BUDGET

THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2014
FINANCIAL PLAN—FISCAL YEAR-END 2014-2018

ON THE COVER – **"Legacy Park"** – The City of Norman is currently constructing Legacy Park, which will be a centerpiece of the University North Park (UNP) development along Interstate 35 in north Norman. Scheduled to open in the spring of 2014, the park will cover approximately 8 acres in the heart of the UNP retail and commercial development. The park will feature a 700-seat amphitheater for public gatherings and performances, a promenade, walking and biking trails, public art, and sites for entertainment and restaurant venues overlooking fountains and a 2-acre pond. The architectural design for the park won the 2010 Central States Design Honor from the American Society of Landscape Architecture. Legacy Park will be a focal point along Legacy Trail, which is an existing and planned system of walking and biking trails and points of interest covering more than 15 miles, connecting north and south through the center of Norman.

Funding for the park's construction is provided by apportionment of sales and property taxes to the University North Park Tax Increment Finance District and ongoing maintenance of the park will be funded by a proposed University North Park Business Improvement District.

* Architectural renderings and computer-aided images provided by Howard-Fairbairne Site Design, Inc.

CITY COUNCIL

MAYOR
Cindy Rosenthal

Ward 1	Roger Gallagher	**Ward 5**	Dave Spaulding
Ward 2	Tom Kovach	**Ward 6**	Jim Griffith
Ward 3	Robert Castleberry	**Ward 7**	Linda Lockett
Ward 4	Greg Jungman	**Ward 8**	Chad Williams

Presented by:

Steven D. Lewis, City Manager

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.

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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, 2012.

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 • P.O. Box 370
Norman, Oklahoma 73069 • 73070

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

June 20, 2013

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

Dear Mayor Rosenthal and Council Members:

INTRODUCTION

It is my privilege and responsibility to present to you the adopted budget for the fiscal year July 1, 2013 – June 30, 2014 (FYE 2014). 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.

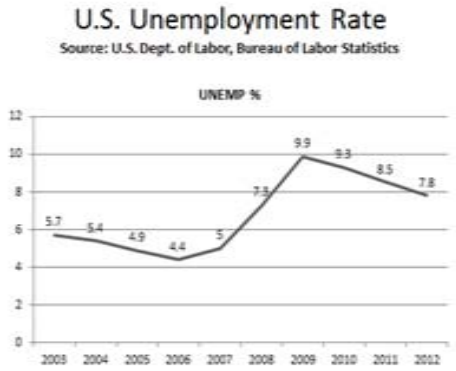
The FYE 2014 budget has been prepared in an environment of great uncertainty in the local and national economy. We are at a point at which critical decisions have to be made by Council and ultimately by the citizens of Norman to ensure the long-term financial stability of the City's General Fund and to provide for needed expansion and enhancement of our utility enterprise facilities.

The total budget for all City of Norman funds for fiscal year ending 2013 was $181,580,662 and for FYE 2014, the total proposed budget is $198,629,711. This budget is somewhat inflated due to anticipated costs for major capital projects which are expected to be undertaken in the Water Reclamation (Wastewater) and Water Utilities.

NATIONAL AND REGIONAL ECONOMIC TRENDS

The United States' economy was very volatile in 2012. There were periods of significant economic growth and periods of decline, caused primarily by uncertainties posed by the Presidential and Congressional election and the impacts of Federal fiscal policy. In particular, uncertainties related to the "fiscal cliff" (expiration of temporary tax cuts granted in prior federal fiscal years) and federal budget "sequestration" (across-the-board budget cuts imposed at the time Federal stimulus measures were taken) wreaked havoc on the national economy and financial markets. Toward the end of calendar 2012, after the election outcomes were known and Congressional fiscal policies were clarified, economic growth resumed. All of these things considered, the national economy continued a slow but steady recovery growth pattern during 2012, as indicated by the economic measures illustrated below:

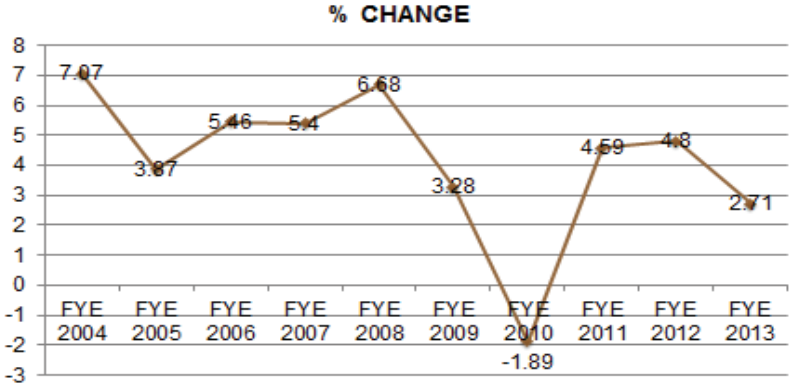
National Economic Indicators



The Oklahoma City Metropolitan Area continues to have one of the healthiest economies in the United States, and growth in petrochemical sectors have buttressed the regional economy and fueled recent growth. Continued concerns related to the impacts of Federal sequestration cutbacks on the regional economy persist. Norman has many residents who are employed directly or indirectly by federal agencies (National Weather Service, U.S. Defense Department, various social service agencies and others) who will be negatively affected by cutbacks in their agencies. Reductions in areas related to the Oklahoma City area's petrochemical industry may also negatively impact Norman residents.

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

City of Norman Sales Tax In % Change From Previous Fiscal Year

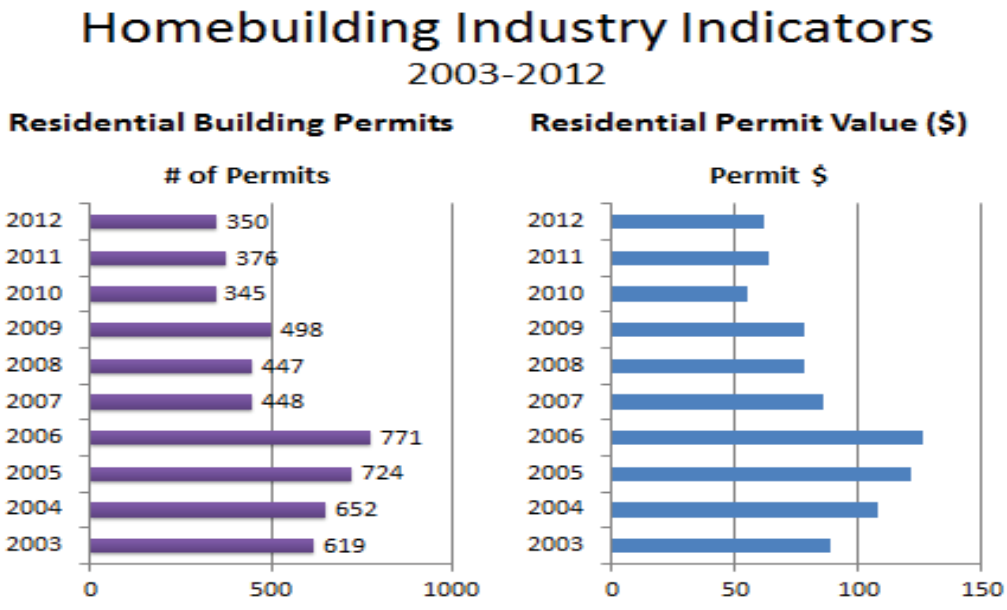


MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2012-2013

Sales and Use Taxes - The major source of General Fund revenue is sales tax and by its nature, sales tax reflects the overall vitality of the local economy, as discussed above. Sales tax collections for FYE 2013 are above FYE 2012 levels (+2.7%), but below budget. Use Tax collections have grown slowly in FYE 2013 and will be an area of emphasis going forward, as out-of-state purchases of goods for use in Norman, such as internet purchases and purchases of construction materials for the local home building industry should be captured in use tax collections. The City of Norman will continue to partner with other cities and agencies to monitor use tax collection efforts and legislative trends for the payment of taxes for on-line purchases. In FYE 2014, sales tax revenues are projected to grow by 4.2% from their estimated FYE 2013 levels.

Franchise fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are in line with budgeted projections for FYE 2013. Collections are projected to increase by three percent overall in FYE 2014.

Licenses and Permits – These are payments made for obtaining trade licenses to do business in Norman and for obtaining permits to build structures in Norman. Permit volume and revenues are, therefore, a proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates. Permit values have grown moderately in the current fiscal year. It is important to note the trend of lower activity in the local homebuilding sector, however, over the last three to six years.



Other Taxes – This revenue category primarily reflects the City of Norman's receipt of state shared Motor Vehicle and Tobacco Taxes. This revenue source is on budget.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic and parking fines, DUI, assault, etc.). Fine and forfeiture revenue is on budget for FYE 2013.

Investment Income – Investment income for the General Fund is substantially below budget (-85%), reflecting the decline in fund balances available for investment (see discussion below) and bond market conditions. The projected General Fund revenue for FYE 2014 will be reduced to reflect current market and investment balance status.

GENERAL FUND RESERVE LEVELS

The City of Norman, in keeping with State law and standards of financial prudence, seeks to maintain adequate levels of fund balance to meet emergency expenditure demands, unexpected claims for worker's compensation, medical or torts against the City. Fund balance can only be appropriated for expenditure by an act of the City Council, and the adoption of the budget appropriates projected funds for expenditure in the upcoming fiscal year, less funds that are held in fund balance. Norman has adopted fund balance policies in keeping with accepted accounting standards. By Ordinance O-1011-58 (adopted June 28, 2011), the City adopted formal reserve policies for the General Fund which require that a two percent (2%) Emergency Reserve account be appropriated within the General Fund budget; at least three percent (3%) of budgeted General Fund expenditures be held in General Fund balance (these are considered Operating, or "unrestricted" reserves by accounting standards) and at least an additional three percent of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or "Rainy Day") Fund. The Ordinance targets 4.5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures be held in the Net Revenue Stabilization Fund. The Ordinance requires that at least the minimum fund balances be restored to the Rainy Day Fund within three years of its establishment, or within three years of any appropriation of fund balance in the Fund. Funds held in Net Revenue Stabilization Fund balance can only be appropriated by the Council if at least one of three circumstances is met:

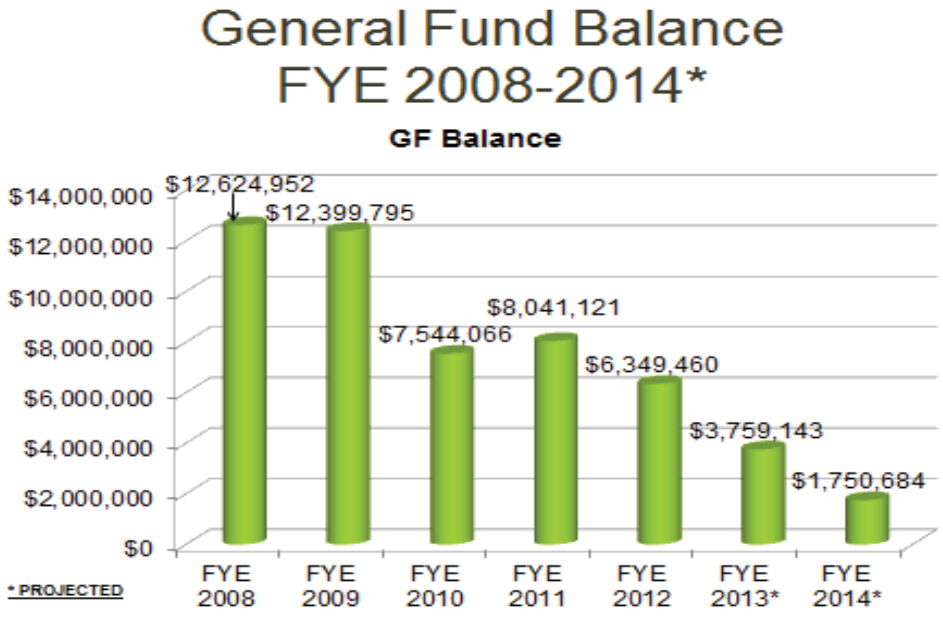
- The General Fund Operating Reserve falls below one percent (1%) of budgeted expenditures;

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

- A major one-time or capital expenditure has been necessitated, such as for major repairs to City of Norman facilities or equipment damaged in storms or other circumstances.

Net Revenue Stabilization Fund balances are considered to be "Restricted" fund balances under accounting standards. The combination of these Fund balance reserve requirements results in a minimum of eight percent of General Fund expenditures to be held in reserve, a target of 9.5% and a maximum of 11 percent (11%).

The City of Norman's operating revenues have been exceeded by ongoing operating expenditures in recent years, causing fund balance to be drawn down below the levels set by City policy:



Because of the inherent volatility in Norman's primary sources of General Fund revenue (sales and use tax) and Norman's susceptibility to extreme weather conditions (necessitating unexpected emergency expenditures), it is even more important for Norman to maintain adequate fund balances than the average municipality. The FYE 2013 General Fund "Operating" balance is projected to meet the level mandated by City's Reserve Ordinance. Based on Council directions during final consideration of the budget the City's Net Revenue Stabilization ("Rainy Day") Fund balance is projected to be brought to its minimum mandated level during FYE 2014 (see Council Budget Actions discussion below). It is projected that General Fund expenditures will continue to exceed revenues, however, during FYE 2014 and General Fund Operational Reserve levels are projected to fall below their mandated level.

It is expected that in order to meet Reserve Ordinance restrictions and to sustain the financial operations of the General Fund in the near and longer-term without drawing down fund balances, further policy actions will need to be taken. New revenue sources such as the proposed Stormwater Utility (discussed below) will need to be identified, or service levels will need to be cut.

FISCAL YEAR 2013-2014 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

The proposed fiscal year 2013-2014 (FYE 2014) General Fund budget attempts to begin to address the ongoing net operating revenue shortfall discussed above. Actions were taken to address this issue, both by reducing ongoing expenditures and by increasing future revenues.

Targeted reductions are made in some areas, while attempts will be made to maintain service levels. The budget attempts to promote an environment for future growth in several targeted areas, which it is hoped will improve longer-term General Fund revenues.

As directed by Council discussion, several positions that have been held vacant over the course of the "Smart Hiring Freeze" since fiscal year 2011-2012 were deleted from the budget. These reductions are concentrated in the park maintenance and development services areas, including the following:

Deputy Court Clerk I	Municipal Court
Legal Administrative Technician	City Attorney's Office
Employment Specialist	Human Resources Department
Geographic Information Systems Analyst I	Geographic Information Systems Division
Plans Examiner I	Development Services Division
Chief Building Official	Development Services Division
Heavy Equipment Operator	Park Maintenance Division
Maintenance Worker II	Park Maintenance Division
Maintenance Worker I	Park Maintenance Division
Maintenance Worker II	Street Maintenance Division
Administrative Technician II (Part Time)	Code Enforcement Division

While service levels have been maintained without staffing these positions, it can be expected that it will be more difficult to manage future service demands in these areas without these personnel. The General Fund budget will be reduced by approximately $700,000 per year by making these reductions.

The City Manager's proposed FYE 2014 budget included a one and one-half percent (1.5%) across-the-board reduction in allocations in the Services and Maintenance and Supplies and Materials categories of expenditure. The City Council directed further cuts of an additional two percent (2%) in the operational expenditures in targeted areas (see Council Budget Actions discussion). Taken together, these directions will reduce the General Fund budget by approximately $761,375, but will necessitate departmental managers to closely monitor their expenditures to stay within the reduced budget allocations during the upcoming fiscal years.

Personnel costs are the major driver of expenditures in the General Fund. A major component of personnel costs is the cost of benefits provided to City of Norman employees. The fiscal year 2013-2014 budget is based on the following assumptions for personnel costs:

- Budgeted positions are assumed to be filled for the full fiscal year;
- Employees are assumed to receive a merit step raise, if they would qualify;
- An Employer Contribution of $636 per month (single) and $1286 per month (family) for health insurance;
- An Employer Retirement contribution of 8.5% of payroll for Norman Employees Defined Contribution Retirement System members;
- An Employer Pension contribution of 13% of payroll for state-mandated Police Pension System members and 14% for Firefighter Pension System employees;

- Federally-mandated Social Security and Medicare contributions for all non-fire employees;
- An assumption of $800,000 in "Employee Turnover Savings" is built into the budget (approximately 1.6% of Salary and Benefit Category allocations), under the assumption that the net impact on the General Fund of the savings achieved by employees leaving during the course of the year and hiring replacement employees at a lower salary at a later time will outweigh the cost of one-time payouts (accrued leave payouts, etc.) to employees who leave, by $800,000;
- Other allowances and payments, as mandated by union contracts and City policies are anticipated and included in budgeted benefit costs (approximately 80% of the City of Norman's workforce is unionized).

Taken together, benefit costs make up over 30 percent of the total compensation cost for the average City employee. Ways to reduce these benefit costs continue to be explored.

The City of Norman has taken several actions to position itself for future growth in areas that will hopefully positively impact General Fund revenues. First, the City Council has continued to show a strong commitment to improving the business climate in Norman. By hiring a Development Coordinator (position added in FYE 2013) to work with the development community, business owners and staff to improve City development processes and improve customer service, the Council has shown its emphasis on improving Norman's business climate. The Council passed several amendments to regulations to streamline platting and development processes during FYE 2013.

Nationally, retail development is showing signs of recovery and growth and, given our dependence on sales and use tax to fund General Fund operations, Norman wants to position itself to participate in that growth. The International Council of Shopping Centers estimates that over 52 million square feet of retail space will be constructed in 2013, nearly twice as much as in 2012. Retail development is also showing signs of recovery and growth in Norman, with new retail developments currently under construction and projected to be constructed in 2013. Among these new-to-Norman retail developments that may positively impact the City of Norman's sales tax revenues in 2013 are the following:

- Neighborhood Wal-Mart on West Rock Creek Road
- Sprout's Grocery Store on Main Street
- Buffalo Wild Wings on State Highway 9 East
- Aldi Grocery Store on West Main Street
- Crest Fresh Food Market in University North Park
- Ashley Furniture Outlet in University North Park
- Designer Shoe Warehouse in University North Park

In an effort to meet growing demand and increased competition for retail business in our area, many cities are seeing positive results by funding positions that are specifically focused on increasing and improving retail development. These positions recruit new retail business, assist in the expansion and redevelopment efforts of existing businesses, research and analyze data, coordinate retail development efforts, implement strategic retail improvement plans, improve

communication and partnerships for the local economy, and many other duties associated with improving retail development. To this end, the proposed budget includes the new position of Retail Marketing Manager in the General Fund.

Public Safety Sales Tax Fund Budget Preparation

In May, 2008, the citizens of Norman approved a temporary ½ percent Public Safety Sales Tax Ordinance (Ordinance O-0708-32), which will be in effect from October 1, 2008 through September 30, 2015. The Public Safety Sales Tax (PSST) will fund 41 additional Police Department personnel and 30 additional Fire Department personnel over the seven-year life of the tax. As directed by the originally-adopted PSST Staffing Plan, two additional Police Officer positions will be added to the FYE 2014 budget. These two positions will bring the total number of PSST positions added since FYE 2009 to 69 of the total scheduled additional personnel of 71 (according to the Staffing Plan adopted with the PSST Ordinance, 2 additional Police Department positions will be added in FYE 2015).

The PSST Ordinance envisioned the construction and staffing of two additional fire stations from proceeds of the tax. The first of these fire stations (Norman Fire Station #8 on 36th Avenue N.W.) was completed in May, 2011. The second of the fire stations (Fire Station #9, on East Alameda) is currently nearing completion and is expected to be opened in July, 2013. During FYE 2012, the last of the additional 30 firefighter personnel to staff the two new fire stations were added to the budget.

The PSST Ordinance envisioned a fund balance to be built up over the life of the temporary tax, as the possibility exists that the tax would not be renewed to support the additional public safety personnel after the expiration of the tax. The PSST Ordinance envisioned that these additional funds above what would be needed for the mandated personnel, facilities and equipment could be used "for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure the long-term financial stability of the City; and/or projects or expenditures that provide for the continuity of existing City services."

In discussions leading up to the preparation of this FYE 2014 budget, Council has directed that the purposes for which 'excess" PSST Fund balance can be used be narrowed to a minimum reserve of at least six months of estimated PSST personnel expenditures at the termination of the currently-authorized taxing period (approximately $3,000,000) and for the first two of the criteria approved in the PSST Ordinance ("projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities"). At the March 19, 2013 Council Study Session, direction was given to include the use of additional excess PSST funds for priority needs in the Police and Fire Departments, specifically as follows:

FYE 2014 PROPOSED	
Police In-Car Video Systems	$ 750,000
Fire Brush Pumper Truck Replacements (3)	$ 207,000
Fire Tanker Trucks (2)	$ 660,000
Fire Engine with Ladder Replacement	$ 615,000
Fire Command Vehicle	$ 60,000
FYE 2014 PSST BUDGET TOTAL	$2,292,000
FYE 2015 PROGRAMMED	
Fire Brush Pumper Truck Replacements (2)	$ 138,000
Fire Engine	$ 460,000
Fire Transport Van Replacement	$ 48,000
Self-Contained Breathing Apparatus Replacement	$ 500,000
FYE 2015 PSST PROGRAM TOTAL	$1,146,000

Providing PSST funds for these critical public safety capital needs will enable first responders and public safety personnel to be equipped to do their jobs better than if existing City capital funding sources were solely relied on. The Council further directed the use of excess PSST funds to pay for a contribution to the City's "Rainy Day Fund" in an amount equal to the pro rata share of General Fund expenditures allocated in the Police and Fire Departments, and to transfer funds to the General Fund to offset the additional burden placed on the Emergency Communications (Dispatch) function by the additional PSST personnel (see Council Actions discussion below).

After consideration for the use of these "excess" PSST funds for priority public safety capital and operational needs in FYE 2014, along with the $4,500,000 of excess PSST funds that were allocated in the FYE 2013 budget (replacement of two fire trucks; replacement of Computer Aided Dispatch and Records Management systems; refurbishment of the Smalley Center into a Police Operations Facility), the PSST Fund is still projected to have a fund balance at the end of the tax revenue collection period that would financially enable the added to staff to be maintained for a longer period than the six month minimum period directed by the Council. Council has stated its intent to consider a voter referendum to renew the PSST well in advance of the termination of the existing temporary Public Safety Sales Tax.

Norman Room Tax Increase

On April 2, 2013, the voters of Norman approved an increase in the Norman Transient Guest Room Tax from four percent (4%) to five percent (5%). The new tax rate is anticipated to generate approximately $300,000 in additional revenue in fiscal year 2013-2014, which will be used to expand existing programs in tourism and convention attraction and development; promotion of the arts and humanities; and enhancement of City of Norman park and recreation facilities. As discussed above, the FYE 2014 budget attempts to position Norman for growth, and the additional Room Tax revenue will enable that growth to be targeted to areas that will attract contributions to the Norman economy from visitors while improving the quality of life for Norman residents.

Capital Expenditure Budget Preparation

Major City of Norman capital improvement projects are funded by the dedicated 7/10% (0.7%) capital sales tax, utility funds, bond issuances and other sources, and are discussed in detail in the separate Capital Improvement Projects Budget document. The Capital Sales Tax (CST) also funds capital equipment, fleet and computer replacement and other "capital outlay" items through transfers from the Capital Fund to the General Fund or related special revenue funds.

Like other full-service municipalities, the City of Norman depends on equipment to deliver vital City services. The City has millions of dollars invested in its fleet of rolling stock and in its automated computer, telephone and radio systems. The replacement of this equipment is an ongoing and high priority budget need. There is an ongoing concern, however that the costs for replacing the City's equipment is increasing faster than the CST revenues made available to replace it. While the proposed budget allocates over $2,000,000 to the replacement of the City's rolling stock, over $10 million of critical replacement needs were identified by the Fleet Management Division. Along with the ongoing concerns for funding General Fund operations discussed above, this concern will need to be addressed both from decreased expenditure (i.e., reducing the fleet) and revenue approaches (i.e., finding new sources of revenue for replacing some areas of the fleet). An ongoing Fleet Management study will examine this issue from the standpoint of outside experts.

On August 28, 2012 the voters of Norman approved the largest General Obligation bond issue in the City's history: a $42,575,000 authorization of bonds to pay for street widening, bridge replacement and stormwater drainage projects throughout the City. The City's General Obligation bond funds will be matched by an estimated $47,500,000 in federal transportation funds to pay for almost $90 million in street improvements. The City has sold $20,050,000 of these authorized bonds and the FYE 2014 allocates funding to move the projects forward on the aggressive schedule approved by the voters.

Legacy Park and University North Park Development

As noted in the retail discussion above, significant growth is happening in the University North Park development (the Planned Unit Development area bordered by I-35, Robinson Street, OU-Westheimer Airport and Tecumseh Road). In addition to the retail stores listed above, several smaller stores and restaurants have opened or are under construction and several others are in final planning stages. Plans for two additional hotels in the development are being finalized, and the City of Norman and the Norman Tax Increment Finance Authority has awarded a construction bid for Legacy Park.

Legacy Park is described on the cover of this year's Budget documents as an 8-acre City park which will serve as the centerpiece of the University North Park development. Legacy Park will feature a scenic water feature, an amphitheater which has the potential to be an attractive regional performance venue, walking and jogging trails and promenades which will enhance the lodging and residential development in the area, and which will connect to Legacy Trail, connecting the University North Park development to the City's pedestrian/bicycle trails system.

The developers of University North Park have stated exciting plans which will be spurred by the construction of Legacy Park, and which have the promise of making Norman the retail destination envisioned when the University North Park Tax Increment Finance District was approved in 2006.

UTILITY ENTERPRISE FUNDS

Norman Water Enterprise Utility

The City of Norman operates three utility enterprises: Sanitation, Water, and Water Reclamation (Wastewater or Sewer). Enterprise funds are established to account for the operations of the City that endeavor to operate like private businesses, in that their services are provided to a discrete base of customers, as opposed to the citizenry as a whole, and user fees are charged to those customers at a level that seeks to recover the full costs of providing the services. The budgetary status of the Water and Wastewater Utilities are driven in large part by major capital projects and the FYE 2014 utility enterprise budgets are driven by decisions related to capital projects at the Water Treatment and Water Reclamation Plants.

The Water Enterprise Utility has completed the first phase of a major two-phase expansion and improvement to the Water Treatment facility. The first phase included the installation of a large backup power generator, electrical improvements, the replacement of chemical feeding equipment, and the installation of a new final clarifier. Phase One improvements also included an enlargement of the raw water supply line from Lake Thunderbird, which effectively expands the treatment capacity of the plant to 17 million gallons per day, and improvements to the water distribution systems which will enable more water to be supplied to Utility customers at higher pressures.

The second phase of improvements to the Water Treatment Plant cannot be undertaken without voter approval of modifications to the water rate structure. These improvements concentrate on federally-mandated treatment improvements for disinfection, and on higher levels of treatment for pharmaceuticals and other contaminants which are not currently included in federal treatment standards. These improvements were planned to begin in FYE 2013, but will continue to be delayed if adequate rate revenues to fund them are not approved by the voters of Norman (the Norman City Charter requires a positive majority vote of the people to raise utility rates). Final engineering and environment impact studies related to the Phase Two Water Treatment Plant improvements are nearing completion.

Norman Water Reclamation (Wastewater) Utility

The Norman Water Reclamation (or Sewer, or Wastewater) Utility also has major capital improvement needs that have been planned for many years. The Norman Water Reclamation Facility (Wastewater Treatment Plant, or "WRF") has a current treatment capacity of 12 million gallons per day (MG/D). The WRF is currently treating an average of approximately 11 MG/D, or 92% of its design capacity. Under U.S. Environmental Protection Agency guidelines, when sewage treatment facilities reach 90 percent of their design capacity, plans must be submitted to state regulatory agencies (the Oklahoma Department of Environmental Quality, or ODEQ, is the

regulatory agency in Oklahoma) for treatment capacity and effluent quality improvements. Failure to comply with these requirements can result in substantial fines, denial of permits to discharge additional treated sewage, or limiting the number of new customer connections to the utility system. The Norman Sewer Utility has received a Notice of Violation from the ODEQ for its insufficient sewage treatment capacity in 2012, and a Consent Order was imposed in 2013 to compel the Norman Wastewater Utility to make the treatment improvements that are needed.

Under the direction of the Council, acting as Trustees of the Norman Utility Authority, the Norman Water Reclamation Utility has been planning for its next treatment capacity and effluent quality improvements for many years. Preliminary and final engineering design of WRF improvements were recently approved by the ODEQ. When completed, these improvements are expected to expand the average daily treatment capacity of the Norman sewer system from 12 to 17 MG/D, and improve the quality of the treated effluent that is discharged to the Canadian River or reused for irrigation and reuse purposes. The improvements are estimated to cost $52,346,000.

The Water Reclamation Facility improvements will be paid from proceeds of the Wastewater Excise Tax on New Development, ongoing wastewater utility user fees, and proceeds of anticipated revenue bond sales to be repaid from these Wastewater Excise Tax and ratepayer revenues. Financing the portion of the improvements to be paid from the sewer rate base will require a rate increase, estimated at 35 percent, which is programmed to be in effect at the start of fiscal year 2014-2015. There have been no increases to Norman's basic sewer rates for over 18 years.

When the programmed improvements to the WRF are completed (scheduled completion is in the fall of 2015), the projected treatment capacity needs of the Norman sewer system will be met for approximately 20 years. Further, the WRF will be positioned to produce treated sewage of a sufficient quality to serve irrigation and industrial purposes (i.e., cooling towers, etc.) for major commercial customers in the vicinity of the WRF. Providing reclaimed water for these irrigation and industrial purposes will save substantial and valuable drinking water for the customers of Norman's Water Utility.

Norman Sanitation Utility

The Norman Sanitation Utility provides automated municipal solid waste collection, transfer and disposal customers for City customers. The Utility also provides curbside and bin recycling programs, yard waste collection and composting services, bulky item pickup and participates in a household hazardous waste disposal program.

In April, 2013 the Norman Municipal Authority entered into a new contract for curbside recycling services that will provide for "single-stream" polycart removal services on a bi-weekly basis. The single stream services will eliminate the need for collection agents to separate differing types of recyclables at the residence, and will allow for an expansion in the types of material that can be accepted for recycling. These services will be provided without the need for a rate increase.

Norman Stormwater Utility

In November 2009, the City of Norman completed a Stormwater Master Plan to provide for improved flood control, ongoing street drainage, floodplain and floodway maintenance enhancements, and improved water quality in receiving streams. It is anticipated that the City of Norman may act to form a Stormwater utility to provide funding for the capital facilities and operational needs identified in the Stormwater Master Plan.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2014 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, and this is the primary source of revenue for the Capital Fund. By Council budget policy, these dedicated capital sales tax funds are set aside according to the following formula:

38% for pay-as-you-go capital projects
27% for capital outlay
25% for street maintenance
5% for maintenance of existing facilities
5% for contingency

The FYE 2013 capital budget continues major themes of ongoing street maintenance and maintenance of existing City facilities. Ongoing street reconstruction and resurfacing programs funded by general obligation bonds will continue in FYE 2014, as well as new GO bond projects discussed above. The Capital Budget document gives detailed information on all programmed capital projects.

COUNCIL BUDGET ACTIONS

After the City Manager's proposed budget was submitted to the City Council, continuing policy discussions were held in a series of study sessions and Finance Committee meetings, at which a majority of Council was present. As a result of these meetings, the council directed several major changes, prior to final consideration and adoption of the budget:

- An administrative fee, in the amount of three percent (3%) of University North Park Tax Increment Finance District (UNP TIF) apportionment revenues, will be charged to the UNP TIF Fund and paid to the General Fund for the administrative services provided by General Fund to the UNP TIF;

- Public Safety Sales Tax (PSST) "Excess" proceeds will be transferred to the General Fund to offset the pro-rata cost of the additional burden placed on the Emergency Communications (Dispatch) function by the personnel added by the PSST ($339,291) and to make a one-time contribution to the City's "Rainy Day Fund" ($1,031,330) in a pro-

rata amount equal to the amount of the General Fund budget made up by Police and Fire Department allocations;

- An additional two percent (2%) reduction (above the 1.5% reduced in the City Manager's budget) in targeted General Fund operational allocations will be taken.

By making these amendments to the City Manager's proposed budget and by ultimately adopting the budget on a 5-4 majority vote, the City Council stated that the City would not continue to draw down General Fund balance to meet ongoing operational expenses in future fiscal years. The Council noted that while the desire was to uphold current service levels, the cost of providing the services to which our citizens are accustomed cannot be maintained in the long term. Before asking voters to provide additional funding sources, the Council directed significant actions be taken within existing resources to address the ongoing shortfall between General Fund revenues and expenditures. As noted in the benchmark analyses in the Community Profile Section, Norman's existing staffing levels are relatively small in comparison to similarly-sized cities in our state and region.

SUMMARY

The proposed fiscal year 2013-2014 budget is a "bad news/good news" budget of sorts. The General Fund budget attempts to address ongoing shortfalls in revenue to meet ongoing expenditures to provide needed public services by reducing expenditures in target areas. At the same time, the budget continues to take steps to encourage an improved environment for growth in revenues from existing sources and proposes the exploration of new revenue sources in the near future.

Norman's utility enterprises continue to face major capital project needs, without adequate funding sources to satisfy them. The Norman electorate will need to be educated on the need for these improvements to continue to provide the services demanded by utility customers.

The Council has provided excellent, clear direction in the way that this budget should be managed. We will carry out your directions to meet the challenges before us and we look forward to working with you to meet those challenges. We look forward to the additional tasks of educating our voting public about these challenges and our financial needs to continue to provide general services to our citizens and utility services to our enterprise customers.

CONCLUSION

The City of Norman budget for fiscal year 2013-2014 was adopted on June 11, 2013. An extraordinary effort was undertaken by the Council in providing direction in the preparation of the proposed budget and in providing direction to the final budget. I am confident that the policy directions set out in this budget will form the basis for our City operations to continue in the short term while the Council continues to consider strategic directions for general service functions as well as utility enterprise capital needs. On behalf of the staff of the City, we appreciate your clarity of purpose and your dedication to your tasks as policy makers for our City.

I would like to express my personal appreciation for the outstanding work done by our 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 and from the public. Norman's engaged press and citizenry is its greatest strength, and the City's budget is reflective of the outcome of the collective input and debate of that engaged citizenry. It is my privilege to present this budget to our citizens and utility ratepayers and to work to implement it in providing the services they justifiably demand.

Sincerely,

Steven Lewis
City Manager

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 116,255 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.

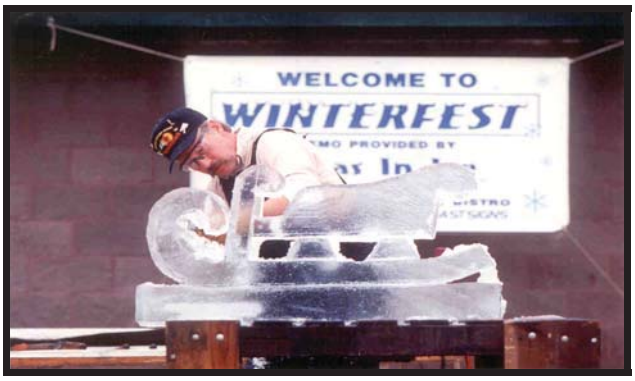
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman 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 24,144.

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

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

Norman—The City of Festivals

Widely recognized as the "City of Festivals", Norman is the host of several annual festivals that are free to the public. Spring and Summer festivals include the Medieval Fair, Norman Music Festival, May Fair, Jazz in June, and Midsummer Night's Fair in July. Fall and Winter festivals include Winterfest in December and the Chocolate Festival held in February.



Winterfest in December

Medieval Fair held in the Spring

Chocolate Festival in February

Jazz in June Festival

May Fair

Midsummer Night's Fair held in July

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

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

Max Westheimer Airport

Owen Field and Oklahoma Memorial Football Stadium

Easter Egg Hunt at Andrew's Park

Lake Thunderbird

Sam Noble Oklahoma Museum of Natural History

Norman Day at Reave's Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation

Community & Special Use centers	10
Number of developed parks	61
Developed park acreage	915.85
Number of undeveloped parks	7
Undeveloped park acreage	233.55
18-hole golf courses	1
Disc golf courses	54
Swimming pools	5
Sprayground / Water Playground	2
Waterslides	2
Tennis courts	22
Skate park	1
Competition baseball / softball fields	32
Competition Soccer fields	13
Neighborhood practice baseball fields	25
Neighborhood soccer practice goals	21
Recreational football fields	4
Outdoor half-court basketball courts	27
Outdoor full-court basketball courts	10
Recreational / Fishing Ponds	8
Dog Parks	1
Miles of Walking Trails	13.5

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
2004	105,336	28,189	33.3	12,672	4.4
2005	107,690	23,403	30.9	12,767	4.4
2006	109,323	23,089	30.0	12,736	4.1
2007	110,349	24,532	29.6	13,152	4.2
2008	111,543	28,159	28.2	13,546	3.1
2009	112,551	25,244	28.4	14,025	4.7
2010	110,925	24,586	30.4	14,366	5.1
2011	113,169	28,603	30.2	14,644	4.6
2012	114,451	N/A	N/A	15,022	4.0
2013	116,255	N/A	N/A	15,129	4.3

Sources:

(1) 2004-2009 and 2011-2012 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2013 Estimated – City of Norman Finance Department

(2) 2004-2011 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate

(3) 2004 Oklahoma Department of Commerce – Cleveland County Median Age, 2005-2011 U.S. Census; 1-yr. American Community Survey Estimate

(4) Norman Public Schools Accreditation Report

(5) U.S. Department of Labor, Bureau of Labor Statistics - City of Norman unemployment rate, 2013 – First month of calendar year 2013

N/A – Information not currently available

Community Profile

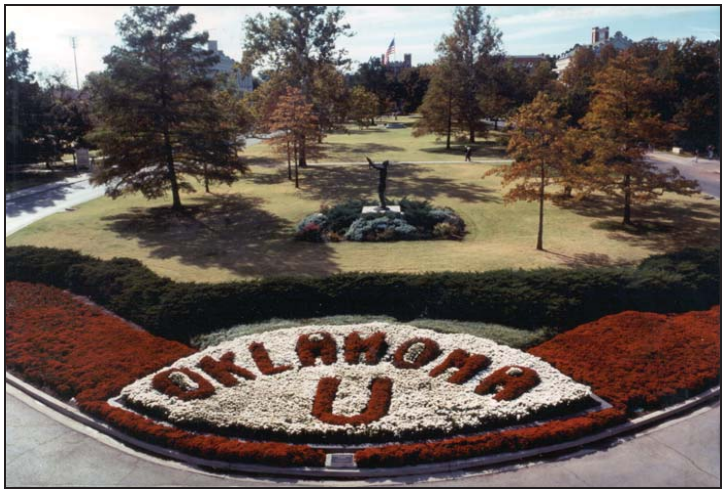
Facilities and services not included in the reporting entity:

Hospitals:

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

Education (2012-2013 School Year):

Total school enrollment – Norman Public Schools	15,129
Number of elementary schools	17
Number of elementary students	7,641
Number of elementary school instructors	573
Number of secondary schools	6
Number of secondary school students	7,488
Number of secondary school instructors	436
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

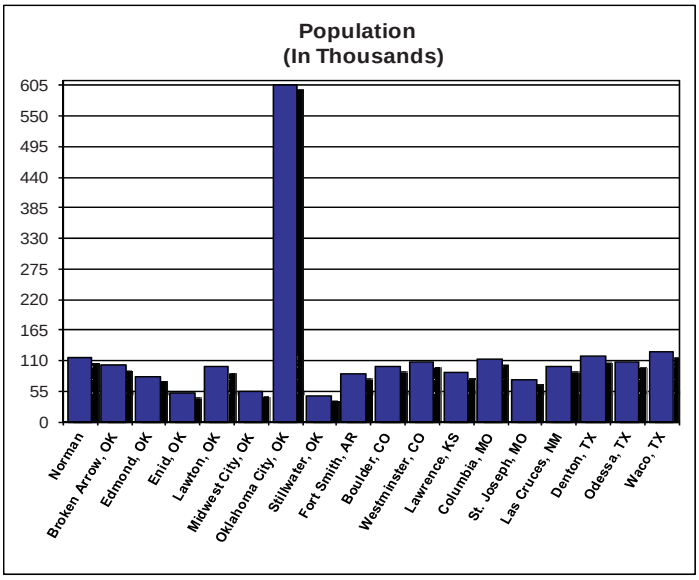
Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	11,879
Norman Regional Hospital	Medical Services	2,800
Norman Public Schools	Education Services	1,821
York International / Johnson Controls	Heating / Air Conditioning	1,118
City of Norman	Government Services	829
Dept. of Mental Health & Substance Abuse Services	Mental Health & Substance Abuse Services	578
NOAA National Severe Storm Laboratory	National Weather Services	550
USPS National Center for Employee Development	Government Services	420
Sitel	Business Process Outsourcing	401
Oklahoma Veteran's Center – Norman Division	Medical Services	399
Hitachi	Computer Products	335
Sysco	Food Service Distributor	270

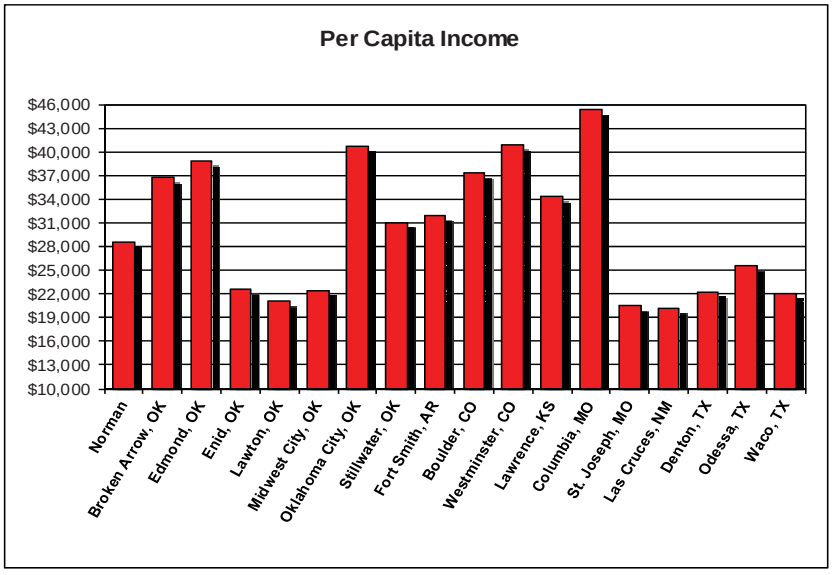
INTER-CITY BENCHMARK COMPARISONS

For purposes of comparative analysis, Norman compares ("benchmarks") itself to 17 other cities for a variety of criteria. These cities are generally selected based on the following factors.

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

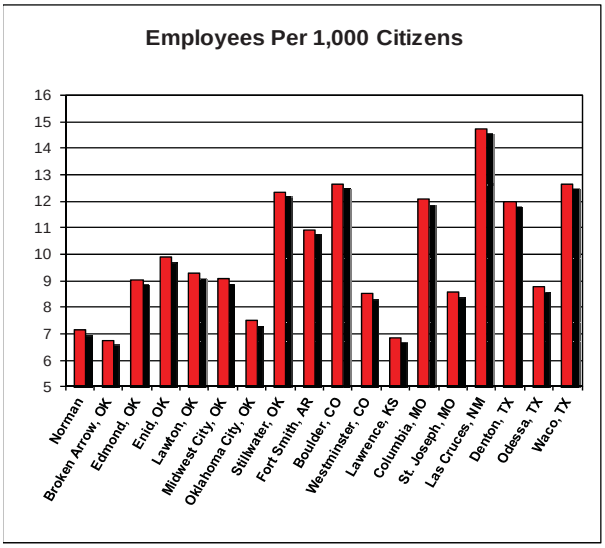
City	Population	Median Age	Square Miles
Norman	**116,255**	**30.2**	**189.5**
Broken Arrow, OK	101,500	35.7	56.0
Edmond, OK	81,405	34.2	87.0
Enid, OK	52,000	38.1	75.0
Lawton, OK	98,177	29.7	57.6
Midwest City, OK	54,371	35.2	28.0
Oklahoma City, OK	605,651	36.2	621.2
Stillwater, OK	46,048	24.1	30.0
Fort Smith, AR	86,209	35.0	92.4
Boulder, CO	99,716	28.7	25.0
Westminster, CO	107,967	35.4	34.0
Lawrence, KS	87,643	26.7	35.0
Columbia, MO	112,414	26.8	64.1
St. Joseph, MO	76,780	36.4	44.0
Las Cruces, NM	99,661	31.6	77.0
Denton, TX	117,397	31.2	97.4
Odessa, TX	107,158	31.2	45.2
Waco, TX	126,217	28.4	105.0





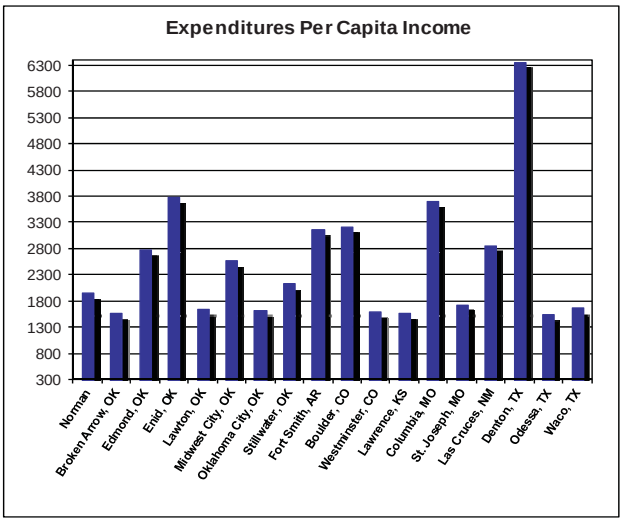
City	Per Capita Income
Norman	**$28,603**
Broken Arrow, OK	$36,741
Edmond, OK	$38,793
Enid, OK	$22,590
Lawton, OK	$21,097
Midwest City, OK	$22,451
Oklahoma City, OK	$40,751
Stillwater, OK	$31,021
Fort Smith, AR	$31,891
Boulder, CO	$37,349
Westminster, CO	$40,814
Lawrence, KS	$34,305
Columbia, MO	$45,427
St. Joseph, MO	$20,539
Las Cruces, NM	$20,248
Denton, TX	$22,291
Odessa, TX	$25,597
Waco, TX	$22,078

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**15,129**	**4.30%**	**Oklahoma Gas & Electric (OG&E), Wal-Mart, AT&T Mobility LLC**
Broken Arrow, OK	16,600	4.20%	Public Service Company, Windstream Communications, Wal-Mart Stores Inc.
Edmond, OK	22,472	4.00%	Southwestern Bell, Oklahoma Natural Gas (ONG), SCI Bryant Square Fund
Enid, OK	7,578	3.50%	ADM Grain & Milling, Advance Pierre Foods, Oklahoma Gas & Electric (OG&E)
Lawton, OK	16,398	6.60%	Goodyear Tire & Rubber Co., AEP Public Service Co., Republic Paperboard
Midwest City, OK	13,542	5.10%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), Midwest Regional Medical Center
Oklahoma City, OK	43,214	4.90%	Oklahoma Gas & Electric (OG&E), Southwestern Bell, AT&T Mobility LLC
Stillwater, OK	6,061	5.10%	The Links at Stillwater, AT&T Mobility LLC, Wal-Mart
Fort Smith, AR	13,896	7.70%	Oklahoma Gas & Electric (OG&E), FS Health Mgmt., AT&T
Boulder, CO	14,036	5.50%	IBM Corp., Macerich Twenty Ninth Street, LLC, Public Service Co. of Colorado
Westminster, CO	19,778	8.90%	Avaya, Ball Corporations, Tri-State Generation
Lawrence, KS	11,490	5.20%	Westar Energy, Wal-Mart , Black Hills Corp.
Columbia, MO	17,709	4.10%	State Farm Mutual Auto Insurance Co.,TKG Biscayne LLC, Columbia Mall Limited Partnership
St. Joseph, MO	11,751	5.30%	Missouri American Water Co., Boehringer Ingelheim Animal Health, AG Processing Inc.,
Las Cruces, NM	24,400	6.90%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	23,614	5.40%	Columbia Medical Center, Paccar, Inc., Inland Western Denton Crossing
Odessa, TX	29,279	4.10%	Midland Investors LLC, Oncor Electric Delivery Co., MCM Properties II, LTD.
Waco, TX	15,254	6.70%	Mars Chocolate - North America, Coca Cola Company, L-3 Platform Integration



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	**829**	**7.1**
Broken Arrow, OK	685	6.7
Edmond, OK	735	9.0
Enid, OK	513	9.9
Lawton, OK	910	9.3
Midwest City, OK	492	9.0
Oklahoma City, OK	4,529	7.5
Stillwater, OK	568	12.3
Fort Smith, AR	941	10.9
Boulder, CO	1,261	12.6
Westminster, CO	917	8.5
Lawrence, KS	770	6.8
Columbia, MO	1,355	12.0
St. Joseph, MO	657	8.6
Las Cruces, NM	1,466	14.7
Denton, TX	1,403	12.0
Odessa, TX	938	8.8
Waco, TX	1,593	12.6

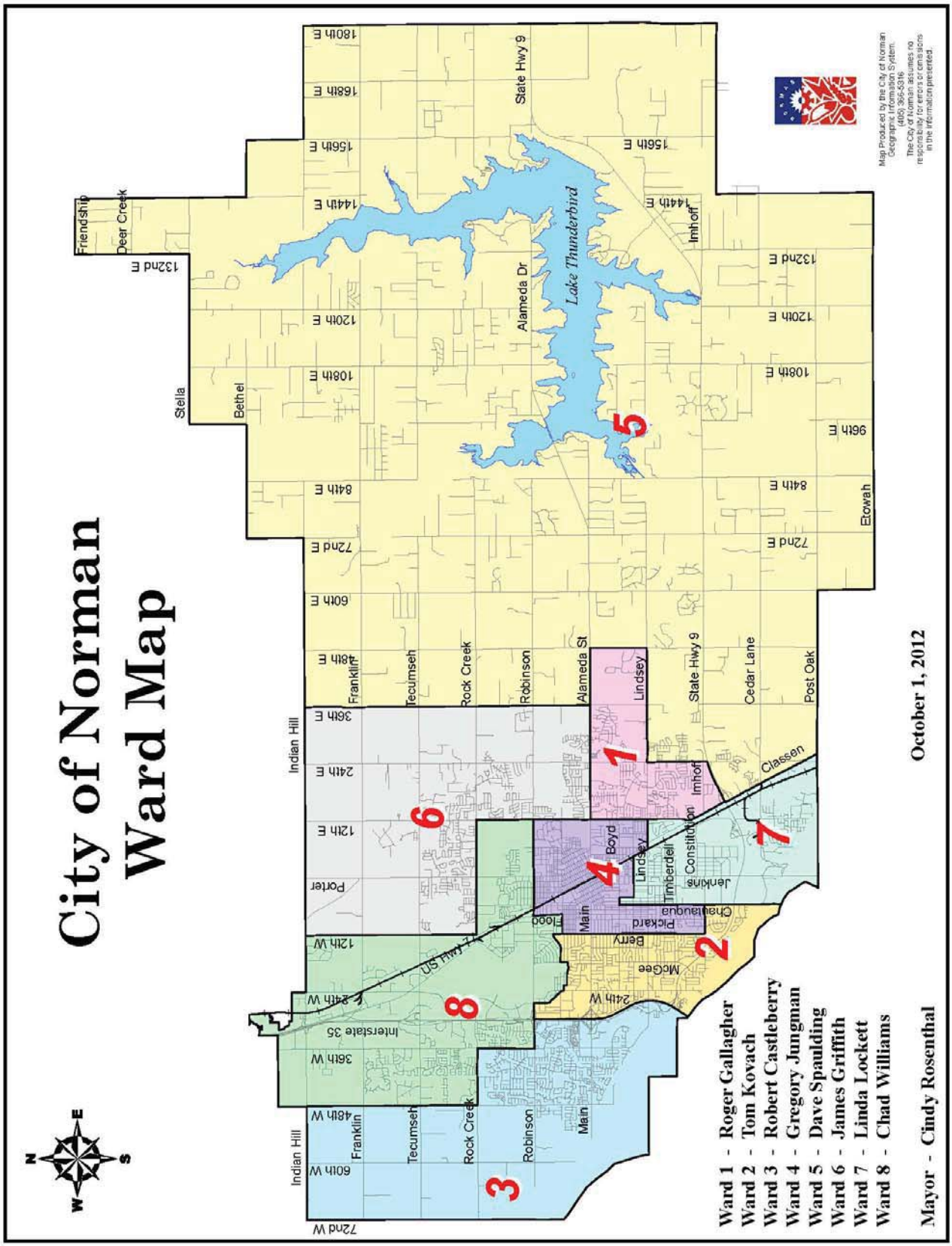
City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$217.93**	**$225.05**	**$1,936**
Broken Arrow, OK	$136.64	$156.82	$1,545
Edmond, OK	$197.07	$223.90	$2,750
Enid, OK	$150.72	$195.18	$3,753
Lawton, OK	$167.91	$159.35	$1,623
Midwest City, OK	$122.14	$138.51	$2,547
Oklahoma City, OK	$979.52	$979.52	$1,617
Stillwater, OK	$97.21	$97.59	$2,119
Fort Smith, AR	$179.73	$271.45	$3,149
Boulder, CO	$291.20	$318.25	$3,192
Westminster, CO	$216.40	$171.26	$1,586
Lawrence, KS	$181.48	$174.32	$1,551
Columbia, MO	$382.40	$413.48	$3,678
St. Joseph, MO	$131.98	$131.98	$1,719
Las Cruces, NM	$238.40	$283.80	$2,848
Denton, TX	$746.05	$744.99	$6,346
Odessa, TX	$161.50	$164.19	$1,532
Waco, TX	$209.19	$209.19	$1,657



Government Facilities and Service Statistics

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

Area in square miles	189.5
General Obligation Debt Rating (Moody's rating)	AA2
Number of Employees (excluding police and fire):	
Union	285
Non-Union	148
Fire Protection:	
Number of Stations	8
Number of fire personnel	163
Number of calls answered (for 2012)	11,335
Number of inspections conducted (for 2012)	2,700
Police Protection:	
Number of stations	1
Number of police personnel (includes emergency communications staff)	233
Number of patrol units	108
Physical arrests (for 2012)	9,321
Traffic violations (for 2012)	16,970
Parking violations (for 2012)	5,883
Number of reported crimes (part one crime index for 2012)	4,267
Calls for service (for 2012)	63,828
Sewerage System:	
Miles of sanitary sewers maintained by the City	485
Miles of storm sewers maintained by the City	137.3
Number of treatment plants	1
Daily average treatment in gallons	10,500,000
Design capacity of treatment plant in gallons	9,500,000
Water System:	
Miles of water mains maintained by the City	572
Number of service connections (includes 743 sprinkler connections)	35,662
Number of fire hydrants	5,532
Daily average production in gallons (for 2011-excluding water purchased from OKC)	13,041,454
Maximum daily capacity of plant in gallons	14,000,000
Number of water wells in operation	36
Street Maintenance:	
Miles of urban streets maintained by the City	522.1
Miles of rural streets maintained by the City	228.9
Number of street lights	6,149
Number of signalized locations	187


City of Norman
Ward Map
October 1, 2012
Ward 1 - Roger Gallagher
Ward 2 - Tom Kovach
Ward 3 - Robert Castleberry
Ward 4 - Gregory Jungman
Ward 5 - Dave Spaulding
Ward 6 - James Griffith
Ward 7 - Linda Lockett
Ward 8 - Chad Williams
Mayor - Cindy Rosenthal
Lake Thunderbird
State Hwy 9
Alameda Dr
Imhoff
Friendship
Deer Creek
Stella
Bethel
Etowah
Indian Hill
Franklin
Tecumseh
Rock Creek
Robinson
Main
Alameda St
Lindsey
Cedar Lane
Post Oak
Classen
Boyd
Timberdell
Constitution
Jenkins
Chautauqua
Pickard
Berry
McGee
Flood
Porter
Interstate 35
US Hwy 77
1
2
3
4
5
6
7
8

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.

CITIZENS OF NORMAN

CITY COUNCIL

BOARDS AND COMMISSIONS

CITY MANAGER

Community Relations

MUNICIPAL COURT

LEGAL

FIRE

OFFICE OF THE CITY CLERK

Emergency Management
Prevention
Suppression
Training

Facility Maintenance
Custodial Services

POLICE

PUBLIC WORKS

Animal Welfare
Criminal Investigations
Patrol

Emergency Communications
Special Investigations
Staff Services

Engineering
Streets
Stormwater Drainage
Traffic Control
Fleet Management

PARKS AND RECREATION

FINANCE

Park Maintenance
Forestry
Recreation
Westwood Park

Accounting
Budget
Information Technology

Office Services
Treasury
Utility Services

PLANNING AND COMMUNITY DEVELOPMENT

HUMAN RESOURCES

Comprehensive Planning
Development Services
Revitalization
Geographic Information Systems
Current Planning
CDBG

UTILITIES

Compensation and Benefits
Safety
Selection and Development
Employee Assistance

Water
Water Reclamation
Sanitation

PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

FUND	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14
GENERAL	533	535	530	559	568	599	558	601	602	596
PUBLIC SAFETY SALES TAX	0	0	0	0	0	0	45	65	67	69
RECREATION	18	18	18	19	20	20	20	0	0	0
CDBG	7	6	6	6	6	6	6	6	6	6
SPECIAL GRANTS	0	0	0	0	0	0	1	1	1	0
SEIZURES & RESTITUTIONS	0	0	0	0	0	0	0	0	0	1
EMERGENCY COMMUNICATIONS	22	22	22	22	22	22	22	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	8	8	8
WATER	50	50	50	50	52	52	52	52	52	51
WATER RECLAMATION	24	23	23	23	23	23	21	21	22	22
SANITATION	50	50	52	53	53	53	51	51	51	51
RISK MANAGEMENT	0	0	0	0	0	0	0	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	25	25	25	25	25	25	21	21	21	21
TOTAL	740	740	737	768	780	811	808	830	834	829

FYE 06 to FYE 07 – Reduced 6 positions in the General Fund (Assistant City Attorney, Budget Technician, Employment Specialist, Deputy Police Chief, Veterinarian Technician and a Crew Chief in Parks & Recreation Maintenance) and added 1 (Storm Water Inspector in Public Works) and a Sanitation Worker II and Recycling Operator in Sanitation.

FYE 07 to FYE 08 – Added 29 positions in the General Fund, added a PT Recreation Tech to Recreation Fund, and added a Heavy Equipment Operator in Sanitation Fund.

FYE 08 to FYE 09 – Added 2 part-time positions, one in the Legal Department and one in the Water Fund. Added 12 full-time police officer positions associated with the Public Safety Sales Tax. During FYE 08, 2 part-time custodians were added, one in the Recreation Fund and, one in the Water Fund. Four part-time employees added to the General Fund in FYE 08 for litter pick-up were reclassed to a contract.

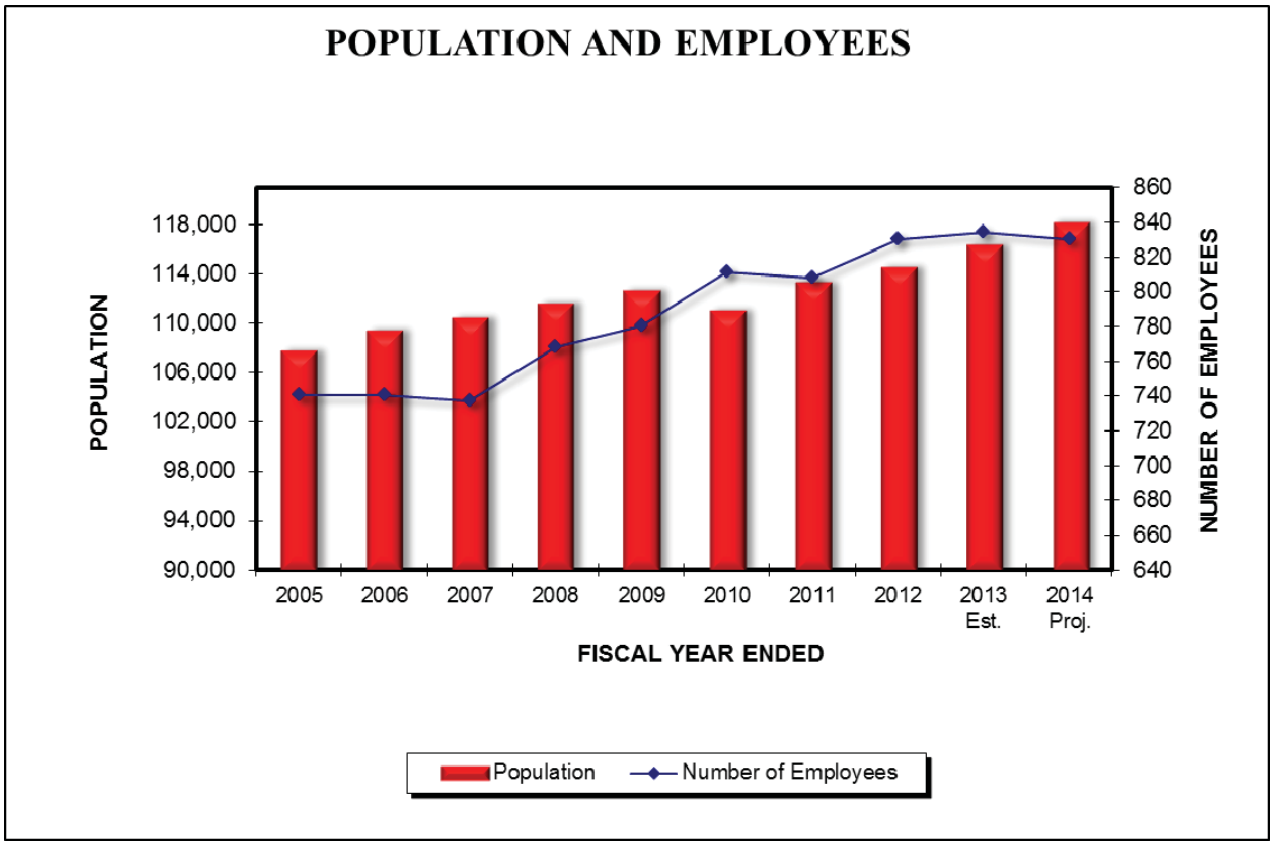
FYE 09 to FYE 10 – Added an Assistant City Attorney I in the Legal Department during FYE 09, added an Electrician, Employment Specialist, Water Meter Reader, Warrant/Security Officer and Utility coordinator in the General Fund, added one Communications Officer in the Emergency Communications Fund and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

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

FYE 11 to FYE 12 - Eliminated PT Planning Intern in GIS, added 3 PT Call Takers in Emergency Communications, added 15 Fire Personnel and 5 Police Personnel in the Public Safety Fund. Moved Recreation and Emergency Communications personnel to General Fund per GASB 54 requirements. Started Risk Management Fund again and moved funding for one position from General Fund to this Fund.

FYE 12 to FYE 13 - Added a Development Coordinator position in the City Manager's Office during FYE 12 - General Fund, Added 2 Detectives in the Public Safety Sales Tax Fund and a Laboratory Technician in the Water Reclamation Fund.

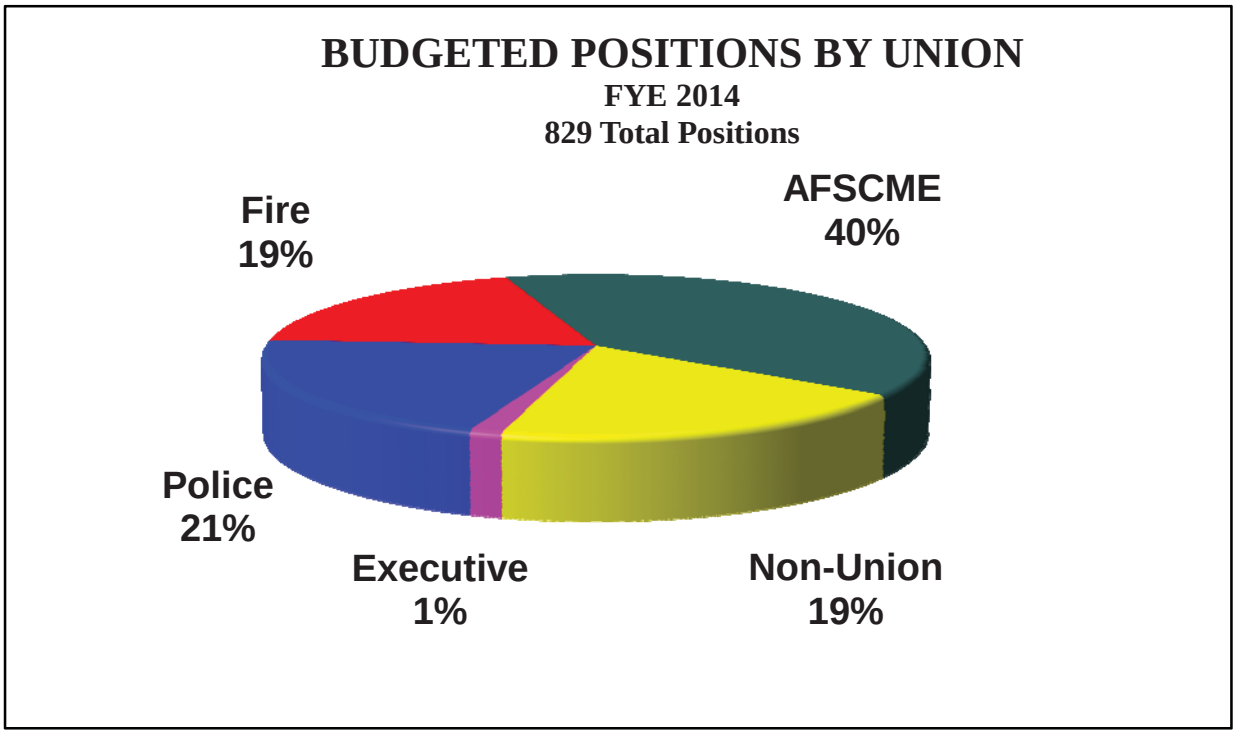
FYE 13 to FYE 14 – Cut 12 Frozen Positions (11 in General Fund and 1 in Water Fund). Added a Retail Recruiter position, 3 part-time Recreation Leaders and re-classed a Juvenile Services Coordinator temporary position in Municipal Court to part-time, and reclassed a Crime Intelligence Analyst that will no longer be funded by a grant – all in the General Fund and added 2 Police Officers in the Public Safety Tax Fund.



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 2014, the City will employ 829 permanent employees, which are 5 fewer positions budgeted in FYE 2013. Sixty-nine positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 829 personnel, the City is budgeting for 89 more positions than in FY 2005, or an increase of 12%. In 2014, the City of Norman's population is projected to be 118,088, an increase of approximately 10% from 2005.

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



Discussion of the Graph

This graph illustrates the distribution of positions by bargaining unit. In FY 2013-2014, 829 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (330) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 233 Police Department personnel, of which 171 are members of the Fraternal Order of Police (FOP) union and 44 are AFSCME members. There are a total of 163 Fire Department personnel, of which 157 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 11 department heads and the City Manager of the City of Norman. There are 171 employees that are non-union members including the executive employees.

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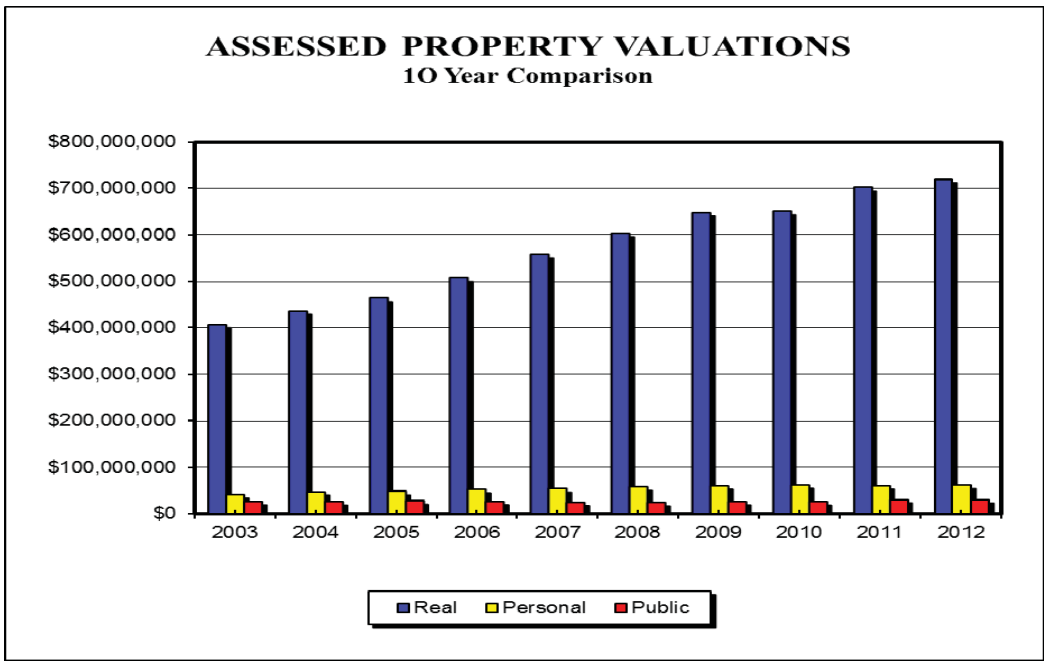
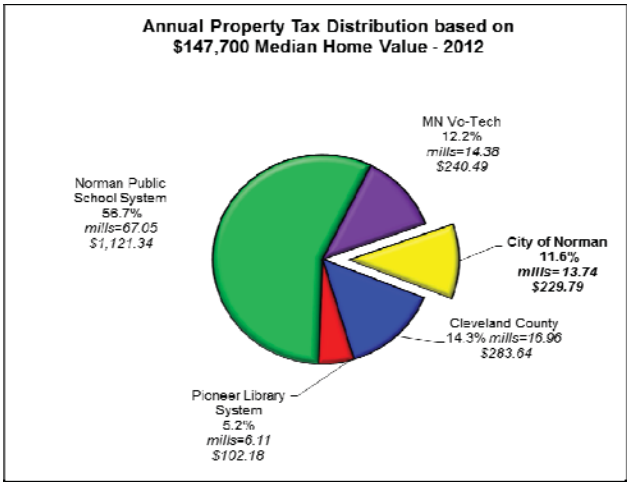
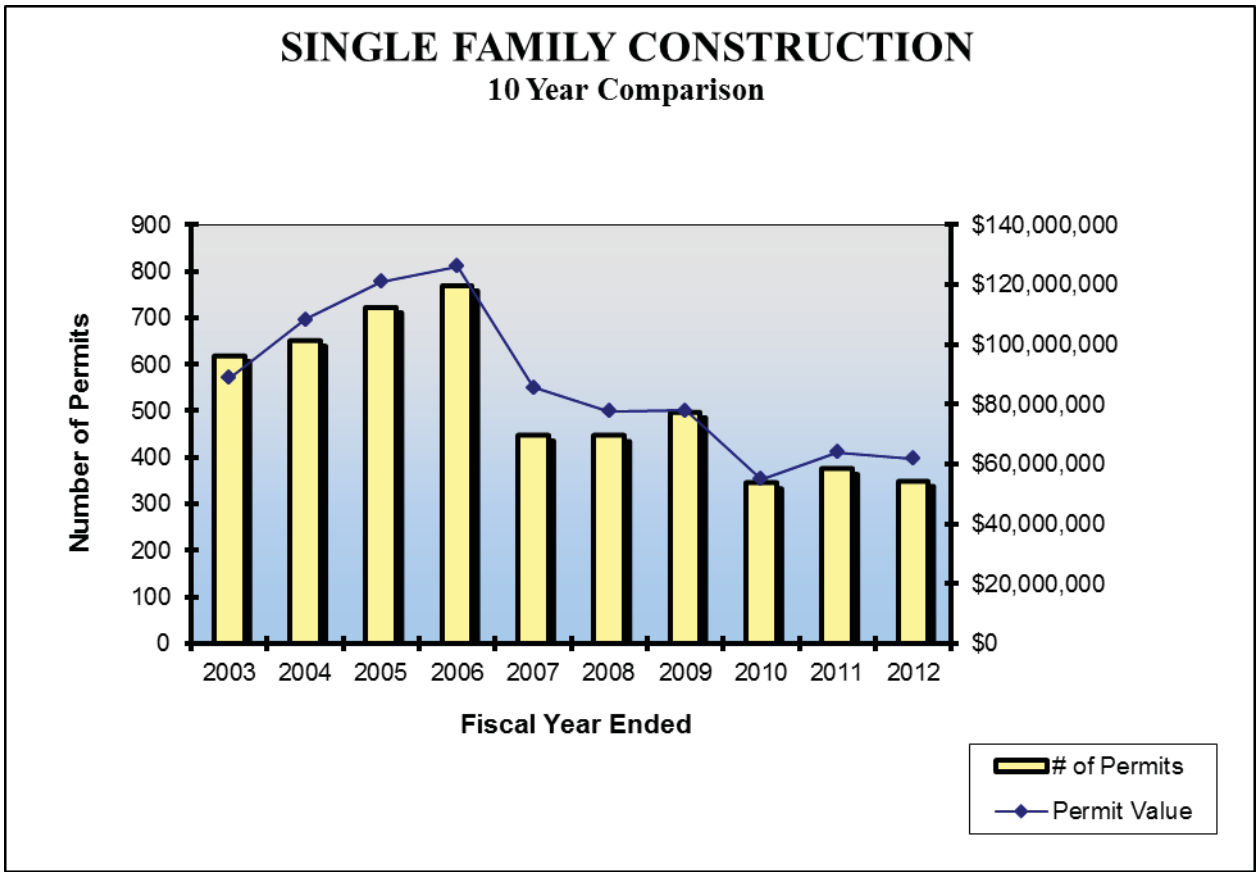


Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgments against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation process as well as the growth factor in the City of Norman. The on-going revaluation process reflects the upswing in real estate values, which began in FYE 1993, and has continued. The City portion of actual property taxes levied in Norman in 2012 was 13.74 mills or $7,484,365 which is 0.947% of the assessed property value in Norman. According to the Norman Economic Development Coalition the median home value in the City of Norman is an estimated $147,700.

