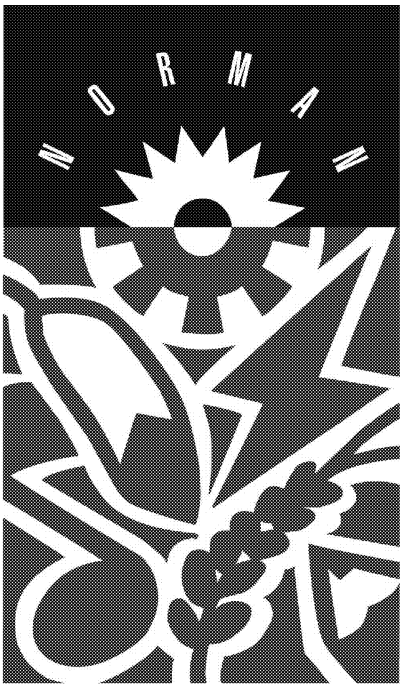
BUDGET

THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2011
FINANCIAL PLAN—FISCAL YEAR-END 2011-2015

ON THE COVER – **“RURAL NORMAN, OKLAHOMA”**

Norman, Oklahoma is one of the thirty largest cities in the United States in land area, encompassing over 190 square miles within its city limits. In recent years, Norman has taken many strategic actions to preserve its open spaces and to protect its natural environment. Some of these actions have included the acceptance of formal Greenway, Bike Path and Stormwater Master Plans, the appointment of a Tree Board, the adoption of new Floodway and Floodplain Ordinances, and becoming the first city in Oklahoma to adopt the U.S. Conference of Mayor’s Climate Protection Agreement.



CITY COUNCIL

MAYOR
Cindy Rosenthal

Ward 1	Al Atkins	**Ward 5**	Rachel Butler
Ward 2	Tom Kovach	**Ward 6**	Jim Griffith
Ward 3	Hal Ezell	**Ward 7**	Doug Cubberley
Ward 4	Carol Dillingham	**Ward 8**	Dan Quinn

Presented by:
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THE CITY OF NORMAN

OUR MISSION

"WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE"

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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

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, 2009.

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.

table of contents

T A B L E O F C O N T E N T S

FYE 11 ANNUAL BUDGET

AND FIVE YEAR FINANCIAL PLAN

CITY MANAGER'S LETTER ..... i-xii

COMMUNITY PROFILE

History of Norman 1
City of Festivals 2
Profile of Norman 3
Inter-City Benchmark Comparison 6
Government Facilities and Service Statistics 8
City of Norman Ward Map 9

OVERVIEW/STATISTICAL SECTION

Introduction 10
Organizational Chart 11
Personnel History 12
Graph – Population and Employees 13
Graph – Budgeted Positions by Union 14
Graph - Assessed Property Valuations 15
Graph - Single Family Construction 16
Graph - Property Franchise, and Sales Taxes 17
Graph - Sales Tax Revenue 18
Graph – FYE 2011 All Funds Projected Total Revenues 19
Graph – FYE 2011 Projected Total Expenditures 20
Graph - General Fund Revenues 21
Graph - General Fund Expenditures 22
Graph - General Fund Revenues by Source 23
Graph - General Fund Expenditures by Department 24
Graph - Water Fund 25
Graph - Wastewater Fund 26
Graph - Sanitation Fund 27
Consolidated Fund Summary 28
Net City Budget 29
Summary of Fund Balances 30
Total City Revenues and Other Sources 31
Citywide Operating Expenditures by Type/Category 32

FINANCIAL POLICIES

Financial Policies 33
Budget Calendar 35
Budget and Accounting Process 36
Municipal Budget Act 41

FINANCIAL SUMMARIES

General Fund Budget Highlights 51
General Fund Statement of Revenues and Expenditures 55
Public Safety Sales Tax Fund Budget Highlights 56
Public Safety Sales Tax Fund Statement of Revenues and Expenditures 57
Recreation Fund Budget Highlights 58
Recreation Fund Statement of Revenues and Expenditures 59
Community Development Fund Budget Highlights 60
Community Development Fund Statement of Revenues and Expenditures 61
Special Grants Fund Budget Highlights 62
Special Grants Fund Statement of Revenues and Expenditures 63
Room Tax Fund Budget Highlights 64
Room Tax Fund Statement of Revenues and Expenditures 66
Norman Arts Council FYE 11 Budget 67
Norman Convention & Visitors Bureau FYE 11 Budget 69
Emergency / Communications Fund Budget Highlights 70
Emergency / Communications Fund Statement of Revenues and Expenditures 71
Seizures and Restitution Fund Budget Highlights 72
Seizures and Restitution Fund Statement of Revenues and Expenditures 73
CLEET Fund Budget Highlights 74
CLEET Fund Statement of Revenues and Expenditures 76
Campus Corner Tax Increment District Fund Budget Highlights 77
Campus Corner Tax Increment District Fund Statement of Revenues and Expenditures 78
Art in Public Places Fund Budget Highlights 79
Art in Public Places Fund Statement of Revenues and Expenditures 80
Westwood Park Fund Budget Highlights 81
Westwood Park Fund Statement of Revenues and Expenditures (Fund 29) 83
Westwood Park Fund Statement of Revenues and Expenditures (Fund 30) 84
Water Fund Budget Highlights 85
Water Fund Statement of Revenues and Expenditures 88
Central Oklahoma Master Conservancy District FYE 11 Budget 89
Wastewater Fund Budget Highlights 90
Wastewater Fund Statement of Revenues and Expenditures 93
Sewer Maintenance Fund Budget Highlights 94
Sewer Maintenance Fund Statement of Revenues and Expenditures 96
New Development Excise Fund Budget Highlights 97

New Development Excise Fund Revenues and Expenditures 99
Sewer Sales Tax Fund Budget Highlights 100
Sewer Sales Tax Fund Statement of Revenues and Expenditures 101
Sanitation Fund Budget Highlights 102
Sanitation Fund Statement of Revenues and Expenditures 104
Capital Improvements Fund Budget Highlights 105
Capital Improvements Fund Statement of Revenues and Expenditures 107
Park Land and Development Fund Budget Highlights 108
Park Land and Development Fund Statement of Revenues and Expenditures 109
Hall Park Assessment District Fund 110
Hall Park Assessment District Fund Statement of Revenues and Expenditures 111
University North Park Tax Increment District Fund Budget Highlights 112
University North Park Tax Increment District Two Fund Statement of Revenues and Expenditures 113
General Debt Service Fund Budget Highlights 114
General Debt Service Fund Statement of Revenues and Expenditures 117
G. O. Bonds Fund Budget Highlights 118
G. O. Bonds Fund Statement of Revenues and Expenditures 119
Arterial Roads Recoupment Fund Budget Highlights 120
Arterial Roads Recoupment Fund Statement of Revenues and Expenditures 121
Retirement Systems Budget Highlights 122

GENERAL FUND

Total General Fund 124

CITY CLERK

Organizational Chart 125
Total City Clerk 126
City Clerk 127
Facility Administration 129
Facility Custodial Services 131
Facility Maintenance 133

CITY COUNCIL

Total City Council 135
City Council 136
Sister Cities Program 137

CITY MANAGER

Organizational Chart 138
Total City Manager 139

City Manager 140
Community Relations 142

FINANCE DEPARTMENT

Organizational Chart 144
Total Finance Department 145
Accounting 146
Administration 149
Budget 151
Information Systems 153
Office Services 156
Treasury 158
Utility Services 160
Unemployment Compensation 163
Workers' Compensation 164

FIRE DEPARTMENT

Organizational Chart 165
Total Fire Department 165
Administration 167
Emergency Management 169
Prevention 171
Suppression 173
Suppression – Public Safety Sales Tax – Fund 010 175
Training 176

HUMAN RESOURCES DEPARTMENT

Organizational Chart 178
Total Human Resources Department 179
Administration 180
Safety 183

LEGAL DEPARTMENT

Organizational Chart 185
Total Legal Department 186
Legal 187
Judgments & Claims 189

MUNICIPAL COURT

Organizational Chart 190
Total Municipal Court 191

PARKS DEPARTMENT

Organizational Chart 194
Total Parks Department 195
Administration 196
Forestry 198
Parks Maintenance 200

PLANNING AND DEVELOPMENT DEPARTMENT

Organizational Chart 202
Total Planning and Development Department 203
Administration 204
Current Planning 206
Development Services 208
Geographic Information Systems 210
Revitalization 212

POLICE DEPARTMENT

Organizational Chart 215
Total Police Department 216
Administration 217
Animal Welfare 219
Investigations 221
Investigations – Public Safety Sales Tax – Fund 010 223
Narcotics 224
Narcotics – Public Safety Sales Tax – Fund 010 226
Patrol 227
Patrol – Public Safety Sales Tax – Fund 010 229
Support Services 230
Support Services – Public Safety Sales Tax – Fund 010 232

PUBLIC WORKS DEPARTMENT

Organizational Chart 233
Total Public Works Department 234
Administration 235
Engineering 237
Fleet Administration 239
Fleet Fuel & Parts Inventory 241
Fleet Repair Services 242
Stormwater Drainage 244
Streets 246
Traffic Control 248

NON-DEPARTMENTAL

Non-Departmental Description 251
Board of Adjustment 252
Cable Commission 253
Children's Rights Commission 254
Employee Assistance Program 255
Employee Training / Development 256
Firehouse Art Center 257
Greenbelt Commission 258
Historic District Commission 259
Historical Museum 260
Holiday Decorations 261
Human Rights Commission 262
Interfund Transfers 263
Mosquito Control 264
Municipal Elections 265
Norman Public Library 266
Park Board 267
Planning Commission 268
Santa Fe Depot 269
Social and Voluntary Services 270
Sooner Theater 271
Special Studies / Contributions 272

SPECIAL REVENUE FUNDS

ART IN PUBLIC PLACES

Total Art in Public Places Fund 273

CLEET FUND

Total CLEET Fund 274
Court CLEET Training 275
Police CLEET Training 276

COMMUNITY DEVELOPMENT FUND

Total Community Development Fund 277

EMERGENCY COMMUNICATIONS FUND

Total Emergency Communications Fund 279

PARK LAND AND DEVELOPMENT FUND

Total Park Land and Development Fund 281

PUBLIC SAFETY SALES TAX FUND

Total Public Safety Sales Tax Fund 282
Total Fire Department - Public Safety Sales Tax Fund 283
Suppression 284
Total Police Department – Public Safety Sales Tax Fund 286
Investigations 287
Narcotics 289
Patrol 291
Support Services 293

RECREATION FUND

Total Recreation Fund 295
Youth Baseball & Softball 296
Recreation Programs 298
Senior Citizens Center 300

ROOM TAX FUND

Total Room Tax Fund 302
Administration 303
Arts Council 304
Convention and Visitors Bureau 305
Capital Projects 306

SEIZURES AND RESTITUTION FUND

Total Seizures and Restitution Fund 307

SPECIAL GRANTS FUND

Total Special Grants Fund 308

TAX INCREMENT DISTRICT FUND

Total Campus Corner Tax Increment District Fund 309

WESTWOOD PARK FUND

Total Westwood Park Fund 310
Westwood Golf Course 311

Westwood Park Maintenance 313
Westwood Swimming Pool 315
Capital Projects 317
Debt Service 318

ENTERPRISE FUNDS

UTILITIES DEPARTMENT

Organizational Chart 319
Total Utilities Department 320

SANITATION FUND

Total Sanitation Fund 323
Administration 324
Commercial Collection 326
Compost Operations 328
Green Waste 330
Recycling Operation 332
Residential Collection 334
Waste Disposal 336
Capital Projects 338
Debt Service 339

WASTEWATER FUND

Total Wastewater Fund 340
Administration 341
Bio-solids 343
Environmental Section 345
Laboratory 347
Operations & Maintenance 349
Capital Projects 351
Debt Service 352
Total Sewer Maintenance Fund 353
Sewer Line Maintenance 354
Utilities Inspection 356
Capital Projects 358
Total New Development Excise Fund 359
Total Sewer Sales Tax Fund 360

WATER FUND

Total Water Fund 361
Utilities Department Administration 362

Utilities Modeling 363
Line Maintenance Administration 365
Line Maintenance 367
Treatment Plant Administration 369
Laboratory 371
Treatment Plant 373
Water Wells 375
Capital Projects 377
Debt Service 378
Environmental Control Advisory Board 379

WESTWOOD PARK FUND

Total Westwood Park Fund 380
Westwood Golf Course 381
Westwood Park Maintenance 383
Westwood Swimming Pool 385
Capital Projects 387
Debt Service 388

CAPITAL PROJECTS FUNDS

CAPITAL PROJECTS FUND

Total Capital Projects Fund 389
Capital Projects Engineer 390
Capital Projects 391

HALL PARK DISTRICT ASSESSMENT FUND

Total Hall Park District Assessment Fund 392

TAX INCREMENT DISTRICT FUND

Total University North Park Tax Increment District Fund 393

ARTERIAL ROADS RECOUPMENT FUND

Total Arterial Roads Recoupment Fund 394

CAPITAL IMPROVEMENT PROJECTS - SCHEDULES

Capital Improvement Projects - Schedules 395

OUTSTANDING DEBT

Total General Debt Service Fund..... 416
Total Combined Purpose 1992 and 1995 Bonds Fund 417
General Obligation Bond Schedules 418

PENSION FUNDS

APPENDIX

Glossary of Terms and Acronyms..... 432
Index 442

city managers 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 22, 2010

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 City Manager's proposed budget for the fiscal year July 1, 2010 – June 30, 2011 (FYE 2011). The City Manager's proposed budget was adopted by City Council with amendments on June 8, 2010. 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 July 1 and transmitted to the State Auditor 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.

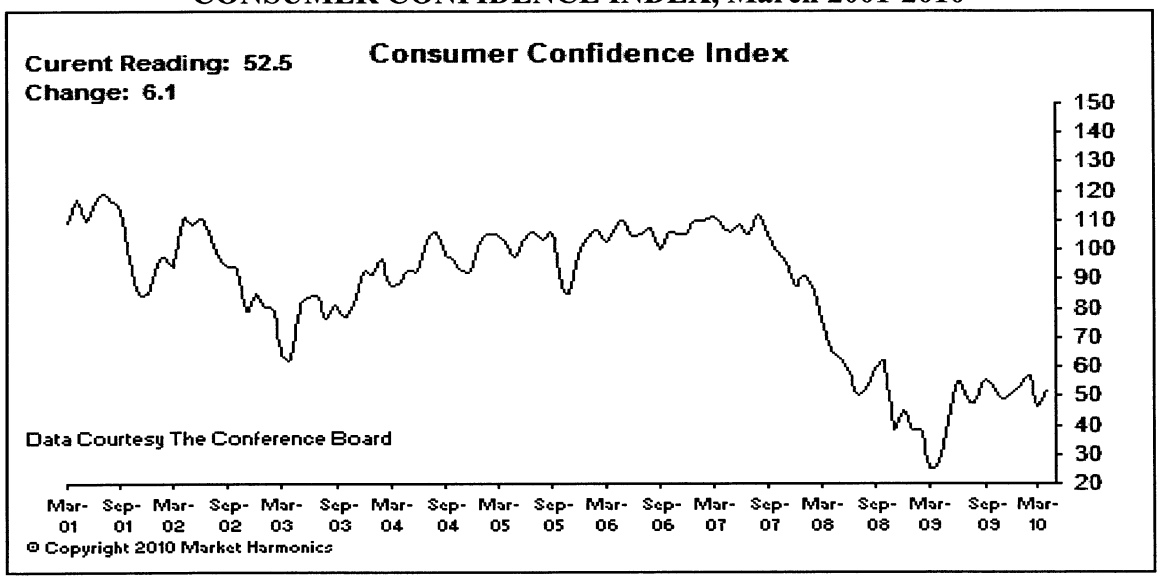
The City Council and Council Finance Committee has been directly involved in providing input and guidance in the preparation of this executive budget. Because of this involvement, you know of the difficult economic and financial conditions under which the budget was prepared. While actions have been taken to address the downturn in our major sources of General Fund revenue, we have had to work very hard to minimize the impact of service reductions to the general public and to maintain existing services where possible. This will not be able to be accomplished within our current levels of staffing in key areas and without the assumption of employee compensation adjustments.

The total budget for all City Of Norman funds for fiscal year ending 2010 was $161,766,145 and for FYE 2011 is $133,717,047. The net operating budget (the funds needed for operating day to day services excluding capital projects) for FYE 2011 is projected to decrease 17.3% compared to FYE 2010.

NATIONAL AND REGIONAL ECONOMIC TRENDS

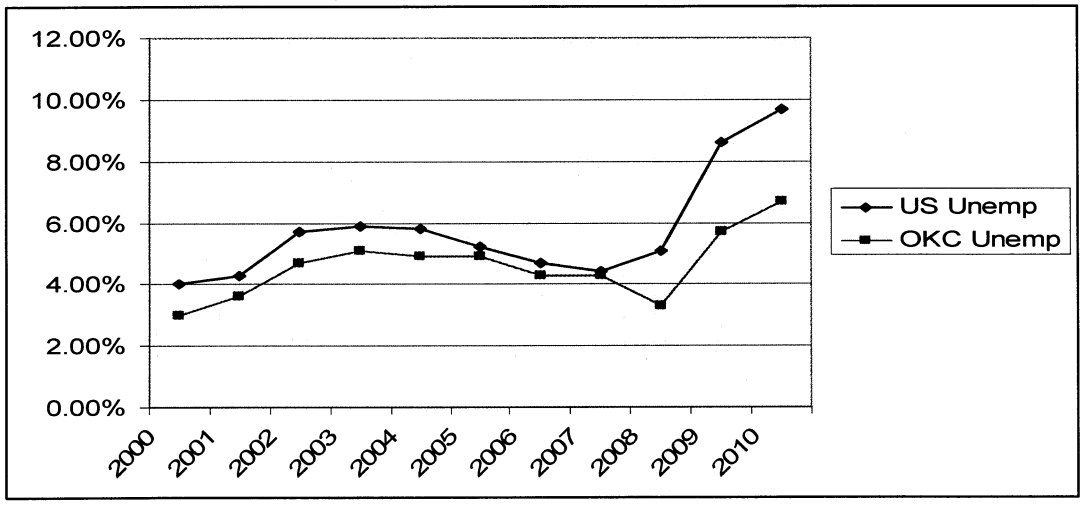
The United States' economy began its deepest and longest-lived recession in over 80 years beginning in late 2007. The housing depression experienced in coastal areas severely depressed financial markets and national employment levels and led directly to the collapse of the financial markets in the third calendar quarter of 2008. This financial collapse was absolutely unprecedented in the United States since the Great Depression of the 1930's, and led to a further collapse in Consumer Confidence that is reflected in the retail sectors that are so critical to the health of the City of Norman's General Fund.

CONSUMER CONFIDENCE INDEX, March 2001-2010



While the Oklahoma City metropolitan area has fared somewhat better than most regions of the nation during the "Great Recession of 2007-2010", our local and regional economies have suffered in concert with the national economy, with metropolitan area unemployment rising from 3 percent in 2008 to 6.4 percent in 2010.

U.S. and Oklahoma City Metropolitan Area Unemployment Rates, 2000-2010



The economic crisis has enveloped every level of government in the U.S. and across the world. National economic forecasts vary. Some forecast prolonged drudgery, others foresee recovery. However, both camps seem to agree consumption will be held back as households struggle with a U.S. unemployment rate of 9.7% and the significant plunge in household net worth. Cities in Oklahoma are unique in the nation in their singular reliance on sales tax – Oklahoma is the only state in the United States that has sales tax as the only major source of general governmental revenue – and forecasted consumption trends do not bode well for sales tax revenues.

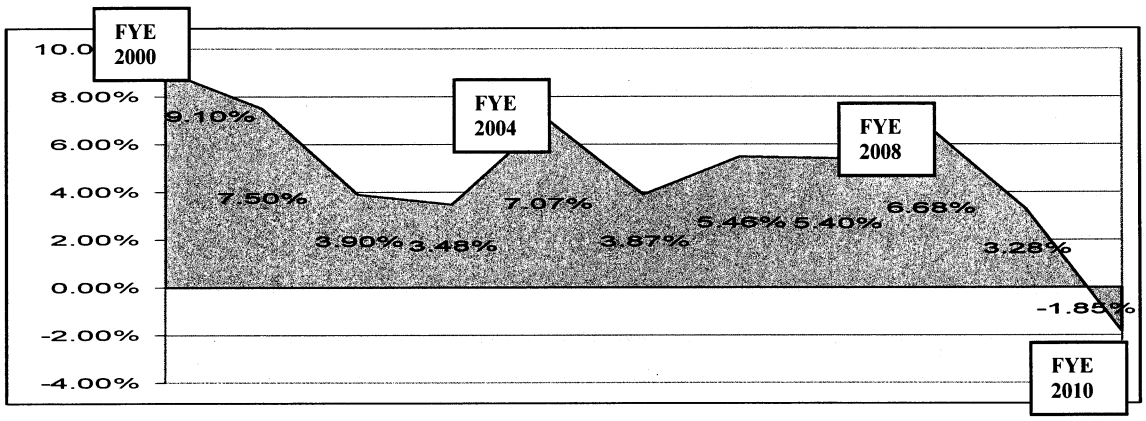
From past experience along with current trends, certain assumptions can be drawn related to the near-term behavior of the Norman and central Oklahoma economy. Generally speaking, Oklahoma is always late to recessions, but the exit from recessions tends to be more simultaneous across regions of the country. With this experience and with the considered opinions of local economists in mind, we may assume:

- The economic recovery will be gradual and modest, as opposed to abrupt;
- Government revenue sources do not track directly with the rest of the local economy, and Norman's economy in particular may lag recessionary trends, due to our reliance on governmental employment. Hence, our revenue recovery may lag behind overall economic growth;
- Energy prices continue to be a risk for the regional economy;
- FYE 2011 will be extremely challenging for the City of Norman and the impacts of the current economic recession may continue to linger into FYE 2012.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2009-2010

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. By this proxy, the City of Norman's economy reflected the downturn in the national and regional economies in fiscal year 2009-2010:

CITY OF NORMAN SALES TAX COLLECTIONS
In % Change from Previous Year's Collections



The City of Norman has not experienced a year-under-year decline in its sales tax revenue since fiscal year 1987-1988 (22 years ago). This is very indicative of the state of our local retail economy. In addition, negative trends have also been reflected in the City's Use Tax (a sales tax on goods purchased outside the City for use within the City, such as catalog and on-line purchases) which are projected to decline in FYE 2010 for the first time in eight years (-10.3%). Other General Fund revenue sources such as fines and service charges are also below projections and prior-year levels in fiscal year 2009-2010.

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 level with last year's collections and on budgeted projections for FYE 2010.

Licenses and Permits – These are payments made for obtaining licenses to do business in Norman and for constructing structures in Norman. Budget projections for this category were lowered to their historically low levels of fiscal year 2008-2009. Actual collections in fiscal year 2009-2010 have increased from prior-year levels (+23%) as the home building industry has recovered somewhat from the levels of FYE 2009. Home building is another important indicator of the health of our local economy. While construction is up from FYE 2009 levels, it is still below the levels of "historical boom" years such as FYE 2007 and 2008.

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 and stable with prior-year levels.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic and parking fines, DUI, assault, etc.). Revenues from this category are substantially below budget (-13%) and prior-year (-6.3%) levels.

Investment Income – Investment income for the General Fund is substantially below budget (-44%), reflecting the decline in fund balances available for investment (see discussion below) and bond market conditions.

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. By adopted policy, the City of Norman targets an unrestricted fund balance of six percent (6%) of budgeted expenditures to be held for "operating" and "self-insurance" reserves, and an additional two percent (2%) is appropriated within the General Fund for emergency expenditures (total reserve target of 8%). These reserves are projected to have fallen well below these targeted levels as of June 30, 2010 (subtracting out reserves held for the temporary Public Safety Sales Tax, encumbrances and self-insurance):

	8% Reserve Target $	Actual GF Reserves $	Actual GF Reserves %
FYE 2007	$4,506,216	$6,025,780	10.70%
FYE 2008	$5,369,685	$6,776,019	10.10%
FYE 2009	$5,501,624	$5,962,137	8.67%
FYE 2010*	$5,740,926	$2,173,492	2.93%

*Projected (with 2% Emergency Reserve unspent)

Based on these revenue and expenditure trends, costs saving measures were implemented during fiscal year 2009-2010 with a goal of saving $1,500,000 in budgeted costs. Among these measures was the implementation of a "smart hiring freeze", fuel savings, elimination of base budget adjustments for inflationary cost items, reductions in departmental operational accounts, and revenue enhancement methods such as more aggressive collection of outstanding municipal court citations.

FISCAL YEAR 2010-2011 OPERATIONAL BUDGET PREPARATION

Given these negative trends and challenges, we set out to prepare the fiscal year 2010-2011 budget with a mandate to cut over $6 million dollars from projected General Fund expenditures in order to produce the positive fund balance that is required by Oklahoma Statutes. In order to balance the budget, three simple approaches can be considered: reducing employee compensation and benefits; reducing City services; and raising additional revenue, including taxes and fees. The FYE 2011 budget follows each of these approaches to a certain extent. The cutback management principles below, discussed with the Council Finance Committee throughout the budget process, were evaluated as every effort was made to maintain the basic services that our citizens demand and deserve:

- A balanced operating budget
- Secure cost savings allowing for continuing declines
- Maintain essential services
- Minimize service impacts to the public
- Maintain City's long-term fiscal integrity, including appropriate fund balances
- Consolidate similar activities
- Emphasize administrative efficiencies
- Avoid short-term remedies such as deferred maintenance
- Avoid budget cuts that could threaten our ability to leverage other resources
- Reject the view that new revenues are a panacea
- Continue to invest in technology, equipment and training that improves effectiveness
- Reduce energy consumption
- Evaluate overtime usage
- Pursue health care cost containment
- Improve billing/collection practices
- Explore inter-organizational cooperation

The FYE 2011 budget is based on several important revenue and expenditure assumptions. As over two-thirds of the General Fund budget is based on personnel costs, the budget cannot be significantly impacted without impacting on personnel costs. The budget takes a two-pronged approach in order to reduce personnel expenses within available resources: reductions in the labor force, including a freeze on vacant positions included in the budget, and implementation of mandatory unpaid leave ("furloughs") for all employees.

As originally proposed in the City Manager's budget, a reduction in force was a necessary and major approach that provided immediate savings in both salary and benefit costs by reducing ongoing payroll obligations. These reductions will provide savings during the unpredictable duration of this economic downturn. **The budget is predicated on the implementation of a citywide mandatory furlough program of 96 hours per year (approximately one eight hour day per month) for all employees.** The program will allow the City to further reduce costs and minimize the need for layoffs.

This program may include closing some facilities on pre-determined days which can also lead to additional savings in general operating costs such as building maintenance and utilities. The direct impact of implementing the furlough program is a personnel expense savings of approximately 4.65% or $2.2 million. Approximately 79 percent of the City's workforce is unionized and as such wage and benefit adjustments must be bargained in the appropriate negotiation processes with bargaining unit representatives.

The major assumptions on which the FYE 2011 General Fund budget is based include the following:

- No growth in sales tax from projected fiscal year 2009-2010 levels. This is based on the considered opinion of our Finance Department staff, local and regional economic experts. As always, sales tax trends will be monitored closely during the course of the budget year.

- Increased revenues from fines and forfeitures, both from increased court cost charges approved by ordinance and from more vigorous collection practices allowed by Oklahoma Statutes and recently authorized by the City Council. Taken together, these actions are projected to generate approximately $300,000 in new revenues in FYE 2011.

- The establishment of a new Public Safety Sales Tax (PSST) Fund, as recommended by the Council Finance Committee. This new fund will allow for more evident tracking of revenues and expenditures related to the temporary and dedicated PSST and will also demonstrate the budgetary status of the General Fund more readily.

- No merit/step increase payments during FYE 2011 for all City employees.

- No cost of living adjustments

- 96 Hours of Unpaid Leave (one "furlough" day per month) per employee, as discussed above

- Across-the-board decreases of 2 percent in maintenance and operation allocations

- Ten percent across-the-board reductions in social service agency support allocations
- Reduction of the Westside Link bus route service

The City Manager's FYE 2011 budget also eliminated 36 positions Citywide (12 of which are currently vacant), as described in the Tables below. The following positions were proposed to be eliminated from the General Fund:

DEPARTMENT	POSITION
City Manager	Assistant to the City Manager
City Clerk	Custodial Coordinator
City Clerk	Administrative Tech. III (reduced to part-time)
Municipal Court	Administrative Tech. III
City Attorney	Legal Administrative Technician
City Attorney	Assistant City Attorney
City Attorney	Legal Intern (Temporary)
Finance	Customer Service Rep. I
Planning	GIS Analyst I
Planning	Planning Intern (permanent, part-time)
Planning	Building Inspector
Planning	Permit Technician I
Public Works	Bond Project Manager
Public Works	Engineering Technician I
Public Works	(3) Maintenance Worker I (Street Maintenance)
Public Works	(3) Maintenance Worker II (Street Maintenance)
Public Works	Traffic Technician
Public Works	Auto Service Technician
Fire	Fire Inspector
Police	Forensic Investigator
Parks	(2) Maintenance Worker II (Park Maintenance)
Parks	Heavy Equipment Operator (Park Maintenance)
Parks	Forester
Parks	Sports Coordinator
Parks	Assistant Golf Professional I

The following positions were proposed to be eliminated from Utility Enterprise Funds:

DEPARTMENT	POSITION
Utilities	Plant Operator
Utilities	Lab Technician
Utilities	Crew Chief (Line Maintenance)
Utilities	Heavy Equipment Operator (Line Maintenance)
Utilities	(2) Maintenance Worker I (Line Maintenance)
Utilities	Sanitation Worker I
Utilities	Refuse Container Repair Technician

The elimination of these 36 positions represented a 4.4 percent decline in the City's full and part-time workforce.

Public safety remains the largest investment within the City's General Fund expenditures. As a proxy for public safety expenditures (many other expenditures of the City's General Fund promote the safety of the public, such as traffic control and street maintenance), the budgets of the Police and Fire Departments account for over 55% of total General Fund expenditures (not including expenditures of the Public Safety Sales Tax Fund).

As promised with the passage of the temporary Public Safety Sales Tax in May 2008, several positions are proposed to be added to the new Public Safety Sales Tax Fund in the FYE 2011 budget:

DEPARTMENT	POSITION
Police	(5) Police Officers
Police	(3) Master Police Officers

The effect of all of these reductions by the City Manager on the General Fund was a budgetary savings of an estimated $5.6 million.

UTILITY ENTERPRISE FUNDS

The City of Norman operates three utility enterprises: Sanitation, Wastewater and Water. 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. Major capital projects in the Water Utility include improvements to the Water Treatment Plant and the addition of ground water wells to the Utility's water supply and distribution network. Capital improvements in the Wastewater Utility include the completion of improvements to the sludge handling process and continuation of major interceptor and lateral sewer line improvements. Details of capital projects are discussed in the City of Norman Capital Improvement Projects Budget.

The budget of the Water Utility Enterprise assumes the implementation of a 3.5 percent (3.5%) across-the-board rate increase to be implemented through the full fiscal year. The Water and Wastewater Utilities were successful in obtaining American Recovery and Reinvestment Act (ARRA, or "Stimulus") funds for moving forward planned projects in a faster and more cost-effective manner. The Stimulus funds will come in the form of forgiveness of up to 20 percent of the principal on low-interest loans taken from the Oklahoma Water Resources Board's Statewide Revolving Loan Fund. ARRA funds will be used by the Water Utility for the first phase of improvements to the Water Treatment Plant, including electrical improvements, replacement of clarifiers, and installation of a backup generator. The Water Utility is also progressing with the addition of ground water supply from new wells in the east Norman well field.

The Wastewater Utility is using ARRA funds to reconstruct the Lift Station D sewage conveyance facility. The enlarged lift station will take sewage from drainage basins throughout north Norman to the south side Wastewater Treatment Plant. The Wastewater Utility is also progressing with ongoing sewer main and lateral line improvement projects and recently completed improvements to the sludge handling process for sewage treatment by-products.

The Sanitation Utility has completed the reconstruction of its Compost Facility. The enlarged Compost Facility will more efficiently process vegetative wastes into useful mulch and other products. The Sanitation Utility's Transfer Station is under reconstruction and enlargement. The Utility recently took delivery of the first Compressed Natural Gas (CNG) refuse collection trucks to be delivered in the state of Oklahoma. The additional purchase cost of the CNG vehicles over traditional diesel trucks was partially offset by grant funds from the U.S. Environmental Protection Agency administered by the Association of Central Oklahoma Governments.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2011 Capital Improvements Project (CIP) 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 major theme of the capital budget for fiscal year 2010-2011 is an emphasis on maintaining existing City facilities. Early in the budget process, the Council Finance Committee directed this emphasis, in addition to the increase in the formula allocation to facility maintenance from three percent to five percent. The City of Norman Facility Maintenance Division has substantially completed an exhaustive assessment of the condition of all of the existing City facilities (park buildings, fire stations, Municipal Complex, North Base Facilities, Sooner Theater, Historical House, Firehouse Art Center etc.) to identify near-term and long-term maintenance needs (roofs, plumbing, heating/ventilation/air conditioning systems, water heaters, etc.). The assessment identified over $8 million of needs that had not been included in the five-year capital plan. The assessment classified needs as critical, short-term or long-term. Staff was directed to identify plans to address these needs within the five-year capital plan to be adopted with the FYE 2011 budget process. With the resources that will be added through this added emphasis, the City's facilities will be brought to a much higher standard over the next few years.

On March 2, 2010 the voters of Norman approved a continuation of a five-year General Obligation Bond-funded program to resurface and reconstruct streets throughout the City. An estimated $19 million in additional street maintenance work will be conducted by this bond-funded program, in addition to the street maintenance allocation within the capital sales tax discussed above.

The voters also approved a $2.25 million replacement and expansion of the City's Outdoor Warning System (storm sirens). This program will enable the City to provide better warning to the full City area, as well as providing the capability of zonal warning coverage (due to the large geographic size of Norman, storms can often strike in one area of the City while other parts of the City are not experiencing severe weather at all). The system is planned to be fully operational by the spring storm season of 2011.

The City of Norman's capital outlay allocation is primarily used for the replacement of the fleet of vehicles and rolling stock. Due to increased per-vehicle costs (new emission standards and safety features for all vehicles) as well as significant increases in the cost of equipping police vehicles, the allocated funds for capital outlay provide for less of the justifiable demands. As the public safety vehicle fleet expands with the Public Safety Sales Tax, these needs will become even more critical. Among the major capital outlay items recommended for inclusion in the FYE 2011 budget is the replacement of a fire pumper truck ($420,000).

Dedicated capital outlay funds will also continue the City's investment in technological resources to improve operational effectiveness. Digital recording equipment in the Emergency Dispatch Center will be replaced (estimated cost $93,000) in FYE 2011 and the Development Service Center operations will be made more efficient with the installation of graphical user interface software (estimated cost of $96,500). Ongoing programs to replace personal computers and traffic signal control equipment will also be funded from the Capital Sales Tax.

CITY COUNCIL BUDGET CONSIDERATIONS

The City Manager's Proposed Budget was presented to the City Council in Council study sessions on April 20th, April 27th and May 4th. The Council gave direction to staff to propose alternative revenue enhancements or expenditure reductions that would reduce the need to lay off incumbent employees. This direction resulted in Council voting the following major amendments to the City Manager's Budget:

New Revenues

- Increased traffic fines, to generate an estimated $443,175 in new revenues;
- Imposed a convenience fee on credit card payments received for interactive voice response (telephone) and on-line payments, to generate an estimated $85,000 in new revenues to offset merchant charge costs being incurred by the City;
- Increased charges for alteration of Geographic Information Systems data, to generate an estimated $11,300 in new revenues;
- Increased food license fees, to generate an estimated $4,500 in new revenues;
- Increased Sanitation, Water and Wastewater Utility charges for optional services such as temporary meters, extra polycarts, service initiation and discontinuance, to generate an estimate total of $85,000.
- Increased Westwood Golf Course fees, to generate $27,850 in new revenues.

Inter-Fund Revenue Transfers

- Increased transfers from the Capital Fund to the General Fund to pay for staff support to capital projects, in the amount of $335,521;

- Increased the payment from the Water and Wastewater Utilities to the General Fund from 2 percent (2%) to 5 percent (5%) of Utility revenues, as a payment in-lieu of franchise fees for the use of the public rights-of-way (note: Council had directed in fiscal year 2007-2008 that the historic payment rate of 5% be phased out over a five-year period; this action returns the payment to its historic level).

Reductions and Increases To Appropriations

- Increased Public Works Department expenditures by $60,000 for the assumption State Highway 9 right-of-way maintenance from the Oklahoma Department of Transportation in January, 2011;

- Reduced appropriated Council Department expenditures by $25,684 for membership in the National League of Cities and the Oklahoma Conference of Mayors, and to reduce support to the Cleveland Area Rapid Transit bus system;

- Increased Capital Fund allocations by $65,000 for the design of improvements to the West Lindsey Public Safety Facility;

- Increased General Fund appropriations by $1,300,107 to re-instate employees proposed for elimination in the City Manager's budget.

With these and other minor amendments, the City Council adopted the fiscal year 2010-2011 budget on June 8, 2010. Based on the Council's actions, the following positions were eliminated from the budget in fiscal year 2010-2011 at an estimated savings of $785,371 ($342,359 from the General Fund Departments and $443,012 from the Utility Fund Departments):

DEPARTMENT	POSITION
City Manager	Assistant to the City Manager
City Attorney	Legal Intern (Temporary)
Finance	Customer Service Rep. I
Police	Forensic Investigator
Parks	Forester
Utilities	Plant Operator
Utilities	Lab Technician
Utilities	Crew Chief (Line Maintenance)
Utilities	Heavy Equipment Operator (Line Maintenance)
Utilities	(2) Maintenance Worker I (Line Maintenance)
Utilities	Refuse Container Repair Technician
Utilities	Sanitation Worker I

BUDGET PRESENTATION AWARD

For the eighteenth consecutive year, the City of Norman earned the Government Finance Officers Association's (GFOA) Award for Distinguished Budget Presentation for our FYE 2010 Budget documents. In order to receive this award, a government must publish a budget document that meets program criteria as a policy document; as an operations guide; as a financial plan; and as a communication device. We believe this document conforms to program requirements, and will submit it to GFOA for another award.

SUMMARY

The fiscal year 2010-2011 budget has been prepared in the most difficult economic times experienced in Norman in decades. With the direction and guidance of the City Council, we have to date maintained the vital public services that our citizens demand and deserve while addressing the difficult task of balancing the budget. Providing public services in this environment will require the cooperation and continued hard work of our dedicated City staff and we are confident in our ability to do so. With that said, revenues for local government may continue to deteriorate and on ongoing review of the services we deliver will be required to realign resources with community goals.

CONCLUSION

On behalf of the staff and citizens, I want to first thank you, our policy-makers, for your effectiveness as leaders and for your commitment, despite the many demands on your time and interests. It is truly a pleasure to work with such a caring and committed group of City Council Members. Your leadership in directing the emphasis on maintenance of existing facilities, reducing the impact of necessary budget cuts on the City's workforce and strategic planning will have far-reaching and long-lived benefits for the citizens of Norman.

I want to express my appreciation to the many people who contribute to the City's efforts in carrying out its mission. The citizens, who become involved and are willing to give their time and interest in addressing issues facing the City, are a tremendous asset. I am very grateful for the willingness of our citizens and public interest groups to participate and influence their community.

Finally, I want to express my gratitude to the Finance and Planning Department employees who continue to operate our budget process in a highly professional manner. The expertise and skill of the City staff as a whole is greatly appreciated, not only for their work in preparing this document, but also for their dedication to their duties throughout the year. I have relied greatly on the expertise, experience and professionalism of Council and senior staff in the preparation of this budget. Our success is based on your dedication and hard work.

Sincerely,

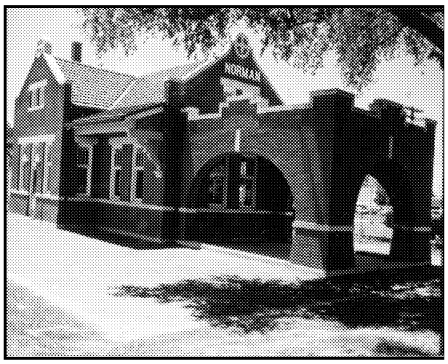
Steven Lewis
City Manager

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 114,495 residents, Norman is the third largest city in the State of Oklahoma.

