of rent, etc.
- Guests may reserve a room(s) using a computer or mobile application
- AirBnB retains a fee of 3%-5% of room rent payments

# Norman Room Tax

The City of Norman Transient Guest Room Tax (City Code, Section 8: 501-528) defines a hotel as “any building...or other facility in which the public may obtain sleeping accommodations in which three or more rooms are used for the accommodation of such guests, not occupied by permanent residents”



# AirBnB in Norman

## (as of 8/15/2017)

- AirBnB states on their website that there are 134 rooms currently available in Norman to rent on a nightly, weekly or monthly basis
- If these rooms were combined under one operator, this would make AirBnB one of the larger hotels in Norman (4<sup>th</sup> largest)
- Some AirBnB properties are not made available at all times (many are only available on home football weekends)
- Listed nightly prices range from \$18 for a single room to \$1,000 per night for an entire house that is quoted to accommodate 12 lodgers
- These room rentals compete with Norman's hotel/motel businesses
- These "hotel" properties are not regulated as commercial hotels are, and often operate in residential areas
- AirBnB does not collect Norman Room Tax for its guests



# AirBnB in Oklahoma

- In July, 2017, AirBnb began collecting and remitting Oklahoma sales tax, by agreement with the Oklahoma Tax Commission (at an 8.5% rate)
- In August, 2017, AirBnB entered into an agreement with the City of Oklahoma City to collect their Guest Room Tax



# AirBnB Agreement with Oklahoma City

- The agreement between AirBnB and OKC states that AirBnB will assume the responsibilities of a hotel “operator”
- AirBnB is responsible for the collection and remittance of OKC’s Room Tax
- The agreement releases AirBnB from liability for collection of Room Tax prior to the date of the agreement



# Future Steps Toward A Norman Room Tax Agreement with AirBnB

- Using contact information from OKC Agreement, City Controller/Finance Director will contact AirBnB to pursue a similar agreement to collect Norman Room Tax
- The amount of “new” (previously “lost”) Room Tax revenue is difficult to project, but should be in the tens of thousands of dollars per year
- Negotiated agreement would be forwarded to Council
- OKC Legal Staff is currently drafting Zoning Code update to allow regulation of AirBnB hosts operating in residential zones; Norman may want to consider something similar if terms are reached with AirBnB for payment of Room Tax



QUESTIONS?

[Anthony.Francisco@NormanOK.gov](mailto:Anthony.Francisco@NormanOK.gov)





## **ITEM 4**

### **YEAR ROUND YARD WASTE PICKUP**

## **ITEM 5**

# **REVENUE/EXPENDITURE REPORTS**

**SUMMARY OF MAJOR GENERAL FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
Sales Tax	40,128,750	6,469,557	3,072,941	6,319,478	-2.32%	6,267,694	0.83%
Use Tax	2,832,500	449,920	284,857	551,838	22.65%	489,636	12.70%
Franchise Taxes/Fees	7,828,000	1,348,232	960,615	1,419,206	5.26%	1,422,361	-0.22%
Licenses and Permits	1,545,300	200,036	95,366	160,491	-19.77%	226,332	-29.09%
Shared (Other) Taxes	2,537,521	422,920	303,101	413,915	-2.13%	388,552	6.53%
Fines and Forfeitures	2,188,750	364,792	239,064	433,833	18.93%	393,338	10.30%
Investment/Interest Income	25,000	4,167	1,721	4,591	10.18%	5,554	-17.35%
<b>TOTAL: General Fund (Major)</b>	<b>57,085,821</b>	<b>9,259,624</b>	<b>4,957,666</b>	<b>9,303,352</b>	<b>0.47%</b>	<b>9,193,469</b>	<b>1.20%</b>

**SUMMARY OF MAJOR CAPITAL PROJECT FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
Sales Tax	12,469,125	2,010,272	935,243	1,923,320	-4.33%	1,907,559	0.83%
Investment/Interest Income	150,000	25,000	24,119	48,198	92.79%	26,264	83.51%
<b>TOTAL: Capital Fund (Major)</b>	<b>12,619,125</b>	<b>2,035,272</b>	<b>959,362</b>	<b>1,971,518</b>	<b>-3.13%</b>	<b>1,933,823</b>	<b>1.95%</b>

**SUMMARY OF MAJOR NORMAN FORWARD FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
Sales Tax	9,613,475	1,549,884	736,344	1,506,184	-2.82%	1,511,370	-0.34%
Use Tax	493,225	78,345	47,476	91,973	17.40%	81,606	12.70%
Investment/Interest Income	15,000	2,500	22,110	28,591	1043.62%	4,741	503.05%
<b>TOTAL: Capital Fund (Major)</b>	<b>10,121,700</b>	<b>1,630,729</b>	<b>805,931</b>	<b>1,626,748</b>	<b>-0.24%</b>	<b>1,597,717</b>	<b>1.82%</b>

**SUMMARY OF MAJOR ROOM TAX FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
Hotel/Motel Room Tax	1,797,350	299,558	169,160	349,992	16.84%	305,580	14.53%
Investment/Interest Income	3,250	542	167	412	-23.97%	837	-50.81%
<b>TOTAL: Room Tax Fund</b>	<b>1,800,600</b>	<b>300,100</b>	<b>169,327</b>	<b>350,404</b>	<b>16.76%</b>	<b>306,417</b>	<b>14.36%</b>