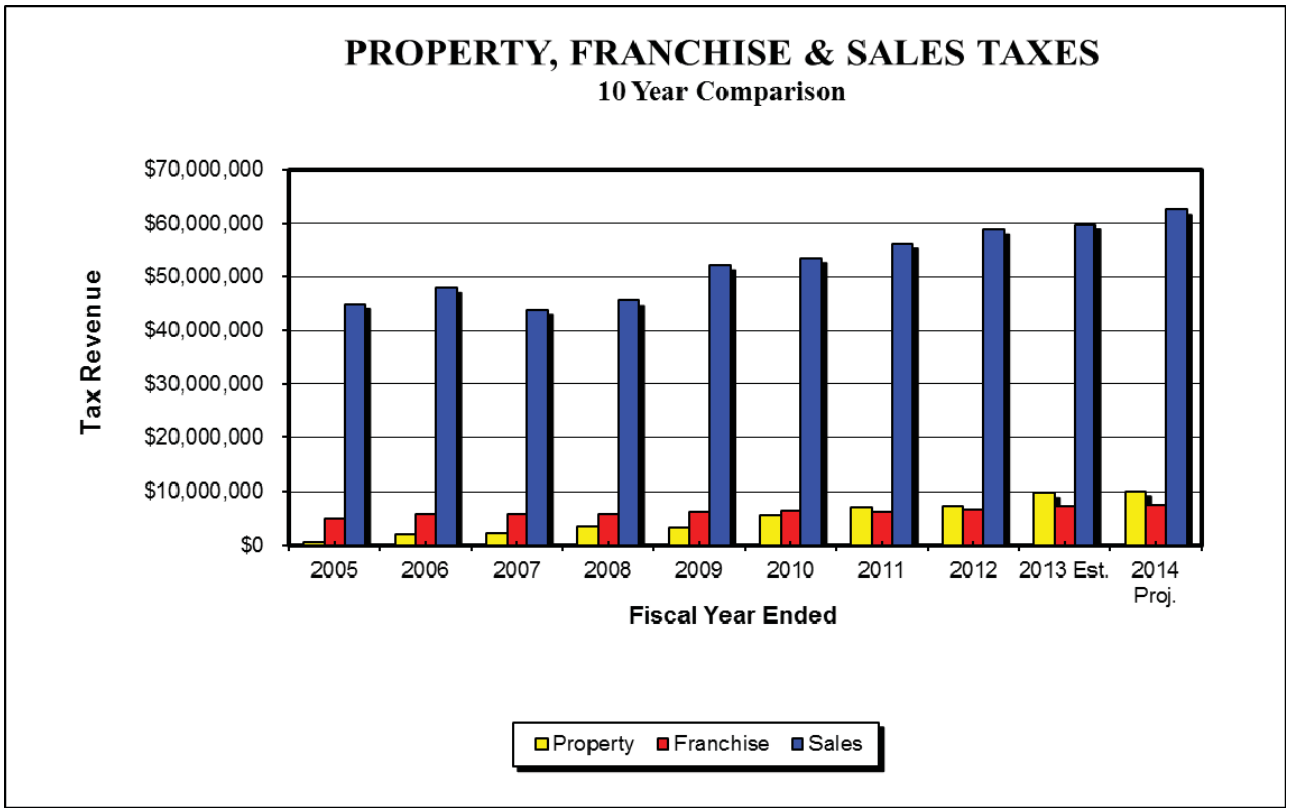
* Real Valuations do not include the homestead exemption





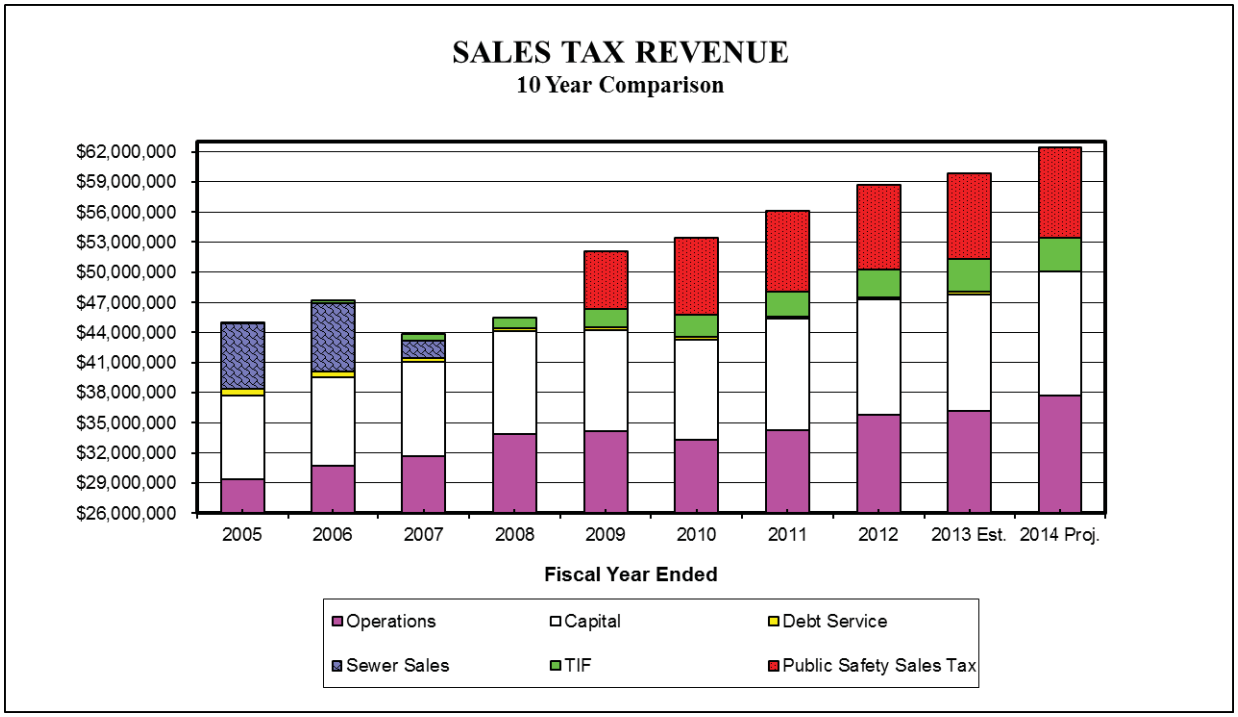
Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. The 2003 increase in the number of permits and permit value follows the national increase in the construction industry encouraged by record low interest rates. The 2007 and 2008 decrease in the number of permits and permit value follows the national decrease in the home construction industry. In 2010, the City of Norman economy followed the U.S. economy recession.



Discussion of the Graph

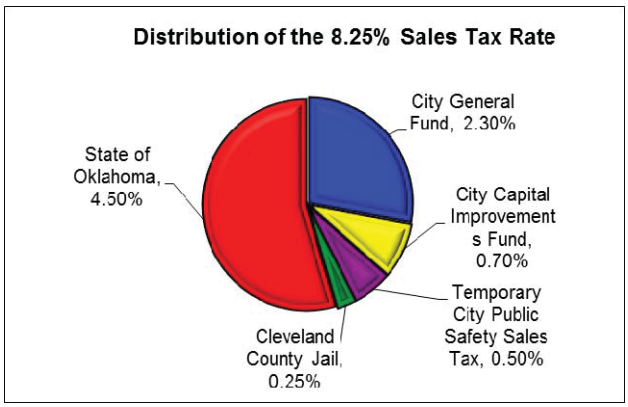
These are the primary tax sources available to the City of Norman. The property tax is used to service bonded debt and court judgments (see graph of Assessed Property Valuations), while the sales and franchise taxes are used for General Fund operations and capital (see graphs of General Fund Revenue and Distribution of Sales Tax). The sewer sales tax revenue and tax increment district revenue are included beginning in fiscal year 2002. Tax revenue in FYE 07 is lower than in FYE 06 due to the sewer sales tax ending September 30th, 2006, and due to the payoff of a general obligation bond. Beginning in FYE 09, sales tax includes the Public Safety Sales Tax that was approved by voters on May 13th, 2008. Sales tax performance is a good indicator of economic trends. Property tax collections indicate an increasing level of bonded indebtedness.



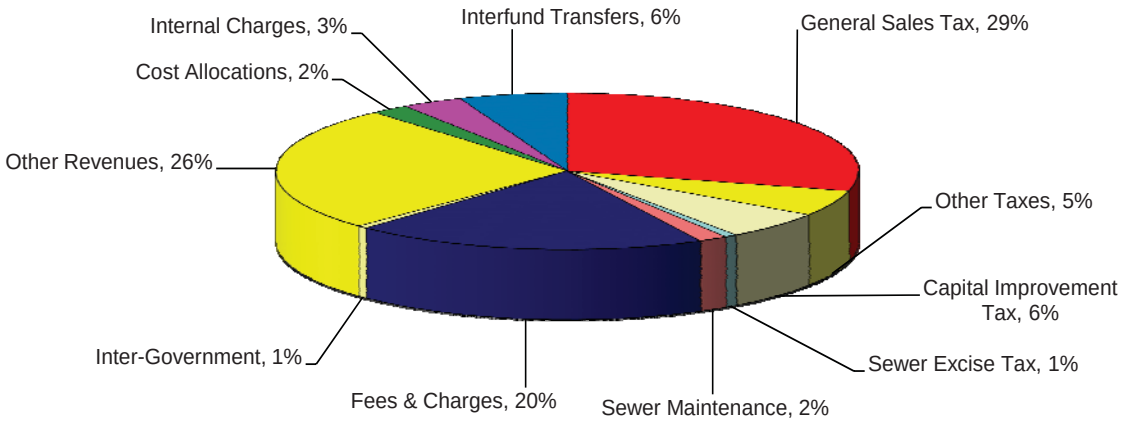
Discussion of the Graph

The City of Norman currently has a 3.5% sales tax rate which is the primary source of revenue for General Fund operations and capital expenditures. On August 14, 2001 Norman citizens approved a 1/2 percent, (0.5%) 5-year, sewer sales tax dedicated to fund current capital needs in the City's wastewater system. This tax ended September 30th, 2006. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased from 2002 to 2009. Beginning in Fiscal Year 2010, sales tax started to decline and recovered slightly in Fiscal Year 2011. On May 13, 2008 Norman citizens approved a new 1/2 percent (0.5%), 7-year public safety sales tax dedicated to additional police and fire personnel and two new fire stations. Debt funded with sales tax revenues has remained low over the 10-year period. Beginning in FYE 2014, the portion of sales tax revenues diverted to the General Obligation (G.O.) Combined Purpose Fund (Fund 64) to pay for 1992 G.O. bonds will no longer be needed. The bond will be completely paid off.

FYE 2014 Projected Figures:	
Operations	$37,767,030
Public Safety	$ 8,956,112
Capital	$12,362,720
Tax Increment Finance	$ 3,407,506
Total	$62,493,368



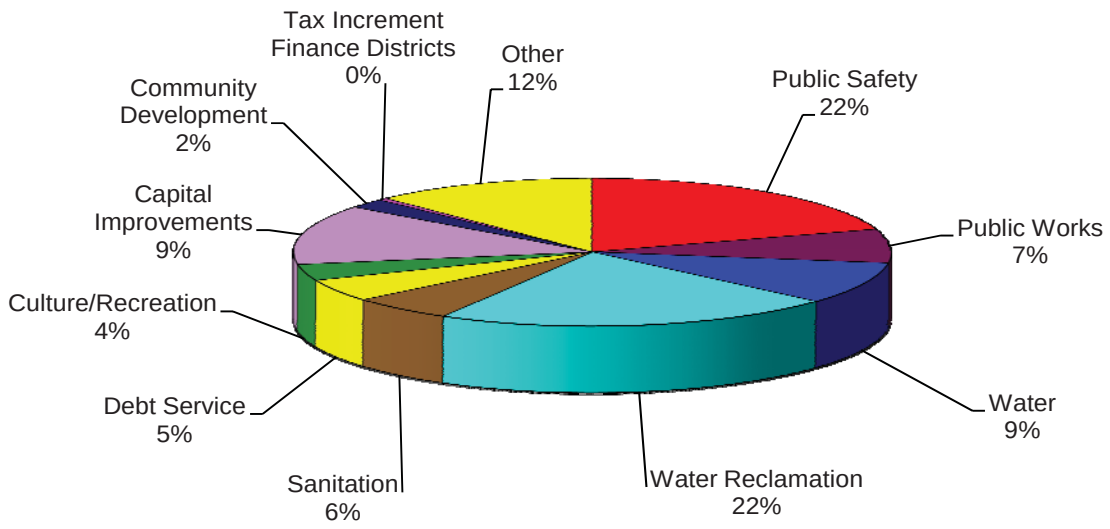
FYE 2014 ALL FUNDS PROJECTED TOTAL REVENUES
$217,926,530



Discussion of the Graph

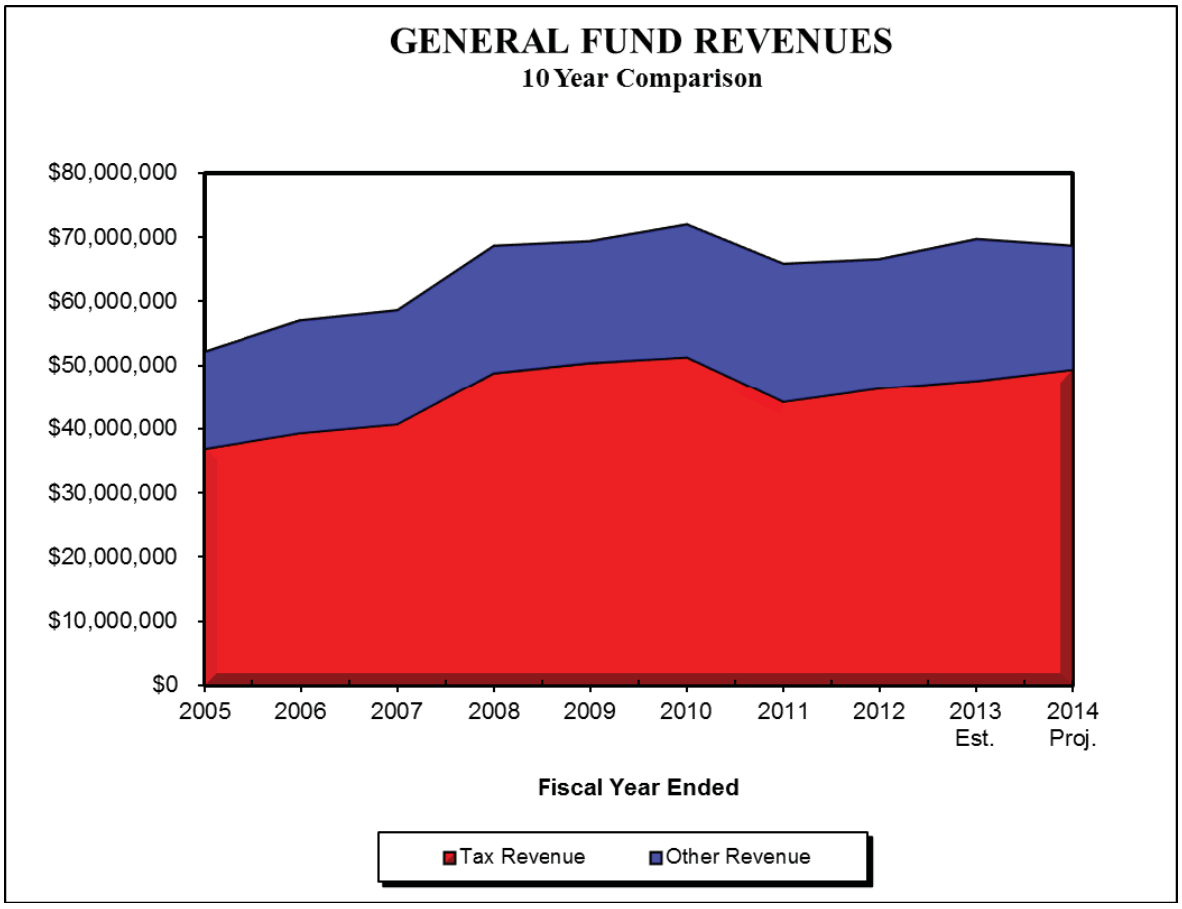
Budgeted revenues for FYE 2014 of $217,926,530 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. 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 2014 ALL FUNDS PROJECTED TOTAL EXPENDITURES
$225,053,779



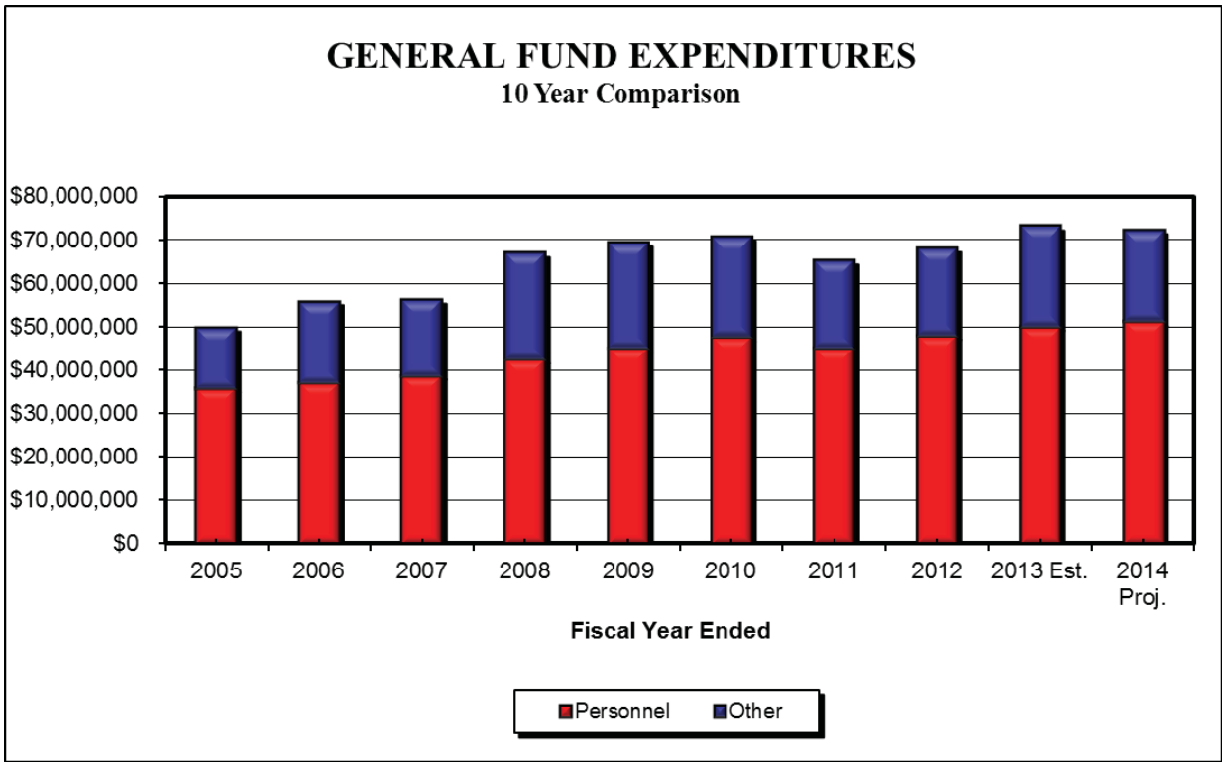
Discussion of the Graph

Budgeted expenditures for FYE 2014 of $225,053,962 are derived from several uses. The largest portion is Water Reclamation at 22% or $49,062,124. Public Safety is the next largest portion at 20% or $45,560,752. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Tax Increment Finance District and Community Development are the two smallest portions of expenditures at 1% or $1,171,084 and 2% or $4,564,951 respectively.



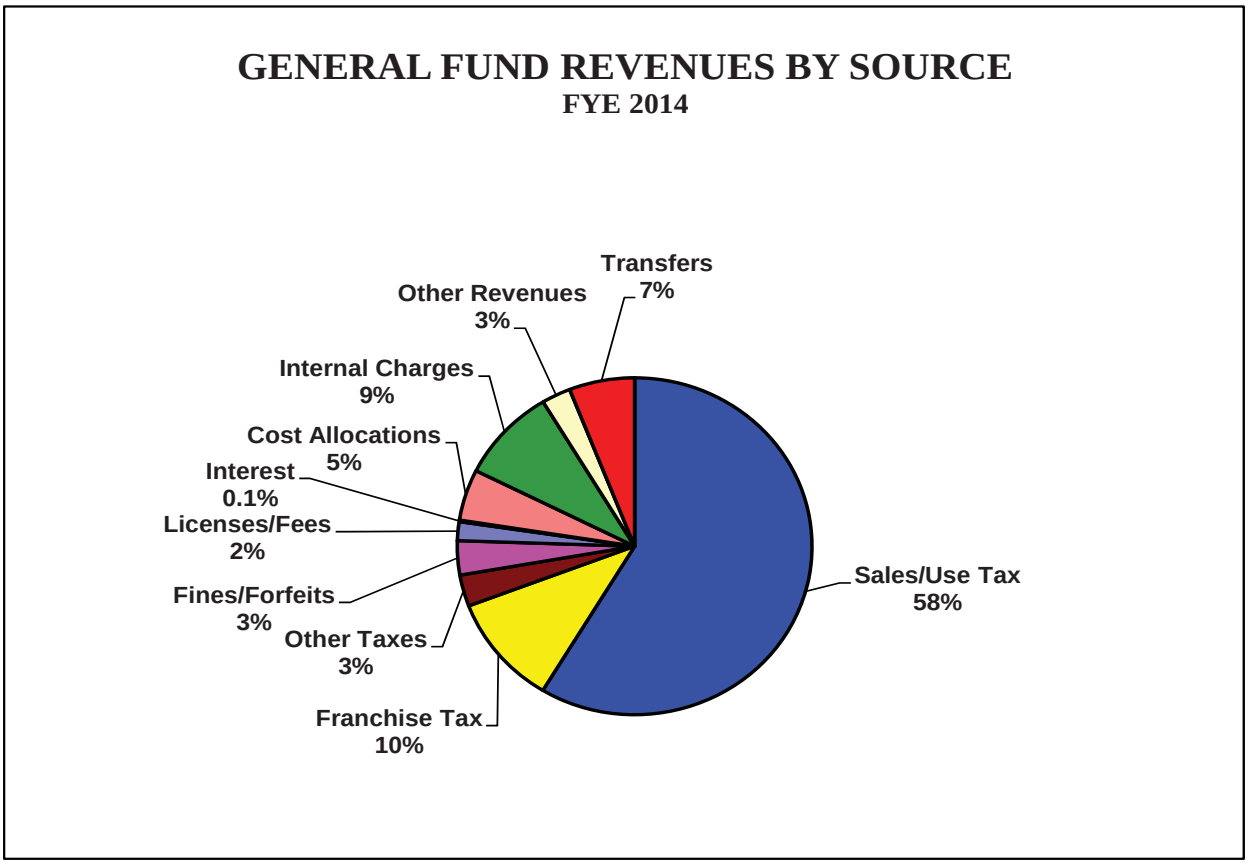
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 71% of total revenues in FYE 2005 to an estimated 68% of total revenues in FYE 2013 and a projected 71% in FYE 2014. The increase in the percent of other revenues in FYE 08 is due to a FEMA reimbursement of over $5,000,000 for the December 2007 - January 2008 ice storm damage. The increase in the percent of tax revenue in FYE 09 is due to the 1/2% (0.5%), 7-year, Public Safety Sales Tax increase that citizens approved on May 13th, 2008. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. The decline of sales tax revenues and other revenues in FYE 10 to FYE 11 is due to the economic recession and the move of the Public Safety Sales Tax to its own fund.



Discussion of the Graph

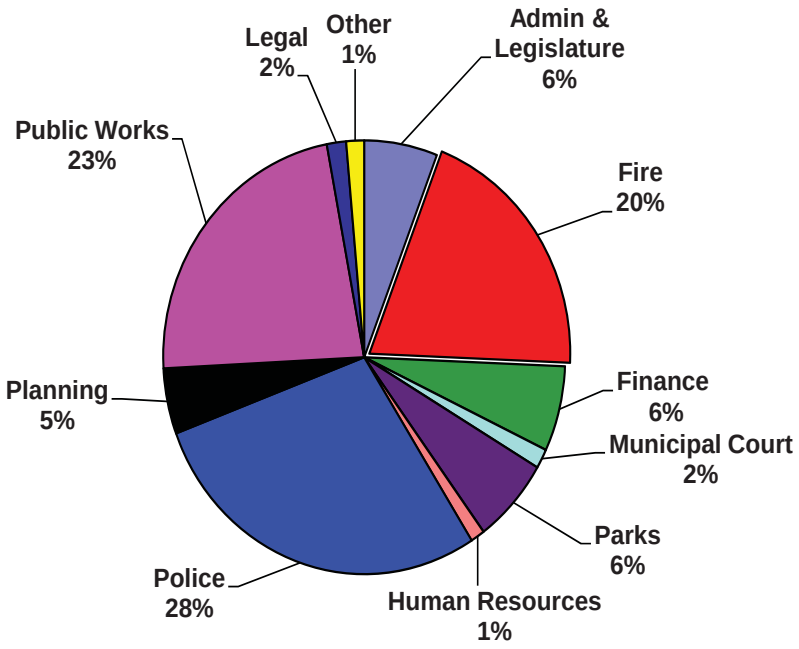
As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 72% of total General Fund expenditures in FYE 2005 and are projected to comprise about 72% of General Fund expenditures in FYE 2014. The significant increase in the other costs category in FYE 2008 is related to costs associated with a severe ice storm that caused damages in December of 2007 and January of 2008. The FYE 2011 decrease in overall expenditures is due to budget cutbacks that included furloughs, no merit and no cost of living increases for employees, and a reduction in operating budgets. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.



Discussion of the Graph

Taxes comprise 71% of the General Fund's revenue; sales and use tax represents 58% while franchise taxes represent 10% and other taxes account for 3%. Cost allocations represent 5% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other Funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees; weed abatement fees, returned check fees, etc.

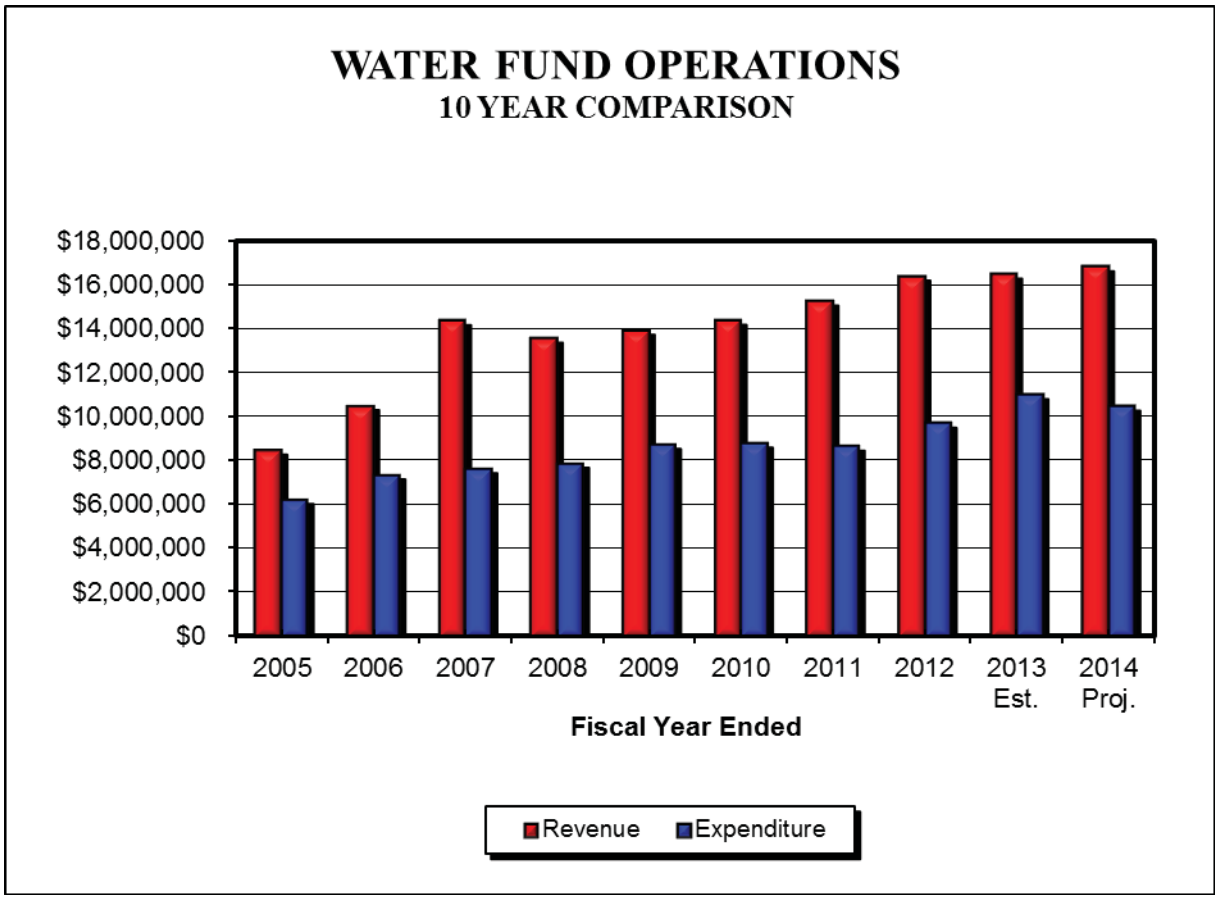
GENERAL FUND EXPENDITURES BY DEPARTMENT
FYE 2014



Discussion of the Graph

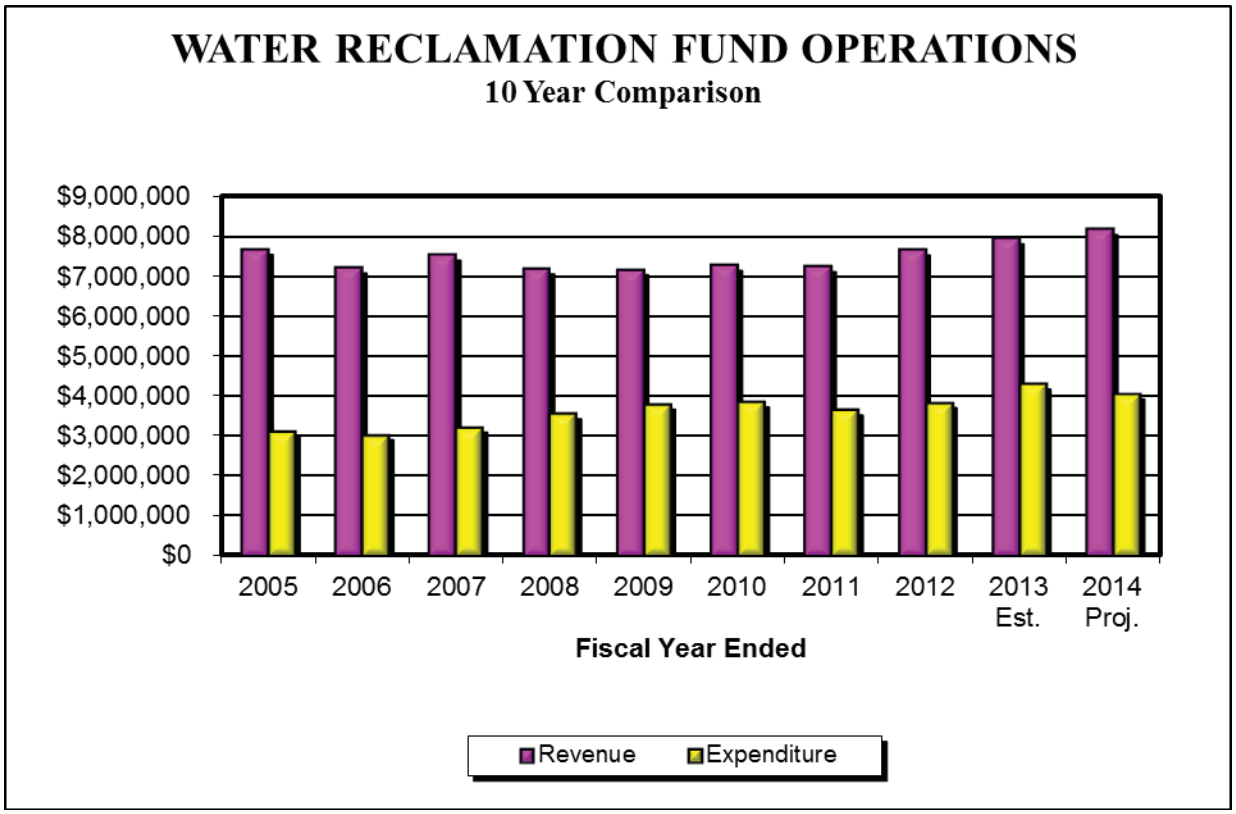
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $20,427,486 or 28% of total General Fund expenditures. This excludes any expenditures from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling $16,225,280 or 23% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 71% of General Fund expenditures.

("Other" includes the Planning Commission, Historic District Commission, Board of Adjustment, Parks Board, Human Rights Commission, Children's Rights Committee, Social & Voluntary Services, Norman Public Library, Firehouse Art Center, Historical Museum, Sooner Theatre, Greenbelt Commission, Interfund Transfers, Municipal Elections, Special Studies/Contributions, Employee Assistance Program, Employee Training/Development, Mosquito Control, Holiday Decorations, and Santa Fe Depot)



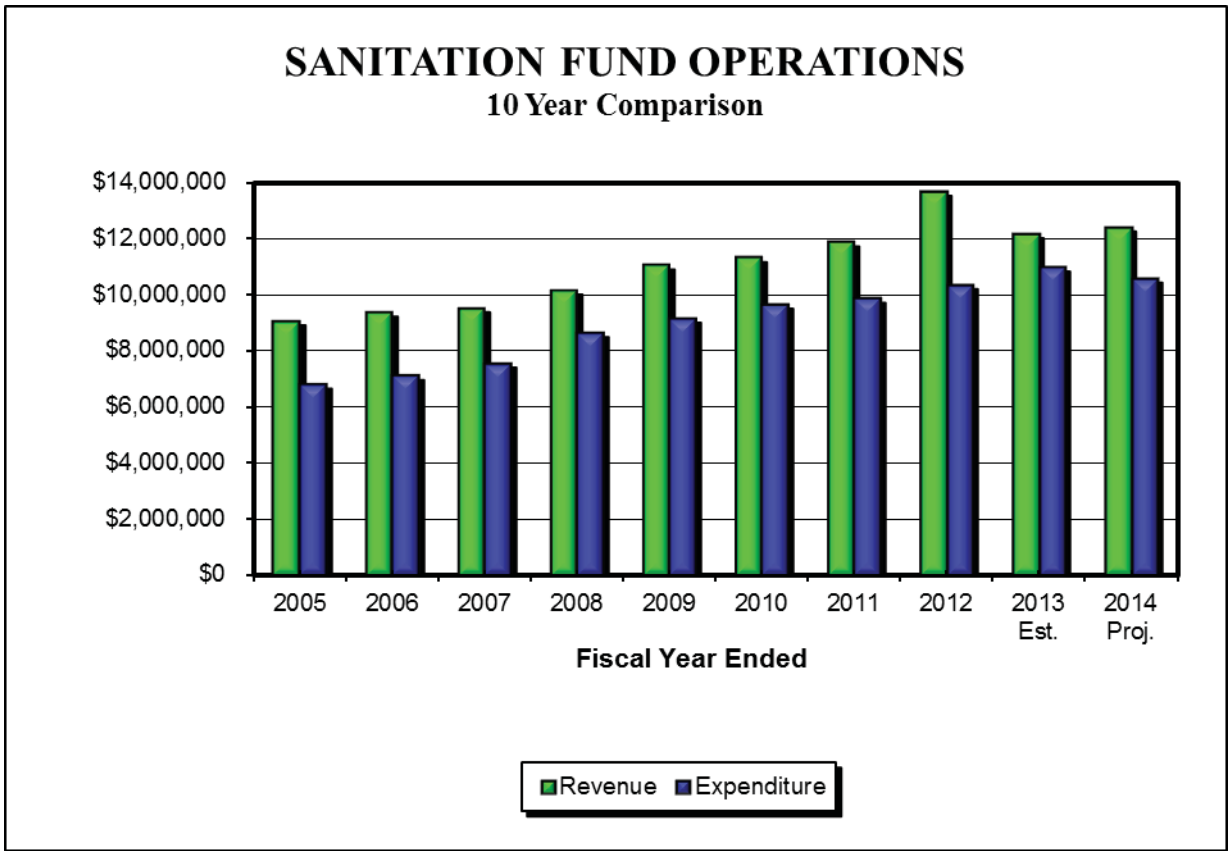
Discussion of the Graph

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



Discussion of the Graph

The Water Reclamation Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Beginning in FYE 2006, revenues from the Water Reclamation Facility Investment Fee are accounted for in the New Development Excise Fund. Revenues and expenditures shown in this graph represent operations only. The excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service.



Discussion of the Graph

The Sanitation Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. The excess of operating revenues are used for capital outlay and capital project expenses as well as to repay outstanding debt. The increase in 2005 revenue is due to a voter approved service rate increase on May 11, 2004. The increase in 2012 revenue is due to a voter approved service rate increase on March 1, 2011.

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

	FYE 11 Actual		FYE 12 Actual		FYE 13 Budget		FYE 13 Est.		FYE 14 Budget
Total Combined Fund Revenues									
Sales Tax	58,345,417	7.4%	61,170,776	2.4%	62,637,805	-0.8%	62,110,855	4.5%	64,885,165
Property Tax	7,684,537	37.6%	7,931,992	33.3%	10,575,794	0.0%	10,575,794	3.1%	10,899,379
Other Taxes	10,298,017	13.6%	11,406,566	2.5%	11,697,272	1.3%	11,846,443	6.6%	12,626,836
Fees,User Charges & Fines	42,610,054	1.9%	46,324,377	-6.2%	43,432,128	3.6%	44,991,664	1.5%	45,657,933
Federal Funds	3,855,498	-49.4%	3,248,191	-40.0%	1,950,417	154.2%	4,957,532	-76.9%	1,145,853
State Funds	95,931	-100.0%	62,267	-100.0%	0	0.0%	63,982	-100.0%	0
Interest Income	757,981	10.3%	749,476	11.6%	836,415	12.5%	940,926	-24.9%	707,000
Cost Allocations	5,119,455	-8.2%	13,941,058	-66.3%	4,701,274	5.3%	4,951,487	-5.3%	4,689,975
Internal Services	6,651,708	203.3%	7,350,540	174.5%	20,175,653	-57.7%	8,529,038	-14.2%	7,317,884
Interfund Transfers	14,071,088	-26.0%	11,534,426	-9.7%	10,416,320	60.5%	16,720,689	-13.8%	14,416,392
Bond/Loan Proceeds	18,566,525	126.6%	23,746,995	77.2%	42,075,000	0.0%	27,550,000	0.0%	42,075,000
Other	3,140,757	-58.5%	6,231,117	-79.1%	1,303,181	905.2%	13,099,100	3.1%	13,505,113
	171,196,968	22.5%	193,697,781	8.3%	209,801,259	-1.7%	206,337,510	5.6%	217,926,530
Total Combined Fund Expenditures									
Salary / Benefits	62,249,208	10.0%	64,593,957	6.0%	68,495,293	-2.1%	67,053,561	3.4%	69,359,012
Supplies / Materials	8,573,958	23.0%	9,656,143	9.2%	10,545,953	1.2%	10,674,890	-3.1%	10,347,277
Services / Maintenance	14,675,278	109.6%	27,589,772	11.5%	30,753,845	-38.2%	19,006,377	0.6%	19,128,556
Internal Services	3,938,552	26.9%	4,371,391	14.4%	4,999,368	0.7%	5,032,923	-19.6%	4,048,125
Capital Equipment	4,029,897	105.0%	5,103,406	61.9%	8,262,481	55.7%	12,864,894	-26.2%	9,498,006
Capital Projects	37,834,601	29.1%	24,474,657	99.5%	48,832,291	95.4%	95,418,088	-38.2%	58,987,466
Interfund Transfers	14,071,088	-26.0%	11,534,426	-9.7%	10,416,320	60.5%	16,720,689	-13.8%	14,416,392
Cost Allocation Charges	5,088,404	-8.3%	4,566,476	2.2%	4,667,194	2.4%	4,778,182	-2.8%	4,643,430
Federal Grants	3,030,385	-35.6%	3,282,418	-40.6%	1,950,417	186.6%	5,589,514	-79.5%	1,145,853
Debt Service	9,403,064	60.2%	10,589,638	42.2%	15,062,108	-16.7%	12,546,790	61.0%	20,206,021
Other	1,062,893	-7.3%	2,781,309	-64.6%	985,149	1161.9%	12,431,218	6.8%	13,273,825
	163,957,328	25.0%	168,543,593	21.6%	204,970,419	27.9%	262,117,126	-14.1%	225,053,963
Net Difference	**7,239,640**		**25,154,188**		**4,830,840**		**(55,779,616)**		**(7,127,433)**

NET CITY BUDGET
FISCAL YEAR ENDING 2014

FUND	% TOTAL	FYE 14 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 14 BUDGET	NET FYE 13 BUDGET	% CHANGE
General	31.6%	71,185,227	0	4,141,009	79,978	66,964,240	66,540,139	0.6%
Public Safety Sales Tax	4.6%	10,449,419	0	247,164	1,415,621	8,786,634	9,372,032	-6.2%
Community Development	0.5%	1,080,871	0	3,549	0	1,077,322	1,102,342	-2.3%
Special Grants	0.0%	64,982	0	0	0	64,982	843,114	-92.3%
Room Tax	0.7%	1,548,146	46,545	0	202,884	1,298,717	826,440	57.1%
Seizures and Restitutions	0.1%	151,731	0	0	0	151,731	112,629	34.7%
Cleet	0.0%	30,705	0	0	0	30,705	30,705	0.0%
Tax Increment District	0.0%	0	0	0	0	0	19,347	0.0%
Art In Public Places	0.0%	12,000	0	0	0	12,000	12,000	0.0%
Westwood Park	0.7%	1,508,791	0	50,537	0	1,458,254	1,464,531	-0.4%
Water	9.3%	20,857,278	1,635,575	385,839	750,228	18,085,636	16,584,928	9.0%
Water Reclamation	12.9%	29,107,006	948,487	76,347	7,693,473	20,388,699	20,428,003	-0.2%
Sewer Maintenance	4.8%	10,815,090	658,485	256,430	0	9,900,175	6,163,417	60.6%
New Development Excise	4.1%	9,127,019	0	0	0	9,127,019	9,772,102	-6.6%
Sewer Sales Tax Capital	0.0%	13,009	0	0	0	13,009	1,691,169	-99.2%
Sanitation	5.6%	12,627,007	1,273,608	2,156,805	0	9,196,594	9,083,425	1.2%
Risk Management	6.6%	14,786,662	0	0	0	14,786,662	14,562,654	1.5%
Capital Improvement	13.1%	29,453,036	0	204	3,450,146	26,002,686	14,368,576	81.0%
Park Land and Development	0.0%	35,000	0	0	0	35,000	115,000	-69.6%
University North Park TIF	0.5%	1,171,084	127,275	0	0	1,043,809	3,142,271	100.0%
General Debt Service	4.9%	11,029,899	0	0	824,062	10,205,837	5,345,838	90.9%
G.O. Bonds	0.0%	0	0	0	0	0	0	0.0%
Arterial Roads Recoupment	0.0%	0	0	0	0	0	0	0.0%
	100.0%	225,053,962	4,689,975	7,317,884	14,416,392	198,629,711	181,580,662	9.4%

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2014 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

		REVENUES			EXPENDITURES						
CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES	REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
GOVERNMENTAL FUNDS											
General	3,759,143	64,330,877	4,845,891	69,176,768	71,905,249	79,978	71,985,227	(800,000)	71,185,227	(2,008,459)	1,750,684
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	7,804,548	9,340,298	0	9,340,298	9,033,798	1,415,621	10,449,419	0	10,449,419	(1,109,121)	6,695,427
Room Tax	331,002	1,551,500	0	1,551,500	1,345,262	202,884	1,548,146	0	1,548,146	3,354	334,356
Seizures and Restitutions	614,928	92,500	0	92,500	151,731	0	151,731	0	151,731	(59,231)	555,697
Fleet	30,568	32,000	0	32,000	30,705	0	30,705	0	30,705	1,295	31,863
Tax Increment District	0	0	0	0	0	0	0	0	0	0	0
Art in Public Places	2,206	12,000	0	12,000	12,000	0	12,000	0	12,000	0	2,206
Park Land and Development	846,016	100,000	0	100,000	35,000	0	35,000	0	35,000	65,000	911,016
Westwood Park	0	1,150,929	357,862	1,508,791	1,508,791	0	1,508,791	0	1,508,791	0	0
Net Revenue Stabilization	1,503,429	0	1,031,330	1,031,330	0	0	0	0	0	1,031,330	2,534,759
GRANT FUNDS											
Community Development	147,221	1,080,871	0	1,080,871	1,080,871	0	1,080,871	0	1,080,871	0	147,221
Special Grants	634,635	64,982	0	64,982	64,982	0	64,982	0	64,982	0	634,635
ENTERPRISE FUNDS											
Water	6,440,397	16,982,900	0	16,982,900	20,165,967	750,228	20,916,195	(58,917)	20,857,278	(3,874,378)	2,566,019
Water Reclamation	1,205,623	39,366,051	0	39,366,051	21,439,624	7,693,473	29,133,097	(26,091)	29,107,006	10,259,045	11,464,668
Sewer Maintenance	0	3,502,843	7,312,247	10,815,090	10,837,038	0	10,837,038	(21,948)	10,815,090	0	0
New Development Excise	11,191,092	13,050,000	0	13,050,000	9,127,019	0	9,127,019	0	9,127,019	3,922,981	15,114,073
Sewer Sales Tax Capital	5,782,853	0	0	0	13,009	0	13,009	0	13,009	(13,009)	5,769,844
Sanitation	2,285,057	12,452,437	0	12,452,437	12,627,007	0	12,627,007	0	12,627,007	(174,569)	2,110,487
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	1,555,342	13,289,098	824,062	14,113,160	14,786,662	0	14,786,662	0	14,786,662	(673,502)	881,840
CAPITAL PROJECTS FUND											
Capital Improvements	21,607,438	12,761,467	45,000	12,806,467	26,002,890	3,450,146	29,453,036	0	29,453,036	(16,646,569)	4,960,869
University North Park TIF	5,699,925	4,260,006	0	4,260,006	1,171,084	0	1,171,084	0	1,171,084	3,088,922	8,788,847
Arterial Roads Recoupment	181,708	0	0	0	0	0	0	0	0	0	181,708
DEBT SERVICE FUNDS											
General Debt Service	7,986,636	10,089,379	0	10,089,379	10,205,837	824,062	11,029,899	0	11,029,899	(940,520)	7,046,116
G. O. Bonds	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL ALL FUNDS	79,609,767	203,510,138	14,416,392	217,926,530	211,544,526	14,416,392	225,960,918	(906,956)	225,053,962	(7,127,431)	72,482,335
Less: Interfund Transfers	0	0	(14,416,392)	(14,416,392)	0	(14,416,392)	(14,416,392)	0	(14,416,392)	0	0
Internal Service Charges	0	(7,317,884)		(7,317,884)	(7,317,884)	0	(7,317,884)	0	(7,317,884)	0	0
Cost Allocation Charges	0	(4,689,975)	0	(4,689,975)	(4,689,975)	0	(4,689,975)	0	(4,689,975)	0	0
Total Deductions	0	(12,007,859)	(14,416,392)	(26,424,251)	(12,007,859)	(14,416,392)	(26,424,251)	0	(26,424,251)	0	0
NET TOTAL ALL FUNDS	79,609,767	191,502,279	0	191,502,279	199,536,667	0	199,536,667	(906,956)	198,629,711	(7,127,431)	72,482,335

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2014

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	49,451,477	4,346,116	0	40,000	1,041,971	3,518,192	5,933,121	4,845,891	69,176,768	2,909,946	72,086,714
Net Revenue Stabilization	0	0	0	0	0	0	0	1,031,330	1,031,330	0	1,031,330
Public Safety Sales Tax	9,290,298	0	0	50,000	0	0	0	0	9,340,298	0	9,340,298
Community Development	0	0	1,080,871	0	0	0	0	0	1,080,871	0	1,080,871
Special Grants	0	0	64,982	0	0	0	0	0	64,982	0	64,982
Room Tax	1,550,000	0	0	1,500	0	0	0	0	1,551,500	0	1,551,500
Seizures and Restitutions	0	77,000	15,000	500	0	0	0	0	92,500	59,231	151,731
CLEET	0	0	32,000	0	0	0	0	0	32,000	0	32,000
Tax Increment District	0	0	0	0	0	0	0	0	0	0	0
Art in Public Places	0	0	0	0	12,000	0	0	0	12,000	0	12,000
Westwood Park	0	1,143,429	0	7,500	0	0	0	357,862	1,508,791	0	1,508,791
Water	0	16,149,226	0	120,000	0	713,674	0	0	16,982,900	3,829,564	20,812,464
Water Reclamation	0	8,182,942	0	50,000	30,675,000	458,109	0	0	39,366,051	0	39,366,051
Sewer Maintenance	0	3,502,843	0	0	0	0	0	7,312,247	10,815,090	0	10,815,090
New Development	1,450,000	0	0	200,000	11,400,000	0	0	0	13,050,000	0	13,050,000
Sewer Sales Tax Capital	0	0	0	0	0	0	0	0	0	6,505,226	6,505,226
Sanitation	0	12,422,437	0	30,000	0	0	0	0	12,452,437	174,570	12,627,007
Capital Improvement	12,362,720	0	0	150,000	248,747	0	0	45,000	12,806,467	16,646,569	29,453,036
Park Land and Development	0	85,000	0	15,000	0	0	0	0	100,000	15,000	115,000
Univesity North Park TIF	4,242,506	0	0	17,500	0	0	0	0	4,260,006	0	4,260,006
General Debt Service	10,064,379	0	0	25,000	0	0	0	0	10,089,379	940,520	11,029,899
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0	0
Risk Management / Insurance	0	0	0	0	11,904,335	0	1,384,763	824,062	14,113,160	0	14,113,160
	88,411,380	45,908,993	1,192,853	707,000	55,282,053	4,689,975	7,317,884	14,416,392	217,926,530	31,080,626	249,007,156

CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2014

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	51,314,332	4,824,607	8,482,805	3,147,296	0	4,136,209	0	79,978	(800,000)	71,185,227
Public Safety Sales Tax	5,761,590	106,331	192,685	2,726,028	0	247,164	0	1,415,621	0	10,449,419
Community Development	327,800	3,650	745,872	0	0	3,549	0	0	0	1,080,871
Special Grants	59,482	1,000	4,500	0	0	0	0	0	0	64,982
Room Tax	0	0	1,128,717	0	170,000	0	46,545	202,884	0	1,548,146
Seizures & Restitutions	83,651	12,470	43,890	11,720	0	0	0	0	0	151,731
CLEET	0	0	30,705	0	0	0	0	0	0	30,705
TIF	0	0	0	0	0	0	0	0	0	0
Art In Public Places	0	0	12,000	0	0	0	0	0	0	12,000
Westwood Park	847,729	118,127	214,514	75,000	0	50,537	0	0	202,884	1,508,791
Water	3,927,791	1,583,506	3,037,952	711,150	6,284,775	385,839	1,635,575	750,228	2,540,462	20,857,278
Water Reclamation	1,739,406	280,770	1,027,875	322,400	12,590,000	76,347	948,487	7,693,473	4,428,248	29,107,006
Sewer Maintenance	1,463,182	90,997	346,001	1,092,200	6,929,743	256,430	658,485	0	(21,948)	10,815,090
New Development Excise	0	0	1,000	0	8,026,019	0	0	0	1,100,000	9,127,019
Sewer Sales Tax Capital	0	0	0	0	13,009	0	0	0	0	13,009
Sanitation	3,988,848	81,529	3,092,441	1,423,932	0	2,156,805	1,273,608	0	609,844	12,627,007
Capital Improvement	877,766	0	16,000	0	25,108,920	204	0	3,450,146	0	29,453,036
Park Land & Development	0	0	0	0	35,000	0	0	0	0	35,000
University North Park TIF	0	0	10,071	0	0	0	127,275	0	1,033,738	1,171,084
General Debt Service	0	0	0	0	0	0	0	824,062	10,205,837	11,029,899
G.O. Bonds	0	0	0	0	0	0	0	0	0	0
Risk Management / Insuran	345,324	0	14,441,338	0	0	0	0	0	0	14,786,662
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0
Total	70,736,901	7,102,987	32,828,366	9,509,726	59,157,466	7,313,084	4,689,975	14,416,392	19,299,065	225,053,962

Financial Policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 14) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The "Budget Highlights" section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

Balanced Budget

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

Five Year Forecast

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

Reasonable Cost of Service

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

Reserve Policies

Operating Reserve

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

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

2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund

3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

Capital Reserve

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

Debt Reserve

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

Investment Policy

Policy:

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

Diversification:

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

Maximum Maturities:

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

Internal Control:

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

Performance Standards:

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

Reporting:

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

Debt Policy

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

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

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

The City of Norman's legal debt limit is approximately $77,309,000, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

The City of Norman's utility revenue bonds are rated AA2 by Moody's Investors Service.

Levelized Rates

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

Utility Transfer to General Fund

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

Municipal Budget Act

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

BUDGET CALENDAR

Fiscal Year Ending 2014

September	26	Finance Committee meeting to discuss budget calendar and strategies for FYE 2014
October		Present Council with First Quarter Report
November	19	Finance Committee meeting to discuss budget process for FYE 2014
December	4	Council Work Session on Capital Budget to identify Council priorities
	7	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	2-4	Budget Staff meets with individual departments
	7	First Draft Capital Project forms due to Planning
	11	Finance/City Manager begin review of reserve/budget policies
		Health Insurance recommendation
	14	All Computer/IT related request forms due to Budget for disbursement to IT
	29	Base Budget Adjustment Requests due
	30	Last day to make changes to Base Budgets
		Present Council with Second Quarter Report
February	1	Personnel Adjustment & Fleet Request forms due to Budget
		New/Expanded Program Request forms due to Budget
		Revenue projections due to Accounting
		2nd Draft Capital Project forms due to Planning
	15	Preliminary Fund Summaries due
	25	Fleet Capital Equipment/Vehicle recommendations due to Finance
		Personnel Adj. recommendations due to Budget from Human Resources
		Computer Equipment recommendations due to Budget from IS
	26	Council Retreat - Capital Budget (if necessary)
	28	Mid-Year Amendments/Adjustments sent to Council
March	4	Updated Dept./Div. Summary forms & Performance Measurement forms due
		Final Capital Project forms due to Planning (last day to make changes)
	8	Department Head Retreat to prioritize and rank department requests
	11-15	City Manager review of all Funds
		City Manager meets with department heads to review budget
	19	Finance begins compilation of budget data
	29	City Manager wrap up and proposal of budget
		Last day to make changes / additions to operating budget
		Capital Project Schedules due to Finance from Planning
April	10	Preliminary Budget to Print Shop
	12	Council & Staff receive preliminary budget document
	16	Council Study Session - Overview, General Fund and Special Revenue Funds
	23	Council Study Session for Enterprise Funds
		Present Council with Third Quarter Report
May	7	Council Study Session for Capital Funds
	21	Publish budget summary in newspaper announcing Public Hearing
	28	Public Hearing at Council meeting
June	4	Council Study Session (if necessary)
	11	Council considers budget for adoption
	21	Final Budget to Print Shop for printing/binding
	27	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2014
		Present Council with Fourth Quarter Report

Note: The above dates are preliminary and may change.

THE BUDGET AND ACCOUNTING PROCESS

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

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

THE BUDGET PROCESS

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

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

1. Under the City Charter, the City Manager is responsible for preparing and recommending an operating budget for City Council consideration. The City Manager, working with staff in all Departments, reviews and evaluates all basic budgets and supplemental requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness, or increase productivity. The proposed budget, which the City Manager submits to the City Council, includes recommendations of the program of services, which the City should provide, and which can be financed by the City's projected revenue for the budget year. The Manager must submit a balanced budget for the next fiscal year not later than 30 days prior to the end of the current fiscal year.

2. The City Council considers the Manager's recommended budget in a series of work sessions and in public hearings at which citizen comment is invited. Citizens are encouraged to participate in the budget process. A copy of the proposed budget and the revised budget are filed in the City Clerk's office and the Norman Public Library. Additional or supplemental information is available upon request.

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

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

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

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

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

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

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

FUNDING SOURCES FOR EACH DEPARTMENT

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

BASIS OF ACCOUNTING

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

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

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

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

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

MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

This act may be cited as the "Municipal Budget Act."

SECTION 17-202. PURPOSE OF ACT.

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

1. Establish standard and sound fiscal procedures for the adoption and administration of budgets;

2. Make available to the public and investors sufficient information as to the financial conditions, requirements and expectations of the municipal government; and

3. Assist municipal governments to improve and implement generally accepted standards of finance management.

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

1. "Account" means an entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department;

2. "Appropriated fund balance" means any fund balance appropriated for a fund for the budget year;

3. "Appropriation" means an authorization to expend or encumber income and revenue provided for a purpose;

4. "Budget" means a plan of financial operations for a fiscal year, including an estimate of proposed expenditures for given purposes and the proposed means for financing them;

5. "Budget summary" means a tabular listing of revenues by source and expenditures by purpose for the budget year;

6. "Budget year" means the fiscal year for which a budget is prepared or being prepared;

7. "Chief executive officer" means the mayor of an aldermanic city or a strong-mayor-council city, the mayor of a town, or the city manager or chief administrative officer as it may be defined by applicable law, charter or ordinance;

8. "Current year" means the year in which the budget is prepared and adopted, or the fiscal year immediately preceding the budget year;

9. "Deficit" means the excess of a fund's current liabilities and encumbrances over its current financial assets as reflected by its books of account;

10. "Department" means a functional unit within a fund which carries on a specific activity, such as a fire department or a police department within a general fund;

11. "Estimated revenue" means the amount of revenues estimated to be received during the budget year;

12. "Fiscal year" means the annual period for reporting fiscal operations which begins and ends on dates as the Legislature provides or as provided by law;

13. "Fund" means an independent fiscal and accounting entity with a self-balancing set of accounts to record cash and other financial resources, together with all liabilities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives;

14. "Fund balance" means the excess of a fund's current financial assets over its current liabilities and encumbrances, as reflected by its books of account;

15. "Governing body" means the city council of a city, the board of trustees of a town, or the legislative body of a municipality as it may be defined by applicable law or charter provision;

16. "Immediate prior fiscal year" means the year preceding the current year;

17. "Income and revenue provided" means the amount estimated or actual income and revenue appropriated by the governing body of the municipality;

18. "Levy" means to impose ad valorem taxes or the total amount of ad valorem taxes for a purpose or entity;

19. "Operating reserve" means that portion of the fund balance of the municipality which has not been appropriated in a budget year for another purpose;

20. "Municipality" means any incorporated city or town; and

21. "Purpose" means the specific budget item for a contract or claim.

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

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

SECTION 17-206. REQUIREMENTS AND CONTENTS OF BUDGET

A. The municipal budget shall present a complete financial plan for the municipality and shall present information necessary and proper to disclose the financial position and condition of the municipality and the revenues and expenditures thereof.

B. Unless the budget is prepared in accordance with the subsection E of this section, the budget shall contain the following contents:

   1. The budget shall contain a budget summary;

   2. It shall also be accompanied by a budget message, which shall explain the budget and describe its important features;

   3. The budget format shall be as provided by the governing body in consultation with the chief executive officer; and

   4. It shall contain at least the following in tabular form for each fund, itemized by department and account within each fund:

      a. actual reserves and expenditures for the immediate prior fiscal year,

      b. revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended, and

      c. estimates of revenues and expenditures for the budget year.

C. The estimate of revenues for any budget year shall include probable income by source which the municipality is legally empowered to collect or receive at the time the budget is adopted. The estimate shall be based on a review and analysis of past and anticipated revenues of the municipality. Any portion of the budget of revenues to be derived from ad valorem property taxation shall not exceed the amount of tax which is available for appropriation, as finally determined by the county excise board, or which can or must be raised as required by law. The budget of expenditures for each fund shall not exceed the estimated revenues for each

fund. No more than ten percent (10%) of the total budget for any fund may be budgeted for miscellaneous purposes. Included in the budget of revenues or expenditures for any fund may be amounts transferred from or to another fund. Any such interfund transfer must be shown as a disbursement from the one fund and as a receipt to the other fund.

D. Encumbrances for funds whose sole purpose is to account for grants and capital projects and/or any unexpended appropriation balances may be considered nonfiscal and excluded from the budget by the governing body, but shall be re-appropriated to the same funds, accounts and for the same purposes for the successive fiscal year, unless the grant, project or purpose is designated or declared closed or completed by the governing body.

E. As an alternative to the budget format and content described in subsections B, C, and D of this section, the municipality may prepare its budget in a program or purpose format for the municipality as a whole without regard to fund accounting. Such budget shall be subject to all other requirements of the Municipal Budget Act, except those requirements specifically related to fund accounting.

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

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

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

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

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

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

B. The adopted budget shall be transmitted to the State Auditor and Inspector within thirty (30) days after the beginning of the fiscal year of the municipality and one copy shall be kept on file in the office of the municipal clerk. A copy of the municipality's sinking fund requirements shall be filed with the excise board of the county or counties in which the municipality is located.

C. The adopted budget shall be in effect on and after the first day of the fiscal year to which it applies. The budget as adopted and filed with the State Auditor and Inspector shall constitute an appropriation for each purpose as defined by the governing body, and the appropriation thus made shall not be used for any other purpose except as provided by law.

D. At the time required by law, the county excise board shall levy the taxes necessary for the municipality's sinking fund for the budget year pursuant to Section 431 of Title 62 of the Oklahoma Statutes.

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

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

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

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

B. It shall be unlawful for any officer or employee of the municipality in any budget year:

1. To create or authorize creation of a deficit in any fund; or

2. To authorize, make or incur expenditures in excess of ninety percent (90%) of the appropriation for any fund or the budget as adopted or amended until revenues received, including the prior fiscal year's fund balance carried forward, totals an amount equal to at least ninety percent (90%) of the appropriation for the fund. Expenditures may then be made and authorized so long as any expenditure does not exceed any fund balance.

C. Any obligation that is contracted or authorized by any officer or employee in violation of this act shall become the obligation of the officer or employee himself and shall not be valid or enforceable against the municipality. Any officer or employee who violates this act shall forfeit his office or position and shall be subject to such civil and criminal punishments as are provided by law. Any obligation, authorization for expenditure or expenditure made in violation of this act shall be illegal and void.

SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS

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

1. A general fund, to account for all monies received and disbursed for general municipal government purposes, including all assets, liabilities, reserves, fund balances, revenues and expenditures which are not accounted for in any other fund or special ledger account. All monies received by the municipality under the motor fuel tax or under the motor vehicle license and registration tax and earmarked for the street and alley fund may be deposited in the general fund and accounted for as a "street and alley account" within the general fund. Expenditures from this account shall be made as earmarked and provided by law. All references to the street and alley fund or to the special fund earmarked for state-shared gasoline and motor vehicle taxes may mean the street and alley account provided in this section;

2. Special revenue funds, as required, to account for the proceeds of specific revenue sources that are restricted by law to expenditures for specified purposes;

3. Debt service fund, which shall include the municipal sinking fund, established to account for the retirement of general obligation bonds or other long term debt and payment of interest thereon and judgments as provided by law. Any monies pledged to service general obligation bonds or other long-term debt must be deposited in the debt service fund;

4. Capital project funds, to account for financial resources segregated for acquisition, construction or other improvement related to capital facilities other than those accounted for in enterprise funds and non-expendable trust funds;

5. Enterprise funds, to account for each utility or enterprise or other service, other than those operated as a department of the general fund, where the costs are financed primarily through user charges or where there is a periodic need to determine revenues earned, expenses incurred or net income for a service or program.

6. Trust agency funds, to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes, such as a retirement fund or a cemetery perpetual care fund;

7. Special assessment funds, to account for the financing of public improvements or services deemed to benefit properties against which special assessments are levied; a separate fund for each special improvement district established by the governing body shall be established, each of which shall be known as a special assessment fund;

8. Internal service funds, to account for the financing of goods or services provided by one department or agency of the municipality to another department or agency, or to another government, on a cost reimbursement basis;

9. A ledger or group of accounts in which to record the details relating to the general fixed assets of the municipality;

10. A ledger or group of accounts in which to record the details relating to the general bonds or other long term debt of the municipality; or

11. Such other funds or ledgers as may be established by the governing body.

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

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

1. Personal services, which may include expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits;

2. Materials and supplies, which may include articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any person, firm or corporation rendering service in connection with repair, sale or trade of such articles or commodities;

3. Other services and charges, which may include all current expenses other than those listed in paragraphs 1, 2, 4, 5 or 6 in this section, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of expenses to any person, firm or corporation rendering such services;

4. Capital outlays, which may include outlays which result in acquisition of or additions to fixed assets which are purchased by the municipality, including machinery and equipment, furniture, land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of contract;

5. Debt service, which may include outlays in the form of debt principal payments, periodic interest payments, or related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods; and

6. Fund transfers, which may include permanent transfers of resources from one fund to another.

SECTION 17-214. FUNDS - OPERATING RESERVE

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

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

A. The chief executive officer, or designee, as authorized by the governing body, may transfer any unexpended and unencumbered appropriation or any portion thereof from one purpose to another; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required.

B. Any fund balance in an unrestricted fund of the municipality may be transferred to another fund of the municipality as authorized by the governing body. Other interfund transfers may be made only as adopted or amended according to Section 17-206 or 17-216 of this title.

C. Whenever the necessity for maintaining any fund of a municipality has ceased to exist and a balance remains in the fund, the governing body may authorize the transfer of the balance to the general fund or any other designated fund, unless otherwise provided by law.

D. No encumbrance or expenditure may be authorized or made by any officer or employee, which exceeds the available appropriation for each purpose as defined by the governing body.

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

A. The governing body may amend the budget to make supplemental appropriations to any purpose up to the amount of additional income and revenues, which are available and provided for current expenditures due to:

1. Revenues received or to be received from sources not anticipated in the budget for that year;

2. Revenues received or to be received from anticipated sources but in excess of the budget estimates therefore; or

3. Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year, which had not been anticipated or appropriated in the budget. Any appropriation authorizing the creating of an 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 Enforcement
- Public Safety and Emergency Response
- Traffic Control
- Public Transportation

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

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

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

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

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

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

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

FYE 14 Budget

The Fiscal Year Ending June 30, 2014 (FYE 14) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 3,759,143
Current Revenues & Interfund Transfers	69,176,768
Total Available Resources	72,935,911
Current Expenditures & Interfund Transfers	(71,185,227)
Estimated Ending Fund Balance	$ 1,750,684

In the City's Comprehensive Annual Financial Report for Fiscal Year ending June 30, 2012, 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, 2012	$ 4,881,886
Encumbrances outstanding	1,467,574
Fund summary cash balance (see page 55)	6,349,460
Current year accruals	5,622,633
Rainy Day Fund Balance	1,503,428
Total fund balances – fund balance sheet, June 30, 2012	$ 13,475,521

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 14 sales tax is being projected at a 4.2% increase over estimated FYE 13 collections, and a decrease from the FYE 13 Budget. Other revenues such as use tax, franchise fees, and other taxes are projected at a 3% increase from FYE 13 estimated figures. Licenses and permit fees are projected at a 7% increase from FYE 13 estimated figures. Fines and forfeitures are estimated at a 1% increase and service fees and charges are estimated at a 1% increase from FYE 13 estimated figures.

In prior fiscal years, the City's Emergency Communications (Dispatch) and Recreation functions were accounted for in separate Special Revenue funds. Under new accounting standards these functions which are primarily funded through General Fund revenues have been reflected in the General Fund.

On May 13th, 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. The FYE 14 Budget includes a revenue transfer of $339,291 from the PSST Fund to pay for the added workload on the dispatch function from the additional PSST-funded personnel.

FYE 14 expenditures are projected based on a line-item analysis within each department. Several cost-containment actions have been adopted in the FYE 14 General Fund budget. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but does include merit increases.

Department / Division	Added Positions
City Manager/Community Relations	Retail Marketing Coordinator
Parks/Recreation	Part-time Recreation Leaders - 3
Municipal Court/Juvenile Services	Part-time Juvenile Services Coordinator

Department / Division	Deleted Positions
Municipal Court	Deputy Court Clerk I
Legal	Legal Administrative Technician
Human Resources	Employment Specialist
Planning / GIS	GIS Analyst I
Planning / Development Services	Plans Examiner I
Planning / Development Services	Chief Building Official
Planning / Code Enforcement	Part-time Administrative Technician
Public Works / Streets	Maintenance Worker II
Parks / Parks Maintenance	Maintenance Worker I
Parks / Parks Maintenance	Maintenance Worker II
Parks / Parks Maintenance	Heavy Equipment Operator

A 4% decrease in supplies and materials and a 2% decrease in services and maintenance cost from FYE 13 Budget figures are proposed for FYE 14. Internal service costs were decreased by 18% from the FYE 13 Budget.

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

Five Year Outlook

Sales tax revenues are projected at an increase of 4.2% from FYE 13 Estimate to FYE 14. Projections for FYE 14 through FYE 18 are projected on an average annual growth rate of 4.2%.

- State use tax, franchise taxes, and other taxes are projected to increase at an average of 3% from FYE 13 Estimate to FYE 14 Projected, while other major revenues are projected to increase at an average annual rate of 1%, which is primarily related to real growth.
- Transfers from the Water and Water Reclamation Utilities will be based on a rate equal to 5% of the gross operating revenues in each utility. This represents a policy to replicate the payments from private utilities for franchise fees for the use of public rights-of-way. In addition, transfers from the Capital Improvement Fund are made for financing General Fund capital equipment needs.
- Transfers from the Debt Service Fund are for projected judgments and claims against the City.
- FYE 14 net expenditures represent an approximate 0.3% decrease from FYE 13 Budget. Total expenditures are projected to increase an average of 4.1% for future years.

- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 14, except Internal Services, which is projected at a 2% increase after FYE 14. Salaries and Benefits are projected at a 0.9% increase from FYE 13 to FYE 14 and a 5% annual increase after FYE 14.