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



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

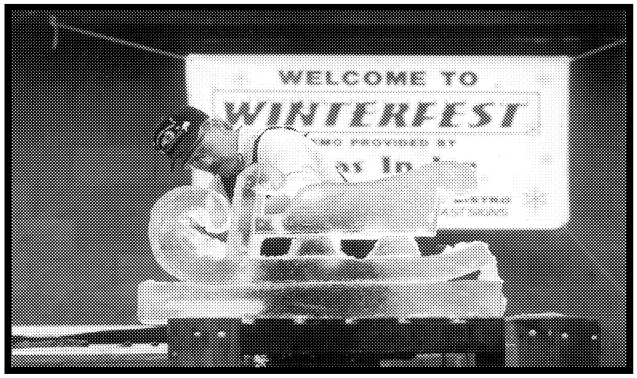
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman was chosen as the location for the University of Oklahoma (OU), contingent upon the county passing bonds to construct a building. Town and country residents were also required to donate 40 acres of land for a campus site. The residents of Norman were successful in all their plans to be OU's home and by 1895, the university enrolled 100 students. Today, the Norman campus has an enrollment of approximately 26,201.

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.

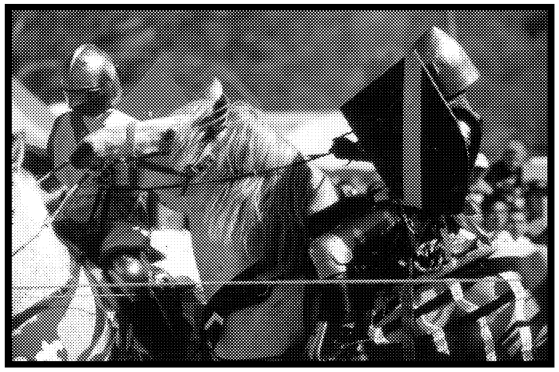
Norman's rich history plays an important role in citizen's lives and we continually make our history book more exciting with each passing year.

Norman—The City of Festivals

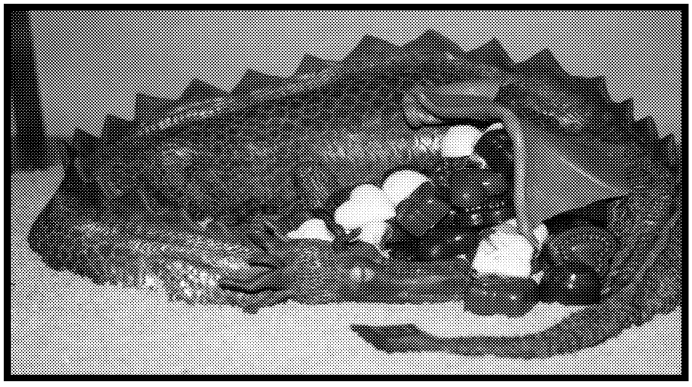
Widely recognized as the "City of Festivals", Norman is the host of several annual festivals that are free to the public. Spring and Summer festivals include the Medieval Fair, May Fair, Jazz in June, and Midsummer Night's Fair in July. Fall and Winter festivals include Winterfest in December and the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



Winterfest in December

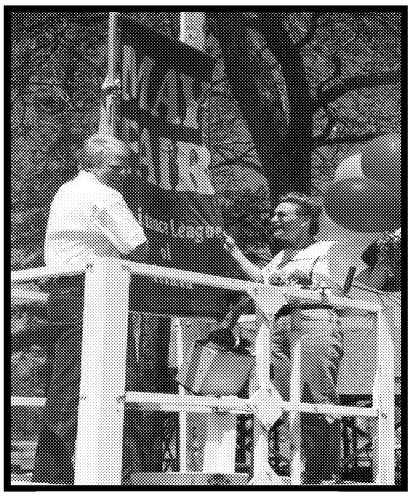


Medieval Fair held in the Spring



Chocolate Festival in February

Jazz in June Festival



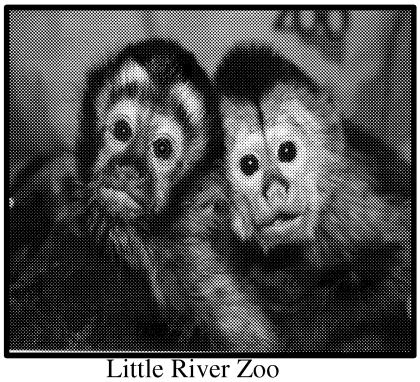
May Fair

Midsummer Night's Fair held in July

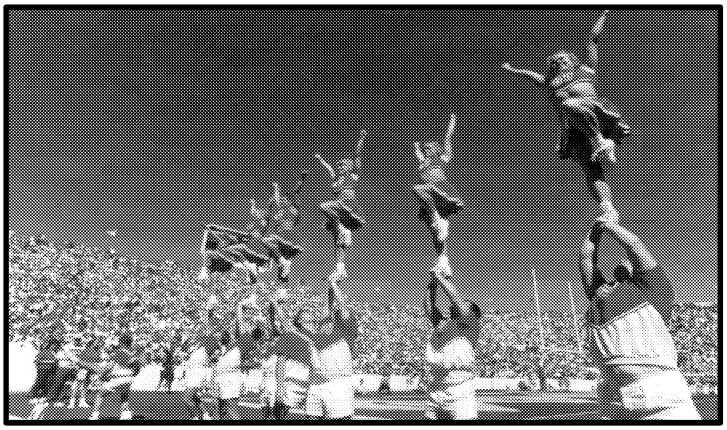
Photos courtesy of Norman Convention & Visitor's Bureau

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, Little River Zoo, 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.



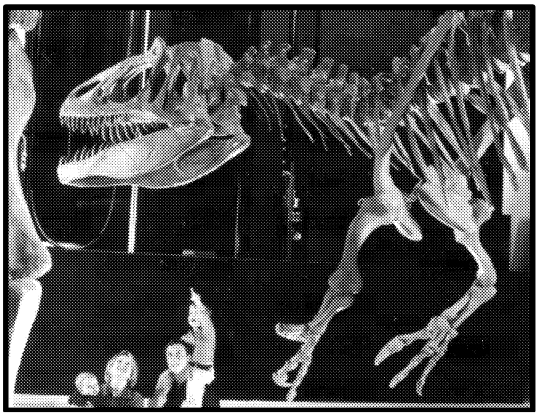
Little River Zoo



Owen Field and Oklahoma Memorial Football Stadium

Easter Egg Hunt at Andrews Park

Lake Thunderbird



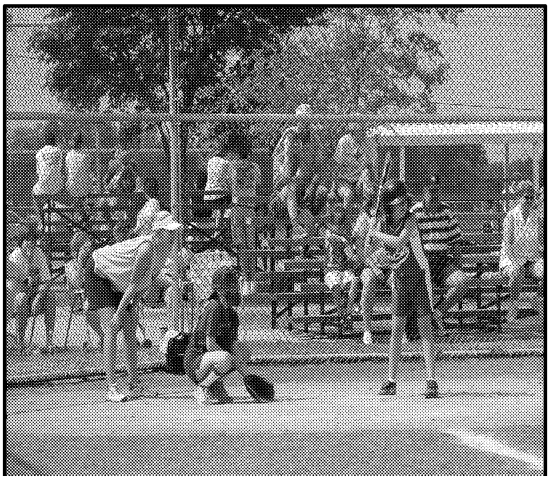
Sam Noble Oklahoma Museum of Natural History

Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation



Community & Special Use centers	10
Number of developed parks	60
Developed park acreage	911.75
Number of undeveloped parks	6
Undeveloped park acreage	221.3
18-hole golf courses	1
Disc golf courses	5
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	24
Neighborhood soccer practice goals	19
Recreational football fields	4
Outdoor half-court basketball courts	28
Outdoor full-court basketball courts	9
Recreational / Fishing Ponds	8
Dog Parks	1
Miles of Walking Trails	12.8

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
2001	97,846	25,782	32.3	12,378	3.6
2002	99,370	26,187	32.6	12,402	4.3
2003	102,545	26,813	32.9	12,433	4.8
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	23,918	29.6	13,152	4.2
2008	111,543	26,371	28.2	13,546	3.1
2009	112,551	N/A	N/A	14,025	4.3
2010	114,495	N/A	N/A	14,366	5.1

Sources:

(1) 2001-2004 Oklahoma Department of Commerce – Cleveland County Per Capita Income (updated annually), 2000 & 2005-2007 City of Norman Per Capita Income, U.S. Census

(2) 2001-2005 Oklahoma Department of Commerce – Cleveland County Median Age, 2005-2008 U.S. Census for Norman

(3) Norman Public Schools Accreditation Report

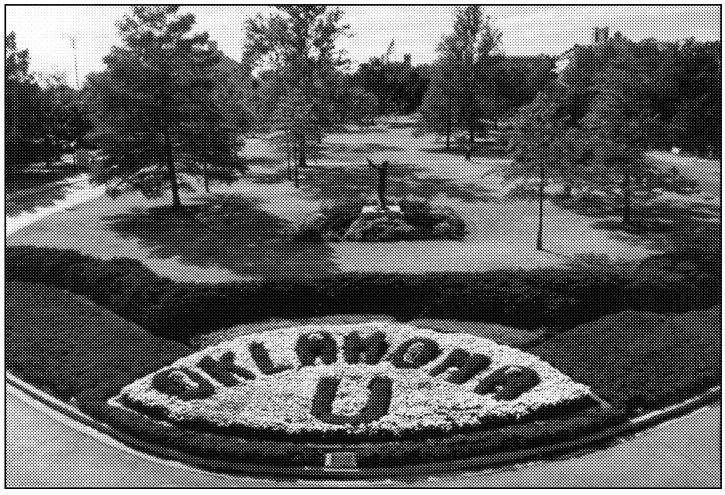
(4) U.S. Department of Labor, Bureau of Labor Statistics - City of Norman unemployment rate, 2010 – First month of calendar year 2010

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)	337
Number of licensed patient beds (Healthplex)	136
Education (2009-2010 School Year):	
Total school enrollment – Norman Public Schools	14,366
Number of elementary schools	15
Number of elementary students	7,289
Number of elementary school instructors	515
Number of secondary schools	6
Number of secondary school students	7,059
Number of secondary school instructors	456
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

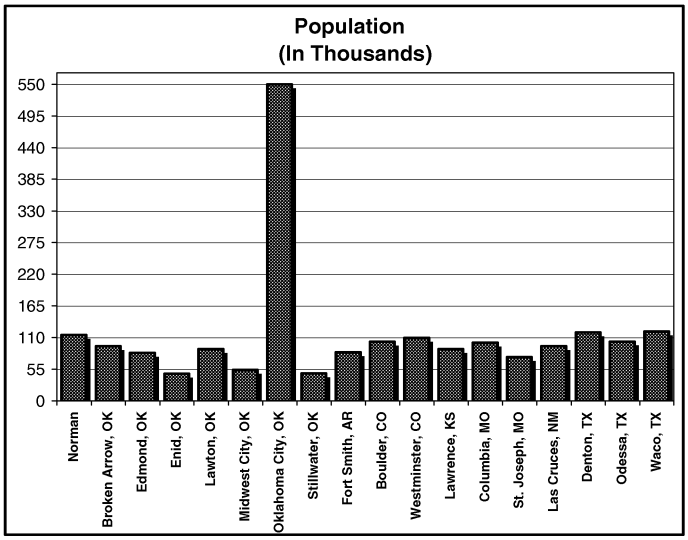
Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	12,203
Norman Regional Hospital	Medical Services	2,848
Norman Public Schools	Education Services	1,862
York International / Johnson Controls	Heating / Air Conditioning	882
City of Norman	Government Services	808
Dept of Mental Health & Substance Abuse Services	Mental Health & Substance Abuse Services	657
USPS National Center for Employee Development	Government Services	563
NOAA National Severe Storm Laboratory	National Weather Services	400
Sitel	Business Process Outsourcing	385
Oklahoma Veteran's Center – Norman Division	Medical Services	361
Hitachi	Computer Products	282
Moore-Norman Technology Center	Education Services	239

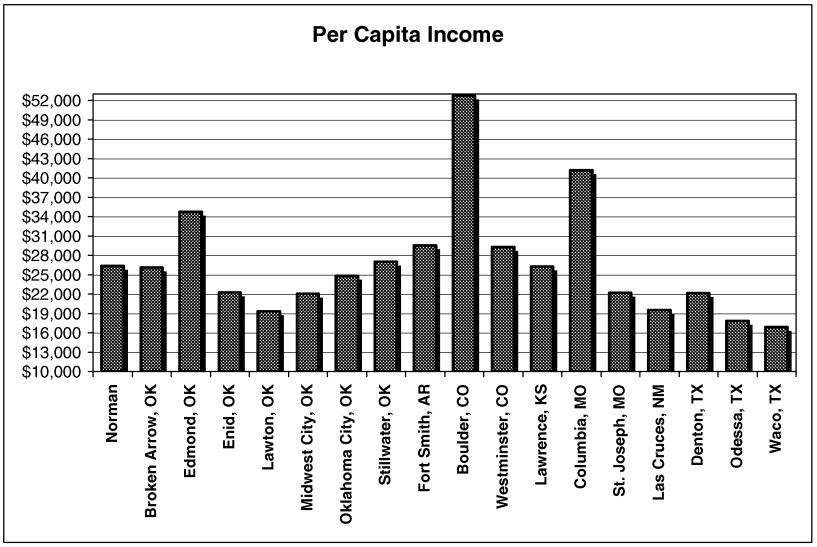
INTER-CITY BENCHMARK COMPARISONS

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

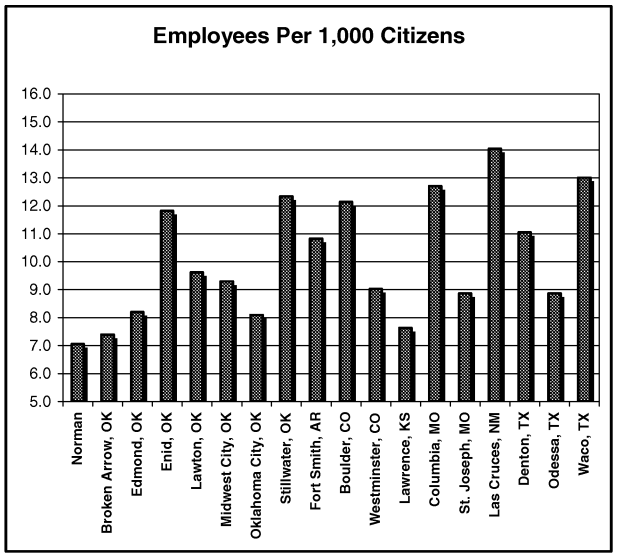
City	Population	Median Age	Square Miles
Norman	**114,495**	**28.2**	**189.5**
Broken Arrow, OK	95,000	35.4	77.0
Edmond, OK	83,587	34.9	87.0
Enid, OK	47,187	39.0	74.1
Lawton, OK	90,091	30.2	57.6
Midwest City, OK	53,674	35.1	24.6
Oklahoma City, OK	550,000	35.0	620.0
Stillwater, OK	47,653	23.9	28.0
Fort Smith, AR	84,375	35.4	92.4
Boulder, CO	102,800	35.0	25.6
Westminster, CO	109,353	35.2	33.5
Lawrence, KS	89,968	27.1	32.6
Columbia, MO	101,143	28.2	65.0
St. Joseph, MO	76,197	35.6	44.8
Las Cruces, NM	94,551	30.7	78.0
Denton, TX	118,904	27.2	81.7
Odessa, TX	102,876	31.9	41.8
Waco, TX	120,577	27.7	105.0





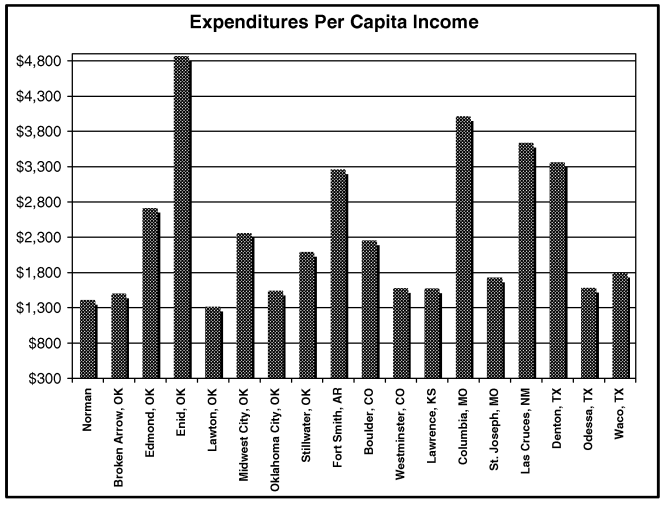
City	Per Capita Income
Norman	**$26,371**
Broken Arrow, OK	$26,138
Edmond, OK	$34,747
Enid, OK	$22,241
Lawton, OK	$19,317
Midwest City, OK	$22,059
Oklahoma City, OK	$24,853
Stillwater, OK	$27,050
Fort Smith, AR	$29,547
Boulder, CO	$52,759
Westminster, CO	$29,313
Lawrence, KS	$26,290
Columbia, MO	$41,184
St. Joseph, MO	$22,216
Las Cruces, NM	$19,566
Denton, TX	$22,201
Odessa, TX	$17,853
Waco, TX	$16,901

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**14,366**	**5.10%**	**Oklahoma Gas & Electric (OG&E), JHQ Norman Development, LLC, Wal-Mart**
Broken Arrow, OK	16,200	4.10%	Public Service Company, Valor Communications, Wal-Mart
Edmond, OK	20,786	3.80%	Wal-Mart, Crest Foods, Edmond Regional Medical
Enid, OK	6,775	5.20%	Advance Food Company, ADM Grain, Oklahoma Gas & Electric (OG&E)
Lawton, OK	16,238	5.20%	Goodyear Tire & Rubber Co., Public Service Co., Republic Paperboard
Midwest City, OK	12,095	7.20%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), Midwest Regional Hospital
Oklahoma City, OK	40,990	6.00%	Oklahoma Gas & Electric (OG&E), SBC, Redbud Energy
Stillwater, OK	5,596	6.30%	Brunswick Corp., Wal-Mart, Stillwater Designs & Audio
Fort Smith, AR	13,759	6.10%	Central Mall, Whirlpool Corp., GGNSC Admin. Services
Boulder, CO	13,004	6.60%	Macerich Twenty Ninth Street, LLC, IBM Corp., Roche Colorado Corp.
Westminster, CO	14,405	7.71%	Avaya, Westminster Mall, Excel Westminster Marketplace
Lawrence, KS	10,700	3.90%	Inland Western Lawrence, LLC, Wal-Mart, Celliance Lawrence, Inc.
Columbia, MO	17,186	5.80%	State Farm, Boone Crossing, Spicer Axle, Inc.
St. Joseph, MO	11,162	8.60%	HHS Properties, Inc., Johnson Controls Battery Group, Missouri American Water Co.
Las Cruces, NM	23,993	5.50%	El Paso Electric Company, Public Service Co. of NM, Qwest Corp.
Denton, TX	22,688	5.80%	Columbia Medical Center, Inland Western Denton Crossing, Paccar, Inc.
Odessa, TX	26,699	9.20%	Four Star Oil & Gas Co., Oncor Electric Delivery Co., MCM Properties II, LTD
Waco, TX	15,273	5.30%	Mars Snackfood US (M&M Mars), Inland Western Waco - Central, Oncor Electric Delivery Co.



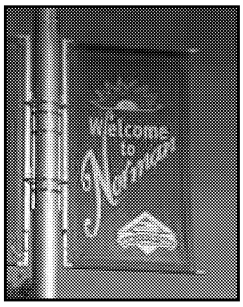
City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	**808**	**7.1**
Broken Arrow, OK	702	7.4
Edmond, OK	686	8.2
Enid, OK	558	11.8
Lawton, OK	867	9.6
Midwest City, OK	499	9.3
Oklahoma City, OK	4,455	8.1
Stillwater, OK	588	12.3
Fort Smith, AR	914	10.8
Boulder, CO	1,248	12.1
Westminster, CO	987	9.0
Lawrence, KS	771	7.6
Columbia, MO	1,285	12.7
St. Joseph, MO	676	8.9
Las Cruces, NM	1,327	14.0
Denton, TX	1,314	11.1
Odessa, TX	912	8.9
Waco, TX	1,568	13.0

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$155.96**	**$159.76**	**$1,395**
Broken Arrow, OK	$93.18	$140.99	$1,484
Edmond, OK	$176.50	$225.62	$2,699
Enid, OK	$224.32	$228.95	$4,852
Lawton, OK	$118.41	$117.24	$1,301
Midwest City, OK	$107.18	$125.72	$2,342
Oklahoma City, OK	$839.62	$839.62	$1,527
Stillwater, OK	$94.41	$98.86	$2,075
Fort Smith, AR	$353.10	$274.10	$3,249
Boulder, CO	$224.27	$230.15	$2,239
Westminster, CO	$172.34	$170.88	$1,563
Lawrence, KS	$164.46	$157.26	$1,555
Columbia, MO	$337.56	$404.52	$3,999
St. Joseph, MO	$130.69	$130.69	$1,715
Las Cruces, NM	$254.27	$342.52	$3,623
Denton, TX	$406.69	$397.83	$3,346
Odessa, TX	$160.04	$161.53	$1,570
Waco, TX	$214.57	$214.57	$1,780

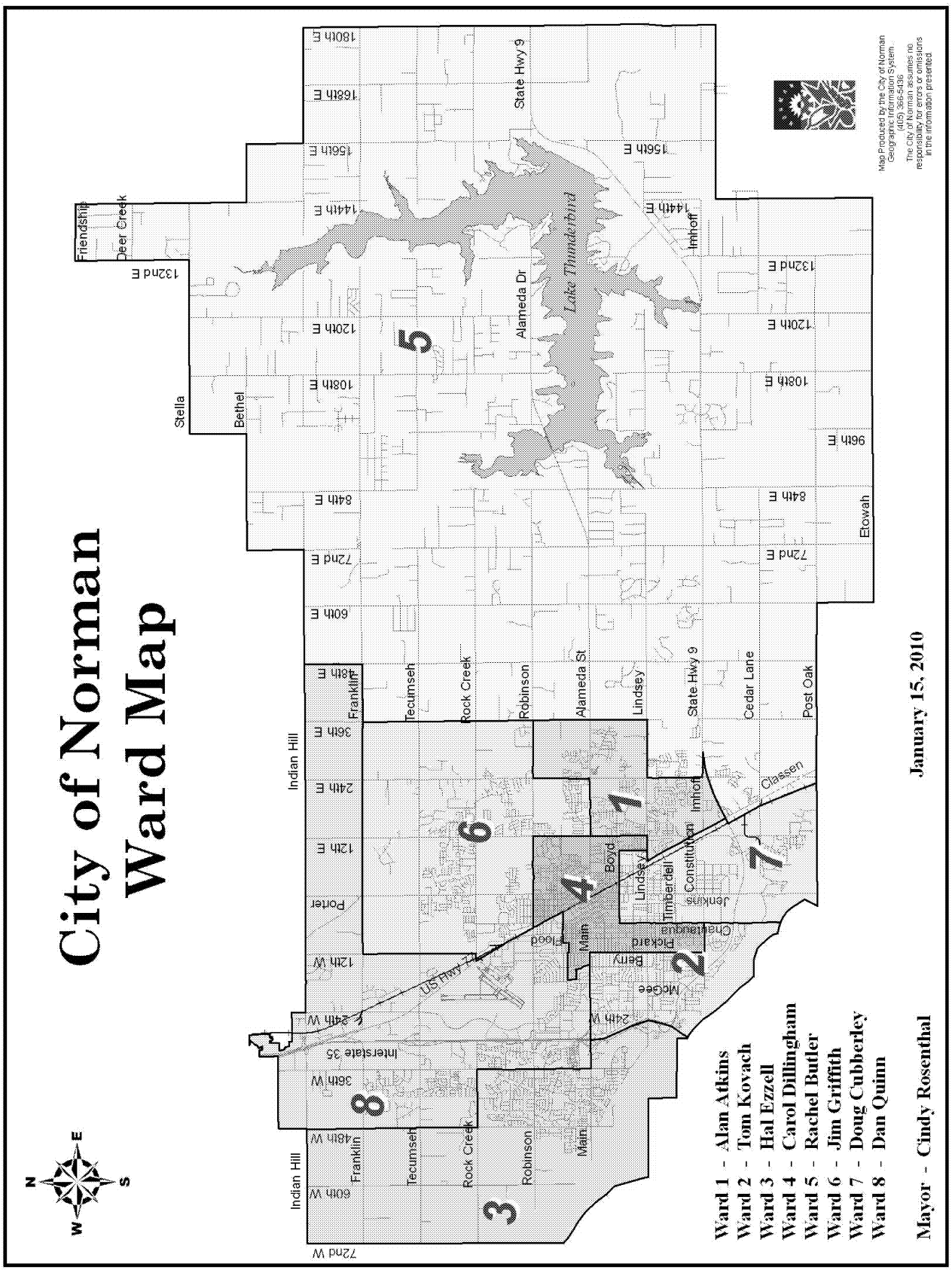


Government Facilities and Service Statistics

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	288
Non-Union	151
Fire Protection:	
Number of Stations	7
Number of fire personnel	148
Number of calls answered (for 2009)	10,358
Number of inspections conducted (for 2009)	3,510
Police Protection:	
Number of stations	1
Number of police personnel (includes emergency communications staff)	221
Number of patrol units	104
Physical arrests (for 2009)	8,206
Traffic violations (for 2009)	16,949
Parking violations (for 2009)	14,332
Number of reported crimes (part one crime index for 2009)	4,275
Calls for service (for 2009)	57,747
Sewerage System:	
Miles of sanitary sewers maintained by the City	461
Miles of storm sewers maintained by the City	134.2
Number of treatment plants	1
Daily average treatment in gallons	10,500,000
Design capacity of treatment plant in gallons	12,000,000
Water System:	
Miles of water mains maintained by the City	530
Number of service connections (includes 654 sprinkler connections)	34,441
Number of fire hydrants	5,053
Daily average production in gallons (for 2009-excluding water purchased from OKC)	11,770,000
Maximum daily capacity of plant in gallons	14,000,000
Number of water wells in operation	19
Street Maintenance:	
Miles of urban streets maintained by the City	510.6
Miles of rural streets maintained by the City	227.9
Number of street lights	5,524
Number of signalized locations	170


City of Norman
Ward Map
January 15, 2010
Ward 1 - Alan Atkins
Ward 2 - Tom Kovach
Ward 3 - Hal Ezzell
Ward 4 - Carol Dillingham
Ward 5 - Rachel Butler
Ward 6 - Jim Griffith
Ward 7 - Doug Cubberley
Ward 8 - Dan Quinn
Mayor - Cindy Rosenthal
Lake Thunderbird
State Hwy 9
Alameda Dr
Indian Hill
Franklin
Tecumseh
Rock Creek
Robinson
Alameda St
Lindsey
Cedar Lane
Post Oak
Imhoff
Classen
Boyd
Timberdell
Constitution
Jenkins
Chautauqua
Pickard
Berry
McGee
Main
Flood
Porter
Interstate 35
US Hwy 77
Stella
Bethel
Friendship
Deer Creek
Etowah
Map Produced by the City of Norman Geographic Information System (405) 366-5436
The City of Norman assumes no responsibility for errors or omissions in the information presented

overview/statistical

INTRODUCTION

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

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
Investigations
Patrol

Emergency Communications
Narcotics
Support Services

Engineering
Streets
Stormwater Drainage
Traffic Control
Fleet Management

PARKS AND RECREATION

FINANCE

Park Maintenance
Forestry
Recreation
Westwood Park

Accounting
Budget
Information Systems

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
Wastewater
Sanitation

PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

FUND	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11
GENERAL	512	549	551	555	533	535	530	559	568	599	559
PUBLIC SAFETY SALES TAX	0	0	0	0	0	0	0	0	0	0	45
RECREATION	16	21	21	21	18	18	18	19	20	20	20
CDBG	7	7	7	7	7	6	6	6	6	6	6
SPECIAL GRANTS	0	0	0	0	0	0	0	0	0	0	0
EMERGENCY COMMUNICATIONS	20	22	22	23	22	22	22	22	22	22	22
WESTWOOD PARK	9	9	9	9	8	8	8	8	8	8	8
WATER	49	49	49	50	50	50	50	50	52	52	52
WASTEWATER	45	46	23	24	24	23	23	23	23	23	21
SANITATION	66	48	50	50	50	50	52	53	53	53	51
FLEET MANAGEMENT	19	0	0	0	0	0	0	0	0	0	0
BUILDING SERVICES	5	0	0	0	0	0	0	0	0	0	0
OFFICE SERVICES	3	0	0	0	0	0	0	0	0	0	0
RISK MANAGEMENT	2	0	0	0	0	0	0	0	0	0	0
CAPITAL PROJECTS	2	2	3	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	0	0	24	25	25	25	25	25	25	25	21
TOTAL	755	753	759	767	740	740	737	768	780	811	808

FYE 03 to FYE 04 – Added: PPT Kennel Attendant, Maintenance Work II in Sewer Line Maintenance, and an Emergency Communications System Technician. A FT Forester, a GIS Utilities Analyst, and a PPT Admin Tech II in Code Enforcement were added during FYE 03. A PT Wastewater Field Tech was reclassed to a PPT Pollution Prevention Specialist. A PT Legal Intern was reclassed to a FT Assistant Attorney.

FYE 04 to FYE 05 – Reduced: Municipal Court (1), Legal (1), Finance (4), Human Resources (2), Planning (3), Public Works (7), Police (2), and Parks & Recreation (3) in the General Fund; Recreation Fund (3), Emergency Communications Fund (1), and Westwood Fund (1). A contract services position, Pet Adoption Coordinator, was reclassed to a permanent part-time position during FYE 04.

FYE 05 to FYE 06 – Reduced: Wastewater Treatment Plant Operator (1), Streets Division by 4 positions and moved 1 to Public Works Admin. The part-time Pollution Prevention Specialist and a part-time Planning Intern were reclassed to full-time. Added: Code Compliance Inspector and a Police Records Clerk; and reorganization of Animal Welfare Division. Transferred one Planner I from CDBG Fund to General Fund.

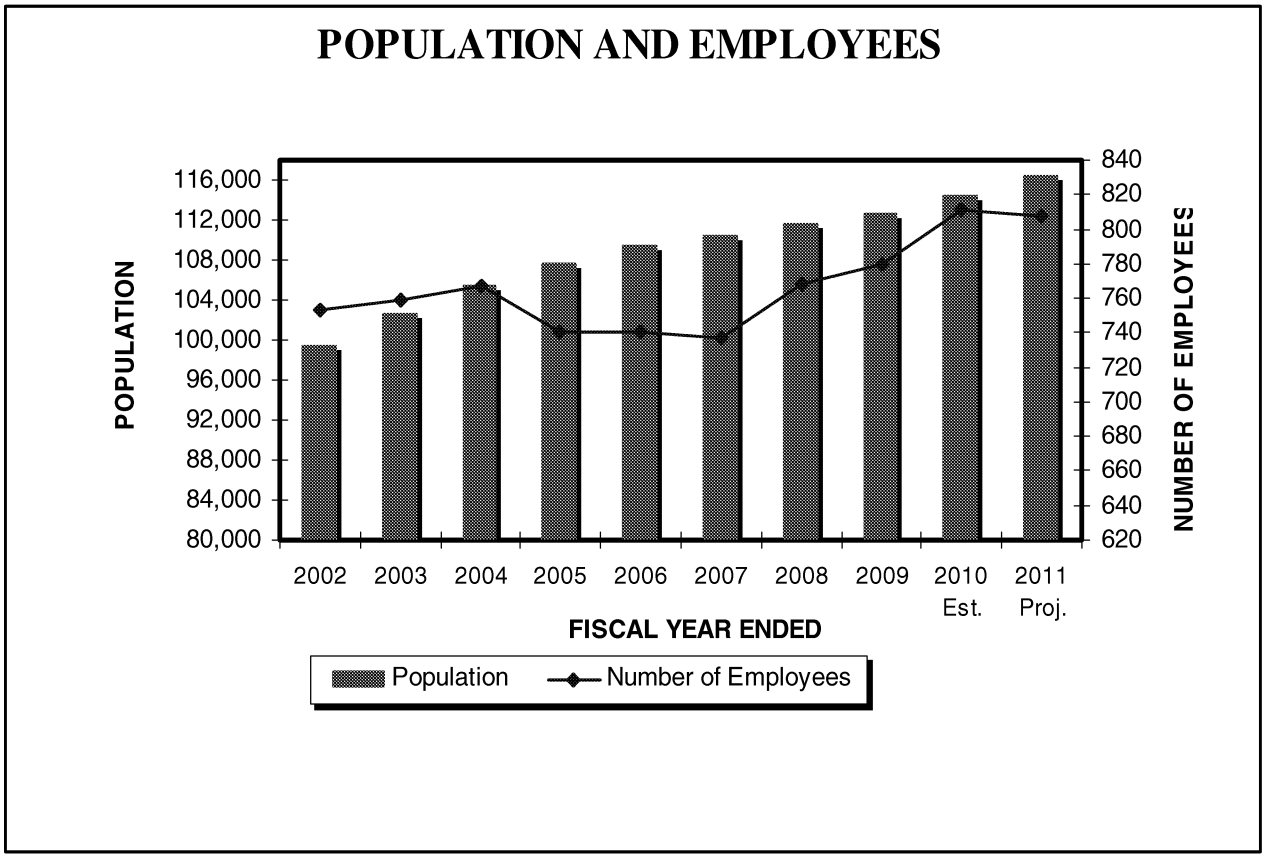
FYE 06 to FYE 07 – Reduced 6 positions in the General Fund (Assistant City Attorney, Budget Technician, Employment Specialist, Deputy Police Chief, Veterinarian Technician and a Crew Chief in Parks & Recreation Maintenance) and added 1 (Stormwater Inspector in Public Works) and a Sanitation Worker II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

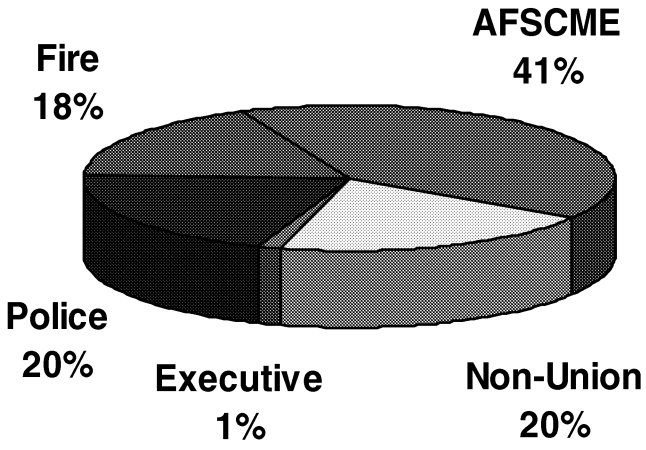


Discussion of the Graph

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2011, the City will employ 808 permanent employees, which is 3 fewer positions budgeted in FYE 2010. Forty-five positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase police & fire protection. At 808 personnel, the City is budgeting 55 more positions than in FY 2002, or an increase of 7.3%. In 2011, the City of Norman's population is projected to be 116,473, an increase of approximately 17% from 2002.

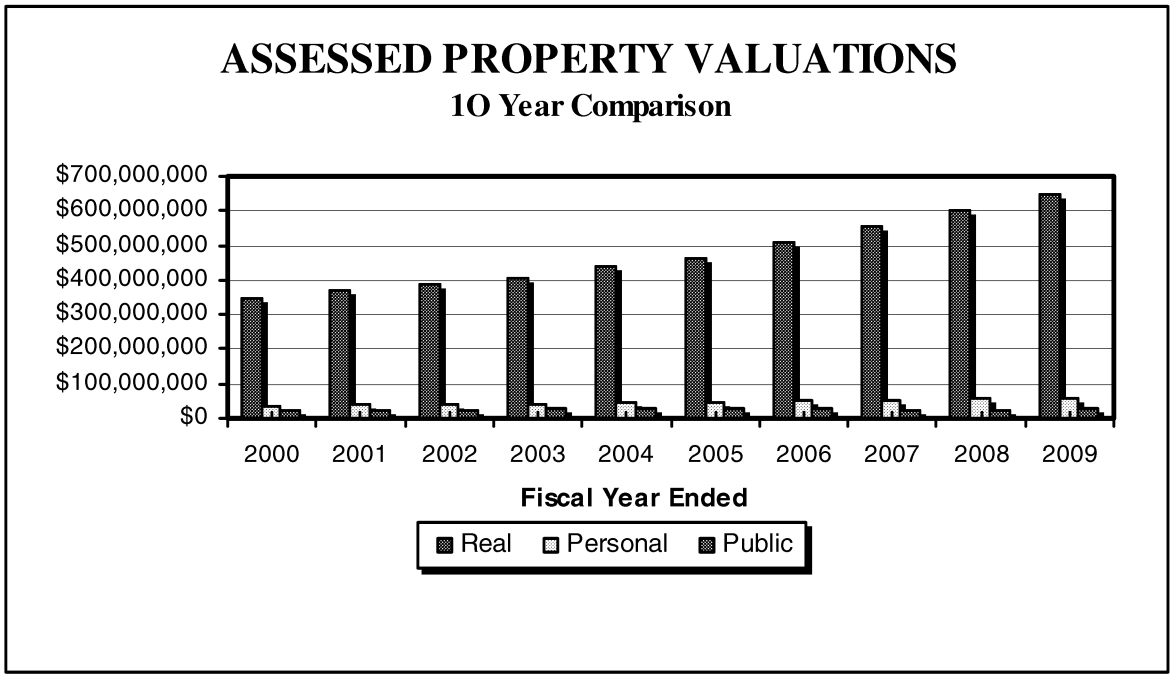
Note: The population figures used for the graph are estimates provided by the City of Norman Planning and Finance Departments.

BUDGETED POSITIONS BY UNION
FYE 2011
808 Total Positions



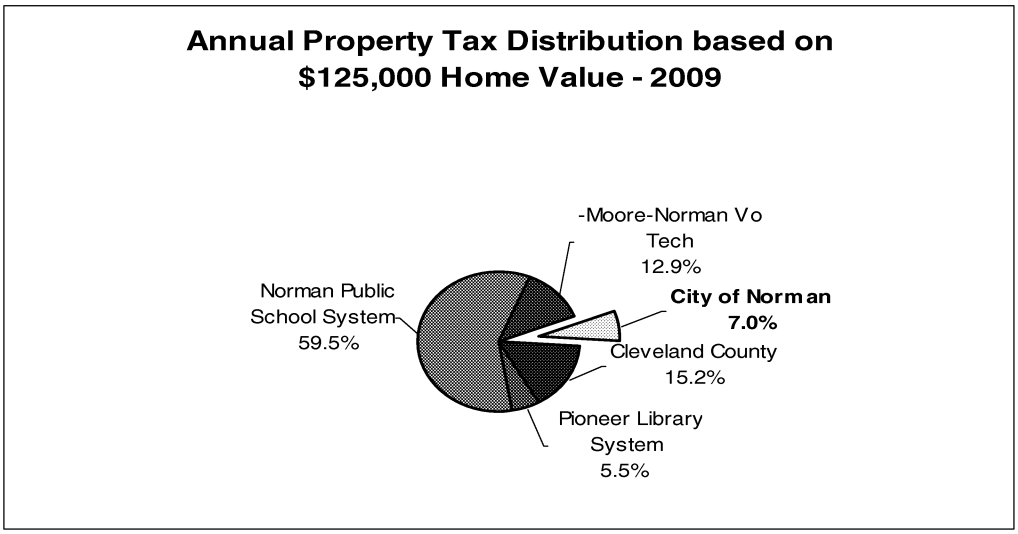
Discussion of the Graph

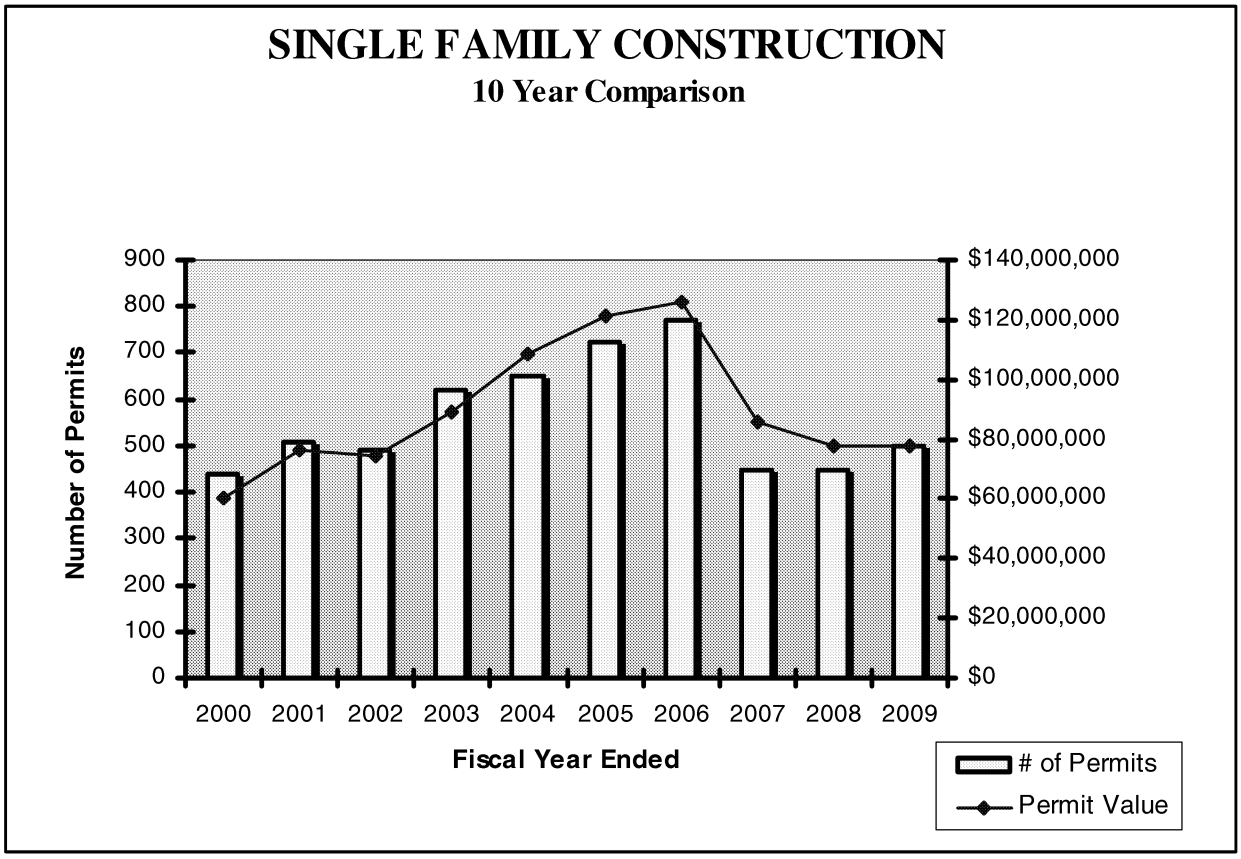
This graph illustrates the distribution of positions by bargaining unit. In FYE 2010-2011, 808 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (330) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 221 Police Department personnel, of which 164 are members of the Fraternal Order of Police (FOP) union and 41 are AFSCME members. There are a total of 148 Fire Department personnel, of which 142 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.