**SUMMARY OF MAJOR UNP TIF FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
Sales Tax	5,653,079	911,389	409,884	794,308	-12.85%	892,967	-11.05%
Investment/Interest Income	17,500	2,917	2,533	2,141	-26.61%	189	1030.89%
<b>TOTAL: UNP TIF Fund (Major)</b>	<b>5,670,579</b>	<b>914,306</b>	<b>412,416</b>	<b>796,449</b>	<b>-12.89%</b>	<b>893,156</b>	<b>-10.83%</b>

**SUMMARY OF MAJOR WESTWOOD FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
Golf Green	655,613	165,222	45,073	106,652	-35.45%	122,135	-12.68%
Golf Driving Range	116,025	28,174	10,386	22,860	-18.86%	23,000	-0.61%
Golf Carts	320,464	84,049	28,126	64,332	-23.46%	73,856	-12.90%
Swimming Pool	217,200	217,200	-	-	-100.00%	27,420	-100.00%
<b>TOTAL: Westwood Fund (Major)</b>	<b>1,309,302</b>	<b>494,645</b>	<b>83,586</b>	<b>193,844</b>	<b>-60.81%</b>	<b>246,411</b>	<b>-21.33%</b>

**SUMMARY OF MAJOR WATER FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
User Fees-Residential	14,199,300	3,187,075	1,952,179	3,757,122	17.89%	2,963,807	26.77%
User Fees-Commercial	2,362,335	393,723	238,696	467,426	18.72%	465,464	0.42%
User Fees-Industrial	332,888	55,481	38,378	75,484	36.05%	85,010	-11.21%
User Fees-Institutional	912,859	152,143	123,615	134,647	-11.50%	148,080	-9.07%
Connection Fees	408,040	68,007	63,334	95,668	40.67%	222,161	-56.94%
Capital Improvement Charges	1,339,391	223,232	121,079	241,460	8.17%	240,059	0.58%
Investment/Interest Income	120,000	20,000	28,247	55,026	175.13%	42,548	29.33%
<b>TOTAL: Water Fund (Major)</b>	<b>19,674,813</b>	<b>4,099,661</b>	<b>2,565,529</b>	<b>4,826,833</b>	<b>17.74%</b>	<b>4,167,129</b>	<b>15.83%</b>

**SUMMARY OF MAJOR WATER RECLAMATION FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
User Fees-Residential	8,266,000	1,377,667	688,568	1,366,942	-0.78%	1,349,609	1.28%
User Fees-Commercial	1,377,592	229,599	126,738	249,349	8.60%	240,693	3.60%
User Fees-Industrial	170,000	28,333	17,274	34,567	22.00%	35,089	-1.49%
User Fees-Institutional	1,031,900	171,983	78,299	149,926	-12.83%	260,175	-42.37%
Capital Improvement Charges	821,550	136,925	72,994	145,565	6.31%	144,570	0.69%
Investment/Interest Income	50,000	8,333	2,803	6,374	-23.51%	8,074	-21.06%
<b>TOTAL: Water Reclamation Fund (Major)</b>	<b>11,717,042</b>	<b>1,952,840</b>	<b>986,676</b>	<b>1,952,723</b>	<b>-0.01%</b>	<b>2,038,209</b>	<b>-4.19%</b>

**SUMMARY OF MAJOR SEWER MAINTENANCE FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
Sewer Maintenance Fee	2,942,828	486,132	249,409	497,387	2.32%	502,075	-0.93%
<b>TOTAL: Sewer Maintenance Fund (Major)</b>	<b>2,942,828</b>	<b>486,132</b>	<b>249,409</b>	<b>497,387</b>	<b>2.32%</b>	<b>502,075</b>	<b>-0.93%</b>

**SUMMARY OF MAJOR NEW DEVELOPMENT EXCISE FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
WW Excise Tax (Residential)	1,300,000	199,567	127,606	262,391	31.48%	418,301	-37.27%
WW Excise Tax (Commercial)	400,000	66,667	53,332	55,865	-16.20%	35,414	57.75%
<b>TOTAL: New Development Excise Fund (Major)</b>	<b>1,700,000</b>	<b>266,234</b>	<b>180,938</b>	<b>318,256</b>	<b>19.54%</b>	<b>453,715</b>	<b>-29.86%</b>

**SUMMARY OF MAJOR SANITATION FUND REVENUE SOURCES  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>MAJOR REVENUE SOURCE</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE</b>	<b>Current Month Collections</b>	<b>COLLECTED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
User Fees-Residential	7,860,093	1,310,016	634,753	1,259,259	-3.87%	1,260,813	-0.12%
User Fees-Commercial	3,544,953	590,826	280,741	555,840	-5.92%	569,470	-2.39%
User Fees-Industrial	161,246	26,874	9,500	20,709	-22.94%	25,565	-18.99%
User Fees-Institutional	469,057	78,176	34,638	50,820	-34.99%	55,289	-8.08%
User Fees-Transfer Station	578,269	96,378	79,360	139,370	44.61%	118,423	17.69%
User Fees - Recycling	1,194,705	199,118	95,321	190,060	-4.55%	190,822	-0.40%
Recycled Material Sales	215,349	35,892	19,783	37,458	4.36%	21,593	73.47%
Investment/Interest Income	100,000	16,667	13,440	26,075	56.45%	18,033	44.60%
<b>TOTAL: Sanitation Fund (Major)</b>	<b>14,123,672</b>	<b>2,353,945</b>	<b>1,167,536</b>	<b>2,279,592</b>	<b>-3.16%</b>	<b>2,260,008</b>	<b>0.87%</b>