Summary

The FYE 14 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by $2,008,460. Estimated year-end reserves of $1,750,684 are $250,432 (-12.5%) short of required reserve levels. Future actions will need to be taken to bring ongoing revenues in line with expenditures.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	8,041,121	3,567,241	6,349,460	3,759,143	1,750,684	(332,865)	(3,083,180)	(6,554,615)
2									
3	Revenues:								
4	Sales Tax	35,832,804	38,017,161	36,244,750	37,767,030	39,353,245	41,006,081	42,728,336	44,522,927
5	State Use Tax	1,902,674	1,967,970	1,997,681	2,057,611	2,119,339	2,182,919	2,248,407	2,315,859
6	Franchise Fees	6,584,853	7,210,000	7,210,000	7,426,300	7,649,089	7,878,562	8,114,919	8,358,366
7	Other Tax	2,093,266	2,054,272	2,136,443	2,200,536	2,266,552	2,334,549	2,404,585	2,476,723
8	Fines/Forfeitures	2,556,718	2,231,602	2,231,602	2,253,918	2,276,457	2,276,457	2,276,457	2,276,457
9	Interest/Investment Income	45,795	103,000	20,000	40,000	40,000	40,000	40,000	40,000
10	Other Revenues	1,950,534	1,031,654	1,031,654	1,041,971	1,052,391	1,062,915	1,073,544	1,084,279
11	License/Permit Fees	1,189,838	1,228,895	1,290,340	1,303,243	1,316,275	1,329,438	1,342,732	1,356,159
12	Service Fees and Charges	1,249,417	781,144	781,144	788,955	796,845	804,813	812,861	820,990
13	Cost Allocation Chrgs.	3,418,719	3,349,787	3,600,000	3,518,192	3,553,374	3,588,908	3,624,797	3,661,045
14	Internal Chrgs.	5,423,571	6,119,927	6,119,927	5,933,121	6,051,783	6,172,819	6,296,275	6,422,201
15									
16	Subtotal	62,248,189	64,095,412	62,663,541	64,330,877	66,475,350	68,677,460	70,962,913	73,335,005
17									
18	I/F Transf - Water	732,744	675,597	732,369	750,228	768,529	787,284	806,502	826,196
19	I/F Transf - Wastewater	356,061	370,122	370,122	381,226	514,655	524,948	535,447	546,156
20	I/F Transf - CIP (St Maint)	216,385	0	217,000	227,850	239,243	251,205	263,765	276,953
21	I/F Transf - Hall Park Debt Service	131,153	0	0	0	0	0	0	0
22	I/F Transf - Capital Outlay	2,896,972	3,018,988	4,364,509	3,147,296	3,478,128	3,624,209	3,776,426	3,935,036
23	I/F Transf - PSST Fd	0	0	1,254,340	339,291	0	0	0	0
24	I/F Transf - Insurance	34,111	0	78,262	0	0	0	0	0
25									
26	Subtotal	4,367,426	4,064,707	7,016,602	4,845,891	5,000,554	5,187,646	5,382,140	5,584,341
27									
28	Total Revenue	66,615,615	68,160,119	69,680,143	69,176,768	71,475,904	73,865,106	76,345,053	78,919,346
29									
30	Expenditures:								
31	Salary / Benefits	48,102,461	50,865,500	50,137,300	51,314,332	53,880,049	56,574,051	59,402,754	62,372,891
32	Supplies/Materials	5,799,624	6,523,031	6,434,834	6,268,353	6,331,037	6,394,347	6,458,290	6,522,873
33	Services/Maintenance	6,814,088	7,277,153	7,443,833	7,148,728	7,220,215	7,292,417	7,365,342	7,438,995
34	Internal Services	3,017,825	3,284,120	3,304,832	2,692,463	2,746,312	2,801,239	2,857,263	2,914,409
35	Capital Equipment	2,887,852	3,018,988	4,364,509	3,147,296	3,478,128	3,624,209	3,776,426	3,935,036
36									
37	Subtotal	66,621,850	70,968,792	71,685,308	70,571,172	73,655,740	76,686,263	79,860,075	83,184,204
38									
39	Audit Adjustments/Encumbrances	7,773	0	0	0	0	0	0	0
40	I/F Transf - Westwood	15,628	97,623	80,812	79,978	103,712	129,159	156,413	185,580
41	I/F Transf - Rainy Day Fund	1,500,000	0	0	0	0	0	0	0
42	I/F Transf - Special Grts Fd	3,500	0	0	0	0	0	0	0
43	I/F Transf - Hall Park Debt Svs Fd	158,525	0	0	0	0	0	0	0
44	I/F Transf - PSST Fd	0	0	1,254,340	0	0	0	0	0
45	Two Percent Reserve	0	1,340,949	250,000	1,334,077	0	0	0	0
46									
47	Subtotal	1,685,426	1,438,572	1,585,152	1,414,055	103,712	129,159	156,413	185,580
48									
49	Total Expenditures	68,307,276	72,407,364	73,270,460	71,985,227	73,759,452	76,815,422	80,016,488	83,369,784
50	Employee Turnover Savings		(1,000,000)	(1,000,000)	(800,000)	(200,000)	(200,000)	(200,000)	(200,000)
51									
52	Net Expenditures	68,307,276	71,407,364	72,270,460	71,185,227	73,559,452	76,615,422	79,816,488	83,169,784
53									
54	Net Difference	(1,691,661)	(3,247,245)	(2,590,317)	(2,008,460)	(2,083,548)	(2,750,316)	(3,471,435)	(4,250,438)
55									
56	Ending Fund Balance	6,349,460	319,996	3,759,143	1,750,684	(332,865)	(3,083,180)	(6,554,615)	(10,805,053)
57									
58	Reserved for encumbrances	1,467,574							
59	Reserved for Operations	4,881,886	319,996	3,759,143	1,750,684	(332,865)	(3,083,180)	(6,554,615)	(10,805,053)
60	Reserve (Deficit)	0	0		0	0	0	0	0
61									
62	Total Reserves	6,349,460	319,996	3,759,143	1,750,684	(332,865)	(3,083,180)	(6,554,615)	(10,805,053)
63									
;	Reserve surplus (deficit)	2,919,303	(1,691,427)	1,729,464	(250,432)	(2,435,304)	(5,272,917)	(8,835,817)	(13,182,095)

NET REVENUE STABILIZATION FUND
BUDGET
HIGHLIGHTS

Background

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

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

2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund

3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

On June 28, 2011, City Council approved Ordinance O-1011-58 which amends Article VIII, Sections 8-103 and 8-104 of Chapter 8 of the Code of the City of Norman to create the Net Revenue Stabilization Fund and the requirements to maintain Net Revenue Stabilization Fund Balances.

FYE 14 Budget

Council agreed to transfer $1,500,000 into the Net Revenue Stabilization Fund in FYE 12. In FYE 14, Council also agreed to transfer $1,031,330 from the Public Safety Sales Tax Fund.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	0	1,500,000	1,503,429	1,503,429	2,534,759	2,534,759	2,534,759	2,534,759
2									
3	Revenues:								
4	Interest Income	3,429	0	0	0	0	0	0	0
5									
6	Subtotal	3,429	0	0	0	0	0	0	0
7									
8	I/F Transf - General Fund	1,500,000	0	0	0	0	0	0	0
9	I/F Transf - PSST Fund	0		0	1,031,330				
10									
11	Subtotal	1,500,000	0	0	1,031,330	0	0	0	0
12									
13	Total Revenue	1,503,429	0	0	1,031,330	0	0	0	0
14									
15	Expenditures:								
16	Audit Adjustments/Encumbrances	0	0	0	0	0	0	0	0
17	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
18									
19	Total Expenditures	0	0	0	0	0	0	0	0
20									
21	Net Expenditures	0	0	0	0	0	0	0	0
22									
23	Net Difference	1,503,429	0	0	1,031,330	0	0	0	0
24									
25	Ending Fund Balance	1,503,429	1,500,000	1,503,429	2,534,759	2,534,759	2,534,759	2,534,759	2,534,759
NOTE: Rainy Day Reserve of 4.5% (deficit)			(1,517,134)	(1,541,089)	(466,914)	(618,901)	(749,846)	(887,044)	(1,030,805)
NOTE: Rainy Day Reserve of 3% (deficit)			(511,423)	(526,250)	533,643	432,319	345,023	253,557	157,717

PUBLIC SAFETY SALES TAX FUND
BUDGET
HIGHLIGHTS

Background

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

Previous to Fiscal Year ending June 30, 2011, the revenues and expenditures associated with the Public Safety Sales Tax (PSST) were accounted for in the General Fund. They are now in the PSST Fund, a Special Revenue Fund established with the passage of the FYE 11 budget to account for the temporary PSST revenue and related expenditures. Reserved portions of General Fund balance, totaling $5,968,899 were transferred to establish the PSST Fund, effective on July 1, 2010.

FYE 14 Budget

Estimated revenues of $9,340,298 are being projected at a 4.5% increase over estimated FYE 13 collections. Estimated expenditures of $10,449,419 are budgeted in FYE 14.

Two positions will be added during FYE 14 in the Police Department, making a total of 69 positions in the PSST Fund. Thirty of these budgeted positions are in the Fire Department. By the end of the seventh year, 71 total positions will have been added for improved public safety.

The FYE 2014 budget includes expenditures of an estimated $2,551,870 for the purchase of replacement fire apparatus and police equipment. These purchases are the second year of a three-year program directed by the City Council to supplement Capital Sales Tax allocations for the replacement of expensive fire apparatus and police equipment from PSST funds. The equipment to be purchased in FYE 2014 includes:

Police In-Car Video Systems	$ 750,000
Brush Pumpers (3)	$ 260,460
Fire Tanker Trucks (2)	$ 660,000
Fire Engine w/ Ladder	$ 814,510
Fire Command Vehicle	$ 66,900
FYE 2014 TOTAL	$2,551,870

During final considerations of the FYE 2014 budget, the Council directed that funds be transferred from the PSST Fund to the General Fund to pay for a share of the costs of providing emergency communications (dispatch) functions, in proportion to the ratio of personnel to be added by the PSST to the total personnel in the Police and Fire Departments. Based on this share, the FYE 2014 budget includes a $339,291 transfer from the PSST to the General Fund.

During further consideration of the final FYE 2014 budget, the Council directed that a transfer of $1,031,330, representing the ratio of Police and Fire Department expenditures to total General Fund expenditures, be made from the PSST Fund to the City's Net Revenue Stabilization ("Rainy Day") Fund. Council and the PSST Citizen's Committee recommended a 6-month reserve for salary and benefits to allow more time for the election to continue the Public Safety Sales Tax Fund, if needed.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	6,759,539	8,704,568	9,428,148	7,804,548	6,695,427	8,302,505	6,106,348	6,106,348
2									
3	Revenues:								
4	Sales Tax - Dedicated Public Safety	8,396,715	8,650,291	8,570,442	8,956,112	9,359,137	4,890,149	0	0
5	State Use Tax - Dedicated Public Safety	491,034	324,452	324,452	334,186	344,212	177,269	0	0
6	Interest Income	59,003	0	57,000	50,000	50,000	50,000	0	0
7									
8	Subtotal	8,946,752	8,974,743	8,951,894	9,340,298	9,753,349	5,117,418	0	0
9									
10	I/F Transfer - General Fund	0	0	1,254,340	0	0	0	0	0
11									
12	Subtotal	0	0	1,254,340	0	0	0	0	0
13									
14	Total Revenue	8,946,752	8,974,743	10,206,234	9,340,298	9,753,349	5,117,418	0	0
15									
16	Expenditures:								
17	Salary / Benefits	3,894,261	5,563,377	4,938,452	5,761,590	6,432,267	6,753,880	0	0
18	Supplies/Materials	170,577	242,904	262,146	263,251	75,852	75,852	0	0
19	Services/Maintenance	103,414	152,912	199,189	192,685	79,460	79,460	0	0
20	Internal Service	60,308	93,772	95,860	90,244	92,049	93,890	0	0
21	Capital Equipment	352,357	3,558,065	3,952,397	2,726,028	1,466,643	310,493	0	0
22									
23	Subtotal	4,580,917	9,611,030	9,448,044	9,033,798	8,146,271	7,313,575	0	0
24									
25	Audit Adjustments/Encumbrances	9,359	0	0	0	0	0	0	0
26	I/F Transf - Capital Fund	1,687,867	1,127,450	1,127,450	45,000	0	0	0	0
27	I/F Transf - General Fund	0	0	1,254,340	339,291	0	0	0	0
28	I/F Transf - Rainy Day Fund	0	0	0	1,031,330	0	0	0	0
29									
30	Subtotal	1,697,226	1,127,450	2,381,790	1,415,621	0	0	0	0
31									
32	Total Expenditures	6,278,143	10,738,480	11,829,834	10,449,419	8,146,271	7,313,575	0	0
33									
34	Net Expenditures	6,278,143	10,738,480	11,829,834	10,449,419	8,146,271	7,313,575	0	0
35									
36	Net Difference	2,668,609	(1,763,737)	(1,623,600)	(1,109,121)	1,607,078	(2,196,157)	0	0
37									
38	Ending Fund Balance	9,428,148	6,940,831	7,804,548	6,695,427	8,302,505	6,106,348	6,106,348	6,106,348
39									
40	Reserved for salary and benefits			2,469,226	2,880,795	3,216,134	3,376,940		

COMMUNITY DEVELOPMENT FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

A total of $41,357,678 in CDBG-HOME Program Funds (CDBG - $32,207,388 and HOME - $9,150,290) has been allocated to the City of Norman through FYE 14. The FYE 14 Budget includes a grant of $761,709 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling $319,162.

FYE 14 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 12 and FYE 13 funds are expected to be expended in FYE 14. Total revenues are projected at $1,080,871 and total expenditures are projected at $1,080,871.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 BUDGET
1	Beginning Fund Balance	$0	$0	$147,221	$147,221
2					
3	Revenues				
4	Other Revenues	0	0	0	0
5	Interest Inc. on Afford. Housing	0		0	0
6	Grant Revenue	841,551	738,883	1,504,092	761,709
7	Home Grant Revenue	437,855	368,420	829,019	319,162
8	Emergency Shelter	214,983	0	551,229	0
9	SHPRP ARRA Grant	187,327	0	0	0
10					
11	Total Revenue	1,681,716	1,107,303	2,884,340	1,080,871
12					
13	Expenditures				
14	Community Development 07	7,674	0	45,201	0
15	Community Development 08	12,600	0	53,580	0
16	Community Development 09	0	0	100,092	0
17	Community Development 10	0	0	124,262	0
18	CDBG Housing 10	48,570	0	0	0
19	Community Development 11	27,282	0	113,363	0
20	CDBG Housing 11	173,143	0	114,102	0
21	Community Development 12	300,080	0	65,168	0
22	CDBG Housing 12	270,787	0	144,656	0
23	Community Development 13	0	357,096	357,097	0
24	CDBG Housing 13	0	381,787	386,571	0
25	Community Development 14	0	0	0	476,656
26	CDBG Housing 14	0	0	0	285,053
27	FY09 Home Grant	31,825	0	23,726	0
28	FY10 Home Grant	141,394	0	81,624	0
29	FY11 Home Grant	187,348	0	355,249	0
30	FY12 Home Grant	0	368,420	368,420	0
31	FY13 Home Grant	0	0	0	319,162
32	Emergency Shelter Grant	82,819	0	551,229	0
33	Accruals/Adjustments	63,646	0	0	0
34	SHPRP ARRA Grant	187,327	0	0	0
35					
36					
37	Total Expenditures	1,534,495	1,107,303	2,884,340	1,080,871
38					
39	Net Difference	147,221	0	0	0
40					
41	Ending Fund Balance	147,221	0	147,221	147,221
42					
43	Reserves:				
44	Reserve for Contingency	147,221	0	147,221	147,221
45	Reserve for Affordable Housing	0	0	0	0
46					
47	Total Reserves	147,221	0	147,221	147,221

SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There is one approved grant (at the time of budgeting) in FYE 14 for which the City qualifies.

DUI Enforcement	$64,982

DUI Enforcement

This program provides for additional officers on selected weekends, holidays, and other special events for enforcement against drinking drivers. The program is completely funded by fines paid by arrested and convicted drunk drivers. A fee from each offending person is collected by the District Court and one-half of the court cost is remitted to the City. The funds are used to pay overtime for enforcement and court time of the officers. FYE 14 expenditures are anticipated to be $64,982.

Other Grants

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

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 BUDGET
1	Beginning Fund Balance	1,127,341	292,351	634,635	634,635
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	21,847	0	80,762	0
5	County Court DUI Fines	62,267	63,982	63,982	64,982
6	Local Law Enforcement Grant	0	0	0	0
7	JAIBG/Peer/Real	0	0	0	0
8	SHPO/CLG Grant	7,900	0	15,678	0
9	FEMA Saferoom Grant	0	0	0	0
10	OK LG Arts Council	0	0	0	0
11	Highway Tree Program	24,812	0	0	0
12	Emergency Management Planning Grant	23,607	0	18,054	0
13	Bullet Proof Vest Grant	8,775	0	1,934	0
14	Misc. Police Grants	0	0	2,628	0
15	Homeland Security	292,296	58,332	223,842	0
16	Legacy Trail Improvements	0	544,000	856,402	0
17	Traffic & Alcohol Enforcement	81,868	0	162,173	0
18	Forestry Grant	0	0	0	0
19	Beautification / Tree Program	0	0	2	0
20	Misc. Parks/Forestry Grants	3,875	0	15,000	0
21	Firefighters Assistance	28,911	0	0	0
22	Jag Grant	56,800	0	18,640	0
23	Jag Recovery ARRA Grant	0	0	16,884	0
24	Cops Grant	0	0	0	0
25	Urban Forestry Assistant	0	0	0	0
26	FEMA Reimbursements	0	0	0	0
27	ACOG Traffic Data Grant	10,560	0	14,215	0
28	ARRA CNG Facility Grant	679,430	0	24,996	0
29	ACOG CNG Facility Grant	297,197	0	0	0
30	ACOG Fleet Conversion	0	0	0	0
31	Industrial Pretreatment	0	0	0	0
32	Safe Routes to School	86	176,800	190,000	0
33	'911	0	0	399,982	0
34	Conservation Dist Grant	1,000	0	0	0
35	Transportation	0	0	600,000	0
36	I/F Transf - Capital	511,416	0	0	0
37	Other Revenue/audit accruals	3,427	0	0	0
38					
39	Subtotal	2,116,074	843,114	2,705,174	64,982
40					
41	Total Revenue	2,116,074	843,114	2,705,174	64,982
42					
43	Expenditures				
44	DUI Enforcement	24,233	63,982	63,982	64,982
45	Okla. Highway Grant-DRE Training	21,997	0	80,762	0
46	JAIBG/Peer/Real	0	0	0	0
47	Local Law Enforcement Grant	0	0	0	0
48	SHPO/CLG Grant	22,922	0	15,678	0
49	FEMA Saferoom Grant	0	0	0	0
50	Bullet Proof Vest Grant	9,927	0	1,934	0
51	Misc. Police Grants	19,598	0	2,628	0
52	Homeland Security	237,239	0	165,510	0
53	Traffic & Alcohol Enforcement	81,650	0	162,173	0
54	OK LG Arts Council/Veteran Memorial	0	0	0	0
55	Audit Adj/Encumbrances	117,780	0	0	0
56	Legacy Trail Improvements	3,280	544,000	856,402	0
57	Transportation	0	0	600,000	0
58	Safe Routes to School	0	176,800	190,000	0
59	Beautification / Tree Program	24,812	0	2	0
60	Urban Forestry Assistant	0	0	0	0
61	Misc Parks/Forestry Grants	0	0	15,000	0
62	Forestry Grant	0	0	0	0
63	Jag Grant	27,196	0	18,640	0
64	Jag ARRA	20,375	0	16,884	0
65	911	0	0	399,982	0
66	Intelligence Analysis	60,169	58,332	58,332	0
67	Firefighter Assistance	28,911	0	0	0
68	Highway Tree Program-06	0	0	0	0
69	Traffic Control	8,771	0	14,215	0
70	I-35/Tecumseh Tree Planting	0	0	0	0
71	Disaster Preparedness	0	0	0	0
72	ARRA CNG Facility Grant - Fast Fill	1,011,279	0	24,996	0
73	ACOG CNG Facility Grant - Slow Fill	100,261	0	0	0
74	ACOG Fleet Conversion	86,494	0	0	0
75	Industrail Pretreatment	0	0	0	0
76	Emergency Management Grant	21,455	0	18,054	0
77	Diaster Preparedness Grant	0	0	0	0
78	Conservation Dist Grant	1,000	0	0	0
79					
80	Subtotal	1,929,349	843,114	2,705,174	64,982
81	I/F Transf - General	0	0	0	0
82	I/F Transf - General (Pet License)	0	0	0	0
83	I/F Transf - Capital	679,431	0	0	0
84					
85	Total Expenditures	2,608,780	843,114	2,705,174	64,982
86					
87	Net Difference	(492,706)	0	0	0
88					
89	Ending Fund Balance	634,635	292,351	634,635	634,635
90					
91	Reserved for County DUI Program	302,772	248,857	302,772	302,772
92	Unreserved	331,863	43,494	331,863	331,863
93					
94	Total Reserves	634,635	292,351	634,635	634,635

ROOM TAX FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

Special Revenue Fund Financial Policies

Net income and reserve policies do not apply to Special Revenue Funds since revenues have been specifically identified and segregated to be used for special and specific purposes. The amount expended is directly dependent on the amount of revenue raised. Usually expenditures are made on a project basis rather than on a continuing operational basis, negating the need for operating reserves.

FYE 14 Budget

Revenues from the 5% tax are projected to be $1,550,000, a 29.2% increase from estimated collections for FYE 13 and a 36.8% increase from FYE 13 budgeted collections.

Expenditures in FYE 14 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2014
	Revenue
	$1,551,500
Administrative Fee - 3%	$ 46,545
Arts & Humanities - 25%	376,239
Parks Development - 25%	372,884
Convention & Tourism - 50%	752,478
	$1,548,146

The Parks Development portion of the Room Tax will in large part be allocated to debt service payments for the reconstruction of the Westwood Park Golf Course that was completed in 2003.

Five Year Outlook

Over the next five years, projected operating revenue of $8,236,661 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	240,297	243,953	272,631	331,002	334,356	515,707	711,082	916,251
2									
3	Revenues								
4	Taxes	1,130,488	1,133,000	1,200,000	1,550,000	1,596,500	1,644,395	1,693,727	1,744,539
5	Interest/Investment Income	1,315	3,000	3,000	1,500	1,500	1,500	1,500	1,500
6									
7	Total Operating Revenues	1,131,803	1,136,000	1,203,000	1,551,500	1,598,000	1,645,895	1,695,227	1,746,039
8									
9	Expenditures								
10	Administration	34,043	34,080	34,080	46,545	47,940	49,377	50,857	52,381
11	Arts & Humanities	290,480	275,480	275,480	376,239	387,515	399,130	411,092	423,414
12	Parks Capital Projects	0		45,000	170,000	0	0	0	0
13	Conventions/Visitor Bureau	570,960	550,960	585,860	752,478	775,030	798,259	822,185	846,829
14	I/F Transf - Westwood	206,930	204,209	204,209	202,884	206,164	203,754	205,924	202,369
15	Carryover Encumbrances/Audit Adj.	(2,944)	0	0	0	0	0	0	0
16									
17	Total Expenditures	1,099,469	1,064,729	1,144,629	1,548,146	1,416,649	1,450,520	1,490,058	1,524,993
18									
19									
20	Net Difference	32,334	71,271	58,371	3,354	181,351	195,375	205,169	221,046
21									
22	Ending Fund Balance	272,631	315,224	331,002	334,356	515,707	711,082	916,251	1,137,297
23									
24	Reserves:								
25	Reserved for Administration	3,647	3,647	5,657	5,657	5,657	5,657	5,657	5,657
26	Reserved for Arts & Humanities	31,269	47,309	48,019	48,019	48,019	48,019	48,019	48,019
27	Reserved for Parks & Rec.	148,172	172,645	191,193	194,548	375,899	571,275	776,443	997,488
28	Reserved for Conv. & Tourism	89,543	91,623	88,143	88,142	88,142	88,142	88,142	88,142
29									
30	Total Reserves	272,631	315,224	333,012	336,366	517,717	713,092	918,261	1,139,307

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2014 BUDGET

INCOME:	
Norman Arts Council Share of City Room Tax Funds	$376,239
TOTAL INCOME	**$376,239**
EXPENSES:	
Organizational Grants:	
Academia Filarmonica (Concert Series 2013-2014)	2,000
Children's Arts Network (Children's Chorus Spring Sing)	2,200
Children's Arts Network (Children's Chorus Winter and Spring Concerts)	1,500
Cimarron Opera (32nd Annual Scholastic Opera for 3rd Graders)	1,500
Cimarron Opera (Opera in Autumn)	2,250
Cimarron Opera (Summer Operetta)	7,500
Firehouse Art Center (College Portfolio Program)	4,000
Firehouse Art Center (Healing Studio)	4,000
Fred Jones, Jr. Museum of Art (The Art of the Americas & the Cold War)	11,250
Jacobson Foundation (Lois Smokey: Trailblazer & Traditionalist)	6,000
Jazz in June (31st Anniversary)	15,000
Norman Ballet (2013 Oklahoma Nutcracker)	4,800
Norman Community Foundation (Norman Philharmonic)	12,500
Norman Music Alliance (Norman Music Festival 7)	15,000
Norman Public Schools (Young Shakespearean Project)	1,500
OU Foundation (Medieval Fair Day Camp)	2,000
OU Foundation, Inc. (Medieval Fair)	6,000
OU Music Theatre Opera Guild (Developing Young Audiences)	4,000
Performing Arts Studio (Gallery at the Depot)	2,000
Performing Arts Studio (Summer Breeze Concert Series)	9,000
Performing Arts Studio (Winter Wind Concert Series)	3,000
Pioneer Library (The Crowns Tea)	4,500
Pioneer Library (The Big Read)	10,000
Sooner Theatre of Norman (2013-2014 Theatre Arts Education Series)	5,000
Sooner Theatre of Norman (2013-2014 Concert Series)	4,500
Sooner Theatre of Norman (2013-2014 Sooner Stage Presents)	5,000
The Preservation Project (Sacred Earth & Healing Arts of Tibet)	3,000
Subtotal	**$149,000**
Collaborative Grant:	
University of Oklahoma Neustadt Festival	10,000
Sudden Opportunity Support Grant Fund	2,353
New One-time Program for hotel tax increase	54,239
Subtotal	**$66,592**

NORMAN ARTS COUNCIL BUDGET (continued):

Norman Arts Council Administration:	
Executive Director's Operations Budget	5,000
Salaries	28,000
Insurance	3,000
Communications	3,500
Education (Professional Development)	1,500
Fees & Services	10,500
Printing	2,300
Office Supplies	3,000
Meeting Expenses	1,000
Subtotal	**$57,800**
Norman Arts Council Programs:	
Gallery/Second Friday	10,000
Guest Artist Program (NPS)	4,597
Readers & Writers (NPS)	5,485
Arts Education Programs	4,000
Community Arts Learning: Writing Workshop	4,265
Creative Problem Solving Through the Arts (Kid Art is Smart)	5,500
MAINSITE Gallery Exhibits	9,000
Individual Artists Program	5,000
Subtotal	**$47,847**
Norman Arts Council Promotions:	**$55,000**
TOTAL EXPENSES	**$376,239**

(NPS) - Norman Public Schools

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2014 BUDGET

Not available at time of publishing.

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 14 Budget

Expenditures for maintenance and operation are proposed at $151,731 on revenues of $92,500. This fund accounts for a portion of an Assistant City Attorney's compensation for time spent on Juvenile Services, and for a part-time Juvenile Services Coordinator position.

Available revenues from fund balance are proposed to be drawn-down for capital needs to be used in enforcement activities. The replacement of police canine training equipment is budgeted in FYE 14 for $11,720. No capital equipment needs are projected for FYE 15 – FYE 18.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Restatement								
2	Beginning Fund Balance	593,521	387,576	553,657	614,928	555,697	571,197	586,697	602,197
3									
4	Revenues								
5	Federal Seizures & Restitutions	57,254	6,000	6,000	6,000	6,000	6,000	6,000	6,000
6	State Seizures & Restitutions	39,670	9,000	295,521	9,000	9,000	9,000	9,000	9,000
7	Court Fines - Juvenile	52,736	40,507	40,507	77,000	77,000	77,000	77,000	77,000
8	I/F Transfer - General Fund	0	0	0	0	0	0	0	0
9	Interest/Investment Income	2,418	500	500	500	500	500	500	500
10									
11	Total Revenues	152,078	56,007	342,528	92,500	92,500	92,500	92,500	92,500
12									
13	Expenditures								
14	Audit Adjustments	(990)	0	0	0	0	0	0	0
15	Services/Maintenance- Federal	96	0	0	0	0	0	0	0
16	Services/Maintenance- State	30,055	31,600	200,228	44,760	0	0	0	0
17	I/F Transfer - General Fund	0	0	0	0	0	0	0	0
18	Capital Equipment- State	0	0	0	11,720	0	0	0	0
19	Capital Equipment- Federal	92,357	0	0	0	0	0	0	0
20	Juvenile Program	70,424	81,029	81,029	95,251	77,000	77,000	77,000	77,000
21									
22	Total Expenditures	191,942	112,629	281,257	151,731	77,000	77,000	77,000	77,000
23									
24	Net Difference	(39,864)	(56,622)	61,271	(59,231)	15,500	15,500	15,500	15,500
25									
26	Ending Fund Balance	553,657	330,954	614,928	555,697	571,197	586,697	602,197	617,697
27									
28	Reserves								
29	Reserve for Federal Seizures	18,066	(80,832)	24,066	30,066	36,066	42,066	48,066	54,066
30	Reserve for State Seizures	491,957	495,000	587,750	540,770	550,270	559,770	569,270	578,770
31	Reserve forJuvenile Funds	43,634	(83,214)	3,112	(15,139)	(15,139)	(15,139)	(15,139)	(15,139)
32									
33	Total Reserves	553,657	330,954	614,928	555,697	571,197	586,697	602,197	617,697

CLEET FUND
BUDGET
HIGHLIGHTS

Background

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

State law provides that any person convicted of an offense punishable by a fine of $10 or more, or by incarceration, excluding parking and standing violations, or any person forfeiting bond when charged with such an offense, shall be ordered by the court to pay $9, as a separate penalty assessment.

As an "academy city", the City of Norman has the authority to retain $2 of the $9 penalty assessment collected for police, court and prosecution training. All remaining funds collected are forwarded to CLEET. The City is authorized to keep a 2% administrative fee on the amount collected, which is deducted from the $2 portion retained by the City.

State law also requires that municipalities collect a Fingerprinting Fee in the amount of $5, which is to be collected and reported to the Oklahoma State Bureau of Investigation (OSBI). The moneys collected from the fingerprinting fee pays for the Automated Fingerprint Identification System (AFIS) managed by the OSBI. An administrative fee of $.08 on each $5.00 assessment is retained by the City.

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

In May 2008, a state law became effective which provides for a fee assessment of $5 on marijuana convictions followed in July 2009 by a state law providing for the same assessment on paraphernalia convictions, to be collected and reported to the Bureau of Narcotics Drug Education Revolving Fund. These fees are to be collected at the same time and in the same manner as set forth in paragraph two above. Monies from these fees are to be used for purposes relating to drug education and information in the State of Oklahoma. No administrative fee is provided.

In summary, a total of $19 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana or paraphernalia which are $24), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for any and all fines and penalties otherwise provided for by law. The money retained by the City, as a result of being an academy city, is divided between administrative fees, police training, and court/prosecution training. The City is authorized to retain all interest accrued prior to the due date for deposits. The remainder of money collected is forwarded monthly by the Court Clerk to CLEET, OSBI, and the Bureau of Narcotics.

FYE 14 Budget

FYE 14 projected revenues are $32,000 with projected expenditures at $30,705. This leaves projected ending fund balance of $31,863.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	31,881	32,876	30,374	30,568	31,863	33,158	34,453	35,748
2									
3	Revenues								
4	CLEET for Police Training	25,585	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5	CLEET for Court Training	1,926	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6	Misc revenue	150							
7	Transfer from GF								
8									
9	Total Revenues	27,661	32,000	32,000	32,000	32,000	32,000	32,000	32,000
10									
11	Expenditures								
12	Police Training	27,522	29,005	30,106	29,005	29,005	29,005	29,005	29,005
13	Court Training	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
14	Audit adjustments	(54)							
15									
16	Total Expenditures	29,168	30,705	31,806	30,705	30,705	30,705	30,705	30,705
17									
18	Net Difference	(1,507)	1,295	194	1,295	1,295	1,295	1,295	1,295
19									
20	Ending Fund Balance	30,374	34,171	30,568	31,863	33,158	34,453	35,748	37,043
21									
22	Reserves								
23	Reserve for Police Training	27,682	31,405	27,576	28,571	29,566	30,561	31,556	32,551
24	Reserve for Court Training	2,692	2,766	2,992	3,292	3,592	3,892	4,192	4,492
25									
26	Total Reserves	30,374	34,171	30,568	31,863	33,158	34,453	35,748	37,043

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

The Campus Corner Tax Increment Finance District Fund is a Special Revenue Fund established to account for the increment of sales and property taxes generated from Tax Increment District One, City of Norman. A Campus Corner Revitalization Project Review Committee was convened, consisting of various property taxing jurisdictions (Norman Public Schools, Cleveland County Health Department, Cleveland County, and Moore/Norman Technology District) that would be impacted by the formation of the Tax Increment District. This Committee authorized the City Council to proceed with the formation of the District.

On December 18, 2001, the Norman City Council adopted Ordinance No. O-0102-28, approving the Campus Corner Revitalization Project Plan ("Project Plan") and establishing Increment District Number One, City of Norman ("Increment District") pursuant to the Oklahoma Local Development Act, 62 O.S. 850, et. seq. The Project Plan provided for the apportionment of both ad valorem and sales tax increments to leverage private investment by current property owners, as well as present and future businesses, in order to revitalize the Campus Corner commercial district.

FYE 14 Budget

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

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	132,311	16,432	133,393	0	0	0	0	0
2									
3	Revenues								
4	Sales Tax	0	0	0	0	0	0	0	0
5	Property Tax	0	0	0	0	0	0	0	0
6	I/F Transfer- General	0	0	0	0	0	0	0	0
7	I/F Transfer- Capital	0	0	0	0	0	0	0	0
8	Interest income	783	2,915	700	0	0	0	0	0
9									
10	Total Revenues	783	2,915	700	0	0	0	0	0
11									
12	Expenditures								
13	Audit adjustments/encumb	(299)	0	0	0	0	0	0	0
14	Capital Projects	0	19,347	134,093	0	0	0	0	0
15									
16	Total Expenditures	(299)	19,347	134,093	0	0	0	0	0
17									
18	Net Difference	1,082	(16,432)	(133,393)	0	0	0	0	0
19									
20	Ending Fund Balance	133,393	0	0	0	0	0	0	0

ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

FYE 14 Budget

FYE 14 projected revenues are $12,000. The first public art partially funded by the Art In Public Places Fund is a sculpture, “Indian Grass,” in the new East Main Street roundabout (see picture below). The fund has collected $53,654 in contributions since the beginning of FYE 08.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	3,645	3,645	2,206	2,206	2,206	2,206	2,206	2,206
2									
3	Revenues								
4	Citizen Donations	10,561	12,000	12,000	12,000	12,000	12,000	12,000	12,000
5	Interest income	0							
6									
7	Total Revenues	10,561	12,000	12,000	12,000	12,000	12,000	12,000	12,000
8									
9	Expenditures								
10	Audit adjustments/encumb	0	0	0	0	0	0	0	0
11	Payment to Arts Board	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
12									
13	Total Expenditures	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
14									
15	Net Difference	(1,439)	0	0	0	0	0	0	0
16									
17	Ending Fund Balance	2,206	3,645	2,206	2,206	2,206	2,206	2,206	2,206

WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS

Background

Prior to FYE 10, Westwood Park Fund was an Enterprise Fund established to account for the resources used to operate an 18-hole municipal golf course and swimming pool. Beginning in FYE 10, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood golf and pool operations.

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

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

FYE 14 Budget

Statement of Revenues and Expenditures

Projected FYE 14 fee revenues have been increased 2% from the FYE 13 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 13. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 14 operating expenditures have been increased 0.4% from the FYE 13 budget. Projections for the swimming pool are based upon line-item analysis. Cost allocation charges for centrally provided services have previously been calculated at 5% of revenues; however, these charges (approximately $57,000 per year) will not be assessed. Debt service expenditures continue on the revenue bonds sold in FYE 02. Revenues from the park and recreation portion of the Transient Guest Room Tax ($202,884 in FYE 14) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. Beginning in FYE 08 the Golf Cart fleet will be replaced on a revolving basis. Council approved the use of Capital Funds to replace the Golf Cart fleet and one piece of equipment for the next five years. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

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

Five Year Outlook

Fees and charges, and service levels will continue to be monitored for adequacy and competitiveness to make needed capital improvements and meet all reserve requirements.

Summary

Significant effort will continue to be made to address the financial viability of this fund, to adequately structure rates to recover cost of service, and to explore other options for funding the ongoing concerns of the Fund. The Council has re-affirmed the priority of maintenance of Westwood Golf Course as an operating amenity for the citizens.

WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	14,260	0	12,958	0	0	(0)	0	0
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	1,167,227	1,120,795	1,120,795	1,143,211	1,166,075	1,189,397	1,213,185	1,237,449
5	Service Fees/Chgs	600	212	212	218	225	232	239	246
6									
7	Total Operating Revenues	1,167,827	1,121,007	1,121,007	1,143,429	1,166,300	1,189,629	1,213,424	1,237,695
8									
9	Operating Expenditures:								
10	Salaries and Benefits	833,741	844,968	844,968	847,729	890,115	934,621	981,352	1,030,420
11	Supplies and Materials	119,971	131,286	128,652	129,975	131,275	132,588	133,914	135,253
12	Services/Maintenance	218,756	217,116	206,951	214,514	216,659	218,826	221,014	223,224
13	Internal Service Fund Chgs	31,318	32,760	41,706	38,689	39,463	40,252	41,057	41,878
14	Cost Allocation Charges	0	0	0	0	0	0	0	0
15	Employee Turnover Savings	0	0	0	0	0	0	0	0
16									
17	Total Operating Expenditures	1,203,786	1,226,130	1,222,277	1,230,907	1,277,512	1,326,287	1,377,337	1,430,775
18									
19	Net Operating Revenue	(35,959)	(105,123)	(101,270)	(87,478)	(111,212)	(136,658)	(163,913)	(193,080)
20									
21	Other Revenues:								
22	I/F Transf - Capital Fund - Golf	92,354	78,000	78,000	75,000	61,500	61,500	61,500	61,500
23	I/F Transf - Capital Fund - Pool	0	0	0	0	0	0	0	0
24	I/F Transf - Room Tax	206,930	204,209	204,209	202,884	206,164	203,754	205,924	202,369
25	I/F Transf - General Fund	15,628	97,623	80,812	79,978	103,712	129,159	156,413	185,580
26	I/F Transf - Westwood Enterprise Fd	0	0	0	0	0	0	0	0
27	Interest Income	1,374	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28	Misc. revenue	0	0	0	0	0	0	0	0
29									
30	Total Other Revenues	316,286	387,332	370,521	365,362	378,876	401,913	431,337	456,949
31									
32									
33	Other Expenditures:								
34	Audit Accruals/Adj/encumbrances	(17,655)	0	0	0	0	0	0	0
35	Debt Service	206,930	204,209	204,209	202,884	206,164	203,754	205,924	202,369
36	Capital Projects-GOLF	0	0	0	0	0	0	0	0
37	Capital Equipment-GOLF	92,354	36,000	36,000	33,000	19,500	19,500	19,500	19,500
38	Capital Projects-POOL	0	0	0	0	0	0	0	0
39	Capital Equipment-POOL	0	0	0	0	0	0	0	0
40	Capital Equipment - Golf Carts	0	42,000	42,000	42,000	42,000	42,000	42,000	42,000
41	Capital Equipment - Pool	0	0	0	0	0	0	0	0
42	I/F Transf - Parkland	0	0	0	0	0	0	0	0
43									
44	Total Other Expenditures	281,629	282,209	282,209	277,884	267,664	265,254	267,424	263,869
45									
46	Net Revenues (Expenditures)	(1,302)	0	(12,958)	0	(0)	1	(0)	0
47									
48	Ending Fund Balance	12,958	0	0	0	(0)	0	0	0
49									
50	Reserves								
51	Reserve for Operations	96,303	98,090	97,782	98,473	102,201	106,103	110,187	114,462
52	Reserve for Debt	0	0	0	0	0	0	0	0
53	Reserve for Capital Project	67,500	64,875	64,200	61,500	61,500	61,500	61,500	61,500
54	Reserve (Deficit)	(150,845)	(162,965)	(161,982)	(159,973)	(163,701)	(167,603)	(171,687)	(175,962)
55									
56	Total Reserves	12,958	0	0	0	(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 572 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 14 million gallons per day / peak day and as of April 2013 serves an average of 35,000 customers.

FYE 14 Budget

Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of May 2006) monthly residential water rates are as follows:

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

Revenue projections are based on historic collection patterns and a simple regression model using average rainfall as a predictor variable. Because of the extremely progressive nature of the Norman "inverted" water rate structure, Water Utility revenues are highly dependent on weather patterns, and can therefore fluctuate significantly.

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

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

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

An emergency water supply is available to Norman through a contract with the Oklahoma City Water Utilities Trust (OCWUT). Under this contract, available treated water is transported to Norman along a waterline located in northern Norman. During periods of peak summer water demand, the Norman Water Utility purchases OCWUT water, under this contract.

FYE 2014 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 14 ending fund balance is projected to be $2,566,019 with a reserve deficit of $735,788.

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 City Council has directed a policy through which Norman's water will be treated to levels which meet not only current environmental standards but which provide for future treatment requirements and that address customer's taste and odor requirements year-round. The Norman Water Utility has begun many strategic actions in this direction, but final implementation will depend on rate structure adjustments.

The picture above is of our new clarifier for the Water Treatment Plant. The clarifier is 100 foot diameter and 17 feet deep. It holds 1 million gallons of water and is an essential part of our water treatment process. The Water Treatment Plant upgrade project is a $12.3 million upgrade which was awarded ARRA 'Stimulus' money. The stimulus approval provides money as a low interest loan and includes $2 million as a grant.

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	24,117,167	6,917,894	25,872,265	6,440,397	2,566,019	1,420,164	(606,924)	(292,108)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	13,906,792	13,175,922	14,047,378	14,398,562	14,758,527	15,127,490	15,505,677	15,893,319
5	Connection Fee	691,785	336,008	600,000	606,000	612,060	618,181	624,363	630,607
6	Capital Improvement Charge	1,128,759	1,133,331	1,133,331	1,144,664	1,156,111	1,167,672	1,179,349	1,191,142
7	Cost Allocation	712,526	750,978	750,978	713,674	720,811	728,019	735,299	742,652
8									
9	Total Operating Revenues	16,439,862	15,396,239	16,531,687	16,862,900	17,247,509	17,641,362	18,044,688	18,457,720
10									
11	Operating Expenditures:								
12	Salaries / Benefits	3,547,851	3,914,071	3,914,071	3,927,791	4,124,181	4,330,390	4,546,909	4,774,255
13	Supplies / Materials	1,763,219	1,696,882	1,913,012	1,714,981	1,732,131	1,749,452	1,766,947	1,784,616
14	Services / Maintenance	2,528,162	2,808,923	3,313,423	3,037,952	3,068,332	3,099,015	3,130,005	3,161,305
15	Internal Services	260,353	341,466	327,092	254,364	259,451	264,640	269,933	275,332
16	Cost Allocations	1,626,264	1,617,041	1,626,561	1,635,575	1,651,931	1,668,450	1,685,135	1,701,986
17	Employee Turnover Savings		(58,711)	(58,711)	(58,917)	(61,863)	(64,956)	(68,204)	(71,614)
18									
19	Total Operating Expenditures	9,725,849	10,319,672	11,035,448	10,511,746	10,774,162	11,046,991	11,330,725	11,625,880
20									
21	Net Operating Revenue	6,714,013	5,076,567	5,496,239	6,351,154	6,473,346	6,594,371	6,713,963	6,831,840
22									
23	Other Revenues:								
24	Interest Income	117,490	120,000	120,000	120,000	120,000	120,000	120,000	120,000
25	Other Misc. Revenue	323,502	0	0	0	0	0	0	0
26	I/F Tranfer - General Fund	0	0	0	0	0	0	0	0
27	Revenue Bond Proceeds	1,717,321		0	0	21,000,000	0	0	0
28	Bond/lease proceeds	0	0	0	0	0	0	0	0
29	Grant Revenue	0	0	0	0	0	0	0	0
30									
31	Total Other Revenues	2,158,313	120,000	120,000	120,000	21,120,000	120,000	120,000	120,000
32									
33	Other Expenditures:								
34	Audit Accruals/Adj/Encumbrances	489,195	0	0	0	0	0	0	0
35	Master Conservancy Debt	193,934	277,759	277,759	277,652	277,546	277,279	275,719	81,975
36	Debt Service - 06 Issue	1,514,131	1,516,431	1,516,431	1,517,331	1,516,831	1,514,931	1,516,531	1,516,306
37	Debt Service - 10 Issue	836,181	804,396	804,396	804,396	804,396	804,396	804,396	804,396
38	Debt Service - 15 Issue	0	0	0	0	1,620,000	1,620,000	1,620,000	1,620,000
39	Capital Projects	1,713,311	5,427,291	15,835,797	6,284,775	2,159,400	3,507,568	1,266,000	2,910,500
40	Capital Projects - 06 Issue	1,217,624	150,000	5,652,379	0	0	0	0	0
41	Capital Projects - 10 Issue	16,702	0	13,201	0	0	0	0	0
42	Capital Projects - 15 Issue	0	0	0	0	21,362,500	0	0	0
43	Capital Equipment	403,406	179,967	215,775	711,150	230,000	230,000	230,000	230,000
44	I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
45	I/F Transf - General Fund	732,744	675,597	732,369	750,228	768,529	787,284	806,502	826,196
46	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
47									
48	Total Other Expenditures	7,117,228	9,031,441	25,048,107	10,345,532	28,739,202	8,741,458	6,519,148	7,989,373
49									
50	Net Revenues (Expenditures)	1,755,098	(3,834,874)	(19,431,868)	(3,874,378)	(1,145,856)	(2,027,087)	314,815	(1,037,533)
51									
52	Ending Fund Balance	25,872,265	3,083,020	6,440,397	2,566,019	1,420,164	(606,924)	(292,108)	(1,329,641)
53									
54	Reserves								
55	Reserve for Operations	778,068	825,574	882,836	840,940	861,933	883,759	906,458	930,070
56	Reserve for Encumbrances	4,639,113	0	0	0	0	0	0	0
57	Reserve for Bond Projects - 06 Issue	5,652,379	0	0	0	0	0	0	0
58	Reserve for Bond Projects - 10 Issue	13,201	475,122	0	0	0	0	0	0
59	Reserve for Bond Projects - 15 Issue	0	0	0	0	(362,500)	(362,500)	(362,500)	(362,500)
60	Reserve for Capital	5,810,708	3,304,436	3,225,649	2,460,867	2,561,356	2,088,250	2,910,500	2,910,500
61	Reserve (Deficit) Surplus	8,978,796	(1,522,111)	2,331,912	(735,788)	(2,003,125)	(3,578,933)	(4,109,066)	(5,170,211)
62									
63	Total Reserves	25,872,265	3,083,020	6,440,397	2,566,019	1,057,664	(969,424)	(654,608)	(1,692,141)

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2014 BUDGET

INCOME:

Operation & Maintenance Assessments	$ 2,514,215
Special Assessments	525,000
Annual Repayment Installment	522,048
TOTAL INCOME (Less energy project interest)	**$ 3,561,263**

EXPENSES:

Personnel	$ 595,715
Maintenance	113,500
Utilities	547,500
Insurance & Bonds	32,200
Administrative Supplies	12,000
Professional Services	504,300
State & Federal Services	449,000
Major Equipment Replacement	785,000
Debt Repayment	522,048
TOTAL EXPENSES	**$3,561,263**

WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS

Background

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

The City operates a water reclamation treatment facility with a design capacity of 9.5 million gallons. On November 3, 2001, the Norman Utilities Authority (NUA) adopted an updated Wastewater Master Plan, which proposes to expand system wide treatment capacity to 21.5 MGD by the year 2040. Currently, there are approximately 485 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman.

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

FYE 14 Budget

Statement of Revenues and Expenditures

FYE 14 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 13. Water reclamation rates, effective since November 1, 1996 are as follows:

Single Family/ Duplex $3.90 base plus $1.60 per 1,000 gallons of treated waste water

Sewer line maintenance revenues and expenditures are reported in the Sewer Maintenance Fund. Additional sewer system capital improvement projects are reported in the Sewer Excise Tax Fund and the Sewer Sales Tax Fund.

FYE 14 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 14 ending fund balance is projected to be $11,464,668. This fund balance is used for meeting the Fund's reserve requirements.

The Water Reclamation Fund provides a subsidy to the Sewer Maintenance Fund for the portion of maintenance expenses attributable to user fees accounted for in the Water Reclamation Fund. Water Reclamation Fund reserve levels should be considered in conjunction with Sewer Maintenance Fund reserve levels.

Transfer Policy

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

Five Year Outlook

Over the next five years net income is projected to increase. The revenue forecast for FYE 2015 assumes a 35% increase to the rate structure, to provide funding for expansion of the Water Reclamation Facility.

Summary

In the seventeen years since the voters of Norman last approved an adjustment to the sewer utility's rate structure, an aggressive program of capital improvements has been undertaken. This capital improvement program is reflected in the budgets of the Water Reclamation Fund, Sewer Maintenance Fund, Wastewater Excise Tax Fund, and Sewer Sales Tax Fund. This program has included major repairs and improvements to the sewer interceptors and neighborhood lateral lines throughout the City; the construction of additional sewer mains in northern and southeastern Norman; the construction of major sewerage collection and conveyance systems and lift stations; and major improvements to the handling processes for sewer treatment by-products ("sludge handling"). The Sewer Utility has successfully sought and obtained matching federal funding for the construction of many of these improvements, and will continue to pursue matching funds when feasible.

The final component of these planned capital improvements is the expansion of the Sewer Utility's treatment capacity, to an ultimate capacity of 21.5 million gallons per day. The Wastewater Master Plan anticipates an additional 5 MGD to be constructed at the existing South Canadian Water Reclamation Treatment Plant and 4.5 MGD to be constructed at a Little River basin site which has been purchased by the Utility. Preliminary phases (engineering design, environmental impact studies, etc.) of this treatment expansion began at the South Canadian plant in fiscal year 2010-2011 with funding from the Wastewater Fund (sewer rate payers), remaining Sewer Sales Tax proceeds, and sewer excise tax on new development. Construction of the treatment plant expansion will require an adjustment to the Utility's rate structure (note: the Norman City Charter requires voter approval of increases to utility rates and is scheduled to begin in 2015). The Water Reclamation Utility also began preliminary engineering design and environmental studies toward development of the Little River Water Reclamation Facility during FYE 2013.

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	8,118,824	(1,185,597)	8,273,688	1,205,623	11,464,668	(6,996,225)	(7,077,166)	(7,247,699)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	7,122,407	7,402,446	7,402,446	7,624,519	10,293,101	10,498,963	10,708,942	10,923,121
5	Sewer Replacement Charge	551,285	552,894	552,894	558,423	564,007	569,647	575,343	581,096
6									
7	Total Operating Revenues	7,673,692	7,955,340	7,955,340	8,182,942	10,857,108	11,068,610	11,284,285	11,504,217
8									
9	Operating Expenditures:								
10	Salaries and Benefits	1,753,033	1,752,198	1,752,198	1,739,406	1,826,376	1,917,695	2,013,580	2,114,259
11	Supplies and Materials	281,180	310,828	347,985	307,579	310,655	313,761	316,899	320,068
12	Services and Maintenance	755,847	1,012,527	1,032,129	1,027,875	1,038,154	1,048,535	1,059,021	1,069,611
13	Internal Services	48,100	54,988	57,560	49,538	50,529	51,539	52,570	53,622
14	Cost Allocations	991,504	1,070,488	1,133,744	948,487	957,972	967,552	977,227	986,999
15	Employee Turnover Savings		(26,283)	(26,283)	(26,091)	(27,396)	(28,765)	(30,204)	(31,714)
16									
17	Total Operating Expenditures	3,829,664	4,174,746	4,297,333	4,046,794	4,156,290	4,270,317	4,389,093	4,512,845
18									
19	Net Operating Revenue	3,844,028	3,780,594	3,658,007	4,136,148	6,700,818	6,798,293	6,895,192	6,991,372
20									
21	Other Revenues:								
22	Interest Income	(3,290)	100,000	50,000	50,000	50,000	50,000	50,000	50,000
23	Bond Proceeds/Grant Reimb.	396,876	30,675,000	0	30,675,000	0	0	0	0
24	Misc. Revenue/Cost Allocation	504,893	600,509	600,509	458,109	462,690	467,317	471,990	476,710
25	I/F Transf - Hallpark (capacity)	0	0	0	0	0	0	0	0
26	I/F Transf - Sanitation	0	0	0	0	0	0	0	0
27	I/F Transf - General Fund	0	0	0	0	0	0	0	0
28	I/F Transf - Sewer Sales Tax Fund 323	5,754	0	0	0	0	0	0	0
29									
30	Total Other Revenues	904,233	31,375,509	650,509	31,183,109	512,690	517,317	521,990	526,710
31									
32									
33	Other Expenditures:								
34	Audit Accruals/Adjustments	46,137	0	0	0	0	0	0	0
35	Debt Service- Ref. 98 (89 Issue)	0	0	0	0	0	0	0	0
36	Debt Service-05 Rev. Bonds	483,010	475,028	475,028	461,573	457,548	433,230	251,988	248,532
37	Debt Service-96 SRF Note	141,255	140,609	140,609	139,901	139,200	69,336	0	0
38	Debt Service- Ref. 03 (96 issue)	761,001	759,587	759,587	761,265	756,135	832,908	831,300	0
39	Debt Service-99 SRF Note	258,814	257,862	257,862	256,600	255,340	254,093	252,819	251,557
40	Debt Service-13 Rev Bds	0	2,835,000	0	2,835,000	2,835,000	2,835,000	2,835,000	2,835,000
41	Capital Projects	1,638,112	12,939,778	4,071,876	12,590,000	18,354,000	29,000	404,000	2,020,000
42	Capital Equipment	245,891	0	12,336	322,400	35,749	35,749	35,749	35,749
43	I/F Transf - Sewer Maint Fund 321	538,637	3,827,570	5,289,161	7,312,247	2,326,775	2,382,286	2,441,413	2,504,338
44	I/F Transf - Sewer Sales Tax Fund 323	124,479	0	0	0	0	0	0	0
45	I/F Transf - Hallpark	0	0	0	0	0	0	0	0
46	I/F Transf - General Fund	356,061	370,122	370,122	381,226	514,655	524,948	535,447	546,156
47									
48	Total Other Expenditures	4,593,397	21,605,556	11,376,581	25,060,212	25,674,402	7,396,550	7,587,716	8,441,332
49									
50	Net Revenues (Expenditures)	154,864	13,550,547	(7,068,065)	10,259,045	(18,460,894)	(80,940)	(170,534)	(923,249)
51									
52	Ending Fund Balance	8,273,688	12,364,950	1,205,623	11,464,668	(6,996,225)	(7,077,166)	(7,247,699)	(8,170,949)
53									
54	Reserves								
55	Reserve for Encumbrances	2,909,514	0	0	0	0	0	0	0
56	Reserve for Operations	306,373	333,980	343,787	323,744	332,503	341,625	351,127	361,028
57	Reserve for Capital	7,089,775	7,844,250	6,679,400	5,201,750	817,667	1,212,000	2,020,000	2,020,000
58	Reserve (Deficit) Surplus	(2,031,974)	4,186,720	(5,817,564)	5,939,174	(8,146,395)	(8,630,791)	(9,618,826)	(10,551,977)
59									
60	Total Reserves	8,273,688	12,364,950	1,205,623	11,464,668	(6,996,225)	(7,077,166)	(7,247,699)	(8,170,949)

SEWER MAINTENANCE FUND
BUDGET
HIGHLIGHTS

Background

The Sewer Maintenance Fund is an enterprise fund established October 1, 2001, to account for revenues from the Sewer System Maintenance Rate (SMR) and the sewer portion of the Capital Improvement Charge (CIC) of $.50 per month. It is also 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 as well as maintenance projects accomplished by the Sewer Line Maintenance Division). The Sewer Maintenance Fund receives a subsidy from the "parent" Water Reclamation (Wastewater) Fund in an amount reflecting the cost of the basic level of sewer system maintenance afforded by sewer user fees.

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

FYE 14 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 13 extrapolated for a full year.

FYE 14 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels.

FYE 14 total expenditures are $10,815,090 of which 68% or $7,312,247 is subsidized by the Water Reclamation Fund.

A "worst things first" approach continues to be the basis for determining the priority of projects subject to the approval of the Water Reclamation Implementation Committee. (See CIP FYE 14 – 18 for listing of projects)

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.

Due to the Sewer Maintenance Fund receiving a subsidy from the Water Reclamation Fund for the portion of maintenance expenses attributable to user fees accounted for in the Water Reclamation Fund, Sewer Maintenance Fund reserve levels are considered in conjunction with Water Reclamation Fund reserve levels.

SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	9,901	(0)	0	0	0	0	(0)	0
2									
3	Operating Revenues:								
4	Capital Improvement Charge	609,356	668,161	668,161	674,843	681,591	688,407	695,291	702,244
5	Sewer Maintenance Rate	2,756,388	2,706,878	2,800,000	2,828,000	2,856,280	2,884,843	2,913,691	2,942,828
7									
8	Total Operating Revenues	3,365,744	3,375,039	3,468,161	3,502,843	3,537,871	3,573,250	3,608,982	3,645,072
9									
10	Operating Expenditures:								
11	Salaries and Benefits	1,237,031	1,467,856	1,467,856	1,463,182	1,536,341	1,613,158	1,693,816	1,778,507
12	Supplies and Materials	162,246	203,425	202,061	194,818	196,766	198,734	200,721	202,728
13	Services and Maintenance	294,763	346,076	566,587	346,001	349,461	352,956	356,485	360,050
14	Internal Services	169,618	240,564	243,405	152,609	155,661	158,774	161,950	165,189
15	Cost Allocations	685,665	694,363	694,423	658,485	665,070	671,721	678,438	685,222
16	Employee Turnover Savings		(22,018)	(22,018)	(21,948)	(23,045)	(24,197)	(25,407)	(26,678)
17									
18	Total Operating Expenditures	2,549,323	2,930,266	3,152,314	2,793,147	2,880,254	2,971,145	3,066,003	3,165,019
19									
20	Net Operating Revenue	816,421	444,773	315,847	709,696	657,617	602,105	542,980	480,054
21									
22	Other Revenues:								
23	Interest Income	0	0	0	0	0	0	0	0
24	Misc. Revenue	0	0	0	0	0	0	0	0
25	I/F Transf - Wastewater Fund 32	538,637	3,827,570	5,289,161	7,312,247	2,326,775	2,382,286	2,441,413	2,504,338
26									
27	Total Other Revenues	538,637	3,827,570	5,289,161	7,312,247	2,326,775	2,382,286	2,441,413	2,504,338
28									
29									
30	Other Expenditures:								
31	Capital Projects	1,303,931	4,246,743	5,579,408	6,929,743	2,918,000	2,918,000	2,918,000	2,918,000
32	Capital Equipment	70,493	25,600	25,600	1,092,200	66,392	66,392	66,392	66,392
33	Audit Accruals/Adjustments	(9,465)	0	0	0	0	0	0	0
34									
35	Total Other Expenditures	1,364,959	4,272,343	5,605,008	8,021,943	2,984,392	2,984,392	2,984,392	2,984,392
36									
37	Total Revenues	3,904,381	7,202,609	8,757,322	10,815,090	5,864,646	5,955,536	6,050,395	6,149,410
38									
39	Total Expenditures	3,914,282	7,202,609	8,757,322	10,815,090	5,864,646	5,955,537	6,050,395	6,149,411
40									
41	Net Revenues (Expenditures)	(9,901)	0	0	(0)	0	(1)	1	(0)
42									
43	Ending Fund Balance	0	(0)	0	0	0	(0)	0	(0)
44									

NEW DEVELOPMENT EXCISE TAX FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

The funds collected from the Excise Tax shall be used exclusively for wastewater expansion, improvements, and to pay debt service on obligations issued to finance future improvements and expansion of the wastewater system.

Resolution No. R-0102-55 approved a Citizens Oversight Committee consisting of nine (9) members, for the purpose of ensuring voter-approved sales tax, excise tax, and maintenance fees are spent in accordance with the ordinances approved, and report to the City Council on an annual basis. Resolution No. R-0102-98 approved a Wastewater Master Plan Implementation Committee consisting of Council Members and citizens, for the purpose of ensuring that implementation policies follow the intent of the Citizen's Wastewater Coalition and the Master Plan.

FYE 14 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 $1,450,000 for FYE 14.

Capital Projects of $8 million for design of Water Reclamation Facility expansion and improvements are funded in FYE 14.

Five Year Outlook

Excise tax revenues are projected at an 11.5% increase from FYE 13 Estimated to FYE 14, and at a 10% and 6% increase in years FYE 15 through FYE 16, respectively. The downturn in the local and national residential and commercial construction industry has negatively impacted Sewer Excise Tax revenue in FYE 11 and FYE 12. It is anticipated that construction will return to historic patterns beginning in FYE 2013-2014. Projected bond proceeds of $11,400,000 are budgeted in FYE 2014 for the anticipated expansion of the Wastewater Treatment Plant.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	13,089,163	8,274,490	15,261,364	11,191,092	15,114,073	4,654,073	5,453,073	6,252,073
2									
3	Operating Revenues:								
4	Excise Tax - Residential	1,289,943	1,000,000	1,000,000	1,100,000	1,200,000	1,300,000	1,300,000	1,300,000
5	Excise Tax - Commercial	308,016	300,000	300,000	350,000	400,000	400,000	400,000	400,000
6									
7	Total Operating Revenues	1,597,959	1,300,000	1,300,000	1,450,000	1,600,000	1,700,000	1,700,000	1,700,000
8									
9	Total Operating Expenditures	0	0	0	0	0	0	0	0
10									
11	Net Operating Revenue	1,597,959	1,300,000	1,300,000	1,450,000	1,600,000	1,700,000	1,700,000	1,700,000
12									
13	Other Revenues:								
14	Interest Income	100,116	200,000	200,000	200,000	200,000	200,000	200,000	200,000
15	Bond Proceeds/Grant Reimb.	0	11,400,000	0	11,400,000				
16	SRF Loan Proceeds	1,772,099	0	0	0	0	0	0	0
17	I/F Transf - General Fund	0	0	0	0	0	0	0	0
18	Transfer From Sewer Sales Tax	0	0	0	0	0	0	0	0
19									
20	Total Other Revenues	1,872,215	11,600,000	200,000	11,600,000	200,000	200,000	200,000	200,000
21									
22	Other Expenditures:								
23	Debt Service	242,648	1,100,000	280,188	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
24	Services & maintenance	755	1,000	1,000	1,000	1,000	1,000	1,000	1,000
25	Capital Projects	1,054,570	8,671,102	5,289,084	8,026,019	11,159,000	0	0	0
26									
27	Total Other Expenditures	1,297,973	9,772,102	5,570,272	9,127,019	12,260,000	1,101,000	1,101,000	1,101,000
28									
29	Net Revenues (Expenditures)	2,172,201	3,127,898	(4,070,272)	3,922,981	(10,460,000)	799,000	799,000	799,000
30									
31	Ending Fund Balance	15,261,364	11,402,388	11,191,092	15,114,073	4,654,073	5,453,073	6,252,073	7,051,073
32									

SEWER SALES TAX FUND
BUDGET
HIGHLIGHTS

The Sewer Sales Tax Fund was established October 1, 2001, to account for revenues from the five-year wastewater system sales and use tax, and expenditures for capital improvement projects.

Ordinance 0001-57 was adopted by City Council on June 12, 2001, and approved by voters on August 14, 2001, as a means of financing current capital needs in the City's wastewater system. An additional ½ percent, dedicated sales and use tax imposed by Ordinances 0001-57 and 0102-12 was in effect from October 1, 2001, until September 30, 2006. Funds are dedicated to the reconstruction and replacement of major sewer mains (interceptors) and treatment systems serving current sewer customers. For these purposes, "current" customers are those whose property was attached to the system, or whose properties were in approved platted areas, or areas contracted for City sewer service, as of August 22, 2000.

Resolution No. R-0102-55 approved a Citizens Oversight Committee consisting of nine (9) members for the purpose of ensuring voter-approved sales tax, excise tax, and maintenance fees are spent in accordance with the Ordinances and report to the City Council on an annual basis. Resolution No. R-0102-98 approved a Wastewater Master Plan Implementation Committee consisting of Council Members and citizens, for the purpose of ensuring that implementation policies follow the intent of the Citizen's Wastewater Coalition and the Master Plan.

Ordinance 0203-42 was adopted by the City Council/Norman Utilities Authority on April 8, 2003, and approved by the voters of Norman on June 10, 2003. This ordinance clarified the approved uses of the Sewer Sales Tax proceeds of at least $3.5 million for sludge processing improvements, and at least $3.2 million towards construction of expanded treatment capacity, and the remainder for sewer main improvements.

FYE 14 Budget

Statement of Revenues and Expenditures

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

$13,009 in interceptor capital projects is programmed in FYE 14 for the North Water Reclamation Facility engineering report.

Five Year Outlook

The ½ percent sewer sales and use tax generated $32,099,157 in revenue from October 1, 2001 through September 30, 2006. These revenues will be used on a pay-as-you-go basis, segregated in the City's accounting system from Norman Utility Authority revenues pledged to the retirement of debt.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	7,771,588	7,423,326	7,719,953	5,782,853	5,769,844	5,769,844	5,769,844	5,769,844
2									
3	Operating Revenues:								
4	Sales Tax	0	0	0	0	0	0	0	0
5	Use Tax	0	0	0	0	0	0	0	0
6									
7	Total Operating Revenues	0	0	0	0	0	0	0	0
8									
9	Total Operating Expenditures	0	0	0	0	0	0	0	0
10									
11	Net Operating Revenue	0	0	0	0	0	0	0	0
12									
13	Other Revenues:								
14	Interest Income	63,061	60,000	40,000	0	0	0	0	0
15	Misc. Revenue/Grant Reimbursements	0	0	0	0	0	0	0	0
16	I/F Transfer - Wastewater Fd	124,479	0	0	0	0	0	0	0
17									
18	Total Other Revenues	187,540	60,000	40,000	0	0	0	0	0
19									
20	Other Expenditures:								
21	Audit Accruals/Adj/Encumbrances								
22	Capital Projects	233,421	1,691,169	1,977,100	13,009	0	0	0	0
23	I/F Transfer - Develop Excise Fd	0	0	0	0	0	0	0	0
24	I/F Transfer - Water Reclamation Fd	5,754	0	0	0	0	0	0	0
25									
26	Total Other Expenditures	239,175	1,691,169	1,977,100	13,009	0	0	0	0
27									
28	Net Revenues (Expenditures)	(51,635)	(1,631,169)	(1,937,100)	(13,009)	0	0	0	0
29									
30	Ending Fund Balance - Reserved for use	7,719,953	5,792,157	5,782,853	5,769,844	5,769,844	5,769,844	5,769,844	5,769,844
31	to meet current needs in accordance with								

SANITATION FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

	Container Size	Base Rate	After	Rate cu. yd.
Commercial Customers	2 cu. yds.	52.12	8 cu. yds.	7.04
	3 cu. yds.	66.34	12 cu. yds.	5.95
	4 cu. yds.	78.17	16 cu. yds.	5.15
	6 cu. yds.	97.12	24 cu. yds.	4.48
	8 cu. yds.	113.71	32 cu. yds.	4.07

In July 2001, the Sanitation Utility changed to an automated system for the collection of municipal solid wastes. A fleet of automated collection equipment, including packer trucks is utilized, and rollout carts are provided to all residential sanitation customers. Additional carts are available for $6.00 per month. Beginning July 1, 2012, a $1.00 increase is proposed for additional carts, making the charge $7.00 per month. An additional curbside recycling service was implemented in March 2008, as directed by the voters of Norman. The Norman City Charter requires voter approval for utility increases.

FYE 14 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at a growth rate of 2% per year with a projected increase of $1.00/per month for users who desire a second rollout cart.

FYE 14 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.

No Capital projects are scheduled in FYE 14.

Reserve Policy

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

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

The FYE 14 ending fund balance is projected to be $2,110,487, which does not meet the operations and Capital Reserve requirements discussed above by $586,971.

Levelized Rate Policy

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

Five Year Outlook

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

Summary

The Sanitation Utility will continue to deliver its level of customer service under the approved rate structure. Improvements to the Refuse Transfer Station are complete and fleet replacement schedules will be caught up over time.

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	3,990,281	1,800,032	4,822,902	2,285,057	2,110,487	1,455,259	76,652	(620,795)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	13,217,613	11,976,840	11,976,840	12,216,377	12,460,704	12,709,918	12,964,117	13,223,399
5	Other Revenue	480,728	204,020	204,020	206,060	208,121	210,202	212,304	214,427
6									
7	Total Operating Revenues	13,698,341	12,180,860	12,180,860	12,422,437	12,668,825	12,920,120	13,176,421	13,437,826
8									
9	Operating Expenditures:								
10	Salaries / Benefits	3,934,253	3,953,923	3,953,923	3,988,848	4,188,290	4,397,705	4,617,590	4,848,470
11	Supplies / Materials	1,359,326	1,437,597	1,385,767	1,468,116	1,482,797	1,497,625	1,512,601	1,527,727
12	Services / Maintenance	3,025,043	3,331,623	3,365,010	3,092,441	3,398,660	3,123,365	3,432,647	3,154,599
13	Internal Services	783,869	951,698	962,468	770,218	785,622	801,334	817,361	833,708
14	Cost Allocations	1,263,043	1,285,302	1,323,454	1,273,608	1,286,344	1,299,207	1,312,199	1,325,321
15									
16	Total Operating Expenditures	10,365,534	10,960,143	10,990,622	10,593,231	11,141,713	11,119,236	11,692,398	11,689,825
17									
18	Net Operating Revenue	3,332,807	1,220,717	1,190,238	1,829,206	1,527,112	1,800,885	1,484,023	1,748,001
19									
20	Other Revenue:								
21	Interest Income	(71,251)	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22	Bond Proceeds	0	0	1,600,000	0	0	0	0	0
23									
24	Total Other Revenue	(71,251)	30,000	1,630,000	30,000	30,000	30,000	30,000	30,000
25									
26	Other Expenditures:								
27	Audit Accruals/Adjustments	921,667							
28	Capital Equipment	958,696	1,401,861	4,216,277	1,423,932	1,600,000	1,600,000	1,600,000	1,600,000
29	Debt Service - 2010 Notes	320,228	318,589	318,589	316,344	318,840	315,991	317,970	314,690
30	Debt Service - 2013 Notes	0	0	0	293,500	293,500	293,500	293,500	293,500
31	Capital Projects	228,344	0	823,217	0	0	1,000,000	0	0
32	Bond Issue Costs	0	0	0	0	0	0	0	0
33	I/F Transfer - Wastewater	0	0	0	0	0	0	0	0
34	I/F Transfer - Fleet Maint.	0	0	0	0	0	0	0	0
35									
36	Total Other Expenditures	2,428,935	1,720,450	5,358,083	2,033,776	2,212,340	3,209,491	2,211,470	2,208,190
37									
38	Net Revenues (Expenditures)	832,621	(469,733)	(2,537,845)	(174,570)	(655,228)	(1,378,606)	(697,447)	(430,189)
39									
40	Ending Fund Balance	4,822,902	1,330,299	2,285,057	2,110,487	1,455,259	76,652	(620,795)	(1,050,984)
41									
42	Reserves								
43	Reserve for Operations	829,243	876,811	879,250	847,458	891,337	889,539	935,392	935,186
44	Reserve for Debt	0	0	1,600,000	0	0	0	0	0
45	Reserve for Capital	2,452,685	1,555,983	1,764,786	1,850,000	1,933,333	1,600,000	1,600,000	1,600,000
46	Reserve (Deficit) Surplus	1,540,974	(1,102,495)	(1,958,979)	(586,971)	(1,369,412)	(2,412,887)	(3,156,187)	(3,586,170)
47									
48	Total Reserves	4,822,902	1,330,299	2,285,057	2,110,487	1,455,259	76,652	(620,795)	(1,050,984)

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 premiums on insurance for employee health and property loss. This fund was eliminated and combined with the General Fund in FYE 2002, but re-established in FYE 2012.

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The projected cost in FYE 14 is $2,117,354.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 14 estimated cost of unemployment claims is approximately $22,000. Health insurance claims will also be accounted for in this fund. The City self-insures for these benefits and utilizes a third party administrator to administer the benefits. Consultants are also utilized to set premiums and structure plan benefits.

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

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

Reserve Policy

Operating Reserves are based on a three-month claim history excluding judgments and claims as they are repaid from ad valorem tax revenues.

FYE 14 Budget

Revenues are being projected to reflect conservative estimates while recognizing some extraordinary losses in the prior year. Claims are customarily paid when reduced to judgments, which depletes fund balance. Collections from the tax rolls in subsequent years rebuild fund balance.

Five Year Outlook

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

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

RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	(272,021)	(16,191)	733,531	1,555,342	881,840	853,467	1,259,052	1,750,430
2									
3	Revenues								
4	Int Svs Ch - W/C	1,519,905	1,708,152	1,965,727	990,535	1,711,164	1,799,810	1,892,004	1,987,885
5	Int Svs Ch - Risk	367,944	404,263	404,263	394,228	430,568	445,606	461,330	477,775
6	Int Svs Ch - Unemployment	39,120	39,121	39,121	0	0	20,430	22,667	22,893
7	Int Svs Ch - Health Ins Prem - City	9,304,920	9,726,043	9,510,798	9,796,122	10,506,341	11,268,051	11,775,113	12,304,993
8	Health Ins Premiums - Employee	1,942,643	2,178,147	2,047,478	2,108,213	2,261,058	2,424,985	2,534,110	2,648,144
9	Other Revenues	626,297	0	191,243	0	0	0	0	0
10	I/F Transfer - Debt Service	1,395,791	870,000	820,052	824,062	825,000	825,000	825,000	825,000
11									
12	Total Revenues	15,196,620	14,925,726	14,978,682	14,113,160	15,734,132	16,783,882	17,510,223	18,266,690
13									
14	Expenditures								
15	Salary / Benefits - Risk	295,388	265,590	265,590	255,513	268,289	281,703	295,788	310,578
16	Salary / Benefits - Health Ins	87,765	88,607	88,607	89,811	94,302	99,017	103,967	109,166
17	Services / Maintenance	129,631	138,673	144,523	160,673	162,280	163,903	165,542	167,197
18	Judgments / Claims	753,976	870,000	250,000	320,000	320,000	320,000	320,000	320,000
19	Workers' Comp Pymts	1,756,123	1,658,400	1,965,727	2,117,354	2,202,048	2,290,130	2,381,735	2,477,005
20	Unemployment Claims	22,009	39,121	10,000	22,000	22,220	22,442	22,667	22,893
21	Health Insurance Claims	9,804,698	9,980,089	9,881,079	9,980,089	10,778,496	11,209,636	11,658,021	12,124,342
22	Health Insurance Fees	1,307,367	1,522,174	1,473,083	1,841,222	1,914,871	1,991,466	2,071,124	2,153,969
23	I/F Transfer - General Fd	34,111	0	78,262	0	0	0	0	0
24	Audit Accruals / Adjustments	0	0	0	0	0	0	0	0
25									
26	Total Expenditures	14,191,068	14,562,654	14,156,871	14,786,662	15,762,505	16,378,296	17,018,845	17,685,150
27									
28	Net Difference	1,005,552	363,072	821,811	(673,502)	(28,373)	405,585	491,378	581,540
29									
30	Ending Fund Balance	733,531	346,881	1,555,342	881,840	853,467	1,259,052	1,750,430	2,331,970
31									
32	Reserves:								
33	Reserved for Health Insurance	309,485	287,108	616,235	609,448	589,179	982,096	1,458,205	2,023,865
34	Reserved for Unemployment	17,111	0	46,232	24,232	2,012	0	0	0
35	Reserved for W/C/Claims/Judgments	405,597	59,773	975,649	352,892	367,008	381,688	396,956	412,837
36	Reserved for Risk Mgmt	1,338	0	(82,774)	(104,732)	(104,732)	(104,732)	(104,732)	(104,732)
37									
38	Total Reserves	733,531	346,881	1,555,342	881,840	853,467	1,259,052	1,750,430	2,331,970
39									
40	Targeted Reserves:								
41	Reserve for Health Insurance	1,634,116	1,663,348	1,646,847	1,663,348	1,796,416	1,868,273	1,943,004	2,020,724
42	Reserve for Workers Comp	292,687	276,400	327,621	352,892	367,008	381,688	396,956	412,834
43									
44	Total Targeted Reserves	2,660,335	1,939,748	3,529,810	2,016,241	2,163,424	2,249,961	2,339,959	2,433,558

CAPITAL IMPROVEMENTS FUND
BUDGET
HIGHLIGHTS

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 2014-2018. The document is divided into sections: an overview of policies and how the Capital Improvement Plan is based on Norman 2025, the City's Land Use and Transportation Plan; and summary information by project name, budget year, and funding source. Also, detailed project sheets describing the project, budget schedule, and progress by budget year.