Discussion of the Graph

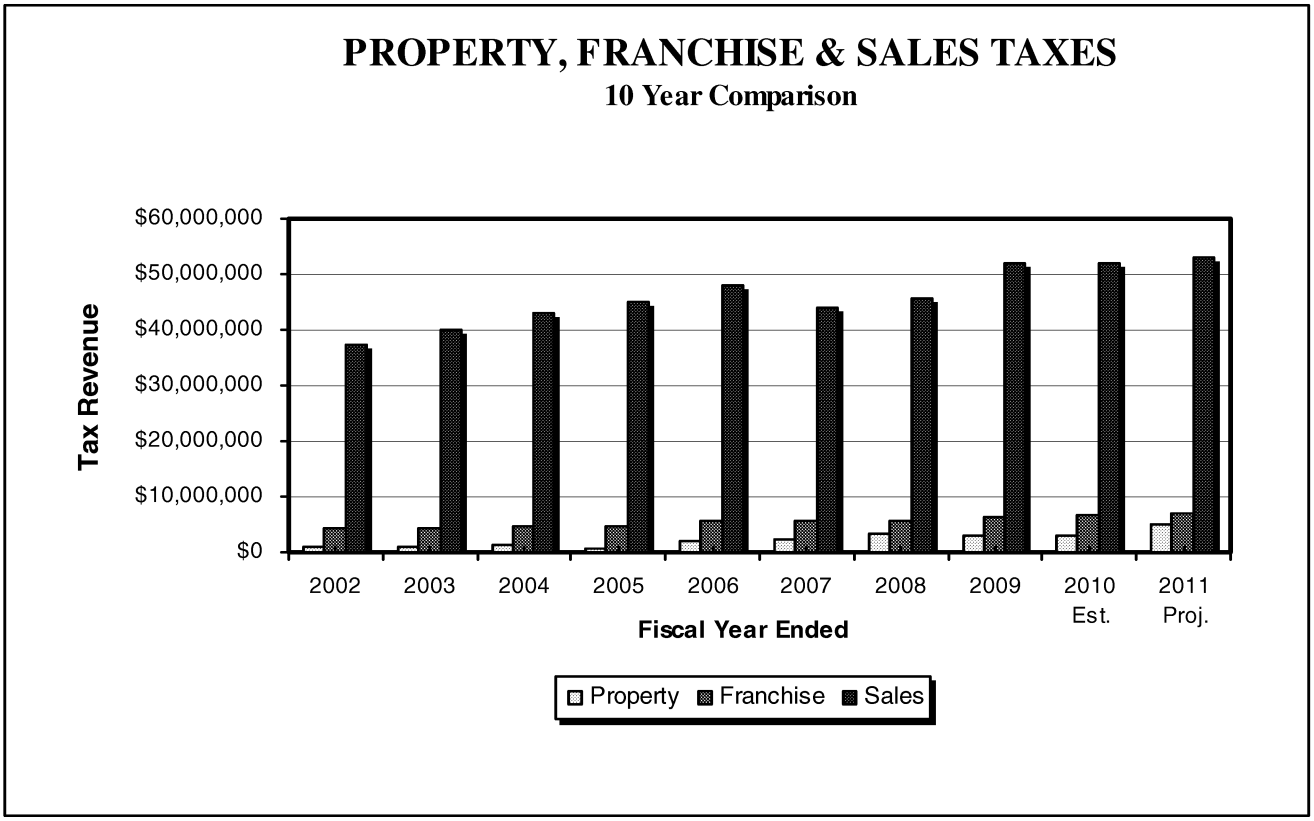
Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgments against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation 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. Actual property taxes levied in Norman in fiscal year 2009 were 7.84 mills or $5,611,693 which is 0.00784% of the assessed property value in Norman. According to the Cleveland County Assessor's Office the median home value in the City of Norman is approximately $125,000.





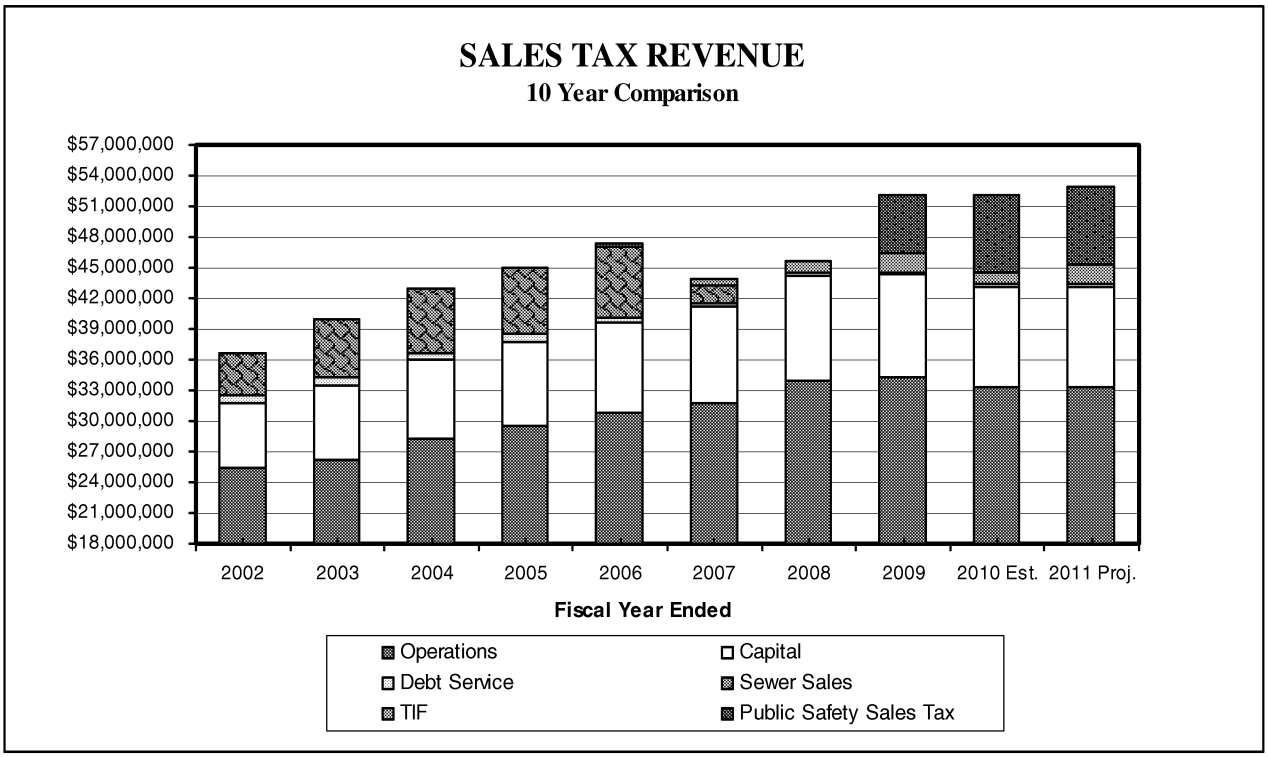
Discussion of the Graph

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.



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 a very low level of bonded indebtedness.



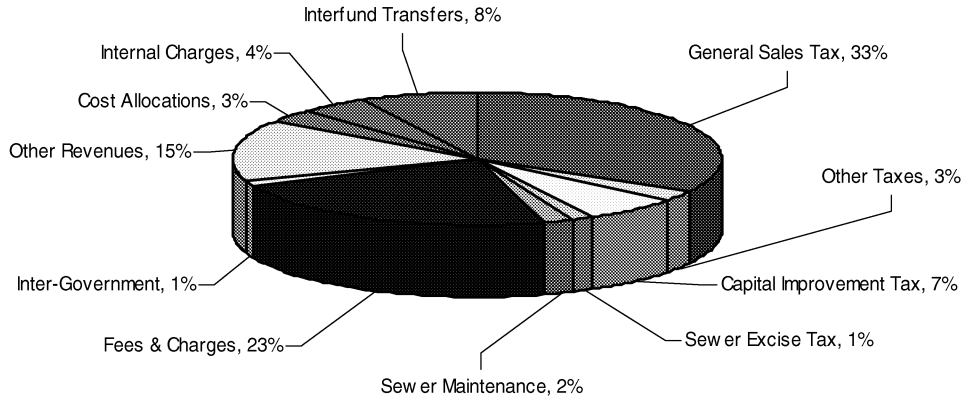
Discussion of the Graph

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 new 1/2 percent, 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 we are projecting no sales tax growth 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.

FYE 2011 Projected Figures:

Operations	$33,250,000
Public Safety	7,560,7000
Capital	10,100,000
Debt Service (GO Bonds)	(250,313)
Tax Increment Finance	2,000,000
Total	$52,659,687

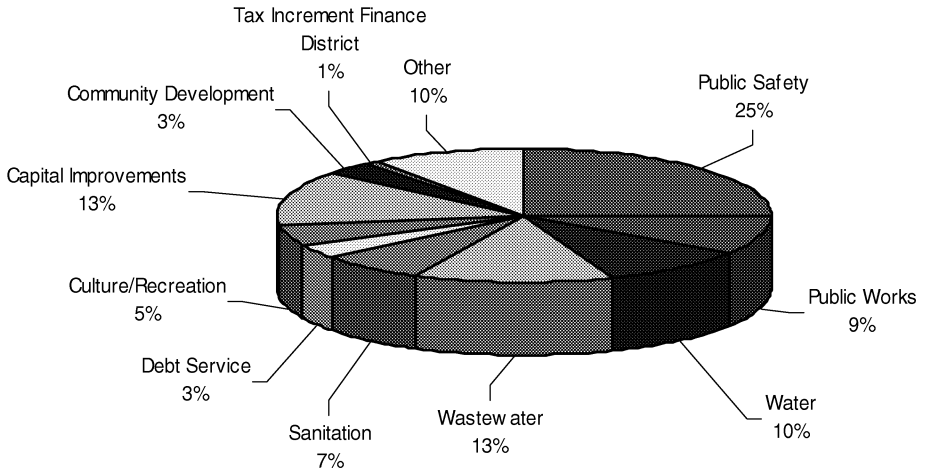
FYE 2011 ALL FUNDS PROJECTED TOTAL REVENUES
$155,963,924



Discussion of the Graph

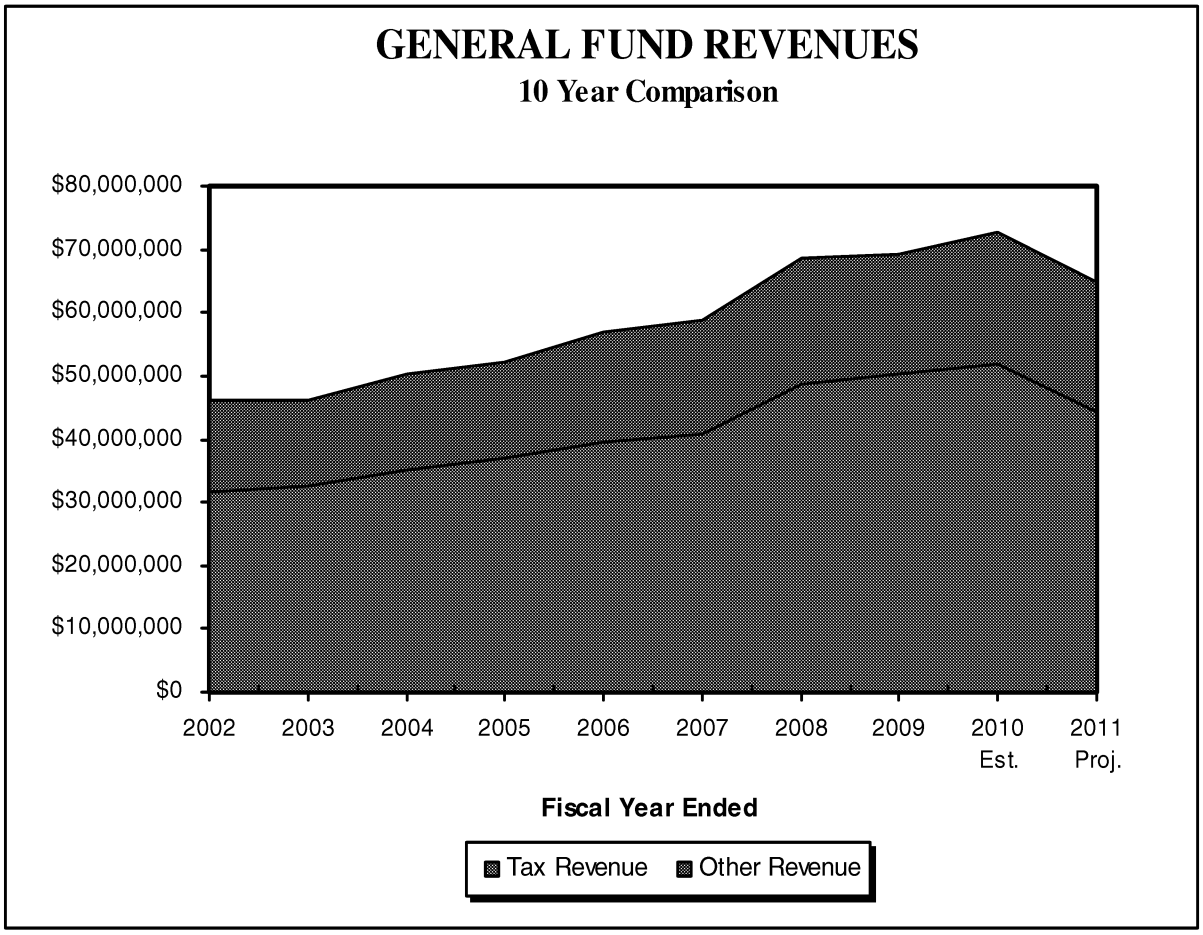
Budgeted revenues for FYE 2011 of $155,963,924 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Wastewater, Westwood Park, licenses and fees for other City services. The City 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 2011 ALL FUNDS PROJECTED TOTAL EXPENDITURES
$159,759,254



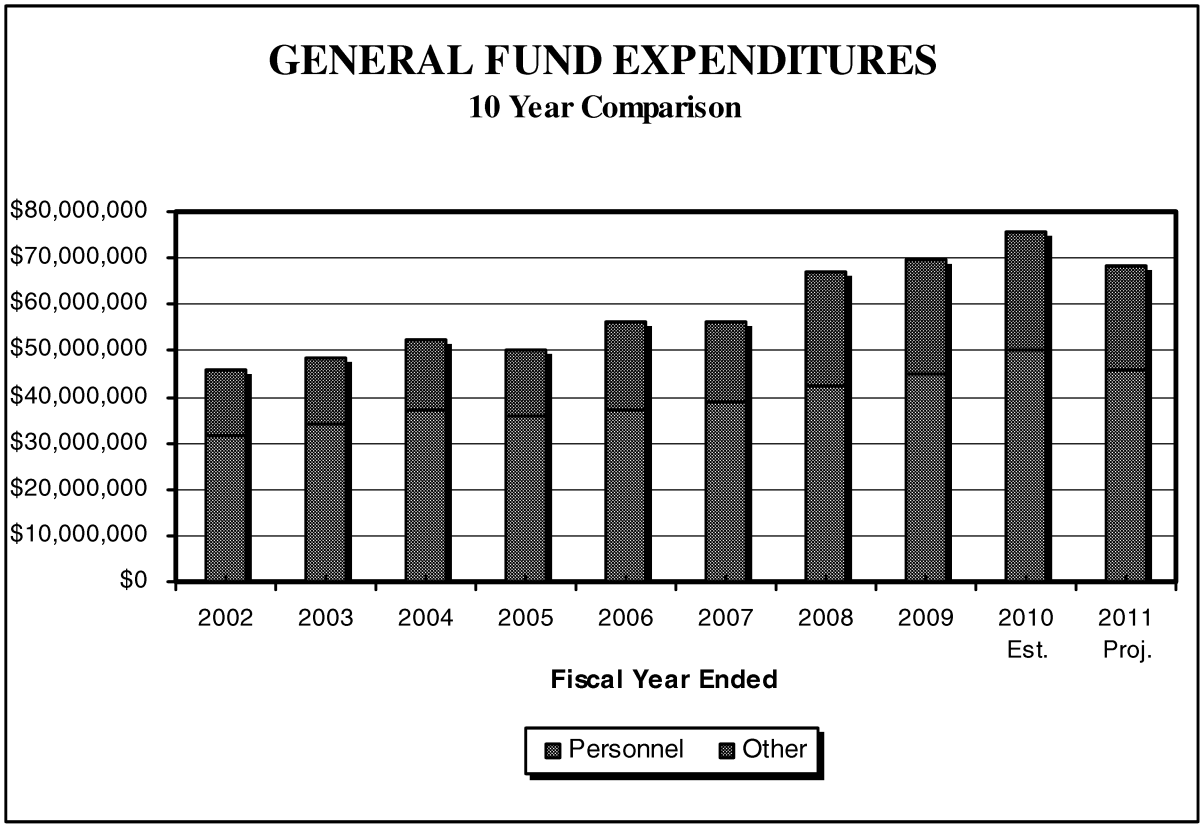
Discussion of the Graph

Budgeted expenditures for FYE 2011 of $159,759,254 are derived from several uses. The largest portion is Public Safety at 25% or $40,214,725. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Capital Improvements is the next largest portion at 13% or $21,365,466. Tax Increment Finance District is the smallest portion of expenditures at 1% or $1,763,650.



Discussion of the Graph

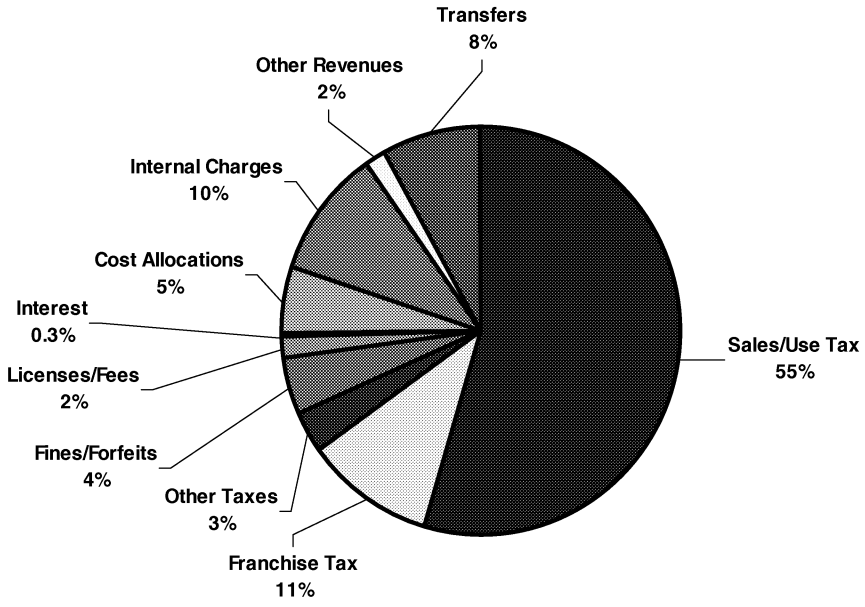
The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 68% of total revenues in FYE 2002 to an estimated 71% of total revenues in FYE 2010 and a projected 68% in FYE 2011. The increase in the percent of other revenues in FYE 08 is due to a FEMA reimbursement 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.



Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 69% of total General Fund expenditures in FYE 2002 and are projected to comprise about 67% of General Fund expenditures in FYE 2011. 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 include furloughs, no merit and no cost of living increases for employees, and a reduction in operating budgets.

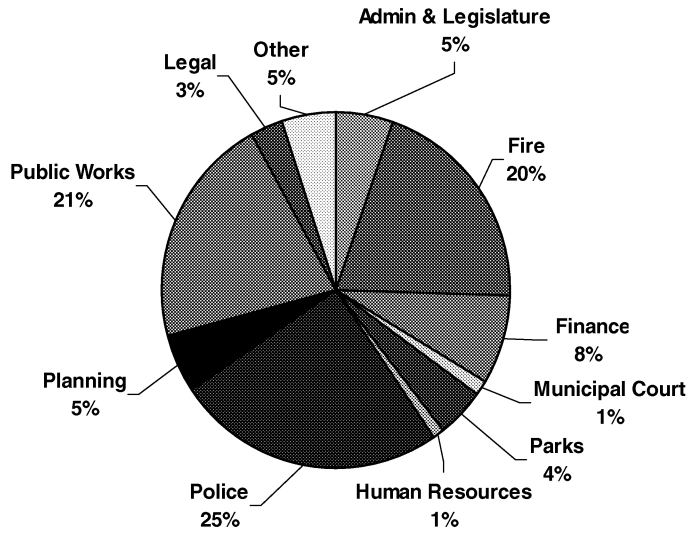
GENERAL FUND REVENUES BY SOURCE
FYE 2010-2011



Discussion of the Graph

Taxes comprise 69% of the General Fund's revenue; sales and use tax represents 55% while franchise taxes represent 11% 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.

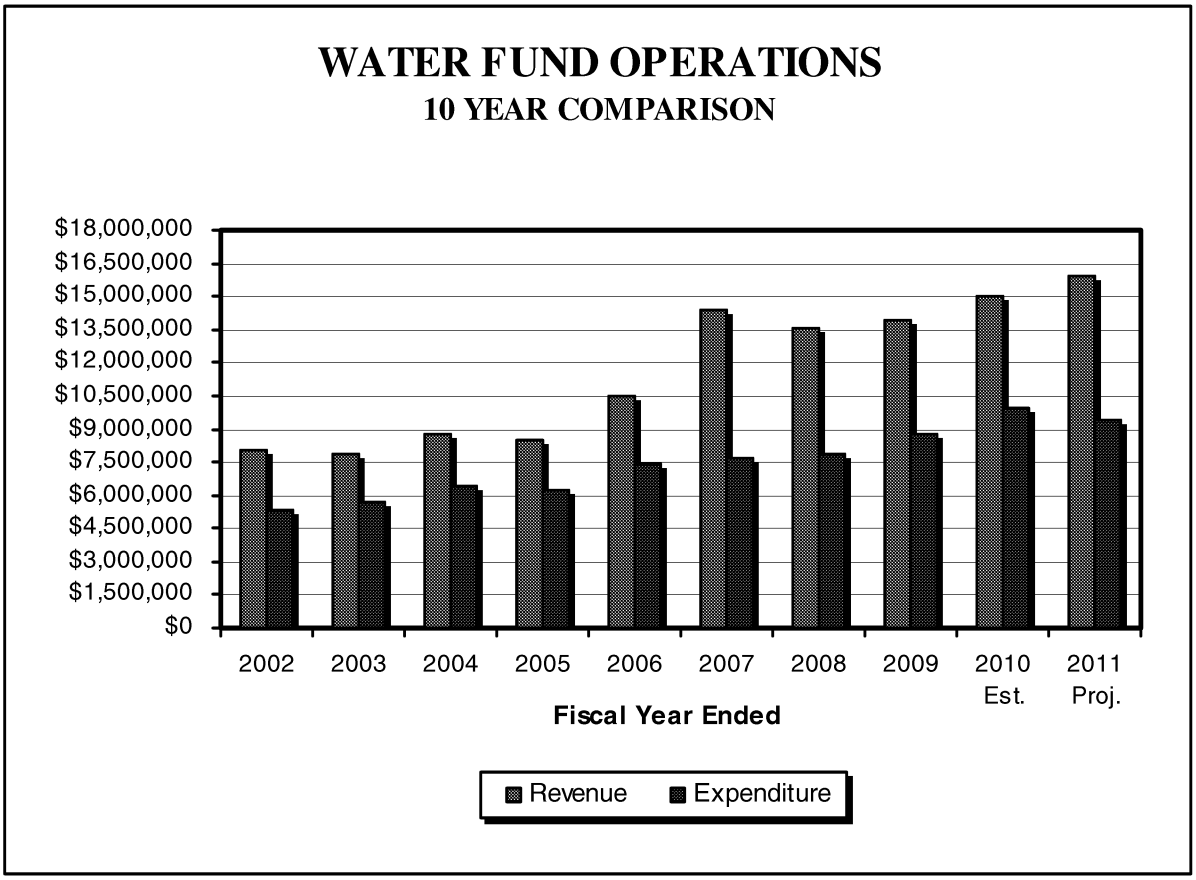
GENERAL FUND EXPENDITURES BY DEPARTMENT
FYE 2010-2011



Discussion of the Graph

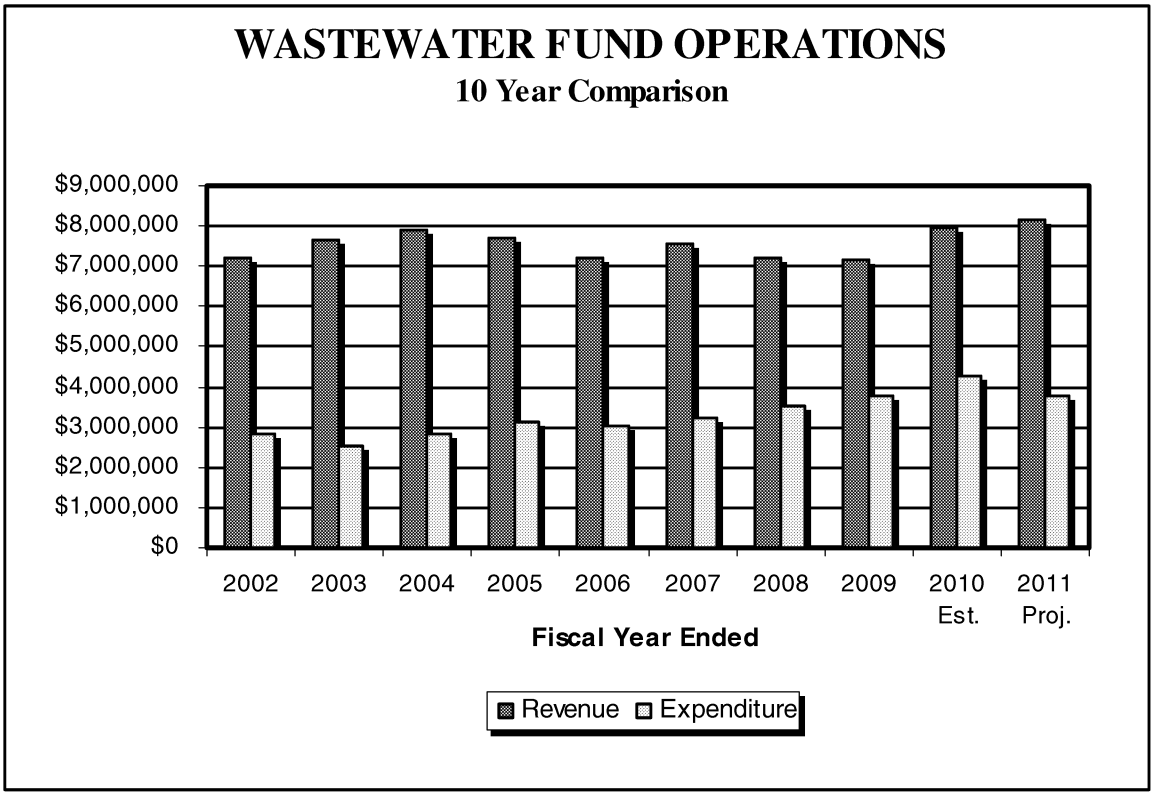
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $17,120,446 or 25% of total General Fund expenditures. This excludes any expenditures from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling $14,622,560 or 21% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 66% 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)



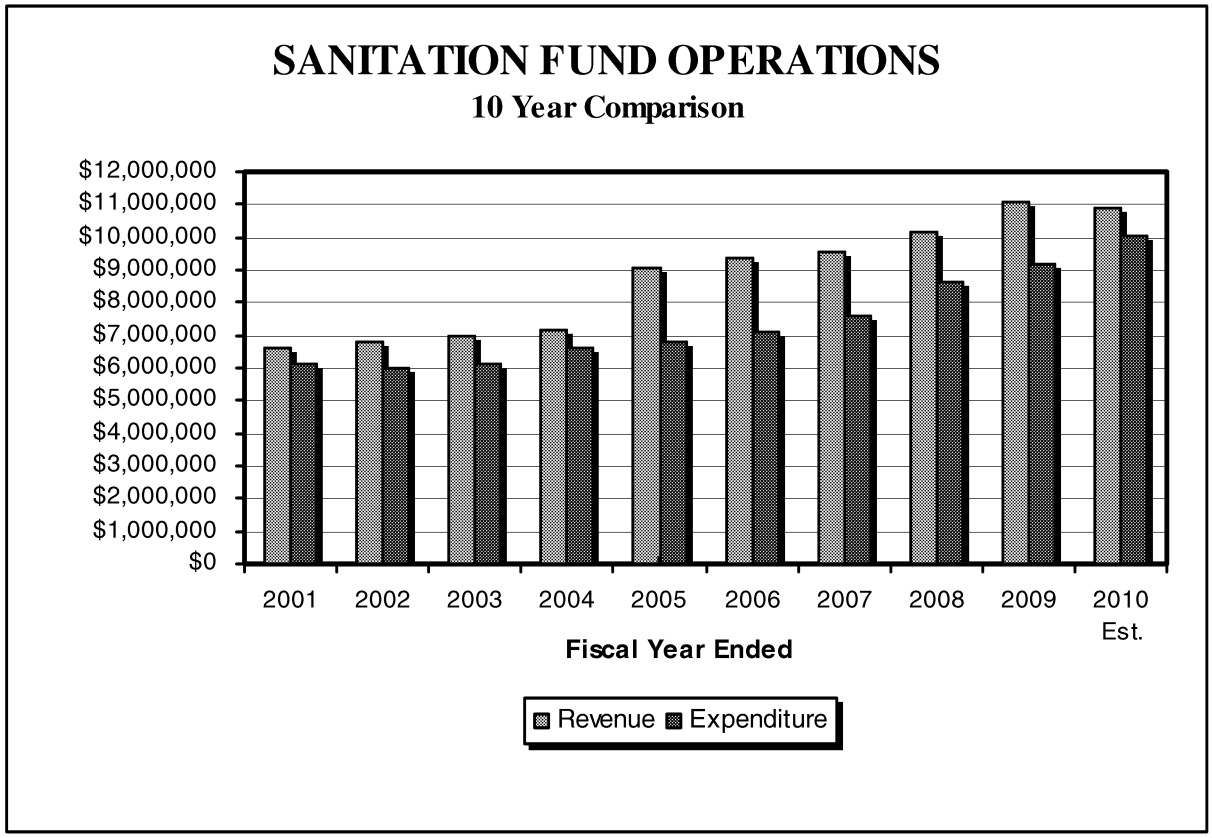
Discussion of the Graph

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 Wastewater Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. FYE 2003 and FYE 2004 figures reflect a reduction in revenues and expenditures due to the creation of a new Sewer Maintenance Fund (effective October 1, 2001), whose operations were previously reported in the Wastewater Fund. However, the Wastewater Fund provides a subsidy to the Sewer Maintenance Fund to fund sewer line maintenance needs. Beginning in FYE 2006, revenues from the Wastewater Treatment Plant 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.

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

	FYE 08 Actual	% Change	FYE 09 Actual	% Change	FYE 10 Budget	% Change	FYE 10 Est.	% Change	FYE 11 Proj.
Total Combined Fund Revenues									
Sales Tax	$ 45,565,002	14.5%	$ 52,149,443	8.5%	$ 56,556,750	-7.8%	$ 52,120,894	1.5%	$ 52,910,000
Property Tax	3,485,026	-3.2%	3,373,306	9.2%	3,685,000	0.0%	3,685,000	61.1%	5,935,000
Other Taxes	17,376,068	-27.0%	12,688,841	11.4%	14,139,188	-0.4%	14,082,000	2.5%	14,436,605
Fees,User Charges & Fines	39,094,510	2.3%	39,997,301	5.6%	42,234,379	-1.7%	41,507,724	5.8%	43,922,641
Federal Funds	3,179,155	-40.8%	1,883,174	10.6%	2,082,751	290.4%	8,131,859	-77.3%	1,844,031
State Funds	106,270	45.6%	154,778	-100.0%	-	0.0%	147,071	-100.0%	-
Interest Income	4,312,185	-49.4%	2,183,557	-29.7%	1,534,530	0.0%	1,534,530	0.7%	1,545,061
Cost Allocations	5,667,222	4.6%	5,929,813	-16.0%	4,979,617	0.0%	4,979,617	-3.4%	4,812,791
Internal Services	5,600,449	9.0%	6,105,231	21.2%	7,401,414	0.0%	7,401,414	-10.9%	6,594,628
Interfund Transfers	9,440,142	44.7%	13,663,992	-1.1%	13,513,654	35.4%	18,303,523	-30.2%	12,776,292
Bond/Loan Proceeds	-	0.0%	15,165,813	0.0%	23,565,000	0.0%	21,844,083	0.0%	9,850,000
Other	5,192,757	-39.5%	3,142,755	-60.2%	1,249,926	104.3%	2,554,124	-39.8%	1,536,876
	$ 139,018,786	12.5%	$ 156,438,004	9.3%	$ 170,942,209	3.1%	$ 176,291,839	-11.4%	$ 156,163,925
Total Combined Fund Expenditures									
Salary / Benefits	$ 55,638,677	5.4%	$ 58,668,763	8.7%	$ 63,755,703	1.2%	$ 64,545,081	-2.4%	$ 62,991,826
Supplies / Materials	8,228,207	-4.5%	7,855,165	27.3%	10,003,293	-8.5%	9,153,108	4.3%	9,549,415
Services / Maintenance	17,869,887	-22.9%	13,785,170	23.1%	16,967,566	-5.5%	16,026,589	2.0%	16,346,995
Internal Services	3,096,762	22.6%	3,797,937	17.4%	4,458,682	3.6%	4,620,023	-18.2%	3,777,424
Capital Equipment	3,595,710	17.0%	4,208,389	37.6%	5,791,150	47.8%	8,560,029	-44.5%	4,750,599
Capital Projects	27,732,519	18.5%	32,870,505	67.5%	55,065,310	115.6%	118,738,100	-73.9%	30,946,000
Interfund Transfers	9,440,142	44.7%	13,663,991	-1.1%	13,513,653	35.4%	18,303,522	-30.2%	12,776,292
Cost Allocation Charges	4,485,322	9.2%	4,897,481	-0.6%	4,869,785	6.2%	5,169,921	-9.1%	4,701,855
Federal Grants	2,271,372	-9.3%	2,060,135	1.1%	2,082,751	116.7%	4,513,610	-59.1%	1,844,031
Debt Service	7,058,246	7.8%	7,610,783	36.8%	10,407,905	-5.4%	9,842,240	9.5%	10,779,469
Other	5,315,606	6.0%	5,634,957	-86.8%	745,033	72.7%	1,287,024	-51.0%	630,306
	$ 144,732,450	7.1%	$ 155,053,276	21.0%	$ 187,660,831	39.0%	$ 260,759,247	-39.0%	$ 159,094,212
Net Difference	**$ (5,713,664)**		**$ 1,384,728**		**$ (16,718,622)**		**$ (84,467,408)**		**$ (2,930,287)**

NET CITY BUDGET
FISCAL YEAR ENDING 2011

FUND	% TOTAL	FYE 11 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 11 BUDGET	NET FYE 10 BUDGET	% CHANGE
General	42.7%	$68,198,119	$0	$3,873,850	$2,796,739	$61,527,530	$67,657,403	-9.1%
Public Safety Sales Tax	4.6%	7,367,782	0	71,454	2,990,394	4,305,934	0	0.0%
Recreation	1.0%	1,611,177	345,735	73,783		1,191,659	1,311,251	-9.1%
Community Development	1.0%	1,540,857	0	7,646	0	1,533,211	2,067,886	-25.9%
Special Grants	0.1%	115,283	0	0	0	115,283	63,982	80.2%
Room Tax	0.6%	965,487	30,090	0	205,714	729,683	714,042	2.2%
Emergency Communications	1.1%	1,759,599	0	20,185	0	1,739,414	1,711,803	1.6%
Seizures and Restitutions	0.0%	77,652	0	0	0	77,652	2,600	2886.6%
Cleet	0.0%	31,005	0	0	0	31,005	33,005	-6.1%
Tax Increment District	0.0%	0	0	0	0	0	83,189	0.0%
Westwood Park	0.9%	1,408,005	0	86,063	0	1,321,942	1,441,723	-8.3%
Water	9.7%	15,559,969	1,479,364	352,924	731,893	12,995,788	30,458,203	-57.3%
Wastewater	5.1%	8,200,601	1,005,771	66,867	1,694,595	5,433,368	5,317,462	2.2%
Sewer Maintenance	2.9%	4,592,907	643,426	255,730	0	3,693,751	5,089,683	-27.4%
New Development Excise	2.6%	4,233,264	0	0	0	4,233,264	9,410,000	-55.0%
Sewer Sales Tax Capital	2.6%	4,154,000	0	0	0	4,154,000	0	0.0%
Sanitation	7.0%	11,176,758	1,227,559	1,866,604	55,066	8,027,529	11,113,298	-27.8%
Capital Improvement	13.4%	21,365,466	0	368	3,549,577	17,815,521	15,430,810	15.5%
Park Land and Development	0.0%	57,000	0	0	0	57,000	45,000	26.7%
Hall Park Assessment Dist.	0.0%	0	0	0	0	0	0	0.0%
University North Park TIF	1.1%	1,763,650	0	0	0	1,763,650	5,415,150	100.0%
General Debt Service	3.3%	5,220,560	0	0	500,000	4,720,560	3,823,455	23.5%
G.O. Bonds	0.2%	252,313	0	0	252,313	0	0	0.0%
Arterial Roads Recoupment	0.1%	107,800	0	0	0	107,800	576,200	0.0%
	100.0%	$159,759,254	$4,731,945	$6,675,474	$12,776,291	$135,575,544	$161,766,145	-16.2%