**SUMMARY OF MAJOR FUND EXPENDITURES VS. BUDGET  
FYE 2018 - AS OF AUGUST 31, 2017**

<b>FUND</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE *</b>	<b>Current Month Expended</b>	<b>EXPENDED TO DATE</b>	<b>% Var. From Proj To Date</b>	<b>Prior FY To Date</b>	<b>% Var. From Prior FYTD</b>
General Fund	79,375,220	13,229,203	5,817,007	10,969,171	-17.08%	12,622,987	-13.10%
Capital Fund	51,718,529	8,619,755	2,441,882	2,856,817	-66.86%	2,759,619	3.52%
Norman Forward Fund	81,038,330	13,506,388	2,669,914	2,671,914	-80.22%	486,280	449.46%
Westwood Fund	1,517,544	252,924	91,727	162,769	-35.65%	258,364	-37.00%
Water Fund	80,034,581	13,339,097	1,999,203	2,514,296	-81.15%	2,594,360	-3.09%
Water Reclamation Fund	17,615,482	2,935,914	796,568	1,157,144	-60.59%	1,654,539	-30.06%
Sewer Maintenance Fund	8,277,658	1,379,610	35,660	40,087	-97.09%	271,072	-85.21%
New Development Fund	3,771,193	628,532	156,601	156,601	-75.08%	520,183	-69.89%
Sanitation Fund	15,590,685	2,598,448	776,558	1,121,653	-56.83%	1,379,734	-18.71%
	(Adjusted Budget)						

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

**GENERAL FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	2,209,372	2,559,783	\$ 2,559,783	
<b>REVENUES:</b>				
Revenue	70,623,666	70,919,771	10,288,442	
Transfers In	5,367,287	5,367,287	894,548	
Total Revenue	<u>75,990,953</u>	<u>76,287,058</u>	<u>11,182,990</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	55,226,378	55,193,378	8,154,923	47,038,455
Supplies / Materials	5,929,346	6,054,791	532,854	5,347,333
Services / Maintenance	10,387,709	11,383,623	1,658,955	7,334,161
Internal Services	2,144,878	2,154,878	158,679	1,996,199
Capital Equipment	3,366,664	4,588,550	463,758	2,647,753
Debt Service	-	-	-	-
Transfers Out	-	-	-	-
Employee Turnover Savings	(800,000)	(800,000)		
Supplies/Materials/Svs/Maint Savings	(297,624)	(297,624)		
Total Expenditures	<u>75,957,351</u>	<u>78,277,596</u>	<u>10,969,169</u>	<u>64,363,901</u>
Net Difference	<u>33,602</u>	<u>(1,990,538)</u>	<u>213,821</u>	
Ending Fund Balance	<u>\$ 2,242,974</u>	<u>\$ 569,245</u>	<u>\$ 2,773,604</u>	



**RAINY DAY FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>
Beginning Fund Balance	\$ 3,241,149	\$ 3,330,245	\$ 3,330,245
<b>REVENUES:</b>			
Revenue	15,000	15,000	7,428
Transfers In	-	-	-
Total Revenue	<u>15,000</u>	<u>15,000</u>	<u>7,428</u>
<b>EXPENDITURES:</b>			
Transfers Out	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Net Difference	<u>15,000</u>	<u>15,000</u>	<u>7,428</u>
Ending Fund Balance	<u>\$ 3,256,149</u>	<u>\$ 3,345,245</u>	<u>\$ 3,337,673</u>
Rainy Day Target - 4.5%			3,253,432

**PUBLIC SAFETY SALES TAX FUND:**  
**As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 3,708,046	\$ 25,257,046	\$ 25,257,046	
<b>REVENUES:</b>				
Revenue	10,773,661	10,773,661	1,615,030	
Transfers In	-	-	-	
Total Revenue	<u>10,773,661</u>	<u>10,773,661</u>	<u>1,615,030</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	8,443,059	8,443,059	1,286,938	7,156,121
Supplies / Materials	347,226	355,141	26,921	285,046
Services / Maintenance	278,380	352,619	94,714	186,812
Internal Services	110,387	110,387	6,988	103,399
Capital Equipment	1,492,827	1,667,113	594,963	308,571
Capital Project	70,000	20,526,054	17,070	8,132,649
Debt Service	2,346,374	2,346,374	263	2,346,111
Transfers Out	-	-	-	-
Total Expenditures	<u>13,088,253</u>	<u>33,800,747</u>	<u>2,027,857</u>	<u>18,518,709</u>
Net Difference	<u>(2,314,592)</u>	<u>(23,027,086)</u>	<u>(412,827)</u>	
Ending Fund Balance	<u>\$ 1,393,454</u>	<u>\$ 2,229,960</u>	<u>\$ 24,844,219</u>	