The Capital Improvements Fund is established to account for capital projects funded by sales tax receipts or general obligation bond issues. Those projects relating to enterprise funds and funded with fees and charges are accounted for in the respective enterprise funds. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2014-2018 document.

All capital projects and their funding are approved by City Council. The City Manager has authority to transfer any unexpended appropriation from one project to another upon completion of the approved project. Transfers made under the City Manager's authorization may be provided to the City Council for information.

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

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

Beginning in FYE 10, council approved an increase in the allocation of funds for maintenance of existing facilities from 3% to 5%. An emphasis will be placed on maintaining and improving existing facility structures over the next several years.

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

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

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

On March 2, 2010, a general obligation bond issue was approved by voters; $19 million for the resurfacing and reconstruction of urban and rural roads and $2,250,000 to upgrade and expand the outdoor emergency warning system. Some of the road projects will be ongoing during FYE 2014.

On November 8, 2011, a General Obligation Bond issue was approved by voters; $3,035,000 for the purpose of constructing, equipping, furnishing, remodeling and expanding the City's current animal shelter facilities.

On August 28, 2012, a General Obligation Bond issue was approved by voters; $42,575,000 for several transportation projects. These projects will be ongoing during FYE 2014.

FYE 14 Budget

The FYE 14 Budget shows total projected resources available, including beginning fund balance, of $34,413,905 and total expenditures projected at $29,453,036 with an ending fund balance of $4,960,869. Sales tax is projected at 4.2% increase from FYE 13 estimate and at an average 4.2% growth rate in years FYE 14 through FYE 18. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2014 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2014 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 2014-2018 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about $10,000 per year, "slight" is defined as operating expenses will increase between about $10,001 and $50,000 per year, "moderate" is operating expenses will increase between about $50,001 and $100,000 per year, and "high" is operating expenses will increase more than $100,001 per year.

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

Other operating impacts of capital investments include $5,000 per year for electricity and preventive maintenance for each new traffic signal location. In FYE 14, 7 new traffic signal locations will have a total $35,000 effect on the operating budget. Other modified traffic signals and intersections will have am operating cost of $10,000 to $15,000 per year per location for electricity and preventive maintenance. The total operating effect in FYE 14 for these projects is estimated at $25,000. A Traffic Circulation project in FYE 14 is estimated to have an operating budget impact of $3,000 per year for sign and pavement marking maintenance. Two bridge replacement projects (Franklin bridge and Main Street bridge) in FYE 14 will have a $5,000 per year per bridge in maintenance costs, with an FYE 14 total operating impact of $10,000.

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

Other improvement projects such as stormwater drainage, parks and recreation, street maintenance and maintenance of existing facility projects will have the operating costs of personnel and material, but will have maintenance cost savings that are difficult to quantify.

Summary

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

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	25,064,185	14,731,594	39,699,293	21,607,438	4,960,869	19,634,842	13,627,586	10,888,362
2									
3	Revenues:								
4	Sales Tax	11,767,028	11,181,438	11,864,415	12,362,720	12,881,955	13,422,997	13,986,763	14,574,207
5	Allocated to Debt Service	(250,188)	(250,063)	(250,063)	0	0	0	0	0
6	Interest/Investment Income	375,919	150,000	150,000	150,000	150,000	150,000	150,000	150,000
7	GO Bond Interest Income	11,205	0	204,247	0	0	0	0	0
8	Donations/Other	649,749	0	61,400	248,747	484,547	243,192	175,649	0
9									
10	Subtotal	12,553,713	11,081,375	12,029,999	12,761,467	13,516,502	13,816,189	14,312,412	14,724,207
11	I/F Transf - General	0	0	0	0	0	0	0	0
12	I/F Transf - PSST Fund	1,687,867	1,127,450	1,127,450	45,000	0	0	0	0
13	I/F Transf - Special Grant Fund	679,431	0	0	0	0	0	0	0
14	Bond Proceeds	19,075,000	0	20,050,000	0	22,525,000	0	0	0
15									
16	Total Revenue	33,996,011	12,208,825	33,207,449	12,806,467	36,041,502	13,816,189	14,312,412	14,724,207
17									
18	Expenditures:								
19	Salary and Benefits	908,173	886,215	886,215	877,766	921,654	967,737	1,016,124	1,066,930
20	Services and Maintenance	6,864	16,433	16,433	16,204	16,366	16,530	16,695	16,862
21	Capital Outlay (Transfer)	2,896,972	3,018,988	4,364,509	3,147,296	3,478,128	3,624,209	3,776,426	3,935,036
22	Street Maintenance	1,461,871	1,493,633	4,537,483	2,070,156	2,440,377	2,440,377	2,440,377	2,440,377
23	Capital Projects (See Detail)	9,398,233	7,558,829	14,663,837	5,438,715	4,597,622	4,313,106	4,355,000	1,180,000
24	Maintenance of Facilities	631,115	492,500	966,777	597,500	80,000	105,000	105,000	105,000
25	Paygo (Bond Projects)	62,537	0	1,149,084	0	0	0	166,949	0
26	New Bond Projects - 05 Election	663,713	0	1,900,800	0	0	0	0	0
27	New Bond Projects - 10 Election	2,440,717	3,921,399	8,475,030	3,221,837	4,060,506	0	0	0
28	New Bond Projects - 99 Election	0	0	278,732	0	0	0	0	0
29	New Bond Projects - 11 Election	0	0	3,033,466	0	0	0	0	0
30	New Bond Projects - 12 Election	0	0	9,452,026	13,780,712	5,382,358	8,043,781	4,849,800	0
31	Bond Issue Cost	111,339	0	79,912	0	89,776	0	0	0
32	Debt Service	0	0	600,000	0	0	0	0	0
33	Audit Accruals/Adj/Encumbrances	(37,286)	0	0	0	0	0	0	0
34									
35	Subtotal	18,544,248	17,387,997	50,404,304	29,150,186	21,066,787	19,510,740	16,726,371	8,744,205
36	I/F Transf - GF (St. Maint. Drainage	216,385	0	217,000	227,850	239,243	251,205	263,765	276,953
37	I/F Transf - Special Grant Fund	507,916	0	600,000	0	0	0	0	0
38	I/F Transf - Westwood - Golf	92,354	78,000	78,000	75,000	61,500	61,500	61,500	61,500
39									
40	Total Expenditures	19,360,903	17,465,997	51,299,304	29,453,036	21,367,530	19,823,444	17,051,636	9,082,658
41									
42	Net Difference	14,635,108	(5,257,172)	(18,091,855)	(16,646,569)	14,673,972	(6,007,256)	(2,739,224)	5,641,549
43									
44	Ending Fund Balance	39,699,293	9,474,422	21,607,438	4,960,869	19,634,842	13,627,586	10,888,362	16,529,911
45									
46	Reserves:								
47	General Contingency	823,692	782,701	830,509	865,390	901,737	939,610	979,073	1,020,194
48	Reserve for New Bond Proceeds - 0	1,911,426	359,845	10,626	10,626	10,626	10,626	10,626	10,626
49	Reserve for New Bond Proceeds - 1	16,230,069	7,752,793	7,755,039	4,533,202	472,696	472,696	472,696	472,696
50	Reserve for New Bond Proceeds - 9	278,732	0	0	0	0	0	0	0
51	Reserve for New Bond Proceeds - 1	3,033,466	0	0	0	0	0	0	0
52	Reserve for New Bond Proceeds - 1	(571,824)	0	10,150,485	(3,630,227)	13,422,639	5,378,858	529,058	529,058
53	Reserve for Encumbrances	9,164,151	0	0	0	0	0	0	0
54	Available for New Projects	8,829,581	579,083	2,860,779	3,181,878	4,827,144	6,825,796	8,896,909	14,497,337
55									
56	Total Reserves	39,699,293	9,474,422	21,607,438	4,960,869	19,634,842	13,627,586	10,888,362	16,529,911

PARK LAND AND DEVELOPMENT FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

Community parks include Andrews, Reaves, Griffin, Sutton, Saxon and Ruby Grant. There are in addition 54 neighborhood parks.

FYE 14 Budget

There are revenues of $100,000 estimated in FYE 14, which include fees of $85,000.

There is a fund balance of $911,016 projected at the end of FYE 14 that may be utilized for the purposes discussed in the Park Land Ordinance.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	1,335,981	1,220,291	1,394,936	846,016	911,016	941,016	1,041,016	1,141,016
2									
3	Revenues								
4	Interest/Investment Income	8,152	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5	Community Park Fees	79,200	45,000	45,000	45,000	45,000	45,000	45,000	45,000
6	Neighborhood Park Fees	70,875	40,000	40,000	40,000	40,000	40,000	40,000	40,000
7	In-Lieu of/Other	26,117							
8									
9	Total Revenue	184,344	100,000	100,000	100,000	100,000	100,000	100,000	100,000
10									
11	Expenditures								
12	Community Park Projects	98,215	0	97,442	35,000	0	0	0	0
13	Neighborhood Park Projects	30,089	115,000	551,478	0	70,000	0	0	0
14	Parkland acquisition	0	0	0	0	0	0	0	0
15	I/F Transf - Room Tax	0	0	0	0	0	0	0	0
16	I/F Transf - Capital	0	0	0	0	0	0	0	0
17	I/F Transf - GF	0	0	0	0	0	0	0	0
18	Services & maintenance	0	0	0	0	0	0	0	0
19	Audit Accruals/Adjustments	(2,915)	0	0	0	0	0	0	0
20									
21	Total Expenditures	125,389	115,000	648,920	35,000	70,000	0	0	0
22									
23	Net Difference	58,955	(15,000)	(548,920)	65,000	30,000	100,000	100,000	100,000
24									
25	Ending Fund Balance	1,394,936	1,205,291	846,016	911,016	941,016	1,041,016	1,141,016	1,241,016
26									
27	Reserves								
28	Reserve for Community Parks	102,761	15,236	50,319	60,319	105,319	150,319	195,319	240,319
29	Reserve for Neighborhood Parks	516,864	421,928	5,386	45,386	15,386	55,386	95,386	135,386
30	Reserve for Park Land	775,311	768,127	790,311	805,311	820,311	835,311	850,311	865,311
31									
32	Total Reserves	1,394,936	1,205,291	846,016	911,016	941,016	1,041,016	1,141,016	1,241,016

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

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

On May 23, 2006, the City Council adopted Ordinance O-0506-66, establishing the University North Park Tax Increment Finance District (City of Norman TIF #2). TIF #2 is located on a 580-acre tract of land along I-35 in north central Norman. Plans for the TIF include the construction of public infrastructure including road and traffic improvements; a conference center, a new community park ("Legacy Park") and extension of the City's Legacy Trail; and economic development incentives designed to attract quality jobs to the TIF area. Future fiscal year budgets will reflect projected revenues and estimated capital projects related to this TIF.

FYE 14 Budget

In Fiscal Year 2014, incremental apportionment revenues of an estimated $3,407,506 in sales tax and $835,000 in property tax are projected. Several transportation improvement projects and Legacy Park funded by the University North Park TIF will be under construction in FYE 14. The timing and status of other approved TIF projects will be reviewed in relation to the development of the UNP area.

Beginning in FYE 14 a 3% of revenue charge for administrative costs will be expensed as an Inter-Fund transfer to the General Fund.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	5,892,909	3,554,426	7,264,753	5,699,925	8,788,847	11,521,881	14,401,258	17,433,201
2									
3	Revenues								
4	Sales Tax	2,326,782	2,656,279	3,268,591	3,407,506	3,552,325	3,703,299	3,860,689	4,024,768
5	Sales Tax - Economic Dev	465,355	0	0	0	0	0	0	0
6	Interest Income	2,972	17,500	17,500	17,500	17,500	17,500	17,500	17,500
7	Property Tax	770,412	835,000	952,407	835,000	835,000	835,000	835,000	835,000
8	Bond Proceeds	785,699	0	5,900,000	0	0	0	0	0
9	Loan Procees	0	0	0	0	0	0	0	0
10	Misc Income	0	0	0	0	0	0	0	0
11									
12	Subtotal	4,351,220	3,508,779	10,138,498	4,260,006	4,404,825	4,555,799	4,713,189	4,877,268
13									
14	I/F Transf - Capital	0	0	0	0	0	0	0	0
15									
16	Total Revenue	4,351,220	3,508,779	10,138,498	4,260,006	4,404,825	4,555,799	4,713,189	4,877,268
17									
18	Expenditures								
19	Services /Maintenance	8,903	9,971	9,971	10,071	10,171	10,273	10,376	10,480
20	Administration	0	0	0	127,275	131,620	136,149	140,871	145,793
21	Transfer to GF	0	0	0	0	0	0	0	0
22	Transfer to Capital Fund	0	0	0	0	0	0	0	0
23	Capital Projects	2,170,623	2,105,500	10,608,555	0	0	0	0	0
24	Debt Service	724,606	1,026,800	1,084,800	1,033,738	1,530,000	1,530,000	1,530,000	1,530,000
25	Audit adjustments	75,244	0	0	0	0	0	0	0
26									
27	Total Expenditures	2,979,376	3,142,271	11,703,326	1,171,084	1,671,791	1,676,422	1,681,247	1,686,273
28									
29	Net Difference	1,371,844	366,508	(1,564,828)	3,088,922	2,733,034	2,879,377	3,031,943	3,190,996
30									
31	Ending Fund Balance	7,264,753	3,920,934	5,699,925	8,788,847	11,521,881	14,401,258	17,433,201	20,624,197

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, 2012, including debt to be paid by City-operated enterprises.

General Government Debt	**Final Maturity**	**Outstanding Balance**	**Interest Rate**
Combined Purpose Bonds of 1992	Dec. 1, 2012	$ 250,000	.5% - 10%
Combined Purpose Bonds of 2005A	June 1, 2025	5,730,000	3.5% - 4.5%
Combined Purpose Bonds of 2007A	June 1, 2027	5,780,000	3.8% - 4.25%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	4,060,000	3.375% - 4.25 %
Combined Purpose Bonds of 2008B	Dec. 1, 2013	2,745,000	3.25% - 3.625%
Combined Purpose Bonds of 2010	Sept. 1, 2015	6,250,000	1% - 1.5
Combined Purpose Bonds of 2012A	Mar.1, 2014	290,000	2%
Combined Purpose Bonds of 2012B	Mar.1, 2017	15,000,000	.5% - 2%
Combined Purpose Bonds of 2012C	Mar.1, 2017	$ 3,035,000	1% - 2%
Total		$ 43,140,000	

Tax Increment Authority Debt	**Final Maturity**	**Outstanding Balance**	**Interest Rate**
TIF Revenue Note of 2009	Sept. 1, 2028	$6,175,153	Variable

Enterprise Fund Debt	Final Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	Aug. 2016	$ 896,160	2.74%
Revenue Bond – Refunding Series 2005	Nov. 1, 2019	2,495,000	3.25% - 4%
Water Reclamation OWRB SRF Note	Aug. 15, 2015	484,137	.5%
Water Reclamation Revenue Refunding Bonds 2003	Nov. 1, 2016	3,575,000	2.25% - 4%
Water Reclamation OWRB SRF Note	Sept. 15, 2019	1,865,385	.5%
NUA Utility Revenue Bonds Series 2006	June 30, 2027	17,000,000	3.87% - 5.0%
NMA Sanitation Notes	Oct. 1, 2024	3,200,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,500,000	3.5% - 6.125%
NMA Loan (Gray Street Property)	July 15, 2014	750,000	2.89%
Clean Water OWRB SRF Note	*	4,533,659	2.91%
Drinking Water OWRB SRF Note	*	11,045,336	3.28%
Total		$47,484,677	
Grand Total			**$96,659,830**

*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	DEBT SERVICE REQUIREMENT PRINCIPAL	INTEREST	TOTAL	(3) COVERAGE RATIO
2003	18,870	12,306	6,564	1,491	914	2,405	2.73
2004	19,550	13,337	6,213	2,614	813	3,427	1.81
2005	24,282	10,130	14,152	1,595	690	2,285	6.19
2006	28,405	9,828	18,577	1,300	365	1,665	11.16
2007	33,524	5,663	27,861	1,454	1,063	2,517	11.07
2008	31,428	7,888	23,540	2,153	1,401	3,554	6.62
2009	27,662	13,513	14,149	2,193	1,358	3,551	3.98
2010	33,559	10,873	22,686	2,242	1,251	3,493	6.49
2011	30,345	11,793	18,552	1,807	1,354	3,161	5.87
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52

(1) Total revenues (including interest) exclusive of sewer sales and use taxes and capital improvement charges.
(2) Total operating expenses exclusive of depreciation and amortization, Sewer Maintenance Fund expenses, Sewer Sales Tax and Use Tax Fund expenses.

Source: City of Norman, 2012 Comprehensive Annual Financial Report, p. 108

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, 2012

Assessed Valuation:		
Net Assessed Value		$790,324,000
Section 26 limitation:		
10% of net assessed value	$ 79,032,000	
Section 27 limitation:		
30% of net assessed value		$237,097,000
Debt applicable to limitation:		
Total general bonded debt	$ 43,140,000	
Less amount available for payment	(4,817,000)	
Total debt applicable to limitation	$ 38,323,000	
Legal debt margin		$198,774,000

Source: City of Norman, 2012 Comprehensive Annual Financial Report, p. 107

FYE 14 Budget

The Combined Purpose Bonds of 1992 in the amount of $4,340,000 were issued in FYE 93, and $3,600,000 in FYE 95, but will be paid from sales tax revenue dedicated to capital improvements. The Norman Utilities Authority Water and Wastewater Division's revenues service the five revenue issues, while the Norman Municipal Authority revenues service the Sanitation Equipment Notes and the Recreational Facilities Revenue Bonds. Proposed Revenue Bonds for improvements to the University North Park Tax Increment Finance District will be issued by the Norman Tax Increment Finance Authority. The following table illustrates the ratio of General Government debt service to total General Government expenditures. On March 29, 2005, the voters approved 4 out of 5 General Obligation Bond propositions totaling $31,830,000. The moneys are being used for major street construction projects, citywide pavement reconstruction, Fire Station #3 relocation, and a railroad crossing underpass on Robinson Street.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	3,483,015	3,217,654	4,618,163	7,986,636	7,046,116	6,247,327	3,853,306	2,996,893
2									
3	Revenues:								
4	Property Tax	7,161,580	9,740,794	9,740,794	10,064,379	9,696,541	7,991,761	7,821,102	3,932,969
5	Interest/Investment Income	25,316	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6	Assessment District-HP	(3,212)	0	0	0	0	0	0	0
7									
8	Subtotal	7,183,684	9,765,794	9,765,794	10,089,379	9,721,541	8,016,761	7,846,102	3,957,969
9	I/F Transf - 92 & 95 Bonds	250,188	146,761	250,063	0	0	0	0	0
10	I/F Transf - GF	158,525	0	0	0	0	0	0	0
11									
12	Total Revenue	7,592,397	9,912,555	10,015,857	10,089,379	9,721,541	8,016,761	7,846,102	3,957,969
13									
14	Expenditures								
15	Principal Payments	3,680,000	4,570,000	4,570,000	9,125,000	8,510,000	8,520,000	6,985,000	2,450,000
16	Interest Payments	950,228	774,293	1,255,787	1,079,292	1,183,785	1,064,237	890,970	725,227
17	Agents Fees	1,925	1,545	1,545	1,545	1,545	1,545	1,545	1,545
18	Assessment District-HP	274,747	0	0	0	0	0	0	0
19	Audit Accruals/Adjustments	23,405	0	0	0	0	0	0	0
20									
21	Subtotal	4,930,305	5,345,838	5,827,332	10,205,837	9,695,330	9,585,782	7,877,515	3,176,772
22	I/F Transf - Insurance	1,395,791	870,000	820,052	824,062	825,000	825,000	825,000	825,000
23	I/F Transf - GF	131,153	0	0	0	0	0	0	0
24									
25	Total Expenditures	6,457,249	6,215,838	6,647,384	11,029,899	10,520,330	10,410,782	8,702,515	4,001,772
26									
27	Net Difference	1,135,148	3,696,717	3,368,473	(940,520)	(798,789)	(2,394,021)	(856,413)	(43,803)
28									
29	Ending Fund Balance	4,618,163	6,914,371	7,986,636	7,046,116	6,247,327	3,853,306	2,996,893	2,953,090
30									
31	Reserve for Debt Service	4,618,163	6,781,842	7,986,636	7,046,116	6,247,327	3,853,306	2,996,893	2,953,090
32	Reserve for Assessment District-HP	0	132,529	0	0	0	0	0	0
33									
34	Total Reserves	4,618,163	6,914,371	7,986,636	7,046,116	6,247,327	3,853,306	2,996,893	2,953,090

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

Background

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

FYE 14 Budget

These bonds were paid off in December of 2012.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1	Beginning Fund Balance	78,269	54,484	158,997	0	0	0
2							
3	Revenues						
4	Interest/Investment Income	1,304	2,000	479	0	0	0
5	Audit Accruals/Adjustments	91,040					
6	Sales Tax	238,572	90,277	90,587	0	0	0
7							
8	Total Revenues	330,916	92,277	91,066	0	0	0
9							
10	Expenditures						
11	I/F Transf - Gen Debt Service	250,188	146,761	250,063	0	0	0
12							
13	Total Expenditures	250,188	146,761	250,063	0	0	0
14							
15	Net Difference	80,728	(54,484)	(158,997)	0	0	0
16							
17	Ending Fund Balance	158,997	0	0	0	0	0
18							
19	Reserve for Debt Service	158,997	0	0	0	0	0

ARTERIAL ROADS RECOUPMENT FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

FYE 14 Budget

The FYE 14 Budget shows a beginning fund balance of $181,708. No expenditures are projected to be made for FYE 14 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2014 – 2018 discusses planned recoupment projects in detail.

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

		FYE 12 ACTUAL	FYE 13 BUDGET	FYE 13 ESTIMATED	FYE 14 ADOPTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED	FYE 18 PROJECTED
1	Beginning Fund Balance	494,610	179,009	384,019	181,708	181,708	181,708	181,708	181,708
2									
3	Revenues								
4	Reimbursements/Interest	938	0	0	0	0	0	0	0
5	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
6									
7	Total Revenues	938	0	0	0	0	0	0	0
8									
9	Expenditures								
10	Capital Projects	111,529	0	202,311	0	0	0	0	0
11	Audit Adjustments	0	0	0	0	0	0	0	0
12									
13	Total Expenditures	111,529	0	202,311	0	0	0	0	0
14									
15	Net Difference	(110,591)	0	(202,311)	0	0	0	0	0
16									
17	Ending Fund Balance	384,019	179,009	181,708	181,708	181,708	181,708	181,708	181,708

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

Employee Retirement System

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

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

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

Oklahoma Firefighters Pension and Retirement System

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

Members of the firefighter's retirement system are required to pay 8% of their base pay to the pension plan. By State Statute, the City contributes 13% of member's payroll to the OFPRS. However, beginning November 1, 2013, the City contribution rate will increase to 14% per a state legislation mandate.

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:

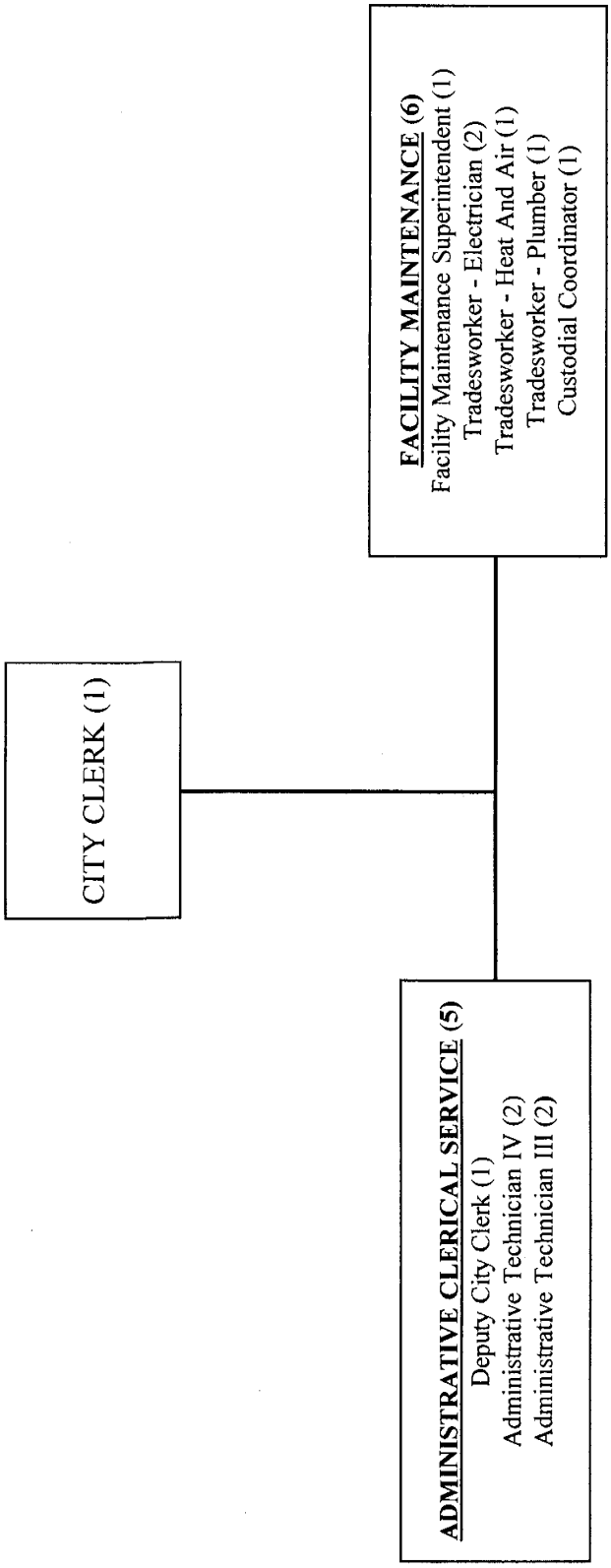
	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	586	586	586	586	577
Part-time Positions	18	18	18	18	21
Total Budgeted Positions	604	604	604	604	598

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	48,102,461	50,865,500	50,815,729	50,137,300	51,314,332
Supplies & Materials	5,799,624	6,523,031	6,625,814	6,434,834	6,268,353
Services & Maintenance	6,814,088	8,618,105	9,235,708	7,693,833	8,482,805
Internal Services	3,017,825	3,284,120	3,276,120	3,304,832	2,692,463
Capital Equipment	2,887,852	3,018,988	4,364,509	4,364,509	3,147,296
Subtotal	66,621,849	72,309,744	74,317,880	71,935,308	71,905,249
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	1,677,653	97,623	1,351,963	1,335,152	79,978
Audit Adjust/Encumbrances	7,773	0	0	0	0
Subtotal	1,685,426	97,623	1,351,963	1,335,152	79,978
Fund Total	68,307,276	72,407,364	75,669,843	73,270,460	71,985,227

OFFICE OF THE CITY CLERK

12 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council
- Administers Municipal campaign 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, lift stations, and storm sirens
- Administers repair and renovation projects for City facilities

PERSONNEL:

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	778,401	844,866	844,866	833,587	862,688
Supplies & Materials	114,263	105,508	108,429	106,298	75,591
Services & Maintenance	195,443	219,945	209,868	200,637	233,475
Internal Services	23,824	25,494	25,494	28,597	25,482
Capital Equipment	24,676	22,700	22,700	22,700	49,288
Subtotal	1,136,607	1,218,513	1,211,357	1,191,819	1,246,524
Department Total	1,136,607	1,218,513	1,211,357	1,191,819	1,246,524

DIVISION SUMMARY

010-2020 CITY CLERK

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	436,582	445,981	445,981	440,027	459,912
Supplies & Materials	4,258	7,468	7,873	7,649	5,178
Services & Maintenance	57,435	63,996	62,292	58,381	63,336
Internal Services	11,901	12,856	12,856	15,237	14,394
Capital Equipment	0	1,800	1,800	1,800	10,800
Subtotal	510,177	532,101	530,802	523,094	553,620
Division Total	510,177	532,101	530,802	523,094	553,620

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
- implementation of electronic filing process for City Council candidate campaign reports
- increase the number of documents provided electronically
- program City meetings for rebroadcast, special announcements, and meeting notices on the cable access channel
- responding to citizens requests through the Action Center

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	99%	99%	99%	99%	99%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	100%	100%	99%	99%
Percentage of Council items indexed and distributed within 3 days of Council action.	100%	100%	100%	100%	100%
Percentage of minutes prepared within 3 days of Council meeting	98%	98%	98%	95%	95%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	98%	98%
Number of special events and festival permits issued	10	13	15	19	20

DIVISION SUMMARY

010-2030 FACILITIES MAINTENANCE ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	28,897	29,316	29,316	28,925	30,623
Supplies & Materials	969	2,085	2,160	1,920	1,798
Services & Maintenance	12,433	20,687	20,443	19,241	21,677
Internal Services	2,461	1,818	1,818	2,035	1,765
Capital Equipment	0	10,700	10,700	10,700	0
Subtotal	44,760	64,606	64,437	62,821	55,863
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	44,760	64,606	64,437	62,821	55,863

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE ADMINISTRATION

GOALS:

- Computerize records for day-to-day tasks with the ability to access this information for report and budget purposes.
- Create a comprehensive assessment of the present condition of City facilities for immediate and future repair and replacement of equipment and maintenance.
- Reduce repeat calls for the same repair work by instituting a program that emphasizes long term solution versus temporary repairs.
- Incorporate sustainable energy and equipment practices.
- Plan and schedule staff for optimal operation of repair and maintenance of City facilities.
- Provide enough resource to the division to accomplish the mission.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Response time to emergency repair measured in less than 4 hours	n/a	n/a	95%	98%	95%
Percentage of repeat calls for same problem	10%	10%	10%	7%	10%

Notes to Results Report:

New software program anticipated for FYE 13 Budget that will allow for more accurate measurements for Division. Program is to be implemented in summer of 2013.

DIVISION SUMMARY

010-2031 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

- Monitor outside custodial services, operate, stock, and dispense cleaning supplies from warehouse to all City facilities, perform custodial, setup work, and general repair duties as required.
- Provide custodial supplies for departments and divisions through the City of Norman.
- Monitor the custodial contract for the municipal complex and library.
- Perform custodial setup work as needed.
- Conduct general repairs.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	8,096	54,618	54,618	53,889	48,624
Supplies & Materials	57,812	36,000	40,176	39,151	11,275
Services & Maintenance	107,006	107,898	104,661	101,424	122,898
Internal Services	1,689	2,458	2,458	2,241	1,672
Capital Equipment	0	3,200	3,200	3,200	0
Subtotal	174,602	204,174	205,113	199,905	184,469
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	174,602	204,174	205,113	199,905	184,469

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY CUSTODIAL SERVICES

GOALS:

- Plan and coordinate custodial functions with the outside contractor as well as internal jobs to have minimum of disruption during working hours.
- Anticipate needs for janitorial supplies for all departments to eliminate return trips to pick up supplies.

OBJECTIVES:

- Monitor outside custodial contractor's 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.
- Provide janitorial supplies for 56 buildings and 35 restrooms in parks.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percentage of time needed products are available	100%	99%	80%	90%	90%
Percentage of time inventory is adequate	100%	95%	100%	100%	100%
Percentage of time the above-referenced City facilities' janitorial needs are well maintained	n/a	85%	100%	80%	100%

Notes to Results Report:

New software program anticipated for FYE 13 Budget that would allow for more accurate measurements for Division. Program is to be implemented in summer of 2013.

DIVISION SUMMARY

010-2032 FACILITY MAINTENANCE

MISSION:

- Safely accomplish tasks in a neat and workmanship like manner at a high level of competence and productivity while performing maintenance repair to City facilities.

DESCRIPTION:

- Responsible for maintenance and repair of City facilities.
- Maintain a high level of quality repair and maintenance for 67 City buildings, 10 accessory buildings, 36 restrooms, 41 ball fields, 17 tennis courts, 38 water wells, 37 storm sirens, 17 lift stations, 6 trash compactors, water and wastewater plants, etc.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	304,827	314,951	314,951	310,746	323,529
Supplies & Materials	51,223	59,955	58,220	57,578	57,340
Services & Maintenance	18,569	27,364	22,472	21,591	25,564
Internal Services	7,773	8,362	8,362	9,084	7,651
Capital Equipment	24,676	7,000	7,000	7,000	38,488
Subtotal	407,067	417,632	411,005	405,999	452,572
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	407,067	417,632	411,005	405,999	452,572

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percentage of completed assessment of City facilities	40%	40%	40%	45%	50%
Percentage of call backs for same problem	n/a	25%	15%	15%	10%
Percentage of sustainable energy and equipment projects implemented through City facilities	15%	30%	30%	30%	40%

Notes to Results Report:

New software program anticipated for FYE 13 Budget that would allow for more accurate measurements for Division. Program is to be implemented in summer of 2013.

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	47,066	11,626	11,626	11,626	51,626
Supplies & Materials	9,944	14,302	13,682	14,384	19,533
Services & Maintenance	708,464	2,145,304	2,152,534	857,267	2,144,804
Internal Services	5,277	4,693	4,693	5,745	24,260
Capital Equipment	19,444	1,800	11,979	11,979	8,000
Subtotal	790,194	2,177,725	2,194,514	901,001	2,248,223
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	790,194	2,177,725	2,194,514	901,001	2,248,223

DIVISION SUMMARY

010-1001 CITY COUNCIL

GOALS:

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

OBJECTIVES:

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

The FYE 14 General Fund allocation to the City Council includes funding in the amount of $767,500 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Campus Area Rapid Transit (CART) - $460,500
Norman Economic Development Coalition (NEDC) - $125,000
Center for Children & Families, Inc. (CCFI) - $100,000
Association of Central Oklahoma Governments (ACOG) – Membership – $61,000
Kiwanis Kruiser - $13,000
Great American West/89er Day Parade - $5,000
Performing Arts Studio - $3,000

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	47,066	11,626	11,626	11,626	51,626
Supplies & Materials	9,818	12,094	11,639	12,506	17,425
Services & Maintenance	706,826	*2,142,004	2,149,234	853,967	2,143,004
Internal Services	5,277	4,693	4,693	5,745	24,260
Capital Equipment	19,444	1,800	11,979	11,979	8,000
Subtotal	788,431	2,172,217	2,189,171	895,823	2,244,315
Division Total	788,431	2,172,217	2,189,171	895,823	2,244,315

*FYE 14 includes a 2% Emergency Reserve of $1,334,077 and FYE 13 included a 2% Emergency Reserve of $1,340,949.

DIVISION SUMMARY

010-1098 SISTER CITIES PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

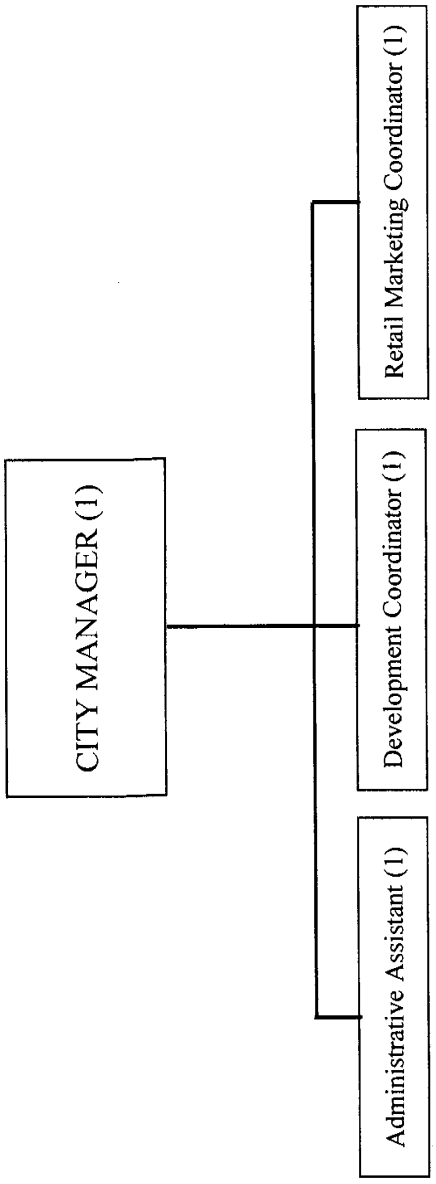
	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	125	2,208	2,043	1,878	2,108
Services & Maintenance	1,638	3,300	3,300	3,300	1,800
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,763	5,508	5,343	5,178	3,908
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,763	5,508	5,343	5,178	3,908

OFFICE OF THE CITY MANAGER

4 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	4

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	354,232	424,886	424,886	419,059	514,155
Supplies & Materials	2,962	4,582	79,004	78,704	2,340
Services & Maintenance	22,061	44,722	371,892	369,647	34,033
Internal Services	23,894	29,027	29,027	35,611	19,751
Capital Equipment	0	118,254	97,055	97,055	124,015
Subtotal	403,149	621,471	1,001,864	1,000,076	694,294
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	403,149	621,471	1,001,864	1,000,076	694,294

DIVISION SUMMARY

010-1010 CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	329,460	328,056	328,056	323,677	329,056
Supplies & Materials	1,180	1,568	76,124	76,124	1,568
Services & Maintenance	10,169	14,955	342,968	341,403	11,766
Internal Services	23,831	28,937	28,937	35,525	19,670
Capital Equipment	0	118,254	97,055	97,055	122,215
Subtotal	364,641	491,770	873,140	873,784	484,275
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	364,641	491,770	873,140	873,784	484,275

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY MANAGER

GOALS:

- Provide professional, responsive and courteous service.
- Accurate and timely information.
- Prompt resolution of Council/Citizen concerns.
- Employee development and empowerment.
- Community development.

WORK PLAN FOR 2013

- Coordination with ODOT regarding major highway projects in Norman including the I-35 South Project, SH-9 Projects with Bike/Hike Trail; I-35 and Indian Hills Road Interchange/Bridge Project; other ACOG TIP projects.
- Assist City Council with the development of Norman's first Comprehensive Transportation Plan (CTP).
- Complete architectural design for the Animal Welfare Shelter remodel expansion project by the end of March, 2013. Completion of project is expected in in the first half of 2014.
- Finalize plans and specifications to convert the use of the former Smalley Reserve Center for Police and Fire Investigation, Lab and Property Custody.
- Complete the Strategic Water Supply Plan Update and execute as appropriate.
- Finalize the pilot ozone project at the Water Treatment Plant and make recommendations for the Phase II treatment, expansion and funding of additions.
- Extend the Curbside Recycling Program and exploration with multi-family building owners on a recycling program.
- Complete the Engineering Report relative to the Northside Water Reclamation Facility.
- Initiate capacity improvements at the South Water Reclamation Facility and voter supported user fees to support this improvement.
- Continue improvements in the Development Services Division to upgrade and install the Mobile Field Inspection process.
- Present to Council a proposal to engage a consultant to complete a Retail Economic Development Plan. Market specific information will be gathered to aid in determining specific submarkets, identifying Retail Trade Area boundaries, potential customer bases, retail competition and retail opportunities based on retailers' specific site selection criteria and spacing requirements.
- Monitor construction of Legacy Park
- Continue to provide support and oversight to the Public Safety Computer-Aided Dispatch and Records management Systems project installation.
- Present to Council a recommendation to engage a Third Party Administrator to review our workers compensation exposures and loss history, and identify changes/recommendations to reduce costs.

DIVISION SUMMARY

010-1011 COMMUNITY RELATIONS

MISSION:

To develop and maintain an informed citizenry that participates in local government and uses government services effectively.

DESCRIPTION:

The Community Relations Office oversees public information for the City, manages and administers community outreach programs that inform the public, conducts research and implements special projects for the City Manager and Mayor, and oversees the City's state and federal legislative programs.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	1	1	1	1	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	2

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	24,771	96,830	96,830	95,382	185,099
Supplies & Materials	1,783	3,014	2,880	2,580	772
Services & Maintenance	11,891	29,767	28,924	28,244	22,267
Internal Services	62	90	90	86	81
Capital Equipment	0	0	0	0	1,800
Subtotal	38,508	129,701	128,724	126,292	210,019
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	38,508	129,701	128,724	126,292	210,019

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY RELATIONS

GOALS:

- Foster awareness and appreciation of City services and the dedication of the people who provide them.
- Develop a dialogue with the media and create opportunities for stories that highlight City Hall programs, services, and employees.
- Inform citizens about issues that directly impact them (i.e. street and park construction).
- Continue a broad information flow to the community through utility bills, cable television, newsletters, Internet services, neighborhood associations, and community outreach programs.
- Facilitate communications between City staff, neighborhood groups, businesses, the University of Oklahoma and other community groups.
- Encourage citizen participation and provide direct staff support to citizens' boards and commissions:
  Human Rights Commission
  Children's Rights Coordination Commission
  Social and Voluntary Services Commission

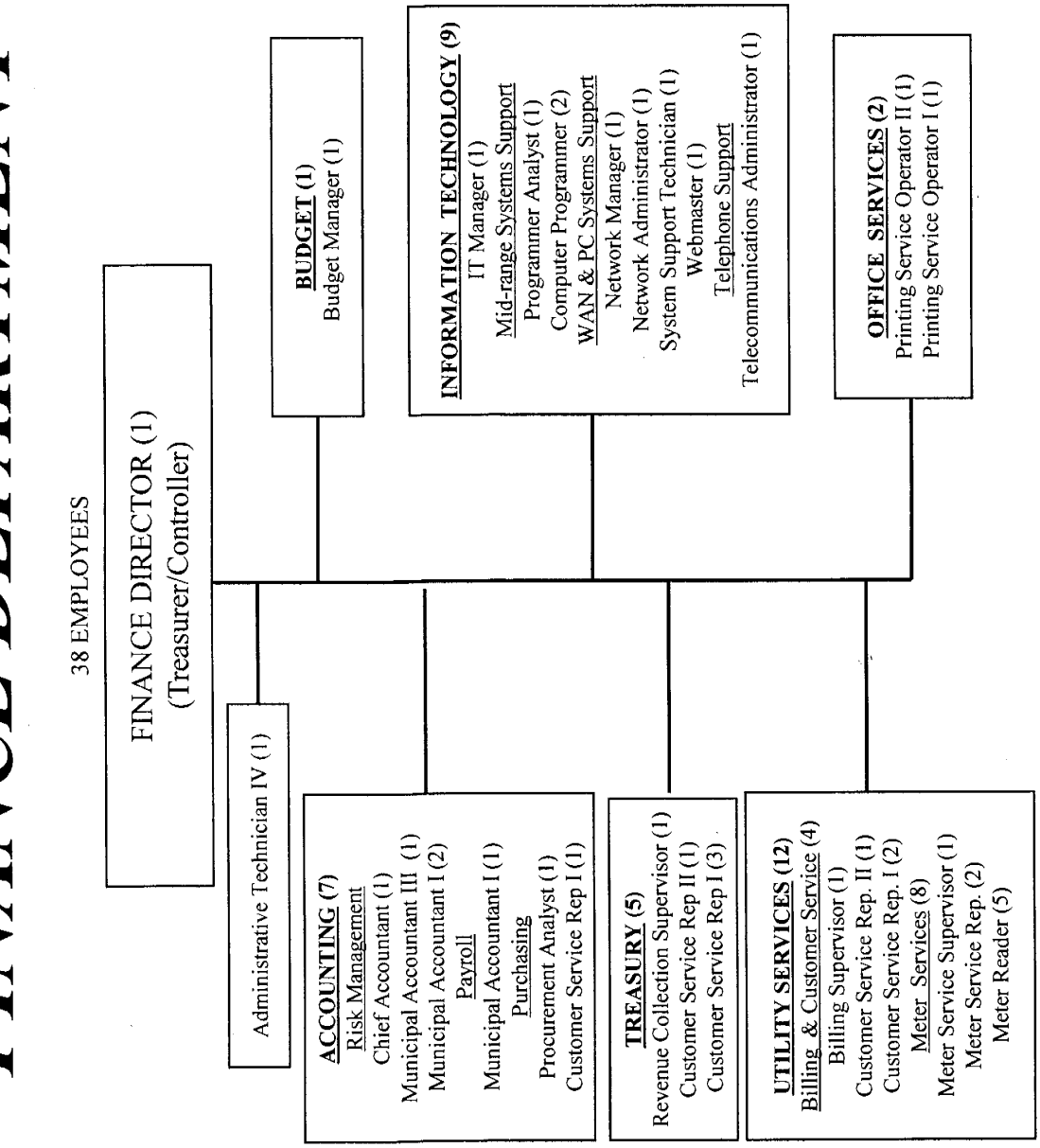
OBJECTIVES:

- Alert the news media to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Alert City employees to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Receive feedback from employees concerning City services, primarily community relations' activities.
- Provide strategies for marketing City services and for promoting City events.
- Write and edit City publications for residents, providing information on City programs and services, and encouraging citizen involvement in the government process.
- Coordinate state and federal legislative programs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of press releases	190	149	200	150	150
Number of visits on the City of Norman website	48,000	52,900	49,111	53,000	53,000
Number of Norman News members	930	1,097	900	1,100	1,100

FINANCE DEPARTMENT



DEPARTMENT SUMMARY

TOTAL FINANCE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	38	38	38	38	38
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	38	38	38	38	38

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	2,981,740	3,040,468	3,040,468	2,999,878	3,051,203
Supplies & Materials	88,458	104,423	93,689	88,341	98,926
Services & Maintenance	1,161,336	1,159,216	1,188,719	1,159,238	1,149,818
Internal Services	104,804	118,360	118,360	118,121	202,957
Capital Equipment	216,070	423,018	886,846	886,846	106,531
Subtotal	4,552,408	4,845,485	5,328,082	5,252,424	4,609,435
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	4,552,408	4,845,485	5,328,082	5,252,424	4,609,435

DIVISION SUMMARY

010-3020 ACCOUNTING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	498,110	518,025	518,025	511,109	532,856
Supplies & Materials	2,029	3,072	1,962	1,562	3,072
Services & Maintenance	123,030	137,236	148,754	144,962	170,140
Internal Services	9,147	10,684	10,684	9,813	14,831
Capital Equipment	0	9,000	9,000	9,000	6,450
Subtotal	632,315	678,017	688,425	676,446	727,349
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	632,315	678,017	688,425	676,446	727,349

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Accounting and Financial Reporting:					
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	20	21	22	22	23

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	7 days	7 days	7 days	7 days	7 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%	100%
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
Payroll:					
Receive hours information from all departments on time, 95% of the time	96%	96%	96%	96%	96%
Checks processed on Wednesday prior to pay day, 100% of the time	100%	100%	100%	100%	100%
Taxes deposited timely, 100% of the time	100%	100%	100%	100%	100%
Increase in number of employees participating in direct deposit	87%	88%	88%	91%	92%
Purchasing:					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	98%	98%	100%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	60%	62%	63%	65%	68%

DIVISION SUMMARY

010-3001 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	238,385	239,761	239,761	236,560	242,921
Supplies & Materials	134	880	1,218	1,118	880
Services & Maintenance	21,692	32,003	44,323	42,569	33,440
Internal Services	41,904	45,308	45,308	49,538	49,507
Capital Equipment	0	0	0	0	0
Subtotal	302,114	317,952	330,610	329,785	326,748
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	302,114	317,952	330,610	329,785	326,748

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

DIVISION SUMMARY

010-3030 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	99,012	103,016	103,016	101,641	107,478
Supplies & Materials	426	480	387	337	398
Services & Maintenance	3,821	5,012	4,944	4,833	5,012
Internal Services	3,073	4,159	4,159	2,119	12,618
Capital Equipment	1,269	0	0	0	0
Subtotal	107,601	112,667	112,506	108,930	125,506
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	107,601	112,667	112,506	108,930	125,506

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	21	22	23	23	24
City Manager's Proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	77 days	77 days	70 days	78 days	70 days
Respond to requests for information within required time limit, 95% of the time	98%	98%	95%	95%	95%
Number of Training Workshops conducted/ attended	6/0	2/4	2/2	1/1	2/3
Number of budget transfer requests annually	1,750	1,910	1,100	1,150	1,100
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	95%	95%	95%	95%
Actual revenues received vs. budget	+10%	+12%	n/a	-1.65%	n/a
Actual expenditures vs. budget	+3%	-8%	n/a	+27.9%	n/a

DIVISION SUMMARY

010-3021 INFORMATION TECHNOLOGY

MISSION:

The mission of the Information Technology Division is to manage the City of Norman's information system and telecommunication system resources on behalf of the citizens, elected officials, and staff members of the City of Norman to ensure that they receive the maximum possible return on their investment in those resources and that those resources are properly utilized, safeguarded, and available when needed.

DESCRIPTION:

The Information Technology Division provides information systems management services and telecommunication systems management services to all departments of the City of Norman. Approximately 596 Windows based personal computers, including the Police Patrol Division's Mobile Display Terminal (MDT) laptop computers and Fire Department's MDT laptop computers, are currently being supported. These services include electronic mail support, Internet access support, web page design and maintenance, software consulting and programming support, PC network management services, personal computer technical support, IBM ISERIES systems management and operations services, and telecommunication systems and equipment management, troubleshooting, and consulting services.

- IBM ISERIES applications supported include:
  GMBA system - General Ledger, Accounts Payable, and Budget Preparation; Payroll/Personnel; Customer Service (Utility Billing); Community Development (Building Permits, and Land Management); Municipal Court; Fixed Asset Management; Occupational Licensing; Asset Management; Purchasing/Inventory Control
- Major PC-based applications supported are:
  CityWorks Work Order Management; Workers Compensation Claims Management; Computer Aided Dispatch; Police Records Management System; Utility Management (hand-held meter reading system); Golf Course Pro Shop Management System; Centracs Advanced Transportation Management System (ATMS); Water Treatment Plant data collection and reporting application.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	936,774	940,434	940,434	927,879	944,712
Supplies & Materials	34,074	44,511	37,262	35,532	45,324
Services & Maintenance	342,679	352,345	372,401	365,499	304,993
Internal Services	19,265	22,608	22,608	20,472	13,763
Capital Equipment	200,462	389,662	841,441	841,441	40,540
Subtotal	1,533,254	1,749,560	2,214,146	2,190,823	1,349,332
Division Total	1,533,254	1,749,560	2,214,146	2,190,823	1,349,332

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

To provide effective information system and telecommunication system management, consulting, and support services to all departments of the City of Norman in order to:

- ensure the security, integrity, and proper utilization of the City's information system and telecommunication system hardware, software, and data resources.
- protect the citizens', elected officials', and staff members' investment in the City's information system and telecommunication system resources.
- ensure that the City's information system and telecommunication system resources are available to City staff members when needed.

OBJECTIVES:

- Ensure a 99% computer system and telecommunications resources availability rate.
- Replace the emergency services computer aided dispatch (CAD) and police records management system (RMS) software.
- Upgrade the City-wide network infrastructure to:
  - increase storage capacity to accommodate growing storage needs and to provide the capacity needed for future network enhancements such as server virtualization, PC virtualization, migrating to a thin client desktop environment, etc.
  - improve overall network performance by installing and utilizing network monitoring and analysis devices
- Implement a Windows user interface for the Sungard Public Sector applications on the IBM iSeries system.
- Upgrade the City's document archiving software.
- Enhance the email archiving and retrieving capabilities to be in line with Federal and industry standards.
- Upgrade the City's Microsoft Exchange server hardware and software to the latest version.
- Install Animal Welfare Facility Management software and related hardware.
- Implement a mobile computing solution for the Development Services Building Inspectors.
- Expand the network file and application server virtualization capacity.
- Upgrade Microsoft Office software suite on all City-owned computers to the most current version.
- Install a new fire suppression system in the City's main computer room.
- Expand Wi-Fi capabilities for Buildings A, B, and C in the Municipal Complex, Fleet Management, and Animal Welfare.
- Install and implement a City-wide voice over IP (VOIP) phone system to replace the City's current phone systems.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percentage of time computer system resources are available between the hours of 10:30 p.m. and 1:00 a.m. (System file backups are done between 10:30 p.m. to 1:00 a.m. nightly.)	99.9%	99.9%	99.9%	99.9%	99.9%
Percentage of time that telecommunication system resources are available	99.9%	99.9%	99.9%	99.9%	99.9%
Implement Windows user interface for all iSeries based applications	10%	25%	75%	60%	100%
Replace Emergency Services CAD and RMS software	n/a	10%	25%	25%	75%
Upgrade City-wide network infrastructure to:					
Increase storage capacity	75%	80%	100%	100%	n/a
Install network monitoring and analyzing devices to improve the overall network performance	80%	80%	100%	80%	100%
Enhance email archiving and retrieving capabilities to comply with federal and industry standards	25%	65%	100%	75%	100%
Upgrade the document imaging and archiving system	0%	0%	100%	0%	100%
Upgrade the Microsoft Exchange server hardware and software to the latest version	0%	100%	n/a	n/a	n/a
Install new facility management software and hardware at the City's Animal Welfare facility	10%	10%	100%	100%	n/a
Expand network file and application server capacity	n/a	n/a	100%	100%	n/a
Upgrade Microsoft Office software suite to latest version	n/a	n/a	100%	100%	n/a
Initiate phase one of a desktop computer virtualization program	n/a	n/a	n/a	n/a	100%
Install new fire suppression system in City's main computer room in Building C	n/a	n/a	n/a	n/a	100%
Implement a mobile computing system in the main computer room in Building C	n/a	n/a	n/a	n/a	100%
Implement a mobile computing solution for Development Services Building Inspectors	n/a	n/a	100%	100%	n/a
Expand Wi-Fi capabilities in Buildings A, B, C at 201 West Gray, Fleet Maintenance, and Animal Welfare	n/a	n/a	n/a	n/a	100%
Install and implement a City-wide Voice over IP phone system to replace the current phone system	n/a	n/a	n/a	n/a	100%

DIVISION SUMMARY

010–3023 OFFICE SERVICES

MISSION:

Office Services Division exists to provide quality printing, copying, and mailing services in a timely and professional manner for the City of Norman. We are committed to meeting productivity requirements, while minimizing waste and identifying progressive technology and cost saving opportunities.

DESCRIPTION:

Office Services Division:

- provides high volume document printing and reproduction services for all departments of the City of Norman
- negotiates purchase, lease, or lease-to-own agreements with vendors for the equipment and supplies used by the division and the stand-alone walk-up copier/scanner/printer devices provided for all City employees for small document reproduction and/or scanning tasks
- processes all internal and external mail daily for City staff

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	106,185	120,539	120,539	118,930	103,273
Supplies & Materials	27,860	25,540	24,640	23,740	24,726
Services & Maintenance	104,369	110,107	106,989	103,602	111,455
Internal Services	1,384	1,534	1,534	1,534	1,361
Capital Equipment	0	14,941	25,140	25,140	19,470
Subtotal	239,799	272,661	278,842	272,946	260,285
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	239,799	272,661	278,842	272,946	260,285

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

- Improve on the level of customer satisfaction and make the division more customer service oriented.
- Increase level of services provided by the division to include:
  - review all document printing and reproduction needs of departments to determine which jobs can be done internally and which jobs must be outsourced
  - evaluate the copier needs for all departments and negotiate all copier purchases, lease, lease-to-own, and maintenance agreements for all copier acquisitions city-wide
- Reduce over-all costs by identifying and implementing progressive technology and cost saving opportunities wherever and whenever possible.

OBJECTIVES:

- Ensure that equipment downtime is kept at or below a 5% level for the year.
- Continue our efforts to reduce the number of printing and document reproduction jobs that are being outsourced by increasing the number of those jobs that get processed in-house.
- Reduce city-wide document printing and reproduction costs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	5%	5%	5%	5%	>5%
Replace the division's existing printers/copiers with new devices that are faster and more cost effective without increasing the annual costs for these devices	100%	n/a	n/a	n/a	n/a
Reduce outside printing costs by specified percentage	8%	5%	8%	10%	10%
Complete requests for services by the scheduled completion date and time a specified percentage of the time	95%	95%	100%	98%	100%

DIVISION SUMMARY

010-3025 TREASURY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	356,906	359,450	359,450	354,651	362,518
Supplies & Materials	2,302	3,400	2,800	2,200	2,100
Services & Maintenance	311,671	270,301	264,983	257,394	272,286
Internal Services	7,383	7,526	7,526	8,582	7,241
Capital Equipment	2,570	0	1,850	1,850	0
Subtotal	680,832	640,677	636,609	624,677	644,145
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	680,832	640,677	636,609	624,677	644,145

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TREASURY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	20	80	20	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	24 hours	40 hours	24 hours	40 hours

DIVISION SUMMARY

010-3022 UTILITY SERVICES

MISSION:

- To provide accurate and efficient billing services for the City of Norman utility customers.
- To be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customer and their needs.
- To educate customers regarding operating procedures to maintain an informed citizenry.
- To research and provide accurate and prompt information to requests made by citizens and intra-city departments.

DESCRIPTION:

The Utility Division consists of Utility Billing, Customer Service and Meter Reading/Field Service sections. The Division opens accounts, closes accounts, notifies customers of delinquency, reads meters, verifies unusual water consumption, investigates unauthorized water usage, connects and disconnects water service, provides customer service for City utility accounts, and researches and responds to various citizen and agency requests for utility related information.

PERSONNEL:

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	746,369	759,243	759,243	749,107	757,445
Supplies & Materials	21,634	26,540	25,420	23,852	22,426
Services & Maintenance	254,074	252,212	246,325	240,379	252,492
Internal Services	22,648	26,541	26,541	26,063	103,636
Capital Equipment	11,769	9,415	9,415	9,415	40,071
Subtotal	1,056,493	1,073,951	1,066,944	1,048,816	1,176,070
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,056,493	1,073,951	1,066,944	1,048,816	1,176,070

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

- To put further trust in City government by providing accurate and timely billing for utility customers (within two days of target date).
- To provide more direct access to customer by mail, telephone or e-mail.
- To ensure that each employee provides informative, courteous, customer service and all customers are treated with respect and fairness. To be knowledgeable about all utility related issues important to the City and citizens.
- To read water meters in a timely and accurate manner.

OBJECTIVES:

- Maintain accurate water meter reading schedules with a variance of less than 1%.
- Decrease billing errors by <1% of total billing.
- Decrease amount of delinquency accounts by 1% of total delinquency.
- Provide at least one training session per year for employees. Instill pride and confidence in employees, which will be reflected in better performance.
- Provide more direct access to customers by recorded voice commands.
- Accommodate customers by providing payment options.
- Maintain meter boxes in order to get accurate reading.
- Continue to increase the number of water meters equipped with the automated meter reading system (AMR).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percentage of routes read on time (every 28 to 31 days)	57%	55%	68%	68%	65%
Ratio of billing errors to customer accounts	2%	2%	2%	2%	2%
Training seminars provided per employee	6	6	6	6	6
Keep meter reading error rate under 1%	0.5%	0.5%	0.5%	0.5%	0.5%
Ratio of accounts eligible for cutoff to accounts actually cutoff	50%	50%	50%	80%	85%
Average number of meters read per month	35,881	36,612	36,700	36,500	37,468
Number of meters equipped with the AMR system	1,840	2,000	2,705	2,900	3,000
Average number of accounts annually	450,000	470,000	500,000	510,000	520,000
Number of accounts turned off for non-payment	15,050	18,000	20,000	22,000	22,500
Accounts turned over to collection agency	1,820	1,900	2,100	2,400	2,500
Number of customer service calls received	57,000	67,000	70,000	75,000	75,500
Number of meter boxes cleaned	110	125	130	135	140

DIVISION SUMMARY

010-3002 WORKERS' COMPENSATION

MISSION:

To account for and monitor all workers' compensation related expenditures.

DESCRIPTION:

An account established to record all workers' compensation related expenditures throughout the fiscal year. The expenditures consist of payments on all on-the-job-injuries (OJI) medical treatments, subsequent workers' compensation temporary total disability (TTD) payments and workers' compensation court judgments related to an employee's original OJI injury. Claims are submitted to the Legal Department for review, and if approved, are paid directly by the City.

Beginning in FYE 12, this function is accounted for in the Risk Management – Internal Service Fund.

PERSONNEL:

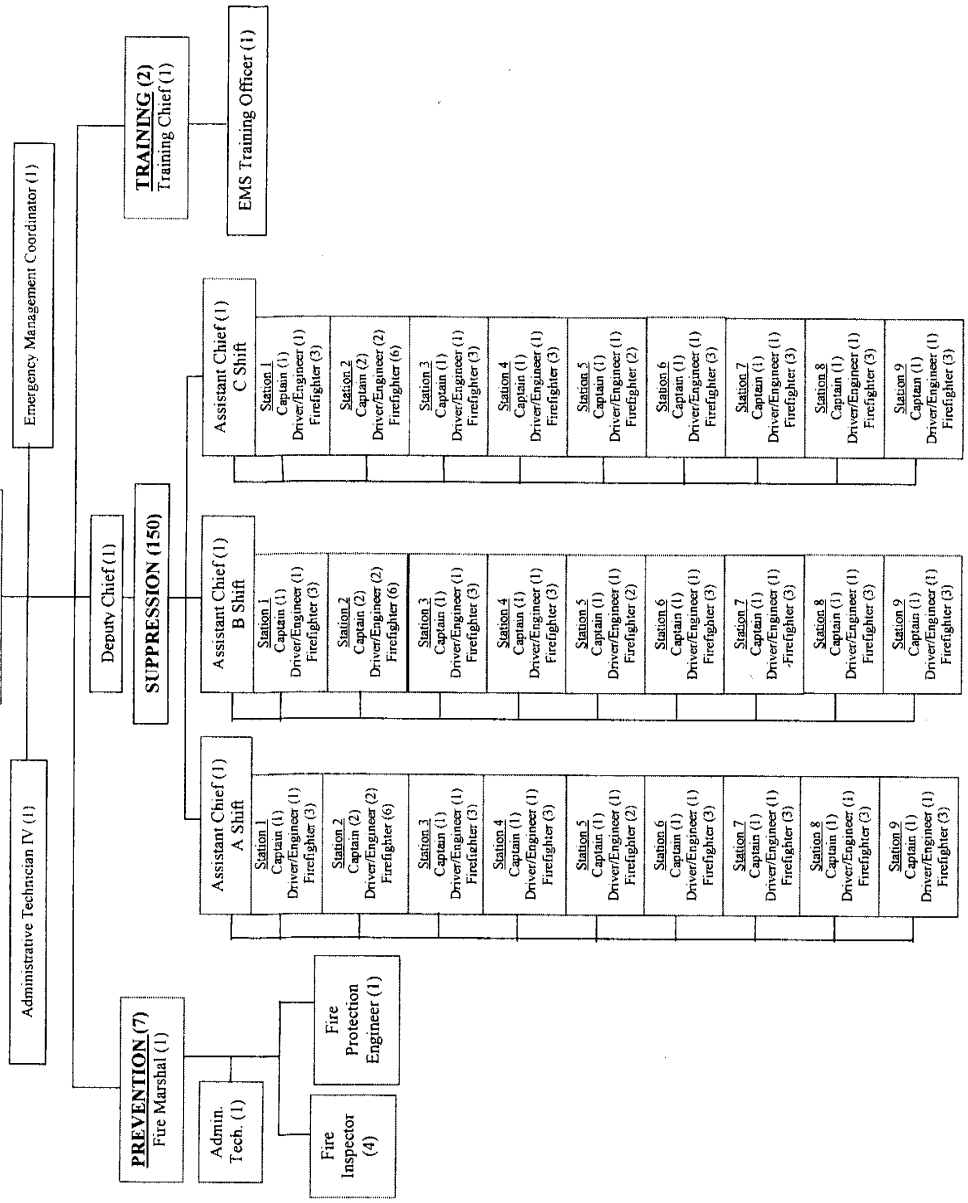
	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	(236)	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	(236)	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	(236)	0	0	0	0

FIRE DEPARTMENT

163 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	133	133	133	133	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	133	133	133	133

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	12,326,819	12,729,261	12,713,261	12,543,539	12,949,813
Supplies & Materials	346,693	296,171	321,065	340,703	368,951
Services & Maintenance	199,468	238,598	258,946	233,402	282,971
Internal Services	717,885	802,516	798,516	817,191	578,896
Capital Equipment	163,847	389,635	432,529	432,529	255,798
Subtotal	13,754,712	14,456,181	14,524,317	14,367,364	14,436,429
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	13,754,712	14,456,181	14,524,317	14,367,364	14,436,429

DIVISION SUMMARY

010-6440 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	398,748	398,190	398,190	392,874	402,623
Supplies & Materials	17,558	15,798	16,833	17,481	16,258
Services & Maintenance	88,354	110,156	115,041	92,945	120,522
Internal Services	28,020	49,180	45,180	48,026	11,169
Capital Equipment	0	0	4,946	4,946	6,100
Subtotal	532,680	573,324	580,190	556,272	556,672
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	532,680	573,324	580,190	556,272	556,672

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Supervise and oversee all Fire Department activities in order to assure effective service to the public.
- Coordinate and implement departmental planning; budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Review and update policy, procedures, rules and regulations for the Fire Department.
- Construction of Fire Station #9.

OBJECTIVES:

- Pursue individual protocol policy for EMT-P.
- Planning and preparation for improving ISO rating for rural Norman.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Hazmat Team:					
Training	100%	100%	100%	100%	100%
Equipment	100%	100%	100%	100%	100%

Notes to Results Report:

EMT-P – Emergency Medical Technician-Paramedic

DIVISION SUMMARY

010-6444 EMERGENCY MANAGEMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	91,507	94,943	94,943	93,676	99,106
Supplies & Materials	8,213	8,791	9,368	8,842	7,601
Services & Maintenance	4,475	6,198	5,971	5,891	5,991
Internal Services	6,773	9,778	9,778	9,007	5,423
Capital Equipment	0	1,800	1,800	1,800	59,816
Subtotal	110,968	121,510	121,860	119,216	177,937
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	110,968	121,510	121,860	119,216	177,937

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY MANAGEMENT

GOALS:

- Plan for and coordinate mitigation; preparedness; response and recovery operations throughout the City
- Give warning to the community in case of impending natural, man-made, or technological emergency
- Continue integration of the National Incident Management System (NIMS) into the City Emergency Operations Plan
- Maintain a Community Emergency Response Volunteer Program

OBJECTIVES:

- Increase public awareness of severe weather safety
- Coordinate staff activities in review and update of the Emergency Operations Plan
- Coordinate and present applicable NIMS training
- Provide community outreach concerning severe weather warning and expected actions

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	0	1	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	2	2	4	4	4
Audible tone warning system tested	44	48	52	48	48
Training attended	8	8	12	10	12
Public awareness activities	10	6	6	6	6
Staff exercises	0	0	1	1	1

DIVISION SUMMARY

010-6442 PREVENTION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	666,293	739,645	739,645	729,771	755,414
Supplies & Materials	19,408	18,437	25,875	26,120	20,287
Services & Maintenance	9,004	10,865	10,560	10,460	10,865
Internal Services	18,162	17,804	17,804	25,727	25,143
Capital Equipment	21,691	0	69	69	43,937
Subtotal	734,558	786,751	793,953	792,147	855,646
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	734,558	786,751	793,953	792,147	855,646

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PREVENTION

GOALS:

- Provide for the public's safety by creating awareness of fire as a personal, family, business and community concern and by securing the cooperation of individuals and property owners in fire-safe practices for the safety of themselves and others.
- Maintain Fire Inspector and Fire Protection Engineer skills to current state law and national standards.
- Provide for a fire-safe community through the development of fire safety codes and ordinances, and inspection and enforcement by discovering and correcting deficiencies that pose a threat to life and property from fire.
- Provide for the public safety through engineering and plan review to ensure compliance with the fire protection and life safety provisions of the fire prevention code.
- Determine the nature and scope of the local fire problem by identifying areas that may require corrective educational efforts, inspection emphasis, and legislation or criminal prosecution.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of public education events conducted	119	89	120	130	140
Number of personnel fully certified	4	4	5	5	6
Code Enforcement inspections	2,701	2,700	3,400	2,700	3,400
Number of plans reviewed	455	521	500	500	500
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	90%	90%	90%	90%

DIVISION SUMMARY

010-6443 SUPPRESSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	11,041,447	11,282,888	11,266,888	11,116,475	11,480,004
Supplies & Materials	295,537	245,166	262,218	281,671	316,680
Services & Maintenance	95,148	107,059	123,054	119,786	141,273
Internal Services	661,778	722,132	722,132	729,872	533,775
Capital Equipment	142,156	387,835	425,714	425,714	140,945
Subtotal	12,236,066	12,745,080	12,800,006	12,673,518	12,612,677
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	12,236,066	12,745,080	12,800,006	12,673,518	12,612,677

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Fire calls answered	622	697	774	758	875
Emergency medical calls answered	7,832	7,926	8,425	8,235	8,400
Average response time (urban area)	5.58 minutes	5.68 minutes	5.00 minutes	5.80 minutes	5.50 minutes
Fire loss per capita	$60.74	$29.57	$35.00	$30.00	$35.00
Ratio to national per capita loss	106%	79%	82%	79%	82%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-6441 TRAINING

MISSION:

Develop and maintain a highly skilled workforce.