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2011 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES					REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES		
GOVERNMENTAL FUNDS											
General	$5,039,046	$59,683,392	$5,185,263	$64,868,655	$65,601,380	$2,796,739	$68,398,119	($200,000)	$68,198,119	(3,329,464)	1,709,582
SPECIAL REVENUE FUNDS											
Recreation	0	401,825	1,209,352	1,611,177	1,624,284	0	1,624,284	(13,107)	1,611,177	0	0
Public Safety Sales Tax	5,992,754	7,905,050	0	7,905,050	4,377,388	2,990,394	7,367,782	0	7,367,782	537,268	6,530,022
Room Tax	286,437	1,003,000	0	1,003,000	759,773	205,714	965,487	0	965,487	37,513	323,950
Emergency Communications	0	251,074	1,508,525	1,759,599	1,759,599	0	1,759,599	0	1,759,599	0	0
Seizures and Restitutions	352,471	90,552	78,861	169,413	77,652	0	77,652	0	77,652	91,761	444,232
Cleet	23,096	32,000	0	32,000	31,005	0	31,005	0	31,005	995	24,091
Tax Increment District	7,443	0	0	0	0	0	0	0	0	0	7,443
Art in Public Places	1,985	5,000	0	5,000	0	0	0	0	0	5,000	6,985
Park Land and Development	1,199,923	112,061	0	112,061	57,000	0	57,000	0	57,000	55,061	1,254,984
Westwood Park	0	1,206,310	267,214	1,473,524	1,408,005	0	1,408,005	0	1,408,005	65,519	65,519
GRANT FUNDS											
Community Development	122,654	1,528,748	0	1,528,748	1,540,857	0	1,540,857	0	1,540,857	(12,109)	110,545
Special Grants	349,965	115,283	0	115,283	115,283	0	115,283	0	115,283	0	349,965
ENTERPRISE FUNDS											
Water	4,825,694	16,053,626	0	16,053,626	14,880,991	731,893	15,612,884	(52,917)	15,559,967	493,659	5,319,353
Wastewater	384,201	9,016,373	0	9,016,373	6,529,979	1,694,595	8,224,574	(23,972)	8,200,602	815,772	1,199,973
Sewer Maintenance	0	3,308,538	1,284,369	4,592,907	4,612,849	0	4,612,849	(19,942)	4,592,907	0	0
New Development Excise	9,849,008	2,200,000	0	2,200,000	4,233,264	0	4,233,264	0	4,233,264	(2,033,264)	7,815,744
Sewer Sales Tax Capital	5,433,035	200,000	0	200,000	4,154,000	0	4,154,000	0	4,154,000	(3,954,000)	1,479,035
Sanitation	167,913	11,137,401	0	11,137,401	11,121,693	55,066	11,176,759	0	11,176,759	(39,357)	128,555
CAPITAL PROJECTS FUND											
Capital Improvements	3,868,251	20,679,687	2,990,394	23,670,081	17,815,889	3,549,577	21,365,466	0	21,365,466	2,304,615	6,172,866
University North Park TIF	2,837,032	2,815,000	0	2,815,000	1,763,650	0	1,763,650	0	1,763,650	1,051,350	3,888,382
Arterial Roads Recoupment	243,103	0	0	0	107,800	0	107,800	0	107,800	(107,800)	135,303
DEBT SERVICE FUNDS											
General Debt Service	853,368	5,190,400	252,313	5,442,713	4,720,560	500,000	5,220,560	0	5,220,560	222,153	1,075,521
G. O. Bonds	0	252,313	0	252,313	0	252,313	252,313	0	252,313	0	0
GRAND TOTAL ALL FUNDS	$41,837,379	$143,187,633	$12,776,291	155,963,924	$147,292,901	$12,776,291	$160,069,192	($309,938)	$159,759,254	($3,795,328)	$38,042,050
Less: Interfund Transfers	0	0	(12,776,291)	(12,776,291)	0	(12,776,291)	(12,776,291)	0	(12,776,291)	0	0
Internal Service Charges	0	(6,675,474)	0	(6,675,474)	(6,675,474)	0	(6,675,474)	0	(6,675,474)	0	0
Cost Allocation Charges	0	(4,731,945)	0	(4,731,945)	(4,731,945)	0	(4,731,945)	0	(4,731,945)	0	0
Total Deductions	$0	($11,407,419)	($12,776,291)	(24,183,710)	($11,407,419)	($12,776,291)	($24,183,710)	$0	($24,183,710)	$0	$0
NET TOTAL ALL FUNDS	$41,837,379	$131,780,214	$0	131,780,214	$135,885,482	$0	$135,885,482	($309,938)	$135,575,544	($3,795,328)	$38,042,050

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2011

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	$44,341,555	$4,450,108	$0	$275,000	$595,460	$3,426,641	$6,594,628	$5,185,263	$64,868,655	$3,323,744	$68,192,399
Public Safety Sales Tax	7,905,050	0	0	0	0	0	0	0	7,905,050	0	7,905,050
Recreation	0	401,825	0	0	0	0	0	1,209,352	1,611,177	0	1,611,177
Community Development	0	0	1,528,748	0	0	0	0	0	1,528,748	0	1,528,748
Special Grants	0	0	115,283	0	0	0	0	0	115,283	0	115,283
Room Tax	1,000,000	0	0	3,000	0	0	0	0	1,003,000	0	1,003,000
Emergency Communications	0	170,228	0	0	0	0	80,846	1,508,525	1,759,599	0	1,759,599
Seizures and Restitutions	0	75,052	15,000	500	0	0	0	78,861	169,413	0	169,413
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	5,000	0	0	0	5,000	0	5,000
Westwood Park	0	1,198,810	0	7,500	0	0	0	267,214	1,473,524	0	1,473,524
Water	0	15,206,443	0	120,000	3,780	723,403	0	0	16,053,626	0	16,053,626
Wastewater	0	8,134,472	0	300,000	0	581,901	0	0	9,016,373	0	9,016,373
Sewer Maintenance	0	3,308,538	0	0	0	0	0	1,284,369	4,592,907	0	4,592,907
New Development	2,000,000	0	0	200,000	0	0	0	0	2,200,000	2,033,264	4,233,264
Sewer Sales Tax Capital	0	0	0	200,000	0	0	0	0	200,000	3,954,000	4,154,000
Sanitation	0	11,107,401	0	30,000	0	0	0	0	11,137,401	39,358	11,176,759
Capital Improvement	9,849,687	0	0	350,000	10,480,000	0	0	2,990,394	23,670,081	0	23,670,081
Park Land and Development	0	85,000	0	27,061	0	0	0	0	112,061	0	112,061
Univesity North Park TIF	2,810,000	0	0	5,000	0	0	0	0	2,815,000	0	2,815,000
General Debt Service	5,125,000	40,400	0	25,000	0	0	0	252,313	5,442,713	0	5,442,713
G.O. Bonds	250,313	0	0	2,000	0	0	0	0	252,313	0	252,313
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	107,800	107,800
	$73,281,605	$44,178,277	$1,691,031	$1,545,061	$11,084,240	$4,731,945	$6,675,474	$12,776,291	$155,963,924	$9,458,166	$165,422,090
PERCENT TO TOTAL	44.3%	26.7%	1.0%	0.9%	6.7%	2.9%	4.0%	7.7%	94.3%	5.7%	100.0%

CITY-WIDE OPERATING EXPENDITURES BY TYPE/CATEGORY

FISCAL YEAR ENDING 2011 PROJECTED

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	$ 45,952,627	$ 4,542,629	$ 8,654,274	$ 2,578,000	$ 0	$ 3,873,850	$ 0	$ 2,796,739	$ (200,000)	$ 68,198,119
Public Safety Sales Tax	$ 3,437,972	$ 73,804	$ 109,878	$ 684,280	$ 0	$ 71,454	$ 0	$ 2,990,394	$ 0	$ 7,367,782
Recreation	$ 873,774	$ 56,880	$ 265,612	$ 8,500	$ 0	$ 73,783	$ 345,735	$ 0	$ (13,107)	$ 1,611,177
Community Development	$ 352,417	$ 4,669	$ 1,012,617	$ 3,900	$ 131,150	$ 5,669	$ 0	$ 0	$ 30,435	$ 1,540,857
Special Grants	$ 110,783	$ 1,000	$ 3,500	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 115,283
Room Tax	$ 0	$ 0	$ 729,683	$ 0	$ 0	$ 0	$ 30,090	$ 205,714	$ 0	$ 965,487
Emergency Communications	$ 1,536,004	$ 25,663	$ 98,747	$ 79,000	$ 0	$ 20,185	$ 0	$ 0	$ 0	$ 1,759,599
Seizures & Restitutions	$ 39,452	$ 4,900	$ 33,300	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 77,652
CLEET	$ 0	$ 0	$ 31,005	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 31,005
TIF	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Westwood Park	$ 712,495	$ 126,905	$ 215,328	$ 61,500	$ 0	$ 86,063	$ 0	$ 0	$ 205,714	$ 1,408,005
Water	$ 3,527,776	$ 1,526,467	$ 2,606,651	$ 267,939	$ 2,494,948	$ 352,924	$ 1,479,364	$ 731,893	$ 2,572,007	$ 15,559,969
Wastewater	$ 1,598,052	$ 156,347	$ 952,556	$ 0	$ 1,092,000	$ 66,867	$ 1,005,771	$ 1,694,595	$ 1,634,413	$ 8,200,601
Sewer Maintenance	$ 1,329,477	$ 100,910	$ 340,982	$ 24,059	$ 1,918,265	$ 255,730	$ 643,426	$ 0	$ (19,942)	$ 4,592,907
New Development Excise	$ 0	$ 0	$ 0	$ 0	$ 3,828,000	$ 0	$ 0	$ 0	$ 405,264	$ 4,233,264
Sewer Sales Tax Capital	$ 0	$ 0	$ 0	$ 0	$ 4,154,000	$ 0	$ 0	$ 0	$ 0	$ 4,154,000
Sanitation	$ 3,546,791	$ 49,774	$ 3,069,362	$ 1,047,321	$ 0	$ 1,866,604	$ 1,227,559	$ 55,066	$ 314,281	$ 11,176,758
Capital Improvement	$ 482,210	$ 0	$ 0	$ 0	$ 17,333,311	$ 368	$ 0	$ 3,549,577	$ 0	$ 21,365,466
Park Land & Development	$ 0	$ 0	$ 0	$ 0	$ 57,000	$ 0	$ 0	$ 0	$ 0	$ 57,000
University North Park TIF	$ 0	$ 0	$ 0	$ 0	$ 820,000	$ 0	$ 0	$ 0	$ 943,650	$ 1,763,650
General Debt Service	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 500,000	$ 4,720,560	$ 5,220,560
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 252,313	$ 0	$ 252,313
Arterial Roads Recoupment	$ 0	$ 0	$ 0	$ 0	$ 107,800	$ 0	$ 0	$ 0	$ 0	$ 107,800
Total	$ 63,499,830	$ 6,669,948	$ 18,123,495	$ 4,754,499	$ 31,936,474	$ 6,673,497	$ 4,731,945	$ 12,776,291	$ 10,593,275	$ 159,759,254

financial policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 11) 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

The Operating Reserve Policy is to reserve a portion of fund balance equal to 8% of each fund's operating expenditures each fiscal year budget to protect service delivery from an unexpected revenue loss or expenditure requirement and also to ensure favorable bond ratings. In fiscal year 2008, Council directed the 8% reserve requirement be changed to 6% with a separate 2% Emergency Reserve Appropriation in the General Fund to ensure an adequate set-aside of funds for unforeseen circumstances.

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.

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 $71,578,000, 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 Wastewater 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 2011

October	21	Finance Committee meeting to discuss budget process for FYE 2011 and budget calendar
November	17	Council Work Session on Capital Budget to identify Council priorities
	18	Finance Committee meeting to discuss budget process for FYE 2011
December	3	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	4-8	Budget Staff meets with individual departments
	8	First Draft Capital Project forms due to Planning
	13	Finance/City Manager begin review of reserve policies
		Health Insurance recommendation
	22	2nd Draft Capital Project forms due to Planning
	29	Last day to make changes to Base Budgets
February	4	Personnel Adjustment & Fleet Request forms due to Budget
		Computer request forms due to Budget for disbursement to IS
		New/Expanded Program Request forms due to Budget
		Revenue projections due to Accounting
	12	Preliminary Fund Summaries due
	18	Council Retreat - Capital Budget (if necessary)
	23	Mid-Year Amendments/Adjustments sent to Council
	26	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
March	4	Updated Dept./Div. Summary forms & Performance Measurement forms due
		Final Capital Project forms due to Planning (last day to make changes)
	5	Department Head Retreat to prioritize and rank department requests
	8-12	City Manager review of General, Recreation, and Emergency Comm. Funds
		City Manager review of Enterprise Funds
		City Manager review of Capital Fund and all other funds
		City Manager meets with department heads to review budget
		City Manager wrap up and proposal of budget
	22	Finance begins compilation of budget data
	26	Last day to make changes / additions to operating budget
		Capital Project Schedules due to Finance from Planning
April	5	Preliminary Budget to Print Shop
	12	Council & Staff receive preliminary budget document
	20	Council Study Session - Overview, General Fund and Special Revenue Funds
	27	Council Study Session for Enterprise Funds
May	4	Council Study Session for Capital Funds
	11	Publish budget summary in newspaper announcing Public Hearing
	25	Public Hearing at Council meeting
June	1	Council Study Session (if necessary)
	8	Council considers budget for adoption
	16	Final Budget to Print Shop for printing/binding
	25	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2011

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, Wastewater 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 base 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.

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).

Divisions	General Fund	Special Revenue Funds	Enterprise Funds	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	GF				
Planning & Development	GF				
Police	GF				
Public Works	GF				
Non-Departmental	GF				
CLEET		SR			
Community Development		SR			
Emergency Communications		SR			
Park Land & Development		SR			
Fire - Public Safety Sales Tax		SR			
Police - Public Safety Sales Tax		SR			
Recreation		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		
Wastewater			EN		
Sewer Maintenance			EN		
New Development Excise			EN		
Sewer Sales Tax			EN		
Water			EN		
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 ADOPTED 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.

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 Wastewater Utility Enterprises also make a 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 11 Budget

The Fiscal Year Ending June 30, 2011 (FYE 11) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 3,753,850
Current Revenues & Interfund Transfers	64,868,655
Total Available Resources	68,622,505
Current Expenditures & Interfund Transfers	(61,198,119)
Estimated Ending Fund Balance	$ 424,386

In the City's Comprehensive Annual Financial Report for Fiscal Year ending June 30, 2009, 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, 2009	$ 10,573,074
Encumbrances outstanding	1,826,721
Fund summary cash balance (see page 55)	12,399,795
Current year accruals	6,892,044
Total fund balances – fund balance sheet, June 30, 2009	$ 19,291,839

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. However, with the current economic conditions, FYE 11 sales tax is being projected at no increase over estimated FYE 10 collections, or an almost 9% decrease from the FYE 10 Budget. Other revenues such as use tax, franchise fees, and other taxes are projected at a 3% increase from FYE 10 estimated figures. Other revenues, licenses and permit fees, and other service fees and charges are projected at a 1% - 2% increase from FYE 10 estimated figures. Fines and forfeitures are estimated at a 37% increase due to Municipal Court collection efforts and increases to various citation fines.

On May 13th, 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. These revenues are shown in the General Fund FYE 09 and FYE 10, but beginning in FYE 11 a new Public Safety Sales Tax Fund will be created to account for these revenues and expenditures separately. Fund balance reserves held in the General Fund for the Public Safety Sales Tax Fund will be transferred to a beginning fund balance in the new Public Safety Sales Tax Fund in FYE 11.

FYE 11 expenditures are projected based on a line-item analysis within each department. Several cost-containment actions are proposed in the FYE 11 General Fund budget. Salaries and benefits are budgeted with no merit increases and no cost of living adjustment to union salaries and non-union salaries. Twelve furlough days for all employees are also proposed in FYE 11. Several positions have been eliminated from the FYE 11 budget to save costs:

Dept / Div	Eliminated Positions
City Manager	Assistant to the City Manager
Legal	Temporary Legal Intern
Finance	Customer Service Representative I
Police	Forensic Investigator
Parks & Recreation	Forester

A 4% decrease in supplies and materials and a 7% decrease in services and maintenance cost from FYE 10 Budget figures are proposed for FYE 11. Internal service costs were also reduced by 13% from the FYE 10 Budget. A 10% cut in funding to social service organizations was implemented, as well as a 7.5% reduction in the city-wide fuel 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% from FYE 11 to FYE 12. Projections for FYE 12 through FYE 15 are projected on an average annual growth rate of 4.5%.

- State use tax, franchise taxes, and other taxes are projected to increase at an average of 3%, 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 Wastewater 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 to offset the cost of positions in the General Fund that provide staff support to capital projects.

- Transfers are also made from the Capital Improvement Fund, based on the projected cost of Street Maintenance Division labor used for capital projects, and for financing General Fund capital equipment needs.

- Transfers from the Debt Service Fund are for projected judgments and claims against the City.

- Transfer from the Sanitation Fund is for salary and benefits of a Fleet Technician assigned to repair Sanitation vehicles.

- FYE 11 net expenditures represent an approximate 9% decrease from FYE 10 Budget. Total expenditures are projected to increase an average of 4% for future years.

- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 11, except Internal Services, which is projected at a 2% increase after FYE 11. Salaries and Benefits are projected at a 10% increase from FYE 11 to FYE 12 due to the furlough budgeted in FYE 11, and a 5% annual increase after FYE 12.

- Transfers to other funds are based upon the required amounts of subsidy to each of those funds.

Summary

The FYE 11 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by $3,329,464. Estimated year-end reserves of $424,386 do not meet required reserves for self-insurance or operations. The projected FYE 11 year-end fund balance is at a historically low level. Future actions will need to be taken to bring ongoing reserves in line with expenditures.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$12,624,952	$14,964,817	$12,399,795	$3,753,850	$424,386	($5,140,670)	($11,277,485)	($18,029,378)
2									
3	Revenues:								
4	Sales Tax	$34,195,823	$36,513,869	$33,250,000	$33,250,000	$34,580,000	$36,136,100	$37,762,225	$39,461,525
5	Sales Tax - Dedicated Public Safety	$5,771,471	7,414,723	$7,560,000	0	0	0	0	0
6	State Use Tax	2,165,516	2,317,500	$2,050,000	2,111,500	2,174,845	2,240,090	2,307,293	2,376,512
7	State Use Tax - Dedicated Public Safety	236,417	358,989	$335,000	0	0	0	0	0
8	Franchise Fees	6,215,692	6,643,500	$6,643,500	6,842,805	7,048,089	7,259,532	7,477,318	7,701,637
9	Other Tax	1,828,539	1,840,699	$2,075,000	2,137,250	2,201,368	2,267,409	2,335,431	2,405,494
10	Fines/Forfeitures	2,204,498	2,393,389	$2,065,000	2,839,295	2,209,507	2,231,602	2,253,918	2,276,457
11	Interest/Investment Income	294,364	250,000	$150,000	275,000	300,000	325,000	350,000	350,000
12	Other Revenues	1,055,097	505,000	$588,554	595,460	601,415	607,429	613,503	619,638
13	License/Permit Fees	968,332	1,010,000	$1,010,000	1,024,600	1,034,846	1,045,194	1,055,646	1,066,202
14	Service Fees and Charges	521,440	485,062	$485,062	586,213	592,075	597,996	603,976	610,016
15	Cost Allocation Chrgs.	3,659,299	3,762,698	$3,762,698	3,426,641	3,460,907	3,495,516	3,530,472	3,565,776
16	Internal Chrgs.	6,105,231	7,401,414	$7,401,414	6,594,628	6,726,521	6,861,051	6,998,272	7,138,237
17									
18	Subtotal	$65,221,719	$70,896,843	$67,376,228	$59,683,392	$60,929,573	$63,066,919	$65,288,053	$67,571,495
19									
20	I/F Transf - Water	537,399	398,160	396,435	701,747	748,604	795,265	844,938	897,821
21	I/F Transf - Wastewater	264,606	223,576	223,576	380,080	388,548	396,319	404,246	412,331
22	I/F Transf - Water (Dev. Engineer)	28,851	29,639	29,639	30,146	31,653	33,236	34,898	36,643
23	I/F Transf - Wastewater (Dev. Engineer)	28,851	29,639	29,639	30,146	31,653	33,236	34,898	36,643
24	I/F Transf - CIP (St Maint)	418,139	441,265	441,265	463,328	509,661	535,144	561,901	589,996
25	I/F Transf - CIP (Personnel)	0	0	0	335,521	369,073	387,527	406,903	427,248
26	I/F Transf - CIP (St Maint Bd Mgr)	0	0	0	0	0	0	0	0
27	I/F Transf - Debt Service	593,008	500,000	500,000	500,000	500,000	500,000	500,000	500,000
28	I/F Transf - Capital Outlay	1,999,583	2,721,748	3,770,741	2,665,500	0	0	0	0
29	I/F Transf - Sanitation (fleet)	56,165	52,444	52,444	55,066	57,820	60,711	63,746	66,934
30	I/F Transf - CIP (Eng Design)	23,137	23,243	23,243	23,728	26,101	27,406	28,776	0
31	I/F Transf - Parkland (Personnel)	0	0	0	0	0	0	0	0
32	I/F Transf - UNP TIF	142,583	0	0	0	0	0	0	0
33	I/F Transf - Spec Grants	0	0	0	0	0	0	0	0
34									
35	Subtotal	$4,092,323	$4,419,715	$5,466,983	$5,185,263	$2,663,113	$2,768,843	$2,880,306	$2,967,616
36									
37	Total Revenue	$69,314,042	$75,316,558	$72,843,211	$64,868,655	$63,592,686	$65,835,763	$68,168,359	$70,539,110
38									
39	Expenditures:								
40	Salary / Benefits	44,772,992	47,829,786	47,814,137	45,952,627	50,547,890	53,075,284	55,729,048	58,515,501
41	Salary / Benefits - Dedicated Public Safety	317,747	2,148,305	2,148,304	0	0	0	0	0
42	Supplies/Materials	4,883,550	6,195,403	5,503,612	5,949,630	6,009,126	6,069,218	6,129,910	6,191,209
43	Supplies/Materials - Dedicated Public Safety	23,086	72,171	79,646	0	0	0	0	0
44	Services/Maintenance	7,416,015	7,906,750	8,310,798	7,363,317	7,436,950	7,511,320	7,586,433	7,662,297
45	Services/Maintenance - Dedicated Public Safety	1,255	75,603	74,183	0	0	0	0	0
46	Internal Services	2,361,087	2,839,260	3,011,682	2,471,249	2,520,674	2,571,087	2,622,509	2,674,959
47	Capital Equipment	2,355,730	2,646,800	3,509,568	2,578,000	0	0	0	0
48	Capital Equipment - Dedicated Public Safety	426,814	1,418,349	1,479,492	0	0	0	0	0
49									
50	Subtotal	$62,558,276	$71,132,427	$71,931,422	$64,314,823	$66,514,640	$69,226,909	$72,067,900	$75,043,966
51									
52	Audit Adjustments/Encumbrances	1,080,206	0	0	0	0	0	0	0
53	I/F Transf - Recreation	1,166,015	1,364,254	1,255,104	1,209,352	1,266,646	1,291,692	1,316,930	1,342,309
54	I/F Transf - Westwood	0	2,413	75,935	0	0	0	0	10,758
55	I/F Transf - Emergency Communication	1,377,292	1,489,607	1,690,054	1,508,525	1,576,456	1,653,977	1,735,422	1,820,987
56	I/F Transf - Sewer Excise Tax Fund	0	184,280	184,280	0	0	0	0	0
57	I/F Transf - Capital Fund	3,000,000	0	359,607	0	0	0	0	0
58	I/F Transfer - Seizures & Rest Fund	0	0	0	78,862	0	0	0	0
59	I/F Transf - CDBG Fund	357,410	0	0	0	0	0	0	0
60	Two Percent Reserve	0	1,483,460	0	1,286,557	0	0	0	0
61									
62	Subtotal	$6,980,923	$4,524,013	$3,564,980	$4,083,296	$2,843,102	$2,945,670	$3,052,352	$3,174,054
63									
64	Total Expenditures	$69,539,199	$75,656,440	$75,496,402	$68,398,119	$69,357,742	$72,172,578	$75,120,252	$78,218,021
65	Employee Turnover Savings		(717,447)	0	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
66									
67	Net Expenditures	$69,539,199	$74,938,993	$75,496,402	$68,198,119	$69,157,742	$71,972,578	$74,920,252	$78,018,021
68									
69	Net Difference	($225,157)	$377,565	($2,653,191)	($3,329,464)	($5,565,055)	($6,136,816)	($6,751,893)	($7,478,910)
70									
71	Ending Fund Balance	$12,399,795	$15,342,382	$9,746,604	$424,386	($5,140,670)	($11,277,485)	($18,029,378)	($25,508,289)
72									
73	Reserved for encumbrances	$1,826,721							
74	Reserved for Operations	4,318,088	6,005,825	(462,950)	424,386	(5,140,670)	(11,277,485)	(18,029,378)	(25,508,289)
75	Reserved for Self Insurance	4,016,000	4,427,640	4,216,800		0	0	0	0
76	Reserved for Dedicated Public Safety	2,238,986	4,908,917	5,992,754	0	0	0	0	0
77									
78	Total Reserves	$12,399,795	$15,342,382	$9,746,604	$424,386	($5,140,670)	($11,277,485)	($18,029,378)	($25,508,289)

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 and related expenditures.

FYE 11 Budget

$5,992,754 in fund balance that had been reserved for the PSST in the General Fund will be transferred as a beginning fund balance in the Public Safety Sales Tax Fund.

Estimated revenues of $7,905,050 are being projected at no increase over estimated FYE 10 collections. Estimated expenditures of $7,367,782 include $2,990,394 budgeted for the construction of a new fire station.

Eight positions will be added during FYE 11 in the Police Department making a total of 45 positions in the PSST Fund. Fifteen of these are in the Fire Department.

By the end of the seventh year, 71 total positions will be added for Public Safety.

The construction of a second fire station, in rapidly-growing east Norman, is budgeted for in FYE 2011.

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

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$0	$0	$0	$5,992,754	$6,530,022	$7,731,919	$9,445,234	$11,537,738
2									
3	Revenues:								
4	Sales Tax - Dedicated Public Safety	$0	0	0	7,560,000	7,862,400	8,216,208	8,585,937	8,972,305
5	State Use Tax - Dedicated Public Safety	0	0	0	345,050	355,402	366,064	377,046	388,357
6									
7	Subtotal	$0	$0	$0	$7,905,050	$8,217,802	$8,582,272	$8,962,983	$9,360,662
8									
9									
10	Subtotal	$0	$0	$0	$0	$0	$0	$0	$0
11									
12	Total Revenue	$0	$0	$0	$7,905,050	$8,217,802	$8,582,272	$8,962,983	$9,360,662
13									
14	Expenditures:								
15	Salary / Benefits - Dedicated Public Safety	0	0	0	3,437,972	5,780,845	6,406,212	6,406,212	6,406,212
16	Supplies/Materials - Dedicated Public Safety	0	0	0	131,804	73,622	74,358	75,101	75,852
17	Services/Maintenance - Dedicated Public Safety	0	0	0	109,878	77,123	77,894	78,673	79,460
18	Internal Service - Dedicated Public Safety		0	0	13,454	0	0	0	0
19	Capital Equipment - Dedicated Public Safety	0	0	0	684,280	1,084,315	310,493	310,493	310,493
20									
21	Subtotal	$0	$0	$0	$4,377,388	$7,015,905	$6,868,957	$6,870,479	$6,872,017
22									
23	Audit Adjustments/Encumbrances	0	0	0	0	0	0	0	0
24	I/F Transf - Capital Fund	0	0	0	2,990,394	0	0	0	0
25									
26	Subtotal	$0	$0	$0	$2,990,394	$0	$0	$0	$0
27									
28	Total Expenditures	$0	$0	$0	$7,367,782	$7,015,905	$6,868,957	$6,870,479	$6,872,017
29									
30	Net Expenditures	$0	$0	$0	$7,367,782	$7,015,905	$6,868,957	$6,870,479	$6,872,017
31									
32	Net Difference	$0	$0	$0	$537,268	$1,201,897	$1,713,315	$2,092,504	$2,488,645
33									
34	Ending Fund Balance	$0	$0	$0	$6,530,022	$7,731,919	$9,445,234	$11,537,738	$14,026,383

RECREATION FUND
BUDGET
HIGHLIGHTS

Background

The Recreation Fund is a Special Revenue Fund set up to account for various recreation activities such as:

- Senior Citizens Center
- Irving Recreation Center
- Whittier Recreation Center
- 12th Avenue Recreation Center
- Little Axe Community Center
- Youth Programs in tennis, baseball, softball, track, martial arts, gymnastics, dance and arts and crafts.
- Adult Programs in tennis, basketball, football, volleyball, martial arts, dance and exercise.

While recreation programs such as these generate revenues through charges to the users of the programs, expenses for the programs are greater than the revenues. The balance is covered by a subsidy from the General Fund. The Park Maintenance and Parks Administration Divisions are accounted for in the General Fund.

FYE 11 Budget

Revenues associated with recreation programs, recreation centers and recreation administration will directly produce about $375,325 in fees and charges or about 23% of the total cost associated with these programs. The General Fund will provide $1,209,352 in FYE 11. This is a 3.6% decrease from the previous year's General Fund estimated subsidy.

Five Year Outlook

Recreation programs will continue to produce as much revenue as possible in an effort to minimize the amount of subsidy to this Fund from the General Fund.

Summary

Recreation plays a vital role in the quality of life in a community. The recreation program will continue to be partially dependent upon subsidies for expenditures in excess of revenues produced from recreation facilities and programs.

RECREATION FUND (20)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$1	$0	$0	$0	$0	$0	$0	$0
2									
3	Revenues								
4	Fees and Charges	$327,604	$338,114	$362,825	$375,325	$403,474	$433,735	$466,265	$501,235
5	Interest income	0	0	0	0	0	0	0	0
6	Other Revenues	34,147	28,684	30,400	26,500	26,765	27,033	27,303	27,576
7									
8	Subtotal	361,751	366,798	393,225	401,825	430,239	460,768	493,568	528,811
9	I/F Transf - General Fund	1,166,015	1,364,254	1,255,104	1,209,352	1,266,646	1,291,692	1,316,930	1,342,309
10									
11	Total Revenues	1,527,766	1,731,052	1,648,329	1,611,177	1,696,885	1,752,460	1,810,498	1,871,120
12									
13	Expenditures								
14	Salaries and Benefits	$852,508	$1,007,922	$975,422	$873,774	$961,151	$1,009,209	$1,059,669	$1,112,653
15	Supplies and Materials	44,176	53,530	45,805	58,517	59,102	59,693	60,290	60,893
16	Services/Maintenance	209,033	249,574	243,642	265,612	268,268	270,951	273,661	276,398
17	Internal Service Fund Chgs	41,687	37,034	25,328	72,146	73,589	75,061	76,562	78,093
18	Cost Allocation Charges	375,399	380,962	355,614	345,735	349,192	352,684	356,211	359,773
19									
20	Subtotal	1,522,803	1,729,022	1,645,811	1,615,784	1,711,302	1,767,598	1,826,393	1,887,810
21	Capital Equipment	4,964	17,149	17,149	8,500	0	0	0	0
22	I/F Transfer - Westwood	0	0	0	0	0	0	0	0
23									
24	Total Expenditures	1,527,767	1,746,171	1,662,960	1,624,284	1,711,302	1,767,598	1,826,393	1,887,810
25	Employee Turnover Savings		(15,119)	(14,631)	(13,107)	(14,417)	(15,138)	(15,895)	(16,690)
26									
27	Net Expenditures	1,527,767	1,731,052	1,648,329	1,611,177	1,696,885	1,752,460	1,810,498	1,871,120
28									
29	Net Difference	($1)	$0	$0	$0	$0	$0	$0	$0
30									
31	Projected Revenue(shortfall)over	(399,651)	(490,153)	(422,365)	(399,514)	(418,203)	(415,462)	(411,681)	(406,749)
32	Ending Fund Balance	$0	$0	$0	$0	$0	$0	$0	$0
33									

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.

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 $38,753,174 in CDBG-HOME Program Funds (CDBG - $30,463,638 and HOME - $8,289,536) has been allocated to the City of Norman through FYE 11. The FYE 11 budget includes a grant of $929,444 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling $599,304.

FYE 11 Budget

Expenditures are accounted for based upon program and grant year. Program costs for grant years 2009 through 2010 will be expended in FYE 11. Total revenues are projected at $1,528,748 and total expenditures are projected at $1,540,857.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED
1	Beginning Fund Balance	$1,541,842	$52,174	$285,773	$122,654
2					
3	Revenues				
4	Other Revenues	0	0	0	0
5	Interest Inc. on Afford. Housing	11,298	0	810	0
6	Grant Revenue	768,558	860,676	1,501,340	929,444
7	Home Grant Revenue	602,379	602,004	1,218,770	599,304
8	Emergency Shelter	274,786	0	100,000	0
9	CDBG-R	0	229,233	229,233	0
10	Neighborhood Stabilization Grant	0	326,856	326,856	0
11	I/F Transf - General Fund	357,410	0	0	0
12					
13	Total Revenue	$2,014,431	$2,018,769	$3,377,009	$1,528,748
14					
15	Expenditures				
19	Community Development 06	43,992	0	0	0
20	CDBG Housing 06	0	0	687	0
21	Community Development 07	18,000	0	79,969	0
24	Community Development 08	8,161	0	180,929	0
25	CDBG Housing 08	105,847	0	104,783	0
26	Community Development 09	315,205	0	140,100	0
27	CDBG Housing 09	275,532	0	122,153	0
28	Community Development 10	0	449,898	449,178	0
29	CDBG Housing 10	0	410,778	423,541	0
30	CDBG-R	0	229,233	229,233	0
31	Community Development 11	0	0	0	510,917
32	CDBG Housing 11	0	0	0	418,527
33	Neighborhood Stabilization Grant	0	326,856	326,856	0
34	FY05 Home Grant	89,883	0	0	0
35	FY06 Home Grant	183,629	0	49,520	0
36	FY07 Home Grant	184,146	0	139,083	0
37	FY08 Home Grant	144,722	0	403,543	0
38	FY09 Home Grant	0	602,004	626,624	0
39	FY10 Home Grant	0	0	0	599,304
40	Emergency Shelter Grant	124,786	0	100,000	0
41	Accruals/Adjustments	220,228	0	0	0
42	Kingsgate	1,556,369	52,174	163,929	12,109
43					
44					
45	Total Expenditures	$3,270,500	$2,070,943	$3,540,128	$1,540,857
46					
47	Net Difference	(1,256,069)	(52,174)	(163,119)	(12,109)
48					
49	Ending Fund Balance	285,773	(0)	122,654	110,545
50					
51	Reserves:				
52	Reserve for Contingency	110,545	(8,752)	110,545	110,545
53	Reserve for Affordable Housing	175,228	8,752	12,109	0
54					
55	Total Reserves	285,773	(0)	122,654	110,545

SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There are two approved grants (at the time of budgeting) in FYE 11 for which the City qualifies.

DUI Enforcement	$ 63,982
Homeland Security / Intelligence Analysis	$ 51,301

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 11 expenditures are anticipated to be $63,982.

Homeland Security / Intelligence Analysis

The State of Oklahoma, Office of Homeland Security has selected the Norman Police Department to receive a grant in the amount of $150,000 over a two-year period for establishment of an Intelligence Analyst position. This position will establish an on-going sharing of information with other local, state, and federal agencies. FYE 11 expenditures are anticipated at $51,301.

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 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED
1	Beginning Fund Balance	$239,785	$180,646	$329,945	$349,965
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	42,163	0	83,089	0
5	County Court DUI Fines	74,256	63,982	63,982	63,982
6	Local Law Enforcement Grant	0	0	0	0
7	JAIBG /Peer/Real	0	0	0	0
8	SHPO/CLG Grant	7,452	0	20,623	0
9	FEMA Saferoom Grant	0	0	0	0
10	OK LG Arts Council	5,000	0	0	0
11	Highway Tree Program	23,468	0	25,732	0
12	Emergency Management Planning Grant	57,528	0	5,689	0
13	Bullet Proof Vest Grant	4,568	0	4,567	0
14	Misc. Police Grants	4,964	0	25,000	0
15	Homeland Security	10,223	0	139,778	51,301
16	Legacy Trail Improvements	39,639	0	280,361	0
17	Traffic & Alcohol Enforcement	122,970	0	100,061	0
18	Forestry Grant	0	0	0	0
19	Beautification / Tree Program	0	0	0	0
20	Misc. Parks/Forestry Grants	0	0	0	0
21	Firefighters Assistance	0	0	0	0
22	Jag Grant	0	0	45,629	0
23	Jag Recovery ARRA Grant	0	0	204,920	0
24	Cops Grant	0	0	150,000	0
25	Urban Forestry Assistant	0	0	0	0
26	FEMA Reimbursements	0	0	0	0
27	ACOG Traffic Data Grant	0	0	8,000	0
28	ACOG CNG Facility Grant	0	0	200,000	0
29	Other Revenue/audit accruals	31,595	0	0	0
30					
31	Subtotal	$423,826	$63,982	$1,357,431	$115,283
32					
33	Total Revenue	$423,826	$63,982	$1,357,431	$115,283
34					
35	Expenditures				
36	DUI Enforcement	33,194	63,982	43,962	63,982
37	Okla. Highway Grant-DRE Training	40,552	0	83,089	0
38	JAIBG /Peer/Real	0	0	0	0
39	Local Law Enforcement Grant	0	0	0	0
40	SHPO/CLG Grant	7,452	0	20,623	0
41	FEMA Saferoom Grant	0	0	0	0
42	Bullet Proof Vest Grant	0	0	4,567	0
43	Misc. Police Grants	4,964	0	25,000	0
44	Homeland Security	10,223	0	0	0
45	Traffic & Alcohol Enforcement	122,970	0	100,061	0
46	OK LG Arts Council/Veteran Memorial	5,000	0	0	0
47	Audit Adj/Encumbrances	(12,338)	0	0	0
48	Legacy Trail Improvements	39,639	0	280,361	0
49	Beautification / Tree Program	23,467	0	25,732	0
50	Urban Forestry Assistant	0	0	0	0
51	Misc Parks/Forestry Grants	0	0	0	0
52	Forestry Grant	0	0	0	0
53	Jag Grant	3,261	0	45,629	0
54	Jag ARRA	0	0	204,920	0
55	911	0	0	150,000	0
56	Intelligence Analysis	0	0	139,778	51,301
57	Firefighter Assistance	0	0	0	0
58	Highway Tree Program -06	0	0	0	0
59	Traffic Control	0	0	8,000	0
60	I-35/Tecumseh Tree Planting	0	0	0	0
61	Disaster Prepardness	0	0	0	0
62	ACOG CNG Facility Grant	0	0	200,000	0
63	Emergency Management Grant	55,282	0	5,689	0
64	Diaster Preparedness Grant	0	0	0	0
65					
66	Subtotal	$333,666	$63,982	$1,337,411	$115,283
67	I/F Transf - General	0	0	0	0
68	I/F Transf - General (Pet License)	0	0	0	0
69					
70	Total Expenditures	333,666	63,982	1,337,411	115,283
71					
72	Net Difference	90,160	0	20,020	0
73					
74	Ending Fund Balance	$329,945	$180,646	$349,965	$349,965

ROOM TAX FUND
BUDGET
HIGHLIGHTS

Background

The Room Tax Fund is a Special Revenue Fund established to account for a 4% 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."

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 four community parks; public artwork; and annual festivals including: Jazz in June, Chocolate Festival, and Medieval Fair. Startup funds for the new Norman Music Festival (live alternative rock, Latin, hip-hop, spoken word and other genre) were provided in FYE 08, FYE 09 and FYE 10. 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 11 Budget

Revenues from the 4% tax are projected to be $1,000,000, a 2.2% increase from estimated collections for FYE 10 and the same 2.2% increase from FYE 10 budgeted collections.

Expenditures in FYE 11 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2011
	Revenue
	$1,003,000
Administrative Fee - 3%	$ 30,090
Arts & Humanities - 25%	243,228
Parks Development - 25%	243,227
Convention & Tourism - 50%	486,455
	$1,003,000

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 $5,340,000 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman. Growth in the Norman lodging industry is conservatively projected at a 2.2% increase from the FYE 10 estimate.