**ROOM TAX FUND:**  
**As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 24,444	\$ 195,037	\$ 195,037	
<b>REVENUES:</b>				
Revenue	1,800,600	1,800,600	350,404	
Transfers In	-	-	-	
Total Revenue	<u>1,800,600</u>	<u>1,800,600</u>	<u>350,404</u>	
<b>EXPENDITURES:</b>				
Services / Maintenance	1,282,500	1,282,500	320,625	-
Internal Services	72,024	72,024	7,243	64,781
Capital Projects	365,000	601,200	22,906	578,294
Transfers Out	99,827	99,827	16,638	83,189
Total Expenditures	<u>1,819,351</u>	<u>2,055,551</u>	<u>367,412</u>	<u>726,264</u>
Net Difference	<u>(18,751)</u>	<u>(254,951)</u>	<u>(17,008)</u>	
Ending Fund Balance	<u>\$ 5,693</u>	<u>\$ (59,914)</u>	<u>\$ 178,029</u>	

**WESTWOOD FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ -	\$ -	\$ -	
<b>REVENUES:</b>				
Revenue	1,377,059	1,377,059	197,029	
Transfers In	181,027	181,027	30,172	
Total Revenue	<u>1,558,086</u>	<u>1,558,086</u>	<u>227,201</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	844,633	844,633	121,381	723,252
Supplies / Materials	138,800	140,736	11,187	127,615
Services / Maintenance	218,155	218,156	28,123	154,617
Internal Services	27,850	27,850	1,975	25,875
Capital Equipment	81,200	81,300	-	81,200
Capital Projects	-	-	-	-
Debt Service	204,869	204,869	104	204,765
Total Expenditures	<u>1,515,507</u>	<u>1,517,544</u>	<u>162,770</u>	<u>1,317,324</u>
Net Difference	<u>42,579</u>	<u>40,542</u>	<u>64,431</u>	
Ending Fund Balance	<u>\$ 42,579</u>	<u>\$ 40,542</u>	<u>\$ 64,431</u>	

**WATER FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 5,619,745	\$ 25,312,380	\$ 25,312,380	
<b>REVENUES:</b>				
Revenue	33,162,970	64,162,970	5,669,915	
Transfers In	-	-	-	
Total Revenue	<u>33,162,970</u>	<u>64,162,970</u>	<u>5,669,915</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	4,063,695	4,063,695	600,786	3,462,909
Supplies / Materials	2,556,991	2,687,139	313,138	2,216,558
Services / Maintenance	3,100,940	3,392,796	222,268	2,780,653
Internal Services	152,071	152,071	11,455	140,616
Cost Allocation	1,882,063	1,882,063	154,777	1,727,286
Capital Equipment	234,376	439,221	3,466	226,070
Capital Projects	18,814,000	63,222,527	1,022,971	30,730,547
Debt Service	3,156,839	3,156,839	12,397	3,144,442
Audit Adjustments	-	-	-	-
Transfers Out	1,038,230	1,038,230	173,038	865,192
Employee Turnover Savings	(60,955)	(60,955)		
Total Expenditures	<u>34,938,250</u>	<u>79,973,626</u>	<u>2,514,296</u>	<u>45,294,273</u>
Net Difference	<u>(1,775,280)</u>	<u>(15,810,656)</u>	<u>3,155,619</u>	
Ending Fund Balance	<u>\$ 3,844,465</u>	<u>\$ 9,501,724</u>	<u>\$ 28,467,999</u>	

**WATER RECLAMATION FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 3,798,478	\$ 2,808,679	\$ 2,808,679	
<b>REVENUES:</b>				
Revenue	13,495,458	23,478,633	1,989,284	
Transfers In	-	-	-	
Total Revenue	<u>13,495,458</u>	<u>23,478,633</u>	<u>1,989,284</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	3,249,587	3,249,587	489,795	2,759,792
Supplies / Materials	617,801	616,804	51,238	557,107
Services / Maintenance	1,455,512	1,620,801	137,050	1,324,634
Internal Services	136,513	136,513	9,335	127,178
Cost Allocation	1,756,550	1,756,550	124,628	1,631,922
Capital Equipment	306,336	360,378	3,167	227,332
Capital Projects	735,000	6,390,802	101,447	3,245,204
Debt Service	2,857,400	2,857,400	136,042	2,721,358
Audit Adjustments	-	-	-	-
Transfers Out	626,647	626,647	104,442	522,205
Employee Turnover Savings	(48,744)	(48,744)		
Total Expenditures	<u>11,692,602</u>	<u>17,566,738</u>	<u>1,157,144</u>	<u>13,116,732</u>
Net Difference	<u>1,802,856</u>	<u>5,911,895</u>	<u>832,140</u>	
Ending Fund Balance	<u>\$ 5,601,334</u>	<u>\$ 8,720,574</u>	<u>\$ 3,640,819</u>	