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	128,825	213,595	213,595	210,774	212,666
Supplies & Materials	5,976	7,979	6,771	6,589	8,125
Services & Maintenance	2,487	4,320	4,320	4,320	4,320
Internal Services	3,153	3,622	3,622	4,559	3,386
Capital Equipment	0	0	0	0	5,000
Subtotal	140,441	229,516	228,308	226,242	233,497
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	140,441	229,516	228,308	226,242	233,497

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

- Provide essential job skill training to all Department members to assure a high level of proficiency.
- Expand local training opportunities.
- Maintain a certified Firefighter I facility.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

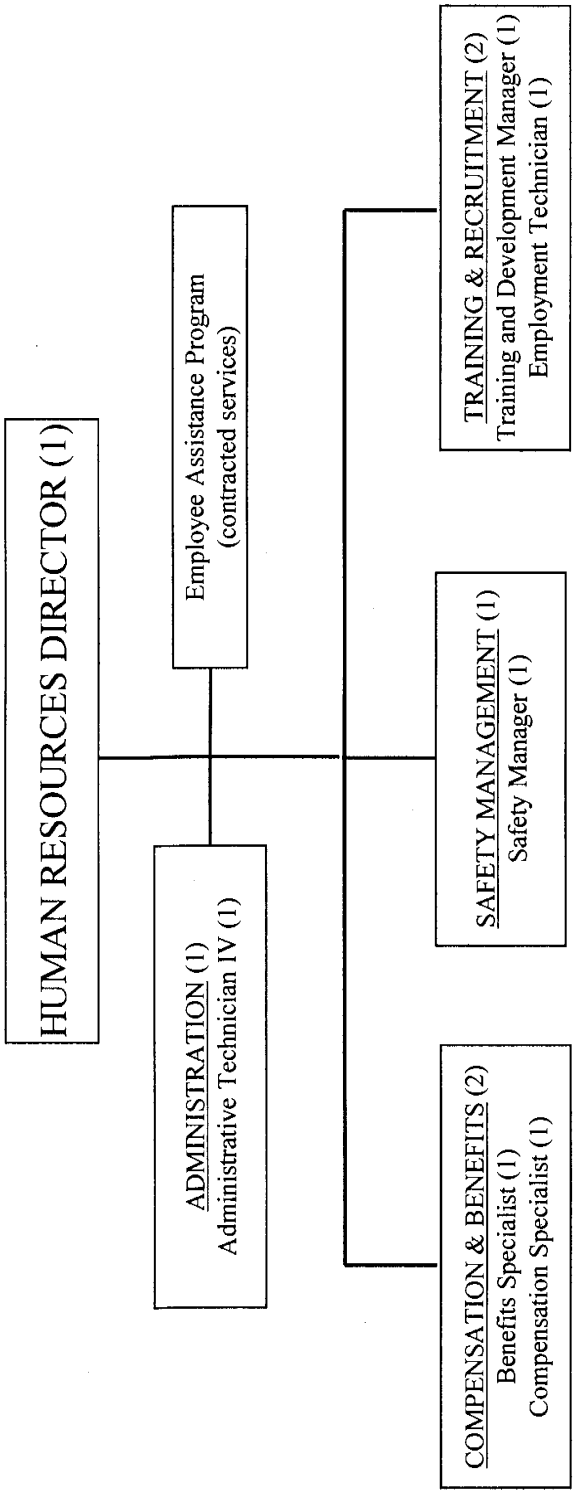
	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	22,861	29,463	25,000	26,162	25,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	90	95	95	90	100
Total EMT-Basic members	90	100	115	115	118

Notes to Results Report:

EMT-B – Emergency Medical Technician-Basic

HUMAN RESOURCES DEPARTMENT

7 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL HUMAN RESOURCES DEPARTMENT

MISSION:

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

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	8	8	8	8	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	7

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	509,798	592,374	579,874	572,092	531,153
Supplies & Materials	24,318	25,453	25,223	24,435	24,403
Services & Maintenance	143,981	194,582	201,515	194,795	208,335
Internal Services	50,356	62,868	62,868	74,634	41,372
Capital Equipment	21,121	1,800	1,800	1,800	3,600
Subtotal	749,573	877,077	871,280	867,756	808,863
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	749,573	877,077	871,280	867,756	808,863

DIVISION SUMMARY

010-3130 HUMAN RESOURCES

MISSION:

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

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	7	7	7	7	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	6

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	454,199	536,834	524,334	517,334	474,949
Supplies & Materials	21,223	16,900	15,522	14,987	16,050
Services & Maintenance	122,006	136,247	136,641	131,671	128,869
Internal Services	50,356	62,868	62,868	74,634	41,372
Capital Equipment	21,121	1,800	1,800	1,800	3,600
Subtotal	668,906	754,649	741,165	740,426	664,840
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	668,906	754,649	741,165	740,426	664,840

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

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

OBJECTIVES:

- Reduce non-conformances related to human resource policies, practices and procedures and employment law through management/supervisory training and counseling.
- Reduce grievances through union and management consultation.
- Recruit, hire and promote highly qualified individuals for entry level and key positions.
- Conduct an active benefits communication program.
- Improve job performance utilizing an evaluation system that provides for year-round action planning and coaching opportunities.
- Conduct programs in leadership and supervisory development.
- Expand the Computer Training Lab services to provide customized curriculum development and project support.
- Design interactive Human Resources Website to meet needs of internal and external customers.
- Manage quality initiative through the American Public Works Association and Environmental Management Systems project team.
- Provide employee special events and programs that enhance employee engagement and community involvement.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved prior to arbitration to number of grievances.	94%	91%	92%	86%	86%
# of grievances / % total employees	16 / 2.1%	11 / 1.4%	13 / 1.7%	22 / 2.6%	22 / 2.6%
Percent of new hires successfully completing six-month probation	100%	96%	98%	96%	94%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name	62.7%	67.2%	69.1%	72.4%	75%
Cost savings to health plan due to increase in generic drug utilization	$93,800	$98,021	$132,645	$167,969	$173,000
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	93%	93%	93%	96%	95%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$49,920	$50,400	$72,000	$57,330	$52,500
Number of training hours provided in the Computer Training Lab	3,328	3,360	4,800	4,088	3,500
Website utilization/average number of visits per month					
to Human Resources site:	2,132	3,386	1,100	3,240	3,750
to Job Posting Site:	1,428	2,712	3,000	2,970	3,000
APWA Re-Accreditation.					
31, chapters, 465 management practices	n/a	n/a	n/a	81/465	354/465
% internal audits completed	n/a	n/a	n/a	17.42%	76.13%
Percent of Environmental Management Plans implemented	35%	35%	55%	67%	100%
Percent of employees participating in special events and programs	14%	29%	28%	30%	30%

DIVISION SUMMARY

010-3132 SAFETY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	55,599	55,540	55,540	54,758	56,204
Supplies & Materials	3,094	8,553	9,701	9,448	8,353
Services & Maintenance	21,975	58,335	64,874	63,124	79,466
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	80,668	122,428	130,115	127,330	144,023
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	80,668	122,428	130,115	127,330	144,023

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

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

OBJECTIVES:

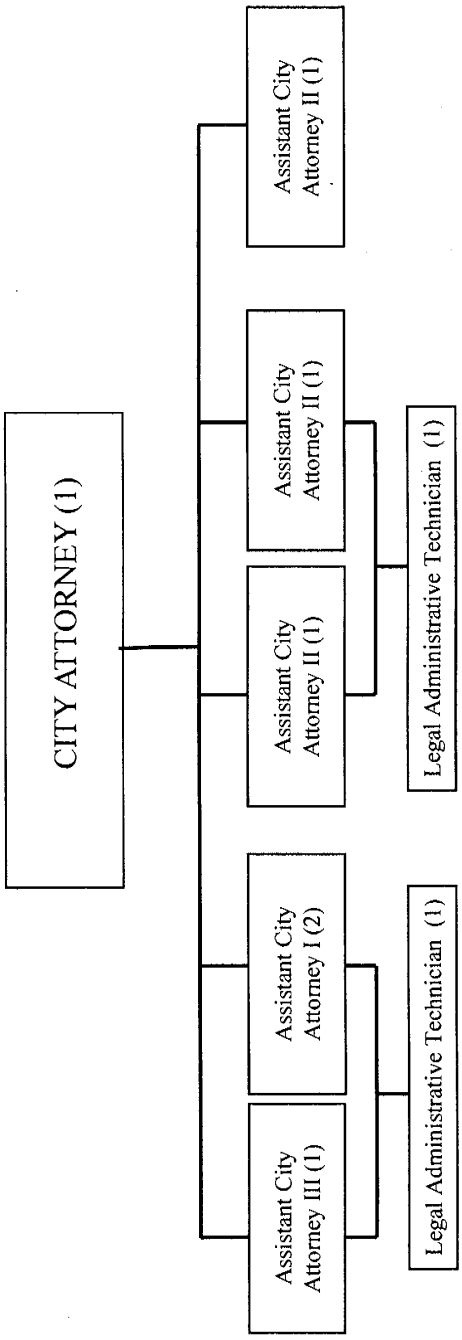
- Conduct regulatory compliance/hazard assessment inspections on every City each year.
- Mentor departmental safety committees for all departments.
- Provide formal instruction to operations employees to ensure that they are trained in correct trenching and shoring operations, confined space operations,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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Train 80 persons per year in CPR / first aid	80	80	0	90	50
Inspect all work centers annually	30	30	30	36	30
Conduct safety meetings, job site assessments and instructional programs, to lower the incidents of on-the-job injuries	153 meetings	146 meetings	146 meetings	174 meetings	190 meetings
Correct or take reasonable action to remove identified workplace hazards	100%	100%	100%	100%	100%

LEGAL DEPARTMENT

9 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	10	10	10	10	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	9

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	771,895	901,917	901,917	889,871	904,526
Supplies & Materials	10,662	15,684	15,990	15,595	12,698
Services & Maintenance	319,533	188,436	223,494	215,174	158,506
Internal Services	17,262	18,706	18,706	21,161	20,545
Capital Equipment	1,269	12,600	12,600	12,600	1,800
Subtotal	1,120,622	1,137,343	1,172,707	1,154,401	1,098,075
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	1,120,622	1,137,343	1,172,707	1,154,401	1,098,075

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

LEGAL

GOALS:

- Continue to enhance tort claims process
- Process workers' compensation cases more efficiently
- Process expungements more efficiently to ensure statutory requirements are met
- Enhance individual expertise of staff in assigned topic areas
- Develop uniform procedure and tracking mechanism for requests for legal opinions
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property

OBJECTIVES:

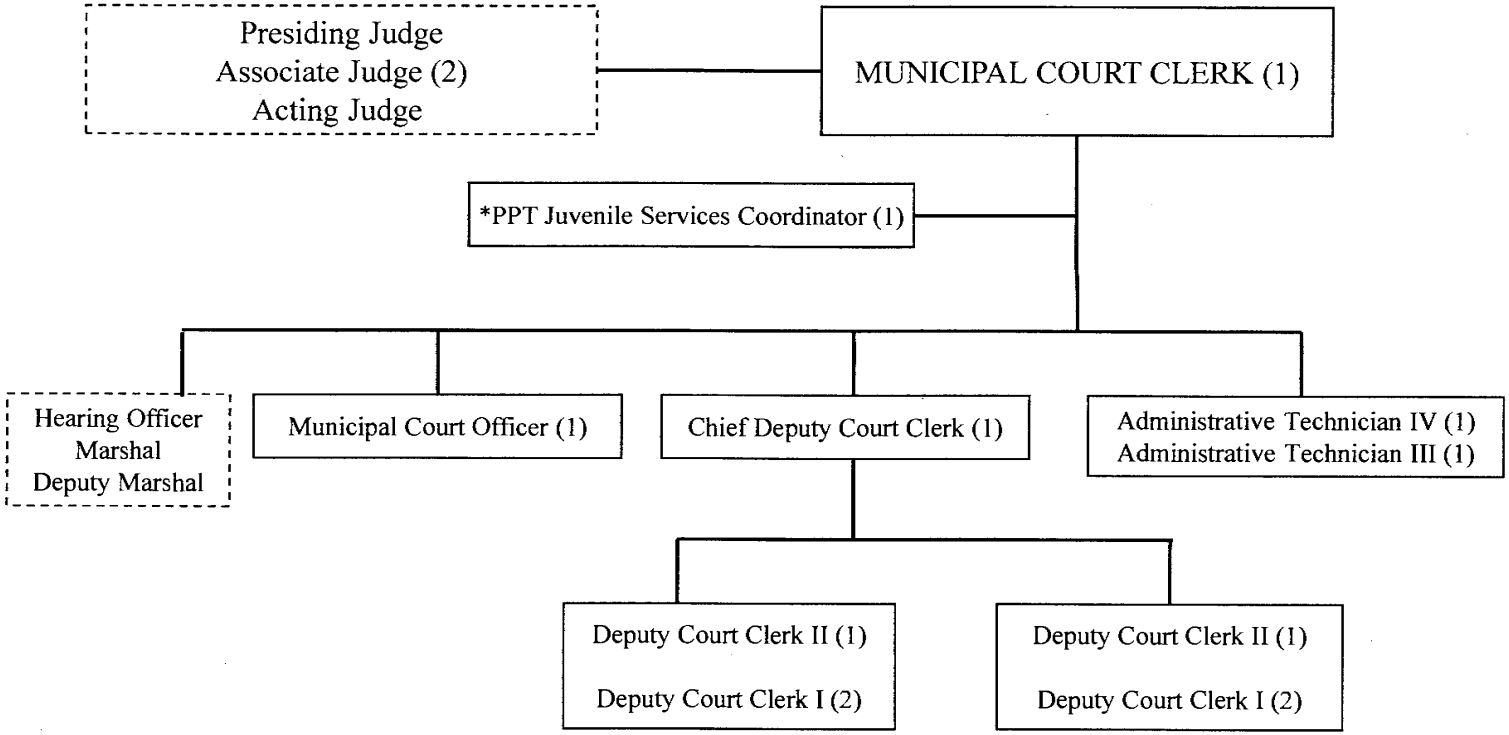
- Maintain periodic updates of departmental website
- Review and streamline process and tracking of tort claims
- Establish database and tracking mechanism for workers' compensation cases
- Maintain database and streamline tracking mechanism for expungements
- Establish database and tracking mechanism for legal opinions
- Present departmental in-service presentations following each training and seminar
- Establish database and streamline tracking mechanism for collection process

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	10%	25%	50%	25%	50%
Process payment of tort claims within 30 business days of receipt of departmental response	85%	90%	95%	95%	95%
Develop database to track workers' compensation cases	50%	50%	50%	50%	50%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%	95%	95%	95%
Attend Continuing Legal Education seminars and workshops that focus on specific issues facing the City of Norman and areas of specialty for staff	95%	95%	95%	95%	95%
Develop database to track requests for legal opinions, legal research and/or legal services	50%	50%	50%	10%	50%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	60%	60%	75%	60%	75%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	60%	80%	70%	85%	95%

MUNICIPAL COURT

12 EMPLOYEES



The positions in the dashed boxes are not considered full-time or permanent part-time employees.
We only include full-time and permanent part-time positions in the employee count.
* The Juvenile Services Coordinator is accounted for in the Seizures & Restitutions Fund

DEPARTMENT SUMMARY

TOTAL MUNICIPAL COURT 010-2120

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	844,392	964,940	964,940	952,058	938,221
Supplies & Materials	9,593	11,320	12,766	12,685	7,619
Services & Maintenance	30,986	54,842	58,944	57,042	66,908
Internal Services	28,187	30,448	30,448	32,239	27,327
Capital Equipment	38,250	5,000	5,355	5,355	0
Subtotal	951,408	1,066,550	1,072,453	1,059,379	1,040,075
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	951,408	1,066,550	1,072,453	1,059,379	1,040,075

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

MUNICIPAL COURT

GOALS:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

OBJECTIVES:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

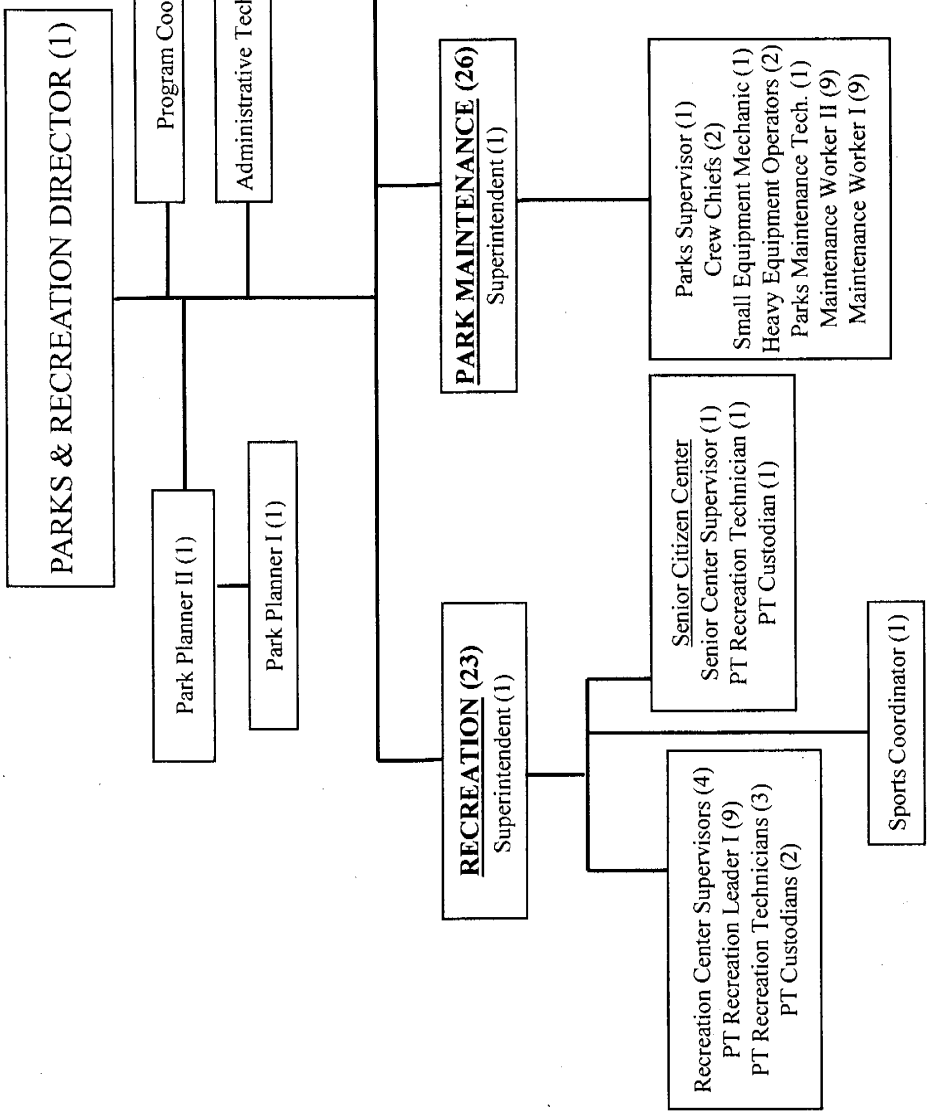
	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Access to Justice:					
Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement	100%	100%	100%	100%	100%
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	5	5	5	3	4
Expedition and Timeliness:					
Cases disposed of within 90 days	96%	95%	96%	93%	93%
Administrative Deferred Sentence Program	502	450	450	609	750
Disposition rate of traffic and non-traffic cases	100%	93%	98%	93%	96%
Recovered costs for prisoner care	22%	23%	25%	20%	25%
Equality, Fairness and Integrity:					
Assignment of court appointed attorneys for indigent defendants within 48 hours of approval	100%	100%	100%	100%	100%
Ratio of warrants served to warrants issued	88%	96%	88%	90%	92%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
Independence and Accountability:					
Provide employee diversity training sessions	4	0	2	1	2
Produce brochures and videos on court information	0	0	4	2	1
Public Trust and Confidence:					
Number of Community Outreach Events (Law Day for Youth)	1	1	1	1	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)	60	48	60	48	48

Notes to Results Report:

Tracked by fiscal year.

PARKS & RECREATION DEPARTMENT

62 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PARKS DEPARTMENT

MISSION:

The Parks and Recreation Department is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

The Parks and Recreation Department is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex. Management of the system includes the overall budget, accounting, purchasing, representation on City Boards and Commissions, representation to outside agencies, and the direction of the department in providing safe and enjoyable leisure activities and space for the citizens of Norman.

Beginning in FYE 12, Recreation Programs, the Senior Citizen's Center, and Youth Baseball and Softball is accounted for in the General Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	41	41	41	41	38
Part-time Positions	13	13	13	13	16
Total Budgeted Positions	54	54	54	54	54

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	3,034,856	3,492,456	3,475,256	3,428,862	3,364,486
Supplies & Materials	270,458	303,989	297,285	276,430	261,772
Services & Maintenance	375,485	419,735	442,460	411,211	474,873
Internal Services	349,729	400,319	400,319	392,725	300,292
Capital Equipment	133,408	108,524	133,876	133,876	201,808
Subtotal	4,163,934	4,725,023	4,749,196	4,643,104	4,603,231
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	4,163,934	4,725,023	4,749,196	4,643,104	4,603,231

DIVISION SUMMARY

010-7070 ADMINISTRATION

MISSION:

The Parks and Recreation Administration Division is committed to professional leadership and direction of all divisions of the department.

DESCRIPTION:

The Parks and Recreation Administration Division is responsible for the department's short and long range capital projects planning, administration of the department's budget, the effective distribution of the department's resources and professional guidance to each division.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	380,623	389,634	389,634	384,432	399,702
Supplies & Materials	5,681	5,597	5,197	4,897	3,977
Services & Maintenance	135,513	156,263	156,334	156,151	172,585
Internal Services	13,813	14,956	14,956	15,601	14,959
Capital Equipment	0	0	0	0	3,600
Subtotal	535,630	566,450	566,121	561,081	594,823
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	535,630	566,450	566,121	561,081	594,823

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Total number of participants in activities at Westwood Golf, Pool and Tennis, Recreation Centers, Daddy-Daughter Dance, Senior Citizens Center, Youth Baseball & Softball program, and Forestry contacts	320,029	326,004	323,979	325,431	325,931

DIVISION SUMMARY

010-7071 FORESTRY

MISSION:

To improve and preserve the City of Norman's tree canopy for appearance, safety and environmental purposes.

DESCRIPTION:

The Forestry Division administers planting programs and community forestry projects according to the community forestry plan and assists in a multiplicity of urban forestry activities interacting with other City departments, utility companies, State and Federal granting agencies and the citizens of Norman.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,127	9,743	9,242	8,906	2,543
Services & Maintenance	16,210	11,521	15,891	15,591	6,332
Internal Services	180	207	207	149	329
Capital Equipment	0	0	0	0	0
Subtotal	18,517	21,471	25,340	24,646	9,204
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	18,517	21,471	25,340	24,646	9,204

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FORESTRY

GOALS:

- Implement the Community Forest Management Plan; follow recommended priority removals, pruning, replacement and maintenance schedule.
- Promote and provide urban forestry public education opportunities.
- Maintain public urban forest health
- Collaborate with all City departments, State agencies and non-profit organizations to enhance and improve the urban forest.

OBJECTIVES:

- Obtain required funding to follow recommended schedule of removals, pruning and replacement.
- Provide workshops, volunteer opportunities and special events that teach proper care and maintenance of the tree canopy.
- Implement maintenance schedule of all public tree.
- Increase efforts for new planting opportunities; neighborhoods, green spaces, public schools, parks and open spaces.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of citizens advised regarding tree issues: civic groups and individual	*	*	*	*	*
Number of trees planted through the *NeighborWoods* program, in parks and other public spaces. Total numbers beginning FYE 2009 include Apache Foundation free tree giveaways	1,212	979	1,000	500**	600**
Public Works Brookhaven Creek Improvements project installed trees in the Prairie Creek Park area in FYE 11	204	n/a	n/a	n/a	n/a
Castlerock Park ODOT Tree Grant FYE 2012	n/a	67	0	7	n/a

Notes to Results Report:
*Forestry staff position eliminated in FYE 2010
**Apache Foundation reached their quota for number of trees given away in the fall of 2012. Additional trees may be available again in the fall of 2013.

ODOT – Oklahoma Department of Transportation

DIVISION SUMMARY

010-7010 PARKS MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	29	29	29	29	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	29	29	29	29	26

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,726,901	2,071,989	2,054,789	2,027,358	1,926,180
Supplies & Materials	217,861	229,965	224,867	205,621	213,122
Services & Maintenance	19,353	14,825	34,433	33,696	57,338
Internal Services	204,994	242,234	242,234	254,032	198,083
Capital Equipment	133,408	108,524	109,211	109,211	198,208
Subtotal	2,302,518	2,667,537	2,665,534	2,629,918	2,592,931
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,302,518	2,667,537	2,665,534	2,629,918	2,592,931

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	85%	80%	90%	85%	90%
On the job injuries	6	11	5	5	6

DIVISION SUMMARY

010-7021 RECREATION PROGRAMS

MISSION:

The Recreation Programs Division is committed to providing quality recreational services through programs for both passive and active users of all ages. This is accomplished through teamwork, respect and communication.

DESCRIPTION:

The Recreation Programs Division operates six facilities aimed at target groups of citizens. These centers include: one Senior Citizens Center, two recreational centers attached to middle schools (Whittier and Irving), one agency based community center (Little Axe), one garden, dance and exercise center (Reaves) and one multi-purpose center (12th Avenue). These centers not only provide recreational opportunities through their programming, but also offer rental space for meetings, parties and special events.

Beginning in FYE 12, Recreation Programs is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	11	11	11	11	14
Total Budgeted Positions	17	17	17	17	20

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	783,988	857,464	857,464	846,017	869,202
Supplies & Materials	33,829	40,579	40,474	40,101	29,677
Services & Maintenance	191,611	219,377	218,361	189,089	224,759
Internal Services	116,570	126,717	126,717	112,070	77,292
Capital Equipment	0	0	24,665	24,665	0
Subtotal	1,125,999	1,244,137	1,267,681	1,211,942	1,200,930
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,125,999	1,244,137	1,267,681	1,211,942	1,200,930

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RECREATION PROGRAMS

GOALS:

- To meet the needs of the citizens of Norman by offering quality programs and facilities and special events.

OBJECTIVES:

- To inform the community of the myriad of recreational opportunities offered through the Parks and Recreation Department through brochures, newspaper advertisements and banners.
- To involve as many citizens as possible in both active and passive recreational activities that are offered through our recreation centers.
- To implement new programs according to citizen requests and new industry trends.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	196,200	198,100	197,000	198,000	198,500
Tennis lessons, open court and tournament participants	22,460	24,892	23,000	24,000	24,000
Daddy-Daughter Dance participants	2,812	3,033	3,100	3,600	3,600
Total recreation revenue	$446,843	$464,908	$445,555	$460,000	$467,025

DIVISION SUMMARY

010-7023 SENIOR CITIZENS CENTER

MISSION:

To provide quality programs in a safe and caring environment for citizens 55 years of age and older.

DESCRIPTION:

The Senior Citizens Program is housed in a tri-level, 12,000 square foot facility dedicated to the enjoyment and welfare of area senior citizens.

Beginning in FYE 12, Senior Citizen's Center is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	2	2	2	2	2
Total Budgeted Positions3	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	106,929	130,041	130,041	128,305	126,074
Supplies & Materials	780	2,278	2,178	2,078	1,413
Services & Maintenance	6,933	7,754	7,721	7,239	7,164
Internal Services	14,172	16,205	16,205	10,873	9,629
Capital Equipment	0	0	0	0	0
Subtotal	128,813	156,278	156,145	148,495	144,280
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	128,813	156,278	156,145	148,495	144,280

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SENIOR CITIZENS CENTER

GOALS:

- To provide both active and passive recreational activities to citizens of Norman age 55 and older.
- To provide service in the areas of health, education and daily living.

OBJECTIVES:

- To involve an ever-increasing number of seniors in the programs and services offered through publications such as newspaper articles, brochures and monthly activity calendars.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue	$13,962	$15,380	$13,000	$15,000	$15,000
Annual participants including congregate meals program and special events	30,692	31,748	31,000	31,800	32,000

DIVISION SUMMARY

010-7022 YOUTH BASEBALL & SOFTBALL

MISSION:

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

DESCRIPTION:

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

Beginning in FYE 12, Youth Baseball and Softball is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	36,414	43,328	43,328	42,750	43,328
Supplies & Materials	10,180	15,827	15,327	14,827	11,040
Services & Maintenance	5,864	9,995	9,720	9,445	6,695
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	52,458	69,150	68,375	67,022	61,063
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	52,458	69,150	68,375	67,022	61,063

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

YOUTH BASEBALL & SOFTBALL

GOALS:

- To offer a safe youth baseball and softball program in a fun atmosphere at quality facilities.
- To emphasize good sportsmanship for all participants, children and adults.

OBJECTIVES:

- To organize the youth program by registering all children who meet the minimum and maximum age requirement who desire to play.
- To recruit and coordinate volunteer coaches.
- To review and update rules as necessary.
- To manage the program to be self-supporting.

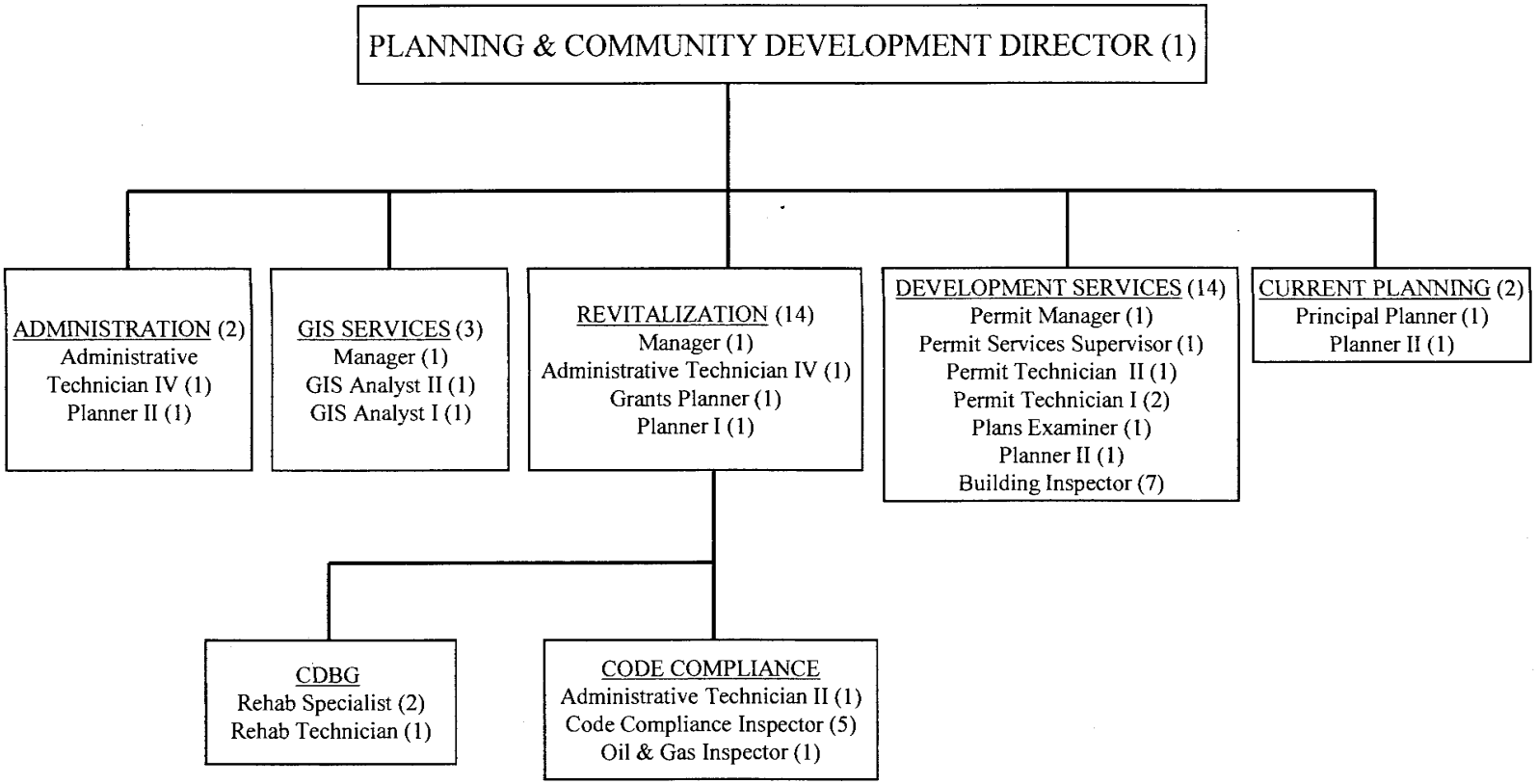
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	$175	$139	$5,000	$1,000	$1,000
Number of youth participants	1,974	1,853	1,900	1,850	1,850

Notes to Results Report:

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

36 EMPLOYEES



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

DEPARTMENT SUMMARY

TOTAL PLANNING & DEVELOPMENT

MISSION:

The mission of the Department of Planning & Community Development is to develop, implement, and monitor a comprehensive urban planning process, emphasizing continuing interdepartmental cooperation and assistance in the preparation of plans and programs. And, to protect the health, safety, and welfare of the citizens of Norman through enforcement of City Codes.

DESCRIPTION:

The Department of Planning & Community Development provides support to the City Council, the Planning Commission, Board of Adjustment, Reapportionment Commission, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating the Comprehensive Land Use Plan and other plans for the City; reviewing rezoning, subdivision and building permit applications and insuring the timely hearing of requests which are reviewed by various Boards and the City Council. The Department is also responsible for enforcing various codes and ordinances related to the health, safety and welfare of citizens; updating all ordinances, which comprise the regulatory framework against which development proposals are evaluated. Also, the administration of ordinances, which affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development. The Department is also responsible for the Capital Improvements Budget and Capital Planning.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	33	33	33	33	30
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	34	34	34	34	30

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	2,920,390	3,251,327	3,249,302	3,205,924	3,010,717
Supplies & Materials	51,478	57,997	75,808	73,146	50,513
Services & Maintenance	155,358	226,667	253,392	244,602	192,714
Internal Services	94,831	100,488	100,488	112,965	108,182
Capital Equipment	68,857	35,557	240,468	240,468	121,088
Subtotal	3,290,913	3,672,036	3,919,458	3,877,105	3,483,214
Department Total	3,290,913	3,672,036	3,919,458	3,877,105	3,483,214

DIVISION SUMMARY

010-4040 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide effective, efficient, and responsive services, and to account for the resources allocated to the Current Planning, Development Services, Revitalization, and GIS Services Divisions of the Department, and to provide support services to all divisions.

DESCRIPTION:

The Administration Division serves as the administrative head of the Department of Planning & Community Development, coordinating division functions to provide for the more efficient operation of the department, and services to the citizens of Norman. This Division also prepares and monitors the Capital Improvements Plan and Capital Budget for the City.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	2	2	2	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	222,132	229,074	229,074	226,016	346,493
Supplies & Materials	4,465	4,266	9,989	9,707	4,276
Services & Maintenance	29,361	49,495	58,136	53,550	35,151
Internal Services	51,065	53,428	53,428	60,857	58,275
Capital Equipment	11,025	0	18,768	18,768	31,388
Subtotal	318,047	336,263	369,395	368,898	475,583
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	318,047	336,263	369,395	368,898	475,583

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.

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

DIVISION SUMMARY

010-4053 CURRENT PLANNING

MISSION:

Provide professional support, guidance, and assistance to the citizens of Norman who are involved with some aspect of planning, zoning, or development, in order to ensure that all proposed development is consistent with the policies and ordinances of the City of Norman.

DESCRIPTION:

The Current Planning Division provides guidance and support to all residents of Norman. The Division provides staff support to the City Council, with primary staff responsibility to the Planning Commission, Board of Adjustment, Greenbelt Commission, and Reapportionment Commission. General and specific guidance is provided to those individuals and corporations interested in zoning and development throughout the community; as well as a detailed review of all commercial, industrial, multi-family building and sign permits for consistency with policies and adopted ordinances.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	2	2

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	412,800	366,317	366,317	361,427	201,187
Supplies & Materials	29	75	75	75	125
Services & Maintenance	938	2,448	2,240	2,167	0
Internal Services	1,575	1,740	1,740	1,736	1,689
Capital Equipment	1,269	0	0	0	1,800
Subtotal	416,612	370,580	370,372	365,405	204,801
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	416,612	370,580	370,372	365,405	204,801

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CURRENT PLANNING

GOALS:

- Ensure that each complete application is processed in an expeditious manner.
- Provide a timely and professional review of development-related requests.
- Provide all required support to the Boards and Commissions which the department staffs.
- Periodically examine and revise the ordinances that regulate development within the community.

OBJECTIVES:

- Assist the public in filing applications to the City Council, Planning Commission, Greenbelt Commission, and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in reviews of all required permits. Perform inspections as needed.
- Hold the annual meeting of the Reapportionment Commission, and provide all necessary data and maps for their annual review of population growth.
- Expedite items from the Planning Commission to the City Council whenever possible, while ensuring that such items are correct, complete, and express the concerns of the Planning Commission. Prepare detailed, accurate minutes of all public meetings.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Items processed for the Planning Commission within 31 days of receipt. In 2012, the Commission reviewed 119 items, a 25% decrease from 2011 (95 items)	95%	100%	100%	100%	100%
Complete, corrected items forwarded to the Clerk's office for the first Council meeting in the month following the Planning Commission meeting	95%	95%	90%	95%	95%
Perform a timely annual review of population growth and ward boundaries.	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days. In 2012, 37 applications were submitted and 1,909 notifications were mailed (35 in 2011 with 1,502 notifications).	100%	100%	100%	100%	100%
Board of Adjustment applications received, newspaper and mailed notices processed within three business days. In 20121, 169 applications were submitted and 344 notifications were mailed (15 in 2011 with 549 notifications).	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared within five working days.	95%	95%	95%	95%	95%

Notes to Results Report: All measurements are calculated on a calendar year basis.

DIVISION SUMMARY

010-4051 DEVELOPMENT SERVICES

MISSION:

To provide professional support, guidance, and assistance to the citizens of Norman who are directly or indirectly involved with building or altering the built environment of the community, to ensure that all such activity is consistent with the policies and ordinances adopted by the City Council.

DESCRIPTION:

The Development Services Division provides a variety of services which directly impact all construction activities that occur in our community including: general and specific guidance to those individuals and businesses interested in any aspect of construction; review and coordination of all types of building permits and inspections for compliance with adopted ordinances; and staff support to the Board of Appeals.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	16	16	16	16	14
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	16	16	16	16	14

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,177,657	1,413,436	1,411,411	1,392,569	1,287,487
Supplies & Materials	25,626	31,393	44,032	42,652	24,815
Services & Maintenance	13,462	31,165	44,546	43,758	46,718
Internal Services	18,387	19,616	19,616	21,881	20,228
Capital Equipment	17,405	0	124,143	124,143	5,400
Subtotal	1,252,537	1,495,610	1,643,748	1,625,003	1,384,648
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,252,537	1,495,610	1,643,748	1,625,003	1,384,648

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

DEVELOPMENT SERVICES

GOALS:

- Improve the timeliness of the permit review process by continuously updating the permit application process and adopting specific performance targets.
- Enhance inspection services; utilize all available technologies in order to minimize delays when inspections are requested.
- Increase the level of professionalism by providing appropriate staff training.

OBJECTIVES:

- Continuously refine building permit applications and processes so that they are more easily understood by the public, while still requiring all necessary information to properly process each type of permit.
- Utilize national standards to establish appropriate review time frames for each type of permit and inspection result.
- Continue to improve the effectiveness and consistency of plan reviewers and inspectors.
- Continue to refine the non-residential project plan review process.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days. FYE 12 average review days: 10	25%	79%	65%	88%	75%
Non-residential permits reviewed within 28 days.	72%	98%	90%	99%	90%
Residential permits issued within 1 hour. FYE 12 average review days: 2	0%	85%	95%	90%	95%
Residential permits issued within 2 days	30%	85%	100%	90%	100%
Inspections performed within 48 hours. FYE 12 average review days: 1	97%	99%	99%	99%	99%

DIVISION SUMMARY

010-4050 GEOGRAPHIC INFORMATION SERVICES

MISSION:

Maintain accurate and complete information relating to the City's infrastructure and legally mandated management zones and disseminate that information in a professional "customer oriented" manner.

DESCRIPTION:

The division provides maps, analyses, and services in a support capacity for the public, the business community, other governmental agencies, City Council, City Boards and Commissions, and all departments within the City. A partial list of specific functions and activities include:

- Design, implementation, and maintenance of the Geographic Information System, especially as it relates to the various components of the City's infrastructure.
- Map and research resource for City Council, Planning Commission, the public, other City departments, and other divisions within the department.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	4	4	4	4	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	324,023	398,291	398,291	392,974	330,800
Supplies & Materials	6,734	6,375	6,075	5,775	5,649
Services & Maintenance	34,642	42,054	49,465	48,753	33,954
Internal Services	8,733	10,074	10,074	10,085	10,045
Capital Equipment	32,814	2,000	64,000	64,000	0
Subtotal	406,946	458,794	527,905	521,587	380,448
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	406,946	458,794	527,905	521,587	380,448

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	96%	97%	95%	83%	95%
Complete map requests for standard products within 2 days or by specified deadline.	94%	96%	95%	88%	90%
Complete all custom requests for data within 1 week or by specified deadline.	92%	95%	85%	90%	90%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%
Provide at least one training per quarter for City employees in use and availability of GIS resources to City staff	50%	100%	50%	50%	50%

Notes to Results Report:

GIS – Geographic Information System

DIVISION SUMMARY

010-4052 REVITALIZATION

MISSION:

To provide a higher quality of life in Norman by protecting the health, safety and welfare of the citizens of Norman through the enforcement of City Codes and the management of federal grant programs.

DESCRIPTION:

The Revitalization Division is responsible for the ongoing process of revitalization of our community through the enforcement of various codes that affect the health, safety and welfare of the citizens of Norman. The Division is also responsible for staffing the Historic District Commission and the management of federal grant programs related to housing and community development. (Details of HUD grant programs are provided in the CDBG Fund Budget Highlights.)

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	9	9	9	9	8

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	783,778	844,209	844,209	832,939	844,750
Supplies & Materials	14,624	15,888	15,637	14,937	15,648
Services & Maintenance	76,955	101,505	99,005	96,374	76,891
Internal Services	15,071	15,630	15,630	18,406	17,945
Capital Equipment	6,344	33,557	33,557	33,557	82,500
Subtotal	896,771	1,010,789	1,008,038	996,213	1,037,734
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	896,771	1,010,789	1,008,038	996,213	1,037,734

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

REVITALIZATION

GOALS:

- To educate the citizens of Norman about the health, safety, zoning, and environment to achieve voluntary compliance through awareness.
- To create a partnership with citizens to promote compliance as a part of good citizenship.
- To perform annual inspections to insure the health and safety of hotels/motels, rooming and boarding houses, mobile home parks, salvage yards, and operating oil and gas wells.
- To maintain the integrity of designated historic districts.
- To respond to violation complaints in a timely manner to determine the merit of complaints and pursue correction.
- To achieve correction of violations through notification and voluntary compliance; issuance of citations; abatement by city contractors; or through court action to preserve public health & safety.
- To strengthen the physical and social environment of Norman neighborhoods.

OBJECTIVES:

- Enforce City ordinances pertaining to health, safety, property maintenance, zoning and signs.
- Design information brochures on City codes and programs.
- Disseminate information about City Codes through the distribution of handbills and articles in the local news media, and presentations.
- Maintain and expand a citizen code compliance team composed of interested persons from neighborhood associations and other areas of Norman to coordinate activities and provide information.
- Maintain uniform response rates and track responses on complaints.
- Acquire grant funds to supplement the budget related to historic districts and the general welfare of our community.
- Facilitate neighborhood conversations to create effective neighborhood plans in both new and existing neighborhoods.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of articles for news coverage and other information re: City Codes and Historic Districts.	9	12	10	11	10
Percent of complaints inspected within 7 working days. (8,273 total complaints in 2012)	99.6%	99.4%	99%	99%	99%
Percent of violations voluntarily abated after owner notification	61%	54.9%	58%	57%	57%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

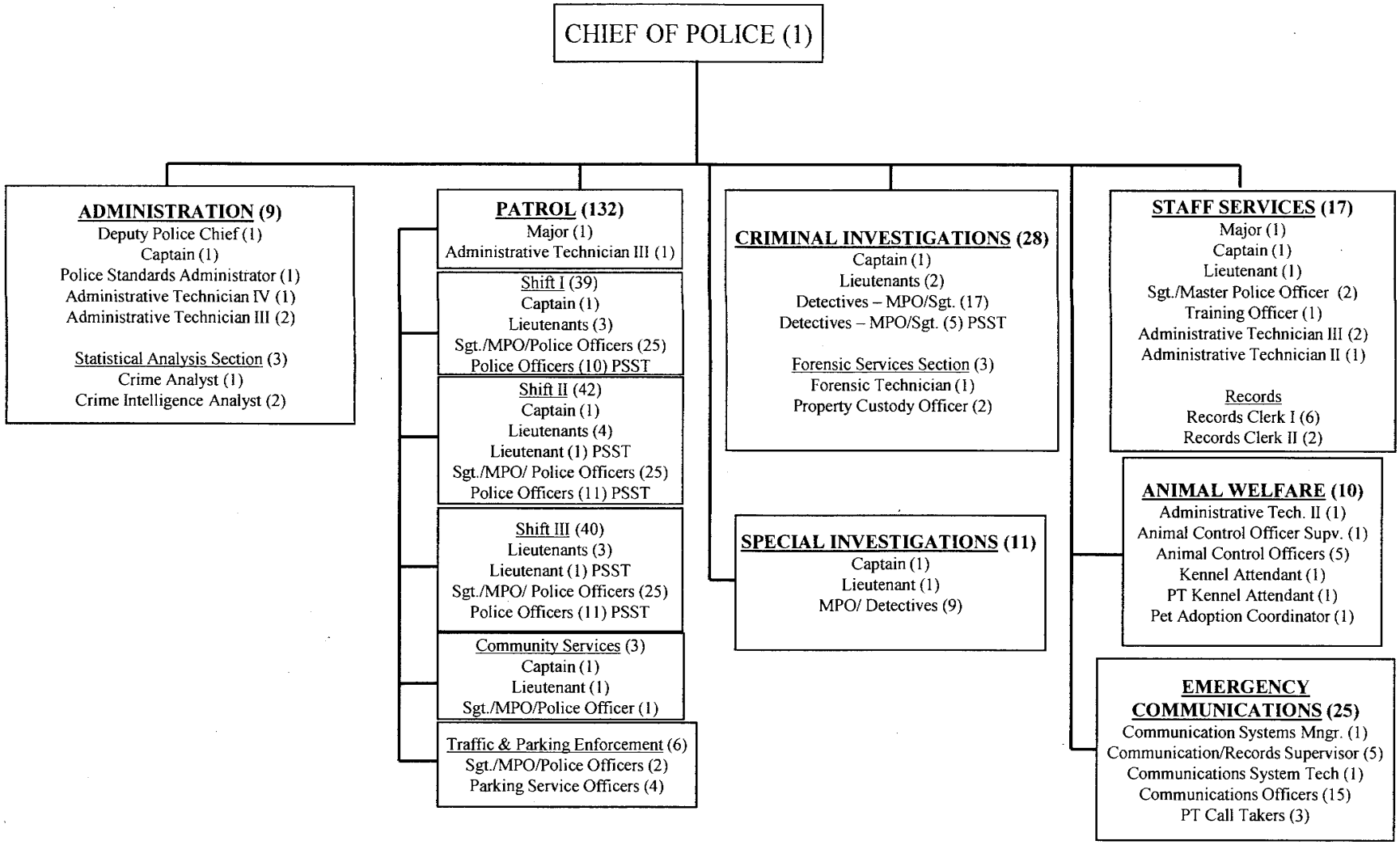
	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percent of weed / junk work orders voluntarily abated after work order issued to contractor.	29%	20%	25%	26.8%	25%
Average time for weed orders to be completed by City contractors.	7 days	5 days	6 days	4 days	6 days
Average number of working days for clean ups/securing measures to be completed by City contractor.	3 days	6 days	4 days	5 days	4 days

Notes to Results Report:

Information provided is for calendar year 2012

POLICE DEPARTMENT

233 EMPLOYEES



* In FYE 2014 there will be 39 Police positions associated with the 7-year Public Safety Sales Tax (PSST) that was approved on May 13, 2008

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	190	190	190	190	190
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	194	194	194	194	194

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	16,261,959	16,648,122	16,648,122	16,425,870	17,185,793
Supplies & Materials	736,390	859,857	860,714	777,945	780,098
Services & Maintenance	772,272	854,475	872,374	842,070	925,049
Internal Services	797,945	793,519	789,519	759,599	619,544
Capital Equipment	710,480	879,808	1,160,665	1,160,665	917,002
Subtotal	19,279,045	20,035,781	20,331,394	19,966,149	20,427,486
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	19,279,045	20,035,781	20,331,394	19,966,149	20,427,486

DIVISION SUMMARY

010-6010 ADMINISTRATION

MISSION:

The mission of the Norman Police Department is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Administration Division is responsible for the supervision and coordination of all officers of the agency. All other units within the Department work at the direction of the Administration Division. The Administration Division oversees these various units and ensures that activities are managed in a manner, which produces the desired results and accomplishes the department's goals.

The Administration Division communicates with employees, city officials, and the public on all law enforcement concerns within the community.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	5	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	10	10	10	10

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	627,846	937,564	937,564	925,048	988,443
Supplies & Materials	9,845	9,230	8,297	7,844	6,981
Services & Maintenance	98,844	116,877	117,655	112,371	127,219
Internal Services	50,635	54,951	54,951	39,282	36,044
Capital Equipment	11,150	1,800	1,800	1,800	21,040
Subtotal	798,319	1,120,422	1,120,267	1,086,345	1,179,727
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	798,319	1,120,422	1,120,267	1,086,345	1,179,727

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Working in partnership with citizens by utilizing Community Oriented Policing philosophy to provide quality service to the community.
- Continue to present and implement new programs which promote citizen satisfaction with levels of service.
- Improve the safety of citizens by use of new methods, enhanced technology and through use of data driven policing efforts of proactive policing.
- Provide department personnel with the training, knowledge and tools to provide highest levels of law enforcement with available resources.

OBJECTIVES:

- Utilize Community Oriented Policing to form partnerships with the citizens of Norman through communications with employees, City staff, and individuals within the community.
- Develop new programs which aid in accomplishing the department's mission and have a positive benefit for the community.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services	$185	$192	$197	$197	$200

Notes to Results Report:

Diversity and customer service training provided to all department employees.

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

- Produce timely, accurate reports, including required and requested data.
- Operational efforts moved from reactive to proactive policing.

DIVISION SUMMARY

010-6070 ANIMAL WELFARE

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

Animal Welfare Division consists of an Animal Welfare Supervisor, 5 Animal Welfare officers, an Administrative Technician, a kennel attendant, a part-time kennel attendant, and a pet adoption coordinator. Employees are on duty seven days a week and on call 24 hours a day.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	9	9	9	9	9
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	559,659	585,777	585,777	577,957	607,951
Supplies & Materials	100,938	130,210	130,558	114,654	107,285
Services & Maintenance	46,802	61,526	60,932	49,415	71,331
Internal Services	59,575	53,627	53,627	57,025	45,931
Capital Equipment	100,520	57,527	75,597	75,597	73,928
Subtotal	867,495	888,667	906,491	874,648	906,426
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	867,495	888,667	906,491	874,648	906,426

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Continue spay/neuter on all adopted animals.
- Monthly off-site adoption events.
- Microchip every adopted animal.
- Increase pet licensing compliance

OBJECTIVES:

- Maintain 100% spay/neuter rate of all adopted animals
- Have off-site adoption events at least monthly
- Microchips implanted on every animal adopted from the Norman Animal Shelter
- Increase the number of pet licenses sold

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Spay / neuter of adopted animals	100%	100%	100%	100%	100%
Off-site adoption events	14	14	14	14	14
Microchip all adopted animals	100%	100%	100%	100%	100%
Increase the number of pet licenses sold	2,444	6,067	5,500	9,000	10,000

DIVISION SUMMARY

010-6021 CRIMINAL INVESTIGATIONS

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

- Investigative
  - Review all Part I Crime reports in City of Norman
    - Investigate viable leads that may result in the arrest and prosecution of criminals.
      - Crimes against person
      - Crimes against property
    - Manage the department's Offender Registration Program
- Forensic
  - Crime Lab Services
  - Video Forensics
  - Computer Forensics
  - Property Custody

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	26	23	23	23	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	23	23	23	23

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	2,040,644	2,193,975	2,193,975	2,164,685	2,222,136
Supplies & Materials	59,574	56,845	57,032	53,816	55,200
Services & Maintenance	42,938	43,881	44,753	43,855	68,031
Internal Services	58,790	66,386	66,386	67,539	75,431
Capital Equipment	11,056	5,000	6,000	6,000	69,600
Subtotal	2,213,002	2,366,087	2,368,146	2,335,895	2,490,398
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,213,002	2,366,087	2,368,146	2,335,895	2,490,398

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Implement technology to create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Work with other City departments to continue forward progress with the Public Safety Center.
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.
- Work to support the Operations Bureau in accomplishing the community policing enhancement and training citizens in crime awareness and prevention.

OBJECTIVES:

- Maintain a division average case load of 100 assigned cases or more per investigator for calendar year.
- Continue to drop the "Unassigned Cases with Leads" to below 100 a year.
- Implement improved ways of communicating with the public through email, social media, and the Norman Police web site.

Decrease the number of cases not assigned out for follow-up, due to lack of investigative merit.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Increase in detectives	1	2	n/a	0	0
Total cases assigned	909	1,294	n/a	1,368	>1,400
Average annual case load	45	54	n/a	91	>100
Total cases unassigned with leads (code "23")	525	125	n/a	117	>1,000
Total COP follow-ups (Code "31")	179	1,069	n/a	724	>1,000
Total unassigned with no follow-up (code "21")	4,709	3,720	n/a	4,167	<4,000

DIVISION SUMMARY

010-6039 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Communications Division's mission is to provide an efficient and effective median between the public and public safety and to enhance communication operability and interoperability for all public sectors that serve the citizens of Norman.

Beginning in FYE 12, Emergency Communications is accounted for in the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	22	22	22	22	22
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,662,268	1,673,455	1,673,455	1,651,114	1,735,247
Supplies & Materials	30,430	22,702	20,528	20,594	30,410
Services & Maintenance	81,987	105,370	107,905	104,155	102,669
Internal Services	25,113	26,588	26,588	25,023	21,517
Capital Equipment	149,136	104,600	123,787	123,787	42,640
Subtotal	1,948,934	1,932,715	1,952,263	1,924,673	1,932,483
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	1,948,934	1,932,715	1,952,263	1,924,673	1,932,483

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Working in partnership with citizens by utilizing community-oriented policing philosophy to provide high quality service to the community.
- Continue to present and implement new programs which promote citizen satisfaction with all levels of service.
- Improve the safety of citizens by accountability, new methods, and enhanced technology.
- Provide department personnel with the training, knowledge and tools to provide highest levels of law enforcement with available resources.

OBJECTIVES:

- Increase work area to allow for 7 work positions, 5 radio, 1 call taker and 1 supervisor.
- Implement the ability for citizens to listen to the primary police and fire radio traffic via the internet.
- Improve the authorization of burn permits to ensure better tracking of authorized burning.
- Increase emergency medical dispatch quality assurance to 95 percent accuracy.
- Identify liaisons for each department to assist in organizing the repair, training, and inventory of radios.
- Institute pending police dispatch quality assurance to 90 percent accuracy.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Increase work area	5%	70%	100%	85%	100%
Broadcast radio traffic over internet	n/a	n/a	operational	n/a	operational
Improve burn permit process	n/a	n/a	operational	n/a	operational
Increase EMD QA scores	50%	n/a	30%	40%	80%
Identify radio system liaisons for each department	0	0	50%	30%	50%

Notes to Results Report:

EMD QA – Emergency Medical Dispatcher Quality Assurance

DIVISION SUMMARY

010-6022 PATROL

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	100	101	101	101	98
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	100	101	101	101	98

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	8,984,549	9,040,031	9,040,031	8,919,347	9,132,201
Supplies & Materials	397,200	497,597	484,382	424,083	447,606
Services & Maintenance	108,492	121,452	130,643	129,438	160,310
Internal Services	478,325	458,140	458,140	434,095	330,956
Capital Equipment	379,208	580,374	822,974	822,974	546,824
Subtotal	10,347,775	10,697,594	10,936,170	10,729,937	10,617,897
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	10,347,775	10,697,594	10,936,170	10,729,937	10,617,897

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Increase partnerships in the community.
- Proactive problem solving efforts.
- Public safety education.

OBJECTIVES:

- Develop new and expand current programs that assist in the building of partnerships and educating the community.
- Implementation of the Problem Oriented Policing concept.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement and public education.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Develop new crime prevention programs through partnership building	2	3	2	1	2
Problem oriented policing training for all commissioned officers	0	100%	50%	60%	100%
Increase traffic citations	n/a	2%	5%	3%	5%

DIVISION SUMMARY

010-6030 SPECIAL INVESTIGATIONS

MISSION:
The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:
The Special Investigations Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations of drug, vice, or property crimes. In some cases, the Division may provide support through advice, equipment, or undercover operatives. Traditionally, however, the Division primarily investigates drug-related offenses. Investigators develop cases by means of criminal intelligence, which the Division collects, organizes, and evaluates.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	11	10	10	10	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	10	10	10	11

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,073,391	1,024,115	1,024,115	1,010,443	1,147,383
Supplies & Materials	56,449	51,477	52,364	55,504	56,915
Services & Maintenance	28,408	34,238	32,708	31,708	16,758
Internal Services	65,183	67,091	67,091	72,948	51,269
Capital Equipment	13,957	59,407	59,407	59,407	37,920
Subtotal	1,237,388	1,236,328	1,235,685	1,230,010	1,310,245
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,237,388	1,236,328	1,235,685	1,230,010	1,310,245

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- To educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- To create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- To improve and maintain the Narcotics Division's investigative capabilities in the areas of illicit drug investigations, narcotics interdiction, prescription drug diversion, and technical investigations.

OBJECTIVES:

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations.
- Provide representation on local drug and narcotic support groups.
- Work with Oklahoma Bureau of Narcotics to identify and collaborate with pharmacists.
- Facilitate training opportunities with NADDI (National Association of Drug Diversion A-One Narcotics Investigators, and NIC (National Interdiction Conference).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	469	712	1,000	500	600
Number of cases investigated	66	66	70	90	120
Number of presentations / press releases	35	25	25	40	50
Number of hours in specialized training	240	240	240	420	600

DIVISION SUMMARY

010-6015 STAFF SERVICES

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	17	15	15	15	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	15	15	15	17

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,313,602	1,193,205	1,193,205	1,177,276	1,352,432
Supplies & Materials	81,953	91,796	107,553	101,450	75,701
Services & Maintenance	364,799	371,131	377,778	371,128	378,731
Internal Services	60,325	66,736	62,736	63,687	58,396
Capital Equipment	45,453	71,100	71,100	71,100	125,050
Subtotal	1,866,132	1,793,968	1,812,372	1,784,641	1,990,310
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,866,132	1,793,968	1,812,372	1,784,641	1,990,310

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

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

OBJECTIVES:

Records:

- Provide leadership training to lead records clerks
- Provide "Emotional Intelligence" training to all records personnel
- Develop a records team to participate in the configuration and transition to the new records management system
- Assist in developing the agencies new website to provide more online services
- Develop a method for tracking request for police records

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, qualifications and inspections and required continuing education
- Provide outside training on recruitment
- Provide Active Shooter to all commissioned personnel
- Depending on budget, purchase and issue the number of rifles required to equip all patrol personnel (this will not replace personally owned)
- Research, plan and determine an "On-line" training option for employees

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	.05	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	0	25%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	25	32	40	40	40
Number of outside courses hosted by training section	6	4	4	4	4

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

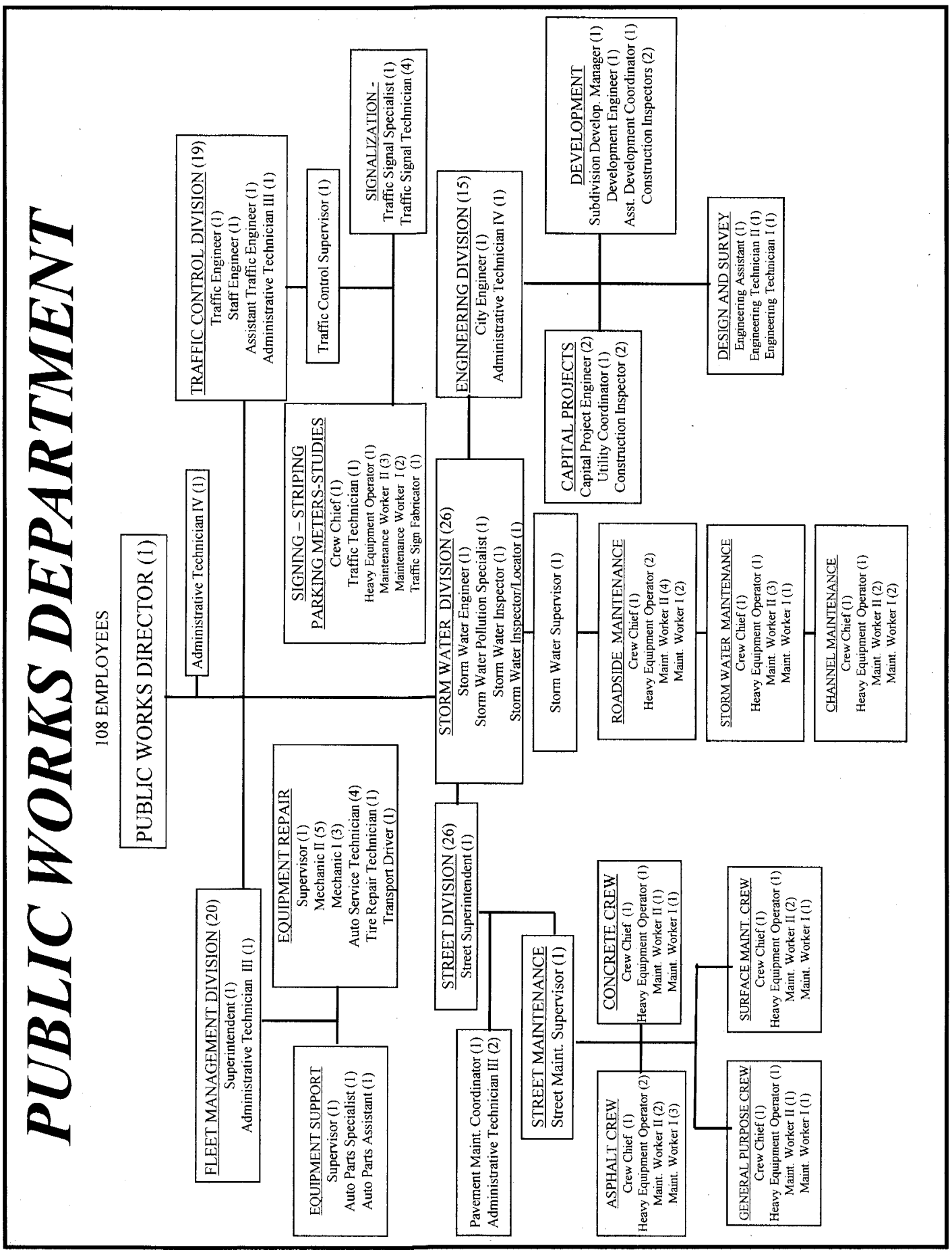
	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
Number of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	2	2	7	10	2
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

In FYE 2013

- Both Lead Clerks have attended 16 hours of leadership training
- One Lead Clerk enrolled in a 120 hour IACP Leadership in Police Organizational class
- Third Clerk attended a course on "Conflict Resolution"
- Two other Clerks attended required OLETS training
- All division personnel attended "Pickle" customer service training

NPD – Norman Police Department


PUBLIC WORKS DEPARTMENT
108 EMPLOYEES
PUBLIC WORKS DIRECTOR (1)
Administrative Technician IV (1)
FLEET MANAGEMENT DIVISION (20)
Superintendent (1)
Administrative Technician III (1)
EQUIPMENT REPAIR
Supervisor (1)
Mechanic II (5)
Mechanic I (3)
Auto Service Technician (4)
Tire Repair Technician (1)
Transport Driver (1)
EQUIPMENT SUPPORT
Supervisor (1)
Auto Parts Specialist (1)
Auto Parts Assistant (1)
TRAFFIC CONTROL DIVISION (19)
Traffic Engineer (1)
Staff Engineer (1)
Assistant Traffic Engineer (1)
Administrative Technician III (1)
Traffic Control Supervisor (1)
SIGNALIZATION -
Traffic Signal Specialist (1)
Traffic Signal Technician (4)
SIGNING – STRIPING
PARKING METERS-STUDIES
Crew Chief (1)
Traffic Technician (1)
Heavy Equipment Operator (1)
Maintenance Worker II (3)
Maintenance Worker I (2)
Traffic Sign Fabricator (1)
STORM WATER DIVISION (26)
Storm Water Engineer (1)
Storm Water Pollution Specialist (1)
Storm Water Inspector (1)
Storm Water Inspector/Locator (1)
ENGINEERING DIVISION (15)
City Engineer (1)
Administrative Technician IV (1)
DEVELOPMENT
Subdivision Develop. Manager (1)
Development Engineer (1)
Asst. Development Coordinator (1)
Construction Inspectors (2)
CAPITAL PROJECTS
Capital Project Engineer (2)
Utility Coordinator (1)
Construction Inspector (2)
DESIGN AND SURVEY
Engineering Assistant (1)
Engineering Technician II (1)
Engineering Technician I (1)
STREET DIVISION (26)
Street Superintendent (1)
Pavement Maint. Coordinator (1)
Administrative Technician III (2)
STREET MAINTENANCE
Street Maint. Supervisor (1)
Storm Water Supervisor (1)
ROADSIDE MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (2)
Maint. Worker II (4)
Maint. Worker I (2)
STORM WATER MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (3)
Maint. Worker I (1)
CHANNEL MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (2)
Maint. Worker I (2)
CONCRETE CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (1)
Maint. Worker I (1)
ASPHALT CREW
Crew Chief (1)
Heavy Equipment Operator (2)
Maint. Worker II (2)
Maint. Worker I (3)
SURFACE MAINT. CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (2)
Maint. Worker I (1)
GENERAL PURPOSE CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maint. Worker II (1)
Maint. Worker I (1)

DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS

MISSION:

The mission of the Public Works Department is to provide exceptional transportation, storm water/flood control and subdivision development services to the citizens of Norman.

DESCRIPTION:

The Public Works Department is organized into five functional divisions: Administration, Engineering, Fleet Management, Streets, and Traffic Control. The Department provides transportation, storm water/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	106	106	106	106	105
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	106	106	106	106	105

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	7,265,852	7,954,430	7,952,384	7,846,220	7,941,124
Supplies & Materials	4,118,728	4,705,554	4,703,453	4,607,076	4,550,449
Services & Maintenance	2,215,597	1,964,433	2,301,209	2,271,406	1,839,798
Internal Services	679,332	763,987	763,987	778,565	590,543
Capital Equipment	1,490,432	1,020,292	1,358,636	1,358,636	1,333,366
Subtotal	15,769,941	16,408,696	17,079,669	16,861,903	16,255,280
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	15,769,941	16,408,696	17,079,669	16,861,903	16,255,280

DIVISION SUMMARY

010-5001 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide management support to the Engineering, Fleet, Street, Storm Water, and Traffic Control Divisions.

DESCRIPTION:

The Administration Division is composed of the Director of Public Works and one Administrative Technician IV.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	230,091	231,995	232,199	229,099	239,321
Supplies & Materials	10,092	4,600	12,830	12,772	4,150
Services & Maintenance	16,054	22,045	21,157	17,724	21,862
Internal Services	16,067	16,129	16,129	21,031	19,607
Capital Equipment	0	0	14,138	14,138	4,300
Subtotal	272,304	274,769	296,453	294,764	289,240
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	272,304	274,769	296,453	294,764	289,240

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Evaluate and identify present and future community needs, establish priorities, formulate long and short range public works plans. Research, develop and implement new strategies for innovative and improved service.
- Ensure all work is performed in conformance with appropriate standards and specifications and maintain an awareness of federal and state regulations as they apply to various areas within the Public Works Department.
- Establish goodwill and resolve/respond to various issues by attending meetings, and through correspondence with various County, State and Federal regulatory agencies, civic and business associations, representatives of the press, City officials, citizens, and other City departments.
- Improve the appearance of the community through implementation of specific projects and programs.
- Implement American Public Works Association (APWA) Accreditation Program with an eye toward "continuous improvement".

OBJECTIVES:

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, Downtown Streetscape, and Legacy Trail.
- Continue the process of compliance with EPA and ODEQ Phase II Storm Water regulations by fulfilling the requirements of the NPDES permit and educate the community on the new regulations.
- Reduce traffic congestion/delay by monitoring and upgrading current Traffic Signal Timing Program, capital projects and other pro-active traffic system improvements.
- Retain the City beautification program started as a litter control program including a right-of-way mowing and edging program through contract services and enhanced street sweeping operations.
- Enhance City's storm water management and flood control programs through the successful implementation of the Storm Water Master Plan.
- Assist the community in its desire to improve appearance and appeal of the University of Oklahoma including the development of a citywide Wayfinding Program.
- Develop the City's first comprehensive Transportation Plan "Moving Forward".
- Implement 2012 G.O. Bond program including eight (8) major Transportation/Storm Water projects.
- Enhance Compressed Natural Gas (CNG) Fueling Program with marketing and interlocal agreements.
- Complete a Fleet System Management Analysis to address efficiency and budget issues.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Highway projects completed	20%	25%	45%	45%	75%
NPDES permit compliance	Yes	Yes	100%	100%	100%
Implement Storm Water Master Plan	5%	20%	35%	25%	40%
Number of labor hours spent on litter control program	0	0	6,025	6,025	4,340

PERFORMANCE MEASUREMENTS - RESULTS REPORT: (continued)

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
Development of Traffic Congestion Mitigation Plan	5%	15%	35%	30%	50%
Completion of 2010 Street Bond Program	20%	40%	60%	55%	80%
Completion of comprehensive Transportation Plan	0%	5%	90%	50%	100%
Completion of Wayfinding Plan	0%	20%	100%	90%	100%
Implementation of 2012 Bond program	n/a	0	5%	5%	20%

Notes to Results Report:

NPDES – National Pollutant Discharge Elimination System

DIVISION SUMMARY

010-5010 ENGINEERING

MISSION:

The mission of the Engineering Division is to provide prompt, courteous, skillful, and conscientious service to the citizens of Norman concerning transportation and drainage services.

DESCRIPTION:

The Engineering Division provides for the administration and technical review of public and private improvements within the City. It also helps administer the flood plain permitting process. The Division is charged with implementation of the City's federally-mandated municipal separate storm sewer system and (MS4) urban storm water quality program. The Division also provides engineering and administrative support for implementation of the recommendations set forth and adopted in the October 2009 Storm Water Master Plan; operation and maintenance of the numerous components of the City's storm water management system; and preparedness, response and recovery efforts associated with debris-generating disasters.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	898,228	1,019,934	1,017,684	1,004,098	1,035,804
Supplies & Materials	35,700	26,725	44,416	45,829	37,938
Services & Maintenance	44,524	52,719	40,741	39,149	45,512
Internal Services	44,287	53,796	53,796	45,531	37,785
Capital Equipment	31,984	66,782	68,217	68,217	92,296
Subtotal	1,054,723	1,219,956	1,224,854	1,202,824	1,249,335
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,054,723	1,219,956	1,224,854	1,202,824	1,249,335

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ENGINEERING

GOALS:

- Respond to requests for information in a prompt, courteous manner.
- Manage projects efficiently and professionally.
- Provide other City Departments / Divisions with prompt, quality service.

OBJECTIVES:

- Respond to citizen complaints and regulatory agencies in a courteous, professional and timely manner.
- Perform more in-house designs of capital improvements, instead of using consulting engineers.
- Build and inspect construction projects in strict accordance with the plans and specifications.
- Complete construction projects on time and within budget.
- Investigate drainage problems promptly.
- Provide technical advice to other City Departments / Divisions.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	100%	100%	80%	100%	80%
Complete projects on time, 75% of the time	100%	100%	75%	100%	75%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	95%	95%	90%	95%	90%
Addresses will be assigned within 5 working days, 70% of the time	100%	100%	70%	100%	70%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	70%	100%	70%
Public requests for information will be provided within 2 hours, 70% of the time	99.8%	99.8%	70%	100%	70%
Will inspect all active projects once a day, 90% of the time	100%	100%	90%	100%	90%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	100%	90%	95%	90%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	100%	75%	100%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	90%	100%	75%	85%	75%

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
The review of construction plans will be completed within 10 working days, 100% of the time	100%	100%	90%	100%	90%
The review of final plats will be completed within 10 working days, 95% of the time	95%	100%	95%	95%	95%
Conduct storm water quality program erosion and sediment control inspection of all active construction sites once per month, 95% of the time	n/a	100%	95%	100%	95%
Conduct investigation of citizen's drainage concerns within 10 working days, 100% of the time	n/a	n/a	n/a	85%	100%

DIVISION SUMMARY

010-5070 FLEET ADMINISTRATION

MISSION:

The mission of the Fleet Management Division is to provide safe, economical, state-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official duties. Fleet Management uses a computer program, Faster Asset Solutions, which tracks mechanic productivity, repair types, work orders, parts issued, inventory, diesel fuel, unleaded fuel, compressed natural gas fuel and equipment replacement needs.

DESCRIPTION:

There are 20 employees within the Fleet Management Administration and Repair Divisions. We provide the administrative, logistical and mechanical support to all other City departments who operate City owned equipment/vehicles. Fleet staff is responsible for establishing budget figures for the coming fiscal year with regards to the internal fuel and parts accounts. Fleet Management Administration staff establishes capital funds for vehicle/equipment purchases. The division completes the drafting and awarding of bids relating to the acquisition of new equipment and vehicles.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	188,368	196,062	196,062	193,445	201,684
Supplies & Materials	26,527	21,426	20,926	20,796	19,902
Services & Maintenance	55,046	62,454	59,907	54,125	67,466
Internal Services	2,743	3,081	3,081	2,472	2,153
Capital Equipment	1,269	0	0	0	1,800
Subtotal	273,952	283,023	279,976	270,838	293,005
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	273,952	283,023	279,976	270,838	293,005

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

- Provide support services to all City divisions.
- Right-size the organization for long term sustainability.
- Fuel management and regulatory compliance.
- Pilot/demo/evaluate new vehicle and equipment technologies.
- Create a department culture that fosters and promotes teamwork.

OBJECTIVES:

- Increase the awareness of City's personnel in the need to support the preventative maintenance service program for vehicles/equipment so that safety standards are continually met, liabilities are reduced and an overall reduction in maintenance costs can be achieved.
- Purchase vehicles and equipment following the guidelines of the City's Alternative Fuel Program.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete, under-utilized equipment and vehicles from inventory.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Preventative maintenance program:					
(missed services)	65	72	>70	100	70
(completed services)	928	867	900	1,000	900
Capital Equipment/Vehicle - Outlay	$2,428,284	$2,462,140	$5.5 mil	$2 mil	$2 mil
Sanitation Fund outlay only	$276,911	$741,181	$1.2 mil	$1.2 mil	$1.2 mil
Vehicle Replacement Report:					
No. of requests for replacement	52	82	70	70	70
No. of requests approved for replacement	41	53	50	50	50
No. of requests deferred for replacement	11	29	20	20	20
Fuel Report:					
Diesel / gallons dispensed	340,732	342,500	316,176	309,500	300,000
Unleaded gasoline / gallons dispensed	252,798	279,000	255,844	243,300	265,000
Compressed natural gas / gallons dispensed	25,883	28,066	29,000	34,000	35,000
Compressed natural gas sold to public:					
Gallons	n/a	32,600	48,000	80,000	85,000
Dollars	n/a	$51,130	$70,000	$118,000	$90,110

Notes to Results Report:

Preventative Maintenance Program: The intent is to "prevent" major repairs **before** they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 5,000 miles (100 hours for those with meters) or every 5 months whichever comes first.