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$215,540	$297,744	$274,338	$286,437	$323,950	$374,153	$431,359	$495,952
2									
3	Revenues								
4	Taxes	$991,435	$978,500	$978,500	$1,000,000	$1,050,000	$1,075,000	$1,100,000	$1,100,000
5	Interest/Investment Income	4,321	3,000	3,000	3,000	3,000	3,000	3,000	3,000
6									
7	Total Operating Revenues	$995,756	$981,500	$981,500	$1,003,000	$1,053,000	$1,078,000	$1,103,000	$1,103,000
8									
9	Expenditures								
10	Administration	29,494	29,445	29,445	30,090	31,590	32,340	33,090	33,090
11	Arts & Humanities	256,415	238,014	258,014	243,228	255,353	261,415	267,478	267,478
12	Parks Capital Projects	0	0	0	0	0	0	0	0
14	Conventions/Visitor Bureau	425,830	476,028	476,028	486,455	510,705	522,830	534,955	534,955
15	I/F Transf - Westwood	212,613	205,914	205,914	205,714	205,149	204,209	202,884	202,884
16	Carryover Encumbrances/Audit Adj.	12,606	0	0	0	0	0	0	0
17									
18	Total Expenditures	$936,958	$949,401	$969,401	$965,487	$1,002,797	$1,020,794	$1,038,407	$1,038,407
19									
20									
21	Net Difference	$58,798	$32,099	$12,099	$37,513	$50,203	$57,206	$64,593	$64,593
22									
23	Ending Fund Balance	$274,338	$329,843	$286,437	$323,950	$374,153	$431,359	$495,952	$560,545
24									
25	Reserves:								
26	Reserved for Administration	3,648	3,649	3,648	3,648	3,648	3,648	3,648	3,648
27	Reserved for Arts & Humanities	68,162	101,761	48,162	48,161	48,161	48,161	48,160	48,160
28	Reserved for Parks & Rec.	7,413	49,120	39,513	77,026	127,230	184,436	249,029	313,623
29	Reserved for Conv. & Tourism	195,116	175,314	195,115	195,115	195,115	195,115	195,115	195,115
30									
31	Total Reserves	$274,338	$329,843	$286,437	$323,950	$374,153	$431,359	$495,952	$560,545

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2010 BUDGET

INCOME:

Norman Arts Council Share of City Room Tax Funds	$243,228
TOTAL INCOME	**$243,228**

EXPENSES:

Organizational Grants:	
Cimarron Circuit Opera (Opera Theatre Camp)	4,825
Cimarron Circuit Opera (Amahl and the Night Visitors)	4,825
Cimarron Circuit Opera (Children's Opera for Norman 3rd Graders)	6,825
Cleveland County Genealogical Society (CCGS 24th Annual Summer Seminar)	425
Dreamer Concepts Studio Foundation (Themed Gallery Exhibits)	3,825
Dreamer Concepts Studio and Foundation (Downtown Arts Market)	2,825
Firehouse Art Center (Arts Education Pilot)	7,825
Firehouse Art Center (Community Program for Children)	1,825
Firehouse Art Center (Healing Studio)	3,825
Fred Jones, Jr. Museum of Art (Bruce Goff: A Creative Mind Publicity Campaign)	12,650
Friends Along the Path – Sacred Earth & Healing Arts of Tibet	1,325
Irving Middle School (Summer Art Program)	2,255
Jazz in June (Concerts)	9,825
Norman Ballet Company (The Oklahoma Nutcracker)	2,325
Norman Community Choral Society (Poetry Contest)	825
Norman Public Library (Cultural Season)	10,825
Norman Public Library (The Big Read)	6,825
OU Board of Regents (Photo Voice Exhibition)	1,825
OU Foundation, Inc. (Medieval Fair)	6,825
OU Music Theatre (Opera Guild)	2,825
OU World Literature (Neustadt Prize for Children's Literature)	2,852
OU School of Music (Academia Filarmonica)	4,725
Performing Arts Studio (Summer Breeze Concert Series)	6,825
Performing Arts Studio (Winter Wind Concert Series)	2,825
Sooner Theatre of Norman (Education Series)	7,825
Sooner Theatre of Norman (Main Event Concert Series)	1,825
Sooner Theatre of Norman (Sooner Stage Presents)	4,854
Thunderbird Clubhouse (Thunderbird Artist Collection)	1,825
Subtotal	**$128,911**

NORMAN ARTS COUNCIL BUDGET (continued):

Norman Arts Council Administration:	
Salaries	11,959
Overhead	6,859
Communications	2,922
Education	802
Fees & Services	6,519
Printing	1,142
Postage	1,142
Meeting Expenses	571
Office Supplies	3,428
Storage	1,140
Subtotal	**$36,484**
Norman Arts Council Programs:	
Norman Arts Promotional Project	4,579
Guest Artist Program (NPS)	4,579
Readers & Writers (NPS)	5,485
Young Author's Conference (NPS)	1,144
Norman Arts Roundtable	1,144
Community Series Adult Readers & Writers	4,265
Creative Problem Solving Through the Arts (NPS)	3,430
Norman Music Festival	9,426
Subtotal	**$34,052**
Norman Arts Council Promotions:	**$43,781**
TOTAL EXPENSES	**$243,228**

(NPS) - Norman Public Schools

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2011 BUDGET

INCOME:

Convention & Visitors Bureau Share of City Room Tax Fund	$486,455
Cooperative Marketing	14,070
Advertising Income	33,100
Interest Income	1,000
Apparel	150
Special Events	10,000
Miscellaneous / Carryover	20,000
Convention & Visitors Bureau Reserves	19,045
Online Hotel Reservations / Book Direct	600
TOTAL INCOME:	**$584,420**

EXPENSES:

Advertising / Marketing	$ 79,380
Travel Research	3,000
Groups Marketing	56,889
Sports Marketing	11,730
Operations / Administration	84,650
Payroll Expenses	215,660
Trade Shows	10,205
Special Events	10,000
Printed Materials	48,900
Postage	7,500
Web Site	30,000
Public Relations	14,700
Affiliation / Memberships	11,610
TOTAL EXPENSES	**$584,224**
Revenue over Expenses	$ 196

EMERGENCY COMMUNICATIONS FUND
BUDGET
HIGHLIGHTS

Background

The Emergency Communications Fund is a Special Revenue Fund which is used to account for 911 telephone revenues implemented by State Statute and for expenditures related to the City's communications systems.

The E911 telephone system is authorized by Oklahoma Statute 5, Title 63, Section 2811. The State Statute enabled Southwestern Bell to begin assessing a 911 fee of 3% on all non-government basic telephone charges. The E911 tariff is also paid by cellular telephone providers.

The City of Norman will receive this revenue for the purpose of enhancing and maintaining the basic system. This revenue is required by State Statute to be used only for emergency communications that ensures 911 calls for service are relayed to the proper responders. The computerized 800-megahertz radio system, 911-phone system, and emergency dispatch services were centralized in the Emergency/Communications Fund beginning in FYE 2000.

The Emergency Communications Center, located in the Municipal Complex, provides services mainly to fire, ambulance, and police. The E911 system assists with the operation of all mobile radio units for the City of Norman.

FYE 11 Budget

E911 revenues are projected to be $251,074 in FYE 11, after payment to the 911 Association of Central Oklahoma Governments for administrative services. Revenues include a payment of $118,183 from Norman Regional Hospital for ambulance dispatch services.

A $1,508,525 subsidy from the General Fund will be made to offset radio communication and dispatch costs that are in excess of E911 tariff revenues. This subsidy pays for 86% of Norman area emergency service costs.

Summary

The services provided by the Emergency Communications Center provide a vital link to ensuring the quality of life in our community and the necessity of professional communications procedures to enable the response to emergency situations in an efficient manner. The Emergency Communications Fund will continue to be partially dependent upon subsidies from the General Fund for expenditures in excess of revenues.

EMERGENCY COMMUNICATIONS FUND (24)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$21,285	$0	$9,819	$0	$0	$0	$0	$0
2									
3	Revenues								
4	Norman Regional Hospital	112,561	110,025	110,025	118,183	121,138	124,166	127,270	130,452
5	911 Revenues- SW Bell	48,573	50,775	50,775	52,045	53,346	54,680	56,047	57,448
7	Miscellanous revenue	50,813	0	0	0	0	0	0	0
8	Cost Allocation	76,755	80,387	80,387	80,846	84,888	89,133	93,589	98,269
9									
10	Subtotal	288,702	241,187	241,187	251,074	259,372	267,978	276,906	286,168
11									
12	I/F - General Fund	1,377,292	1,489,607	1,690,054	1,508,525	1,576,456	1,653,977	1,735,422	1,820,987
13									
14	Total Revenue	$1,665,994	$1,730,794	$1,931,241	$1,759,599	$1,835,827	$1,921,956	$2,012,328	$2,107,156
15									
16	Expenditures								
17	Salary/Benefits	1,542,458	1,541,290	1,541,290	1,536,004	1,689,604	1,774,085	1,862,789	1,955,928
18	Supplies/Material	38,622	27,634	31,752	27,645	27,921	28,201	28,483	28,767
19	Services/Maintenance	68,830	86,762	105,412	98,747	99,734	100,732	101,739	102,757
20	Internal Services	11,503	17,309	18,582	18,203	18,567	18,938	19,317	19,704
21	Capital Equipment	12,065	57,799	244,024	79,000	0	0	0	0
22	Audit Adj/Encumbrances	3,982	0	0	0	0	0	0	0
23									
24	Total Expenditures	$1,677,460	$1,730,794	$1,941,060	$1,759,599	$1,835,827	$1,921,956	$2,012,328	$2,107,156
25									
26	Net Difference	($11,466)	$0	($9,819)	$0	$0	$0	$0	$0
27									
28	Ending Fund Balance	$9,819	$0	$0	$0	$0	$0	$0	$0

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 11 Budget

Expenditures for maintenance and operation are proposed at $77,652 on revenues of $169,414. An Interfund Transfer into this fund of $78,862 is a portion of an Assistant City Attorney's compensation for time spent on Juvenile Services.

Available revenues from fund balance are proposed to be drawn-down for capital needs to be used in enforcement activities. No capital equipment needs are projected for FYE 11 – FYE 15.

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

	FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Restatement								
2 Beginning Fund Balance	$228,348	$239,248	$423,436	$352,471	$444,233	$459,733	$475,233	$490,733
3								
4 Revenues								
5 Federal Seizures & Restitutions	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000
6 State Seizures & Restitutions	205,210	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines - Juvenile	0	0	0	75,052	77,000	77,000	77,000	77,000
8 I/F Transfer - General Fund	0	0	0	78,862				
9 Interest/Investment Income	4,954	500	500	500	500	500	500	500
10								
11 Total Revenues	$210,164	$15,500	$15,500	$169,414	$92,500	$92,500	$92,500	$92,500
12								
13 Expenditures								
14 Audit Adjustments	663	0	0	0	0	0	0	0
15 Services/Maintenance- Federal	2,174	0	6,000	0	0	0	0	0
16 Services/Maintenance- State	6,680	2,600	50,070	2,600	0	0	0	0
17 Capital Equipment- State	0	0	0	0	0	0	0	0
18 Capital Equipment- Federal	5,559	0	30,395	0	0	0	0	0
19 Juvenile Program	0	0	0	75,052	77,000	77,000	77,000	77,000
20								
21 Total Expenditures	$15,076	$2,600	$86,465	$77,652	$77,000	$77,000	$77,000	$77,000
22								
23 Net Difference	$195,088	$12,900	($70,965)	$91,762	$15,500	$15,500	$15,500	$15,500
24								
25 Ending Fund Balance	$423,436	$252,148	$352,471	$444,233	$459,733	$475,233	$490,733	$506,233
26								
27 Reserves								
28 Reserve for Federal Seizures	60,422	75,555	30,027	36,027	42,027	48,027	54,027	60,027
29 Reserve for State Seizures	363,014	176,593	322,444	329,344	338,844	348,344	357,844	367,344
30 Reserve for Dedicated Funds	0	0	0	78,862	78,862	78,862	78,862	78,862
31								
32 Total Reserves	$423,436	$252,148	$352,471	$444,233	$380,871	$396,371	$411,871	$427,371

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.

In July 2000, the Police Department once again began operating a police academy. As an "academy city", the City of Norman has the authority to retain $2 of the $9 penalty 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 monies 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 new state law became effective which provides for a fee assessment of $5 on marijuana convictions to be collected and reported to the Bureau of Narcotics Drug Education Revolving Fund. This fee 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 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 which is $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/prosecutor 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 11 Budget

FYE 11 projected revenues are $32,000 with projected expenditures at $31,005, which adds $995 to reserves. This leaves projected ending fund balance of $24,091.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Beginning Fund Balance	$26,190	$24,825	$24,371	$23,096	$24,091	$25,086	$26,081	$27,076
2								
3 Revenues								
4 CLEET for Police Training	26,214	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5 CLEET for Court Training	1,973	2,300	2,300	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	1,032	0	0	0	0	0	0	0
7								
8 Total Revenues	$29,219	$32,300	$32,300	$32,000	$32,000	$32,000	$32,000	$32,000
9								
10 Expenditures								
11 Police Training	27,839	29,005	29,575	29,005	29,005	29,005	29,005	29,005
12 Court Training	3,080	4,000	4,000	2,000	2,000	2,000	2,000	2,000
13 Audit adjustments	119	0	0	0	0	0	0	0
14								
15 Total Expenditures	$31,038	$33,005	$33,575	$31,005	$31,005	$31,005	$31,005	$31,005
16								
17 Net Difference	($1,819)	($705)	($1,275)	$995	$995	$995	$995	$995
18								
19 Ending Fund Balance	$24,371	$24,120	$23,096	$24,091	$25,086	$26,081	$27,076	$28,071
20								
21 Reserves								
22 Reserve for Police Training	22,217	24,559	22,642	23,637	24,632	25,627	26,622	27,617
23 Reserve for Court Training	2,154	(439)	454	454	454	454	454	454
24								
25 Total Reserves	$24,371	$24,120	$23,096	$24,091	$25,086	$26,081	$27,076	$28,071

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, 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 11 Budget

Sales taxes collected from this TIF were complete in FYE 07, reaching the goal of $1.25 million. The Council will consider capital projects anticipated by Ordinance O-0102-28 for completion in FYE 11, and the fund is proposed to close at the end of the fiscal year.

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

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$416,526	$83,189	$236,092	$7,443	$7,443	$7,443	$7,443	$7,443
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	9,419	0	0	0	0	0	0	0
9									
10	Total Revenues	$9,419	0	0	0	0	0	0	0
11									
12	Expenditures								
13	Audit adjustments/encumb	1,977	0	0	0	0	0	0	0
13	Capital Projects	187,876	83,189	228,649	0	0	0	0	0
14									
15	Total Expenditures	$189,853	$83,189	$228,649	$0	$0	$0	$0	$0
16									
17	Net Difference	($180,434)	($83,189)	($228,649)	$0	$0	$0	$0	$0
18									
19	Ending Fund Balance	$236,092	$0	$7,443	$7,443	$7,443	$7,443	$7,443	$7,443

ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS

Background

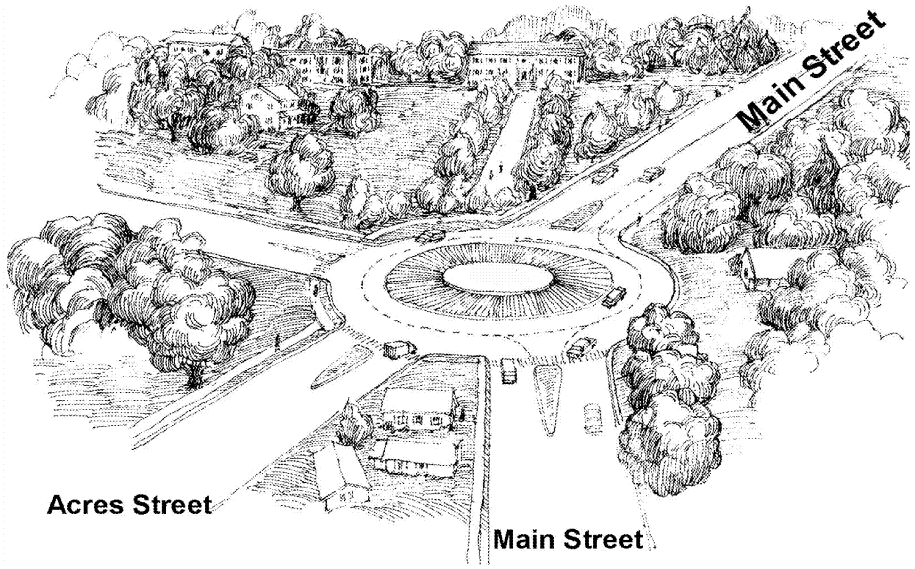
The Art in Public Places Fund is a Special Revenue Fund established to account for revenue derived from citizen donations as a means to fund the acquisition of works of art by the City of Norman and to provide for the maintenance and repair of the works of art in the collection.

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 11 Budget

FYE 11 projected revenues are $5,000. The first public art partially funded by the Art In Public Places Fund is a sculpture in the new East Main Street roundabout (see schematic design below). The fund has collected $20,964 since the beginning of FYE 08.



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

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$847	$1,939	$4,848	$1,985	$6,985	$11,985	$16,985	$21,985
2									
3	Revenues								
4	Citizen Donations	7,909	5,000	7,937	5,000	5,000	5,000	5,000	5,000
5	Interest income	0	0	0	0	0	0	0	0
6									
7	Total Revenues	7,909	5,000	7,937	5,000	5,000	5,000	5,000	5,000
8									
9	Expenditures								
10	Audit adjustments/encumb	0	0	0	0	0	0	0	0
11	Payment to Arts Board	3,908	0	10,800	0	0	0	0	0
12									
13	Total Expenditures	$3,908	$0	$10,800	$0	$0	$0	$0	$0
14									
15	Net Difference	$4,001	$5,000	($2,863)	$5,000	$5,000	$5,000	$5,000	$5,000
16									
17	Ending Fund Balance	$4,848	$6,939	$1,985	$6,985	$11,985	$16,985	$21,985	$26,985

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 11 Budget

Statement of Revenues and Expenditures

Projected FYE 11 fee revenues have been increased 5% from the FYE 10 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 10. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 11 operating expenditures have been decreased 9.7% from the FYE 10 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 $59,000 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 ($205,714 in FYE 11) 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 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$112,164	$25,530	$0	$65,519	$78,722	$72,084	$44,069
2								
3	Operating Revenues:							
4	Enterprise Fund Fees/Chgs	1,140,873	1,150,117	1,198,610	1,222,582	1,247,034	1,271,975	1,297,415
5	Service Fees/Chgs	165	165	200	206	212	218	225
6								
7	Total Operating Revenues	$1,141,038	$1,150,282	$1,198,810	$1,222,788	$1,247,246	$1,272,193	$1,297,640
8								
9	Operating Expenditures:							
10	Salaries and Benefits	798,448	798,448	712,495	783,745	822,932	864,078	907,282
11	Supplies and Materials	144,836	131,679	136,786	138,154	139,536	140,931	142,340
12	Services/Maintenance	226,062	217,889	215,328	217,481	219,656	221,853	224,072
13	Internal Service Fund Chgs	93,769	108,111	76,182	77,706	79,260	80,845	82,462
14	Cost Allocation Charges	0	0	0	0	0	0	0
15	Employee Turnover Savings	0	0	0	0	0	0	0
16								
17	Total Operating Expenditures	$1,263,115	$1,256,127	$1,140,791	$1,217,086	$1,261,384	$1,307,707	$1,356,156
18								
19	Net Operating Revenue	($122,077)	($105,845)	$58,019	$5,703	($14,138)	($35,514)	($58,516)
20								
21	Other Revenues:							
22	I/F Transf - Capital Fund - Golf	71,402	71,402	61,500	61,500	61,500	61,500	61,500
23	I/F Transf - Capital Fund - Pool	10,000	10,000	0	0	0	0	0
24	I/F Transf - Room Tax	205,914	205,914	205,714	205,149	204,209	202,884	202,884
25	I/F Transf - General Fund	2,413	75,935	0	0	0	0	10,758
26	I/F Transf - Westwood Enterprise Fd	0	0	0	0	0	0	0
27	Interest Income	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28	Misc. revenue	0	0	0	0	0	0	0
29								
30	Total Other Revenues	$297,229	$370,751	$274,714	$274,149	$273,209	$271,884	$282,642
31								
32								
33	Other Expenditures:							
34	Audit Accruals/Adj/encumbrances	0	0	0	0	0	0	0
35	Debt Service	205,914	205,914	205,714	205,149	204,209	202,884	206,164
36	Capital Projects-GOLF	0	3,120	0	0	0	0	0
37	Capital Equipment-GOLF	19,402	19,402	19,500	19,500	19,500	19,500	19,500
38	Capital Equipment - Golf Carts	52,000	52,000	42,000	42,000	42,000	42,000	42,000
39	Capital Equipment - Pool	10,000	10,000	0	0	0	0	0
40	I/F Transf - Parkland	0	0	0	0	0	0	0
41								
42	Total Other Expenditures	$287,316	$290,436	$267,214	$266,649	$265,709	$264,384	$267,664
43								
44	Net Revenues (Expenditures)	($112,164)	($25,530)	$65,519	$13,203	($6,638)	($28,014)	($43,538)
45								
46	Ending Fund Balance	$0	$0	$65,519	$78,722	$72,084	$44,069	$531
47								
48	Reserves							
49	Reserve for Operations	101,049	100,490	91,263	97,367	100,911	104,617	108,492
50	Reserve for Debt	0	0	0	0	0	0	0
51	Reserve for Capital Project	61,500	61,500	61,500	61,500	61,500	61,500	61,500
52	Reserve (Deficit)	(162,549)	(161,990)	(87,244)	(80,146)	(90,327)	(122,048)	(169,461)
53								
54	Total Reserves	$0	$0	$65,519	$78,722	$72,084	$44,069	$531

WESTWOOD PARK FUND (30)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 09 ACTUAL
1	Beginning Fund Balance	$158,707
2		
3	Operating Revenues:	
4	Enterprise Fund Fees/Chgs	1,089,330
5	Service Fees/Chgs	986
6		
7	Total Operating Revenues	$1,090,316
8		
9	Operating Expenditures:	
10	Salaries and Benefits	771,491
11	Supplies and Materials	122,293
12	Services/Maintenance	229,903
13	Internal Service Fund Chgs	93,119
14	Cost Allocation Charges	0
15		
16	Total Operating Expenditures	$1,216,806
17		
18	Net Operating Revenue	($126,490)
19		
20	Other Revenues:	
25	I/F Transf - Capital Fund	12,495
21	I/F Transf - Room Tax	212,613
22	Interest Income	12,428
26	Misc. revenue	0
27		
28	Total Other Revenues	237,536
29		
30		
31	Other Expenditures:	
32	Audit Accruals/Adj/encumbrances	(2,515)
39	I/F Transf - CIP(RT Payback)	0
33	Debt Service	212,613
34	Capital Projects-GOLF	21,630
42	Capital Equipment-GOLF	12,495
45	Capital Equipment - Golf Carts	0
46	I/F Transf - Parkland	0
47	I/F Transf - Westwood Spl Rev Fd	0
48		
49	Total Other Expenditures	$244,223
50		
51	Net Revenues (Expenditures)	($133,177)
52		
53	Ending Fund Balance	$25,530
54		
55	Reserves	
56	Reserve for Operations	$97,344
57	Reserve for Capital Project	0
58	Reserve (Deficit)	(71,814)
59		
60	Total Reserves	$25,530

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 522 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 2010 serves an average of 33,000 customers.

FYE 11 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 new water rate structure has enabled the Water Utility to undertake 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. As of June 30, 2009, the Water Utility had completed 16 new water wells from these proceeds, generating approximately 8 million gallons per day (MGD) of additional water.

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 were undertaken in FYE 10. 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). The five-year revenue forecast for FYE 2011-2015 assumes an annual increase to the rate structure.

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.

Fiscal year 2011 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 substantial 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 11 ending fund balance is projected to be $5,319,350 with a reserve deficit of $3,195,452.

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. This transfer level was increased from 3% in FYE 10.

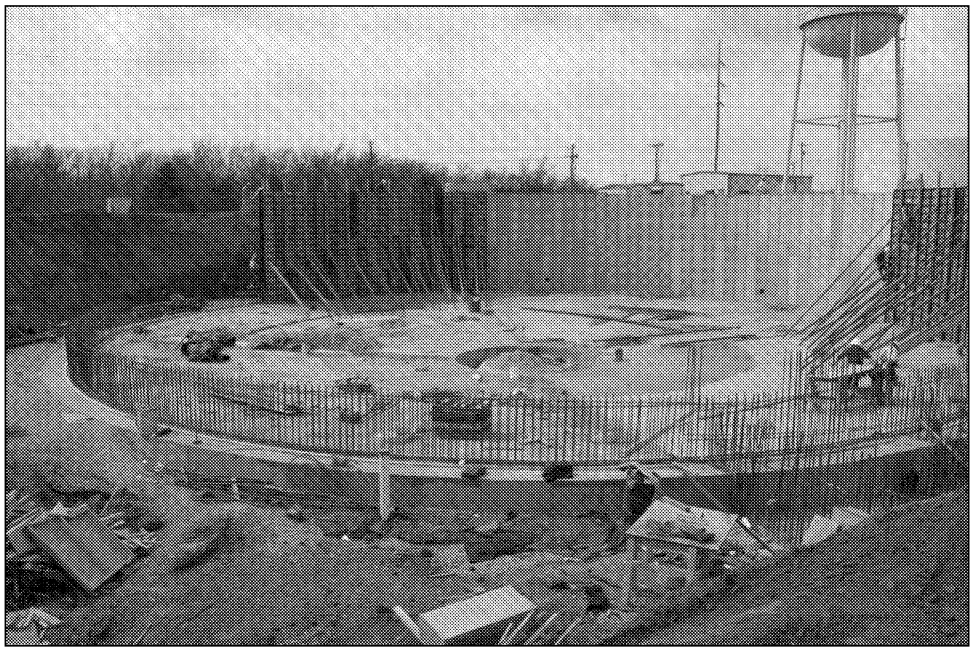
Five Year Outlook

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 to implement this direction.

The picture below is of our new clarifier for the Water Treatment Plant. The new clarifier is 100 foot diameter and 17 feet deep. It will hold 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 we applied for and 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 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$27,635,991	$12,842,922	$26,080,337	$4,825,694	$5,319,350	$267,486	($10,659,267)	($10,660,181)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	11,848,193	12,514,500	$12,514,500	13,375,943	14,245,379	15,171,328	16,157,465	17,207,700
5	Connection Fee	393,523	757,500	700,000	719,500	726,695	733,962	741,302	748,715
6	Capital Improvement Charge	1,052,901	1,442,421	1,100,000	1,111,000	1,122,110	1,133,331	1,144,664	1,156,111
7	Cost Allocation	678,892	694,384	694,384	723,403	730,637	737,943	745,322	752,775
8									
9	Total Operating Revenues	$13,973,509	$15,408,805	$15,008,884	$15,929,846	$16,824,821	$17,776,564	$18,788,753	$19,865,301
10									
11	Operating Expenditures:								
12	Salaries / Benefits	3,443,724	3,662,106	3,662,106	3,527,776	3,880,554	4,074,581	4,278,310	4,492,226
13	Supplies / Materials	1,370,631	1,722,181	1,961,914	1,656,391	1,672,955	1,689,684	1,706,581	1,723,647
14	Services / Maintenance	2,045,041	2,528,265	2,340,924	2,606,651	2,632,718	2,659,045	2,685,635	2,712,491
15	Internal Services	349,302	347,241	353,169	223,000	227,460	232,009	236,649	241,382
16	Cost Allocations	1,555,681	1,610,786	1,653,376	1,479,364	1,494,158	1,509,099	1,524,190	1,539,432
17	Employee Turnover Savings	0	(54,932)	(54,932)	(52,917)	(58,208)	(61,119)	(64,175)	(67,383)
18									
19	Total Operating Expenditures	$8,764,379	$9,815,647	$9,916,557	$9,440,265	$9,849,635	$10,103,300	$10,367,192	$10,641,796
20									
21	Net Operating Revenue	$5,209,130	$5,593,158	$5,092,327	$6,489,580	$6,975,185	$7,673,264	$8,421,561	$9,223,505
22									
23	Other Revenues:								
24	Interest Income	305,542	120,000	120,000	120,000	120,000	120,000	120,000	120,000
25	Other Misc. Revenue	1,272,327	0	0	3,780	0	0	0	0
26	Revenue Bond Proceeds	0	9,000,000	11,402,083	0	0	0	0	0
26	Bond/lease proceeds	0	0	0	0	0	0	0	0
27	I/F Transf - Sanitation	0	0	0	0	0	0	0	0
27	Grant Revenue	0	2,000,000	2,000,000	0	0	0	0	0
28	I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
29									
30	Total Other Revenues	$1,577,869	$11,120,000	$13,522,083	$123,780	$120,000	$120,000	$120,000	$120,000
31									
32	Other Expenditures:								
33	Audit Accruals/Adj/Encumbrances	1,179,536	0	0	0	0	0	0	0
34	Master Conservancy Debt	212,431	286,046	299,927	286,493	286,961	287,185	287,408	287,632
35	Debt Service - 06 Issue	1,517,681	1,515,731	1,515,731	1,515,531	1,514,131	1,516,431	1,517,331	1,516,831
36	Debt Service - 10 Issue	0	635,000	635,000	822,900	822,900	822,900	822,900	822,900
37	Capital Projects	1,854,933	6,932,461	10,288,812	2,494,948	8,512,800	15,035,000	4,805,000	314,000
38	Capital Projects - 06 Issue	2,929,483	2,232,089	13,080,765	0	0	0	0	0
39	Capital Projects - 10 Issue	0	11,000,000	13,402,083	0	0	0	0	0
40	Capital Equipment	82,339	131,806	220,661	267,939	230,000	230,000	230,000	230,000
41	I/F Transf - GF-Development Eng.	28,851	29,639	29,639	30,146	31,653	33,236	34,898	36,643
42	I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
43	I/F Transf - General Fund	537,399	398,160	396,435	701,747	748,604	795,265	844,938	897,821
44	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
45									
46	Total Other Expenditures	$8,342,653	$23,160,932	$39,869,053	$6,119,704	$12,147,049	$18,720,017	$8,542,475	$4,105,827
47									
48	Net Revenues (Expenditures)	($1,555,654)	($6,447,775)	($21,254,644)	$493,656	($5,051,864)	($10,926,753)	($914)	$5,237,679
49									
50	Ending Fund Balance	$26,080,337	$6,395,147	$4,825,694	$5,319,350	$267,486	($10,659,267)	($10,660,181)	($5,422,502)
51									
52	Reserves								
53	Reserve for Operations	701,150	785,252	793,325	755,221	787,971	808,264	829,375	851,344
54	Reserve for Encumbrances	2,807,421	0	0	0	0	0	0	0
55	Reserve for Bond Projects - 06 Issue	13,673,646	1,482,626	592,881	592,881	592,881	592,881	592,881	592,881
56	Reserve for Bond Projects - 10 Issue	0	0	0	0	0	0	0	0
57	Reserve for Capital	6,232,350	8,680,916	6,232,350	7,166,700	6,718,000	2,559,500	314,000	314,000
58	Reserve (Deficit) Surplus	2,665,771	(4,553,647)	(2,792,862)	(3,195,452)	(7,831,366)	(14,619,912)	(12,396,437)	(7,180,727)
59									
60	Total Reserves	$26,080,337	$6,395,147	$4,825,694	$5,319,350	$267,486	($10,659,267)	($10,660,181)	($5,422,502)

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2011 BUDGET

INCOME:

Operation & Maintenance Assessments	$1,324,505
Special Assessments	490,000
Annual Repayment Installment	518,319
TOTAL INCOME (Less energy project interest)	**$2,332,824**

EXPENSES:

Personnel	$ 537,900
Maintenance	80,405
Utilities	511,500
Insurance & Bonds	16,050
Administrative Supplies	11,400
Professional Services	82,200
State & Federal Services	200,550
Major Equipment Replacement	374,500
Debt Repayment	518,319
TOTAL EXPENSES	**$2,332,824**

WASTEWATER FUND
BUDGET
HIGHLIGHTS

Background

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

The City operates a wastewater treatment plant with a design capacity of 12 million gallons. On November 3, 2001, the Norman Utilities Authority (NUA) adopted an updated Wastewater Master Plan, which proposes to expand treatment capacity to 21.5 MGD by the year 2040. Currently, there are approximately 457 miles of sewer lines included in the total system. The Wastewater 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 11 Budget

Statement of Revenues and Expenditures

FYE 11 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 10. Wastewater 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 11 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.

A Plant Operator and a Laboratory Technician were eliminated from the FYE 11 Budget.

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 11 ending fund balance is projected to be $1,199,973, which is $166,727 short of meeting the Fund's reserve requirements.

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

Transfer Policy

The amount of transfer from the Wastewater 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 Wastewater Fund's operating revenues returns to the General Fund an amount consistent with what non-governmental utilities provide in franchise fees. This transfer will be increased from 3% in FYE 10.

Five Year Outlook

Over the next five years net income will improve. The combined revenue sources available to the wastewater utility allow the long-term capital and maintenance needs of the utility to be met.

Summary

In the eight 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 Wastewater 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 anticipates further matching funds for planned capital improvements from the American Recovery and Reinvestment Act.

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 anticipated an additional 5 MGD to be constructed at the existing South Canadian Wastewater Treatment Plant and 4.5 MGD to be constructed at a Little River basin site which has been purchased by the Utility. Current capital planning calls for the preliminary phases (engineering design, environmental impact studies, etc.) of treatment expansion to begin at the South Canadian plant in fiscal year 2010-2011. Construction of the treatment plant expansion may require an adjustment to the Utility's rate structure (note: the Norman City Charter requires voter approval of increases to utility rates).

WASTEWATER FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Beginning Fund Balance	$7,478,678	$1,312,549	$7,144,501	$384,201	$1,199,973	($1,632,150)	($1,289,427)	($603,516)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	6,647,017	7,452,545	7,452,545	7,618,596	7,770,968	7,926,387	8,084,915	8,246,613
6 Sewer Replacement Charge	527,802	510,768	510,768	515,876	521,035	526,245	531,507	536,822
9								
10 Total Operating Revenues	$7,174,819	$7,963,313	$7,963,313	$8,134,472	$8,292,003	$8,452,632	$8,616,422	$8,783,435
11								
12 Operating Expenditures:								
13 Salaries and Benefits	1,547,174	1,755,737	1,755,737	1,598,052	1,757,857	1,845,750	1,938,038	2,034,939
14 Supplies and Materials	131,787	188,634	189,348	193,867	195,806	197,764	199,741	201,739
15 Services and Maintenance	1,056,145	1,024,396	1,222,455	952,556	962,082	971,702	981,419	991,234
16 Internal Services	43,510	43,386	34,296	29,347	29,934	30,533	31,143	31,766
17 Cost Allocations	1,012,558	924,488	1,084,159	1,005,771	1,015,829	1,025,987	1,036,247	1,046,609
18 Employee Turnover Savings	0	(26,336)	(26,336)	(23,971)	(26,368)	(27,686)	(29,071)	(30,524)
19								
20 Total Operating Expenditures	$3,791,174	$3,910,305	$4,259,659	$3,755,622	$3,935,139	$4,044,050	$4,157,518	$4,275,763
21								
22 Net Operating Revenue	$3,383,645	$4,053,008	$3,703,654	$4,378,850	$4,356,864	$4,408,583	$4,458,904	$4,507,672
23								
24 Other Revenues:								
25 Interest Income	300,655	300,000	300,000	300,000	300,000	300,000	300,000	300,000
26 Bond Proceeds/Grant Reimb.	0	0	0	0	0	0	0	0
27 Misc. Revenue/Cost Allocation	1,514,867	442,148	442,148	581,901	587,720	593,597	599,533	605,529
28 I/F Transf - Hallpark (capacity)	0	0	0	0	0	0	0	0
29 I/F Transf - Sanitation	0	0	0	0	0	0	0	0
30 I/F Transf - General Fund	0	0	0	0	0	0	0	0
30								
31 Total Other Revenues	1,815,522	742,148	742,148	881,901	887,720	893,597	899,533	905,529
32								
34 Other Expenditures:								
35 Audit Accruals/Adjustments	967,245	0	0	0	0	0	0	0
36 Debt Service- Ref. 98 (89 Issue)	0	0	0	0	0	0	0	0
37 Debt Service-05 (95)Rev. Bonds	515,400	503,050	503,050	495,619	483,010	475,028	461,573	457,548
38 Debt Service-96 SRF Note	142,915	142,706	142,706	142,005	141,304	140,609	139,901	139,200
40 Debt Service- Ref. 03 (96 issue)	763,756	762,860	762,860	760,376	761,001	759,587	761,265	756,135
41 Debt Service-99 SRF Note	262,342	261,644	261,644	260,384	259,150	257,862	256,600	255,340
42 Capital Projects	663,702	676,200	3,316,239	1,092,000	3,537,000	368,000	28,000	332,000
43 Capital Equipment	23,870	60,409	60,409	0	35,749	35,749	35,749	35,749
44 I/F Transf - General Fund (Dev. Engineer)	28,851	29,639	29,639	30,146	31,653	33,236	34,898	36,643
45 I/F Transf - Sewer Maint Fund 321	1,900,657	2,765,706	5,905,979	1,284,369	2,439,292	2,493,067	2,550,294	2,611,151
46 I/F Transf - Hallpark	0	0	0	0	0	0	0	0
47 I/F Transf - General Fund	264,606	223,576	223,576	380,080	388,548	396,319	404,246	412,331
48								
49 Total Other Expenditures	$5,533,344	$5,425,790	$11,206,102	$4,444,979	$8,076,707	$4,959,457	$4,672,526	$5,036,097
50								
51 Net Revenues (Expenditures)	($334,177)	($630,634)	($6,760,300)	$815,772	($2,832,123)	$342,723	$685,912	$377,104
52								
53 Ending Fund Balance	$7,144,501	$681,915	$384,201	$1,199,973	($1,632,150)	($1,289,427)	($603,516)	($226,412)
54								
55 Reserves								
56 Reserve for Encumbrances	239,214	0	0	0	0	0	0	0
57 Reserve for Operations	303,294	312,824	340,773	300,450	314,811	323,524	332,601	342,061
58 Reserve for Capital	1,071,400	1,665,667	1,071,400	1,066,250	242,667	180,000	332,000	332,000
59 Reserve (Deficit) Surplus	5,530,593	(1,296,576)	(1,027,972)	(166,727)	(2,189,628)	(1,792,951)	(1,268,117)	(900,473)
60								
61 Total Reserves	$7,144,501	$681,915	$384,201	$1,199,973	($1,632,150)	($1,289,427)	($603,516)	($226,412)

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 wastewater 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" 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 11 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 10 extrapolated for a full year.

FYE 11 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels.

FYE 11 total expenditures are $4,592,907 of which 28% or $1,284,369 is subsidized by the Wastewater Fund.

A Crew Chief, Heavy Equipment Operator, and two Maintenance Workers are eliminated from the FYE 11 Budget.

A "worst things first" approach continues to be the basis for determining the priority of projects subject to the approval of the Wastewater Implementation Committee. (See CIP FYE 11 – 15 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 Wastewater Fund for the portion of maintenance expenses attributable to user fees accounted for in the Wastewater Fund, Sewer Maintenance Fund reserve levels are considered in conjunction with Wastewater Fund reserve levels.

SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Beginning Fund Balance	($4,028)	$0	$0	($0)	($0)	($0)	($0)	($0)
2								
3 Operating Revenues:								
4 Capital Improvement Charge	591,534	648,511	648,511	654,996	661,546	668,161	674,843	681,591
5 Sewer Maintenance Rate	2,645,113	2,627,269	2,627,269	2,653,542	2,680,077	2,706,878	2,733,947	2,761,286
6								
7 Total Operating Revenues	3,236,647	3,275,780	3,275,780	3,308,538	3,341,623	3,375,039	3,408,790	3,442,877
8								
9 Operating Expenditures:								
10 Salaries and Benefits	1,313,132	1,579,534	1,579,534	1,329,477	1,462,425	1,535,546	1,612,323	1,692,939
11 Supplies and Materials	162,272	194,968	172,191	199,052	201,043	203,053	205,083	207,134
12 Services and Maintenance	296,801	340,982	430,697	340,982	344,392	347,836	351,314	354,827
13 Internal Services	166,161	212,648	219,891	157,588	160,740	163,955	167,234	170,578
14 Cost Allocations	652,676	645,897	704,604	643,426	649,860	656,359	662,922	669,552
15 Employee Turnover Savings		(23,693)	(23,693)	(19,942)	(21,936)	(23,033)	(24,185)	(25,394)
16								
17 Total Operating Expenditures	2,591,042	2,950,336	3,083,224	2,650,583	2,796,523	2,883,715	2,974,692	3,069,637
18								
19 Net Operating Revenue	$645,605	$325,444	$192,556	$657,955	$545,100	$491,325	$434,098	$373,241
20								
21 Other Revenues:								
22 Interest Income	0	0	0	0	0	0	0	0
23 Misc. Revenue	40	0	0	0	0	0	0	0
24 I/F Transf - Wastewater Fund 32	1,900,657	2,765,706	5,905,979	1,284,369	2,439,292	2,493,067	2,550,294	2,611,151
25								
26 Total Other Revenues	$1,900,697	$2,765,706	$5,905,979	$1,284,369	$2,439,292	$2,493,067	$2,550,294	$2,611,151
27								
28								
29 Other Expenditures:								
30 Capital Projects	2,380,329	2,941,650	5,925,607	1,918,265	2,918,000	2,918,000	2,918,000	2,918,000
31 Capital Equipment	161,945	149,500	172,928	24,059	66,392	66,392	66,392	66,392
32								
33 Total Other Expenditures	2,542,274	3,091,150	6,098,535	1,942,324	2,984,392	2,984,392	2,984,392	2,984,392
34								
35 Total Revenues	5,137,344	6,041,486	9,181,759	4,592,907	5,780,915	5,868,107	5,959,084	6,054,029
36								
37 Total Expenditures	$5,133,316	$6,041,486	$9,181,759	$4,592,907	$5,780,915	$5,868,107	$5,959,084	$6,054,029
38								
39 Net Revenues (Expenditures)	$4,028	($0)	($0)	$0	$0	$0	$0	$0
40								
41 Ending Fund Balance	$0	$0	($0)	($0)	($0)	($0)	($0)	($0)
42								
43 Reserves								
44 Reserve for Operations	207,283	236,027	246,658	212,047	223,722	230,697	237,975	245,571
45 Reserve for Capital	1,750,800	2,584,755	2,718,053	2,918,000	2,918,000	2,918,000	2,918,000	2,918,000
46 Reserve (Deficit) Surplus	(1,958,083)	(2,820,782)	(2,964,711)	(3,130,047)	(3,141,722)	(3,148,697)	(3,155,975)	(3,163,571)
47								
48 Total Reserves	$0	$0	($0)	($0)	($0)	($0)	($0)	($0)

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 wastewater 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 11 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 $2,000,000 for FYE 11.