**SEWER MAINTENANCE FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 1,878,553	\$ 5,720,471	\$ 5,720,471	
<b>REVENUES:</b>				
Revenue	2,942,828	2,942,828	506,435	
Transfers In	-	-	-	
Total Revenue	<u>2,942,828</u>	<u>2,942,828</u>	<u>506,435</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	57,770	57,770	8,595	49,175
Supplies / Materials	2,671	2,671	343	2,328
Services / Maintenance	1,825	1,825	52	1,773
Internal Services	100	100	-	100
Cost Allocation	-	-	-	-
Capital Equipment	-	-	-	-
Capital Projects	4,300,000	8,215,292	31,096	7,415,854
Audit Adjustments	-	-	-	-
Employee Turnover Savings	(867)	(867)	-	-
Total Expenditures	<u>4,361,499</u>	<u>8,276,791</u>	<u>40,086</u>	<u>7,469,230</u>
Net Difference	<u>(1,418,671)</u>	<u>(5,333,963)</u>	<u>466,349</u>	
Ending Fund Balance	<u>\$ 459,882</u>	<u>\$ 386,508</u>	<u>\$ 6,186,820</u>	

**NEW DEVELOPMENT EXCISE FUND:**

As of August 31, 2017

	<u>Original Budget</u> <u>- Annual</u>	<u>Adjusted</u> <u>budget -</u> <u>Annual</u>	<u>YTD Actual -</u> <u>2 Month</u>	<u>Unencumb</u> <u>Balance</u>
Beginning Fund Balance	\$ 7,095,656	\$ 6,829,003	\$ 6,829,003	
<b>REVENUES:</b>				
Revenue	1,900,000	8,751,858	330,210	
Transfers In	-	-	-	
Total Revenue	<u>1,900,000</u>	<u>8,751,858</u>	<u>330,210</u>	
<b>EXPENDITURES:</b>				
Services / Maintenance	-	-	-	-
Capital Projects	-	1,791,042	64,392	851,563
Debt Service	1,980,151	1,980,151	92,209	1,887,942
Audit Adjustments	-	-	-	-
Total Expenditures	<u>1,980,151</u>	<u>3,771,193</u>	<u>156,601</u>	<u>2,739,505</u>
Net Difference	<u>(80,151)</u>	<u>4,980,665</u>	<u>173,609</u>	
Ending Fund Balance	<u>\$ 7,015,505</u>	<u>\$ 11,809,668</u>	<u>\$ 7,002,612</u>	



**SANITATION FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
Beginning Fund Balance	\$ 8,415,604	\$ 11,852,958	\$ 11,852,958	
<b>REVENUES:</b>				
Revenue	15,171,553	15,171,553	2,438,235	
Transfers In	-	-	-	
Total Revenue	<u>15,171,553</u>	<u>15,171,553</u>	<u>2,438,235</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	4,135,081	4,135,081	627,672	3,507,409
Supplies / Materials	1,256,784	1,257,321	76,530	1,174,165
Services / Maintenance	3,109,903	3,143,128	266,783	2,853,230
Internal Services	758,049	758,049	31,383	726,666
Cost Allocation	1,406,995	1,406,995	110,012	1,296,983
Capital Equipment	2,104,855	2,196,189	1,400	1,942,389
Capital Projects	-	1,993,506	-	1,986,192
Debt Service	654,416	654,416	208	654,208
Transfers Out	46,000	46,000	7,666	38,334
Audit Adjustments	-	-	-	-
Total Expenditures	<u>13,472,083</u>	<u>15,590,685</u>	<u>1,121,654</u>	<u>14,179,576</u>
Net Difference	<u>1,699,470</u>	<u>(419,132)</u>	<u>1,316,581</u>	
Ending Fund Balance	<u>\$ 10,115,074</u>	<u>\$ 11,433,826</u>	<u>\$ 13,169,539</u>	

**CAPITAL FUND:  
As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
	\$ 16,719,999	\$ 36,892,881	\$ 36,892,881	
<b>REVENUES:</b>				
Revenue	12,619,125	12,619,125	1,971,802	
Transfers In	82,500	82,500	13,750	
Total Revenue	<u>12,701,625</u>	<u>12,701,625</u>	<u>1,985,552</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	1,203,552	1,203,552	180,956	1,022,596
Supplies / Materials	-	-	-	-
Services / Maintenance	16,499	16,499	670	15,829
Internal Services	-	-	-	-
Capital Equipment	-	-	-	-
Capital Projects	14,129,717	46,760,868	2,052,254	34,122,786
Debt Service	-	-	-	-
Transfers Out	3,737,610	3,737,610	622,936	3,114,674
Total Expenditures	<u>19,087,378</u>	<u>51,718,529</u>	<u>2,856,816</u>	<u>38,275,885</u>
Net Difference	<u>(6,385,753)</u>	<u>(39,016,904)</u>	<u>(871,264)</u>	
Ending Fund Balance	<u>\$ 10,334,246</u>	<u>\$ (2,124,023)</u>	<u>\$ 36,021,617</u>	

**NORMAN FORWARD SALES TAX FUND:**  
**As of August 31, 2017**

	<b>Original Budget - Annual</b>	<b>Adjusted budget - Annual</b>	<b>YTD Actual - 2 Month</b>	<b>Unencumb Balance</b>
	\$ 22,567,464	\$ 67,366,493	\$ 67,366,493	
<b>REVENUES:</b>				
Revenue	35,961,700	35,961,700	1,626,748	
Transfers In	-	-	-	
Total Revenue	<u>35,961,700</u>	<u>35,961,700</u>	<u>1,626,748</u>	
<b>EXPENDITURES:</b>				
Salary / Benefits	-	-	-	-
Supplies / Materials	-	-	-	-
Services / Maintenance	4,000	1,277,052	40,190	4,000
Internal Services	-	-	-	-
Capital Projects	23,640,900	73,768,015	1,488,057	38,980,377
Debt Service	5,993,263	5,993,263	1,143,667	4,849,596
Audit Adjustments	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	<u>29,638,163</u>	<u>81,038,330</u>	<u>2,671,914</u>	<u>43,833,973</u>
Net Difference	<u>6,323,537</u>	<u>(45,076,630)</u>	<u>(1,045,166)</u>	
Ending Fund Balance	<u>\$ 28,891,001</u>	<u>\$ 22,289,863</u>	<u>\$ 66,321,327</u>	