Capital Equipment/Vehicle outlay: Fleet Management uses the Oklahoma State Contract as one of its main tools in purchasing cars, police vehicles, pickup trucks and large chassis, which helps keep the initial investment lower.

Vehicle Replacement Analysis: Available through the FASTER software program used by Fleet Management, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement.

Support of City Policies: Fleet Management supports and has aided in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment.

DIVISION SUMMARY

010-5073 FLEET FUEL & PARTS INVENTORY

MISSION:

The mission of Fleet Management is to support the City departments and agencies in the delivery of municipal services by ensuring that the City vehicles and other automotive-related equipment are available, dependable, and safe to operate.

DESCRIPTION:

This division accounts for all fuel and parts inventory for all of the City's vehicles and pieces of equipment.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,792,009	3,042,160	3,097,526	3,096,826	2,997,218
Services & Maintenance	305,124	287,597	273,718	270,681	216,741
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	3,097,134	3,329,757	3,371,244	3,367,507	3,213,959
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,097,134	3,329,757	3,371,244	3,367,507	3,213,959

DIVISION SUMMARY

010-5071 FLEET REPAIR SERVICES

MISSION:

The mission of Fleet Repair is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other automotive-related equipment are available, dependable, and safe to operate.

DESCRIPTION:

The Fleet Repair Division has maintained the Automotive Service of Excellence (ASE) Certified Blue Seal program certification since 2008. Employees are responsible for maintaining and repairing over 800 pieces of equipment and vehicles, ordering, inventorying and issuing parts and outside repair orders, and tracking warranty; going "on-site" to fix or replace flats; and transporting large equipment to job sites for any City division. The Division also provides an "on-call" technician available anytime the shop is not open to provide wrecker and repair service for any type vehicle/equipment.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,055,119	1,191,021	1,191,021	1,175,121	1,175,552
Supplies & Materials	37,267	64,132	66,330	63,954	54,986
Services & Maintenance	24,076	40,983	45,082	43,996	51,683
Internal Services	79,333	37,245	37,245	37,245	11,203
Capital Equipment	66,196	187,860	309,523	309,523	74,210
Subtotal	1,261,991	1,521,241	1,649,201	1,629,839	1,367,634
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,261,991	1,521,241	1,649,201	1,629,839	1,367,634

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES

GOALS:

- Provide safe and reliable repairs to all internal divisions.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-hours for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 75% of repairs in 24 hours and 25% of repairs in 48 hours.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of CNG vehicles	23	33	38	39	41
Yearly productive average (national standard average is 70%)	81.5%	83%	>70%	79%	80%
Benchmark repair standards average compared to industrial standards	-0.13%	-0.10%	0.00%	-0.15%	-0.10%
Preventive services completed	928	890	900	1,000	900
Work orders completed	5,458	4,818	5,500	4,708	6,000
Work order requests completed in 24 hours	3,491	2,874	3,500	2,619	4,000
Work order requests completed in 48 hours	503	424	550	423	600
Yearly field service repairs	611	454	615	432	650

Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5022 STORM WATER DIVISION

MISSION:

Storm Water Division is responsible for the management, maintenance and construction improvements of bridges, culverts and their associated storm water drainage systems. Storm Water Drainage exists to provide safe, well-drained, durable streets, effective channel maintenance and mowing of right-of-way and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance of drainage systems for flood control purposes.
- Respond to citizen requests.
- Perform erosion control and removal of obstructions from drainage ways.
- Maintenance of approximately 137 miles of storm sewers.
- Provides maintenance to bridges and culverts, and street sweeping.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Provide right-of-way vegetative maintenance.
- Coordinates rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	25	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	26	26	26	26

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,542,170	1,861,578	1,861,578	1,836,726	1,901,057
Supplies & Materials	270,323	432,039	367,118	339,972	416,469
Services & Maintenance	603,926	376,941	614,898	600,177	287,057
Internal Services	142,531	255,277	255,277	272,888	201,361
Capital Equipment	609,940	546,350	592,905	592,905	143,400
Subtotal	3,168,890	3,472,185	3,691,776	3,642,668	2,949,344
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,168,890	3,472,185	3,691,776	3,642,668	2,949,344

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORM WATER DIVISION

GOALS:

- To manage and perform maintenance and construction of streets, alleys, bridges, culverts, channels and storm sewers.
- To manage and maintain roadside and drainage maintenance.
- To manage and perform snow/ice control, flood damage control, and respond to emergency situations.
- To aid in the Norman City Council strategic plan, vision, and goals for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide efficient storm water sewer system.
- Manage storm water conveyance channel systems.
- Weather related response.
- Maintain clean streets and storm water runoff by sweeping of curb and gutter streets.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Mechanically sweep 500 curb miles per month	75%	80%	75%	50%	50%
Inspect and clean 100% of the urban drainage inlets three times per year	40%	30%	50%	25%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	85%	90%	90%	25%	75%
Mow 148 miles of rural right-of-way, three times per year	100%	100%	100%	100%	100%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year	80%	90%	90%	75%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	35%	35%	50%	20%	50%
Permit all earth disturbing operations over 1 acre in size	100%	90%	90%	90%	90%
Perform erosion control inspections of permitted sites within 30 days	100%	100%	100%	100%	100%
Respond to storm water pollution complaints with 24 hours of the time	90%	95%	90%	100%	95%
Inspect City facilities identified as potential storm water pollution sources	50%	75%	50%	50%	50%

Notes to Results Report:

ROW – Right-of-Way

DIVISION SUMMARY

010-5021 STREETS DIVISION

MISSION:

The Street Maintenance Division is responsible for the management, maintenance and construction improvements of streets, alleys, bridges, culverts and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions within approved pavement management criteria. The Street Maintenance Division exists to provide safe, well-drained, durable streets, effective pavement management and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance and construction of street and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt concrete and chip-sealed streets, and aggregate surfaced rural roads.
- Surface and roadside maintenance for approximately 20 miles of aggregate surfaced rural public roads.
- Provides maintenance and reconstruction/repair of the City's streets and roadways including roadbed drainage and bridges and culverts.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural roadway improvement projects with Cleveland County.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	28	27	27	27	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	28	27	27	27	26

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,922,872	2,023,323	2,023,323	1,996,312	1,943,237
Supplies & Materials	683,050	875,726	813,218	756,461	774,909
Services & Maintenance	143,132	62,964	111,634	105,709	63,853
Internal Services	322,478	311,903	311,903	311,265	233,376
Capital Equipment	389,159	114,500	253,783	253,783	731,760
Subtotal	3,460,691	3,388,416	3,513,861	3,423,530	3,747,135
Division Total	3,460,691	3,388,416	3,513,861	3,423,530	3,747,135

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREETS DIVISION

GOALS:

- To manage and perform maintenance and construction of streets, alleys, bridges, culverts, channels and storm sewers.
- To manage and maintain roadside and drainage maintenance.
- To manage and perform snow/ice control, flood damage control, and respond to emergency situations.
- To aid in the Norman City Council strategic plan, vision, and goals for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide safe and efficient transportation system.
- Weather damage response.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours	100%	95%	95%	90%	95%
Overlay / pave 10 lane-miles per year	100%	100%	95%	100%	95%
Replace 1,160 square yards of concrete pavement panels	100%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	25%	20%	50%	20%	50%
Grade all unpaved public roads eight (8) times a year	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-5023 TRAFFIC CONTROL

MISSION:

The mission of the Traffic Control Division is to provide and maintain the controls necessary for the safe movement of traffic with minimum delay by using nationally accepted standards, guidelines and procedures.

DESCRIPTION:

The Traffic Control Division operates and maintains 187 traffic and pedestrian signals, an estimated 35,000 traffic control signs, 212 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,429,004	1,430,517	1,430,517	1,411,420	1,444,469
Supplies & Materials	263,761	238,746	281,089	270,466	244,877
Services & Maintenance	1,023,714	1,058,729	1,134,072	1,139,845	1,085,624
Internal Services	71,893	86,556	86,556	88,133	85,058
Capital Equipment	391,884	104,800	120,070	120,070	285,600
Subtotal	3,180,256	2,919,348	3,052,304	3,029,934	3,145,628
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,180,256	2,919,348	3,052,304	3,029,934	3,145,628

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAFFIC CONTROL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Worker-hours per gallon of traffic paint used	.42	.32	.80	.40	.80
Thermoplastic legend, arrows, stop bars and crosswalks installed	11.59	7.47	4 to 6 instal-lations/ day (2-person crew)	5	4 to 6 instal-lations/ day (2-person crew)
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%
Response to reports on high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	100%	100%	99% high priority - 90% other signs	100%	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	.00%	.02%	<.01%	<.01%	<.01%
Response to reports on traffic signal malfunctions within one hour	100%	100%	99%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	75%	75%	100%	100%	100%
Collect and evaluate traffic data for traffic calming project requests submitted between January and April, and between August and November, within 60 days of written notice	100%	100%	100%	100%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than seven months from receipt of the neighborhood request	100%	100%	100%	100%	100%

NON-DEPARTMENTAL

The "Non-Departmental" divisions are City Boards, Commissions, and several City funded agencies and programs. All of these are funded in the General Fund. They are designated as "Non-Departmental" because they have City-wide impact and because no City personnel are budgeted in these divisions.

DIVISION SUMMARY

010-4083 BOARD OF ADJUSTMENT

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

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	181	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	181	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	181	0	0	0	0

DIVISION SUMMARY

010-1086 CHILDREN'S RIGHTS COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	276	268	260	176
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	276	268	260	176
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	276	268	260	176

DIVISION SUMMARY

010-3192 EMPLOYEE ASSISTANCE PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	425	0	350	44
Services & Maintenance	24,948	24,949	24,949	24,538	24,949
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	24,948	25,374	24,949	24,888	24,993
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	24,948	25,374	24,949	24,888	24,993

DIVISION SUMMARY

010-1091 EMPLOYEE TRAINING / DEVELOPMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	9,899	9,650	9,630	9,340	9,350
Services & Maintenance	0	8,526	8,271	8,016	7,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	9,899	18,176	17,901	17,356	17,050
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	9,899	18,176	17,901	17,356	17,050

DIVISION SUMMARY

010-7081 FIREHOUSE ART CENTER

MISSION:

The mission of the Firehouse Art Center is to serve as a vehicle for the visual arts to the citizens of Norman.

DESCRIPTION:

The Firehouse Art Center is a building owned and maintained by the City of Norman for the purpose of promoting and providing an opportunity for the visual arts to the citizens of Norman. The Firehouse Art Center, Inc. manages the day-to-day operations of the Firehouse. The City of Norman is currently providing funding for the utilities and a contribution to help allow continued operation of the center.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	60,292	93,716	93,716	74,715	86,765
Internal Services	6,957	6,528	6,528	6,528	6,813
Capital Equipment	0	0	0	0	0
Subtotal	67,250	100,244	100,244	81,243	93,578
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	67,250	100,244	100,244	81,243	93,578

DIVISION SUMMARY

010-4084 GREENBELT COMMISSION

MISSION:

The mission of the Greenbelt Commission is to promote and protect the public health, safety and general welfare by creating a mechanism for providing a Greenbelt System, which will include preserved open spaces, protected natural areas and greenways/trails in a system of land parcels that together will work to help maintain and preserve the beauty and livability of the City.

DESCRIPTION:

Created by ordinance on May 11, 2004, the Greenbelt Commission is charged with advising the City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the open spaces, greenways and trailways systems in the City of Norman.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	300	285	270	0
Services & Maintenance	0	200	200	200	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	500	485	470	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	500	485	470	0

DIVISION SUMMARY

010-4080 HISTORIC DISTRICT COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	781	2,684	2,603	2,522	484
Internal Services	0	0	0	0	372
Capital Equipment	0	0	0	0	0
Subtotal	781	2,684	2,603	2,522	856
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	781	2,684	2,603	2,522	856

DIVISION SUMMARY

010-7082 HISTORICAL MUSEUM

MISSION:

The mission of the Historical Museum is to serve as a museum and facility for special research dealing with local history.

DESCRIPTION:

The Norman and Cleveland County Museum is a house owned and maintained by the City of Norman for the purpose of serving as a museum and a facility for specialist research service dealing with local history for the benefit of the citizens of Cleveland County. The day-to-day operations of the museum are managed by the Norman and Cleveland County Historical Society. Currently, the City of Norman is providing the utility costs and a contribution to help with funding for the continued operation of the museum.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	36,199	39,443	39,443	39,047	39,653
Internal Services	1,870	1,791	1,791	1,740	1,808
Capital Equipment	0	0	0	0	0
Subtotal	38,069	41,234	41,234	40,787	41,461
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	38,069	41,234	41,234	40,787	41,461

DIVISION SUMMARY

010-7097 HOLIDAY DECORATIONS

MISSION:

The mission of the holiday decoration division is to provide quality decorations to be displayed on City streets, the municipal complex and Andrews Park and Legacy Trail for the enjoyment of the general public.

DESCRIPTION:

The holiday decorations program provides attractive, lighted decorations to promote a festive holiday atmosphere. This program is facilitated by the Parks Maintenance Division of the Parks and Recreation Department. This Division's budget also includes the Fourth of July fireworks display.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,946	5,640	6,668	6,104	4,430
Services & Maintenance	20,000	21,500	20,000	20,217	21,500
Internal Services	7,412	6,558	6,558	4,205	3,196
Capital Equipment	0	0	0	0	0
Subtotal	31,358	33,698	33,226	30,526	29,126
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	31,358	33,698	33,226	30,526	29,126

DIVISION SUMMARY

010-1085 HUMAN RIGHTS COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	98	310	285	260	230
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	98	310	285	260	230
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	98	310	285	260	230

DIVISION SUMMARY

010-3094 INTERFUND TRANSFERS

MISSION:

Account for and monitor all inter-fund transactions from the General Fund to all other funds.

DESCRIPTION:

An account established to record the subsidies transferred from the General Fund to various funds to cover the costs for which user fees are insufficient.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Services & Maintenance	13	0	0	0	0
Public Safety Sales Tax	0	0	1,254,340	1,254,340	
Rainy Day Fund	1,500,000	0	0	0	0
Recreation Fund	0	0	0	0	0
Emergency Communications	0	0	0	0	0
Seizures and Restitution Fund	0	0	0	0	0
Westwood Fund	15,628	97,623	97,623	80,812	79,978
Water Fund	0	0	0	0	0
Wastewater Excise Fund	0	0	0	0	0
Capital Project Fund	0	0	0	0	0
CDBG Fund	0	0	0	0	0
Special Grant Fund	3,500	0	0	0	0
Insurance Fund	0	0	0	0	0
Hallpark Debt Service	158,525	0	0	0	0
Subtotal	1,677,666	97,623	1,351,963	1,335,152	79,978
Division Total	1,677,666	97,623	1,351,963	1,335,152	79,978

DIVISION SUMMARY

010-7096 MOSQUITO CONTROL

MISSION:

The mission of the mosquito control program is to provide scientific surveillance and effective control of mosquitoes, while keeping chemical spraying to a minimum.

DESCRIPTION:

The mosquito control program is a surveillance program, which focuses on the identification and control of mosquito activity in areas throughout Norman. In lieu of spraying for fully mature (flying) mosquitoes, it is the intent to control the mosquito at the larvae stage of their development by providing a better and more extensive larvicide program and by educating the general public as to how to eliminate mosquito habitat in their neighborhoods.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	5,060	8,827	8,827	8,709	8,827
Supplies & Materials	1,532	1,390	1,348	1,306	1,350
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	6,593	10,217	10,175	10,015	10,177
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	6,593	10,217	10,175	10,015	10,177

DIVISION SUMMARY

010-2095 MUNICIPAL ELECTIONS

MISSION:

Pursuant to Article II, Sections 5 and 6, of the Charter of the City of Norman, funds are budgeted to pay for City Council elections and any special elections that are anticipated. City Council Primary elections are held on the third Tuesday of March and General Elections are held on the second Tuesday of April, and Special Elections are held on an as-needed basis.

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	58,737	59,000	57,230	55,460	58,115
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	58,737	59,000	57,230	55,460	58,115
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	58,737	59,000	57,230	55,460	58,115

DIVISION SUMMARY

010-2080 NORMAN PUBLIC LIBRARY

MISSION:

Pursuant to a contract with the Norman Public Library entered into on July 24, 1962, the City has agreed to provide building maintenance and custodial services for the Norman branch of the Pioneer Library System.

DESCRIPTION:

The Building Maintenance Division of the City Clerk's Department performs preventive maintenance programs to reduce repairs and provides quality custodial service to the Norman Public Library.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	111,485	281,258	149,508	116,347	279,087
Internal Services	102,974	112,898	112,898	107,694	114,310
Capital Equipment	0	0	0	0	25,000
Subtotal	214,459	394,156	262,406	224,041	418,397
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	214,459	394,156	262,406	224,041	418,397

DIVISION SUMMARY

010-7084 PARK BOARD

MISSION:

The mission of the Board of Parks Commissioners is to assist the Parks and Recreation Department in providing accessible, attractive, enjoyable and safe park facilities and recreational activities to the citizens of Norman.

DESCRIPTION:

The Norman Board of Parks Commissioners is a board organized for the purpose of considering and investigating any matter affecting the development and betterment of park and recreational facilities and policies pertaining thereto, and to make recommendations as it may deem advisable to the City Council concerning the same. It is responsible for making recommendations to the City Council regarding a system of supervised recreation. The Board is specifically authorized to make recommendations to the City concerning the recreation programs and policies of the City.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	247	686	686	686	286
Services & Maintenance	0	106	82	58	81
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	247	792	768	744	367
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	247	792	768	744	367

DIVISION SUMMARY

010-4081 PLANNING COMMISSION

MISSION:

The mission of the Planning Commission is to review land development applications, generally prepare plans for the systematic development and improvement of the City as a place of residence and business, and to make recommendations to the City Council.

DESCRIPTION:

The Planning Commission holds public hearings on all proposed amendments to the City's long range plan (Norman 2025). It also makes recommendations to the City Council on all proposed rezoning applications and development proposals involving platting and subdivision of land. It reviews and recommends changes to the City's ordinances involving planning, zoning, building, and subdivision regulations, as well as specific items referred to the Commission by the City Council.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	54	100	89	78	0
Services & Maintenance	251	257	257	257	10
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	305	357	346	335	10
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	305	357	346	335	10

DIVISION SUMMARY

010-7086 SANTA FE DEPOT

MISSION:

The Norman Depot shall be available for use by the entire community. As stated in the lease of land 6(a): "The City of Norman agrees to preserve the Depot as an historical landmark and will utilize the building in such a manner as to benefit the entire community – restricted for public use."

DESCRIPTION:

The City will maintain the building and grounds and make the building available to the community on a rental-reservation basis. The building is also made available to morning Amtrak passengers.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	7,571	8,476	8,523	7,889	9,211
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	7,571	8,476	8,523	7,889	9,211
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	7,571	8,476	8,523	7,889	9,211

DIVISION SUMMARY

010-1087 SOCIAL AND VOLUNTARY SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	958	0
Services & Maintenance	121,000	150,000	150,000	150,000	150,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	121,000	150,000	150,000	150,958	150,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	121,000	150,000	150,000	150,958	150,000

DIVISION SUMMARY

010-7083 SOONER THEATRE

MISSION:

The mission of the Sooner Theatre is to provide cultural and entertainment opportunities for the community by operating a financially sound performing arts center and by maintaining its historical integrity and character.

DESCRIPTION:

The Sooner Theatre is a building owned by the City of Norman for the purpose of promoting theatrical arts and entertainment for the citizens of Norman. The day-to-day operations of the theatre are managed by the Sooner Theatre, Inc. The City currently pays the utility costs and provides a contribution to help fund continued operation of the theatre.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	72,548	91,446	91,446	84,443	90,560
Internal Services	5,286	5,920	5,920	7,045	6,813
Capital Equipment	0	0	0	0	0
Subtotal	77,834	97,366	97,366	91,488	97,373
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	77,834	97,366	97,366	91,488	97,373

DIVISION SUMMARY

010-1093 SPECIAL STUDIES / CONTRIBUTIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	125,000	53,580	53,580	3,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	125,000	53,580	53,580	3,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	125,000	53,580	53,580	3,000

Special Revenue Funds

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

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	29,221	30,705	31,806	31,806	30,705
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	29,221	30,705	31,806	31,806	30,705
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	29,221	30,705	31,806	31,806	30,705

DIVISION SUMMARY

026-2111 COURT CLEET TRAINING

MISSION:

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

DESCRIPTION:

Disbursement of CLEET funds for court and prosecution training.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,700	1,700	1,700	1,700	1,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,700	1,700	1,700	1,700	1,700
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,700	1,700	1,700	1,700	1,700

DIVISION SUMMARY

026-6034 POLICE CLEET TRAINING

MISSION:

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

DESCRIPTION:

To provide law enforcement education and training, where appropriate.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	27,521	29,005	30,106	30,106	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	27,521	29,005	30,106	30,106	29,005
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	27,521	29,005	30,106	30,106	29,005

FUND SUMMARY

TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)

MISSION:

The mission of the Community Development Fund is to account for the resources allocated to the Community Development Block Grant (CDBG) and related federal and state programs. Projects included in the grants must meet the criteria of activities that either primarily benefit low-to-moderate income persons, or prevent or eliminate slums or blight.

DESCRIPTION:

The Community Development Fund is a special revenue fund established to account for resources from a variety of federal programs funded by the Department of Housing & Urban Development. The fund activities include preparation and submission of grants, implementation and management of projects, monitoring of activities, and record keeping and reporting. Fund divisions reflect multi-year funding as well as different grant programs.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Community Development	840,136	738,884	1,504,131	1,504,092	761,709
HOME	360,567	368,420	829,019	829,019	319,162
Emergency Shelter	82,819	0	551,229	551,229	0
Kingsgate Property	0	0	0	0	0
Neighborhood Stabilization	0	0	0	0	0
CDBG-R	0	0	0	0	0
SHPRP ARRA Grant	187,327	0	0	0	0
Audit Adjust/Encumbrances	63,646	0	0	0	0
Fund Total	1,534,495	1,107,304	2,884,379	2,884,340	1,080,871

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT FUND

GOALS:

- To provide resources to low-to-moderate income residents of targeted areas to revitalize the infrastructure of their residential areas according to an approved Consolidated Plan, with emphasis on leveraging other resources to accomplish as many improvements as possible.
- To provide resources to social service providers who serve low-to-moderate income persons in the City.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to make housing affordable for homebuyers.
- To provide resources to address the continuum of care for homeless persons.
- To continue support of an anti-poverty program to improve the general quality of life in the community.
- To acquire new resources for the City from available grant funds on a competitive basis through collaborative efforts with other agencies to address unmet needs.

OBJECTIVES:

- Contract with private sector and/or other City departments to design and construct approved infrastructure projects within the fiscal year.
- Contract with social service providers for services approved in grants, and provides technical assistance as needed to leverage those funds and to ensure agency compliance with federal regulations.
- Continue existing housing rehabilitation programs and review and potentially implement additional programs to address more households; continue and expand homebuyer program to assist more families.
- Continue to facilitate the Continuum of Care Steering Committee as the lead entity for Cleveland County; assist providers of homeless services in an effort to expand the continuum of care from prevention to permanent housing.
- Expand anti-poverty plan to work with additional agencies.
- Partner with and/or provide technical assistance to other appropriate local agencies to acquire new resources to address the needs of low-to-moderate income persons.
- Apply for additional resources, which are available on a competitive basis, to address the needs of low-to-moderate income persons.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	56,809	165,417	50,000	105,744	50,000
Number of households assisted through housing programs	100	91	90	53	25
Awarded contract amounts for homeless Programs	$386,816	$361,746	$300,000	$534,031	$300,000
Funding application amounts submitted (not including CDBG and HOME)	$494,623	$511,746	$500,000	$576,730	$500,000

Notes to Results Report:

The information provided for units of service and households assisted is from the most recent Consolidated Annual Performance and Evaluation Report – FYE 12

CDBG – Community Development Block Grant

FUND SUMMARY

TOTAL PARK LAND AND DEVELOPMENT FUND (52)

MISSION:

Established by City Ordinance to receive revenues from developer fees dedicated to the acquisition and development of park land around the City of Norman.

DESCRIPTION:

To efficiently receive and monitor the use of revenues dedicated to park land acquisition and development.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Community Park Improve	98,215	0	215,594	97,442	35,000
Neighborhood Park Improve	30,089	115,000	433,326	551,478	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(2,915)	0	0	0	0
Fund Total	125,389	115,000	648,920	648,920	35,000

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 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.

Beginning in FYE 11, Public Safety Sales Tax revenues and expenditures are reported in Fund 15, Public Safety Sales Tax Fund. Prior to FYE 11, these funds were included in the General Fund.

DESCRIPTION:

The Public Safety Sales Tax Fund accounts for the revenues and expenditures related to the Public Safety Sales Tax. Both Police and Fire Departments have divisions in this Fund to account for the expenditures incurred related to the tax.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	65	67	67	67	69
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	65	67	67	67	69

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	3,894,261	5,563,377	5,543,000	4,938,453	5,761,590
Supplies & Materials	170,577	242,904	270,976	262,146	263,251
Services & Maintenance	103,414	152,912	208,494	199,189	192,685
Internal Services	60,308	93,772	93,772	95,860	90,244
Capital Equipment	352,357	3,558,065	3,952,397	3,952,397	2,726,028
Subtotal	4,580,917	9,611,030	10,068,639	9,448,045	9,033,798
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	1,687,867	1,127,450	1,127,450	2,381,790	1,415,621
Audit Adjust/Encumb	9,359	0	0	0	0
Subtotal	1,697,226	1,127,450	1,127,450	2,381,790	1,415,621
Fund Total	6,278,143	10,738,480	11,196,089	11,829,835	10,449,419

DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT - PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,228,346	2,488,407	2,468,030	2,284,224	2,342,077
Supplies & Materials	7,906	68,987	99,229	99,506	89,972
Services & Maintenance	25,750	59,569	100,452	91,147	77,624
Internal Services	8,542	23,757	23,757	19,757	19,521
Capital Equipment	256,898	1,105,715	1,469,577	1,469,577	1,801,870
Subtotal	1,527,443	3,746,435	4,161,045	3,964,211	4,331,064
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	1,687,867	1,127,450	1,127,450	1,127,450	1,415,621
Subtotal	1,687,867	1,127,450	1,127,450	1,127,450	1,415,621
Division Total	3,215,310	4,873,885	5,288,495	5,091,661	5,746,685

DIVISION SUMMARY

015-6543 SUPPRESSION – Public Safety Sales Tax Fund

MISSION:

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

Beginning in FYE 11, the Suppression Division - Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,228,346	2,488,407	2,468,030	2,284,224	2,342,077
Supplies & Materials	7,906	68,987	99,229	99,506	89,972
Services & Maintenance	25,750	59,569	100,452	91,147	77,624
Internal Services	8,542	23,757	23,757	19,757	19,521
Capital Equipment	256,898	1,105,715	1,469,577	1,469,577	1,801,870
Subtotal	1,527,443	3,746,435	4,161,045	3,964,211	4,331,064
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	1,687,867	1,127,450	1,127,450	1,127,450	45,000
Subtotal	1,687,867	1,127,450	1,127,450	1,127,450	45,000
Division Total	3,215,310	4,873,885	5,288,495	5,091,661	4,376,064

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Fire calls answered	622	697	774	758	875
Emergency medical calls answered	7,832	7,926	8,425	8,235	8,400
Average response time (urban area)	5.58 minutes	5.68 minutes	5.00 minutes	5.80 minutes	5.50 minutes
Fire loss per capita	$60.74	$29.57	$35.00	$30.00	$35.00
Ratio to national per capita loss	106%	79%	82%	79%	82%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Norman Police Department is committed to maintaining and enhancing the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's neighborhoods. And, to improve the quality of life by maintaining order, resolving problems, and apprehending criminals in a manner consistent with law and reflective of shared community values.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	35	37	37	37	39
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	35	37	37	37	39

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	2,665,915	3,074,970	3,074,970	2,654,229	3,419,513
Supplies & Materials	162,671	173,917	171,747	162,640	173,279
Services & Maintenance	77,664	93,343	108,042	108,042	115,061
Internal Services	51,766	70,015	70,015	76,103	70,723
Capital Equipment	95,458	2,452,350	2,482,820	2,482,820	924,158
Subtotal	3,053,473	5,864,595	5,907,594	5,483,834	4,702,734
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	1,254,340	0
Subtotal	0	0	0	1,254,340	0
Department Total	3,053,473	5,864,595	5,907,594	6,738,174	4,702,734

DIVISION SUMMARY

015-6121 CRIMINAL INVESTIGATIONS – Public Safety Sales Tax Fund

MISSION:

The mission of the Norman Police Department is maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

- Investigative
  - Review all Part I Crime reports in City of Norman
    - Investigate viable leads that may result in the arrest and prosecution of criminals.
      - Crimes against person
      - Crimes against property
    - Manage the department's Offender Registration Program
- Forensic
  - Crime Lab Services
  - Video Forensics
  - Computer Forensics
  - Property Custody

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	5	7	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	7	5	5	5

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	451,579	668,071	668,071	618,534	508,260
Supplies & Materials	2,462	3,594	3,824	3,428	3,500
Services & Maintenance	1,309	0	710	710	0
Internal Services	3,696	4,228	4,228	10,611	9,995
Capital Equipment	1,690	0	802	802	0
Subtotal	460,736	675,893	677,635	634,085	521,755
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	460,736	675,893	677,635	634,085	521,755

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Implement technology to create a more efficient environment thus increasing the number of cases CID can follow up on thus improving safety of citizens by accountability.
- Work with other City departments to continue forward progress with the Public Safety Center.
- Increase deficient funding to optimize capabilities and service to the community increasing citizen satisfaction.
- Work to support the Operations Bureau in accomplishing the community policing enhancement and training citizens in crime awareness and prevention.

OBJECTIVES:

- Maintain a division average case load of 100 assigned cases or more per investigator for calendar year.
- Continue to drop the "Unassigned Cases with Leads" to below 100 a year.
- Implement improved ways of communicating with the public through email, social media, and the Norman Police web site.
- Decrease the number of cases not assigned out for follow-up, due to lack of investigative merit.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Increase in detectives	1	2	n/a	0	0
Total cases assigned	909	1,294	n/a	1,368	>1,400
Average annual case load	45	54	n/a	91	>100
Total cases unassigned with leads (code "23")	525	125	n/a	117	>1,000
Total COP follow-ups (Code "31")	179	1,069	n/a	724	>1,000
Total unassigned with no follow-up (code "21")	4,709	3,720	n/a	4,167	<4,000

DIVISION SUMMARY

015-6122 PATROL – Public Safety Sales Tax Fund

MISSION:

The Patrol Bureau is dedicated to providing the most effective and efficient police services to the community while working in partnership to resolve problems and improve the quality of life in Norman.

Beginning in FYE 11, the Patrol Bureau – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	28	28	32	32	34
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	28	28	32	32	34

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,979,561	2,176,488	2,176,488	2,014,299	2,911,253
Supplies & Materials	155,667	166,691	164,291	154,842	163,959
Services & Maintenance	67,022	77,983	91,232	91,232	99,701
Internal Services	45,573	63,645	63,645	60,555	56,355
Capital Equipment	60,738	122,350	152,018	152,018	924,158
Subtotal	2,308,562	2,607,157	2,647,674	2,472,946	4,155,426
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,308,562	2,607,157	2,647,674	2,472,946	4,155,426

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Increase partnerships in the community.
- Proactive problem solving efforts.
- Public safety education.

OBJECTIVES:

- Develop new and expand current programs that assist in the building of partnerships and educating the community.
- Implementation of the Problem Oriented Policing concept.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement and public education.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Develop new crime prevention programs through partnership building	2	3	2	1	2
Problem oriented policing training for all commissioned officers	0	100%	50%	60%	100%
Increase traffic citations and warnings	n/a	2%	5%	3%	5%

DIVISION SUMMARY

015-6130 SPECIAL INVESTIGATIONS - Public Safety Sales Tax Fund

MISSION:

The mission of the Special Investigations Division is to conduct specialized sensitive investigations, including but not limited to drug related violations. The division shall seek to identify, arrest, and aid in the successful prosecution of persons or organizations involved in criminal activities or, in the alternative, gain the violators voluntary cooperation to further investigations. The ultimate goal of all investigations is to help maintain a quality of living and working environment for the citizens of Norman.

Beginning in FYE 11, the Special Investigations Division – Public Safety Sales Tax is funded through the Public Safety Sales Tax Fund.

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. This division accounts for expenditures associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	2	2	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	0	0	0

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	234,774	230,411	230,411	21,396	0
Supplies & Materials	4,370	3,632	3,632	4,370	5,820
Services & Maintenance	2,556	2,160	2,160	2,160	2,160
Internal Services	2,496	2,142	2,142	4,937	4,373
Capital Equipment	33,031	0	0	0	0
Subtotal	277,227	238,345	238,345	32,863	12,353
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	277,227	238,345	238,345	32,863	12,353

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- To educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- To create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- To improve and maintain the Narcotics Division's investigative capabilities in the areas of illicit drug investigations, narcotics interdiction, prescription drug diversion, and technical investigations.

OBJECTIVES:

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations.
- Work with Oklahoma Bureau of Narcotics to identify and collaborate with pharmacists.
- Facilitate training opportunities with DIAP (Drug Interdiction Assistance Program), NADDI (National Association of Drug Diversion Investigators), and NATIA (National Technical Investigators Association).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	469	712	1,000	500	600
Number of cases investigated	66	66	70	90	120
Number of presentations / press releases	35	25	25	40	50
Number of hours in specialized training	240	240	240	420	600

Note to Results Report:

*working longer term cases to identify higher level offenders

DIVISION SUMMARY

015-6115 STAFF SERVICES – Public Safety Sales Tax Fund

MISSION:

To provide quality customer service to citizens and City of Norman employees through the gathering and distribution of information and also to facilitate the hiring, training, recruiting, and payroll function of the Police Department.

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. This division accounts for the Police expenditures associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	171	0	0	0	0
Services & Maintenance	6,777	13,200	13,940	13,940	13,200
Internal Services	0	0	0	0	0
Capital Equipment	0	2,330,000	2,330,000	2,330,000	0
Subtotal	6,948	2,343,200	2,343,940	2,343,940	13,200
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	1,254,340	0
Subtotal	0	0	0	1,254,340	0
Division Total	6,948	2,343,200	2,343,940	3,598,280	13,200

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

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

OBJECTIVES:

Records:

- Provide leadership training to lead records clerks
- Provide "Emotional Intelligence" training to all records personnel
- Develop a records team to participate in the configuration and transition to the new records management system
- Assist in developing the agencies new website to provide more online services
- Develop a method for tracking request for police records

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, qualifications and inspections and required continuing education
- Provide outside training on recruitment
- Provide Active Shooter to all commissioned personnel
- Depending on budget, purchase and issue the number of rifles required to equip all patrol personnel (this will not replace personally owned)
- Research, plan and determine an "On-line" training option for employees

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	.05	1% or <	1% or <	1% or <	1% or <
Clerks receiving customer service training	100%	100%	100%	100%	100%
Clerks receiving career development training	0	25%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	25	32	40	40	40
Number of outside courses hosted by training section	6	4	4	4	4

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
Number of officers qualified on CLEET firearms course prior to June 30	100%	100%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	100%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	2	2	7	10	2
Percentage of applicants contacted by the Recruiter within two weeks of testing	100%	100%	100%	100%	100%

Notes to Results Report:

In FYE 2013

- Both Lead Clerks have attended 16 hours of leadership training
- One Lead Clerk enrolled in a 120 hour IACP Leadership in Police Organizational class
- Third Clerk attended a course on "Conflict Resolution"
- Two other Clerks attended required OLETS training
- All division personnel attended "Pickle" customer service training

NPD – Norman Police Department

FUND SUMMARY

TOTAL ROOM TAX FUND (23)

MISSION:

To account for and monitor all resources associated with the Room Tax Fund.

DESCRIPTION:

Established by City ordinances to receive revenues from the City hotel/motel occupancy tax to be used for promoting and fostering convention and tourism development in the City of Norman, support arts and humanities activities and provide funding for park development capital equipment.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	861,440	826,440	861,340	861,340	1,128,717
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	861,440	826,440	861,340	861,340	1,128,717
Capital Projects	0	0	45,000	45,000	170,000
Cost Allocation	34,043	34,080	34,080	34,080	46,545
Debt Service	0	0	0	0	0
Interfund Transfers	206,930	204,209	204,209	204,209	202,884
Audit Adjust/Encumb	(2,944)	0	0	0	0
Subtotal	238,029	238,289	283,289	283,289	419,429
Fund Total	1,099,469	1,064,729	1,144,629	1,144,629	1,548,146

DIVISON SUMMARY

023-3040 ROOM TAX - ADMINISTRATION

MISSION:

Efficiently receipt and collect room tax revenues.

DESCRIPTION:

Administers the receipt and collection of room tax revenues. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the administration charge.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	34,043	34,080	34,080	34,080	46,545
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	34,043	34,080	34,080	34,080	46,545
Division Total	34,043	34,080	34,080	34,080	46,545

DIVISION SUMMARY

023-3041 ROOM TAX - ARTS COUNCIL

MISSION:

Provide funds for the Norman Arts Council to support, encourage, coordinate and promote awareness of quality arts activities and programs in Oklahoma, and foster better understanding of the fine applied and performing arts and humanities in Norman.

DESCRIPTION:

The Norman Arts Council reviews applications for the use of Room Tax funds and administers these funds. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the Arts Council.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	290,480	275,480	275,480	275,480	376,239
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	290,480	275,480	275,480	275,480	376,239
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	290,480	275,480	275,480	275,480	376,239

DIVISION SUMMARY

023-3043 ROOM TAX - CONVENTION & VISITORS BUREAU

MISSION:

Provide funds for promotion of the City of Norman and facilities available for meetings, conventions, etc.

DESCRIPTION:

Ordinance No. O-9293-22 provides for contracting with a not-for-profit corporation for the purpose of administering this portion of the Room Tax funds.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	570,960	550,960	585,860	585,860	752,478
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	570,960	550,960	585,860	585,860	752,478
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	570,960	550,960	585,860	585,860	752,478

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 14 - FYE 18 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	45,000	45,000	170,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	206,930	204,209	204,209	204,209	202,884
Subtotal	206,930	204,209	204,209	204,209	372,884
Division Total	206,930	204,209	249,209	249,209	372,884

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	43,365	45,429	59,342	59,342	83,651
Supplies & Materials	9,635	12,900	7,579	7,579	12,470
Services & Maintenance	47,575	54,300	47,226	47,226	43,890
Internal Services	0	0	0	0	0
Capital Equipment	92,357	0	167,110	167,110	11,720
Subtotal	192,932	112,629	281,257	281,257	151,731
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumb	(990)	0	0	0	0
Subtotal	(990)	0	0	0	0
Fund Total	191,942	112,629	281,257	281,257	151,731

DIVISION SUMMARY

25 – FEDERAL SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	96	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	92,357	0	0	0	0
Subtotal	92,453	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	92,453	0	0	0	0

DIVISION SUMMARY

25- 2235 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	43,364	45,429	59,342	59,342	83,651
Supplies & Materials	1,659	4,900	3,715	3,715	4,470
Services & Maintenance	25,401	30,700	17,972	17,972	7,130
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	70,424	81,029	81,029	81,029	95,251
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	70,424	81,029	81,029	81,029	95,251

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

- Educate teens and parents on the long term effects of tobacco usage
- Partner with agencies that provide juvenile community service opportunities
- Guide development of independent practice of life skills

OBJECTIVES:

- Provide educational brochure that illustrates correlation regarding familial tobacco usage
- Utilize Tobacco Education Group program (TEG)
- Identify new local agencies interested in participating in community service projects
- Utilize Teens and Parents Partnership program (TAPP)agencies

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Distribute brochure regarding familial tobacco usage and its impact on juveniles to parents of all juveniles with tobacco related charges	n/a	0%	50%	55%	60%
Number of students referred to TEG	n/a	64	60	45	72
Number of community agencies contacted for community service projects	n/a	16	16	16	18
Number of students assigned to TAPP	n/a	n/a	n/a	106	108

DIVISION SUMMARY

25 – STATE SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	7,977	8,000	3,864	3,864	8,000
Services & Maintenance	22,078	23,600	29,254	29,254	36,760
Internal Services	0	0	0	0	0
Capital Equipment	0	0	167,110	167,110	11,720
Subtotal	30,055	31,600	200,228	200,228	56,480
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	30,055	31,600	200,228	200,228	56,480

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	141,861	116,814	191,987	191,987	59,482
Supplies & Materials	62,992	1,000	113,555	113,555	1,000
Services & Maintenance	95,338	4,500	148,627	148,627	4,500
Internal Services	0	0	0	0	0
Capital Equipment	369,644	0	564,607	564,607	0
Subtotal	669,835	122,314	1,018,776	1,018,776	64,982
Capital Projects	1,139,585	720,800	1,686,398	1,686,398	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	679,431	0	0	0	0
Subtotal	1,819,016	720,800	1,686,398	1,686,398	0
Fund Total	2,488,851	843,114	2,705,174	2,705,174	64,982

FUND SUMMARY

TOTAL CAMPUS CORNER TAX INCREMENT DISTRICT FUND (27)

MISSION:

Established to account for revenue generated from the Campus Corner Tax Increment District.

DESCRIPTION:

To account for the increment of sales and property taxes generated from Tax Increment District One, Norman Campus Corner.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	19,347	141,697	134,093	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	19,347	141,697	134,093	0
Fund Total	0	19,347	141,697	134,093	0

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (29)

MISSION:

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	833,741	844,968	844,968	844,968	847,729
Supplies & Materials	119,971	131,286	127,939	128,652	129,975
Services & Maintenance	218,756	217,116	220,463	206,951	214,514
Internal Services	31,318	32,760	32,760	41,706	38,689
Capital Equipment	92,354	78,000	78,000	78,000	75,000
Subtotal	1,296,140	1,304,130	1,304,130	1,300,277	1,305,907
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	206,930	204,209	204,209	204,209	202,884
Interfund Transfers	0	0	0	0	0
Subtotal	206,930	204,209	204,209	204,209	202,884
Fund Total	1,503,069	1,508,339	1,508,339	1,504,486	1,508,791

DIVISION SUMMARY

029-7032 WESTWOOD GOLF COURSE

MISSION:

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

DESCRIPTION:

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	207,552	207,033	207,033	207,033	207,646
Supplies & Materials	3,247	7,607	7,392	7,392	7,607
Services & Maintenance	200,871	197,529	197,744	184,232	194,927
Internal Services	2,174	1,970	1,970	1,944	1,474
Capital Equipment	1,347	0	0	0	0
Subtotal	415,192	414,139	414,139	400,601	411,654
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	415,192	414,139	414,139	400,601	411,654

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.
- Promote junior clinics and the Junior Golf Academy.
- Implement the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	36,422	36,815	37,754	36,953	37,127
Men's & Women's Associations	28	36	25	30	30
Outside tournaments	39	30	45	35	35
Junior Academy Participants	87	99	100	100	100
Regular annual memberships	4	7	4	7	9
Regular annual membership w/range balls	0	2	2	2	3
Regular annual membership w/cart	10	9	10	10	12
Regular annual membership w/cart & w/range	10	11	10	11	12
Senior annual membership	1	1	1	1	1
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	7	9	8	9	10
Senior annual membership w/cart & w/range	2	3	2	3	4
Junior annual membership	2	3	2	3	4
Junior summer membership	2	2	4	3	5
Range only membership	2	2	2	2	4
Additional family member	9	11	9	11	12
Annual trail fee membership	1	1	1	1	3

Notes to Results Report:

*Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area. Also Men's 9-hole Tournaments played on Thursday evenings from March 29th through September 27th are not included in totals above.

DIVISION SUMMARY

029-7031 WESTWOOD PARK MAINTENANCE

MISSION:

To provide a quality championship golfing facility which will be an asset to the Norman community, as well as an attraction for out of town visitors.

DESCRIPTION:

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The facility is a 137-acre complex, which includes an 18-hole championship golf course, 8 lighted tennis courts, a park with playground and pavilion, a 250-space parking lot and a swim complex. The golf course has approximately 65 acres of intensely maintained turf. There are five full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	507,082	514,729	514,729	514,729	516,878
Supplies & Materials	82,276	90,416	89,012	89,725	89,812
Services & Maintenance	4,024	5,686	7,090	7,090	5,686
Internal Services	17,044	17,504	17,504	16,745	15,572
Capital Equipment	78,959	78,000	78,000	78,000	75,000
Subtotal	689,385	706,335	706,335	706,289	702,948
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	689,385	706,335	706,335	706,289	702,948

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.2%	99.5%	100%	99.8%	100%
Turf quality*	8.3	8.74	8.5	8.5	8.5
Customer satisfaction (scale of 1-5)**	4.3	4.5	4.0	4.6	4.2

Notes to Results Report:

*Turf quality is expressed as a Stimp Measurement. This measure is the industry scale to compare the pace of greens. This data is collected every Friday, weather permitting.

**Customer satisfaction surveys were initiated in FYE 2010

DIVISION SUMMARY

029-7033 WESTWOOD POOL

MISSION:

Westwood Water Park is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through manager and lifeguard teamwork, training, responsiveness and professionalism.

DESCRIPTION:

The Westwood Water Complex provides a swim facility that includes an Olympic size swimming pool, diving pool, toddler pool, wading pool and double flume water slide during the summer months for use by the general public.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	119,106	123,206	123,206	123,206	123,205
Supplies & Materials	34,447	33,263	31,535	31,535	32,556
Services & Maintenance	13,861	13,901	15,629	15,629	13,901
Internal Services	12,100	10,275	10,275	20,006	21,643
Capital Equipment	12,048	0	0	0	0
Subtotal	191,562	180,645	180,645	190,376	191,305
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	191,562	180,645	180,645	190,376	191,305

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	$36,399	$3,648	$15,000	$3,000	$3,000
Number of swim lessons sold	742	784	780	780	780
Number of accidents requiring EMS services	0	1	0	0	0
Total season attendance	28,053	28,358	29,000	28,500	28,000

EMS – Emergency Medical Services

DIVISION SUMMARY

029 - WESTWOOD / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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

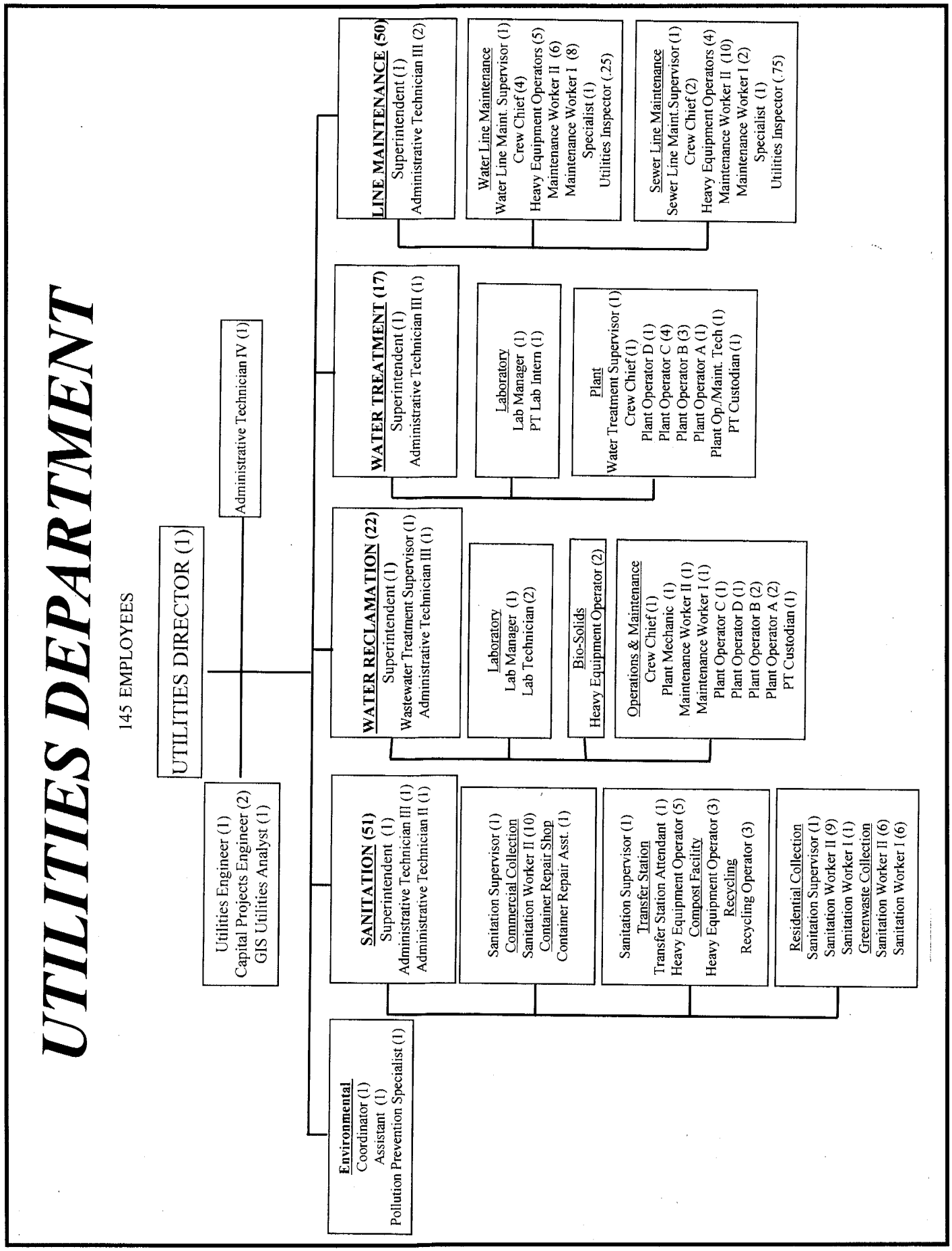
EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	3,011	3,011	3,011	0
Capital Equipment	0	0	0	0	0
Subtotal	0	3,011	3,011	3,011	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	206,930	204,209	204,209	204,209	202,884
Interfund Transfers	0	0	0	0	0
Subtotal	206,930	204,209	204,209	204,209	202,884
Division Total	206,930	207,220	207,220	207,220	202,884

Enterprise Funds

ENTERPRISE FUNDS

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


UTILITIES DEPARTMENT
145 EMPLOYEES
UTILITIES DIRECTOR (1)
Administrative Technician IV (1)
Utilities Engineer (1)
Capital Projects Engineer (2)
GIS Utilities Analyst (1)
Environmental
Coordinator (1)
Assistant (1)
Pollution Prevention Specialist (1)
SANITATION (51)
Superintendent (1)
Administrative Technician III (1)
Administrative Technician II (1)
Sanitation Supervisor (1)
Commercial Collection
Sanitation Worker II (10)
Container Repair Shop
Container Repair Asst. (1)
Sanitation Supervisor (1)
Transfer Station
Transfer Station Attendant (1)
Heavy Equipment Operator (5)
Compost Facility
Heavy Equipment Operator (3)
Recycling
Recycling Operator (3)
Residential Collection
Sanitation Supervisor (1)
Sanitation Worker II (9)
Sanitation Worker I (1)
Greenwaste Collection
Sanitation Worker II (6)
Sanitation Worker I (6)
WATER RECLAMATION (22)
Superintendent (1)
Wastewater Treatment Supervisor (1)
Administrative Technician III (1)
Laboratory
Lab Manager (1)
Lab Technician (2)
Bio-Solids
Heavy Equipment Operator (2)
Operations & Maintenance
Crew Chief (1)
Plant Mechanic (1)
Maintenance Worker II (1)
Maintenance Worker I (1)
Plant Operator C (1)
Plant Operator D (1)
Plant Operator B (2)
Plant Operator A (2)
PT Custodian (1)
WATER TREATMENT (17)
Superintendent (1)
Administrative Technician III (1)
Laboratory
Lab Manager (1)
PT Lab Intern (1)
Plant
Water Treatment Supervisor (1)
Crew Chief (1)
Plant Operator D (1)
Plant Operator C (4)
Plant Operator B (3)
Plant Operator A (1)
Plant Op./Maint. Tech (1)
PT Custodian (1)
LINE MAINTENANCE (50)
Superintendent (1)
Administrative Technician III (2)
Water Line Maintenance
Water Line Maint. Supervisor (1)
Crew Chief (4)
Heavy Equipment Operators (5)
Maintenance Worker II (6)
Maintenance Worker I (8)
Specialist (1)
Utilities Inspector (.25)
Sewer Line Maintenance
Sewer Line Maint.Supervisor (1)
Crew Chief (2)
Heavy Equipment Operators (4)
Maintenance Worker II (10)
Maintenance Worker I (2)
Specialist (1)
Utilities Inspector (.75)

DEPARTMENT SUMMARY

TOTAL UTILITIES DEPARTMENT

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, wastewater system and sanitation services for the City of Norman. The department spans six separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, the Sewer Sales Tax Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	141	142	142	142	142
Part-time Positions	4	4	4	4	3
Total Budgeted Positions	145	146	146	146	145

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	10,472,162	11,088,048	11,088,048	11,088,048	11,119,227
Supplies & Materials	3,565,972	3,648,732	3,925,275	3,866,825	3,685,494
Services & Maintenance	6,604,576	7,500,149	8,370,417	8,278,149	7,505,269
Internal Services	1,261,940	1,588,716	1,588,716	1,590,525	1,226,729
Capital Equipment	1,678,488	1,607,428	2,869,988	4,469,988	3,549,682
Subtotal	23,583,138	25,433,073	27,842,444	29,293,535	27,086,401
Capital Projects	7,406,016	33,126,083	65,341,806	39,242,062	33,843,546
Cost Allocation	4,566,476	4,667,194	4,667,194	4,778,182	4,516,155
Debt Service	4,751,202	8,485,261	8,516,122	4,830,449	8,763,559
Interfund Transfers	1,757,678	4,873,289	4,873,289	6,391,652	8,443,701
Audit Adjust/Encumbrances	1,447,534	0	0	0	0
Subtotal	19,928,906	51,151,827	83,398,411	55,242,345	55,566,961
Department Total	43,512,044	76,584,900	111,240,855	84,535,880	82,653,362

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
- Improve services and minimize costs for our water, water reclamation and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
- Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements.
- Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.

OBJECTIVES:

- Protect the Environment**:**
  1. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
  2. Eliminate sewer overflows during construction.
  3. Eliminate discharges of chlorinated water to draining systems.
  4. Implement construction related Best Management Practices to protect storm waters.

- Improve Utility Services and Minimize Costs**:**
  1. Consider adopted land use plan during planning phase for future projects.
  2. Expand Water Reclamation Facility (WRF) capacity in advance of development in order to maintain the quality of effluent discharged and avoid any WRF bypass of wastewater.
  3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and wastewater collection systems to keep pace with development.
  4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
  5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
  6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
  7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
  8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
  9. Perform customer satisfaction surveys following construction completion.

- Increase Knowledge of the General Public**:**
  1. Inform the public regarding the need for utility improvements prior to and during implementation.
  2. Educate our customers regarding available technologies and the advantages of implementation.

3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
4. Inform the public regarding changes to regulations and the impact on the cost of our services.
5. Establish and maintain tracking system for customer complaints and requests for information.
6. Increase knowledge of employees so they advance into higher positions.

- Provide a safe workplace:
  1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries
  2. Maximize OSHA compliance by CIP contractors and City staff
  3. Ensure submission of and compliance with Traffic Control Plans
  4. Reduce citizen complaints during construction

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
1. For Construction Projects:					
a. Project completed within contract time, 90% of the time.	78%	100%	90%	50%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	83%	80%	90%	11%	90%
2. Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	82%	75%	90%	83%	90%
3. Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	100%	90%	90%	90%
4. Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	2	2	3	3	3
5. Respond to citizen complaints or requests for information within 1 working day after receipt, 90% of the time.	96%	97%	90%	96%	90%
6. Install temporary flow metering to document reduction of wastewater flow after rehabilitation in sections of the collection system, beginning with the FYE 09 Sewer Maintenance Plan.	5% (dry) 25% (wet)	5% (dry) 25% (wet)	5% (dry) 25% (wet)	n/a n/a	5% (dry) 25% (wet)

Notes:

OSHA – Occupational Safety & Health Administration
CIP – Capital Improvement Projects

FUND SUMMARY

TOTAL SANITATION FUND (33)

MISSION:

The mission of the Sanitation Division is to ensure quality sanitation services to the citizens and businesses in the City of Norman. The Sanitation Division is committed to keeping the City of Norman clean and environmentally safe for the citizens of Norman.

DESCRIPTION:

The Sanitation Division's primary responsibility is to collect all municipal solid waste and to dispose of or recycle in compliance with Federal and State regulations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	51	51	51	51	51
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	51	51	51	51	51

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	3,934,253	3,953,923	3,953,923	3,953,923	3,988,848
Supplies & Materials	1,359,326	1,437,597	1,436,760	1,385,767	1,468,116
Services & Maintenance	3,025,043	3,331,623	3,369,676	3,365,010	3,092,441
Internal Services	783,869	951,698	951,698	962,468	770,218
Capital Equipment	958,696	1,401,861	2,616,277	4,216,277	1,423,932
Subtotal	10,061,187	11,076,702	12,328,334	13,883,445	10,743,555
Capital Projects	228,344	0	823,217	823,217	0
Cost Allocations	1,263,043	1,285,302	1,285,302	1,323,454	1,273,608
Debt Service	320,228	318,589	318,589	318,589	609,844
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	921,667	0	0	0	0
Subtotal	2,733,282	1,603,891	2,427,108	2,465,260	1,883,452
Fund Total	12,794,469	12,680,593	14,755,442	16,348,705	12,627,007

DIVISION SUMMARY

033-5560 SANITATION / ADMINISTRATION

MISSION:

The Sanitation Administration's mission is to provide the most efficient and cost effective services to the citizens of Norman: to serve the citizens and businesses of Norman, and to commit to an environmentally safe community.

DESCRIPTION:

Account for and monitor all expenditures related to the Sanitation Division. Oversee the collection and disposal of or the recycling of all municipal solid waste in the City of Norman in compliance with all State and Federal regulations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	253,175	261,061	261,061	261,061	266,441
Supplies & Materials	4,834	5,760	7,365	7,121	9,712
Services & Maintenance	49,590	50,633	51,528	52,588	60,405
Internal Services	18,400	16,052	16,052	25,803	26,315
Capital Equipment	0	3,824	3,824	3,824	0
Subtotal	326,000	337,330	339,830	350,397	362,873
Capital Projects	0	0	0	0	0
Cost Allocation	55,272	54,602	54,602	54,312	54,716
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	55,272	54,602	54,602	54,312	54,716
Division Total	381,272	391,932	394,432	404,709	417,589

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / ADMINISTRATION

GOALS:

- Ensure compliance with Federal and State municipal solid waste requirements.
- Protect the environment.
- Ensure that rates fully recover the costs of service.
- Continue ongoing efforts to prolong the landfill's life expectancy through recycling and compost operations.
- Supervise and administer the Sanitation Division.

OBJECTIVES:

- Improve administration accountability.
- Ensure personnel have the resources to accomplish the work duties required by management.
- Reduce injury rate in the Sanitation Division.
- Reduce the vehicle accident rate in the Sanitation Division.
- Coordinate various clean up and/or collection programs.
- Ensure public notice regarding clean-up programs and/or service day changes.
- Assist citizens to understand requirements regarding the collection of municipal solid waste.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	37,398	37,689	38,117	38,136	38,518
Total annual tons collected	94,609	107,064	96,170	102,578	108,452
Total annual disposal cost	$1,587,462	$1,691,089	$1,655,798	$1,775,180	$1,801,766
Total vehicle accidents per year*	15	10	0	1	0

Notes to Results Report:
* This includes minor incidents such as windshields, etc.

DIVISION SUMMARY

033-5562 SANITATION / COMMERCIAL COLLECTION

MISSION:

The mission of the Sanitation/Commercial Collection Division is to ensure quality sanitation services to the businesses in the City of Norman.

DESCRIPTION:

The Commercial Section is responsible to collect and dispose of commercial waste from the dumpsters throughout the community and to stay in compliance with all State and Federal regulations.

PERSONNEL:

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	891,668	906,326	906,326	906,326	917,606
Supplies & Materials	318,194	357,627	357,827	338,058	359,651
Services & Maintenance	27,067	17,684	17,484	12,265	15,857
Internal Services	186,163	211,191	211,191	226,908	169,455
Capital Equipment	79,610	341,390	668,120	668,120	673,932
Subtotal	1,502,702	1,834,218	2,160,948	2,151,677	2,136,501
Capital Projects	0	0	0	0	0
Cost Allocation	220,841	218,163	218,163	217,000	218,627
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	220,841	218,163	218,163	217,000	218,627
Division Total	1,723,543	2,052,381	2,379,111	2,368,677	2,355,128

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMMERCIAL COLLECTION

GOALS:

- To provide a safe, effective and efficient collection system for Commercial Solid waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events
- Provide vehicle accident and personal injury prevention training.
- Continue monitoring the customer base so as to provide effective and efficient Commercial Solid waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,381	2,415	2,431	2,456	2,490
Annual tons collected	41,980	42,194	43,164	41,325	41,536
Annual disposal cost	$766,975	$794,091	$788,606	$777,736	$805,383
Reduction of vehicle accidents	11	5	0	1	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	1.7%	2.6%	0%	0%	0%

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-5565 SANITATION / COMPOST OPERATIONS

MISSION:

- To provide quality compost services to the citizens and businesses of Norman in a dependable manner.
- To treat customers with courtesy, and have a commitment to a cleaner Norman.

DESCRIPTION:

The Compost Section is responsible to provide a site for the deposit of yard waste from residential collections as well as private yard companies, processing yard waste into compost and then releasing the compost back to citizens/customers.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	297,104	285,768	285,768	285,768	282,444
Supplies & Materials	57,333	103,492	103,503	101,925	103,775
Services & Maintenance	10,834	12,412	12,412	11,905	13,599
Internal Services	25,242	31,666	31,666	26,540	23,135
Capital Equipment	0	0	0	0	0
Subtotal	390,513	433,338	433,349	426,138	422,953
Capital Projects	0	0	0	0	0
Cost Allocation	103,575	139,853	139,853	184,121	125,727
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	103,575	139,853	139,853	184,121	125,727
Division Total	494,088	573,191	573,202	610,259	548,680

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMPOST OPERATIONS

GOALS:

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.

OBJECTIVES:

- Encourage citizens to recycle yard waste and divert yard waste from the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.
- Improve the quality of the compost by reducing dust, odor, and the speed of maturing process.
- Eliminate dust by utilizing sprinkler system.
- Improve the quality of the compost and improve the maturing time by utilizing the effluent water from the Water Reclamation Facility.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	9,063	8,739	6,973	6,533	8,111
vs.					
Compost/mulch generated	8,849	8,031	7,684	6,361	7,747
Savings from landfill (cost avoidance)	$177,795	$159,343	$126,007	$122,928	$153,355
Length of time to mature compost	Available 8 mos thru out the year	Available 8 mos thru out the year	Available Year Round	Available Year Round	Available Year Round

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

033-5071 SANITATION / FLEET MANAGEMENT

MISSION:

- To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years, and interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	61,377	62,258	62,258	62,258	62,468
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	61,377	62,258	62,258	62,258	62,468
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	61,377	62,258	62,258	62,258	62,468

DIVISION SUMMARY

033-5568 SANITATION / GREEN WASTE

MISSION:

The mission of the Green Waste Division is to ensure quality sanitation services to residential customers.

DESCRIPTION:

The Green Waste Division is responsible for the collection and disposal of residential green waste in the City of Norman.

PERSONNEL:

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	723,378	810,769	810,769	810,769	825,701
Supplies & Materials	104,353	151,820	150,570	133,709	148,017
Services & Maintenance	172,500	165,075	165,075	165,075	165,075
Internal Services	136,169	146,122	146,122	143,006	139,679
Capital Equipment	100,000	0	625,562	625,562	275,000
Subtotal	1,236,400	1,273,786	1,898,098	1,878,121	1,553,472
Capital Projects	0	0	0	0	0
Cost Allocation	463,807	458,197	458,197	455,749	459,171
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	463,807	458,197	458,197	455,749	459,171
Division Total	1,700,207	1,731,983	2,356,295	2,333,870	2,012,643

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / GREEN WASTE

GOALS:

- To provide a safe, effective and efficient collection system for residential yard waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events
- Provide vehicle accident and injury prevention training.
- Continue monitoring the customer base to provide effective and efficient yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of residential accounts	35,017	35,274	35,686	35,680	36,028
Annual tons collected	5,765	4,409	6,357	2,949	4,374
Saving from landfill (cost avoidance)	$105,327	$80,551	$116,142	$53,672	$84,593
Percent hours lost to OJI (hours lost/total hours worked)	0.6%	0.6%	0%	0.11%	0%
Chargeable vehicle accidents per year	0	4	0	0	0
Reduce average number of complaints per route per year	19	4	0	3	0
Average number of households per route per day	1,167	1,176	1,190	1,189	1,201

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

033-5566 SANITATION / RECYCLING OPERATION

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner, and treat customers with courtesy and commitment to a cleaner Norman.

DESCRIPTION:

The Recycling Section is responsible for maintaining the three-drop station locations and the isolated cardboard and newspaper containers, as well as transporting recycling material to the contracted wholesaler.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	236,604	232,375	232,375	232,375	228,386
Supplies & Materials	57,248	52,367	52,667	61,747	53,919
Services & Maintenance	1,058,221	1,220,740	1,257,476	1,257,476	900,400
Internal Services	17,094	25,808	25,808	22,382	22,457
Capital Equipment	37,460	25,000	25,000	25,000	25,000
Subtotal	1,406,627	1,556,290	1,593,326	1,598,980	1,230,162
Capital Projects	0	0	0	0	0
Cost Allocation	36,679	36,241	36,241	36,046	36,318
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	36,679	36,241	36,241	36,046	36,318
Division Total	1,443,306	1,592,531	1,629,567	1,635,026	1,266,480

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RECYCLING OPERATION

GOALS:

- Maintain a recycling program that is convenient to the citizens of Norman.
- Operate a recycling program that is cost effective.
- Promote reuse of recyclable materials.
- Ensure employee safety.
- Target recyclable materials and divert from landfill to an appropriate facility.
- Be a leader in the state with the recycling program.

OBJECTIVES:

- Manage the program where proceeds from recyclable materials are at the highest prices available to the City of Norman.
- Encourage citizens to recycle and divert recyclable waste out of the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	$275,513	$383,780	$316,512	$384,072	$347,788
Revenue earned for set fee of cardboard containers	$82,400	$99,594	$101,778	$103,801	$95,265
Total tons of waste recycled (drop centers)	2,588.14	2,912.85	3,008	3,063	2,855
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	193.29	210.38	212	235	213
Aluminum	20.24	16.71	18	17.85	18
Steel Cans	30.74	28.85	30	30	30
Plastic	116.90	120.62	124	120	124
Cardboard	1,893.06	2,075.26	2,159	2,232	2,066
Newspaper	166.12	175.80	186	158	166
Mixed Office Paper	167.80	285.23	280	274	242
Savings of landfill cost avoidance (drop centers)	$45,832	$53,302	$54,957	$57,574	$52,236
Total tons of waste recycled (curbside)	3,077	2,850	3,080	2,573	2,833
Collect the following quantities (tons) of recyclable materials: (curbside)					
Glass	518.5	527	550	492	513
Aluminum	70	71	74	67	69
Steel Cans	210.1	214	224	201	208
Plastic	588	598	624	559	582
Newspaper	1,386	1,181	1,318	1,030	1,199
Mixed Office Paper	304	259	289	226	263
Savings of landfill cost avoidance (curbside)	$52,412	$50,369	$54,904	$41,493	$48,091

DIVISION SUMMARY

033-5561 SANITATION / RESIDENTIAL COLLECTION

MISSION:

The mission of the Sanitation/Residential Collection Division is to ensure quality sanitation services to the residential customers and small businesses in the City of Norman.

DESCRIPTION:

The Residential Section is responsible for the collection and disposal of residential municipal solid waste in the City of Norman and to stay in compliance with all State and Federal regulations.

PERSONNEL:

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	870,864	803,358	803,358	803,358	825,000
Supplies & Materials	431,515	392,551	391,301	372,510	411,561
Services & Maintenance	12,292	9,480	9,480	9,480	9,480
Internal Services	260,404	324,149	324,149	339,499	248,795
Capital Equipment	99,176	509,647	716,771	2,316,771	450,000
Subtotal	1,674,251	2,039,185	2,245,059	3,841,618	1,944,836
Capital Projects	0	0	0	0	0
Cost Allocation	272,454	269,164	269,164	267,728	269,736
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	272,454	269,164	269,164	267,728	269,736
Division Total	1,946,705	2,308,349	2,514,223	4,109,346	2,214,572

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of residential accounts	35,017	35,274	35,686	35,680	36,028
Annual tons collected	28,073	28,326	27,754	28,186	28,441
Annual disposal cost	$512,893	$533,095	$507,066	$530,460	$551,755
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0%	0%
Chargeable vehicle accidents per year	4	1	0	3	0
Reduce average number of complaints per route per year	58	47	30	33	30
Average number of households per route per day	875	881	892	892	900

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-5563 SANITATION / WASTE DISPOSAL

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner, and treat customers with courtesy and commitment to a cleaner Norman.

DESCRIPTION:

The Transfer Station Section is responsible for maintaining the Transfer facility, weighing loads and transporting municipal solid waste to the landfill within 48 hours from the time of the receipt of the municipal solid waste.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	587,905	592,008	592,008	592,008	580,802
Supplies & Materials	385,848	373,980	373,527	370,697	381,481
Services & Maintenance	1,694,537	1,855,599	1,856,221	1,856,221	1,927,625
Internal Services	140,399	196,710	196,710	178,330	140,382
Capital Equipment	642,450	522,000	577,000	577,000	0
Subtotal	3,451,139	3,540,297	3,595,466	3,574,256	3,030,290
Capital Projects	0	0	0	0	0
Cost Allocation	110,415	109,082	109,082	108,498	109,313
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	110,415	109,082	109,082	108,498	109,313
Division Total	3,561,554	3,649,379	3,704,548	3,682,754	3,139,603

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	88,845	90,119	90,360	85,625	88,196
Disposal Cost	$1,576,178	$1,646,500	$1,655,798	$1,612,973	$1,705,711
Quantity of municipal solid waste received at transfer station outside of route collections	18,791	22,921	18,895	20,167	20,626
Miles driven per year (transport trucks)	183,470	169,120	174,266	160,370	170,986
Tons of household waste disposed of during spring & fall cleanup	1,118*	2,268	2,225	1,628	1,949

Notes to Results Report:
*Spring of FYE 11 household waste was not collected curbside. It was for drop off only at the Transfer Station.

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 14 - FYE 18 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	228,344	0	823,217	823,217	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	228,344	0	823,217	823,217	0
Division Total	228,344	0	823,217	823,217	0

DIVISION SUMMARY

033 – SANITATION / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	320,228	318,589	318,589	318,589	609,844
Interfund Transfers	0	0	0	0	0
Subtotal	320,228	318,589	318,589	318,589	609,844
Division Total	320,228	318,589	318,589	318,589	609,844

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. Effective 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.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	20	21	21	21	21
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	21	22	22	22	22

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,753,033	1,752,198	1,752,198	1,752,198	1,739,406
Supplies & Materials	281,181	310,828	350,476	347,985	307,579
Services & Maintenance	755,847	1,012,527	1,132,765	1,032,129	1,027,875
Internal Services	48,102	54,988	54,988	57,560	49,538
Capital Equipment	245,892	0	12,336	12,336	322,400
Subtotal	3,084,055	3,130,541	3,302,763	3,202,208	3,446,798
Capital Projects	1,638,112	12,939,778	16,071,876	4,071,876	12,590,000
Cost Allocations	991,504	1,070,488	1,070,488	1,133,744	948,487
Debt Service	1,644,080	4,468,086	4,468,086	1,633,086	4,454,339
Interfund Transfers	1,019,180	4,197,692	4,197,692	5,659,283	7,693,473
Audit Adjust/Encumbrances	46,137	0	0	0	0
Subtotal	5,339,013	22,676,044	25,808,142	12,497,989	25,686,299
Fund Total	8,423,061	25,806,585	29,110,905	15,700,197	29,133,097

DIVISON SUMMARY

032-5541 WATER RECLAMATION / ADMINISTRATION

MISSION:

To provide environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

To provide administration and oversight of the Water Reclamation Divisions. The Water Reclamation Division is organized as reflected below:

- Administration
- Laboratory
- Bio-solids
- Operations & Maintenance

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	287,058	301,787	301,787	301,787	284,750
Supplies & Materials	18,111	7,946	13,035	13,085	11,548
Services & Maintenance	30,514	46,556	37,156	37,156	43,659
Internal Services	3,524	4,103	4,103	3,327	3,098
Capital Equipment	0	0	0	0	14,000
Subtotal	339,207	360,392	356,081	355,355	357,055
Capital Projects	0	0	0	0	0
Cost Allocations	501,500	577,925	577,925	640,532	468,262
Debt Service	0	0	0	0	0
Interfund Transfers	1,019,180	4,197,692	4,197,692	5,659,283	7,693,473
Subtotal	1,520,680	4,775,617	4,775,617	6,299,815	8,161,735
Division Total	1,859,887	5,136,009	5,131,698	6,655,170	8,518,790

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

Notes to Results Report:

Now that we are fully staffed, one of the objectives for FYE 14 is to get the new staff members trained in operations. This will help reduce overtime in covering shifts.