Capital Projects of $3.8 million for design of Wastewater Treatment Plant expansion and improvements are funded in FYE 11.

Five Year Outlook

Excise tax revenues are projected at a flat level from FYE 10 to FYE 11 and at a 5% increase from FYE 11 to FYE 12. The downturn in the local and national residential and commercial construction industry has negatively impacted Sewer Excise Tax revenue in FYE 09 and FYE 10. It is anticipated that construction will return to historic patterns beginning in FYE 2011-2012. Projected bond proceeds of $15,200,000 are budgeted in FYE 2012 for the anticipated expansion of the Wastewater Treatment Plant.

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

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$8,896,115	$1,302,963	$8,704,578	$9,849,008	$7,815,744	$13,005,765	$13,558,751	$14,111,737
2									
3	Operating Revenues:								
4	Excise Tax - Residential	987,310	1,500,000	1,500,000	1,600,000	1,700,000	1,700,000	1,700,000	1,700,000
5	Excise Tax - Commercial	263,932	500,000	500,000	400,000	400,000	400,000	400,000	400,000
6									
7	Total Operating Revenues	1,251,242	2,000,000	2,000,000	2,000,000	2,100,000	2,100,000	2,100,000	2,100,000
8									
9	Total Operating Expenditures	0	0	0	0	0	0	0	0
10									
11	Net Operating Revenue	$1,251,242	$2,000,000	$2,000,000	$2,000,000	$2,100,000	$2,100,000	$2,100,000	$2,100,000
12									
13	Other Revenues:								
14	Interest Income	171,711	200,000	200,000	200,000	200,000	200,000	200,000	200,000
15	Bond Proceeds/Grant Reimb.	0	1,713,000	1,713,000	0	15,200,000	0	0	0
29	SRF Loan Proceeds	0	6,852,000	6,852,000	0	0	0	0	0
16	I/F Transf - General Fund	0	184,280	184,280	0	0	0	0	0
17	Transfer From Sewer Sales Tax	0	2,740,800	2,740,800	0	0	0	0	0
18									
19	Total Other Revenues	$171,711	$11,690,080	$11,690,080	$200,000	$15,400,000	$200,000	$200,000	$200,000
20									
21	Other Expenditures:								
22	Debt Service	0	845,000	845,000	405,264	1,747,014	1,747,014	1,747,014	1,747,014
23	Capital Projects	1,614,490	8,565,000	11,700,650	3,828,000	10,562,965	0	0	0
24									
25	Total Other Expenditures	$1,614,490	$9,410,000	$12,545,650	$4,233,264	$12,309,979	$1,747,014	$1,747,014	$1,747,014
26									
27	Net Revenues (Expenditures)	($191,537)	$4,280,080	$1,144,430	($2,033,264)	$5,190,021	$552,986	$552,986	$552,986
28									
29	Ending Fund Balance	$8,704,578	$5,583,043	$9,849,008	$7,815,744	$13,005,765	$13,558,751	$14,111,737	$14,664,723
30									
31	Reserves								
32	Reserve for Operations	0	0	0	0	0	0	0	0
33	Reserve for Capital	2,878,193	4,796,988	2,878,193	2,640,741	0	0	0	0
34	Reserve (Deficit) Surplus	5,826,385	786,055	6,970,815	5,175,003	13,005,765	13,558,751	14,111,737	14,664,723
35									
36	Total Reserves	$8,704,578	$5,583,043	$9,849,008	$7,815,744	$13,005,765	$13,558,751	$14,111,737	$14,664,723

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 per cent, 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 Ordinance 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 up to $3.5 million for sludge processing improvements, up to $8,169,333 million towards construction of the expanded treatment capacity and the remainder for sewer main improvements.

FYE 11 Budget

Statement of Revenues and Expenditures

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

$4.1 million in capital projects are programmed in FYE 11 for design of the Wastewater Treatment Plant expansion.

Five Year Outlook

The ½ per cent sewer and use sales 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 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Beginning Fund Balance	$14,278,936	$6,855,156	$12,253,225	$5,433,035	$1,479,035	$0	$0	$0
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	240,998	200,000	200,000	200,000	200,000	0	0	0
15 Misc. Revenue/Grant Reimbursements	41	0	0	0	0	0	0	0
16								
17 Total Other Revenues	241,039	200,000	200,000	200,000	200,000	0	0	0
18								
19 Other Expenditures:								
20 Audit Accruals/Adj/Encumbrances								
21 Capital Projects	2,266,750	0	4,279,390	4,154,000	1,679,035	0	0	0
22 I/F Transfer - Develop Excise Fd		2,740,800	2,740,800	0	0			
23								
24 Total Other Expenditures	$2,266,750	$2,740,800	$7,020,190	$4,154,000	$1,679,035	$0	$0	$0
25								
26 Net Revenues (Expenditures)	($2,025,711)	($2,540,800)	($6,820,190)	($3,954,000)	($1,479,035)	$0	$0	$0
27								
28 Ending Fund Balance	$12,253,225	$4,314,356	$5,433,035	$1,479,035	$0	$0	$0	$0
29								
30 Reserves								
31 Reserve for Operations	0	0	0	0	0	0	0	0
32 Reserve for Capital	1,166,607	1,944,345	1,166,607	419,759	0	0	0	0
33 Reserve (Deficit) Surplus	11,086,618	2,370,011	4,266,428	1,059,276	0	0	0	0
34								
35 Total Reserves	$12,253,225	$4,314,356	$5,433,035	$1,479,035	$0	$0	$0	$0

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.

The basic customer rates approved by the voters of Norman in May, 2004 are as follows:

Residential Customers	$11.50/unit/month + $3/month for curbside recycling			
	Container Size	Base Rate	After	Rate cu. yd.
Commercial Customers	2 cu. yds.	44.47	8 cu. yds.	6.01
	3 cu. yds.	56.60	12 cu. yds.	5.08
	4 cu. yds.	66.70	16 cu. yds.	4.39
	6 cu. yds.	82.87	24 cu. yds.	3.82
	8 cu. yds.	97.02	32 cu. yds.	3.46

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 $5.00 per month. Beginning FYE 11, a $2.50 increase is proposed for additional carts, making the charge $7.50 per month. An additional curbside recycling service was implemented in March 2008, as directed by the voters of Norman.

FYE 11 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at a growth rate of 3% per year with a projected increase of $2.50/per month for users who desire a second rollout cart.

FYE 11 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.

A Sanitation Worker I and a Refuse Container Repair Technician are eliminated from the FYE 11 Budget.

There are no capital projects scheduled in FYE 11; however, the continuation of the Transfer Station project will be ongoing.

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 11 ending fund balance is projected to be $128,555, which does not meet the operations and Capital Reserve requirements discussed above by $2,252,252.

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 enterprise is in need of adjustment to its revenue and/or expenditure structure. The costs for long-planned and necessary facility improvements have inflated beyond the capacity of the Sanitation Enterprise's current capacity. An across-the-board increase in sanitation rates will be proposed in August, 2010 (note: Norman's utility rate adjustments require a vote of the people).

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Beginning Fund Balance	$4,327,100	$19,176	$2,646,229	$167,913	$128,555	($1,061,195)	($1,781,868)	($2,428,773)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	10,924,982	10,635,162	10,635,162	10,961,717	11,290,568	11,629,285	11,978,164	12,337,509
5 Other Revenue	142,266	258,242	258,242	145,684	147,141	148,612	150,098	151,599
6								
7 Total Operating Revenues	$11,067,248	$10,893,404	$10,893,404	$11,107,401	$11,437,709	$11,777,897	$12,128,262	$12,489,108
8								
9 Operating Expenditures:								
10 Salaries / Benefits	3,634,635	3,776,600	3,776,600	3,546,791	3,901,470	4,096,544	4,301,371	4,516,439
11 Supplies / Materials	1,078,748	1,403,936	1,037,161	1,200,123	1,212,124	1,224,245	1,236,487	1,248,852
12 Services / Maintenance	2,422,374	2,957,933	2,990,944	3,069,362	3,200,056	3,231,057	3,262,368	3,293,992
13 Internal Services	731,568	868,035	848,964	716,255	730,580	745,192	760,096	775,298
14 Cost Allocations	1,301,167	1,307,652	1,372,168	1,227,559	1,239,835	1,252,233	1,264,755	1,277,403
15								
16 Total Operating Expenditures	$9,168,492	$10,314,156	$10,025,837	$9,760,090	$10,284,065	$10,549,271	$10,825,077	$11,111,984
17								
18 Net Operating Revenue	$1,898,756	$579,248	$867,567	$1,347,311	$1,153,644	$1,228,627	$1,303,185	$1,377,124
19								
20 Other Revenue:								
21 Interest Income	82,516	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22 Bond Proceeds	0	4,000,000	3,590,000	0	0	0	0	0
23								
24 Total Other Revenue	82,516	4,030,000	3,620,000	30,000	30,000	30,000	30,000	30,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	88,797	0	0	0	0	0	0	0
28 Capital Equipment	1,100,978	1,227,936	2,744,001	1,047,321	1,600,000	1,600,000	1,600,000	1,600,000
29 Debt Service - New Issue	0	338,500	0	314,281	315,575	318,589	316,344	318,840
30 Debt Service - Automated Equip.	147,988	145,894	0	0	0	0	0	0
31 Capital Projects	2,268,215	2,604,361	3,797,735	0	400,000	0	0	0
32 Bond Issue Costs	0	0	371,703	0	0	0	0	0
33 I/F Transfer - Wastewater	0	0	0	0	0	0	0	0
34 I/F Transfer - Fleet Maint.	56,165	52,444	52,444	55,066	57,820	60,711	63,746	66,934
35								
36 Total Other Expenditures	$3,662,143	$4,369,135	$6,965,883	$1,416,668	$2,373,395	$1,979,300	$1,980,090	$1,985,774
37								
38 Net Revenues (Expenditures)	($1,680,871)	$240,113	($2,478,316)	($39,358)	($1,189,751)	($720,673)	($646,905)	($578,650)
39								
40 Ending Fund Balance	$2,646,229	$259,289	$167,913	$128,555	($1,061,195)	($1,781,868)	($2,428,773)	($3,007,423)
41								
42 Reserves								
43 Reserve for Operations	733,479	825,132	802,067	780,807	822,725	843,942	866,006	888,959
44 Reserve for Capital	1,489,464	1,323,661	1,489,464	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
45 Reserve (Deficit) Surplus	423,286	(1,889,504)	(2,123,618)	(2,252,252)	(3,483,920)	(4,225,810)	(4,894,779)	(5,496,382)
46								
47 Total Reserves	$2,646,229	$259,289	$167,913	$128,555	($1,061,195)	($1,781,868)	($2,428,773)	($3,007,423)

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 projections for the Fiscal Years Ending (FYE) 2011-2015. 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 2011-2015 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 a Capital Projects Manager, Capital Projects Engineer, a Bond Project Manager and Traffic Staff Engineer. There is a transfer to the General Fund to fund 25% of an Engineering Assistant's position, and effective July 1, 2010, 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.

In FYE 05, a general obligation bond issue was passed to improve roads (rural and urban), relocate Fire Station Number 3, and to construct a Robinson Street Railroad Grade Separation Project. The relocation of Fire Station Number 3 was completed in FYE 07, and several road improvements projects were completed in FYE 08. During FYE 11, the other projects will be underway.

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.

FYE 11 Budget

The FYE 11 Budget shows total projected resources available, including beginning fund balance, of $27,538,332 and total expenditures projected at $21,365,466 with an ending fund balance of $6,172,866. Sales tax is projected at no increase from FYE 10 estimate and at an average 4.2% growth rate in years FYE 12 through FYE 15. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2011 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2011 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 2011-2015 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.

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 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
Beginning Fund Balance	$22,802,595	$13,718,585	$30,574,947	$3,868,251	$6,172,866	$394,503	$6,852,770	$587,567
Revenues:								
Sales Tax	$10,401,318	$11,417,264	$10,100,000	$10,100,000	$10,568,640	$11,017,807	$11,486,064	$11,974,222
Allocated to Debt Service	(264,563)	(257,563)	(257,563)	(250,313)	(250,188)	(250,063)	0	0
Interest/Investment Income	523,805	350,000	450,000	350,000	350,000	350,000	350,000	350,000
GO Bond Interest Income	82,151	0	0	0	0	0	0	0
Robinson Grade Advance Reimb.	0	0	0	0	0	0	0	0
Donations/Other	37,530	397,600	418,600	630,000	263,000	100,000	81,000	11,556
Subtotal	$10,780,241	$11,907,301	$10,711,037	$10,829,687	$10,931,452	$11,217,744	$11,917,064	$12,335,778
I/F Transf - General	3,000,000	0	359,607	0	0	0	0	0
I/F Transf - PSST Fund	0	0	0	2,990,394	0	0	0	0
I/F Transf - Westwood (RT)	0	0	0	0	0	0	0	0
I/F Transf - Parkland	15,426	0	9,978	0	0	0	0	0
I/F Transf - UNP TIF	641,700	0	0	0	0	0	0	0
I/F Transf - Hall Park	0	0	25,178	0	0	0	0	0
Adjusted Recapture/Bond costs	0	0	0	0	0	0	0	0
Bond Proceeds	10,685,000	0	0	9,850,000	0	11,400,000	0	0
ODOT Reimb - Robinson Underpass	0	0	1,194,991	0	0	0	0	0
Total Revenue	$25,122,367	$11,907,301	$12,300,791	$23,670,081	$10,931,452	$22,617,744	$11,917,064	$12,335,778
Expenditures:								
Capital Outlay (Transfer)	1,999,583	2,721,748	3,770,741	2,665,500	2,853,533	2,974,808	3,101,237	3,233,040
Capital Outlay (carryover)	0	0	0	0	0	0	0	0
Street Maintenance	1,766,524	2,104,000	4,446,521	2,061,672	2,155,665	2,243,633	2,335,156	2,430,377
Capital Projects (See Detail)	3,701,236	4,293,147	14,467,722	8,559,385	6,120,900	4,911,800	7,669,335	5,150,000
Maintenance of Facilities	262,937	570,863	706,759	495,500	449,300	342,000	211,000	91,000
Paygo (Bond Projects - 05 Election)	406,099	858,664	1,265,426	0	0	0	0	0
New Bond Projects - 05 Election	7,604,907	7,110,986	13,310,905	0	0	0	0	0
New Bond Projects - 10 Election	0	0	0	5,993,333	3,633,246	3,859,703	3,221,212	4,060,506
Bond Issue Cost	242,393	0	0	223,421	0	258,579	0	0
Capital Projects Engineer	472,902	493,503	493,503	482,578	530,836	557,378	585,246	614,509
Audit Accruals/Adj/Encumbrances	(227,037)	0	0	0	0	0	0	0
Subtotal	$16,229,544	$18,152,911	$38,461,577	$20,481,389	$15,743,480	$15,147,901	$17,123,186	$15,579,432
I/F Transf - GF (St. Maint. Drainage Labor)	418,139	441,265	441,265	463,328	509,661	535,144	561,901	589,996
I/F Transf - GF (Personnel)	0	0	0	335,521	369,073	387,527	406,903	427,248
I/F Transf - GF (Eng. Asst.)	23,137	23,243	23,243	23,728	26,101	27,406	28,776	30,215
I/F Transf - GF (St. Maint. Bd Mgr.)	0	0	0	0	0	0	0	0
I/F Transf - TIF	641,700	0	0	0	0	0	0	0
I/F Transf - Special Revenue Fund	25,000	0	0	0	0	0	0	0
I/F Transf - Westwood - Golf	12,495	71,402	71,402	61,500	61,500	61,500	61,500	61,500
I/F Transf - Westwood - Pool	0	10,000	10,000	0	0	0	0	0
Total Expenditures	$17,350,015	$18,698,821	$39,007,487	$21,365,466	$16,709,815	$16,159,477	$18,182,267	$16,688,391
Net Difference	$7,772,352	($6,791,520)	($26,706,696)	$2,304,615	($5,778,363)	$6,458,267	($6,265,203)	($4,352,614)
Ending Fund Balance	$30,574,947	$6,927,065	$3,868,251	$6,172,866	$394,503	$6,852,770	$587,567	($3,765,047)
Reserves:								
General Contingency	728,092	799,208	707,000	707,000	739,805	771,247	804,024	838,196
Reserved for Capital Outlay	0	0	0	0	0	0	0	0
Reserve for Bond Proceeds - 92 Election	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Reserve for New Bond Proceeds - 05 Election	12,511,470	1,514,078	395,556	395,556	395,556	395,556	395,556	395,556
Reserve for New Bond Proceeds - 10 Election	0	0	0	3,633,246	0	7,281,718	4,060,506	0
Reserve for Encumbrances	5,205,515	0	0	0	0	0	0	0
Available for New Projects	12,129,870	4,613,779	2,765,695	1,437,064	(740,858)	(1,595,751)	(4,672,519)	(4,998,798)
Total Reserves	$30,574,947	$6,927,065	$3,868,251	$6,172,866	$394,503	$6,852,770	$587,567	($3,765,047)

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.

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

FYE 11 Budget

There are revenues of $112,061 estimated in FYE 11, which include fees of $85,000.

There is a fund balance of $1,254,984 projected at the end of FYE 11 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 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$1,235,716	$1,197,190	$1,222,727	$1,199,923	$1,254,984	$1,257,586	$1,311,740	$1,215,457
2									
3	Revenues								
4	Interest/Investment Income	28,572	26,530	26,530	27,061	27,602	28,154	28,717	29,291
5	Community Park Fees	37,050	45,000	45,000	45,000	45,000	45,000	45,000	45,000
6	Neighborhood Park Fees	27,675	40,000	40,000	40,000	40,000	40,000	40,000	40,000
7	In-Lieu of/Other	0	0	0	0	0	0	0	0
8									
9	Total Revenue	$93,297	$111,530	$111,530	$112,061	$112,602	$113,154	$113,717	$114,291
10									
11	Expenditures								
12	Community Park Projects	69,731	45,000	98,639	57,000	0	0	0	0
13	Neighborhood Park Projects	15,512	0	25,717	0	65,000	59,000	70,000	0
13	Parkland acquisition	0	0	0	0	15,000	0	0	0
14	I/F Transf - Room Tax	0	0	0	0	0	0	0	0
15	I/F Transf - Capital	15,426	0	9,978	0	0	0	0	0
16	I/F Transf - GF	0	0	0	0	0	0	0	0
17	Services & maintenance	0	0	0	0	0	0	0	0
18	Audit Accruals/Adjustments	5,617	0	0	0	0	0	0	0
19									
20	Total Expenditures	$106,286	$45,000	$134,334	$57,000	$110,000	$59,000	$210,000	$140,000
21									
22	Net Difference	($12,989)	$66,530	($22,804)	$55,061	$2,602	$54,154	($96,283)	($25,709)
23									
24	Ending Fund Balance	$1,222,727	$1,263,720	$1,199,923	$1,254,984	$1,257,586	$1,311,740	$1,215,457	$1,189,749
25									
26	Reserves								
27	Reserve for Community Parks	49,353	20,580	(4,286)	(16,286)	28,714	73,714	118,714	163,714
28	Reserve for Neighborhood Parks	416,759	494,995	431,042	471,042	446,042	427,042	397,042	437,042
29	Reserve for Park Land	756,615	748,145	773,167	800,228	782,830	810,984	699,701	588,993
30									
31	Total Reserves	$1,222,727	$1,263,720	$1,199,923	$1,254,984	$1,257,586	$1,311,740	$1,215,457	$1,189,749

HALL PARK ASSESSMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

The Hall Park Assessment District Fund is a capital project fund established in FYE 04 to account for revenues and expenditures from the special assessment district authorized by the petition of the residents of the former Town of Hall Park and by City of Norman Resolution R-0203-90. On March 25, 2003, the City of Norman passed Ordinance O-0203-44 which annexed Hall Park into Norman, pending the dissolution of the township and the establishment of a special assessment district to pay for improvements to integrate the Hall Park infrastructure into Norman's. On April 1, 2003, the voters of Hall Park passed a referendum, with a 95 percent plurality, to dissolve the former incorporated township. The City of Norman agreed to share in the costs of projects which directly benefit Norman. On April 13, 2004, City Council adopted Ordinance No. O-0304-60, which formally adopted and ratified the assessment roll and amount for the Hall Park Assessment District. The assessment was due May 18, 2004, or paid in monthly installments over a ten-year period. Revenue bonds to offset costs of the projects that residents chose to pay over the 10-year period were sold and backed by assessment proceeds. All capital projects related to integrating the former town's infrastructure will have been completed, and the Fund is proposed to be closed at the end of fiscal year 2008-2009.

Ongoing assessment payment revenues and debt service payments for the Hall Park Assessment Bonds are accounted for in the Hall Park Debt Service Fund (74).

FYE 11 Budget

All revenues have been collected. No expenditures are planned in FYE 11.

HALL PARK ASSESSMENT DISTRICT FUND (54)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED
1	Beginning Fund Balance	$24,623	$0	$25,178
2				
3	Revenues			
4	Interest/Investment Income	555	0	0
5	Assessment charges	0	0	0
6	I/F Transf - Wastewater fund	0	0	0
7	I/F Transf - Water fund	0	0	0
8	Other revenue (acquired cash & assets)	0	0	0
9	I/F Transf - General Fund	0	0	0
10	Bond proceeds	0	0	0
11				
12	Total Revenue	$555	$0	$0
13				
14	Expenditures			
15	Capital Projects	0	0	0
35	I/F Transf - Water fund	0	0	0
16	I/F Transf - Wastewater fund (capacity)	0	0	0
17	Debt Service	0	0	0
18	I/F Transf - Capital fund	0	0	25,178
19	I/F Transf - HP Debt	0	0	0
20				
21	Total Expenditures	$0	$0	$25,178
22				
23	Net Difference	$555	$0	($25,178)
24				
25	Ending Fund Balance	$25,178	$0	$0

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 increment of sales and property taxes generated from Tax Increment District Two, City of Norman.

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 project related to this TIF.

FYE 11 Budget

In Fiscal Year 2011, several businesses will be up and running, producing an estimated $2,000,000 in incremental sales tax and $810,000 in incremental property tax. Several transportation improvement projects funded by the University North Park TIF will be under construction in FYE 11. An important component is the construction of an overpass of I-35 at Rock Creek Road. This overpass will improve access into and out of the UNP area and relieve traffic congestion throughout northwest Norman. The timing and status of other approved TIF projects will be reviewed in relation to the development of the UNP area.

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

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	$236,150	$7,050,250	$1,491,727	$2,837,032	$3,888,382	$5,874,732	$7,861,082	$9,847,432
2									
3	Revenues								
4	Sales Tax	1,780,831	1,210,894	1,210,894	2,000,000	2,090,000	2,090,000	2,090,000	2,090,000
5	Interest Income	2,351	5,000	5,000	5,000	5,000	5,000	5,000	5,000
6	Property Tax	282,732	635,000	635,000	810,000	835,000	835,000	835,000	835,000
7	Bond Proceeds	4,480,813	0	1,981,556	0	0	0	0	0
8	Loan Procees	0	0	0	0	0	0	0	0
9	Misc Income	0	0	0	0	0	0	0	0
10									
11	Subtotal	$6,546,727	$1,850,894	$3,832,450	$2,815,000	$2,930,000	$2,930,000	$2,930,000	$2,930,000
12									
13	I/F Transf - Capital	641,700							
14									
15	Total Revenue	$7,188,427	$1,850,894	$3,832,450	$2,815,000	$2,930,000	$2,930,000	$2,930,000	$2,930,000
16									
17	Expenditures								
18	Services /Maintenance								
19	Transfer to GF (Legal expenses)	142,583	0	0	0	0	0	0	0
20	Transfer to Capital Fund	641,700	0	0	0	0	0	0	0
21	Capital Projects	4,622,529	4,471,500	1,543,495	820,000	0	0	0	0
22	Debt Service - Series 2007	526,038	943,650	943,650	943,650	943,650	943,650	943,650	943,650
23	Audit adjustments	0	0	0	0	0	0	0	0
24									
25	Total Expenditures	$5,932,850	$5,415,150	$2,487,145	$1,763,650	$943,650	$943,650	$943,650	$943,650
26									
27	Net Difference	$1,255,577	($3,564,256)	$1,345,305	$1,051,350	$1,986,350	$1,986,350	$1,986,350	$1,986,350
28									
29	Ending Fund Balance	$1,491,727	$3,485,994	$2,837,032	$3,888,382	$5,874,732	$7,861,082	$9,847,432	$11,833,782

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, 2009, 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	$ 1,000,000	.5% - 10%
Combined Purpose Bonds of 2005A	June 1, 2025	7,050,000	3.5% - 4.5%
Combined Purpose Bonds of 2005B	June 1, 2010	725,000	3% - 4.7%
Combined Purpose Bonds of 2007A	June 1, 2027	6,920,000	3.8% - 4.25%
Combined Purpose Bonds of 2007B	June 1, 2012	1,990,000	4%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	5,210,000	3.375% - 4.25 %
Combined Purpose Bonds of 2008B	Dec. 1, 2013	5,475,000	3.25% - 3.625%
Total		$ 28,370,000	

Enterprise Fund Debt	Final Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	August 2016	$ 1,376,270	2.74%
Revenue Bond – Refunding Series 2005	Nov. 1, 2019	3,645,000	3.25% - 4%
Wastewater OWRB SRF Note	Aug. 15, 2015	899,111	.5%
Wastewater Revenue Refunding Bonds 2003	Nov. 1, 2016	5,365,000	2.25% - 4%
Wastewater OWRB SRF Note	Sept. 15, 2019	2,611,538	.5%
NUA Utility Revenue Bonds Series 2006	June 30, 2027	19,310,000	3.87% - 5.0%
NMA Sanitation Eqpt Notes Series 2000	July 1, 2010	275,000	5.25%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,815,000	3.5% - 6.125%
Total		$35,296,919	
Grand Total			**$63,666,919**

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
2000	14,762	7,674	7,088	888	1,269	2,157	3.29
2001	14,548	9,849	4,699	897	982	1,879	2.50
2002	17,495	12,145	5,350	1,307	953	2,260	2.37
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

(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 expenses.
(3) It should be noted that the NUA maintains coverage ratios well above "Industry Standard" coverage ratios of 1.25 or 1.5, due to the City Charter requirement for voter approval of utility rate increases.

Source: City of Norman, 2009 Comprehensive Annual Financial Report

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, 2009

Assessed Valuation:		
Net Assessed Value		$715,777,000
Section 26 limitation:		
10% of net assessed value	$ 71,578,000	
Section 27 limitation:		
30% of net assessed value		$214,733,000
Debt applicable to limitation:		
Total general bonded debt	$ 28,370,000	
Less amount available for payment	(1,591,000)	
Total debt applicable to limitation	$ 26,779,000	
Legal debt margin		$187,954,000

FYE 11 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 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Beginning Fund Balance	$2,214,905	$1,115,773	$1,744,114	$853,368	$1,075,521	$1,273,592	$1,461,733	$1,401,476
2								
3 Revenues:								
4 Property Tax	3,090,574	3,050,000	3,050,000	5,125,000	5,013,000	4,217,000	3,878,000	2,416,000
5 Interest/Investment Income	52,089	40,000	40,000	25,000	25,000	25,000	25,000	25,000
6 Assessment District-HP	87,856	40,400	40,400	40,400	12,356	0	0	0
7								
8 Subtotal	3,230,519	3,130,400	3,130,400	5,190,400	5,050,356	4,242,000	3,903,000	2,441,000
9 I/F Transf - 92 & 95 Bonds	221,361	259,563	302,309	252,313	252,188	252,063	0	0
10								
11 Total Revenue	$3,451,880	$3,389,963	$3,432,709	$5,442,713	$5,302,544	$4,494,063	$3,903,000	$2,441,000
12								
13 Expenditures								
14 Principal Payments	2,430,000	2,455,000	2,455,000	3,670,000	3,680,000	3,010,000	2,775,000	1,395,000
15 Interest Payments	779,241	1,270,213	1,270,213	955,707	833,010	707,848	603,573	521,810
16 Agents Fees	1,500	1,545	1,545	1,545	1,545	1,545	1,545	1,545
17 Assessment District-HP	100,378	96,697	96,697	93,308	89,918	86,529	83,139	0
18 Audit Accruals/Adjustments	18,544	0	0	0	0	0	0	0
19								
20 Subtotal	3,329,663	3,823,455	3,823,455	4,720,560	4,604,473	3,805,922	3,463,257	1,918,355
21 I/F Transf - Insurance	593,008	500,000	500,000	500,000	500,000	500,000	500,000	500,000
23								
24 Total Expenditures	$3,922,671	$4,323,455	$4,323,455	$5,220,560	$5,104,473	$4,305,922	$3,963,257	$2,418,355
25								
26 Net Difference	($470,791)	($933,492)	($890,746)	$222,153	$198,071	$188,141	($60,257)	$22,645
27								
28 Ending Fund Balance	$1,744,114	$182,280	$853,368	$1,075,521	$1,273,592	$1,461,733	$1,401,476	$1,424,121
29								
30 Reserve for Debt Service	1,437,340	(80,719)	590,369	865,430	1,141,063	1,415,733	1,438,615	1,461,260
31 Reserve for Assessment District-HP	306,774	262,999	262,999	210,091	132,529	46,000	(37,139)	(37,139)
32								
33 Total Reserves	$1,744,114	$182,280	$853,368	$1,075,521	$1,273,592	$1,461,733	$1,401,476	$1,424,121

G.O. COMBINED PURPOSE BONDS FUND - 1992 AND 1995
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 is now completely retired. This fund now is used for the same purposes as the Combined Purpose Bonds of 1992 and 1995 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 11 Budget

A total of $252,313 will be transferred to the General Debt Service Fund. FYE 11 tax revenues are $250,313.

G.O. COMBINED PURPOSE BONDS FUND - 1992 AND 1995 (64)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1	Beginning Fund Balance	($6)	$0	$42,746	$0	$0	$0	$0	$0
2									
3	Revenues								
4	Interest/Investment Income	1,699	2,000	2,000	2,000	2,000	2,000	0	0
5	Audit Accruals/Adjustments	(2,149)							
6	Sales Tax	264,563	257,563	257,563	250,313	250,188	250,063	0	0
7									
8	Total Revenues	$264,113	$259,563	$259,563	$252,313	$252,188	$252,063	$0	$0
9									
10	Expenditures								
11	I/F Transf - Gen Debt Service	221,361	259,563	302,309	252,313	252,188	252,063	0	0
12									
13	Total Expenditures	$221,361	$259,563	$302,309	$252,313	$252,188	$252,063	$0	$0
14									
15	Net Difference	$42,752	$0	($42,746)	$0	$0	$0	$0	$0
16									
17	Ending Fund Balance	$42,746	$0	$0	$0	$0	$0	$0	$0
18									
19	Reserve for Debt Service	$42,746	$0	$0	$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 11 Budget

The FYE 11 Budget shows a beginning fund balance of $243,103. Expenditures of $107,800 are projected to be made for FYE 11 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2011 - 2015 discusses planned recoupment projects in detail.

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

	FYE 09 ACTUAL	FYE 10 BUDGET	FYE 10 ESTIMATED	FYE 11 ADOPTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED
1 Beginning Fund Balance	$864,259	$765,174	$905,529	$243,103	$135,303	$135,303	$135,303	$135,303
2								
3 Revenues								
4 Reimbursements/Interest	54,129	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	54,129	0	0	0	0	0	0	0
8								
9 Expenditures								
10 Capital Projects	12,859	576,200	662,426	107,800	0	0	0	0
11 Audit Adjustments	0	0	0	0	0	0	0	0
12								
13 Total Expenditures	$12,859	$576,200	$662,426	$107,800	$0	$0	$0	$0
14								
15 Net Difference	$41,270	($576,200)	($662,426)	($107,800)	$0	$0	$0	$0
16								
17 Ending Fund Balance	$905,529	$188,974	$243,103	$135,303	$135,303	$135,303	$135,303	$135,303

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 11 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 January 1, 2010, the Plan included 13 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

The Oklahoma Firefighters Pension and Retirement System (OFPRS) covers 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.

Oklahoma Police Pension and Retirement System

The Oklahoma Police Pension and Retirement System (OPPRS) covers 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:

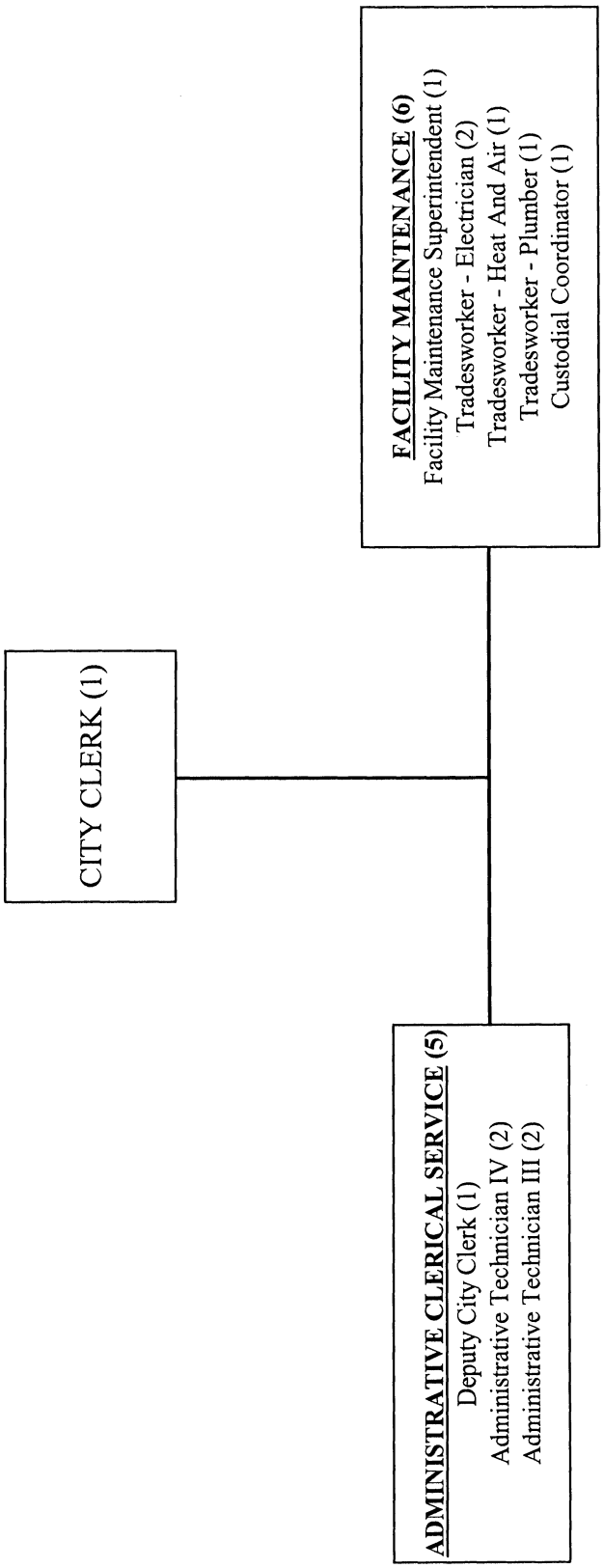
	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	565	595	595	595	556
Part-time Positions	4	4	4	4	3
Total Budgeted Positions	569	599	599	599	559

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	45,090,744	49,978,091	49,620,737	49,962,441	45,952,627
Supplies & Materials	4,906,586	6,267,574	5,852,959	5,583,258	5,949,630
Services & Maintenance	7,397,769	9,465,813	9,985,019	8,384,981	8,649,874
Capital Equipment	2,782,544	4,065,149	4,989,060	4,989,060	2,578,000
Internal Services	2,361,096	2,839,260	2,839,260	3,011,682	2,471,249
Subtotal	62,538,739	72,615,887	73,287,035	71,931,422	65,601,380
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	5,543,307	3,040,554	3,444,886	3,564,980	2,796,739
Subtotal	5,543,307	3,040,554	3,444,886	3,564,980	2,796,739
Fund Total	68,082,046	75,656,441	76,731,921	75,496,402	68,398,119

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 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 a high level of quality maintenance for all City buildings, ball fields, tennis courts, water wells, lift stations, and storm sirens
- Administers repairs and renovations projects for City facilities

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	11	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	12	12	12	12

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	831,976	901,580	901,580	901,580	853,150
Supplies & Materials	91,048	100,776	103,809	101,197	98,968
Services & Maintenance	196,173	203,665	196,162	194,359	198,912
Capital Equipment	17,787	42,586	42,586	42,586	0
Internal Services	18,567	18,919	18,919	20,919	18,249
Subtotal	1,155,551	1,267,526	1,263,056	1,260,641	1,169,279
Department Total	1,155,551	1,267,526	1,263,056	1,260,641	1,169,279

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 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	406,026	428,212	428,212	428,212	415,001
Supplies & Materials	6,927	7,670	8,526	8,526	7,468
Services & Maintenance	50,412	54,517	46,999	45,538	51,891
Capital Equipment	1,569	0	0	0	0
Internal Services	11,265	11,019	11,019	11,431	8,765
Subtotal	476,199	501,418	494,756	493,707	483,125
Division Total	476,199	501,418	494,756	493,707	483,125

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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 5 days in advance of the meeting	100%	100%	100%	99%	100%
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	n/a	n/a	6	13	15

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	130,203	104,231	104,231	104,231	101,600
Supplies & Materials	426	1,564	1,499	1,386	2,340
Services & Maintenance	8,851	11,534	11,534	11,192	12,159
Capital Equipment	16,218	0	0	0	0
Internal Services	2,211	2,362	2,362	2,116	1,918
Subtotal	157,909	119,691	119,626	118,925	118,017
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	157,909	119,691	119,626	118,925	118,017

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY 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.
- Incorporate sustainable energy and equipment practices.
- Plan and schedule staff for optimal operation of repair and maintenance of City facilities.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of day-to-day work recorded electronically. (Began 8-1-09)	n/a	n/a	90%	90%	100%
Percentage of completed assessment of City facilities	n/a	40%	40%	40%	50%
Percentage of callbacks for same problem	n/a	n/a	0%	30%	0%
Percentage of sustainable energy and equipment practices implemented throughout City facilities	n/a	10%	20%	20%	30%

Notes to Results Report:

The Division is making progress in its focus to improve our facility conditions citywide for maintenance and replacement projects.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	65,013	68,314	68,314	68,314	66,436
Supplies & Materials	36,208	31,958	31,958	31,460	30,750
Services & Maintenance	106,606	109,692	109,692	109,692	107,498
Capital Equipment	0	0	0	0	0
Internal Services	1,418	1,518	1,518	1,498	1,900
Subtotal	209,245	211,482	211,482	210,964	206,584
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	209,245	211,482	211,482	210,964	206,584

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 disruption during working hours.
- Anticipate needs for janitorial supplies for all departments to eliminate return trips for pick up of 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time needed products are available	100%	99%	99%	90%	80%
Percentage of time inventory is adequate	100%	100%	100%	90%	100%
Percentage of time the above-referenced City facilities' janitorial needs are well maintained	n/a	n/a	100%	70%	90%
Number of complaints received on custodial contractor	n/a	n/a	10	30	10
Number of repeat complaints or problems with custodial contractor	n/a	n/a	5	15	10

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	3	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	4	4	4	4

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	230,734	300,823	300,823	300,823	270,113
Supplies & Materials	47,488	59,584	61,826	59,825	58,410
Services & Maintenance	30,304	27,922	27,937	27,937	27,364
Capital Equipment	0	42,586	42,586	42,586	0
Internal Services	3,673	4,020	4,020	5,874	5,666
Subtotal	312,198	434,935	437,192	437,045	361,553
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	312,198	434,935	437,192	437,045	361,553

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:

- Provide services at a lower cost and quicker response time than an outside contractor.
- Stay current with industry trends and standards.
- Provide preventative maintenance.
- Interact with management to help develop programs for future operations and maintenance programs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of complete equipment replacement due to failure versus scheduled replacement	n/a	n/a	50%	20%	30%
Percentage of requests for repair completed with one week	n/a	n/a	100%	100%	100%
Percentage of response to emergency call back within four hours	n/a	n/a	100%	100%	100%
Percentage of calls for repeated repairs for same problem	n/a	n/a	25%	15%	10%

Notes to Results Report:

The number for equipment failures is still higher than staff would like but is expected to be reduced as outdated equipment is replaced. Response times for both routine and emergency repairs are exceptional.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	40,339	67,525	67,525	67,525	11,626
Supplies & Materials	9,584	17,188	10,715	7,242	12,302
Services & Maintenance	767,445	2,430,367	2,417,765	934,349	2,075,260
Capital Equipment	0	100,108	149,512	149,512	24,750
Internal Services	12,003	7,106	7,106	6,771	5,463
Subtotal	829,371	2,622,294	2,652,623	1,165,399	2,129,401
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	829,371	2,622,294	2,652,623	1,165,399	2,129,401

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 11 General Fund allocation to the City Council includes funding in the amount of $732,460 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Campus Area Rapid Transit (CART) - $310,500
Norman Economic Development Coalition (NEDC) - $118,750
Federal Consultant - $71,500
Oklahoma Municipal League (OML) – Membership - $72,375
Center for Children & Families, Inc. (CCFI) - $81,000
Association of Central Oklahoma Governments (ACOG) – Membership – $56,435
Kiwanis Kruiser - $7,500
Great American West/89er Day Parade - $4,500
Little River Zoo - $7,200
Performing Arts Studio - $2,700

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	40,339	67,525	67,525	67,525	11,626
Supplies & Materials	8,758	14,938	10,667	7,194	10,094
Services & Maintenance	766,565	*2,426,998	2,417,765	934,349	*2,071,960
Capital Equipment	0	100,108	149,512	149,512	24,750
Internal Services	12,003	7,106	7,106	6,771	5,463
Subtotal	827,666	2,616,675	2,652,575	1,165,351	2,123,893
Division Total	827,666	2,616,675	2,652,575	1,165,351	2,123,893

*FYE 11 includes a 2% Emergency Reserve of $1,286,557 and FYE 10 included a 2% Emergency Reserve of $1,483,460.