**SUMMARY OF MAJOR GENERAL FUND EXPENDITURES VS. BUDGET  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>DEPARTMENT</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE *</b>	<b>EXPENDED TO DATE</b>	<b>% Var. From Proj To Date</b>
<b>City Council</b>				
<i>Salaries &amp; Benefits</i>	11,627	1,938	1,884	-2.78%
<i>Supplies &amp; Materials</i>	18,465	3,078	1,179	-61.70%
<i>Services &amp; Maintenance</i>	2,661,577	443,596	345,653	-22.08%
<i>Internal Services</i>	39,281	6,547	1,006	-84.64%
<i>Capital Equipment</i>	23,314	3,886	1,211	-68.82%
<b>Total</b>	<b>2,754,264</b>	<b>459,044</b>	<b>350,932</b>	<b>-23.55%</b>
<b>City Manager</b>				
<i>Salaries &amp; Benefits</i>	629,144	104,857	97,201	-7.30%
<i>Supplies &amp; Materials</i>	9,429	1,572	240	-84.74%
<i>Services &amp; Maintenance</i>	138,175	23,029	8,854	-61.56%
<i>Internal Services</i>	31,673	5,279	1,383	-73.80%
<i>Capital Equipment</i>	64,155	10,693	1,255	-88.26%
<b>Total</b>	<b>872,576</b>	<b>145,429</b>	<b>108,932</b>	<b>-25.10%</b>
<b>City Clerk</b>				
<i>Salaries &amp; Benefits</i>	1,103,998	184,000	167,351	-9.05%
<i>Supplies &amp; Materials</i>	109,240	18,207	9,029	-50.41%
<i>Services &amp; Maintenance</i>	434,953	72,492	39,878	-44.99%
<i>Internal Services</i>	197,089	32,848	14,239	-56.65%
<i>Capital Equipment</i>	162,713	27,119	-	-100.00%
<b>Total</b>	<b>2,007,993</b>	<b>334,666</b>	<b>230,497</b>	<b>-31.13%</b>
<b>Municipal Court</b>				
<i>Salaries &amp; Benefits</i>	1,041,072	173,512	149,092	-14.07%
<i>Supplies &amp; Materials</i>	15,915	2,653	1,636	-38.33%
<i>Services &amp; Maintenance</i>	57,654	9,609	7,296	-24.07%
<i>Internal Services</i>	29,699	4,950	2,846	-42.50%
<i>Capital Equipment</i>	9,600	1,600	1,810	13.13%
<b>Total</b>	<b>1,153,940</b>	<b>192,323</b>	<b>162,680</b>	<b>-15.41%</b>
<b>Legal</b>				
<i>Salaries &amp; Benefits</i>	956,343	159,391	145,960	-8.43%
<i>Supplies &amp; Materials</i>	13,199	2,200	496	-77.46%
<i>Services &amp; Maintenance</i>	179,642	29,940	17,589	-41.25%
<i>Internal Services</i>	20,760	3,460	1,926	-44.34%
<i>Capital Equipment</i>	2,100	350	-	-100.00%
<b>Total</b>	<b>1,172,044</b>	<b>195,341</b>	<b>165,971</b>	<b>-15.04%</b>