DIVISON SUMMARY

032-5545 WATER RECLAMATION / BIO-SOLIDS

MISSION:

To provide a high quality and environmentally sound bio-solids recycling service to permitted landowners.

DESCRIPTION:

The Bio-Solids Division provides support to the wastewater treatment facility by safe handling, transportation and disposal of the treated bio-solids.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	165,579	165,005	165,005	165,005	168,109
Supplies & Materials	144,633	184,077	187,592	187,741	189,252
Services & Maintenance	233,834	215,159	190,164	190,164	223,159
Internal Services	10,183	12,390	12,390	12,194	11,326
Capital Equipment	183,507	0	0	0	238,000
Subtotal	737,736	576,631	555,151	555,104	829,846
Capital Projects	0	0	0	0	0
Cost Allocations	68,244	68,618	68,618	68,478	66,493
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	68,244	68,618	68,618	68,478	66,493
Division Total	805,980	645,249	623,769	623,582	896,339

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / BIO-SOLIDS

GOALS:

- Comply with all Environmental Protection Agency's and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of formal and informal training.
- Cross train other WRF staff on bio-solids process and procedure.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain compliance with the City of Norman's ODEQ approved Sludge Management Plan.
- Conduct in-house training sessions on bio-solids process and procedure.
- Allow for bio-solids staff to attend both practical and class room training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
PSRP requirements met	100%	100%	100%	100%	100%
Number of training hours per employee	12	12	16	16	24

Note to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
PSRP- Process to Significantly Reduce Pathogens

DIVISON SUMMARY

032-5010 WATER RECLAMATION / ENGINEERING

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	32,384	33,615	33,615	33,615	34,615
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	32,384	33,615	33,615	33,615	34,615
Capital Projects	0		0	0	0
Cost Allocations	0		0	0	0
Debt Service	0		0	0	0
Interfund Transfers	0		0	0	0
Subtotal	0		0	0	0
Division Total	32,384	33,615	33,615	33,615	34,615

DIVISON SUMMARY

032-5543 WATER RECLAMATION / ENVIRONMENTAL SECTION

MISSION:

- To help protect human health, the environment, and the publicly owned treatment works.
- To help ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To be proactive in waste reduction.
- To assist citizens, businesses and the City government in preventing pollution.
- Act as the Utilities Department representative on environmental issues.

DESCRIPTION:

The Environmental Section provides support to the Water Reclamation Treatment Facility, Line Maintenance Division, and Sanitation Division by monitoring and controlling pollutants that could cause harm to employees, citizens, environment and City property. This Section also assists other divisions in helping them maintain compliance with environmental permits and requirements.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	289,607	296,210	296,210	296,210	299,479
Supplies & Materials	5,363	14,447	20,951	20,921	14,359
Services & Maintenance	34,293	134,902	247,598	247,598	132,663
Internal Services	4,818	5,089	5,089	9,093	6,443
Capital Equipment	0	0	0	0	0
Subtotal	334,081	450,648	569,848	573,822	452,944
Capital Projects	0	0	0	0	0
Cost Allocations	147,453	146,192	146,192	145,075	137,867
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	147,453	146,192	146,192	145,075	137,867
Division Total	481,534	596,840	716,040	718,897	590,811

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ENVIRONMENTAL SECTION

GOALS:

- Comply with the requirements of the Federal General Pretreatment Regulations at 40 CFR, Part 403.
- Comply with the pretreatment requirements in Part II, Section D of the City's OPDES Permit.
- Establish programs that will assist citizens in reducing pollutants.
- Recover costs for excessive strength waste, laboratory analysis, and other program expenses.

OBJECTIVES:

- Maintain an up-to-date industrial user database.
- Monitor industrial user compliance with pretreatment regulations.
- Monitor POTW treatment plant influent and effluent for pollutants listed at 40 CFR, Part 122, Appendix D, Tables II and III.
- Administer the Best Management Programs for silver dischargers and fats, oil and grease dischargers.
- Publicize and conduct an annual Household Hazardous Waste Collection event.
- Maintain coordination with Storm Water Program Coordinator to ensure pollution prevention in receiving stream.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Permitted industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	100%	100%	100%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Waste silver dischargers participating in the Silver Program	100%	100%	100%	100%	100%
Revenue collected	$106,790	$83,996	$85,500	$101,000	$85,800
Compliance with Oklahoma water quality standards for Norman's segment of the Canadian River	100%	100%	100%	100%	100%

Notes to Results Report:

CFR – Code of Federal Regulations
OPDES – Oklahoma Pollutant Discharge Elimination System
POTW – Publicly Owned Treatment Works

DIVISON SUMMARY

032-5544 WATER RECLAMATION / LABORATORY

MISSION:

To provide cost effective, reliable, timely laboratory data that meets the requirements of the U.S. Environmental Protection Agency and the Oklahoma Department of Environmental Quality for bio-solids application, discharge monitoring reports, and facility process control.

DESCRIPTION:

The Laboratory Division provides support to the Water Reclamation Facility by performing laboratory analysis for effective process control, water quality assessment, and data computation for DEQ Discharge Monitoring Reports. This division also manages the Sludge Management Program and provides our regulatory agencies documentation as needed.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	180,559	236,501	236,501	236,501	240,374
Supplies & Materials	16,984	18,370	18,943	18,943	18,370
Services & Maintenance	5,426	9,640	14,339	14,339	9,220
Internal Services	1	0	0	0	50
Capital Equipment	1,269	0	0	0	0
Subtotal	204,239	264,511	269,783	269,783	268,014
Capital Projects	0	0	0	0	0
Cost Allocations	81,953	82,104	82,104	82,381	79,371
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	81,953	82,104	82,104	82,381	79,371
Division Total	286,192	346,615	351,887	352,164	347,385

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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	0	0	0	0	0
Percent compliance with QC standards	95.8%	100%	100%	100%	100%

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
CFR – Code of Federal Regulations
QC – Quality Control

DIVISION SUMMARY

032-5546 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

The Operations and Maintenance Division provides support to the Water Reclamation Facility by safely performing operational process control and process equipment maintenance tasks as required to protect the City's facility investments and ensure OPDES (Oklahoma Pollutant Discharge Elimination System) discharge permit compliance.

DESCRIPTION:

Provides safe, efficient, cost effective and proper process operations and equipment maintenance services for the City of Norman's Water Reclamation Facility.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	647,568	719,080	719,080	719,080	712,079
Supplies & Materials	96,090	85,988	109,955	107,295	74,050
Services & Maintenance	449,418	606,270	640,270	539,634	619,174
Internal Services	29,576	33,406	33,406	32,946	28,621
Capital Equipment	61,116	0	12,336	12,336	70,400
Subtotal	1,283,768	1,444,744	1,515,047	1,411,291	1,504,324
Capital Projects	0	0	0	0	0
Cost Allocation	192,354	195,649	195,649	197,278	196,494
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	192,354	195,649	195,649	197,278	196,494
Division Total	1,476,122	1,640,393	1,710,696	1,608,569	1,700,818

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / OPERATIONS & MAINTENANCE

GOALS:

- Comply with all Environmental Protection Agency and Oklahoma Department of Environmental Quality regulations relating to our OPDES permit.
- Increase the hours of formal and informal training.
- Increase the amount of unscheduled work orders.

OBJECTIVES:

- Maintain compliance with OPDES permit.
- Conduct in-house training on plant process and allow time for off-campus training.
- Train staff on work order entry protocol and provide incentive for completion of unscheduled work orders.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters, which include CBOD, TSS, Ammonia, and D.O. (A total of four (4) parameters each month.)	100%	90%	100%	98%	100%
Number of training hours per employee	12	18	24	24	28
Track number of unscheduled work orders completed	298	336	400	425	500

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
DMR – Discharge Monitoring Report
CBOD – Carbonaceous Bio-Chemical Oxygen Demand
TSS – Total Suspended Solids
D.O. – Dissolved Oxygen

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 14 - FYE 18 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,858	0	3,238	3,238	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,858	0	3,238	3,238	0
Capital Projects	1,638,112	12,939,778	16,071,876	4,071,876	12,590,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	1,638,112	12,939,778	16,071,876	4,071,876	12,590,000
Division Total	1,639,970	12,939,778	16,075,114	4,075,114	12,590,000

DIVISION SUMMARY

032-5549 WATER RECLAMATION / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	1,644,080	4,468,086	4,468,086	1,633,086	4,454,339
Interfund Transfers	0	0	0	0	0
Subtotal	1,644,080	4,468,086	4,468,086	1,633,086	4,454,339
Division Total	1,644,080	4,468,086	4,468,086	1,633,086	4,454,339

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:

Sewer Line Maintenance personnel maintain approximately 479 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,214 manholes. Personnel are on duty from 8:00 a.m. to midnight 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	21	21	21	21	21
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	21	21	21	21	21

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,237,032	1,467,856	1,467,856	1,467,856	1,463,182
Supplies & Materials	162,246	203,425	210,607	202,061	194,818
Services & Maintenance	294,764	346,076	567,591	566,587	346,001
Internal Services	169,618	240,564	240,564	243,405	152,609
Capital Equipment	70,494	25,600	25,600	25,600	1,092,200
Subtotal	1,934,154	2,283,521	2,512,218	2,505,509	3,248,810
Capital Projects	1,303,930	4,246,743	9,591,151	5,579,408	6,929,743
Cost Allocation	685,665	694,363	694,363	694,423	658,485
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(9,465)	0	0	0	0
Subtotal	1,980,130	4,941,106	10,285,514	6,273,831	7,588,288
Fund Total	3,914,284	7,224,627	12,797,732	8,779,340	10,837,038

DIVISION SUMMARY

321-5552 SEWER LINE MAINTENANCE

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the wastewater treatment facility. The wastewater collection system is maintained in such condition to minimize service disruption, household backup or overflow into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

Sewer Line Maintenance personnel maintain approximately 479 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,214 manholes. Personnel are on duty from 8:00 a.m. to midnight 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	20

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,262,365	1,394,149	1,394,149	1,394,149	1,388,894
Supplies & Materials	159,126	200,685	207,867	199,221	192,053
Services & Maintenance	293,831	343,976	565,491	564,487	343,976
Internal Services	169,618	240,564	240,564	243,405	152,609
Capital Equipment	70,494	25,600	25,600	25,600	1,045,162
Subtotal	1,955,434	2,204,974	2,433,671	2,426,862	3,122,694
Capital Projects	0	0	0	0	0
Cost Allocation	685,665	694,363	694,363	694,423	658,485
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	685,665	694,363	694,363	694,423	658,485
Division Total	2,641,099	2,899,337	3,128,034	3,121,285	3,781,179

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 75% of 12" and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,800,000 feet of sewer main
- CCTV a minimum of 400,000 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 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.34 hr	.38 hr	.40 hr	.35 hr	.40 hr
% hours lost due to OJI per 1,000 hours worked	2.93	0	0	0	0
Feet of sewer line cleaned	1,347,334	1,279,440	1,800,000	1,800,000	1,800,000
Feet of sewer line roots mechanically removed	102,057	102,081	80,000	67,880	70,000
Feet of sewer pipe treated for roots	108,690	112,690	100,000	105,162	100,000
Feet of sewer pipe CCTV inspected	409,701	330,941	400,000	250,500	400,000
Number of SSOs*:	55	43	45	28	35
City side	39	22	20	18	15
Private	16	21	25	10	20
Lift station preventive maintenance hours	2,518 hrs	2,634 hrs	3,200 hrs	2,500 hrs	3,000 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	48 hrs	12 hrs
Number of locates completed	4,500	4,575	3,000	4,500	4,200
Number of service requests responded to	450	438	500	455	450

Notes to Results Report:

SSO – Sanitary Sewer Overflows*
OJI – On-the-Job Injuries
CCTV – Closed Circuit Television

DIVISION SUMMARY

321-5553 UTILITIES INSPECTION

MISSION:

Provide quality control for the City of Norman's Water and Water Reclamation Capital Improvements Program while considering the best interest of the City of Norman, its citizens and the contractors performing the work.

DESCRIPTION:

Responsible for inspecting all stages of construction to identify problems and to ensure compliance with federal and state laws, City specifications, codes and regulations. Prepare necessary reports and maintain a daily log of construction activities. Advise and confer with citizens, contractors, engineers and City personnel concerning requirements, standards and/or changes that may be necessary for compliance with construction codes, specifications and regulations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	72,028	73,707	73,707	73,707	74,288
Supplies & Materials	3,120	2,740	2,740	2,840	2,765
Services & Maintenance	933	2,100	2,100	2,100	2,025
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	47,038
Subtotal	76,081	78,547	78,547	78,647	126,116
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	76,081	78,547	78,547	78,647	126,116

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / UTILITIES INSPECTION

GOALS:

- To ensure all work is performed and completed in accordance with City of Norman standards and specifications.
- To provide the City of Norman with an efficient and effective water and wastewater distribution system.
- Improve method of informing citizens of pending construction.
- Improve method of tracking customer inquiries.

OBJECTIVES:

- Maintain accurate log of daily activity and construction progress.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Educate and inform public of construction activities through City of Norman website.
- Implement CityWorks into customer inquiry.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	96%	97%	90%	96%	95%
Respond to public requests for information within 4 working hours – 80% of the time	95%	97%	80%	97%	90%

DIVISION SUMMARY

321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

MISSION:

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

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 14 – FYE 18 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	1,303,930	4,246,743	9,591,151	5,579,408	6,929,743
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	1,303,930	4,246,743	9,591,151	5,579,408	6,929,743
Division Total	1,303,930	4,246,743	9,591,151	5,579,408	6,929,743

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	755	1,000	1,000	1,000	1,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	755	1,000	1,000	1,000	1,000
Capital Projects	1,054,571	8,671,102	13,789,084	5,289,084	8,026,019
Cost Allocations	0	0	0	0	0
Debt Service	242,648	1,100,000	1,100,000	280,188	1,100,000
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	1,297,219	9,771,102	14,889,084	5,569,272	9,126,019
Fund Total	1,297,974	9,772,102	14,890,084	5,570,272	9,127,019

FUND SUMMARY

TOTAL SEWER SALES TAX FUND (323)

MISSION:

To account for and monitor capital projects associated with the imposition of a half-cent, 5-year dedicated Sewer Sales Tax.

DESCRIPTION:

Effective October 1, 2001, a half-cent, 5-year dedicated Sewer Sales Tax was levied and is collected upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code to meet current capital needs in the City's Water Reclamation System. This Sewer Sales Tax ended September 30, 2006.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	233,421	1,691,169	1,978,817	1,977,100	13,009
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	5,754	0	0	0	0
Audit Adjust/Encum	0		0	0	0
Subtotal	239,175	1,691,169	1,978,817	1,977,100	13,009
Fund Total	239,175	1,691,169	1,978,817	1,977,100	13,009

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	3,547,845	3,914,071	3,914,071	3,914,071	3,927,791
Supplies & Materials	1,763,219	1,696,882	1,927,432	1,931,012	1,714,981
Services & Maintenance	2,528,167	2,808,923	3,299,385	3,313,423	3,037,952
Internal Services	260,351	341,466	341,466	327,092	254,364
Capital Equipment	403,406	179,967	215,775	215,775	711,150
Subtotal	8,502,988	8,941,309	9,698,129	9,701,373	9,646,238
Capital Projects	2,947,638	5,577,291	23,087,661	21,501,377	6,284,775
Cost Allocations	1,626,264	1,617,041	1,617,041	1,626,561	1,635,575
Debt Service	2,544,246	2,598,586	2,629,447	2,598,586	2,599,376
Interfund Transfers	732,744	675,597	675,597	732,369	750,228
Audit Adjust/Encumbrances	489,195	0	0	0	0
Subtotal	8,340,087	10,468,515	28,009,746	26,458,893	11,269,954
Fund Total	16,843,075	19,409,824	37,707,875	36,160,266	20,916,192

DIVISION SUMMARY

031-5530 WATER / UTILITIES DEPARTMENT ADMINISTRATION

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system and sanitation services for the City of Norman.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	651,656	662,778	662,778	662,778	671,211
Supplies & Materials	3,775	10,501	11,501	11,896	5,646
Services & Maintenance	30,412	46,968	46,579	43,847	46,260
Internal Services	15,600	20,017	20,017	10,136	9,094
Capital Equipment	0	0	0	0	2,500
Subtotal	701,443	740,264	740,875	728,657	734,711
Capital Projects	0	0	0	0	0
Cost Allocation	161,094	158,814	158,814	158,530	162,156
Debt Service	0	0	0	0	0
Interfund Transfers	732,744	675,597	675,597	732,369	750,228
Subtotal	893,838	834,411	834,411	890,899	912,384
Division Total	1,595,281	1,574,675	1,575,286	1,619,556	1,647,095

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

DIVISION SUMMARY

031-5010 WATER / ENGINEERING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	32,386	33,615	33,615	33,615	34,615
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	32,386	33,615	33,615	33,615	34,615
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	32,386	33,615	33,615	33,615	34,615

DIVISION SUMMARY

031-5533 WATER / UTILITIES MODELING

MISSION:

To maintain the water and wastewater computer models in order to determine the impact of rehabilitation and new development upon the City's utility infrastructure; to maintain accurate and complete information relating to the City's water and water reclamation infrastructure.

DESCRIPTION:

The Division provides maps, analyses, and model runs of water and wastewater infrastructure for the Department of Utilities. The Division also provides technical support for the CityWorks work order tracking program and assistance in integrating information from the camera inspection vehicle into the City's GIS. The Division is also the primary resource for utility facility inventory tracking as required by GASB34.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	47,508	46,490	46,490	46,490	45,126
Supplies & Materials	1,399	1,400	1,400	1,400	1,375
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	48,907	47,890	47,890	47,890	46,501
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	48,907	47,890	47,890	47,890	46,501

*Beginning FYE 08, Salary split between Water and Water Reclamation Funds.

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / UTILITIES MODELING

GOALS:

- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among utility databases having a geographic component to improve the City's reporting and planning capacity.

OBJECTIVES:

- Maintain water and wastewater models.
- Produce all appropriate informational maps and reports through the GIS system.
- Maintain water and water reclamation atlases as current information.
- Reduce the time between receipt of as-built and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Provide support to GIS and Utilities applications, particularly CityWorks work order management system.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	50%	33%	60%	70%	60%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Complete all custom requests for model runs or information within 1 week or by specified deadline	100%	100%	99%	99%	99%
Provide technical support to assist line maintenance staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:

FYE 2011 - Delayed progress on as-built data entry due to an increased focus on wastewater model data development and the loss of the Planning/GIS Intern and GIS Analyst I positions.
FYE 2013 – As-built data entry delayed due to position being vacant the last month of FYE 2012 and the first 2 months of FYE 2013.

GIS – Geographic Information Systems

DIVISION SUMMARY

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operation and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	4	4	4	4	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	231,182	246,731	246,731	246,731	249,585
Supplies & Materials	2,825	3,798	3,665	3,641	3,841
Services & Maintenance	74,846	86,739	86,872	82,599	98,509
Internal Services	4,841	5,423	5,423	5,669	5,060
Capital Equipment	5,075	0	0	0	1,800
Subtotal	318,769	342,691	342,691	338,640	358,795
Capital Projects	0	0	0	0	0
Cost Allocation	96,658	95,287	95,287	95,116	97,293
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	96,658	95,287	95,287	95,116	97,293
Division Total	415,427	437,978	437,978	433,756	456,088

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE ADMINISTRATION

GOALS:

- Manage the water and sewer maintenance sections in such a manner as to provide optimum services to the citizens of Norman.
- Arrange for annual training of all Division personnel to ensure compliance with State of Oklahoma licensing procedures and statutes.
- Adhere to state and federal guidelines for data collection and reporting.
- Publish annual CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman within established deadline.
- Process all Division-received invoices within 3 working days of receipt.
- Complete capital projects within the fiscal year
- Manage the history of maintenance, repairs, and customer service requests utilizing the CityWorks asset management program of the City.
- Continue to place a great emphasis on the proper management of its water and sewer system network.

OBJECTIVES:

- Provide adequate training for all personnel.
- Provide efficient and effective assistance to citizens in resolving complaints.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines
- Collect and arrange data monthly for annual published report.
- Process all invoices when received to meet payment authorization schedule.
- Maintain an organized project meeting schedule to review the status of all Line Maintenance Division capital projects.
- Process all daily work report data utilizing work order system through the CityWorks program.
- Reduce lost time due to injuries through monthly safety training meetings.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Average number of water and sewer complaints handled in 1 day	18	19	20	26	23
% of state and federal regulatory compliance reports mailed out of the office within 5 days	100%	100%	100%	100%	100%
CMOM manual completion and distribution to ODEQ by July 1	Complete	Complete	Complete	Complete	Complete
Number of staff hours per CMOM reporting period	130	125	125	125	100
% of invoices processed for payment authorization within 1 day of receipt	100%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,200	1,200	1,200	1,680	1,200
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	90%	90%	85%	8%	80%

Notes to Results Report:

CMOM – Capacity, Management, Operation and Maintenance
ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

031-5551 WATER / LINE MAINTENANCE

MISSION:

The mission of the Water Line Maintenance Division is to transport clean drinking water from point sources within the distribution system to public and private users. The water distribution system is to be maintained in such a manner that the drinking water is safe and that adequate fire suppression supply and storage is available at all times. Public health and safety are the primary focus of this section along with employee safety and development.

DESCRIPTION:

The Water Line Maintenance Division is responsible for maintenance of approximately 565 miles of water lines and associated 5,532 fire hydrants and 9,003 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 38,444 existing water meters, are provided by Division personnel.

Personnel are on duty from 8 a.m. until 4:30 p.m. five days a week, with all personnel subject to emergency callback to ensure public health and safety.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	25	25	25	25	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,492,645	1,708,642	1,708,642	1,708,642	1,710,450
Supplies & Materials	388,591	415,811	424,192	426,494	430,493
Services & Maintenance	103,444	58,756	58,725	58,725	71,256
Internal Services	126,905	158,925	158,925	173,818	136,901
Capital Equipment	241,017	51,267	53,769	53,769	493,300
Subtotal	2,352,602	2,393,401	2,404,253	2,421,448	2,842,400
Capital Projects	0	0	0	0	0
Cost Allocation	805,775	794,376	794,376	792,945	811,098
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	805,775	794,376	794,376	792,945	811,098
Division Total	3,158,377	3,187,777	3,198,629	3,214,393	3,653,498

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE

GOALS:

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City's infrastructure.
- Implement residential Automatic Meter Reading (AMR) water meter installation.
- Maintain a comprehensive valve and fire hydrant maintenance program.
- Provide a stable and safe working environment.

OBJECTIVES:

- Minimize disruptions in customer service, by effectively maintaining the water distribution system, water towers, and fire hydrants.
- Respond to customer service requests within 30 minutes during business hours.
- Install new meters and services in an efficient manner. (National benchmark is 15.6 hours per set; City of Norman is less than 12 hours).
- Respond to 95% of Oklahoma One-Call System, Inc. locate calls for contractors and citizens of Norman within 48 hours.
- Install 600 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Replace 10,000 linear feet of pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	1.95 hours	2.24 hours	2.30 hours	2.30 hours	2.30 hours
Number of AMR meters installed	316	416	450	450	450
Service calls completed	4,285	4,763	4,700	4,800	5,000
Number of locates completed	5,747	4,700	4,500	4,700	4,900
Number of valves exercised	1,468	1,971	2,000	4,000	4,000
Percent hours lost to OJI per 1,000 hours worked	2.09%	8.07%	1%	1%	0%
Fire hydrants maintained	3,577	1,006	4,200	5,490	5,490
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	4,300 ft	6,105 ft	4,325 ft	4,350 ft	2,810 ft
Feet of "hot soils" (corrosive soils) pipe replaced	3,588 ft	2,496 ft	2,720 ft	3,200 ft	3,150 ft

Notes to Results Report:

AMR – Automated Meter Reading
OJI – On-the-job Injury

DIVISION SUMMARY

031-5531 WATER / TREATMENT PLANT ADMINISTRATION

MISSION:

The overall mission of the Water Treatment Division is to efficiently provide safe high quality potable water to the City of Norman. The function of the Administration Division of the Water Production Group is to provide administration and over-sight of the other three water production divisions: Water Treatment Plant, Water Wells and Water Laboratory.

DESCRIPTION:

The Administration Division facilitates the work of the other water production divisions by coordinating work efforts, filing required reports, ordering materials and parts, ensuring safety of the workplace and providing training.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	301,189	303,141	303,141	303,141	306,860
Supplies & Materials	2,410	4,785	4,748	4,586	4,725
Services & Maintenance	64,352	42,363	57,729	56,155	48,611
Internal Services	106,934	150,440	150,441	126,137	93,569
Capital Equipment	0	0	5,400	5,400	1,800
Subtotal	474,885	500,729	521,459	495,419	455,565
Capital Projects	0	0	0	0	0
Cost Allocation	562,737	568,564	568,564	579,970	565,028
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	562,737	568,564	568,564	579,970	565,028
Division Total	1,037,622	1,069,293	1,090,023	1,075,389	1,020,593

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

- Provide the other three divisions with the support they need to perform their functions effectively and efficiently.
- Ensure employee safety and increase training within the work force.
- Inform and educate the public on various water issues.
- Provide service to the customer at the minimum possible cost consistent with producing high quality water.

OBJECTIVES:

- Continue to develop and refine the water production model designed to meet daily water demand.
- Stay within the allocation for water from Lake Thunderbird.
- Protect water levels and water quality in the wells.
- Minimize water production costs
- Minimize reliance on water from Oklahoma City
- Retain higher skilled, cross-trained workers.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Safety training sessions held (safety) OJI	11	11	12	36	12
Tours conducted (public education)	1	0	0	0	0
Number of people on tours	6	9	9	6	8
Job related training (personnel hours)	108	120	120	60	80
Cross training (personnel hours)	n/a	24	24	24	24

Notes to Results Report:

OJI – On-the-job Injury

DIVISION SUMMARY

031-5536 WATER / LABORATORY

MISSION:

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

DESCRIPTION:

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ)
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	108,917	110,909	110,909	110,909	112,702
Supplies & Materials	43,318	37,850	38,222	38,322	37,963
Services & Maintenance	37,663	33,435	79,129	79,129	52,906
Internal Services	506	561	561	505	475
Capital Equipment	0	0	0	0	60,000
Subtotal	190,404	182,755	228,821	228,865	264,046
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	190,404	182,755	228,821	228,865	264,046

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Evaluate and carry out new chemical and bacterial testing regulations.
- Respond to customer complaints and inquiries in a professional and timely manner.

OBJECTIVES:

- Bacteriological Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples and submit them to a laboratory for analysis in the requested time frame.
- Submit all data to regulatory agencies on time.
- Read published information on upcoming regulations and relevant research.
- Fully document all complaints and inquiries in writing and respond to each situation appropriately.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	100%	100%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	100%	99%	100%	100%	100%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	No inspection	No inspection	0	5	No Inspection
WTP and Water Well sample collection	99.9%	100%	100%	100%	100%

Notes to Results Report:

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

DIVISION SUMMARY

031-5534 WATER / TREATMENT PLANT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	10	11	11	11	11
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	12	12	12	12

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	584,519	682,370	682,370	682,370	701,418
Supplies & Materials	1,288,040	1,143,636	1,363,990	1,364,518	1,128,127
Services & Maintenance	1,581,197	1,868,928	2,285,517	2,287,233	1,952,048
Internal Services	3,427	4,401	4,401	6,799	5,797
Capital Equipment	133,170	101,700	102,822	102,822	124,750
Subtotal	3,590,353	3,801,035	4,439,100	4,443,742	3,912,140
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,590,353	3,801,035	4,439,100	4,443,742	3,912,140

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT

GOALS:

- Provide the City with safe, clean water.
- Operate the water plant and water wells to meet demand and maximize water quality.
- Maintain the water plant in good operating condition.

OBJECTIVES:

- Maintain tap turbidity below 0.10 NTU.
- Work with contractor to keep plant operational as much as possible during plant expansion construction.
- Operate the water production facilities to meet water demand.
- Continue use of maintenance database to capture more of the maintenance activities.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)**	74%	72%	100%	80%	95%
Percent of bacterial water samples passing (quality)	99.8%	99.6%	100%	99.9%	100%
Number of complaints on water quality or pressure	49	50	50	45	45
Water production, million gallons per day					
Average day	11.2	12.6	12.6	12.4	12.0
Maximum day	22.1	22.39	22.0	24.8	22.0

Notes to Results Report:

**NTU, or Nephlometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time.

DIVISION SUMMARY

031-5535 WATER / WATER WELLS

MISSION:

To ensure the City's water wells are available to the Plant Division to provide potable water to the citizens and visitors of Norman.

DESCRIPTION:

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

PERSONNEL:

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

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	100,198	119,395	119,395	119,395	95,824
Supplies & Materials	32,861	79,101	79,714	80,155	97,811
Services & Maintenance	635,581	671,075	684,175	705,076	767,703
Internal Services	2,138	1,699	1,699	4,028	3,468
Capital Equipment	24,144	27,000	53,784	53,784	27,000
Subtotal	794,922	898,270	938,767	962,438	991,806
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	794,922	898,270	938,767	962,438	991,806

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- Keep all wells in good operating condition, especially during the peak demand period.

OBJECTIVES:

- Continue to use the maintenance database to track routine and emergency maintenance work.
- Perform all scheduled maintenance the same week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 11 ACTUAL	FYE 12 ACTUAL	FYE 13 PLAN	FYE 13 ESTIMATE	FYE 14 ADOPTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	90.8%	93.4%	95%	98%	95%
Percentage of time well production is in the "target" range (at least 4.0 MGD)	79.7%	68.3%	80%	50%	50%

Notes to Results Reports:

"Target range" for well production is a goal designed to reduce the amount we exceed our allocation of water from Lake Thunderbird, minimize the amount of water purchased from Oklahoma City, and still rest the wells enough to keep them in good operating order. The target is to achieve at least 4.0 MGD from the well field all year round, and more in the peak demand period, if possible.

The "Target range" will be adjusted down due to decreasing water levels in the aquifer and the negative water quality effects associated with the lower levels. This adjustment is partially due to the drought, but also to the fact that historically the wells have never been operated as much during the winter and the true limits of the aquifer are being realized by staff.

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 14 - FYE 18 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	623	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	623	0	0	0	0
Capital Projects	2,947,638	5,577,291	23,087,661	21,501,377	6,284,775
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,947,638	5,577,291	23,087,661	21,501,377	6,284,775
Division Total	2,948,261	5,577,291	23,087,661	21,501,377	6,284,775

DIVISION SUMMARY

031-5539 WATER / DEBT SERVICE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	2,544,246	2,598,586	2,629,447	2,598,586	2,599,376
Interfund Transfers	0	0	0	0	0
Subtotal	2,544,246	2,598,586	2,629,447	2,598,586	2,599,376
Division Total	2,544,246	2,598,586	2,629,447	2,598,586	2,599,376

DIVISION SUMMARY

031-5582 ENVIRONMENTAL CONTROL ADVISORY BOARD

MISSION:

The mission of the Environmental Control Advisory Board (ECAB) is to act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposal, and noise.

DESCRIPTION:

The Environmental Control Advisory Board holds public meetings on environmental issues, and makes recommendations to the City Council on issues related to environmental quality for the health and safety of Norman residents.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	5,000
Services & Maintenance	49	659	659	659	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	49	659	659	659	5,659
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	49	659	659	659	5,659

Internal Service Funds

INTERNAL SERVICE FUNDS

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

DEPARTMENT SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	1,009,251	912,118	912,833	931,539	886,124
Supplies & Materials	0	0	0	0	0
Services & Maintenance	13,147,706	13,650,536	13,656,864	13,147,070	13,900,538
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	14,156,957	14,562,654	14,569,697	14,078,609	14,786,662
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	34,111	0	78,262	78,262	0
Audit Adjust/Encum	0	0	0	0	0
Subtotal	34,111	0	78,262	78,262	0
Department Total	14,191,068	14,562,654	14,647,959	14,156,871	14,786,662

DIVISION SUMMARY

043-3005 HEALTH INSURANCE

MISSION:

Account for and monitor all expenditures related to employee health insurance.

DESCRIPTION:

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	87,766	88,607	88,607	88,607	89,811
Supplies & Materials	0	0	0	0	0
Services & Maintenance	11,112,065	11,502,263	11,502,263	11,354,162	11,821,311
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	11,199,831	11,590,870	11,590,870	11,442,769	11,911,122
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	11,199,831	11,590,870	11,590,870	11,442,769	11,911,122

DIVISION SUMMARY

043-2251 JUDGMENTS AND CLAIMS

MISSION:

Account for and monitor all expenditures related to judgments and claims.

DESCRIPTION:

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	753,976	870,000	870,000	250,000	320,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	753,976	870,000	870,000	250,000	320,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	753,976	870,000	870,000	250,000	320,000

DIVISION SUMMARY

043-3004 – RISK MANAGEMENT ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	295,388	265,590	265,590	265,590	255,513
Supplies & Materials	0	0	0	0	0
Services & Maintenance	129,631	138,673	144,523	144,523	160,673
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	425,019	404,263	410,113	410,113	416,186
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	34,111	0	78,262	78,262	0
Subtotal	34,111	0	0	0	0
Division Total	459,130	404,263	488,375	488,375	416,186

DIVISION SUMMARY

043-3003 - UNEMPLOYMENT COMPENSATION

MISSION:

To account for and monitor all unemployment compensation related expenditures.

DESCRIPTION:

An account established to record all unemployment compensation related expenditures throughout the fiscal year. The expenditures consist of unemployment benefits paid to separated City employees.

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	22,009	38,621	38,621	10,000	21,500
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	500	500	0	500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	22,009	39,121	39,121	10,000	22,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	22,009	39,121	39,121	10,000	22,000

DIVISION SUMMARY

043-3002 WORKERS' COMPENSATION

MISSION:

To account for and monitor all workers' compensation related expenditures.

DESCRIPTION:

An account established to record all workers' compensation related expenditures throughout the fiscal year. The expenditures consist of payments on all on-the-job-injuries (OJI) medical treatments, subsequent workers' compensation temporary total disability (TTD) payments and workers' compensation court judgments related to an employee's original OJI injury. Claims are submitted to the Legal Department for review, and if approved, are paid directly by the City.

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	604,088	519,300	520,015	567,342	519,300
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,152,033	1,139,100	1,139,578	1,398,385	1,598,054
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,756,124	1,658,400	1,659,593	1,965,727	2,117,354
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,756,122	1,658,400	1,659,593	1,965,727	2,117,354

Capital Projects Funds

CAPITAL PROJECTS FUND

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

FUND SUMMARY

TOTAL CAPITAL PROJECTS FUND (50)

MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent ($.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 14 - FYE 18 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	908,172	886,215	886,215	886,215	877,766
Supplies & Materials	0	0	0	0	0
Services & Maintenance	6,489	16,000	16,000	16,000	16,000
Internal Services	375	433	433	433	204
Capital Equipment	0	0	0	0	0
Subtotal	915,036	902,648	902,648	902,648	893,970
Capital Projects	14,658,187	13,466,361	38,241,445	44,457,235	25,108,920
Cost Allocations	0	0	0	0	0
Debt Service	111,338	0	600,000	679,912	0
Interfund Transfers	3,713,628	3,096,988	4,107,228	5,259,509	3,450,146
Audit Adjust/Encumb	(37,286)	0	0	0	0
Subtotal	18,445,867	16,563,349	42,948,673	50,396,656	28,559,066
Fund Total	19,360,903	17,465,997	43,851,321	51,299,304	29,453,036

DIVISION SUMMARY

050-5011 CAPITAL PROJECTS ENGINEER

MISSION:

The mission of this Division is to account for three (3) Capital Projects Engineers whose responsibility is to develop and implement capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Capital Projects Engineers.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	728,347	698,252	698,252	698,252	682,103
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	375	433	433	433	204
Capital Equipment	0	0	0	0	0
Subtotal	728,722	698,685	698,685	698,685	682,307
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	728,722	698,685	698,685	698,685	682,307

DIVISION SUMMARY

050-2030 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

MISSION:

The mission of this Division is to account for the Facility Maintenance Superintendent who manages existing facility and maintenance projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Facility Maintenance Superintendent who manages Capital Projects .

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	83,946	87,944	87,944	87,944	91,867
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	83,946	87,944	87,944	87,944	91,867
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	83,946	87,944	87,944	87,944	91,867

DIVISION SUMMARY

050-7070 CAPITAL PROJECTS / PARKS PERSONNEL

MISSION:

The mission of this Division is to account for two (2) Parks Personnel who manage park related capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Parks Personnel who manage Capital Projects.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	95,879	100,019	100,019	100,019	103,796
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	95,879	100,019	100,019	100,019	103,796
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	95,879	100,019	100,019	100,019	103,796

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 14 - FYE 18 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	14,658,187	13,466,361	38,241,445	44,457,235	25,108,920
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	3,713,628	3,096,988	4,107,228	5,259,509	3,450,146
Subtotal	18,371,815	16,563,349	42,348,673	49,716,744	28,559,066
Division Total	18,371,815	16,563,349	42,348,673	49,716,744	28,559,066

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	8,903	9,971	10,518	9,971	10,071
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	8,903	9,971	10,518	9,971	10,071
Capital Projects	2,170,623	2,105,500	10,608,555	10,608,555	0
Cost Allocations	0	0	0	0	127,275
Debt Service	724,606	1,026,800	1,026,253	1,084,800	1,033,738
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encum	75,244	0	0	0	0
Subtotal	2,970,473	3,132,300	11,634,808	11,693,355	1,161,013
Fund Total	2,979,376	3,142,271	11,645,326	11,703,326	1,171,084

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	111,529	0	202,311	202,311	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	111,529	0	202,311	202,311	0
Fund Total	111,529	0	202,311	202,311	0

SPECIAL GRANTS FUND
FYE 14 Capital Improvement Projects Budget

Pg	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	022-9503-435	TR0085	CNG ARRA Expansion	24,996	24,996	0	0	0	0	0	0
na	022-9509-452	PR0022	Eastridge Park Impr	15,000	15,000	0	0	0	0	0	0
na	022-9813-452	PR0125	Highway Tree Grant -Castlerock	187	187	0	0	0	0	0	0
na	022-9834-452	PR0044	Legacy S Ext/Campus-Duffy	256,215	256,215	0	0	0	0	0	0
na	022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension	600,000	600,000	0	0	0	0	0	0
na	022-9391-431	TR0073	State Highway 9 Multi-Modal Path	600,000	600,000	0	0	0	0	0	0
na	022-9082-431	TR0081	Safe Routes to School - Kennedy	190,000	190,000	0	0	0	0	0	0
			TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**1,686,398**	**1,686,398**	**0**	**0**	**0**	**0**	**0**	**0**

ROOM TAX FUND
FYE 2014 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	023-9099-452	RT0077	Normandy Park Tennis Courts	**45,000**	45,000	0	0	0	0	0	0
13		RT	Replace Whittier & Irving Gym Floors	**0**	0	170,000	0	0	0	0	0
			TOTAL ROOM TAX FUND 23 PROJECTS	**45,000**	**45,000**	**170,000**	**0**	**0**	**0**	**0**	**0**

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	027-9368-431	TF0001	Campus Corner Revitalization	141,697	141,697	0	0	0	0	0	0
TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS				**141,697**	**141,697**	**0**	**0**	**0**	**0**	**0**	**0**

WATER FUND
FYE 14 Capital Improvement Projects Budget

Pg	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
			WATER DISTRIBUTION SYSTEM								
na	031-9360-462	WA0041	Applecreek Apts Ductile Iron Water Line Replacement	430,779	430,779	0	0	0	0	0	0
22		WA	Bulk Water Dispensing Services	0	0	80,000	0	0	0	0	0
na	031-9380-462	WA0295	Cleveland County Detention Center Infrastructure	50,000	0	0	0	0	0	0	0
na	031-9683-462	WA0149	Hall Park W/L Replacement	486,791	486,791	0	0	0	0	0	0
na	031-9353-462	WA0131	High Pressure Plane Upgrade	59,359	59,359	0	0	0	0	0	0
na	031-9727-462	WA0191	Highway 9 Water Line Relocations	1,253,000	1,253,000	0	0	0	0	0	0
na	031-9064-462	WA0220	Main E: Carter to 12th NE WL Relocation	26,895	0	0	0	0	0	0	0
na	031-9360-462	WA0173	Master Meters Installation	161,855	161,855	0	0	0	0	0	0
na	031-9360-462	WA0187	Pendleton Drive Area: Ductile WL Replacement	1,047,835	1,047,835	0	0	0	0	0	0
na	031-9079-431	TR0238	Robinson & 12th NE Water Line Relocation	110,000	0	0	0	0	0	0	0
na	031-9552-462	WA0157	Robinson/12thNE Waterline	21	21	0	0	0	0	0	0
na	031-9225-462	WA0022	Robinson: Northcliff to 24th NE Water Line Replacement	7,926	0	0	0	0	0	0	0
23	031-9360-462	WA0184	Segment D 24" Phase I	1,729,291	1,729,291	3,053,175	0	0	0	0	0
na	031-9360-462	WA0292	Water Distribution Improvements-Segment F	94,458	64,846	0	0	0	0	0	0
24		WA	Water Line Improvements: Segment B	0	0	0	0	0	506,000	2,651,000	0
25	031-9360-462	WA	Water Line Improvements: Segment G	0	0	0	0	0	522,000	0	0
26		WA	Water Line Replacement: Crossroads Area	0	0	0	1,091,000	0	0	0	0
27		WA	Water Line Replacement: Interstate Drive	0	0	0	0	329,000	0	0	0
28		WA	Water Line Replacement: Robinson Under I-35	0	0	2,297,600	754,400	0	0	0	0
29		TR0235	Waterline Relocation: Cedar Lane: 12th SE to Classen		0	80,000	0	0	0	0	0
na	031-9360-462	WA0172	Waterline Replacement: 2701 E Imhoff Road	28,057	28,057	0	0	0	0	0	0
na	031-9521-462	WA0305	Waterline Replacement: Berry Road	3,566,900	3,566,900	0	0	0	0	0	0
30	031-9521-462	WA0306	Waterline Replacement: Flood Avenue	0	0	0	0	1,473,000	0	0	0
			Subtotal Water Distribution System Projects	**9,053,167**	**8,828,734**	**5,510,775**	**1,845,400**	**1,802,000**	**1,028,000**	**2,651,000**	**0**
			WATER TOWERS								
31	031-9354-462	WA0294	Resurface Hall Park Tower	35,000	35,000	350,000	0	0	0	0	0
na	031-9354-462	WA0039	Water Tower Maint - Boyd Tower	102,520	102,520	0	0	0	0	0	0
na	031-9354-462	WA0189	Water Tower Maint - Cascade Tower	440,000	440,000	0	0	0	0	0	0
32	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower	0	0	200,000	0	0	0	0	0
na	031-9354-462	WA0040	Water Tower Maint - Robinson Tower	164,000	164,000	0	0	0	0	0	0
na	031-9354-462	WA0293	Water Towers - SW or SE	2,800,000	2,800,000	0	0	0	0	0	0
			Subtotal Water Tower Projects	**3,541,520**	**3,541,520**	**550,000**	**0**	**0**	**0**	**0**	**0**
			WATER WELL IMPROVEMENTS								
33	031-9345-462	WA0009	Arsenic Related Well Modifications	0	0	0	0	1,410,568	0	0	0
na	031-9345-462	WA0253	Arsenic Treatment - Well 31 Arsenic Removal	259,527	259,527	0	0	0	0	0	0
na	031-9353-462	WA0297	Water Well Telemetry	216,900	216,900	0	0	0	0	0	0
na	031-9939-462	WA0298	Water Wells (Plugging)	19,750	19,750	0	0	0	0	0	0
na	031-9642-462	WA0193	Well Arch Flash Safety	140,000	140,000	0	0	0	0	0	0
			Subtotal Water Well and Distribution System Projects	**636,177**	**636,177**	**0**	**0**	**1,410,568**	**0**	**0**	**0**
			WATER TREATMENT PLANT								
na	031-9642-462	WA0089	Arc Flash Safety *	3,036	3,036	0	0	0	0	0	0
na	031-9942-462	WA0176	Chromium VI Study	50,000	50,000	0	0	0	0	0	0
na		WA0132	High Service Line Repair(PayGo)	13,483	13,483	0	0	0	0	0	0
na		WA0272	Taste and Odor (PayGo)	123,870	123,870	0	0	0	0	0	0
na	031-9353-462	WA0027	Upgrade SCADA System	5,059	5,059	0	0	0	0	0	0
na	031-9942-462	WA0175	USGS Aquifer Study	150,000	150,000	0	0	0	0	0	0
na	031-9196-462	WA0174	Water Supply Plan Update 2060	321,189	321,189	0	0	0	0	0	0
34		WA	WTP Improvements Phase 2	0	0	0	21,362,500	0	0	0	0
na		WA0291	WTP Phase 1: Improvements	1,771,600	1,771,600	0	0	0	0	0	0
na		WA0192	WTP Return Pump Station	80,000	80,000	0	0	0	0	0	0
36	031-9356-462	WA0188	WTP: SE Ok Prelim Report	118,625	0	0	0	0	0	0	354,000,000
			Subtotal WTP Other Projects	**2,636,862**	**2,518,237**	**0**	**21,362,500**	**0**	**0**	**0**	**354,000,000**
			MAINTENANCE/OTHER WATER PROJECTS								
na	031-9365-419	BG0025	Natural gas line LM/Fleet	5,000	5,000	0	0	0	0	0	0
			Subtotal Other Water Projects	**5,000**	**5,000**	**0**	**0**	**0**	**0**	**0**	**0**
			URBAN SERVICE AREA WATER LINES								
			FYE 2012 Lines								
37	031-9343-462	WA0166	Crawford Ave: Ridge Rd to Crystal Cir	13,730	13,730	0	0	0	0	0	0
37	031-9343-462	WA0168	Falcon Ct:Crawford Ave to end of cul de sac	1,806	1,806	0	0	0	0	0	0
37	031-9343-462	WA0169	Skylark: Crawford Ave to end of cul de sac	978	978	0	0	0	0	0	0
			FYE 2013 Lines								
37	031-9343-462	WA308	High Meadows: 12th NE to Northcliff Ave	76,000	76,000	0	0	0	0	0	0
37	031-9343-462	WA309	Westfield: High Meadows to cul-de-sac	12,000	12,000	0	0	0	0	0	0
37	031-9343-462	WA310	Wind Hill Rd: High Meadows to cul-de-sac	18,000	18,000	0	0	0	0	0	0
37	031-9343-462	WA311	Peach Tree Ln: Glen Oaks Dr to Dalewood Pl	56,000	56,000	0	0	0	0	0	0
37	031-9343-462	WA312	Dalewood Pl: Peach Tree Ln to Clearwater	18,000	18,000	0	0	0	0	0	0
			FYE 2014 Lines								
37	031-9343-462	WA	Comanche:Porter to Jones	0	0	56,000	**0**	0	0	0	0
37	031-9343-462	WA	Crawford:Main to Comanche	0	0	16,000	**0**	0	0	0	0
37	031-9343-462	WA	Peters: Main to Gray	0	0	16,000	**0**	0	0	0	0
37	031-9343-462	WA	Peters: Main to Eufaula	0	0	36,000	**0**	0	0	0	0

WATER FUND
FYE 14 Capital Improvement Projects Budget

Pg	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
			FYE 2015 Lines								
37	031-9343-462	WA	Iowa St: Berry to Flood	0	0	0	68,000	0	0	0	0
37	031-9343-462	WA	Barbour: Woods to Iowa	0	0	0	68,000	0	0	0	0
37	031-9343-462	WA	Rancho Dr: Alameda to Creston Way	0	0	0	48,000	0	0	0	0
37	031-9343-462	WA	Woodsboro Ct: Crossroads to cul de sac	0	0	0	30,000	0	0	0	0
			FYE 2016 Lines								
37	031-9343-462	WA	Vida Way: N Crawford to Stubbeman	0	0	0	0	69,000	0	0	0
37	031-9343-462	WA	Iowa St: Flood to Berry	0	0	0	0	63,000	0	0	0
37	031-9343-462	WA	Garfield: Lindsey to Stinson	0	0	0	0	45,500	0	0	0
37	031-9343-462	WA	Madison: Pickard to end of cul-de-sac	0	0	0	0	17,500	0	0	0
			FYE 2017 Lines								
37	031-9343-462	WA	Kingswood Dr: Meadowood Blvd to dead end	0	0	0	0	0	18,000	0	0
37	031-9343-462	WA	Richardson Dr: Kingswood Dr to Dunham Dr	0	0	0	0	0	40,000	0	0
37	031-9343-462	WA	Smalley Dr: Meadowood Blvd to end of cul de sac	0	0	0	0	0	28,000	0	0
37	031-9343-462	WA	Smalley Cir: Smalley Dr to end of cul de sac	0	0	0	0	0	28,000	0	0
37	031-9343-462	WA	Wellston Cir: Meadowood Blvd to end of cul de sac	0	0	0	0	0	24,000	0	0
			FYE 2018 Lines								
37	031-9343-462	WA	Dunham Dr: Meeadowood Blvd to Dead End	0	0	0	0	0	0	28,000	0
37	031-9343-462	WA	Columbia Cir: Biloxi Dr to Dead end cul de sac	0	0	0	0	0	0	31,500	0
37	031-9343-462	WA	Timberdell Rd: Chautauqua to Pickard	0	0	0	0	0	0	56,000	0
37	031-9343-462	WA	Timberdell Rd: Chautauqua & Pickard	0	0	0	0	0	0	44,000	0
			Subtotal Urban Service Area Water Line Projects	**196,514**	**196,514**	**124,000**	**214,000**	**195,000**	**138,000**	**159,500**	**0**
			HOT SOILS WATER LINE REPAIR PROGRAM								
			FYE 2012 Lines								
38	031-9344-462	WA0158	Delancey Dr: From Central Parkway to Newbury Drive	9,615	9,615	0	0	0	0	0	0
			FYE 2013 Lines								
38	031-9344-462	WA0313	Sandpiper Ln: Porter to War Bird Dr	48,000	48,000	0	0	0	0	0	0
38	031-9344-462	WA0314	Oriole Dr: Sandpiper Ln to Wilderness Dr	31,000	31,000	0	0	0	0	0	0
38	031-9344-462	WA0315	Summer Dr: 22nd Ave NE to Kara Ct	21,000	21,000	0	0	0	0	0	0
			FYE 2014 Lines								
38	031-9344-462	WA	Buckingham Dr: 36th NW to Brownwood Ln	0	0	65,000	0	0	0	0	0
38	031-9344-462	WA	Brownwood Ln: 36th NW to Buckingham Dr	0	0	35,000	0	0	0	0	0
			FYE 2015 Lines								
38	031-9344-462	WA	Cimarron Dr: Tropicana to 2804 Cimarron Dr	0	0	0	50,000	0	0	0	0
38	031-9344-462	WA	Camela St: Tropicana Ave to Cimarron Dr	0	0	0	20,000	0	0	0	0
38	031-9344-462	WA	Knolwood St: Overbrook Dr to 2801 Tropicana Ave	0	0	0	30,000	0	0	0	0
			FYE 2016 Lines								
38	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerocl	0	0	0	0	32,000	0	0	0
38	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	0	18,000	0	0	0
38	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasand Run Rd	0	0	0	0	50,000	0	0	0
			FYE 2017 Lines								
38	031-9344-462	WA	Pheasant Run Rd: Crossroad Blvd to Quail Hollow Dr	0	0	0	0	0	50,000	0	0
38	031-9344-462	WA	Greenwood Dr: Pheasant Run Rd to dead end at Green Ct	0	0	0	0	0	50,000	0	0
			FYE 2018 Lines								
38	031-9344-462	WA	Rock Creek Rd to Pinewood Dr	0	0	0	0	0	0	50,000	0
38	031-9344-462	WA	24th Ave NE to End of cul de sac	0	0	0	0	0	0	50,000	0
			Subtotal Hot Soils Water Line Repair Program	**109,615**	**109,615**	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**0**
			SUBTOTAL PAYGO WATER PROJECTS	**16,178,855**	**15,835,797**	**6,284,775**	**23,521,900**	**3,507,568**	**1,266,000**	**2,910,500**	**354,000,000**
			WATER BOND PROJECTS Series 2006								
na	**031-9360-462**	**WB0184**	**24" Waterline (Seg D,SH 9:24th SW to Jenkins)**	**1,348,997**	**1,348,997**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0134**	**42" Waterline (Segment A, WTP to 24th NE) (Bonds)**	**20,748**	**20,748**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0140**	**FYE08 12" Water Line**	**618,118**	**618,119**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0141**	**FYE08 16" Water Line**	**135,375**	**135,375**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0185**	**FYE10 12" Water Line (Bond)**	**245,767**	**245,767**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0186**	**FYE10 16" Water Line**	**237,624**	**237,624**	**0**	**0**	**0**	**0**	**0**	**0**
na		**WB0133**	**Replace Control System**	**13,200**	**13,200**	**0**	**0**	**0**	**0**	**0**	**0**
na		**WB0131**	**Water Line Improvements High Pressure Plane**	**1,283,150**	**1,283,150**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9345-462**	**WB0297**	**Water Well Telemetry**	**150,000**	**150,000**	**0**	**0**	**0**	**0**	**0**	**0**
na	**031-9356-462**	**WB0051**	**WTP Raw Waterline (Phase I)**	**1,612,600**	**1,612,600**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal Bond Expenses for 2006 Water Bond Projects	**5,665,579**	**5,665,580**	**0**	**0**	**0**	**0**	**0**	**0**
			TOTAL ALL WATER FUND 31 PROJECTS	**21,844,434**	**21,501,377**	**6,284,775**	**23,521,900**	**3,507,568**	**1,266,000**	**2,910,500**	**354,000,000**

WATER RECLAMATION FUNDS
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
42	032-	WW	Non-Potable Effluent Reuse System	0	0	500,000	2,095,000	0	0	0	0
43	032-9048-432	WW0065	South WRF Phase 2 Improvements	14,736,439	14,736,439	0	16,259,000	0	0	0	0
na	032-9337-432	WW0042	Wastewater Flow Monitoring	173,614	173,614	0	0	0	0	0	0
na	032-9677-432	WW0056	WRF Admin Bldg Lighting	32,000	32,000	0	0	0	0	0	0
na	032-9911-432	WW0043	WRF Aeration Basin Blower VFD	197,655	197,655	0	0	0	0	0	0
na	032-9911-432	WW0044	WRF Canadian River TMDL/WLA	25,850	25,850	0	0	0	0	0	0
44	032-	WW	WRF Chlorine Bldg Roof Replacement	0	0	62,000	0	0	0	0	0
45	032-	WW	WRF Class A Sludge	0	0	0	0	0	404,000	2,020,000	0
na	032-9911-432	WW0058	WRF Effluent Re-Use at Compost Facility	108,000	108,000	0	0	0	0	0	0
na	032-9911-432	WW0050	WRF Effluent Truck Wash	289,000	289,000	0	0	0	0	0	0
na	032-9677-432	WW0198	WRF MCB Upper Roof	50,679	50,679	0	0	0	0	0	0
na	032-9911-432	WW0047	WRF North Digester Boiler(s) Replacement	55,286	55,286	0	0	0	0	0	0
46	032-	WW	WRF Paint Shop Roof	0	0	28,000	0	0	0	0	0
na	032-9911-432	WW0052	WRF SCADA Improvements	243,353	243,353	0	0	0	0	0	0
47	032-	WW	WRF Shop Building Roof Replacement	0	0	0	0	29,000	0	0	0
na	032-9677-432	WW0068	WRF Street Lighting	160,000	160,000	0	0	0	0	0	0
			TOTAL WATER RECLAMATION FUND 32 PROJECTS	16,071,876	16,071,876	590,000	18,354,000	29,000	404,000	2,020,000	0

SEWER MAINTENANCE FUNDS
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	321-9649-432	WW0062	Royal Oaks Force Main	273,000	273,000	0	0	0	0	0	0
na	321-9234-432	WW0069	Sewer Lift Station Rehab 2012: Sutton Place	2,621	0	0	0	0	0	0	0
51	321-9234-432	WW0199	Sewer Lift Station Rehab 2013: Vo Tech	30,000	30,000	0	0	0	0	0	0
51	321-9234-432	WW	Sewer Lift Station Rehab 2014: Royal Oaks	0	0	30,000	0	0	0	0	0
51	321-9234-432	WW	Sewer Lift Station Rehab 2015: Eagle Cliff South	0	0	0	30,000	0	0	0	0
51	321-9234-432	WW	Sewer Lift Station Rehab 2016 Tecumseh	0	0	0	0	30,000	0	0	0
51	321-9234-432	WW	Sewer Lift Station Rehab 2017: Hall Park North	0	0	0	0	0	30,000	0	0
51	321-9234-432	WW	Sewer Lift Station Rehab 2018: Hall Park South	0	0	0	0	0	0	30,000	0
na	321-9338-432	WW0055	Sewer Maint Plan FYE 2010	867,643	0	0	0	0	0	0	0
na	321-9338-432	WW0064	Sewer Maint Proj FYE 2011	1,692,265	2,559,908	0	0	0	0	0	0
na	321-9338-432	WW0070	Sewer Maint Proj FYE 2012	2,511,500	2,511,500	0	0	0	0	0	0
52	321-9338-432	WW0200	Sewer Maintenance FYE 2013	4,111,743	100,000	4,011,743	0	0	0	0	0
53	321-9338-432	WW	Sewer Maint Plan FYE 2014	0	0	2,788,000	0	0	0	0	0
54	321-9338-432	WW	Sewer Maint Plan FYE 2015	0	0	0	2,788,000	0	0	0	0
55	321-9338-432	WW	Sewer Maint Plan FYE 2016	0	0	0	0	2,788,000	0	0	0
56	321-9338-432	WW	Sewer Maint Plan FYE 2017	0	0	0	0	0	2,788,000	0	0
57	321-9338-432	WW	Sewer Maint Plan FYE 2018	0	0	0	0	0	0	2,788,000	0
na	321-9365-419	BG0025	Fleet/Line Maint Natural Gas Line Replacement	5,000	5,000	0	0	0	0	0	0
58	321-9974-432	WW0248	SS Emergency Repairs #	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0
			TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**9,593,772**	**5,579,408**	**6,929,743**	**2,918,000**	**2,918,000**	**2,918,000**	**2,918,000**	**0**

NEW DEVELOPMENT EXCISE FUNDS
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	322-9048-432	WW0302	Industrial Interceptor	10,562	10,562	0	0	0	0	0	0
na	322-9048-432	WW0267	Interceptor/SE Bishop-P2B	1,072,186	1,072,186	0	0	0	0	0	0
na	322-9048-432	WW0120	Interceptor/Woodcrest	1,730,742	1,730,742	0	0	0	0	0	0
na	322-9048-432	WW0303	Lift Station D Expansion	683,891	183,891	0	0	0	0	0	0
62	322-9049-432	WW0204	North WRF Engineering Report	167,000	167,000	26,019	0	0	0	0	0
na	322-9048-432	WW0262	Tecumseh Interceptor	148,344	148,344	0	0	0	0	0	0
63	322-9048-432	WW0065	Phase 2 South WRF Improvements	9,976,359	9,976,359	0	11,159,000	0	0	0	0
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS				**13,789,084**	**13,289,084**	**26,019**	**11,159,000**	**0**	**0**	**0**	**0**

SEWER SALES TAX FUNDS
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	323-9048-432	WW0302	Industrial Interceptor	11,039	11,039	0	0	0	0	0	0
na	323-9048-432	WW0267	Interceptor/SE Bishop-P2B ^^	1,445,773	1,445,773	0	0	0	0	0	0
67	323-9049-432	WW0204	North WRF Engineering Report	83,000	83,000	13,009	0	0	0	0	0
na	323-9048-432	WW0262	Tecumseh Interceptor ^^	331,859	331,859	0	0	0	0	0	0
na	323-9048-432	WW0189	Vo Tech Interceptor	5,745	4,028	0	0	0	0	0	0
na	323-9048-432	WW0065	Phase 2 South WRF Improvements	101,401	101,401	0	0	0	0	0	0
			TOTAL SEWER SALES TAX FUND 323 PROJECTS	**1,978,817**	**1,977,100**	**13,009**	**0**	**0**	**0**	**0**	**0**

SANITATION FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
71	033-	SA	Material Recovery Facility	0	0	0	0	1,000,000	0	0	0
na	033-9975-432	SA0010	East Norman Recycle Center	61,500	61,500	0	0	0	0	0	0
na	033-9975-432	SA0009	Sanit Cont Maint Facility	400,000	400,000	0	0	0	0	0	0
na	033-9975-432	SA0002	Transfer Station Expansion	112,491	112,491	0	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	249,226	249,226	0	0	0	0	0	0
			TOTAL SANITATION FUND 33 PROJECTS	**823,217**	**823,217**	**0**	**0**	**1,000,000**	**0**	**0**	**0**

CAPITAL FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES											
I. CAPITAL OUTLAY (Approximately 27% by Formula)											
	050-3090-419	n.a.	**Capital Outlay # (rev4-1-13)**	3,018,988	4,364,509	3,147,296	3,478,128	3,624,209	3,776,426	3,935,036	0
	**SUBTOTAL CAPITAL OUTLAY			**3,018,988**	**4,364,509**	**3,147,296**	**3,478,128**	**3,624,209**	**3,776,426**	**3,935,036**	**0**
II. STREET MAINTENANCE (Approximately 25% by Formula)											
82	050-9369-431	**SC0486**	**Alley Repair Program FYE 2010**	58,234	58,234	0	0	0	0	0	0
82	050-9369-431	**SC**	**Alley Repair Program FYE 2015-2018**	0	0	0	200,000	200,000	200,000	200,000	0
			Asphalt Pavement Maintenance FYE07								
84	050-9511-431	SC0352	36th NW: Franklin-N Limits	69,992	69,992	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE08								
84	050-9511-431	SC0384	Historical House: Peters/Jones	18,105	18,105	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE09								
84	050-9511-431	SC0422	DaVinci: Pasteur-Fire Sta 7	22,837	22,837	0	0	0	0	0	0
84	050-9511-431	SC0423	Alameda Plz:Alameda St-24 NE	37,553	37,553	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE10								
84	050-9511-431	SC0453	Main: Porter to Carter	38,863	38,863	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE11								
84	050-9511-431	SC0488	Franklin: 48th NW to 60th NW	13,934	13,934	0	0	0	0	0	0
84	050-9511-431	SC0489	24th NW: Indian Hills Rd to 1/2 Mile south	50,000	50,000	0	0	0	0	0	0
84	050-9511-431	SC0491	Indian Hills Rd: Interstate Drive East to 24th NW	62,000	62,000	0	0	0	0	0	0
84	050-9511-431	SC0492	48th NW: Saddleback to Tecumseh	17,478	17,478	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2012								
84	050-9511-431	SC0521	Tecumseh: 48 NW - N Interstate Dr West	127,793	127,793	0	0	0	0	0	0
84	050-9511-431	SC0522	Lindsey: Shadowridge Ridge Dr - Ed Noble	78,138	78,138	0	0	0	0	0	0
84	050-9511-431	SC0523	24 NW: Boardwalk to Tee Dr	44,024	44,024	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2013								
84	050-9511-431	SC0541	Urban Street Surface Sealing	260,133	260,133	0	0	0	0	0	0
84	050-9511-431	SC0542	IMS Infrastructure Data Collection/Testing FYE13	10,000	10,000	0	0	0	0	0	0
			Asphalt Pavt Maint FYE 2014-2017				0	0	0	0	0
84	050-9511-431	SC	Robinson: 24th NE - 60th NE	0	0	445,000	0	0	0	0	0
84	050-9511-431	SC	North Base City Facility Paving	0	0	140,000	0	0	0	0	0
84	050-9511-431	SC	48th Ave NW: Franklin Rd - Indian Hills Rd	0	0	186,156	0	0	0	0	0
84	050-9511-431	SC	IMS Infrastructure Data Collection/Testing FYE 14	0	0	12,500	0	0	0	0	0
84	050-9511-431	SC	**Asphalt Pavt Maint FYE 2015-2018**	0	0	0	833,877	833,877	833,877	833,877	0
			Asphalt Paver Patch FYE06								
85	050-9692-431	SC0320	24th NW: Franklin-Hwy 77	28,250	28,250	0	0	0	0	0	0
			Asphalt Paver Patch FYE10								
85	050-9692-431	SC0457	36th Ave SW: Main to Western View Dr	39,224	39,224	0	0	0	0	0	0
85	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd	54,487	54,487	0	0	0	0	0	0
			Asphalt Paver Patch FYE11								
85	050-9692-431	SC0518	84th NE: Franklin Rd to Indian Hills Rd	75,000	75,000	0	0	0	0	0	0
85	050-9692-431	SC0519	96th NE: Stella Rd to Bethel Rd	71,500	71,500	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2012								
85	050-9692-431	SC0524	Ed Noble Parkway: Main - Lindsey	185,000	185,000	0	0	0	0	0	0
85	050-9692-431	SC0525	200-300 Blk Norman Center Court	46,000	46,000	0	0	0	0	0	0
85	050-9692-431	SC0526	3000 Block William Pereira	30,000	30,000	0	0	0	0	0	0
85	050-9692-431	SC0527	IMS	757	757	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2013								
85	050-9692-431	SC0543	Inglewood Dr: Central Pkwy - Newberry Dr	150,000	150,000	0	0	0	0	0	0
85	050-9692-431	SC0544	Cruce St: Berry Rd - Broad Ln	40,000	40,000	0	0	0	0	0	
85	050-9692-431	SC0545	Broad Ln: Cruce St - Boyd St	49,000	49,000	0	0	0	0	0	0
85	050-9692-431	SC0546	IMS Infrastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0
			Asphalt Paver Patch FYE 2014								
85	050-9692-431	SC	Indian Hills Rd: 48th Ave NW - 69th Ave NW	0	0	129,250	0	0	0	0	0
85	050-9692-431	SC	24th Ave NE: Franklin Rd - Indian Hills Rd	0	0	129,250	0	0	0	0	0
85	050-9692-431	SC	IMS FYE14	0	0	12,500	0	0	0	0	0
85	050-9692-431	**SC**	**Asphalt Paver Patch FYE 2015-2018**	0	0	0	271,000	271,000	271,000	271,000	0
			Concrete Pavement Maintenance FYE09								
87	050-9718-431	SC0433	Brooks: Classen-W of RR	10,495	10,495	0	0	0	0	0	0
87	050-9718-431	SC0436	Brandywine:Candlewood-Beaumont	608	608	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE10								
87	050-9718-431	SC0461	Lahoma: Boyd to Brooks	19,734	19,734	0	0	0	0	0	0
87	050-9718-431	SC0462	Regent St: East of Berry Rd	60,540	60,540	0	0	0	0	0	0
87	050-9718-431	SC0463	26th Ave NW at Parkway, panel replacement	77,074	77,074	0	0	0	0	0	0
87	050-9718-431	SC0464	Crawford Ave: Ridge Rd to Minosa	49,815	49,815	0	0	0	0	0	0
87	050-9718-431	SC0465	Barwick Dr: 36th NW to Brookhaven Blvd	5,226	5,226	0	0	0	0	0	0
87	050-9718-431	SC0466	Brooks: BNSF to Jenkins	29,872	29,872	0	0	0	0	0	0
87	050-9718-431	SC0467	Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr	6,968	6,968	0	0	0	0	0	0
87	050-9718-431	SC0468	Pheasant Run: Crossroads Blvd to Quail Hollow Dr	8,013	8,013	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2011								
87	050-9718-431	SC0497	Dale: Porter to Crawford	26,127	26,127	0	0	0	0	0	0
87	050-9718-431	SC0498	Hughbert: Porter to Crawford	26,127	26,127	0	0	0	0	0	0
87	050-9718-431	SC0499	Sequoyah Trail: Rock Creek to 9th Ave NE	48,770	48,770	0	0	0	0	0	0
87	050-9718-431	SC0500	900 Block Barbour Avenue	26,127	26,127	0	0	0	0	0	0
87	050-9718-431	SC0501	1400 Block Lincoln Avenue	8,709	8,709	0	0	0	0	0	0
87	050-9718-431	SC0502	Boyd Street: Ponca to Oklahoma	102,680	102,680	0	0	0	0	0	0
87	050-9718-431	SC0503	300 Block Overton: Panel Replacement	24,000	24,000	0	0	0	0	0	0
87	050-9718-431	SC0504	Westchester: South side at Main Street	30,000	30,000	0	0	0	0	0	0

CAPITAL FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES											
			Concrete Pavement Maintenance FYE2012				0	0	0	0	
87	050-9718-431	SC0528	Parsons St: Elm - Chautauqua	130,634	130,634	0	0	0	0	0	0
87	050-9718-431	SC0529	Hemphill Dr: 24 NW - 26 NW	104,943	104,943	0	0	0	0	0	0
87	050-9718-431	SC0530	IMS	10,000	10,000	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE2013								
87	050-9718-431	SC0547	Dorchester Dr: Highland Pkwy area	115,500	115,500	0	0	0	0	0	0
87	050-9718-431	SC0548	Boyd Street	150,000	150,000	0	0	0	0	0	0
87	050-9718-431	SC0549	IMS: Infraastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE2014								
87	050-9718-431	**SC0564**	Comanche St: Lahoma Ave - Chautauqua Ave	0	0	128,000	0	0	0	0	0
87	050-9718-431	**SC0565**	Morningside Dr: Alameda St - Schulze Dr	0	0	160,000	0	0	0	0	0
87	050-9718-431	**SC0566**	IMS FYE14	0	0	12,500	0	0	0	0	0
87	050-9718-431	**SC**	**Concrete Pavement Maintenance FYE2015-2018**	0	0	0	300,500	300,500	300,500	300,500	0
89	050-9051-431	**SC0531**	**Concrete Valley Gutter Proj FYE2012**	75,000	75,000	0	0	0	0	0	0
89	050-9051-431	**SC**	**Concrete Valley Gutter Project FYE2015-2018**	0	0	0	75,000	75,000	75,000	75,000	0
90	050-9686-431	**SC0532**	**Crack Seal FYE2012**	101,905	101,905	0	0	0	0	0	0
90	050-9686-431	**SC0550**	**Crack Seal FYE2013**	200,000	200,000	0	0	0	0	0	0
90	050-9686-431	**SC0567**	**Crack Seal FYE2014**	0	0	200,000	0	0	0	0	0
90	050-9686-431	**SC**	**Crack Seal FYE2015-2018**	0	0	0	225,000	225,000	225,000	225,000	0
			Force Account Drainage Materials FYE08								
91	050-9906-451	SC0408	Merkle Crk: Crestmont-Big L	39,500	39,500	0	0	0	0	0	0
91	050-9906-451	SC0410	Rich: Porter-Crawford	15,212	15,212	0	0	0	0	0	0
			Force Account Drainage Materials FYE09								
91	050-9906-451	SC0440	1806 Lakehurst - Storm sewer Extension	35,000	35,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE10								
91	050-9906-451	SC0471	Rolling Meadows Place: Storm sewer installation	18,702	18,702	0	0	0	0	0	0
91	050-9906-451	SC0472	Carter Ave: Rich St south	18,126	18,126	0	0	0	0	0	0
91	050-9906-451	SC0473	Imhoff Channel Liner Repair: Frank to Acres	7,421	7,421	0	0	0	0	0	0
91	050-9906-451	SC0474	Pedestrian Hand/Safety Railing Upgrades	10,000	10,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE2011								
91	050-9906-451	SC0508	Eufaula Street and College Avenue	35,000	35,000	0	0	0	0	0	0
91	050-9906-451	SC0509	Sandpiper Lane	14,818	14,818	0	0	0	0	0	0
91	050-9906-451	SC0510	Yorktown Circle	50,000	50,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE2012								
91	050-9906-451	SC0533	Vicksburg Channel Liner Repair	85,000	85,000	0	0	0	0	0	0
91	050-9906-451	SC0534	Sutton Wilderness Dam Rehab	50,000	50,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE2013								
91	050-9906-451	SC0551	2348 Blue Court Storm Sewer Extension	40,000	40,000	0	0	0	0	0	0
91	050-9906-451	SC0552	Anitol to the East Storm Sewer Extension	95,000	95,000	0	0	0	0	0	0
			Force Account Drainage Materials FYE2014								
91	050-9906-451	SC0568	400 Blk E Eufaula: Storm Sewer Installation	0	0	35,000	0	0	0	0	0
91	050-9906-451	SC0569	2000 Blk Grandview Ave: Storm Sewer Repair	0	0	60,000	0	0	0	0	0
91	050-9906-451	SC0570	Merkle Crk: Iowa St North to Westwood Golf Course	0	0	40,000	0	0	0	0	0
91	050-9906-451	**SC**	**Force Account Drainage Materials FYE2015-2018**	0	0	0	135,000	135,000	135,000	135,000	0
			Rural Roads Improvements FYE09								
93	050-9696-431	SC0443	Imhoff: Hwy 9 - 132nd SE	0	0	0	0	0	0	0	0
			Rural Roads Improvements FYE2010								
93	050-9696-431	SC0479	168th NE: Rock Creek to Tecumseh	55,000	55,000	0	0	0	0	0	0
			Rural Roads Improvements FYE2011								
93	050-9696-431	SC0511	Bethel Road: 96th NE to 108th NE	82,000	82,000	0	0	0	0	0	0
			Rural Roads Improvements FYE2012								
93	050-9696-431	SC0535	Cedar Ln: 1/2 Mi E of 24 SE - 48 SE	240,000	240,000	0	0	0	0	0	0
93	050-9696-431	SC0536	Alameda: 168 E - 180 E	100,000	100,000	0	0	0	0	0	0
93	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	30,000	30,000	0	0	0	0	0	0
93	050-9696-431	SC0538	IMS	5,601	5,601	0	0	0	0	0	0
			Rural Roads Imprvts FYE2013								0
93	050-9696-431	SC0553	156th NE: SH9 - Tecumseh Rd	150,000	150,000	0	0	0	0	0	0
93	050-9696-431	SC0554	108th NE: Rock Creek Rd - Franklin Rd	204,000	204,000	0	0	0	0	0	0
93	050-9696-431	SC0555	IMS Infrastructure Data Collection/Testing	9,934	9,934	0	0	0	0	0	0
			Rural Roads Imprvts FYE2014								
93	050-9696-431	SC0571	60th Ave NE: Franklin Rd - Indian Hills Rd	0	0	200,000	0	0	0	0	0
93	050-9696-431	SC0572	Lindsey St: 84th Ave SE - East End	0	0	167,500	0	0	0	0	0
93	050-9696-431	SC0573	IMS FYE 14	0	0	12,500	0	0	0	0	0
93	050-9696-431	SC	**Rural Roads Imprvts FYE2015-2018**	0	0	0	400,000	400,000	400,000	400,000	0
	**SUBTOTAL ALL STREET MAINTENANCE			**4,537,483**	**4,537,483**	**2,070,156**	**2,440,377**	**2,440,377**	**2,440,377**	**2,440,377**	**0**
III. MAINTENANCE OF EXISTING FACILITIES 5%											
			MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs, special reduction FY2011-2015 for Bldg Maint Needs Project)								
95	050-9677-419	EF0157	12th Ave Rec Restroom Ren	2,174	2,174	0	0	0	0	0	0
95	050-9677-419	EF0164	12th Recreation Center Sports Court Gym Floor Repl	0	0	96,000	0	0	0	0	0
95	050-9677-419	EF0096	Andrews Rental Bldg Renov	24,145	24,145	0	0	0	0	0	0
95	050-9677-419	EF0120	City Hall Building A Improvements	259,475	259,475	0	0	0	0	0	0
95	050-9677-419	EF0146	City Hall Security Improvements	16,998	16,998	0	0	0	0	0	0
95	050-9677-419	EF0082	East Radio Tower Repair *	64	64	0	0	0	0	0	0
95	050-9677-419	EF0150	Fire Station #6 - Restoration & Repairs	12,711	12,711	0	0	0	0	0	0
95	050-9677-419	EF0134	Fire Station 1 Repair	16,167	16,167	0	0	0	0	0	0
95	050-9677-419	EF0135	Fire Station 2 Remodel	5,066	5,066	0	0	0	0	0	0