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 three Sister Cities: Clermont-Ferrand, France; Colima, Mexico; and Sieka Town, Japan.

PERSONNEL:

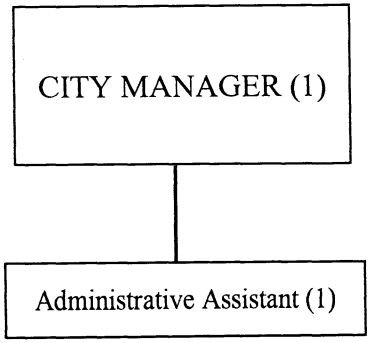
	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	826	2,250	48	48	2,208
Services & Maintenance	880	3,369	0	0	3,300
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,706	5,619	48	48	5,508
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	1,706	5,619	48	48	5,508

OFFICE OF THE CITY MANAGER

2 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	3	3	3	3	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	2

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	315,384	414,337	324,729	324,729	306,550
Supplies & Materials	5,712	4,675	3,802	3,802	4,557
Services & Maintenance	11,189	25,008	102,829	102,119	43,239
Capital Equipment	0	24,924	24,924	24,924	23,013
Internal Services	19,561	20,185	20,185	16,998	14,587
Subtotal	351,846	489,129	476,469	472,572	391,946
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	351,846	489,129	476,469	472,572	391,946

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	312,966	316,468	316,468	316,468	306,550
Supplies & Materials	2,065	1,600	2,124	2,124	1,568
Services & Maintenance	10,731	16,941	52,557	51,847	13,472
Capital Equipment	0	24,924	24,924	24,924	23,013
Internal Services	19,341	20,020	20,020	16,832	14,423
Subtotal	345,103	379,953	416,093	412,195	359,026
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	345,103	379,953	416,093	412,195	359,026

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.

OBJECTIVES:

- Facilitate Capital Improvements to the Water Treatment Plant
- Complete relocation and start-up of the Compost Facility
- Adoption of a Stormwater Master Plan
- Participate in Southeast Oklahoma Raw Water Study
- Continue to build customer service orientation at City Hall
- Subdivision Ordinance review
- Develop various zoning and plan amendment policies
- Implement Westwood Golf Course Business Plan

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	1	1	1	1	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	2,418	97,869	8,261	8,261	0
Supplies & Materials	3,646	3,075	1,678	1,678	2,989
Services & Maintenance	459	8,067	50,272	50,272	29,767
Capital Equipment	0	0	0	0	0
Internal Services	220	165	165	166	164
Subtotal	6,743	109,176	60,376	60,377	32,920
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	6,743	109,176	60,376	60,377	32,920

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, citizen's academy, speaker's bureau, 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

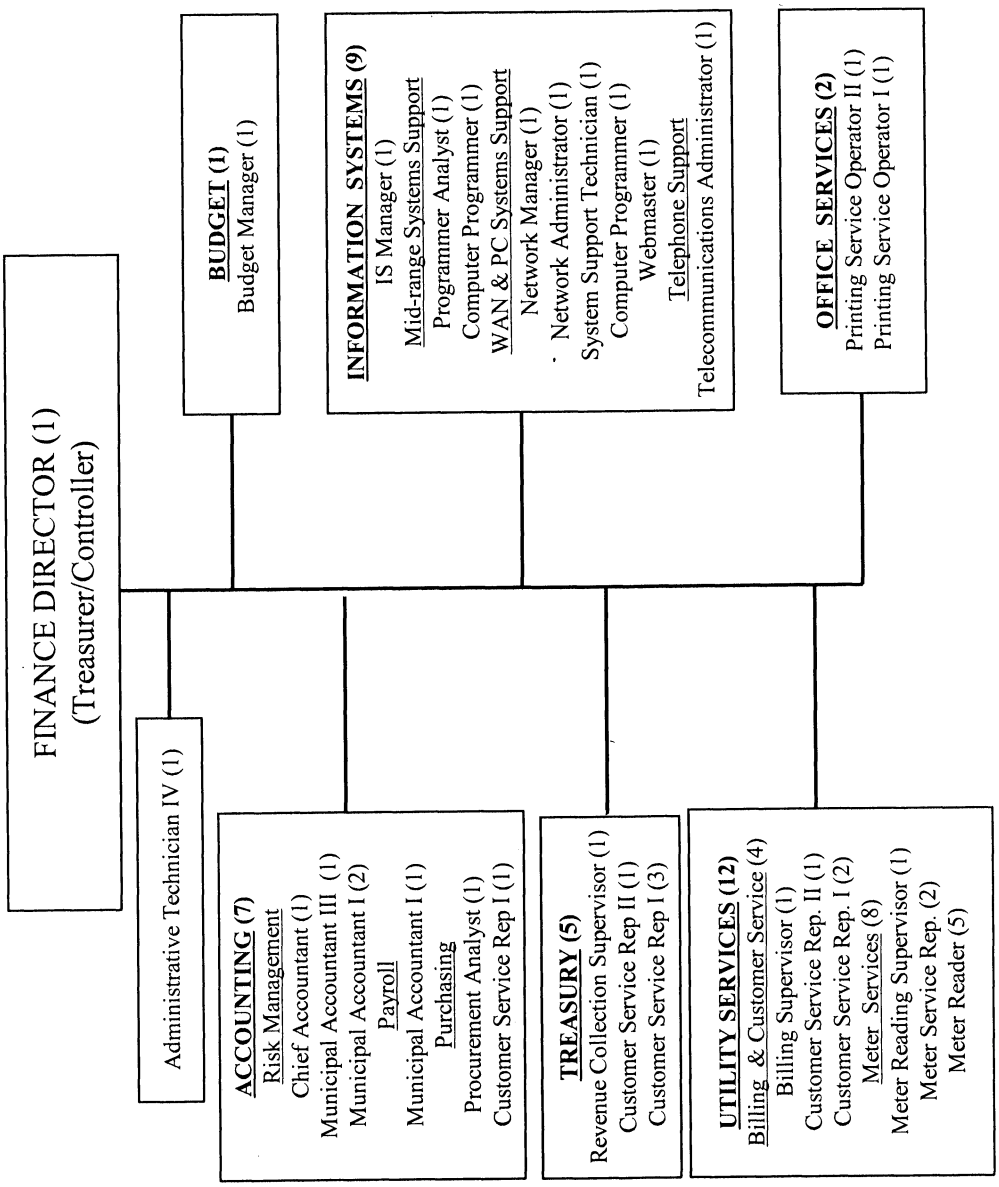
OBJECTIVES:

- 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of press releases	180	185	190	195	200
Number of visits on the City of Norman website	438,000	438,000	450,000	450,000	450,000
Number of Norman News members	881	890	900	900	900

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	38	39	39	39	38
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	38	39	39	39	38

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	3,450,043	3,389,719	3,410,225	3,751,929	3,255,111
Supplies & Materials	107,156	109,411	106,726	102,793	102,788
Services & Maintenance	1,703,575	1,765,864	1,753,857	1,758,607	1,706,300
Capital Equipment	459,041	581,311	991,322	991,322	454,850
Internal Services	99,736	100,175	100,175	105,261	89,614
Subtotal	5,819,551	5,946,480	6,362,305	6,709,912	5,608,663
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	5,819,551	5,946,480	6,362,305	6,709,912	5,608,663

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	531,437	573,175	573,175	573,175	552,244
Supplies & Materials	2,085	3,285	6,034	6,034	3,072
Services & Maintenance	200,294	223,936	228,513	228,513	219,207
Capital Equipment	0	0	0	0	0
Internal Services	10,136	9,131	9,131	10,782	11,400
Subtotal	743,953	809,527	816,853	818,504	785,923
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	743,953	809,527	816,853	818,504	785,923

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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	17	18	19	19	20

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	10 days	7 days	7 days	7 days	7 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	99%	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	95%	95%	98%	95%	95%
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	76%	81%	85%	85%	86%
Purchasing:					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	93%	93%	94%	95%	96%
Increase in number of vendors participating in electronic fund transfer payments	n/a	n/a	65%	35%	60%

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	242,090	226,918	226,918	226,918	219,808
Supplies & Materials	510	880	1,149	1,149	830
Services & Maintenance	26,848	29,375	27,781	27,997	30,019
Capital Equipment	0	0	0	0	1,800
Internal Services	36,695	38,458	38,458	42,496	32,800
Subtotal	306,143	295,631	294,306	298,560	285,257
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	306,143	295,631	294,306	298,560	285,257

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Achieve stated department-wide performance indicators	(14/20) 70%	85%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	105%	167%	100%	125%	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	85,546	91,492	91,492	91,492	90,737
Supplies & Materials	399	495	495	495	480
Services & Maintenance	3,869	5,112	4,212	4,212	5,012
Capital Equipment	0	0	0	0	0
Internal Services	4,917	4,715	4,715	5,928	6,041
Subtotal	94,731	101,814	100,914	102,127	102,270
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	94,731	101,814	100,914	102,127	102,270

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.
- Develop and update a manual to clearly define the City's revenue sources and related policies.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	18	19	20	20	21
City Manager's Proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	77 days	72 days	70 days	80 days	70 days
Respond to requests for information within required time limit, 95% of the time	95%	95%	95%	95%	95%
Number of Training Workshops conducted/ attended	1/0	0/0	2/2	01/0	2/2
Number of budget transfer requests annually	1,754	1,873	1,200	1,100	1,150
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	98%	98%	95%	95%	95%
Percentage completed of Revenue Manual	5%	5%	50%	5%	50%

DIVISION SUMMARY

010-3021 INFORMATION SYSTEMS

MISSION:

The mission of the Information Systems 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 Systems Division provides information systems management services and telecommunication systems management services to all departments of the City of Norman. Approximately 510 IBM ISERIES and Windows based personal computer network clients, 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, Code Enforcement, 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; RecWare Activity Registration and League Scheduling; 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	834,383	875,486	875,486	875,486	848,223
Supplies & Materials	52,894	45,722	34,193	34,293	41,174
Services & Maintenance	214,006	285,105	280,601	280,555	254,611
Capital Equipment	447,059	544,500	954,511	954,511	425,915
Internal Services	11,039	10,701	10,701	11,292	14,307
Subtotal	1,559,381	1,761,514	2,155,492	2,156,137	1,584,230
Division Total	1,559,381	1,761,514	2,155,492	2,156,137	1,584,230

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION SYSTEMS

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.
- Develop a computer system and telecommunication system disaster recovery/business continuity plan.
- 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.
  - increase network bandwidth to remote sites by replacing existing leased T1 and DSL data communications circuits with City-owned fiber optic cable
  - increase the City's internet bandwidth by replacing the leased dual T1 Internet circuits with a fiber optic cable circuit
  - upgrade the Public Safety wireless data communications network to provide more bandwidth and faster data communications speeds
  - improve overall network performance by installing and utilizing network monitoring and analysis devices
- Upgrade and redesign the City's website.
- Establish an annual inspection and maintenance program for the City's communications tower inventory.
- Provide a means for viewing live or archived City Council and other public meetings via the Internet.
- Implement a City-wide telephone system based community alerting system.
- Implement a Windows user interface for the Sungard Public Sector applications on the IBM iSeries system.
- Enhance the user interface for the Sungard Public Sector Payroll/Personnel and Building Permits applications on the IBM iSeries system.
- Enhance the email archiving and retrieving capabilities to be inline with Federal and industry standards.

PERFORMANCE MEASUREMENTS - RESULTS REPORT: (continued)

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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 telecommunication system resources are available	99.9%	99.9%	99.9%	99.9%	99.9%
Percentage of completion for the disaster recovery plan and business continuity project	Not funded	Not funded	Not funded	n/a	n/a
Implement Windows user interface for all iSeries based applications	n/a	n/a	n/a	n/a	100%
Replace Emergency Services CAD and RMS software	n/a	n/a	n/a	n/a	100%
Upgrade City-wide network infrastructure to:					
Increase storage capacity	n/a	n/a	n/a	n/a	100%
Increase network bandwidth to remote sites by replacing leased T1 and DSL circuits with City-owned fiber optic cable	n/a	25%	100%	100%	n/a
Increase the City's internet access bandwidth by replacing two leased T1 circuits with leased fiber optic circuit	n/a	n/a	100%	100%	n/a
Upgrade the Public Safety wireless data communications network	n/a	n/a	Not funded	n/a	100%
Install networking monitoring and analyzing devices to improve the overall network performance	n/a	n/a	n/a	n/a	100%
Upgrade and redesign the City's website.	n/a	n/a	100%	100%	n/a
Establish an annual inspection and maintenance program for the City's communications tower inventory	n/a	n/a	Not funded	n/a	n/a
Provide citizens and staff with a means for viewing live or archived City Council and other public meetings over the internet	n/a	n/a	100%	100%	100%
Purchase, configure, and install new desktop/ laptop computers, printers, phones, etc.	100%	100%	100%	100%	100%
Enhance email archiving and retrieving capabilities to comply with federal and industry standards	n/a	n/a	n/a	n/a	100%
Purchase, configure, and deploy all budgeted computers, printers, and network hardware	100%	100%	100%	100%	100%
Upgrade the document imaging/archiving 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 City employees
- processes all internal and external mail daily for City staff

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	99,030	107,897	107,897	107,897	105,344
Supplies & Materials	22,979	25,987	28,847	28,847	25,365
Services & Maintenance	99,560	91,796	91,241	91,250	90,320
Capital Equipment	0	1,500	1,500	1,500	0
Internal Services	423	445	445	445	472
Subtotal	221,993	227,625	229,930	229,939	221,501
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	221,993	227,625	229,930	229,939	221,501

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.
- Replace existing division printer/copier devices with new faster and more cost effective equipment without increasing the annual equipment costs.
- Reduce city-wide document printing and reproduction costs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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	n/a	100%	100%	100%	n/a
Reduce outside printing costs by specified percentage	10.17% increase	2.42% increase	25%	17.73% increase	63%
Reduce copier/scanner equipment purchase, lease, and maintenance coasts city-wide by specified percentage	11% increase	28.95% increase	15%	23.61% decrease	25%
Complete requests for services by the scheduled completion date and time a specified percentage of the time	95%	95%	100%	100%	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, and Westwood Golf.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	318,038	337,680	337,680	337,680	327,673
Supplies & Materials	2,396	3,375	3,375	3,375	3,175
Services & Maintenance	237,702	92,401	91,809	91,809	90,301
Capital Equipment	0	22,411	22,411	22,411	2,000
Internal Services	12,507	9,841	9,841	10,418	4,732
Subtotal	570,643	465,708	465,116	465,693	427,881
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	570,643	465,708	465,116	465,693	427,881

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.
- Start tracking 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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	160	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	40 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	12	13	13	13	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	13	13	13	12

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	700,606	755,191	733,444	733,444	679,285
Supplies & Materials	25,892	29,667	32,633	28,600	28,692
Services & Maintenance	227,708	256,339	260,153	260,153	251,212
Capital Equipment	11,982	12,900	12,900	12,900	25,135
Internal Services	24,020	26,884	26,884	23,900	19,862
Subtotal	990,208	1,080,981	1,066,014	1,058,997	1,004,186
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	990,208	1,080,981	1,066,014	1,058,997	1,004,186

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of routes read on time (every 28 to 31 days)	45	50	55	51	55
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%	.5%	.5%	.5%	.5%	.5%
Ratio of accounts eligible for cutoff to accounts actually cutoff	18%	16%	19%	35%	40%
Average number of meters read per month	30,620	33,310	35,338	35,600	35,800

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of meters equipped with the AMR system	320	595	1,500	1,354	1,500
Average number of accounts annually	456,741	460,000	459,000	481,200	510,000
Number of accounts turned off for non-payment	3,125	5,200	5,750	6,100	7,500
Accounts turned over to collection agency	1,685	1,625	1,700	2,000	2,100
Number of customer service calls received	58,900	60,000	57,000	58,500	60,000
Number of meter boxes cleaned	115	125	125	130	140

DIVISION SUMMARY

010-3003 - 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 08, this function is part of the Finance Department. In prior years, it was part of the Legal Department under 2231.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	27,823	17,880	17,880	17,880	27,797
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	1,300	1,300	1,300	718
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	27,823	19,180	19,180	19,180	28,515
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	27,823	19,180	19,180	19,180	28,515

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.

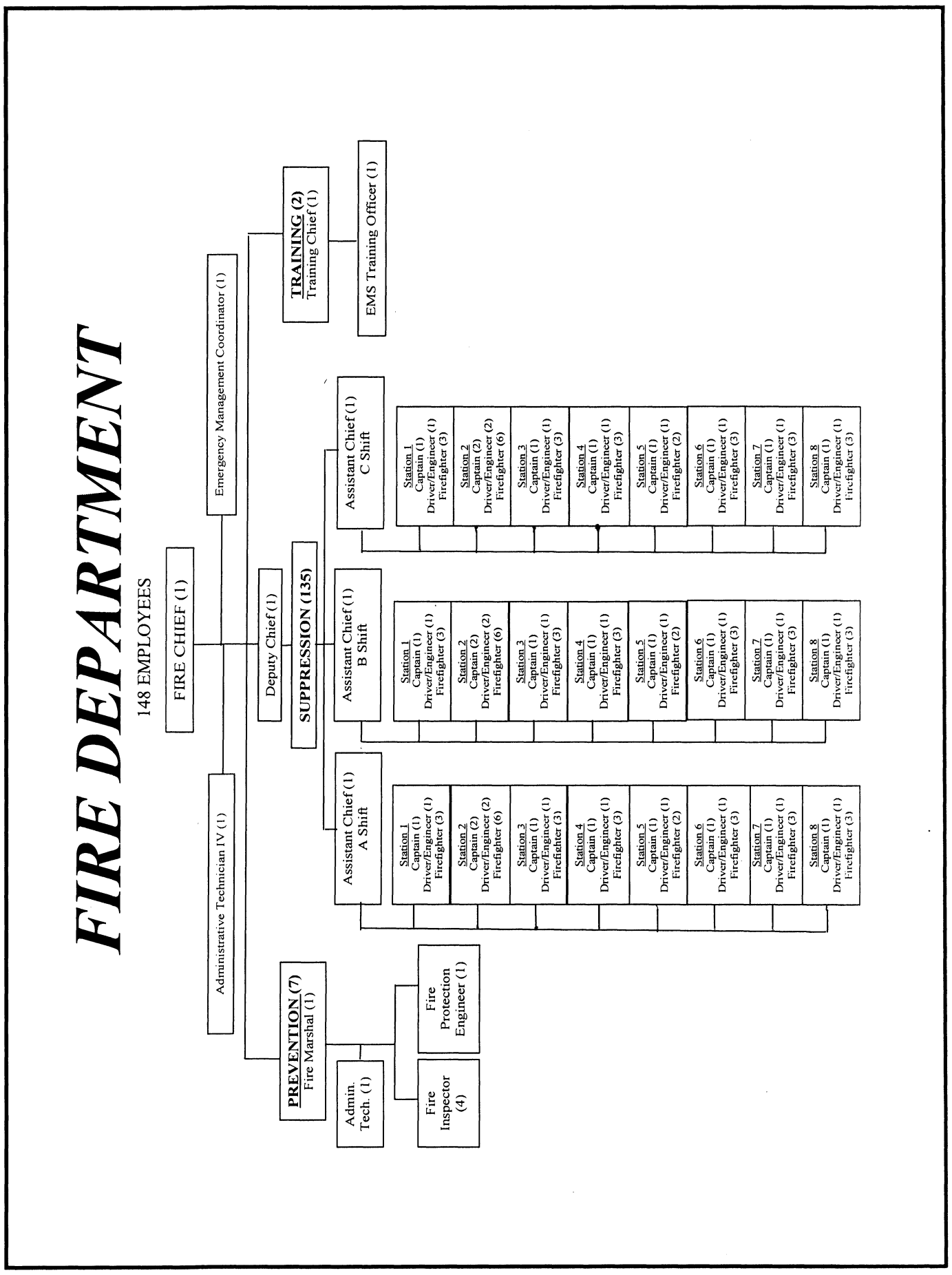
Beginning in FYE 08, this function is part of the Finance Department. In prior years, it was part of the Legal Department under 2230.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	611,089	404,000	446,253	787,957	404,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	693,587	780,500	768,247	772,818	764,900
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,304,676	1,184,500	1,214,500	1,560,775	1,168,900
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	1,304,676	1,184,500	1,214,500	1,560,775	1,168,900


FIRE DEPARTMENT
148 EMPLOYEES
FIRE CHIEF (1)
Emergency Management Coordinator (1)
Administrative Technician IV (1)
Deputy Chief (1)
SUPPRESSION (135)
TRAINING (2)
Training Chief (1)
EMS Training Officer (1)
PREVENTION (7)
Fire Marshal (1)
Admin. Tech. (1)
Fire Inspector (4)
Fire Protection Engineer (1)
Assistant Chief (1) A Shift
Assistant Chief (1) B Shift
Assistant Chief (1) C Shift
Station 1 Captain (1) Driver/Engineer (1) Firefighter (3)
Station 2 Captain (2) Driver/Engineer (2) Firefighter (6)
Station 3 Captain (1) Driver/Engineer (1) Firefighter (3)
Station 4 Captain (1) Driver/Engineer (1) Firefighter (3)
Station 5 Captain (1) Driver/Engineer (1) Firefighter (2)
Station 6 Captain (1) Driver/Engineer (1) Firefighter (3)
Station 7 Captain (1) Driver/Engineer (1) Firefighter (3)
Station 8 Captain (1) Driver/Engineer (1) Firefighter (3)

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, will be accounted for in Fund 15 – Public Safety Sales Tax Fund.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	133	148	148	148	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	148	148	148	133

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	11,524,580	13,061,622	12,977,622	12,977,622	12,101,818
Supplies & Materials	294,133	355,079	347,389	315,921	324,321
Services & Maintenance	210,914	250,976	235,900	231,060	237,665
Capital Equipment	489,468	1,335,284	1,361,398	1,361,398	604,491
Internal Services	369,276	442,988	442,988	452,636	474,663
Subtotal	12,888,371	15,445,949	15,365,297	15,338,637	13,742,958
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	12,888,371	15,445,949	15,365,297	15,338,637	13,742,958

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	356,242	373,281	373,281	373,281	362,156
Supplies & Materials	12,036	14,810	14,405	13,329	15,395
Services & Maintenance	95,394	105,863	102,803	97,963	107,023
Capital Equipment	0	0	0	0	0
Internal Services	13,531	31,702	31,702	23,930	15,300
Subtotal	477,203	525,656	522,191	508,503	499,874
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	477,203	525,656	522,191	508,503	499,874

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, rules and regulations for the Fire Department.
- Construction of Fire Station #8.

OBJECTIVES:

- Ensure that department becomes a Licensed EMT-Basic provider.
- Implement a Hazardous Materials Reimbursement Ordinance.
- Hire 15 new firefighters

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Hazmat Team					
Training	100%	100%	100%	100%	100%
Equipment	100%	100%	100%	100%	100%
Number of deficient staffing days	183	156	120	100	40

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	78,694	84,414	84,414	84,414	82,287
Supplies & Materials	7,728	12,057	10,157	9,020	7,308
Services & Maintenance	9,071	7,758	8,415	8,415	6,448
Capital Equipment	0	0	0	0	7,200
Internal Services	9,234	9,187	9,187	9,699	7,428
Subtotal	104,728	113,416	112,173	111,548	110,671
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	104,728	113,416	112,173	111,548	110,671

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.
- Develop 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan annually	Yes	Yes	Yes	Yes	Yes
Emergency Operations Center equipment tested weekly	90%	90%	90%	90%	90%
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible warning system tested	48	48	48	48	48
Training attended	12	14	14	10	10
Public awareness activities	8	8	8	8	6
Staff exercises	1	1	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	668,192	715,138	715,138	715,138	695,335
Supplies & Materials	15,802	17,133	19,264	17,273	18,373
Services & Maintenance	6,528	10,883	10,516	10,516	10,665
Capital Equipment	0	0	0	0	35,323
Internal Services	10,677	6,885	6,885	17,264	17,958
Subtotal	701,199	750,039	751,803	760,191	777,654
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	701,199	750,039	751,803	760,191	777,654

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	100%	100%	100%	100%	100%
Personnel fully certified	5	5	6	5	5
Code Enforcement inspections	3,483	3,142	4,000	3,700	4,000
Plans reviewed	100%	100%	100%	100%	100%
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	100%	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	10,203,048	10,991,695	10,907,695	10,907,695	10,738,188
Supplies & Materials	253,836	278,399	271,333	244,854	274,913
Services & Maintenance	73,456	112,865	103,390	103,390	109,259
Capital Equipment	479,881	527,789	553,903	553,903	557,668
Internal Services	332,519	391,725	391,725	398,211	431,971
Subtotal	11,342,740	12,302,473	12,228,046	12,208,053	12,111,999
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	11,342,740	12,302,473	12,228,046	12,208,053	12,111,999

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:

- Service all fire hydrants in the City of Norman.
- 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	490	447	500	490	500
Emergency medical calls answered	6,507	7,200	8,156	8,034	8,516
Average response time (urban area)	4.85 minutes	4.84 minutes	4.85 minutes	4.85 minutes	4.85 minutes
Fire loss per capita	$34.86	$28.00	$28.00	$28.00	$28.00
Ratio to national per capita loss	99.6%	80%	80%	80%	80%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-6543 SUPPRESSION – Public Safety Sales Tax

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 will be funded through Fund 015, 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	15	15	15	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	15	15	15	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	667,514	667,514	667,514	0
Supplies & Materials	0	17,617	17,617	17,617	0
Services & Maintenance	0	9,250	7,869	7,869	0
Capital Equipment	0	807,495	807,495	807,495	0
Internal Services	0	0	0	0	0
Subtotal	0	1,501,876	1,500,495	1,500,495	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	0	1,501,876	1,500,495	1,500,495	0

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	218,403	229,580	229,580	229,580	223,852
Supplies & Materials	4,731	15,063	14,613	13,828	8,332
Services & Maintenance	26,464	4,357	2,907	2,907	4,270
Capital Equipment	9,587	0	0	0	4,300
Internal Services	3,315	3,489	3,489	3,532	2,006
Subtotal	262,501	252,489	250,589	249,847	242,760
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	262,501	252,489	250,589	249,847	242,760

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.
- Become a certified Firefighter 1 facility.
- Certify each member of the Suppression Division to Rope Rescue I Level.
- Ensure 60 members are licensed as EMT-B or higher.

OBJECTIVES:

- Provide courses needed to bring necessary staff members to the "Train the Trainer" level for Firefighter 1 certification training.
- Maintain required proficiency certifications through internal training programs for all members.
- Increase participation in outside training programs.
- Provide EMT-B course on shift.
- Train 15 new firefighters.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

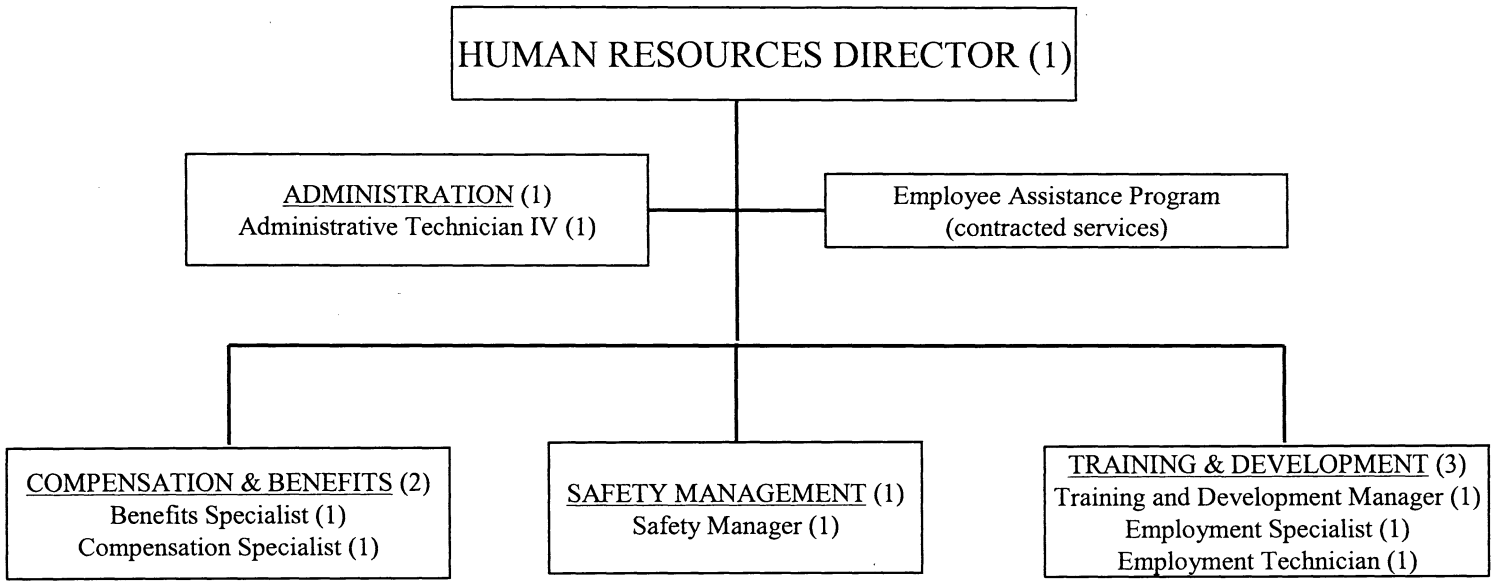
	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	28,023	19,308	20,000	20,000	27,520
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	86	77	95	90	95
Total EMT-B members	62	75	90	85	90

Notes to Results Report:

EMT-B – Emergency Medical Technician-Basic

HUMAN RESOURCES DEPARTMENT

8 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	7	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	8	8	8	8

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	604,866	709,057	674,817	674,817	660,609
Supplies & Materials	43,609	32,477	38,057	38,057	24,700
Services & Maintenance	121,883	158,598	139,971	140,107	155,959
Capital Equipment	1,770	6,700	12,700	12,700	1,100
Internal Services	60,683	70,437	70,437	48,111	32,219
Subtotal	832,810	977,269	935,982	913,792	874,587
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	832,810	977,269	935,982	913,792	874,587

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	6	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	7	7	7	7

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	510,139	609,283	610,043	610,043	564,407
Supplies & Materials	35,618	25,900	24,950	24,950	15,827
Services & Maintenance	107,045	135,337	127,021	127,157	134,124
Capital Equipment	1,770	1,500	7,500	7,500	1,100
Internal Services	60,683	70,437	70,437	48,111	32,219
Subtotal	715,255	842,457	839,951	817,761	747,677
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	715,255	842,457	839,951	817,761	747,677

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 supervisory/management training, equipment operator training, and customer service action planning.
- 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 facilitate Environmental Management Systems project team.
- Provide employee special events and programs that enhance employee engagement and community involvement.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of grievances resolved to the number of grievances.	88%	81%	80%	80%	80%
# of grievances / % total employees	16 / 2.14%	21 / 2.63%	14 / 1.67%	16 / 1.90%	20 / 2.35%
% of new hires successfully completing six-month probation	88%	92%	90%	95%	90%
% of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
% of total claims for generic drugs vs. brand name with generic equivalent	58.2%	59.3%	59.4%	59.1%	59.5%
Cost savings to health plan attributed to use of generic drugs vs. brand name drugs	$21,348	$20,172	$76,641	$48,400	$24,986
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	92%	90%	90%	88%	90%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$81,600	$55,875	$80,000	$57,500	$56,250
Number of training hours provided in the Computer Training Lab	6,528	4,470	6,400	4,616	4,500
Website utilization/average number of visits per month					
to Human Resources site:	8,184	n/a	8,000	1,085	1,000
to Job Posting Site:	4,988	n/a	4,975	5,095	5,000
% of Environmental Management Plans implemented	n/a	25%	n/a	35%	55%
% of employees participating in special events and programs	n/a	54%	50%	57%	55%

Notes to Results Report:

*Computer Training Lab – hours reduced due to budget constraints

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	94,726	99,774	64,774	64,774	96,202
Supplies & Materials	7,991	6,577	13,107	13,107	8,873
Services & Maintenance	14,838	23,261	12,950	12,950	21,835
Capital Equipment	0	5,200	5,200	5,200	0
Internal Services	0	0	0	0	0
Subtotal	117,556	134,812	96,031	96,031	126,910
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	117,556	134,812	96,031	96,031	126,910

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 opportunities for employees that will improve their personal wellness.

OBJECTIVES:

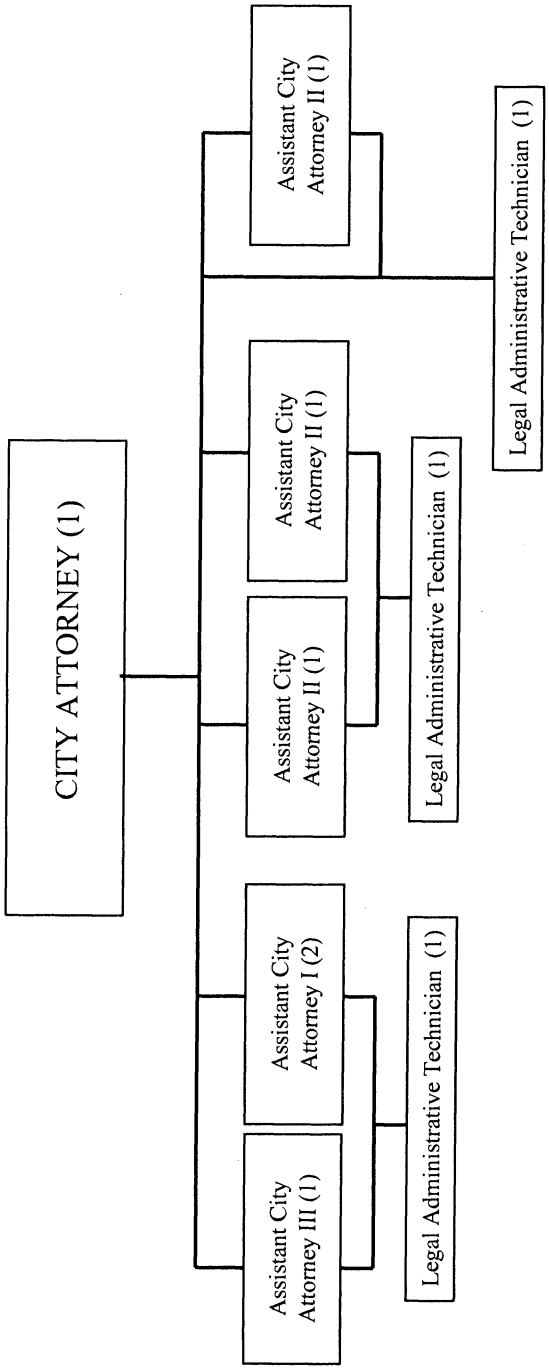
- Conduct regulatory compliance/hazard assessment inspections on every City building each year.
- Mentor departmental safety committees for all departments.
- Provide formal instruction to operations employees to ensure that they are trained in correct trenching and shoring operations, confined space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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Train 80 persons per year in CPR / first aid	80	90	70	70	70
Inspect all work centers annually	30	30	30	30	30
Conduct safety meetings, exposure assessments and instructional programs, to lower the incidents of on-the-job injuries	146 meetings	146 meetings	158 meetings	158 meetings	158 meetings
Correct or take reasonable action to remove identified workplace hazards	100%	100%	100%	100%	100%

LEGAL DEPARTMENT

10 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	11	11	11	11	10

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	951,820	1,038,730	1,011,703	1,011,703	956,891
Supplies & Materials	15,060	15,975	16,639	16,639	15,484
Services & Maintenance	664,273	960,335	1,023,717	1,021,735	924,942
Capital Equipment	0	4,500	4,500	4,500	0
Internal Services	18,494	18,352	18,352	20,779	17,308
Subtotal	1,649,648	2,037,892	2,074,911	2,075,356	1,914,625
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	1,649,648	2,037,892	2,074,911	2,075,356	1,914,625

DIVISION SUMMARY

010-2220 LEGAL

MISSION:

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

DESCRIPTION:

The Legal Department exists to provide legal services in the form of prosecution of cases initiated by the City, defense of actions brought against the City, written legal opinions, legal advice on pertinent issues and specific and ongoing research for the City Council, City Manager, City Staff, Boards and Commissions. Specific ongoing commitments within the Department include attending all City Council Meetings and Study Sessions, serving as Police Legal Advisor and attending Police Staff meetings, Municipal Court prosecution and appeals, attendance at specific Board and Commission meetings, Union Negotiations, community participation in the ongoing Juvenile Crime and Truancy programs and the operation of the Dispute Mediation Program.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	11	11	11	11	10

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	951,820	1,038,730	1,011,703	1,011,703	956,891
Supplies & Materials	15,060	15,975	16,639	16,639	15,484
Services & Maintenance	303,787	133,102	196,484	194,502	129,942
Capital Equipment	0	4,500	4,500	4,500	0
Internal Services	18,494	18,352	18,352	20,779	17,308
Subtotal	1,289,161	1,210,659	1,247,678	1,248,123	1,119,625
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	1,289,161	1,210,659	1,247,678	1,248,123	1,119,625

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	n/a	n/a	90%	75%	90%
Process payment of tort claims within 30 business days of receipt of departmental response	75%	85%	97%	95%	97%
Develop database to track workers' compensation cases	n/a	n/a	60%	50%	60%
Review expungement database and modify to include all necessary steps to finalize expungement of records	n/a	n/a	90%	90%	95%
Attend Continuing Legal Education seminars and workshops that focus on specific issues facing the City of Norman and areas of specialty for staff	75%	85%	95%	90%	95%
Develop database to track requests for legal opinions, legal research and/or legal services	n/a	50%	60%	50%	60%
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	n/a	n/a	60%	50%	60%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	n/a	n/a	n/a	n/a	60%

DIVISION SUMMARY

010-2251 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.

PERSONNEL:

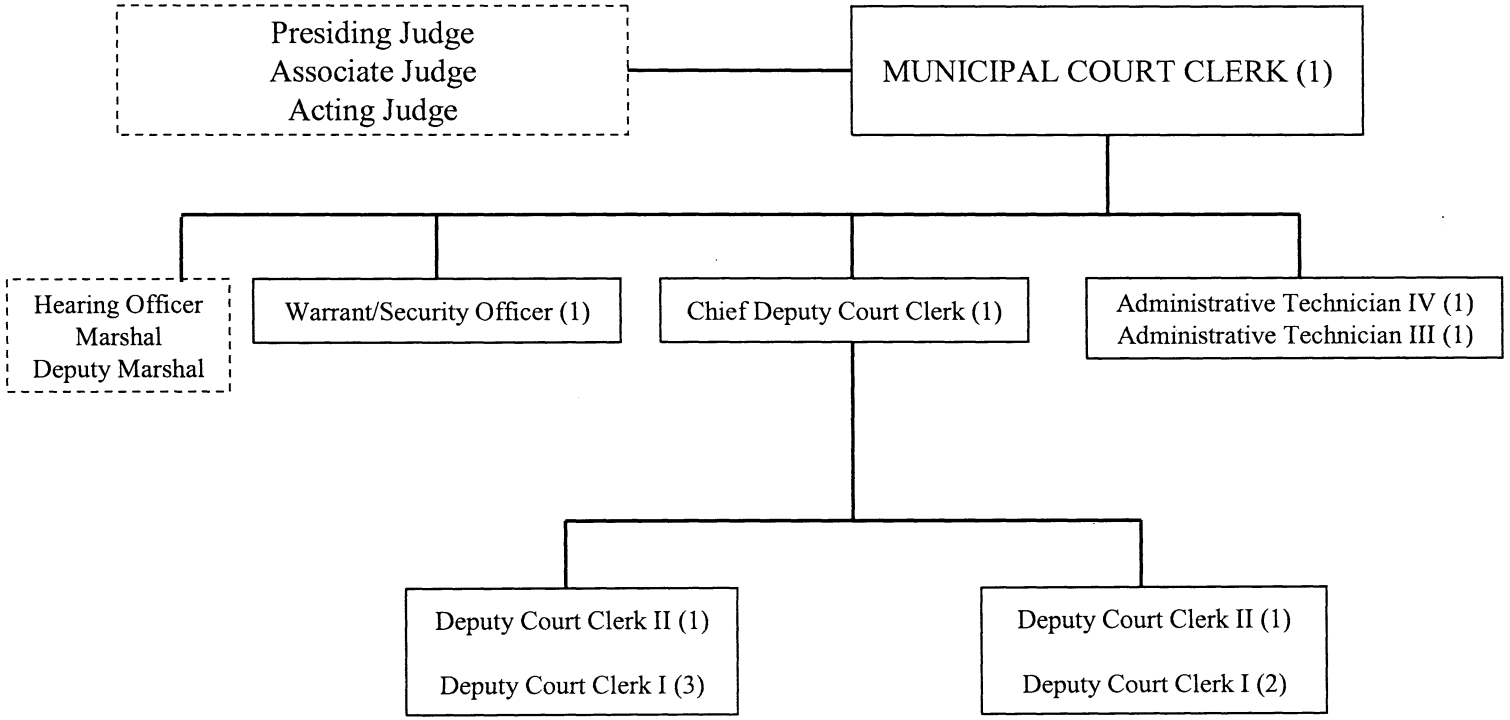
	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	360,486	827,233	827,233	827,233	795,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	360,486	827,233	827,233	827,233	795,000
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	360,486	827,233	827,233	827,233	795,000

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.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	11	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	12	12	12	12

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	739,070	864,085	794,710	794,710	839,547
Supplies & Materials	12,269	13,707	28,401	28,401	12,450
Services & Maintenance	60,822	56,793	84,806	85,270	47,588
Capital Equipment	0	47,540	47,540	47,540	0
Internal Services	31,466	31,139	31,139	29,987	25,140
Subtotal	843,627	1,013,264	986,596	985,908	924,725
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	843,627	1,013,264	986,596	985,908	924,725

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.