**SUMMARY OF MAJOR GENERAL FUND EXPENDITURES VS. BUDGET  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>DEPARTMENT</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE *</b>	<b>EXPENDED TO DATE</b>	<b>% Var. From Proj To Date</b>
<b>I.T.</b>				
<i>Salaries &amp; Benefits</i>	1,296,936	216,156	165,956	-23.22%
<i>Supplies &amp; Materials</i>	88,379	14,730	2,057	-86.03%
<i>Services &amp; Maintenance</i>	915,420	152,570	232,091	52.12%
<i>Internal Services</i>	15,150	2,525	1,661	-34.20%
<i>Capital Equipment</i>	171,886	28,648	1,845	-93.56%
<b>Total</b>	<b>2,487,771</b>	<b>414,629</b>	<b>403,610</b>	<b>-2.66%</b>
<b>Finance</b>				
<i>Salaries &amp; Benefits</i>	2,260,896	376,816	328,915	-12.71%
<i>Supplies &amp; Materials</i>	64,653	10,776	7,757	-28.01%
<i>Services &amp; Maintenance</i>	852,057	142,010	127,002	-10.57%
<i>Internal Services</i>	191,000	31,833	14,292	-55.11%
<i>Capital Equipment</i>	103,997	17,333	11,765	-32.12%
<b>Total</b>	<b>3,472,603</b>	<b>578,767</b>	<b>489,731</b>	<b>-15.38%</b>
<b>Human Resources</b>				
<i>Salaries &amp; Benefits</i>	591,583	98,597	90,502	-8.21%
<i>Supplies &amp; Materials</i>	30,872	5,145	6,494	26.21%
<i>Services &amp; Maintenance</i>	339,592	56,599	14,507	-74.37%
<i>Internal Services</i>	38,297	6,383	3,628	-43.16%
<i>Capital Equipment</i>	22,780	3,797	3,200	-15.72%
<b>Total</b>	<b>1,023,124</b>	<b>170,521</b>	<b>118,331</b>	<b>-30.61%</b>
<b>Planning</b>				
<i>Salaries &amp; Benefits</i>	3,148,350	524,725	475,372	-9.41%
<i>Supplies &amp; Materials</i>	59,287	9,881	3,282	-66.79%
<i>Services &amp; Maintenance</i>	241,715	40,286	18,951	-52.96%
<i>Internal Services</i>	105,392	17,565	9,449	-46.20%
<i>Capital Equipment</i>	124,185	20,698	-	-100.00%
<b>Total</b>	<b>3,678,929</b>	<b>613,155</b>	<b>507,054</b>	<b>-17.30%</b>
<b>Public Works</b>				
<i>Salaries &amp; Benefits</i>	8,448,165	1,408,028	1,250,804	-11.17%
<i>Supplies &amp; Materials</i>	4,210,594	701,766	363,258	-48.24%
<i>Services &amp; Maintenance</i>	2,969,350	494,892	273,175	-44.80%
<i>Internal Services</i>	402,274	67,046	30,857	-53.98%
<i>Capital Equipment</i>	2,336,144	389,357	343,111	-11.88%
<b>Total</b>	<b>18,366,527</b>	<b>3,061,088</b>	<b>2,261,206</b>	<b>-26.13%</b>

**SUMMARY OF MAJOR GENERAL FUND EXPENDITURES VS. BUDGET  
VS. BUDGET, FYE 2018 - AS OF AUGUST 31, 2017**

<b>DEPARTMENT</b>	<b>TOTAL BUDGET</b>	<b>PROJECTED TO DATE *</b>	<b>EXPENDED TO DATE</b>	<b>% Var. From Proj To Date</b>
<b>Police</b>				
<i>Salaries &amp; Benefits</i>	18,293,432	3,048,905	2,642,593	-13.33%
<i>Supplies &amp; Materials</i>	719,135	119,856	81,773	-31.77%
<i>Services &amp; Maintenance</i>	1,275,883	212,647	242,042	13.82%
<i>Internal Services</i>	555,588	92,598	38,803	-58.10%
<i>Capital Equipment</i>	715,609	119,268	18,547	-84.45%
<b>Total</b>	<b>21,559,647</b>	<b>3,593,275</b>	<b>3,023,758</b>	<b>-15.85%</b>
<b>Fire</b>				
<i>Salaries &amp; Benefits</i>	13,829,687	2,304,948	2,131,092	-7.54%
<i>Supplies &amp; Materials</i>	386,811	64,469	32,024	-50.33%
<i>Services &amp; Maintenance</i>	520,608	86,768	79,372	-8.52%
<i>Internal Services</i>	274,050	45,675	23,393	-48.78%
<i>Capital Equipment</i>	718,542	119,757	80,487	-32.79%
<b>Total</b>	<b>15,729,698</b>	<b>2,621,616</b>	<b>2,346,368</b>	<b>-10.50%</b>
<b>Parks &amp; Recreation**</b>				
<i>Salaries &amp; Benefits</i>	3,582,145	597,024	508,200	-14.88%
<i>Supplies &amp; Materials</i>	328,812	54,802	23,631	-56.88%
<i>Services &amp; Maintenance</i>	796,997	132,833	252,546	90.12%
<i>Internal Services</i>	254,625	42,438	15,197	-64.19%
<i>Capital Equipment</i>	133,525	22,254	527	-97.63%
<b>Total</b>	<b>5,096,104</b>	<b>849,351</b>	<b>800,100</b>	<b>-5.80%</b>
<b>General Fund</b>				
<i>Salaries &amp; Benefits</i>	55,193,378	9,198,896	8,154,923	-11.35%
<i>Supplies &amp; Materials</i>	6,054,791	1,009,132	532,854	-47.20%
<i>Services &amp; Maintenance</i>	11,383,623	1,897,271	1,658,955	-12.56%
<i>Internal Services</i>	2,154,878	359,146	158,679	-55.82%
<i>Capital Equipment</i>	4,588,550	764,758	463,758	-39.36%
<b>Total</b>	<b>79,375,220</b>	<b>13,229,203</b>	<b>10,969,171</b>	<b>-17.08%</b>

(Adjusted Budget)

\* Based on proportion of the fiscal year elapsed.