CAPITAL FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES											
95	050-9677-419	EF0147	Fire Station 5 Replace two overhead doors	200	200	0	0	0	0	0	0
95	050-9677-419	EF0144	Fire Station 6 Repairs *	321	321	0	0	0	0	0	0
95	050-9677-419	EF0159	Fire Station 6 Truck Room Painting	4,000	4,000	0	0	0	0	0	0
95	050-9677-419	EF0122	Firehouse Art Center Improvements	810	810	0	0	0	0	0	0
95	050-9677-419	EF0165	Fleet Window Replacement	0	0	45,000	0	0	0	0	0
95	050-9677-419	EF0163	Gray St-F/Maint Tele/cmputr	6,000	6,000	0	0	0	0	0	0
95	050-9677-419	EF0100	Griffin Mnt Bldg Heat/Wtr	11	11	0	0	0	0	0	0
95	050-9677-419	EF0130	HVAC Commissioning-Bldg C	11,900	11,900	0	0	0	0	0	0
95	050-9677-419	EF	HVAC @ Reaves, Senior Center & Firehouse Art Center ($ freed from transp bond proj)	0	35,000	0	0	0	0	0	0
95	050-9677-419	EF0129	HWH Replacements	550	550	0	0	0	0	0	0
95	050-9677-419	EF0166	Kids' Space Playground Maintenance	0	0	30,000	0	0	0	0	0
95	050-9677-419	EF0167	Library Furniture Replacement	0	0	50,000	0	0	0	0	0
95	050-9677-419	EF0168	Library Plumbing Upgrade (Library Bonds)	0	0	5,500	0	0	0	0	0
95	050-9677-419	EF0123	Moore-Lindsay Historic House Repairs	64,004	64,004	0	0	0	0	0	0
95	050-9677-419	EF0169	Painting Municipal Complex	0	0	50,000	0	0	0	0	0
95	050-9677-419	EF0124	Park Fence Maintenance	29,706	29,706	25,000	0	25,000	25,000	25,000	0
95	050-9677-419	EF0143	Park Maintenance Fiber Optic Con *	29	29	0	0	0	0	0	0
95	050-9677-419	EF0012	Park Parking Lots & Sidewalks Maintenance	41,051	41,051	40,000	40,000	40,000	40,000	40,000	0
95	050-9677-419	EF0062	Park Playground Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
95	050-9677-419	EF0170	Police - Animal Welfare Fencing	0	0	15,000	0	0	0	0	0
95	050-9677-419	EF0171	Police - Animal Welfare Generator	0	0	45,000	0	0	0	0	0
95	050-9677-419	EF0145	Police - Basement break room remodel	34	34	0	0	0	0	0	0
95	050-9677-419	EF0153	Police Comm UPS	78,750	78,750	0	0	0	0	0	0
95	050-9677-419	EF0154	Police Range Safety Wall Repair	679	679	0	0	0	0	0	0
95	050-9677-419	EF0149	Police-Door Installation at Animal Welfare	3,815	3,815	0	0	0	0	0	0
95	050-9677-419	EF0172	Recreation Center basketball goal replacements	0	0	21,000	0	0	0	0	0
95	050-9677-419	EF0173	Recreation Center Interior Renovations (kitchens an	0	0	75,000	0	0	0	0	0
95	050-9677-419	EF0160	Irving Gym Roof Replacement	120,000	120,000	0	0	0	0	0	0
95	050-9677-419	EF0161	Senior Center Basement & Bathroom Remodel	75,000	75,000	0	0	0	0	0	0
95	050-9677-419	EF0151	Senior Center Elevator Compliance Upgrades	5,264	5,264	0	0	0	0	0	0
95	050-9677-419	EF0128	Sooner Theatre Improvements	93,662	93,662	0	0	0	0	0	0
95	050-9677-419	EF0017	Sports Field Relamping	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
95	050-9677-419	EF0162	Westwood Grille Fire Supression & Vent Hood Repl	10,000	10,000	0	0	0	0	0	0
95	050-9677-419	EF0110	Westwood Pro Shop Roof Replacement	1,650	1,650	0	0	0	0	0	0
95	050-9677-419	EF0174	Westwood Tennnis Center Court Plexipave Overlay	0	0	60,000	0	0	0	0	0
95	050-9677-419	EF0111	William Morgan Park Boardwalk Repair	2,533	2,533	0	0	0	0	0	0
95	050-9677-419	EF0020	zMaintenance of Existing Facilities Contingency	25,008	25,008	20,000	20,000	20,000	20,000	20,000	0
			**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES	**931,777**	**966,777**	**597,500**	**80,000**	**105,000**	**105,000**	**105,000**	**0**
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO											
			TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING								
96	050-9076-431	TR0051	12th & High Meadows Signal	0	79,975	10,000	140,000	0	0	0	0
97	050-9076-431	TR0052	12th Ave NE and Indian Hills Road New Signal	0	0	5,000	10,000	0	0	0	0
na	050-9076-431	TR0061	12th SE & Triad Village Signal	45,000	45,000	0	0	0	0	0	0
98	050-9076-431	TR0053	24th Ave NW & Tee Drive Intersection with traffic s	0	0	150,000	130,000	300,000	0	0	0
na	050-9076-431	TR0236	24th SE and Meadowood Blvd Signal	10,000	10,000	0	0	0	0	0	0
99	050-9079-431	TR0050	36th and Havenbrook Signal	79,510	79,510	50,000	200,000	0	0	0	0
na	050-9079-431	TR0232	36th NW and Brookhollow Signal	2,343	2,343	0	0	0	0	0	0
na	050-9079-431	TR0231	36th NW and Quail Drive Signal	16,405	16,405	0	0	0	0	0	0
na	050-9076-431	TR0228	36th NW and Rock Creek Signal	34,836	34,836	0	0	0	0	0	0
na	050-9076-431	TR0079	Alameda/Findlay Signal	36,000	36,000	0	0	0	0	0	0
na	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	29,310	0	0	0	0	0	0
100	050-9076-431	TR0091	Boyd and University Boulevard New Signal	0	0	50,000	20,000	0	0	0	0
na	050-9687-431	TR0058	Boyd/Pickard Intersection&Bridge	9,002	9,002	0	0	0	0	0	591,600
101	050-9511-431	TR0055	Citywide Pavement Overlays-Lindsey, Constitution, Imhoff and Alame	0	0	401,115	0	0	0	0	0
102	050-9076-431	TR0057	Classen Blvd Signals	100,000	100,000	200,000	0	0	0	0	0
na	050-9381-431	TR0071	CNG Fastfill Station	10,268	10,268	0	0	0	0	0	0
na	050-9381-431	TR0078	CNG Slowfill Station	3,500	3,500	0	0	0	0	0	0
na	050-9076-431	TR0077	Flood Ave & Franklin Road Signal	1	1	0	0	0	0	0	0
103	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	15,810	15,810	0	0	0	30,000	0	0
na	050-9539-431	TR0087	Highway 9 Utilities 24th - 36th	43,710	43,710	0	0	0	0	0	0
na	050-9539-431	TR0088	Highway 9 Utilities 36th - 72nd	36,169	36,169	0	0	0	0	0	0
na	050-9583-431	TR0245	I-35/Main Street Interchange Enhancements	175,000	175,000	0	0	0	0	0	0
104	050-9079-431	TR0080	Indian Hills Road Signals	100,000	100,000	0	200,000	0	0	0	0
na	050-9076-431	TR0090	Jenkins and Brooks Signal	20,000	20,000	0	0	0	0	0	0
na	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension	150,000	150,000	0	0	0	0	0	0
105	050-9300/9400	TR0047	Main Street Downtown Improvements W Ed-Enh	120,000	120,000	0	517,622	0	0	0	0
na	050-9081-431	TR0075	Main Street Roadway Lighting Design	9,467	9,467	0	0	0	0	0	0
106	050-9535-431	TR0068	ODOT Audit Adjustments	104,154	104,154	100,000	100,000	100,000	100,000	100,000	0
na	050-9376-431	TC0014	One-way/Two-way Frt Study	9,998	9,998	0	0	0	0	0	0
na	050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec	5,934	5,934	0	0	0	0	0	0
na	050-9161-431	TR0019	Railroad Corridor Safety	84,538	84,538	0	0	0	0	0	0
107	050-9161-431	TR0066	Railroad Quiet Zone	50,000	50,000	0	0	1,240,000	0	0	0
na	050-9950-433	TR0084	Regional Transit Study	31,000	31,000	0	0	0	0	0	0
na	050-9687-431	TR0049	Rehab Indian Hills Bridge	211,221	211,221	0	0	0	0	0	0
na	050-9081-431	TR0083	Roadway Lighting: Jenkins, SH9 and Constitution	5,771	5,771	0	0	0	0	0	0
na	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	98,235	98,235	0	0	0	0	0	0
108	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	100,000	100,000	95,000	395,000	354,106	0	0	0
na	050-9082-431	TR0081	Safe Routes to School - Kennedy	18,500	18,500	0	0	0	0	0	0
na	050-9067-431	TR0223	SH 9 & 24th Ave SW Signal/Inters	5,089	5,089	0	0	0	0	0	0

CAPITAL FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES											
na	050-9079-431	TR0067	SH 9 & Imhoff Intersection Widening	15,800	15,800	0	0	0	0	0	0
na	050-9067-431	TR0240	SH 9 and 12th SE Signal/Roadway	134,400	134,400	0	0	0	0	0	0
na	050-9688-431	TR0073	SH 9 Multi-modal Path	150,000	**150,000**	0	0	0	0	0	0
na	050-9076-431	TR0076	State Highway 9 and 36th Ave SE Signal	5,000	5,000	0	0	0	0	0	0
na	050-9076-431	TR0086	Tecumseh & 48th Ave NW New Signal	20,000	20,000	0	0	0	0	0	0
na	050-9664-431	TR0054	Tecumseh & 60th Streets Widening Phase II	55,421	55,421	0	0	0	0	0	0
na	050-9076-431	TR0074	Tecumseh Rd & Journey Pkwy/NR Pkwy Signal	32,999	32,999	0	0	0	0	0	0
na	050-9079-431	TR0056	Tecumseh Traffic Signals	5,000	5,000	0	0	0	0	0	0
109	050-9076-431	TR	US 77 (Classen) & Post Oak Signal	0	0	0	15,000	30,000	0	0	0
na	050-9079-431	TR0239	US 77 (Classen) and Imhoff	67,484	67,484	0	0	0	0	0	0
na	050-9688-431	TR0244	Wayfinder Project	40,000	40,000	0					
			Subtotal Transp w/ Fed'l Funds	**2,296,875**	**2,376,850**	**1,061,115**	**1,727,622**	**2,024,106**	**130,000**	**100,000**	**591,600**
			TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING								
110	050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in leng	150,000	150,000	100,000	150,000	150,000	150,000	150,000	0
na	050-9052-431	TC0242	Citywide Sidewalk Reconstruction FYE 2011	32,924	32,924	0	0	0	0	0	0
na	050-9052-431	TC0245	Citywide Sidewalk Reconstruction FYE 2012	1,340	1,340	0	0	0	0	0	0
111	050-9052-431	TC0250	Citywide Sidewalk Reconstruction FYE 2013	50,000	50,000	0	0	0	0	0	0
111	050-9052-431	TC0261	Citywide Sidewalk Reconstruction FYE 2014	0	0	65,000	0	0	0	0	0
111	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2015-2018	0	0	0	50,000	50,000	50,000	50,000	0
112	050-9373-431	CD0001	Community/Neighborhood Improvements	231,702	231,702	100,000	100,000	100,000	100,000	100,000	0
113	050-9716-431	TC0243	Downtown Area Sidewalks & Curbs FYE11	1,447	1,447	0	0	0	0	0	0
113	050-9716-431	TC0246	Downtown Area Sidewalks & Curbs FYE12	37,027	37,027	0	0	0	0	0	0
113	050-9716-431	TC0251	Downtown Area Sidewalks & Curbs FYE13	50,000	50,000	0	0	0	0	0	0
113	050-9716-431	TC0260	Downtown Area Sidewalks & Curbs FYE14	0	0	50,000	0	0	0	0	0
113	050-9716-431	TC	Downtown Area Sidewalks & Curbs FYE15-2018	0	0	0	50,000	50,000	50,000	50,000	0
na	050-9370-431	SC0539	Driveway Repair Program FYE 2012	14,276	14,276	0	0	0	0	0	0
114	050-9370-431	SC0556	Driveway Repair Program FYE 2013	25,000	25,000	0	0	0	0	0	0
114	050-9370-431	SC0574	Driveway Repair Program FYE 2014	0	0	25,000	0	0	0	0	0
114	050-9370-431	SC	Driveway Repair Program FYE 2015-2018	0	0	0	25,000	25,000	25,000	25,000	0
115	050-9082-431	TC0023	McKinley School Traffic Circulation	0	0	0	0	0	0	0	50,000
na	050-9376-431	TC0014	One-Way/Two-Way Fit Study	9,998	9,998	0	0	0	0	0	0
na	050-9712-431	TC0252	Porter Sidewalk: Acres-Johnson	50,000	50,000	0	0	0	0	0	0
na	050-9082-431	TC0253	Porter/Acres Pedestrian Crossing Design	55,300	55,300	0	0	0	0	0	0
na	050-9712-431	TC0255	Sidewalk 24th NW: Robinson - UNP shopping area	22,000	22,000	0	0	0	0	0	0
116	050-9316-431	TC0238	Sidewalk Accessibility	26,694	26,694	35,000	30,000	30,000	30,000	30,000	0
na	050-9316-431	TC0017	Sidewalk Accessibility FYE09 *	47	47	0	0	0	0	0	0
117	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials	140,000	140,000	70,000	80,000	80,000	80,000	80,000	0
117	050-9317-431	TC0244	Sidewalk Prog Schools & Arterials FYE 2011	3,629	3,629	0	0	0	0	0	0
na	050-9712-431	TC0258	Sidewalk: 500 Block of 48th Ave NW gap	14,585	14,585	0	0	0	0	0	0
na	050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	50,000	50,000	0	0	0	0	0	0
na	050-9712-431	TC0257	Sidewalk: Elmwood: Brookside Dr - Pickard Ave	49,415	49,415	0	0	0	0	0	0
118	050-9179-431	TC0262	Sidewalk/Trails	0	0	190,000	0	0	0	0	0
119	050-9073-431	TC0230	Traffic Calming	130,464	130,464	0	100,000	100,000	100,000	100,000	0
na	050-9056-431	TC0248	Transportation Master Plan	300,000	300,000	0	0	0	0	0	0
			Subtotal Transp City Funds Only	1,445,848	1,445,848	635,000	585,000	585,000	585,000	585,000	50,000
			BUILDINGS AND GROUNDS								
na	050-9533-419	BG0037	Aerial Photography	100,000	100,000	0	0	0	0	0	0
120	050-9935-419	BG0039	Building A HVAC	0	0	725,000	0	0	0	0	0
121	050-	BG	Apparatus/Equipment Maintenance and Storage	0	0	0	850,000	0	0	0	0
na	050-9540-419	BG0026	Building C Generator/UPS Upgrade	200,000	200,000	0	0	0	0	0	0
na	050-9540-419	EF1004	Building Maintenance - Lighting	717,365	717,365	0	0	0	0	0	0
122	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	140,975	140,975	41,000	50,000	50,000	50,000	50,000	0
123	050-9540-419	EF1002	Building Maintenance - Roofs	887,943	887,943	794,000	90,000	0	0	0	0
124	050-9365-419	BG0040	City Phone System Replacement	0	0	265,000	265,000	265,000	0	0	0
na	050-9365-419	BG0027	Council Chambers Audio/Visual Upgrade ($ freed tr	750,000	750,000	0	0	0	0	0	0
na	050-9534-431	WS0002	Debris Management Plan	5,000	5,000	0	0	0	0	0	0
125	050-9365-419	BG0041	Demolition of 1 West Gray	0	0	125,000	0	0	0	0	0
na	050-9365-419	BG0028	Downtown Parking Lot Expansion	240,387	240,387	0	0	0	0	0	0
na	050-9390-419	BG0038	East Library Srv Pnt Temp	25,000	25,000	0	0	0	0	0	0
na	050-9525-419	BG0032	Fire Bay Door Replacements Stations 2 & 4	12,000	12,000	0	0	0	0	0	0
na	**050-9377-419**	**FT0002**	**Fire Station 8 Westside (PSST)**	**51,880**	**51,880**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9377-419**	**FT0003**	**Fire Station 9 Eastside (PSST)**	**3,974,969**	**3,974,969**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9365-419	BG0025	Fleet/Line maintenance natural gas line replacement	15,000	15,000	0	0	0	0	0	0
126	050-9175-452	PR0040	Greenbelt Acquisition	148,988	148,988	50,000	50,000	50,000	50,000	50,000	0
127	050-9935-419	BG0042	HVAC Fire Stations 1, 7 and Admin Bldg	0	0	45,000	0	0	0	0	0
na	**050-**	**BP**	**Library Flooring (99 GOB)**	**0**	**278,732**	**0**	**0**	**0**	**0**	**0**	**0**
128	050-9365-419	BG0008	Municipal Judicial Center	14,000	14,000	0	0	462,000	2,860,000	0	0
na	**050-**	**BP0188**	**Norman Animal Shelter (2011 GOB)**	**3,033,426**	**3,033,466**	**0**	**0**	**0**	**0**	**0**	**0**
129	050-	BP	Norman Public Library New Building	0	0	0	0	0	0	0	49,500,000
130	050-9913-421	BG0045	Police - Range Safety Lighting	0	0	24,000	0	0	0	0	0
na	050-9387-419	BG0036	Repair April 2012 Tornado Damage	114,000	114,000	0	0	0	0	0	0
na	050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop	75,000	75,000	0	0	0	0	0	0
na	050-9365-419	BG0162	Rhodes Grain Co Property	125,000	125,000	0	0	0	0	0	0
131	050-9644-419	BG0046	Signage Replacement Municipal Complex	0	0	50,000	0	0	0	0	0
132	**050-9540-419**	**EF1001**	**Smalley Center (PSST and Capital)**	1,174,306	1,174,306	**563,600**	**0**	**0**	**0**	**0**	**0**
133	050-	BG	Street Division North Base Facility	0	0	0	0	475,000	0	0	0
na	050-9389-419	BG0031	Treasury Area Safety Project	30,000	30,000	0	0	0	0	0	0
na	050-9092-419	BG0242	Trench Rescue Training	1,102	1,102	0	0	0	0	0	0
			Subtotal Buildings and Grounds	**11,836,341**	**12,115,113**	**2,682,600**	**1,305,000**	**1,302,000**	**2,960,000**	**100,000**	**49,500,000**

CAPITAL FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES											
			PARKS AND RECREATION								
na	050-9050-452	PR0211	Andrews Park Improvements	**800**	800	0	0	0	0	0	0
134	050-9050-452	PR0139	Andrews Park Pavillion	0	0	20,000	0	0	0	0	0
135	050-9050-452	PR0140	Andrews Park Reforestation	0	0	20,000	0	0	0	0	0
136	050-9973-452	PR0068	Basketball Court Replacements	**25,134**	25,134	20,000	20,000	20,000	20,000	0	0
na	050-9813-452	PR0037	Beautification-City/ODOT	**3,250**	3,250	0	0	0	0	0	0
na	050-9926-452	PR0052	Bicycle Plan-Bike Paths	**52,558**	52,558	0	0	0	0	0	0
na	050-9639-452	PR0133	Griffin Park Bleachers	**58,000**	58,000	0	0	0	0	0	0
na	050-9639-452	PR0134	Griffin Park Irrigation	**25,000**	25,000	0	0	0	0	0	0
na	050-9639-452	PR0103	Griffin Park Parking Lot Expansion	**107,683**	107,683	0	0	0	0	0	0
137	050-9639-452	PR0141	Griffin Soccer Field Lighting	0	0	170,000	0	0	0	0	595,000
na	050-9834-452	PR0044	Legacy South Extension: Campus-Duffy	**65,277**	65,277	0	0	0	0	0	0
na	050-9943-452	PR0120	Legacy Trail Improvements	**53,310**	53,310	0	0	0	0	0	0
na	050-9441-452	PR0021	Lightning Detection System Replacement	73,000	73,000	0	0	0	0	0	0
na	050-9922-452	PR0131	Little Axe Ballfield Water Fountains	**2,500**	2,500	0	0	0	0	0	0
138	050-9922-452	PR0123	Little Axe Improvements	**132,325**	132,325	160,000	100,000	0	0	0	0
na	050-9965-452	PR0117	NE Lions Improvements	**68,509**	68,509	0	0	0	0	0	0
139	050-9375-452	PR0106	Park Playground Additions	**30,922**	30,922	20,000	20,000	20,000	20,000	20,000	0
140	050-9973-452	PR0013	Park Site Amenities and Furnishings	**10,340**	10,340	10,000	10,000	10,000	10,000	10,000	0
			Parks Projects at NE Lions, Tulls and Eastwood								
141	050-	PR	Parks (paid from savings from Transp Bond Proj)	**0**	0	0	0	0	0	0	520,000
142	050-9973-452	PR0014	Playground Equipment and Mulch	**26,590**	26,590	25,000	25,000	25,000	25,000	25,000	0
na	050-9205-452	PR0127	Reaves Park Softball Building Replacement	**175,000**	175,000	0	0	0	0	0	0
na	050-9375-452	PR0132	Replant Landscape Hwy 77 & Main	**50,000**	50,000	0	0	0	0	0	0
na	050-9618-452	PR0095	Rotary Park Improvements	**68,169**	68,169	0	0	0	0	0	0
na	050-9737-452	PR0055	Southlake Park Improvements	**40,000**	40,000	0	0	0	0	0	0
143	050-9985-452	PR0124	Trail Replacements Hall Park Greenbelt	**112,000**	112,000	70,000	0	0	0	0	0
144	050-9966-452	PR0212	Tree Program - Matching Funds	**26,516**	26,516	10,000	10,000	10,000	10,000	10,000	0
145	050-9374-451	PR0142	Westwood Pool Tank and Pump Replacements	0	0	150,000	0	0	0	0	0
			Subtotal Parks & Recreation	**1,206,883**	**1,206,883**	**675,000**	**185,000**	**85,000**	**85,000**	**65,000**	**1,115,000**
			STORMWATER DRAINAGE AND STORM SEWER SYSTEMS								
146	050-9388-431	DR0016	10 Mile Flat Creek LOMR	0	0	75,000	0	0	0	0	0
na	050-9968-431	DR0014	Bishop Creek Erosion Corr	**120,000**	120,000	0	0	0	0	0	0
na	050-9641-431	DR0202	Brookhaven Creek Maintenance #	**9,732**	9,732	0	0	0	0	0	0
147	050-9388-431	DR0017	Brookhaven Creek-Rock Creek Road LOMR	0	0	25,000	0	0	0	0	0
na	050-9968-431	DR0010	Brookhaven Crk:Rob/Crossrds	**43,611**	43,611	0	0	0	0	0	0
148	050-9528-431	DR0018	Cambridge Drainage improvements	0	0	65,000	0	0	0	0	0
na	050-9967-431	DR0011	Drainage - Misc Annual Projects FYE 09 *	**499**	499	0	0	0	0	0	0
na	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011	**58,520**	58,520	0	0	0	0	0	0
149	050-9967-431	DR0019	Drainage - Misc Annual Projects FYE 2014	**0**	0	45,000	0	0	0	0	0
149	050-9967-431	DR	Drainage - Misc Annual Projects FYE 2015-2018	0	0	0	45,000	45,000	45,000	45,000	0
150	050-9968-431	DR0012	Drainage Projects FYE 09 (4500 Block W Main)	**245,000**	245,000	175,000	0	0	0	0	0
151	050-9968-431	DR0057	Drainage Projects FYE 10	**76,355**	76,355	0	0	0	0	0	0
151	050-9968-431	DR	Drainage Projects FYE 2016-2018	0	0	0	0	280,000	285,000	285,000	0
na	050-9968-431	DR0004	Drainage Projects FYE07-BishopCk:Linn-Apache #	**4,001**	4,001	0	0	0	0	0	0
			Drainage Projects FYE13 & 14-Sutton Wilderness								
152	050-9968-431	DR0059	Dam	**190,000**	190,000	0	750,000	0	0	0	0
153	050-9968-431	DR	Drainage Projects FYE15-Creston Way/Schulze Dr	**0**	0	0	0	27,000	265,000	0	0
na	050-9968-431	DR0015	Tecumseh/36th NW - channel	**83,623**	83,623	0	0	0	0	0	0
			Subtotal Drainage	**831,341**	**831,341**	**385,000**	**795,000**	**352,000**	**595,000**	**330,000**	**0**
	**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)			**17,617,288**	**17,976,035**	**5,438,715**	**4,597,622**	**4,348,106**	**4,355,000**	**1,180,000**	**51,256,600**
V. TRANSFERS (3/21/13)											
na	050-5090-491		Transfer to Special Grants Fund	600,000	600,000	0	0	0	0	0	0
na	050-5090-491		Transfer to GF St Maint Drainage Labor	0	217,000	227,850	239,243	251,205	263,765	276,953	0
na	050-5090-491		Services and Maintenance	16,433	16,433	16,204	16,366	16,530	16,695	16,862	0
na	050-5090-491		Transfer To Westwood Golf #	78,000	78,000	75,000	61,500	61,500	61,500	61,500	0
	**SUBTOTAL TRANSFERS		Subtotal Transfers for Projects	**694,433**	**911,433**	**319,054**	**317,109**	**329,235**	**341,960**	**355,315**	**0**
VI. SALARIES AND BENEFITS (3/21/13)											
n	050-		Capital Personnel #	886,215	886,215	877,766	921,654	967,737	1,016,124	1,066,930	0
	**SUBTOTAL SALARIES AND BENEFITS			886,215	886,215	877,766	921,654	967,737	1,016,124	1,066,930	0
VII. BOND PROJECTS (March 29, 2005 Referendum)											
			Proposition 1								
na			**Proposition 1 Issuance Cost (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9065-431**	**BP0203**	**Robinson RR Grade Separation (GOB)**	***951,079***	**951,079**	**0**	**0**		**0**	**0**	**0**
na	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)	*429,623*	429,623	0	0	0	0	0	0
na	050-9065-431	TR0203	Robinson RR Grade Separation (Federal)	0	0	0	0	0	0	0	0
na	**050-9065-431**	**BP0226**	**Duffy RR Crossing and Realignment (GOB)**	***61,001***	**61,001**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo)	*33,449*	33,449	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 1	**1,012,080**	**1,012,080**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptu	SUBTOTAL PAYGO COSTS PROP. 1	**463,072**	**463,072**	**0**	**0**	**0**	**0**	**0**	**0**
		reimbursed	SUBTOTAL FED'L SHARE ADVANCE	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

CAPITAL FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES											
			Proposition 2								
			Proposition 2 Issuance Cost (GOB)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9201-431**	**BP0004**	**24th: Imhoff to Lindsey Widening (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9201-431	TR0004	24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0	0
na	078-9201-431	AR0004	24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0	0
na	**050-9310-431**	**BP0013**	**Jenkins and Imhoff Signal (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)	*6,150*	6,150	0	0	0	0	0	0
na	**050-9552-431**	**BP0235**	**Lindsey: Jenkins to Classen Widening (GOB)**	***9,438***	**9,438**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9311-431	TR0234	Lindsey: Jenkins to Classen Widening (PayGo)	*525,053*	525,053	0	0	0	0	0	0
na	**050-9311-431**	**BP0014**	**Lindsey: Oakhurst to 24th E Widening (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9311-431	TR0014	Lindsey: Oakhurst to 24th E Widening (PayGo)	*7,085*	7,085	0	0	0	0	0	0
na	078-9311-431	AR0014	Lindsey: Oakhurst to 24th E Widening (PayGo)	0	0	0	0	0	0	0	0
na	**078-9311-431**	**AR0014**	**Lindsey: Oakhurst to 24th E Widening (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9064-431**	**BP0220**	**Main East:Carter to 12th Ave Widening (GOB)**	***15,901***	**15,901**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9064-431	TR0220	Main East:Carter to 12th Ave Widening (PayGo)	*96,696*	96,696	0	0	0	0	0	0
na	**050-9079-431**	**BP0229**	**Main/36th W Signal & Intersection (GOB)**	**111,036**	**111,036**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9079-431	TR0229	Main/36th W Signal & Intersection (PayGo)	0	0	0	0	0	0	0	0
na	**050-9552-431**	**BP0044**	**Rock Creek:Porter to 12th NE Widening (GOB)**	**24,790**	**24,790**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9552-431	TR0044	Rock Creek:Porter to 12th NE Widening (PayGo)	*51,028*	51,028	0	0	0	0	0	0
		incl 50/78 t	**SUBTOTAL GOB COSTS PROP. 2**	**161,165**	**161,165**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptu	SUBTOTAL PAYGO COSTS PROP. 2	686,012	686,012	0	0	0	0	0	0
		not recaptu	SUBTOTAL FUND 78 COSTS PROP. 2	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Proposition 3								
			Proposition 3 Issuance Cost (GOB)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9371-431**	**BP0050**	**Rural Roads Improvements (GOB)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Urban Asphalt Pavement Reconstruction (GOB)								**0**
na	**050-9401-431**	**BP0330**	**Boyd: Classen-University**	***172,093***	**172,093**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0324**	**Bryant Cr: Robinson/N end**	***48,437***	**48,437**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0328**	**Burgundy: Peppertree-E end**	***5,456***	**5,456**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0343**	**Colonial Estates South 2**	**80,034**	**80,034**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0101**	**DeBarr: Boyd/Duffy**	***7,563***	**7,563**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0331**	**Fritzlan: 24th SW-West end**	***17,615***	**17,615**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0325**	**Hughbert/Utah: Berry/Acres**	***40,099***	**40,099**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0329**	**Jenkins: Lindsey-Constitution**	***119,948***	**119,948**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0100**	**Monnett: Boyd/Duffy**	***29,946***	**29,946**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9401-431**	**BP0314**	**Wylie Rd: Leslie to Lindsey**	***70,828***	**70,828**	**0**	**0**	**0**	**0**	**0**	
			Urban Concrete Pavement Reconstruction (GOB)								
na	**050-9393-431**	**BP0125**	**Denison: Berry/Barbour**	***60,483***	**60,483**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9393-431**	**BP0124**	**High Meadows: 12th NW/Northcliff**	***75,023***	**75,023**	**0**	**0**	**0**	**0**	**0**	**0**
			SUBTOTAL GOB COSTS PROP. 3	**727,525**	**727,525**	**0**	**0**	**0**	**0**	**0**	**0**
			Proposition 4								
			Proposition 4 Issuance Cost (GOB)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	050-9088-419	BG0238	Fire Station 3 Relocation (PayGo)	0	0	0	0	0	0	0	0
na	**050-9088-419**	**BP0238**	**Fire Station 3 Relocation (GOB)**	***30***	**30**	**0**	**0**	**0**	**0**	**0**	**0**
			SUBTOTAL GOB COSTS PROP. 4	**30**	**30**	**0**	**0**	**0**	**0**	**0**	**0**
		not recaptu	SUBTOTAL PAYGO COSTS PROP. 4	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2005 GOB Bond Issuance Costs	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2005 GOB Fund 50	**1,900,800**	**1,900,800**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal 2005 GOB Fund 78	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal PayGo Fund 50	1,149,084	1,149,084	0	0	0	0	0	0
			Subtotal PayGo Fund 50 (RR Grade Advanced)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal Paygo Fund 78	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
VIII. BOND PROJECTS (March 2, 2010 Referendum)											
			Proposition 1								
			Proposition 1 Issuance Cost (GOB)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Urban Asphalt Pavement								
154	050-9401-431	BP0300	Jamestown Estates No. 3	***220,692***	**220,692**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0301	Northridge Industrial Park	***132,299***	**132,299**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0302	Prairie Creek No. 7	***303,647***	**303,647**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0303	Grandview Estates North	***253,262***	**253,262**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0304	Hillview: Tecumseh-N 3300 block	***64,732***	**64,732**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0305	48th W: Main-Willow Grove	***146,442***	**146,442**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0332	Vicksburg Village Addition	***433,554***	**433,554**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0333	Fowler Addition	***215,930***	**215,930**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0334	Blue Lakes Addition	***296,506***	**296,506**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0345	Old Town-Urban Asphalt Pavement 2013	***421,486***	**421,486**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0346	Boyd:Wylie-University Blv	***260,000***	**260,000**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0347	Hidden Lake Estates	***155,000***	**155,000**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0354	Alameda Pl/Crestland Estates	***560,456***	**560,456**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0355	Royal Oaks Estates	***337,405***	**337,405**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP0344	Westfield Manor Addn	**82,560**	**82,560**	**0**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP	**Urban Asphalt Pavement 2014**	***0***	**0**	**1,380,615**	**0**	**0**	**0**	**0**	**0**
154	050-9401-431	BP	**Urban Asphalt Pavement 2015**	***0***	**0**	**0**	**1,777,506**	**0**	**0**	**0**	**0**
			Urban Concrete Pavement 2011								
159	050-9393-431	BP0306	Boyd St: Classen Blvd - 12th E	***38,239***	**38,239**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0307	Oakhurst Addition	***6,143***	**6,143**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0308	Brooks St: 24 SW - McGee Dr	***8,633***	**8,633**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0309	Edgemere Addition	***46,811***	**46,811**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0310	Hetherington Heights	***71,866***	**71,866**	**0**	**0**	**0**	**0**	**0**	**0**
			Urban Concrete Pavement 2012								
159	050-9393-431	BP0335	Starbrook Addition	***42,754***	**42,754**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0336	Castlerock Addition	***263,448***	**263,448**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0337	Brookhaven Addition	***178,142***	**178,142**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0338	Park Central Addition	***195,425***	**195,425**	**0**	**0**	**0**	**0**	**0**	**0**
159	050-9393-431	BP0339	Pickard South of Lindsey	***53,444***	**53,444**	**0**	**0**	**0**	**0**	**0**	**0**

CAPITAL FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES											
159	050-9393-431	BP0340	Heatherington Heights Addition	*142,514*	142,514	0	0	0	0	0	0
159	050 9393 431	BP0348	36th West:Main Willowbend	*710,812*	710,812	0	0	0	0	0	0
159	050 9393 431	BP0349	Flood Ave:Main St Gray St	*118,421*	118,421	0	0	0	0	0	0
159	050-9393-431	BP0350	Cheny Creek Addition	*157,895*	157,895	0	0	0	0	0	0
159	050-9393-431	BP0351	River Oaks, Sec 2	*47,368*	47,368	0	0	0	0	0	0
159	050-9393-431	BP0236-237	**Urban Concrete Pavement 2014 - Smoking Oaks Addition**		0	817,859	0	0	0	0	0
159	050-9393-431	BP	**Urban Concrete Pavement 2015 - Main & Comanche Streets**		0	0	868,011	0	0	0	0
167	**050-9371-431**	**BP0341**	**Rural Road Improvements 2012**	*11,858*	11,858	0	0	0	0	0	0
167	**050-9371-431**	**BP0352**	**Rural Road Improvements 2013**	*439,792*	439,792	0	0	0	0	0	0
167	**050-9371-431**	**BP0238**	**Rural Road Improvements 2014**	*0*	0	407,541	0	0	0	0	0
167	**050-9371-431**	**BP**	**Rural Road Improvements 2015**	*0*	0	0	472,044	0	0	0	0
169	**050-9385-431**	**BP0312**	**Road Reconstruction 2011**	*645,713*	645,713	0	0	0	0	0	0
169	**050-9385-431**	**BP0342**	**Road Reconstruction 2012**	*598,570*	598,570	0	0	0	0	0	0
169	**050-9385-431**	**BP0353**	**Road Reconstruction 2013**	*713,394*	713,394	0	0	0	0	0	0
169	**050-9385-431**	**BP0239**	**Road Reconstruction 2014**	*0*	0	615,822	0	0	0	0	0
169	**050-9385-431**	**BP**	**Road Reconstruction 2015**	*0*	0	0	942,945	0	0	0	0
			Proposition 1 Issuance Cost (GOB)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
na	**050-9386-419**	**BP0313**	**Outdoor Warning**	*99,817*	99,817	0	0	0	0	0	0
			Subtotal 2010 GOB Bond Issuance Costs	0	0	0	0	0	0	0	0
			Subtotal 2010 GOB Fund 50	8,475,030	8,475,030	3,221,837	4,060,506	0	0	0	0
IX. BOND PROJECTS (October 2012 Referendum)											
			Proposition Issuance Cost (GOB)(rev3-21-13)	79,912	79,912	0	89,776	0	0	0	0
171		**BP0191**	**12th Ave SW: Highway 9 to Cedar Lane Widening**	**0**	**308,000**	**279,807**	**513,214**	**0**	**0**	**0**	**0**
172		**BP0192**	**24th East Widening from Lindsey to Robinson**	**875,267**	**1,033,307**	**2,205,400**	**0**	**0**	**1,938,400**	**0**	**0**
172		TR	24th East Widening from Lindsey to Robinson	0	0	0	0	0	166,949	0	0
173		**BP0197**	**Widening**	**0**	**950,317**	**1,079,690**	**479,100**	**0**	**2,911,400**	**0**	**0**
174		**BP0190**	**Alameda Street Safety Project**	**196,975**	**302,400**	**358,925**	**640,182**	**0**	**0**	**0**	**0**
175		**BP0195**	**Bridge Replacement Franklin Rd 1/2 Mi W 12th**	**0**	**725,017**	**1,088,907**	**0**	**0**	**0**	**0**	**0**
175		TR0063	Bridge Replacement Franklin Rd 1/2 Mi W 12th NW	275,016	275,016	0	0	0	0	0	0
176		**BP0194**	**Bridge Replacement Main St Local Bridge No 016**	**0**	**179,430**	**1,674,507**	**0**	**0**	**0**	**0**	**0**
176		TR0062	Bridge Replacement Main St Local Bridge No 016	698,930	698,930	0	0	0	0	0	0
177		**BP0196**	**Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening**	**0**	**955,680**	**2,439,876**	**0**	**0**	**0**	**0**	**0**
177			Cedar Lane Rd: 12th Ave SE to 24th Ave SE								
		TR0235	Widening	584,973	584,973	0	0	0	0	0	0
178		**BP0189**	**Lindsey: 24th SW to Berry Rd Widening**	**1,997,875**	**4,997,875**	**4,653,600**	**3,749,862**	**8,043,781**	**0**	**0**	**0**
			Subtotal 2012 GOB Bond Issuance Costs	79,912	79,912	0	89,776	0	0	0	0
			Subtotal 2012 GOB Fund 50	3,070,117	9,452,026	13,780,712	5,382,358	8,043,781	4,849,800	0	0
			Subtotal PAYGO	973,946	973,946	0	0	0	166,949	0	0
			TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	**43,335,073**	**51,673,250**	**29,453,036**	**21,367,530**	**19,858,445**	**17,051,636**	**9,082,658**	**51,256,600**
			RESERVE - NEW REVENUE CONTINGENCY	**782,701**	**830,509**	**865,390**	**901,737**	**939,610**	**979,073**	**1,020,194**	**0**
REVENUES											
I. NEW SALES TAX REVENUE (rev4-1-13)				**11,181,438**	**11,864,415**	**12,362,720**	**12,881,955**	**13,422,997**	**13,986,763**	**14,574,207**	**0**
II. GOB PROCEEDS (NOV 8, 2011 REFERENDUM)											
			Norman Animal Shelter (rev3-21-13)	**3,033,426**	**3,033,426**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal GOB Proceeds	**3,033,426**	**3,033,426**	**0**	**0**	**0**	**0**	**0**	**0**
III. GOB PROCEEDS (2010 REFERENDUM)											
			PROPOSITION 1 GOB PROCEEDS (rev3-21-13)	**3,600,000**	**7,029,548**	**0**	**0**	**0**	**0**	**0**	**0**
			PROPOSITION 2 GOB PROCEEDS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal GOB Proceeds	**3,600,000**	**7,029,548**	**0**	**0**	**0**	**0**	**0**	**0**
III. GOB PROCEEDS (2012 REFERENDUM)											
			PROPOSITION 1 GOB PROCEEDS (rev3-21-13)	**9,987,026**	**9,987,026**	**0**	**22,525,000**	**0**	**0**	**0**	**0**
			Subtotal GOB Proceeds	**9,987,026**	**9,987,026**	**0**	**22,525,000**	**0**	**0**	**0**	**0**
IV. GOB PROCEEDS (1999 REFERENDUM)											
			Norman Public Library Improvements (rev3-19-13)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			Subtotal GOB Proceeds	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
IV. INTERFUND TRANSFERS AND SPECIAL (generally, to be budgeted when revenues actually received)											
	Water Fund	TR0058	Boyd/Pickard Intersection	0	0	0	0	0	0	0	38,500
	Westwood Fund	WG0112	Irrigation Well	0	0	0	0	0	0	0	165,000
	PSST	BG0042	HVAC Fire Stations 1, 7 & Admin Bldg	0	0	45,000	0	0	0	0	0
	PSST	EF1001	Smalley Center Renovations	1,127,450	1,127,450	0	0	0	0	0	0
			Subtotal Interfund Transfers and Special	1,127,450	1,127,450	45,000	0	0	0	0	203,500
IV. DONATIONS/OTHER (generally, to be budgeted when revenues actually received)											
	Private	TR0061	12th & Triad Village Signal	0	0	0	0	0	0	0	7,871
	Private	TR	12th NE & Rock Creek Road Signal	0	0	0	0	0	0	0	42,000
	Private	TR0060	12th NE & Tecumseh Road Signal	0	0	0	0	0	0	0	107,836
	Private	TR0235	12th SE & Cedar Ln Signal & Intersection	0	0	0	0	0	0	0	81,700
	Private	TR0236	24th SE and Meadowood Blvd Signal	0	0	0	0	0	0	0	13,000
	Private	**BP0192**	**24th East Widening from Lindsey to Robinson**	0	0	0	0	0	**166,949**	0	0
	Private	TR	36th NW & Franklin Signal	0	0	0	0	0	0	0	23,800
	Private	TR0228	36th NW and Rock Creek Signals	0	0	0	0	0	0	0	23,550
	Private	TR0005	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	0	48,960
	Private	TR0005	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	0	3,168
	Private	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	0	7,050	0	0	0	0	0	0
	Private	TR0235	Cedar Ln: 12th Ave SE to Classen Blvd	0	0	0	0	0	0	0	590,000
	Private	TR0057	Classen Blvd Signals	0	50,000	100,000	0	0	0	0	0
	Merchants	TR0047	Downtown Streetscape Improvements	0	0	0	75,000	0	0	0	0
	ODOT	TR0047	Downtown Streetscape Improvements (reimburseme	0	0	0	0	0	0	0	1,270,622
	OCC Grant	DR0010	Drainage Project FYE10	0	0	0	0	0	0	0	60,000
	Private	TR0064	Flood Ave & Venture Drive Signal	0	4,350	0	0	0	8,700	0	0
	Private	TR0080	Indian Hill Road Signals	0	0	0	150,000	0	0	0	0
	NPS	TC	McKinley School Traffic Circulation	0	0	25,000	0	0	0	0	0
	BNSF	TR0019	Railroad Safety (claims submitted in 2001)	0	0	0	0	0	0	0	263,997
	Private	TR0059	Rock Creek @ 12th NW & Trailwood	0	0	123,747	253,547	231,636	0	0	0
	Private	TR0240	State Highway 9 and 12th SE Signal	0	0	0	0	0	0	0	44,000
	Private	TR	State Highway 9 and 36th SE Signal	0	0	0	0	0	0	0	41,000
	Private	PR0099	Summit Lakes Park Improvements	0	0	0	0	0	0	0	15,000
	Private	TR0074	Tecumseh & Journey Pkwy/NRH Pkwy Signal	0	0	0	0	0	0	0	45,000
	Private	TR	US 77 (Classen Blvd) & Post Oak Signal	0	0	0	6,000	11,556	0	0	0
	Private	TR0239	US 77 and Imhoff Signal and Intersection	0	0	0	0	0	0	0	143,540
			Subtotal Donations/Other	**0**	**61,400**	**248,747**	**484,547**	**243,192**	**175,649**	**0**	

PARK LAND AND DEVELOPMENT FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
			COMMUNITY PARKS								
182	052-9639-432	PC0014	Griffin Park Fishing Pier #	0	0	35,000	0	0	0	0	0
na	052-9639-432	PC0016	Griffin Trail Improvements	18,212	18,212	0	0	0	0	0	0
na	052-9674.452	PC0003	Saxon Park Improvements	57,230	57,230	0	0	0	0	0	0
na	052-9205-452	PC0013	Volleyball Court Improvements	22,000	22,000	0	0	0	0	0	0
			Subtotal Community Parks	97,442	97,442	35,000	0	0	0	0	0
			NEIGHBORHOOD PARKS								
na	052-7042-452	PR0250	Kevin Gottshall	2,392	2,392	0	0	0	0	0	0
na		PR0135	Adkins Crossing Park Improvements	38,718	38,718	0	0	0	0	0	0
na		PR0137	Colonial Commons Park Improvements	21,900	21,900	0	0	0	0	0	0
na		PR0136	Colonial Estates Park Improvements	104,300	104,300	0	0	0	0	0	0
na		PR0138	Sunrise Park Improvements	22,500	22,500	0	0	0	0	0	0
na	052-7042-452	PR0130	Eaglecliff Park Improvements	28,000	28,000	0	0	0	0	0	0
na	052-7042-452	PR0253	High Meadows-Concrete Walk	760	760	0	0	0	0	0	0
na	052-7042-452	PR0254	Lions Memorial Park Amenities	22,000	22,000	0	0	0	0	0	0
na	052-9543-452	PR0255	Monroe Park Plygrd Equip	245,908	245,908	0	0	0	0	0	0
183	052-7042-452	PR0129	New Park Development-Links Park	25,000	25,000	0	0	0	0	0	0
183	052-7042-452	PR0128	New Park Development-Highland Village Park	40,000	40,000	0	0	0	0	0	0
183	052-7042-452	PR	New Park Development-Cedar Park	0	0	0	35,000	0	0	0	0
183	052-7042-452	PR	New Park Development-Summit Valley	0	0	0	35,000	0	0	0	0
			Subtotal Neighborhood Parks	551,478	551,478	0	70,000	0	0	0	0
			TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**648,920**	**648,920**	**35,000**	**70,000**	**0**	**0**	**0**	**0**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	057-9536-431	UT0005	24th & Rock Creek Intersection	27,654	27,654	0	0	0	0	0	0
na	057-9510-431	UT	Contingency	0	0	0	0	0	0	0	175,000
na	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
na	057-9510-431	UT0008	Economic Development	390,626	390,626	0	0	0	0	0	8,250,000
na	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	0	1,750,000
na	057-9545-431	UT0009	Interstate Drive East Extension	2,105,500	2,105,500	0	0	0	0	0	0
na	057-9537-451	UT0006	Legacy Pk Dr & 24th IntersectioN	686,827	686,827	0	0	0	0	0	0
na	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
na	057-9541-431	UT0007	RobinsonI35 NE Ramp Project	992,447	992,447	0	0	0	0	0	0
na	057-9510-431	UT0011	Robinson West/Crossroads	185,600	185,600	0	0	0	0	0	0
na	057-9517-431	UT0003	Rock Creek Road Overpass	80,812	80,812	0	0	0	0	0	2,647,567
na	057-9510-431	UT0098	UNP Legacy Park & Trail	6,101,089	6,101,089	0	0	0	0	0	1,884,774
na	057-9388-419	UT0010	UNP Master Lighting Plan	38,000	38,000	0	0	0	0	0	0
na	057-9510-431	UT0099	UNP Transportation Improvements	0	0	0	0	0	0	0	9,550,601
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS				**10,608,555**	**10,608,555**	**0**	**0**	**0**	**0**	**0**	**41,257,942**

ARTERIAL ROADS RECOUPMENT FUND
FYE 14 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2013 BUDGET	FYE 2013 ESTIMATED	FYE 2014 ADOPTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	FYE 2018 PROJECTED	Beyond 5 Years
EXPENDITURES											
na	078-9366-431	AR0243	Porter Gap Paving: Rock Crk-Tecumseh	4,126	4,126	0	0	0	0	0	0
na	078-9517-431	UT0003	Rock Creek Overpass and Roadway	189,100	189,100	0	0	0	0	0	0
na	078-9964-431	AR0057	Tecumseh Road Phase III	9,085	9,085	0	0	0	0	0	0
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS				**202,311**	**202,311**	**0**	**0**	**0**	**0**	**0**	**0**

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 / 74)

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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,771	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,771	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	4,905,129	5,345,838	5,345,838	5,827,332	10,205,837
Interfund Transfers	1,526,944	870,000	870,000	820,052	824,062
Audit Adjust/Encum	23,405				
Subtotal	6,455,478	6,215,838	6,215,838	6,647,384	11,029,899
Fund Total	6,457,249	6,215,838	6,215,838	6,647,384	11,029,899

FUND SUMMARY

TOTAL COMBINED PURPOSE 1992 BOND FUND (64)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 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 12 ACTUAL	FYE 13 ORIGINAL	FYE 13 REVISED	FYE 13 ESTIMATE	FYE 14 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	250,188	146,761	146,761	250,063	0
Subtotal	250,188	146,761	146,761	250,063	0
Fund Total	250,188	146,761	146,761	250,063	0

WATER FUND
31-5549

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2006-2007	20,700,000	0	352,555	352,555	20,700,000
2007-2008	20,700,000	680,000	832,531	1,512,531	20,020,000
2008-2009	20,020,000	710,000	804,731	1,514,731	19,310,000
2009-2010	19,310,000	740,000	775,731	1,515,731	18,570,000
2010-2011	18,570,000	770,000	745,531	1,515,531	17,800,000
2011-2012	17,800,000	800,000	714,131	1,514,131	17,000,000
2012-2013	17,000,000	835,000	681,431	1,516,431	16,165,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	16,165,000	870,000	647,331	1,517,331	15,295,000
2014-2015	15,295,000	905,000	611,831	1,516,831	14,390,000
2015-2016	14,390,000	940,000	574,931	1,514,931	13,450,000
2016-2017	13,450,000	980,000	536,531	1,516,531	12,470,000
2017-2018	12,470,000	1,025,000	491,306	1,516,306	11,445,000
2018-2019	11,445,000	1,075,000	438,806	1,513,806	10,370,000
2019-2020	10,370,000	1,125,000	390,134	1,515,134	9,245,000
2020-2021	9,245,000	1,170,000	345,669	1,515,669	8,075,000
2021-2022	8,075,000	1,215,000	298,700	1,513,700	6,860,000
2022-2023	6,860,000	1,265,000	249,100	1,514,100	5,595,000
2023-2024	5,595,000	1,315,000	197,500	1,512,500	4,280,000
2024-2025	4,280,000	1,370,000	143,800	1,513,800	2,910,000
2025-2026	2,910,000	1,425,000	87,900	1,512,900	1,485,000
2027-2028	1,485,000	1,485,000	29,700	1,514,700	0
		20,700,000	9,949,883	30,649,883	

2005A GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For various street improvements, and new fire station (relocate Station #3)
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $8,370,000
Interest: 3.5% - 4.50%
Dated: June 1, 2005
Retired: June 1, 2025
Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	8,370,000	0	340,998	340,998	8,370,000
2006-2007	8,370,000	440,000	340,998	780,998	7,930,000
2007-2008	7,930,000	440,000	323,398	763,398	7,490,000
2008-2009	7,490,000	440,000	305,798	745,798	7,050,000
2009-2010	7,050,000	440,000	290,398	730,398	6,610,000
2010-2011	6,610,000	440,000	274,998	714,998	6,170,000
2011-2012	6,170,000	440,000	259,598	699,598	5,730,000
2012-2013	5,730,000	440,000	244,198	684,198	5,290,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	5,290,000	440,000	226,598	666,598	4,850,000
2014-2015	4,850,000	440,000	208,998	648,998	4,410,000
2015-2016	4,410,000	440,000	189,198	629,198	3,970,000
2016-2017	3,970,000	440,000	171,598	611,598	3,530,000
2017-2018	3,530,000	440,000	153,998	593,998	3,090,000
2018-2019	3,090,000	440,000	136,398	576,398	2,650,000
2019-2020	2,650,000	440,000	118,138	558,138	2,210,000
2020-2021	2,210,000	440,000	98,338	538,338	1,770,000
2021-2022	1,770,000	440,000	78,538	518,538	1,330,000
2022-2023	1,330,000	440,000	58,738	498,738	890,000
2023-2024	890,000	440,000	38,938	478,938	450,000
2024-2025	450,000	450,000	19,688	469,688	0
		8,370,000	3,879,540	12,249,540	

2007A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$7,300,000
Interest:	3.8% - 4.25%
Dated:	June 1, 2007
Retired:	June 1, 2027
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2007-2008	7,300,000	0	301,850	301,850	7,300,000
2008-2009	7,300,000	380,000	301,850	681,850	6,920,000
2009-2010	6,920,000	380,000	285,700	665,700	6,540,000
2010-2011	6,540,000	380,000	269,550	649,550	6,160,000
2011-2012	6,160,000	380,000	253,400	633,400	5,780,000
2012-2013	5,780,000	380,000	237,250	617,250	5,400,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	5,400,000	380,000	221,100	601,100	5,020,000
2014-2015	5,020,000	380,000	204,950	584,950	4,640,000
2015-2016	4,640,000	380,000	188,800	568,800	4,260,000
2016-2017	4,260,000	380,000	172,650	552,650	3,880,000
2017-2018	3,880,000	380,000	157,450	537,450	3,500,000
2018-2019	3,500,000	380,000	143,010	523,010	3,120,000
2019-2020	3,120,000	380,000	127,810	507,810	2,740,000
2020-2021	2,740,000	380,000	112,610	492,610	2,360,000
2021-2022	2,360,000	380,000	97,410	477,410	1,980,000
2022-2023	1,980,000	380,000	82,210	462,210	1,600,000
2023-2024	1,600,000	380,000	67,010	447,010	1,220,000
2024-2025	1,220,000	380,000	51,240	431,240	840,000
2025-2026	840,000	380,000	35,280	415,280	460,000
2026-2027	460,000	460,000	19,320	479,320	0
		7,300,000	3,330,450	10,630,450	

2008A GENERAL OBLIGATION BONDS
60-3050

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	5,210,000	0	301,950	301,950	5,210,000
2010-2011	5,210,000	575,000	191,597	766,597	4,635,000
2011-2012	4,635,000	575,000	172,191	747,191	4,060,000
2012-2013	4,060,000	575,000	152,425	727,425	3,485,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	3,485,000	575,000	130,863	705,863	2,910,000
2014-2015	2,910,000	575,000	107,863	682,863	2,335,000
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000
2017-2018	1,185,000	575,000	37,784	612,784	610,000
2019-2020	610,000	610,000	12,963	622,963	0
		5,210,000	1,254,002	6,464,002	

2008B GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For city-wide pavement reconstruction
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$5,475,000
Interest:	3.25% -3.625%
Dated:	December 1, 2008
Retired:	December 1, 2013
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	5,475,000	0	283,347	283,347	5,475,000
2010-2011	5,475,000	1,365,000	166,050	1,531,050	4,110,000
2011-2012	4,110,000	1,365,000	120,834	1,485,834	2,745,000
2012-2013	2,745,000	1,365,000	73,913	1,438,913	1,380,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	1,380,000	1,380,000	25,013	1,405,013	0
		5,475,000	669,157	6,144,157	

2009 DWSRF - WATER TREATMENT PLANT IMPROVEMENTS
31-5539

Name:	Norman Utilities Authority DWSRF Note
Issuer:	Norman Utilities Authority
Trustee:	None
Amount:	$12,000,000
Interest:	3.28%
Dated:	June 1, 2011
Retired:	December 1, 2030
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	12,000,000	432,820	390,080	822,900	11,567,180
2012-2013	11,567,180	447,133	375,767	822,900	11,120,047

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	11,120,047	461,919	360,981	822,900	10,658,128
2014-2015	10,658,128	477,195	345,705	822,900	10,180,933
2015-2016	10,180,933	492,975	329,925	822,900	9,687,958
2016-2017	9,687,958	509,277	313,623	822,900	9,178,681
2017-2018	9,178,681	526,119	296,781	822,900	8,652,562
2018-2019	8,652,562	543,517	279,383	822,900	8,109,045
2019-2020	8,109,045	561,490	261,410	822,900	7,547,555
2020-2021	7,547,555	580,058	242,842	822,900	6,967,497
2021-2022	6,967,497	599,240	223,660	822,900	6,368,257
2022-2023	6,368,257	619,057	203,843	822,900	5,749,200
2023-2024	5,749,200	639,528	183,372	822,900	5,109,672
2024-2025	5,109,672	660,676	162,224	822,900	4,448,996
2025-2026	4,448,996	682,524	140,376	822,900	3,766,472
2026-2027	3,766,472	705,095	117,805	822,900	3,061,377
2027-2028	3,061,377	728,411	94,489	822,900	2,332,966
2028-2029	2,332,966	752,499	70,401	822,900	1,580,467
2029-2030	1,580,467	777,383	45,517	822,900	803,084
2030-2031	803,084	803,084	19,810	822,894	0
		12,000,000	4,457,994	16,457,994	

2010 GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For city-wide pavement reconstruction and outdoor warning sirens
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$6,250,000
Interest:	1.00% - 1.50%
Dated:	September 1, 2010
Retired:	September 1, 2015
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	6,250,000	0	117,218	117,218	6,250,000
2012-2013	6,250,000	1,560,000	66,445	1,626,445	4,690,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	4,690,000	1,560,000	46,945	1,606,945	3,130,000
2014-2015	3,130,000	1,560,000	30,955	1,590,955	1,570,000
2015-2016	1,570,000	1,570,000	11,383	1,581,383	0
		6,250,000	272,945	6,522,945	

ANNUAL REPAYMENT INSTALLMENT ON LAKE THUNDERBIRD
31-5039

Name: Central Oklahoma Master Conservancy District
Issuer: Bureau of Reclamation
Amount: $4,083,149
Interest: 2.742%
Dated: June 30, 1974
Retired: August 2016
Source of Funds: Water Fund

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
1986-1987	3,674,649	47,638	100,750	148,388	3,627,011
1987-1988	3,627,011	52,358	45,728	98,086	3,574,653
1988-1989	3,574,653	56,760	43,534	100,294	3,517,893
1989-1990	3,517,893	61,507	41,584	103,091	3,456,386
1990-1991	3,456,386	66,384	39,146	105,530	3,390,002
1991-1992	3,390,002	71,150	38,953	110,103	3,318,852
1992-1993	3,318,852	76,292	91,003	167,295	3,242,560
1993-1994	3,242,560	80,883	88,911	169,794	3,161,677
1994-1995	3,161,677	85,844	86,693	172,537	3,075,833
1995-1996	3,075,833	90,921	84,339	175,260	2,984,912
1996-1997	2,984,912	95,913	81,846	177,759	2,888,999
1997-1998	2,888,999	100,819	79,216	180,035	2,788,180
1998-1999	2,788,180	105,859	76,452	182,311	2,682,321
1999-2000	2,682,321	110,103	73,549	183,652	2,572,218
2000-2001	2,572,218	115,195	70,530	185,725	2,457,023
2001-2002	2,457,023	119,491	67,372	186,863	2,337,532
2002-2003	2,337,532	124,149	64,095	188,244	2,213,383
2003-2004	2,213,383	128,448	60,691	189,139	2,084,935
2004-2005	2,084,935	132,884	57,169	190,053	1,952,051
2005-2006	1,952,051	137,219	53,525	190,744	1,814,832
2006-2007	1,814,832	141,652	49,763	191,415	1,673,180
2007-2008	1,673,180	146,227	45,879	192,106	1,526,953
2008-2009	1,526,953	150,683	41,869	192,552	1,376,270
2009-2010	1,376,270	155,282	37,737	193,019	1,220,988
2010-2011	1,220,988	159,987	33,479	193,466	1,061,001
2011-2012	1,061,001	164,841	29,093	193,934	896,160
2012-2013	896,160	169,585	24,573	194,158	726,575

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	726,575	174,458	19,923	194,381	552,117
2014-2015	552,117	179,466	15,139	194,605	372,651
2015-2016	372,651	184,387	10,218	194,605	188,264
2016-2017	188,264	188,264	5,162	193,426	0
		3,674,649	1,657,921	5,332,570	

WASTEWATER FUND
32-5549

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

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	2,105,000	390,000	71,573	461,573	1,715,000
2014-2015	1,715,000	400,000	57,548	457,548	1,315,000
2015-2016	1,315,000	390,000	43,230	433,230	925,000
2016-2017	925,000	220,000	31,988	251,988	705,000
2017-2018	705,000	225,000	23,531	248,531	480,000
2018-2019	480,000	235,000	14,500	249,500	245,000
	245,000	245,000	4,900	249,900	0
		4,780,000	1,217,885	5,997,885	

WATER RECLAMATION FUND
32-5549

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

Paid

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

To be Paid

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

1995 NORMAN UTILITIES AUTHORITY SRF NOTE
32-5549

Name:	Norman Utilities Authority SRF Note
Issuer:	Norman Utilities Authority
Amount:	$2,720,000
Interest:	.5% Fee
Dated:	December 15, 1995
Retired:	August 15, 2015
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
1995-1996	2,720,000	22,667	2,153	24,820	2,697,333
1996-1997	2,697,333	138,325	13,535	151,860	2,559,008
1997-1998	2,559,008	138,325	12,796	151,121	2,420,684
1998-1999	2,420,684	138,325	12,095	150,420	2,282,359
1999-2000	2,282,359	138,325	11,394	149,719	2,144,034
2000-2001	2,144,034	138,325	10,722	149,047	2,005,709
2001-2002	2,005,709	138,325	9,991	148,316	1,867,385
2002-2003	1,867,385	138,325	9,290	147,615	1,729,060
2003-2004	1,729,060	138,325	8,589	146,913	1,590,735
2004-2005	1,590,735	138,325	7,909	146,234	1,452,410
2005-2006	1,452,410	138,325	7,186	145,511	1,314,085
2006-2007	1,314,085	138,325	6,485	144,810	1,175,761
2007-2008	1,175,761	138,325	5,784	144,108	1,037,436
2008-2009	1,037,436	138,325	5,097	143,422	899,111
2009-2010	899,111	138,325	4,381	142,706	760,786
2010-2011	760,786	138,325	3,680	142,005	622,462
2011-2012	622,462	138,325	2,979	141,304	484,137
2012-2013	484,137	138,325	2,284	140,609	345,812

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2013-2014	345,812	138,325	1,576	139,901	207,487
2014-2015	207,487	138,325	875	139,200	69,162
2015-2016	69,162	69,162	174	69,336	0
		2,720,000	138,975	2,858,975	

2000 NORMAN UTILITIES AUTHORITY SRF NOTE
32-5549

Name: Norman Utilities Authority SRF Note
Issuer: Norman Utilities Authority
Amount: $4,850,000
Interest: .5% Fee
Dated: June 21, 2000
Retired: September 15, 2019
Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2000-2001	4,850,000	248,718	17,740	266,458	4,601,282
2001-2002	4,601,282	248,718	23,013	271,731	4,352,564
2002-2003	4,352,564	248,718	21,752	270,470	4,103,846
2003-2004	4,103,846	248,718	20,547	269,265	3,855,128
2004-2005	3,855,128	248,718	19,231	267,949	3,606,410
2005-2006	3,606,410	248,718	17,970	266,688	3,357,692
2006-2007	3,357,692	248,718	16,709	265,427	3,108,974
2007-2008	3,108,974	248,718	15,490	264,208	2,860,256
2008-2009	2,860,256	248,718	14,187	262,905	2,611,539
2009-2010	2,611,539	248,718	12,926	261,644	2,362,821
2010-2011	2,362,821	248,718	11,666	260,384	2,114,103
2011-2012	2,114,103	248,718	10,432	259,150	1,865,385
2012-2013	1,865,385	248,718	9,144	257,862	1,616,667

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2013-2014	1,616,667	248,718	7,883	256,601	1,367,949
2014-2015	1,367,949	248,718	6,622	255,340	1,119,231
2015-2016	1,119,231	248,718	5,375	254,093	870,513
2016-2017	870,513	248,718	4,100	252,818	621,795
2017-2018	621,795	248,718	2,840	251,557	373,077
2018-2019	373,077	248,718	1,579	250,297	124,359
2019-2020	124,359	124,359	318	124,677	0
		4,850,000	239,524	5,089,524	

SANITATION FUND
33-5567

Name:	Sanitation System Revenue Note, Series 2010
Issuer:	Norman Municipal Authority
Trustee:	BancFirst
Amount:	$3,590,000
Interest:	3.45%
Dated:	March 25, 2010
Retired:	October 1, 2024
Source of Funds:	Revenue Generated from NMA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	3,590,000	190,000	124,281	314,281	3,400,000
2011-2012	3,400,000	200,000	115,575	315,575	3,200,000
2012-2013	3,200,000	210,000	108,589	318,589	2,990,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	2,990,000	215,000	101,344	316,344	2,775,000
2014-2015	2,775,000	225,000	93,840	318,840	2,550,000
2015-2016	2,550,000	230,000	85,991	315,991	2,320,000
2016-2017	2,320,000	240,000	77,970	317,970	2,080,000
2017-2018	2,080,000	245,000	68,690	313,690	1,835,000
2018-2019	1,835,000	255,000	61,151	316,151	1,580,000
2019-2020	1,580,000	265,000	52,268	317,268	1,315,000
2020-2021	1,315,000	275,000	43,039	318,039	1,040,000
2021-2022	1,040,000	285,000	33,465	318,465	755,000
2022-2023	755,000	295,000	23,546	318,546	460,000
2023-2024	460,000	305,000	13,283	318,283	155,000
2024-2025	155,000	155,000	2,674	157,674	0
		3,590,000	1,005,706	4,595,706	

WESTWOOD FUND
030-7034

Name: Recreational Facilities Revenue Bonds, Series 2002
Issuer: Norman Municipal Authority
Trustee: Arvest Trust Company, N.A., Norman
Amount: $2,315,000
Interest: 3.50% - 6.125%
Dated: June 28, 2002
Retired: June 1, 2022
Source of Funds: Revenue Generated from Westwood Enterprise

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2002-2003	0	0	128,096	128,096	2,315,000
2003-2004	2,315,000	75,000	128,096	203,096	2,240,000
2004-2005	2,240,000	75,000	125,471	200,471	2,165,000
2005-2006	2,165,000	80,000	122,471	202,471	2,085,000
2006-2007	2,085,000	85,000	119,031	204,031	2,000,000
2007-2008	2,000,000	90,000	115,121	205,121	1,910,000
2008-2009	1,910,000	95,000	110,711	205,711	1,815,000
2009-2010	1,815,000	100,000	105,914	205,914	1,715,000
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000
2011-2012	1,610,000	110,000	95,149	205,149	1,500,000
2012-2013	1,500,000	115,000	89,209	204,209	1,385,000

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
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
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	

2012A GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For Norman Public Library equipment and improvements
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $290,000
Interest: 2%
Dated: March 1, 2012
Retired: March 1, 2014
Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	290,000	0	5,800	5,800	290,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	290,000	290,000	5,800	295,800	0
		290,000	11,600	301,600	

2012B GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For street resurfacing projects
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $15,000,000
Interest: .05% to 2%
Dated: March 1, 2012
Retired: March 1, 2017
Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	15,000,000	0	144,375	144,375	15,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	15,000,000	3,750,000	144,375	3,894,375	11,250,000
2014-2015	11,250,000	3,750,000	142,500	3,892,500	7,500,000
2015-2016	7,500,000	3,750,000	140,625	3,890,625	3,750,000
2016-2017	3,750,000	3,750,000	75,000	3,825,000	0
		15,000,000	646,875	15,646,875	

2012C GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For expansion and improvements to the Norman Animal Shelter and Impound Facility

Issuer: City of Norman

Trustee: J.P. Morgan Chase

Amount: $3,035,000

Interest: 1% to 2%

Dated: March 1, 2012

Retired: March 1, 2017

Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	3,035,000	0	37,850	37,850	3,035,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	3,035,000	750,000	37,850	787,850	2,285,000
2014-2015	2,285,000	750,000	22,850	772,850	1,535,000
2015-2016	1,535,000	750,000	15,350	765,350	785,000
2016-2017	785,000	785,000	7,850	792,850	0
		3,035,000	121,750	3,156,750	

2012D GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $20,050,000
Interest: 2.375% to 3%
Dated: December 1, 2012
Retired: December 1, 2032
Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	20,050,000	0	481,494	481,494	20,050,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	20,050,000	0	240,747	240,747	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
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000
2027-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,331	1,159,331	3,170,000
2030-2031	3,170,000	1,055,000	77,297	1,132,297	2,115,000
2031-2032	2,115,000	1,055,000	47,625	1,102,625	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		20,050,000	4,879,590	24,929,590	

Pension Funds

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. Biosolids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BUDGET - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGET YEAR – July 1 through June 30

BUDGETARY CONTROL - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is $1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

CAPITAL OUTLAY - Expenditures that result in the acquisition of or additions to fixed assets.

CAPITAL PROJECT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for financial resources segregated for the acquisition, construction or other improvement related to Capital Facilities other than those accounted for in Enterprise Funds and Trust Funds.

CBOD – Carbonaceous Biochemical Oxygen Demand

CDBG – Community Development Block Grant Program

CFR – Code of Federal Regulations

CHIEF EXECUTIVE OFFICER – City Manager

CLEET – Council on Law Enforcement Education and Training

CNG – Compressed Natural Gas Vehicles

COLLECTION SYSTEM – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

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

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

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

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

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

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

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

DEQ – Department of Environmental Quality

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

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

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

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

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

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

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

EMT-P – Emergency Medical Technician-Paramedic

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

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

EPA – Environmental Protection Agency

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

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

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

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

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

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

FT – Full-time (employee)

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

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

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

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

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

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

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

GOVERNING BODY- City Council

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

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

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

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

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

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

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

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

ISO – International Organization for Standardization standards

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

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

MATERIALS AND SUPPLIES – Category expenditures generally for consumable goods that are used by City employees.

MATURITY – The date when the principal amount of an investment security becomes due and payable.

MSW – Municipal Solid Waste

MUNICIPALITY – City of Norman

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NMA – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

NPDES – National Pollutant Discharge Elimination System

NTU – Nephlometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OTHER SERVICES AND CHARGES – Services provided to the City of Norman by outside vendors.

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, alongside or beyond the boundaries of a developer's new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government's debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

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

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

SALARIES AND BENEFITS – Payments direct to full and part-time City of Norman employees for services performed, including contributions to retirement and pensions, social security, health insurance uniform allowances and related expenses.

SALES TAX – A tax levied by the City on retail sales of tangible personal property and some services.

SERVICES AND MAINTENANCE – Services provided to the City of Norman by outside vendors.

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – Trial Total Disability (payments)

USE TAX – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF is the Norman Wastewater Utility's version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF will expire at the point that sufficient funds have been generated to pay the portion of the costs of the improvements attributable to new development ($6,192,039).

ZERO-BASED BUDGETING – The process of preparing an operating plan or budget that starts with no authorized funds. Each activity to be funded must be justified every time a new budget is prepared.

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