\*\* Includes Sooner Theatre, Santa Fe Depot, Firehouse Art Center & Historical Museum

Expenses do not include encumbrances

Appropriations from Fund Balance FY18

<b>Fund</b>	<b>Gaining Account</b>	<b>Amount</b>	<b>Agenda Date</b>	<b>Item No.</b>	<b>Project No.</b>	<b>Description</b>
<b>General Fund</b>						
010-0000-365-1373	050-9552-431-6101	296,105.00	8/22/2017	43	TR0191	developers' deposits-for 12th Ave SE Widening project
<b>Special Grants Fund</b>						
022-0000-334-1326	022-4046-464-4009	10,000.00	7/25/2017	15		CLG grant for development & support of local historic programs
022-0000-334-1326	022-4046-464-4604	700.00	7/25/2017	15		CLG grant for development & support of local historic programs
022-0000-334-1326	022-4046-464-4701	200.00	7/25/2017	15		CLG grant for development & support of local historic programs
022-0000-334-1326	022-4046-464-4130	100.00	7/25/2017	15		CLG grant for development & support of local historic programs
022-0000-334-1326	022-4046-464-3001	100.00	7/25/2017	15		CLG grant for development & support of local historic programs
022-0000-334-1326	022-4046-464-4601	150.00	7/25/2017	15		CLG grant for development & support of local historic programs
022-0000-331-1360	022-9508-422-3610	2,080.00	7/25/2017	16		OHS grant to purchase special equip to improve communication with hearing impaired residents
<b>Water Fund</b>						
031-0000-253-0000	031-5534-461-5301	90,000.00	8/22/2017	44		to extend fiber optic line to water treatment plant
<b>Capital Fund Balance</b>						
050-0000-253-2000	050-9387-419-6101	36,245.00	7/25/2017	20	SR0103	award bid for Imhoff Creek Channel Repair to RDNJ
<b>Norman Forward Sales Tax Capital Fund Balance</b>						
051-0000-253-2000	051-9403-431-6201	28,000.00	7/11/2017	13	NFB008	provide addtl design services for intersection of James Garner & Acres streets
<b>University North Park TIF Fund</b>						
057-0000-253-2000	057-7010-452-5799	20,000.00	8/8/2017	28		holiday decorations & ongoing maintenance for Legacy park
057-0000-253-2000	057-7010-452-3299	20,000.00	8/8/2017	28		holiday decorations & ongoing maintenance for Legacy park
057-0000-253-2000	057-9403-431-6101	13,097.00	8/22/2017	19	UT0012	for construction of traffic signals & intersection improvements at 24th Ave. NW & Radius Way

## **ITEM 6**

### **OPEN POSITIONS REPORT**



**CITY OF NORMAN**  
**Position Vacancy Report**  
**9/6/2017**

POSITIONS AUTHORIZED TO FILL			
Position	Department/Division	Status	
Customer Service Rep I	Finance/Utilities	Accepting Applications	
Customer Account Spec.	Finance/Utilities	Conducting Selection Process	
Customer Service Supv.	Finance/Utilities	Conducting Selection Process	
Public Works Supt.	Public Works/Streets	Conducting Selection Process	
Maintenance Worker II (2)	Public Works/Storm Water	Pending Job Announcement	
Plant Operator	Utilities/Water Treatment	Accepting Applications	
Maintenance Worker II	Utilities/Water Reclamation	Accepting Applications	
Sanitation Worker I (2)	Utilities/Sanitation	Conducting Selection Process	
Police Records Clerk	Police/Staff Services	Accepting Applications	
Communications Officer I (4)	Police/Emergency Comm.	Accepting Applications	
Animal Welfare Technician (3)	Police/Animal Welfare	Conducting Selection Process	
Animal Welfare Center Mgr.	Police/Animal Welfare	Accepting Applications	
Maintenance Worker I	Parks/Park Maintenance	Conducting Selection Process	
Recreation Leader I (PPT)	Parks/Recreation	Accepting Applications	
<b>Total:21</b>			
POSITIONS CURRENTLY ON HOLD			
Position	Department/Division	Date of Vacancy	Notes
<b>General Fund:</b>			
Custodian (PPT)	City Clerk/Custodial Svs	09/13/17	Pending approval
Engineering Technician	Public Works/Engineering	08/25/17	Pending approval
City Surveyor	Public Works/Engineering	08/25/17	Pending approval
Maintenance Worker I	Public Works/Streets	03/01/17	Pending approval
Communications Supervisor	Police/Emergency Comm.	05/19/17	Pending request
Police Officer (11)	Police/Patrol	07/01/17	Pending approval
Firefighter (3)	Fire/Suppression	10/19/2016,1/24/17, 5/31/17	Pending next recruit
<b>Total:19</b>			
<b>Enterprise Fund:</b>			
Water Lab Intern (PPT)	Utilities/Water Treatment	09/06/17	Pending request
<b>Total:1</b>			
POSITIONS RECENTLY FILLED			
Position	Department/Division	Action	
Sanitation Worker II (2)	Utilities/Sanitation	Internal Promotion, DOH 8/14/17	
Communications Officer I	Police/Emergency Comm.	DOH 8/17/17	
Mechanic I	Public Works/Fleet	DOH 8/21/17	
Administrative Technician III	Police/Staff Services	Internal Promotion	
Customer Service Rep I	Finance/Treasury	DOH 8/28/17	
Animal Welfare Technician	Police/Animal Welfare	DOH 9/11/17	
Maintenance Worker I (2)	Parks/Park Maintenance	DOH 9/11/17, 9/6/17	
Water Lab Technician	Utilities/Water Treatment	Internal Promotion	
Systems Support Technician	Information Technology	DOH 9/11/17	
Business Systems Analyst	Information Technology	Conducting Selection Process	