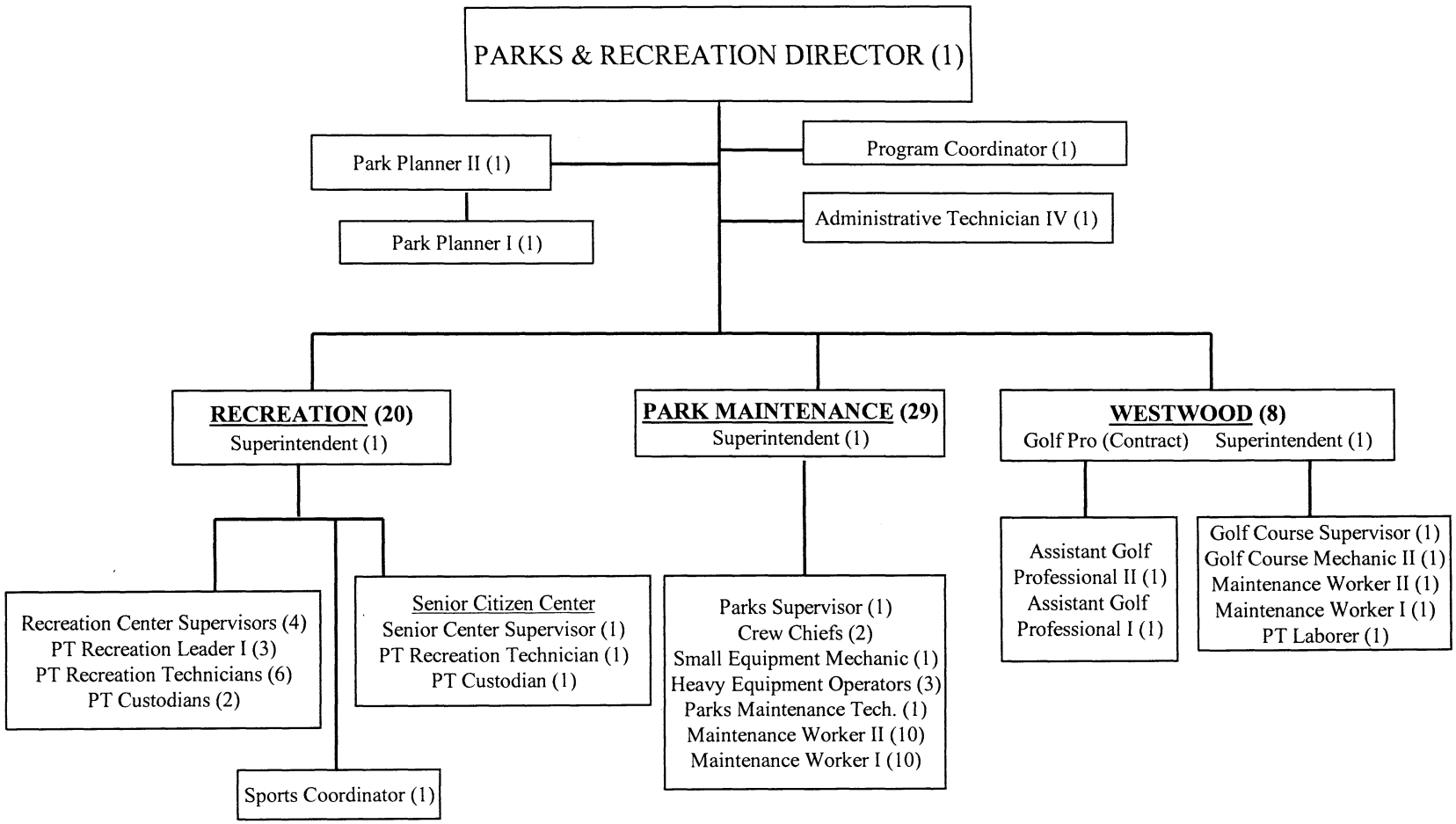
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Access to Justice:					
Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement	100%	100%	100%	100%	100%
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	3	10	4	10
Expedition and Timeliness:					
Cases disposed of within 90 days	96%	96%	96%	95%	96%
Administrative Deferred Sentence Program	710	621	850	894	850
Disposition rate of traffic and non-traffic cases	98%	96%	98%	95%	98%
Recovered costs for prisoner care	75%	62%	50%	60%	50%
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	83%	87%	88%	88%	88%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
Independence and Accountability:					
Provide employee diversity training sessions	1	3	2	1	2
Produce brochures and videos on court information	0	0	1	0	1
Publish annual report within 60 days of close of year	230 days	240 days	60 days	60 days	60 days
Public Trust and Confidence:					
Number of Community Outreach Events (Law Day for Youth)	2	1	2	1	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)	47	52	50	44	52

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.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	35	35	35	35	34
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	35	35	35	35	34

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	2,311,954	2,478,654	2,429,923	2,429,923	2,325,013
Supplies & Materials	222,287	262,947	247,229	206,163	236,717
Services & Maintenance	142,365	154,556	151,218	137,637	136,728
Capital Equipment	32,552	51,800	51,900	51,900	88,967
Internal Services	174,475	212,626	212,626	240,088	172,486
Subtotal	2,883,633	3,160,583	3,092,896	3,065,711	2,959,911
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	2,883,633	3,160,583	3,092,896	3,065,711	2,959,911

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	427,667	449,321	449,321	449,321	436,633
Supplies & Materials	5,600	5,752	5,752	5,752	5,547
Services & Maintenance	98,062	113,296	114,120	100,539	109,582
Capital Equipment	0	4,500	4,500	4,500	0
Internal Services	12,743	12,294	12,294	17,544	15,865
Subtotal	544,073	585,163	585,987	577,656	567,627
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	544,073	585,163	585,987	577,656	567,627

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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	331,848	313,410	335,349	316,776	319,358

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	1	1	1	1	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	65,396	73,024	48,935	48,935	0
Supplies & Materials	14,460	16,182	7,810	8,023	13,804
Services & Maintenance	24,031	25,130	20,521	20,521	12,021
Capital Equipment	0	0	0	0	0
Internal Services	1,132	1,093	1,093	484	503
Subtotal	105,019	115,429	78,359	77,963	26,328
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	105,019	115,429	78,359	77,963	26,328

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of citizens advised regarding tree issues: civic groups and individual	6,000	3,500	5,000	2,500*	1,500
Number of trees planted through grants, the *NeighborWoods* program, in parks and other public spaces. Also included in FYE 08, FYE 09, and FYE 10 are trees donated by the Apache Foundation.	4,000	2,896	3,500	2,300	1,000

Notes to Results Report:

*FYE 10 and FYE 11 represents a vacancy in the Forester position.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	29	29	29	29	29
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	29	29	29	29	29

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,818,891	1,956,309	1,931,667	1,931,667	1,888,380
Supplies & Materials	202,227	241,013	233,667	192,388	217,366
Services & Maintenance	20,272	16,130	16,577	16,577	15,125
Capital Equipment	32,552	47,300	47,400	47,400	88,967
Internal Services	160,600	199,239	199,239	222,060	156,118
Subtotal	2,234,542	2,459,991	2,428,550	2,410,092	2,365,956
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	2,234,542	2,459,991	2,428,550	2,410,092	2,365,956

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:

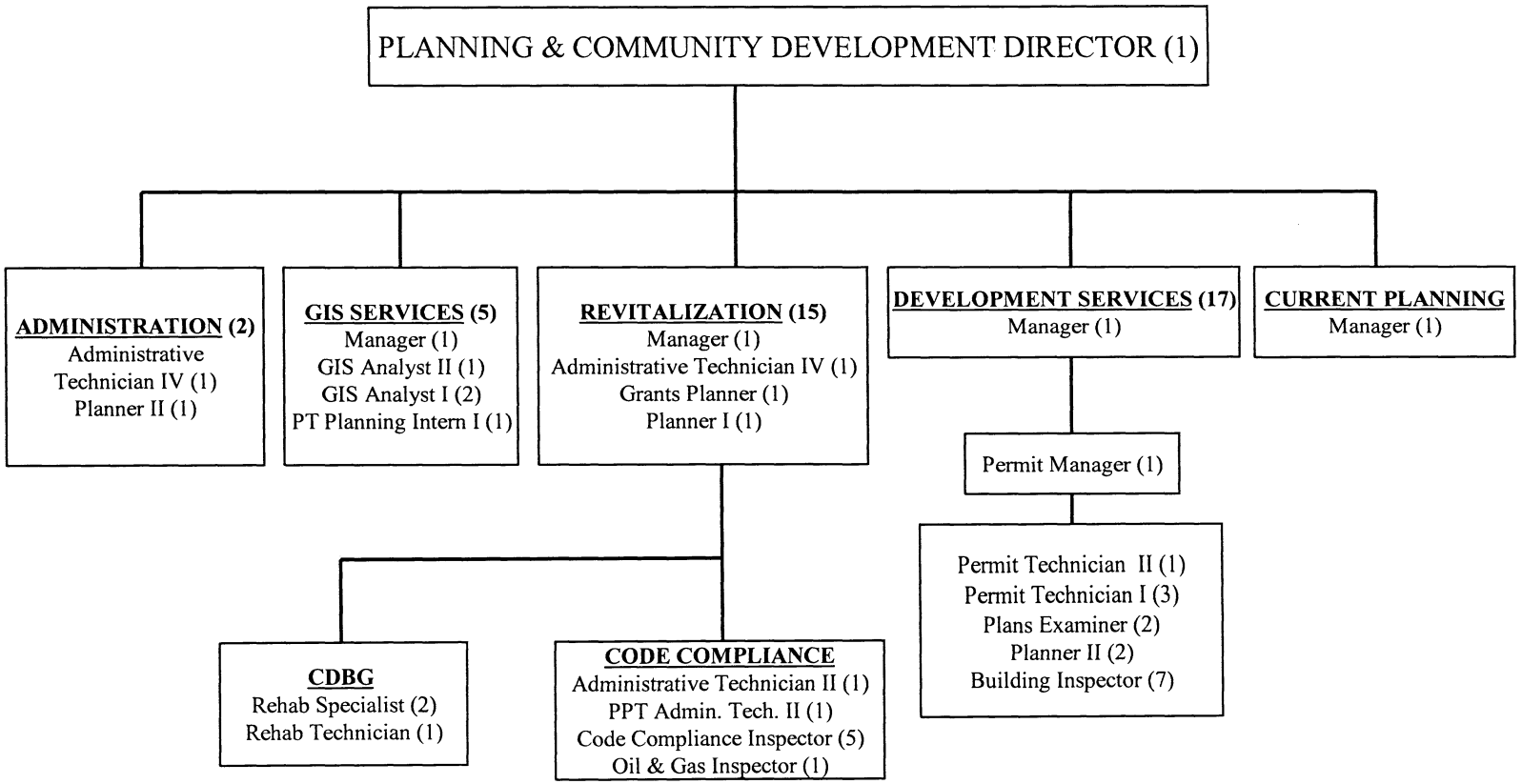
- To provide maintenance on a regular basis to City parks and grounds.
- To offer a wide range of recreational and leisure activities within the park system.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection, athletic field maintenance frequency	80%	80%	95%	95%	95%
On the job injuries	14	17	2	3	2

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

41 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	33	33	33	33	33
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	35	35	35	35	35

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	2,805,410	3,114,256	3,103,536	3,103,536	3,034,154
Supplies & Materials	52,210	58,615	62,232	50,354	55,602
Services & Maintenance	285,475	315,486	307,308	304,822	214,718
Capital Equipment	18,128	22,250	24,086	24,086	42,469
Internal Services	91,149	91,726	91,726	102,734	87,915
Subtotal	3,252,372	3,602,333	3,588,888	3,585,532	3,434,858
Department Total	3,252,372	3,602,333	3,588,888	3,585,532	3,434,858

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	200,613	311,282	310,562	310,562	303,595
Supplies & Materials	5,556	3,698	5,444	5,279	3,955
Services & Maintenance	130,861	145,425	152,803	150,317	46,724
Capital Equipment	0	0	0	0	1,800
Internal Services	53,185	53,597	53,597	66,786	57,780
Subtotal	390,215	514,002	522,406	532,944	413,854
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	390,215	514,002	522,406	532,944	413,854

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Provide leadership ensuring the successful operation of each division of the Planning and Community Development Department in the execution of their goals and objectives.
- 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 produce work environment.

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.

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, 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	137,288	144,326	144,326	144,326	138,507
Supplies & Materials	0	75	75	75	75
Services & Maintenance	0	2,500	1,160	1,160	2,448
Capital Equipment	0	0	0	0	1,800
Internal Services	220	165	165	166	164
Subtotal	137,507	147,066	145,726	145,727	142,994
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	137,507	147,066	145,726	145,727	142,994

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, 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Items processed by the Planning Commission within 31 days of receipt. In 2009, the Commission reviewed 98 items, a 4% increase from 2008 (94 items)	99%	85%	98%	90%	98%
Complete corrected items forwarded to the Clerk's office for next regular Council meeting, within two weeks.	99%	99%	95%	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 2009, 28 applications were submitted (24 in 2008), and 772 notifications were mailed.	100%	100%	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	17	17	17	17	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	17	17	17	17

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,357,518	1,487,101	1,477,101	1,477,101	1,446,629
Supplies & Materials	25,158	30,370	33,703	26,496	30,089
Services & Maintenance	14,891	22,617	21,029	21,029	23,440
Capital Equipment	0	22,250	22,336	22,336	38,869
Internal Services	13,178	14,023	14,023	14,954	13,240
Subtotal	1,410,746	1,576,361	1,568,192	1,561,916	1,552,267
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	1,410,746	1,576,361	1,568,192	1,561,916	1,552,267

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 existing 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 small non-residential project plan review process.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days. FYE 09 average review days: 20	15%	61%	60%	79%	65%
Non-residential permits reviewed within 28 days.	62%	80%	90%	94%	90%
Inspections performed within 48 hours. FYE 09 average review days: 1	98%	99%	99%	99%	99%
Residential permits reviewed within 5 days. FYE 09 average review days: 4	55%	78%	80%	89%	85%
Residential permits reviewed within 2 days	18%	47%	40%	44%	60%

DIVISION SUMMARY

010-4050 GEOGRAPHIC INFORMATION SERVICES

MISSION:

Maintain accurate and complete information relating to the City's infrastructure 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	393,219	415,697	415,697	415,697	402,437
Supplies & Materials	6,914	6,775	6,775	6,775	6,375
Services & Maintenance	40,502	42,842	39,204	39,204	42,054
Capital Equipment	0	0	1,750	1,750	0
Internal Services	8,278	8,086	8,086	8,958	6,739
Subtotal	448,913	473,400	471,512	472,384	457,605
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	448,913	473,400	471,512	472,384	457,605

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 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	100%	100%	100%	100%	100%
Complete map requests for standard products within 2 days.	99%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	99%	100%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%
Provide at least one training per quarter in use and availability of GIS resources to City staff	n/a	n/a	n/a	100%	100%

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	716,773	755,850	755,850	755,850	742,986
Supplies & Materials	14,582	17,697	16,235	11,729	15,108
Services & Maintenance	99,221	102,102	93,112	93,112	100,052
Capital Equipment	18,128	0	0	0	0
Internal Services	16,288	15,855	15,855	11,870	9,992
Subtotal	864,991	891,504	881,052	872,561	868,138
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	864,991	891,504	881,052	872,561	868,138

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:

- Design information brochures and curriculum for code compliance workshops to be given for neighborhoods and other associations; and host workshops.
- 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.
- Expand proactive compliance.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
News coverage and other information re: City Codes and Historic Districts. A violation index and a weekly log were maintained; updates of HD Guidelines begun.	22	22	20	32	20
Number of meetings / workshops held with neighborhood associations and other citizen groups on code compliance issues.	8	9	10	11	10

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

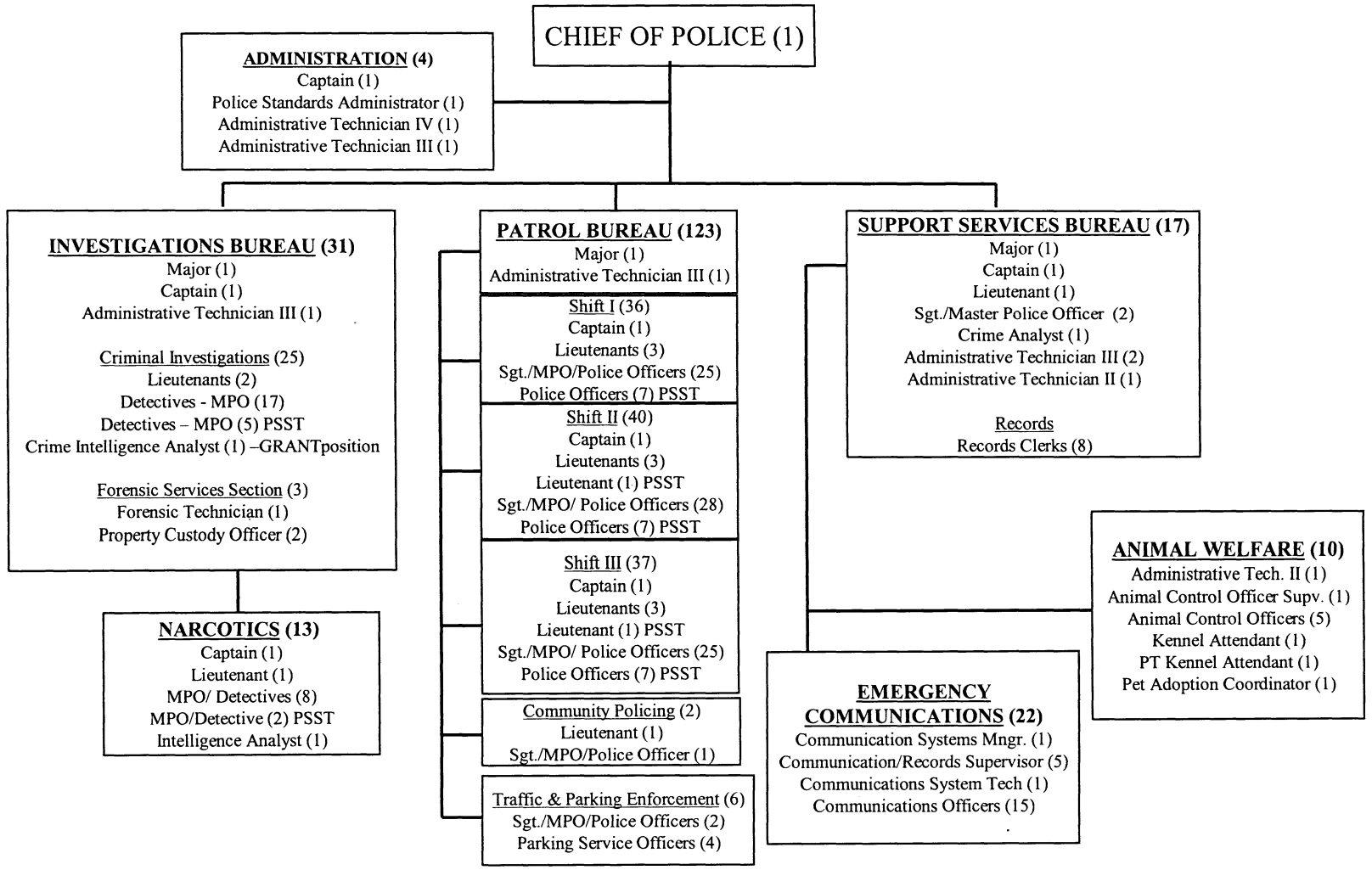
	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percent of complaints inspected within 7 working days. (7,897 total complaints in 2009)	99%	99%	98%	99%	99%
Percent of violations voluntarily abated after owner notification. (4,746 of 7,897 in 2009)	45%	54%	48%	60%	55%
Percent of weed / junk work orders voluntarily abated after work order issued to contractor.	43%	33%	30%	36%	35%
Average time for weed orders to be completed by City contractors.	5 days	6 days	6 days	5 days	5 days
Average number of working days for clean up/ securing measures to be completed by City contractor.	4 days	3 days	4 days	4 days	4 days

Notes to Results Report:

Information provided is for calendar year 2009.

POLICE DEPARTMENT

221 EMPLOYEES



* In FYE 2011 there will be 30 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 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	179	189	189	189	168
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	180	190	190	190	169

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	14,445,647	16,256,131	16,236,230	16,236,230	14,143,935
Supplies & Materials	700,889	821,090	809,195	710,250	751,539
Services & Maintenance	615,765	751,440	712,299	709,056	695,129
Capital Equipment	1,136,808	968,918	1,048,638	1,048,638	767,586
Internal Services	702,377	879,131	879,131	945,075	762,257
Subtotal	17,601,576	19,676,710	19,685,493	19,649,249	17,120,446
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	17,601,576	19,676,710	19,685,493	19,649,249	17,120,446

DIVISION SUMMARY

010-6010 ADMINISTRATION

MISSION:

The mission of the Administration Division of the department is to successfully accomplish the mission of the department by empowering our employees and providing the highest quality training and equipment available.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	495,094	520,815	520,815	520,815	490,109
Supplies & Materials	10,617	10,348	7,653	6,465	10,450
Services & Maintenance	105,737	105,354	102,193	109,625	112,909
Capital Equipment	0	0	0	0	27,311
Internal Services	58,012	62,366	62,366	62,595	48,812
Subtotal	669,459	698,883	693,027	699,500	689,591
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	669,459	698,883	693,027	699,500	689,591

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 and enhanced technology.
- Provide department personnel with the training, knowledge and tools to provide highest levels of law enforcement with available resources.

OBJECTIVES:

- Use 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services	$145	$145	$165	$156	$165

DIVISION SUMMARY

010-6070 ANIMAL WELFARE

MISSION:

To provide quality customer service to the citizens of Norman for a wide variety of situations in dealing with animals. Provide a clean and humane environment in the housing of animals that are awaiting adoption or are unwanted. Investigate animal cruelty complaints.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	481,304	574,142	574,142	574,142	546,136
Supplies & Materials	112,459	97,647	96,402	90,337	118,455
Services & Maintenance	55,006	105,487	75,903	68,966	62,216
Capital Equipment	0	3,000	3,000	3,000	86,298
Internal Services	28,185	52,012	52,012	66,494	64,446
Subtotal	676,955	832,288	801,459	802,939	877,551
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	676,955	832,288	801,459	802,939	877,551

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Continued Spay/Neuter program on all adoption animals.
- Off-site adoption clinics.
- Micro chipping all adoption animals.
- Increase number of Pet License Compliance

OBJECTIVES:

- Achieve 100% spay/neuter rate for all adoption animals
- Off-site adoption clinics
- Micro chipping all adoption animals
- Increase number of pet licenses sold

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Spay / Neuter adoption animals	100%	100%	100%	100%	100%
Off-site adoption clinics	8	11	11	14	12
Micro chipping all adoption animals	n/a	100%	100%	100%	100%
Increase number of Pet licenses	1,081	517	1,500	2,000	2,200

DIVISION SUMMARY

010-6021 INVESTIGATIONS

MISSION:

The Investigations Division's mission is to aggressively and efficiently investigate, within ethical and legal boundaries, crimes committed in Norman, in order to identify, apprehend and successfully prosecute those responsible, thereby serving as a deterrent and reducing the number of crimes committed.

DESCRIPTION:

The Investigations Division provides the resources and expertise required to bring to a successful conclusion, those cases where unassisted follow-up by the first responding officer is not feasible. In some cases, this may require only minimal support and assistance to the field officer to resolve the case. However, the complexity of the investigation and time requirements of some cases requires the assumption of responsibility by detectives.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	25	25	25	25	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	26

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	2,380,375	2,438,037	2,418,137	2,418,137	2,527,818
Supplies & Materials	50,045	61,297	60,673	48,025	53,376
Services & Maintenance	34,627	51,315	39,797	39,797	45,781
Capital Equipment	60,213	73,044	73,106	73,106	173,555
Internal Services	72,470	77,041	77,041	82,547	64,883
Subtotal	2,597,730	2,700,734	2,668,754	2,661,612	2,865,413
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	2,597,730	2,700,734	2,668,754	2,661,612	2,865,413

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

INVESTIGATIONS

GOALS:

To aggressively and efficiently investigate, within ethical and legal boundaries, crimes committed in Norman, in order to identify, apprehend, and successfully prosecute those responsible; thereby serving as a deterrent and reducing the number of crimes committed.

OBJECTIVES:

- Maintain a division average arrest rate for assigned cases at or above 25% for calendar 2010.
- Maintain a clearance rate of 50% or better on all cases assigned for follow-up investigation for calendar year 2010.
- Maintain the number of assigned cases that remain open beyond 30 days at or below 35% of the total number of cases assigned during calendar year 2010.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Average arrest rate for assigned cases	27.6%	30.2%	>25%	25%	25%
Clearance rate for assigned cases (codes 11 plus 13; minus 12s)	67.74%	64.76%	>50%	50%	50%
Percent of cases open beyond 30 days	22.4%	23.85%	<35%	35%	35%

DIVISION SUMMARY

010-6121 INVESTIGATIONS – Public Safety Sales Tax

MISSION:

The Investigations Division's mission is to aggressively and efficiently investigate, within ethical and legal boundaries, crimes committed in Norman, in order to identify, apprehend and successfully prosecute those responsible, thereby serving as a deterrent and reducing the number of crimes committed.

Beginning in FYE 11, the Narcotics Division – Public Safety Sales Tax will be funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

The Investigations Division provides the resources and expertise required to bring to a successful conclusion, those cases where unassisted follow-up by the first responding officer is not feasible. In some cases, this may require only minimal support and assistance to the field officer to resolve the case. However, the complexity of the investigation and time requirements of some cases requires the assumption of responsibility by detectives. 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	3	3	3	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	3	3	3	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	215,712	215,712	215,712	0
Supplies & Materials	0	1,100	1,100	1,100	0
Services & Maintenance	0	200	200	200	0
Capital Equipment	0	60,494	60,494	60,494	0
Internal Services	0	0	0	0	0
Subtotal	0	277,506	277,506	277,506	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	0	277,506	277,506	277,506	0

DIVISION SUMMARY

010-6030 NARCOTICS

MISSION:

The mission of the Narcotics 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.

DESCRIPTION:

The Narcotics 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	10	10	10	10	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	11

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	953,768	978,529	978,529	978,529	1,047,950
Supplies & Materials	37,277	45,181	44,709	37,962	44,237
Services & Maintenance	32,146	35,319	28,756	28,756	34,613
Capital Equipment	0	0	0	0	0
Internal Services	67,673	93,087	93,087	86,052	56,781
Subtotal	1,090,863	1,152,116	1,145,081	1,131,299	1,183,581
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	1,090,863	1,152,116	1,145,081	1,131,299	1,183,581

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

NARCOTICS

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 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	1,138	1,199	1,200	1,200	1,200
Number of cases investigated	101	90	80	50	60
Number of presentations / press releases	n/a	10	12	20	18
Number of hours in specialized training	n/a	200	200	280	240

DIVISION SUMMARY

010-6130 NARCOTICS - Public Safety Sales Tax

MISSION:

The mission of the Narcotics 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 Narcotics Division – Public Safety Sales Tax will be funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

The Narcotics 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	1	1	1	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	1	1	1	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	68,095	68,095	68,095	0
Supplies & Materials	0	1,900	1,900	1,900	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	68,380	68,380	68,380	0
Internal Services	0	0	0	0	0
Subtotal	0	138,375	138,375	138,375	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	0	138,375	138,375	138,375	0

DIVISION SUMMARY

010-6022 PATROL

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.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	101	102	102	102	100
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	101	102	102	102	100

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	8,476,056	8,966,913	8,966,913	8,966,913	8,338,354
Supplies & Materials	387,357	472,183	456,653	389,306	449,233
Services & Maintenance	136,034	125,690	126,136	126,136	121,002
Capital Equipment	639,783	265,820	284,313	284,313	448,422
Internal Services	429,220	546,850	546,850	590,354	478,102
Subtotal	10,068,448	10,377,456	10,380,865	10,357,022	9,835,113
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	10,068,448	10,377,456	10,380,865	10,357,022	9,835,113

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Community Oriented Policing (COP) implementation
- Provide continuing education on COP to all personnel
- Decrease overtime expenditures / implementation of 10-hour work days

OBJECTIVES:

- Conduct activities in community supporting Community Oriented Policing
- Educate all personnel through in-service training on COP related issues
- Complete implementation of 10-hour work days for the entire patrol bureau.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Community Oriented Policing activities	n/a	n/a	n/a	n/a	1,000
Employees trained in COP	n/a	n/a	100%	100%	100%
10-hour work day	n/a	1 shift	2 shifts	1 shift	3 shifts

DIVISION SUMMARY

010-6122 PATROL – Public Safety Sales Tax

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 Narcotics Division – Public Safety Sales Tax will be funded through Fund 015, 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	12	17	17	18	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	17	17	18	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	317,748	1,196,983	1,196,983	1,196,983	0
Supplies & Materials	23,086	51,554	59,029	59,029	0
Services & Maintenance	1,255	51,993	51,954	51,954	0
Capital Equipment	426,814	481,980	543,123	543,123	0
Internal Services	0	0	0	0	0
Subtotal	768,902	1,782,510	1,851,089	1,851,089	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	768,902	1,782,510	1,851,089	1,851,089	0

DIVISION SUMMARY

010-6015 SUPPORT SERVICES

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.

DESCRIPTION:

The Support Services Division consists of three sections: the Records Section, the Personnel and Training Section and the Statistical Analysis Section.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	17	17	17	16	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	17	17	16	17

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,341,392	1,296,904	1,296,904	1,296,904	1,193,568
Supplies & Materials	80,049	79,880	81,076	76,126	75,788
Services & Maintenance	250,959	261,922	273,200	269,462	318,608
Capital Equipment	9,999	16,200	16,222	16,222	32,000
Internal Services	46,818	47,775	47,775	57,033	49,233
Subtotal	1,729,217	1,702,681	1,715,177	1,715,747	1,669,197
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	1,729,217	1,702,681	1,715,177	1,715,747	1,669,197

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPORT SERVICES

GOALS:

- Hire and train 8 new officers associated with sales tax initiative.
- Increase number of outside classes hosted at Police Department (PD) training facility

OBJECTIVES:

- Successfully hire and train new officers from sales tax initiative.
- Increase number of outside agency classes hosted at Police Department (PD) training facility.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Hire / train 41 new officers	n/a	12	9	9	8
Increase PD training center use	n/a	15%	>10%	>10%	>10%

Notes to Results Report:
RMS – Records Management System

DIVISION SUMMARY

010-6115 SUPPORT SERVICES – Public Safety Sales Tax

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 Narcotics Division – Public Safety Sales Tax will be funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

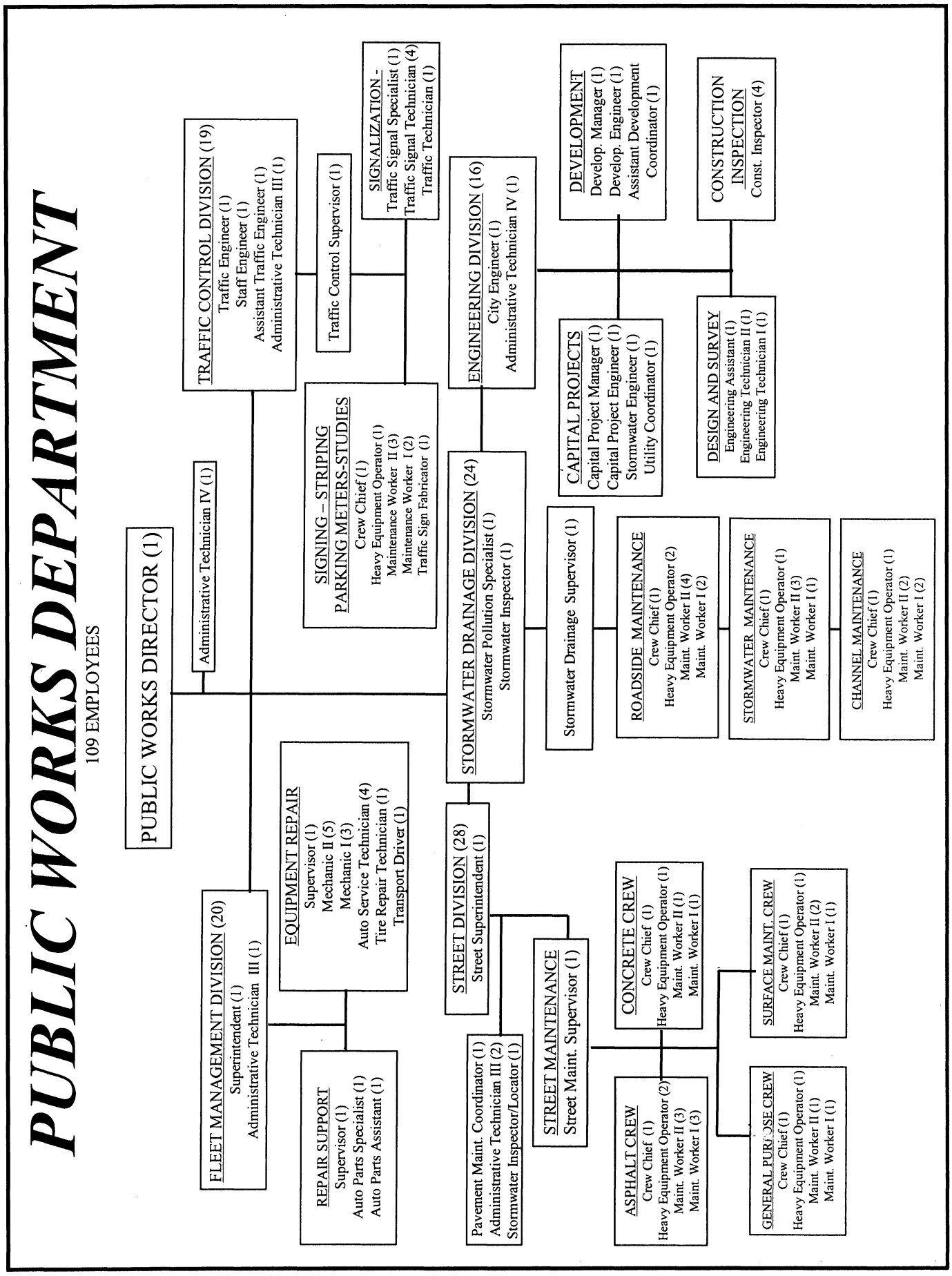
The Support Services Division consists of three sections: the Records Section, the Personnel and Training Section and the Statistical Analysis Section. This division accounts for the Police expenditures associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	14,160	14,160	14,160	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	14,160	14,160	14,160	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	0	14,160	14,160	14,160	0


PUBLIC WORKS DEPARTMENT
109 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)
REPAIR 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)
Traffic Technician (1)
SIGNING – STRIPING
PARKING METERS-STUDIES
Crew Chief (1)
Heavy Equipment Operator (1)
Maintenance Worker II (3)
Maintenance Worker I (2)
Traffic Sign Fabricator (1)
STORMWATER DRAINAGE DIVISION (24)
Stormwater Pollution Specialist (1)
Stormwater Inspector (1)
ENGINEERING DIVISION (16)
City Engineer (1)
Administrative Technician IV (1)
CAPITAL PROJECTS
Capital Project Manager (1)
Capital Project Engineer (1)
Stormwater Engineer (1)
Utility Coordinator (1)
DEVELOPMENT
Develop. Manager (1)
Develop. Engineer (1)
Assistant Development Coordinator (1)
DESIGN AND SURVEY
Engineering Assistant (1)
Engineering Technician II (1)
Engineering Technician I (1)
CONSTRUCTION INSPECTION
Const. Inspector (4)
STREET DIVISION (28)
Street Superintendent (1)
Pavement Maint. Coordinator (1)
Administrative Technician III (2)
Stormwater Inspector/Locator (1)
Stormwater Drainage Supervisor (1)
STREET MAINTENANCE
Street Maint. Supervisor (1)
ROADSIDE MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (2)
Maint. Worker II (4)
Maint. Worker I (2)
STORMWATER 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 (3)
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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	105	106	106	106	106
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	105	106	106	106	106

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	7,061,375	7,673,078	7,676,333	7,676,333	7,455,396
Supplies & Materials	3,327,165	4,448,544	4,057,478	3,981,152	4,291,721
Services & Maintenance	2,113,788	1,776,900	2,214,111	2,146,334	1,650,758
Capital Equipment	626,990	879,228	1,229,954	1,229,954	570,774
Internal Services	622,334	805,667	805,667	863,759	653,911
Subtotal	13,751,652	15,583,417	15,983,543	15,897,532	14,622,560
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	13,751,652	15,583,417	15,983,543	15,897,532	14,622,560

DIVISION SUMMARY

010-5001 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide management support to the Engineering, Fleet, Street and Traffic Control Divisions.

DESCRIPTION:

The Administration Division is composed of the Director of Public Works and one Administrative Technician IV.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	215,459	215,752	227,770	227,770	210,182
Supplies & Materials	2,805	4,600	4,985	4,985	4,508
Services & Maintenance	14,538	73,995	37,145	34,182	21,806
Capital Equipment	11,895	1,500	1,500	1,500	0
Internal Services	13,122	13,459	13,459	16,145	13,189
Subtotal	257,819	309,306	284,859	284,582	249,685
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	257,819	309,306	284,859	284,582	249,685

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.
- Acquire American Public Works Association (APWA) Accreditation.

OBJECTIVES:

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, US Highway 77 and Robinson Street Underpass.
- 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.
- Enhance traffic safety by continuing the Traffic Calming Program.
- Expand 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 completion of the Storm Water Master Plan.
- Update policies and procedures in order to meet APWA Public Works Department accreditation requirements.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	n/a	n/a	10%	30%	45%
NPDES permit compliance	Yes	Yes	80%	90%	100%
Implement Storm Water Master Plan	n/a	n/a	10%	5%	20%
Number of labor hours spent on litter control	3.000	5,000	6,500	4,000	0
Development of Traffic Congestion Mitigation Plan	n/a	n/a	5%	5%	15%
Completion of 2005 Street Bond Program	40%	70%	100%	95%	100%

Notes to Results Report:

NPDES – National Pollutant Discharge Elimination System
EPA – Environmental Protection Agency
ODEQ – Oklahoma Department of Environmental Quality
APWA – American Public Works Association

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 and the storm water prevention program.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	12	13	13	14	14
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	13	13	14	14

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,140,437	1,276,863	1,276,863	1,276,863	1,227,400
Supplies & Materials	27,257	39,408	45,445	43,973	31,710
Services & Maintenance	41,381	54,741	46,129	46,379	53,704
Capital Equipment	13,334	28,240	28,586	28,586	12,300
Internal Services	26,798	25,418	25,418	26,581	23,577
Subtotal	1,249,206	1,424,670	1,422,441	1,422,382	1,348,691
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	1,249,206	1,424,670	1,422,441	1,422,382	1,348,691

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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%	100%	100%
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%
The review of construction plans will be completed within 10 working days, 100% of the time	100%	100%	100%	100%	100%
The review of final plats will be completed within 10 working days, 95% of the time	95%	100%	95%	95%	95%

DIVISION SUMMARY

010-5070 FLEET ADMINISTRATION

MISSION:

The mission of the Fleet Management Division is to provide safe, economical, state-or-the-art, environmentally sound transportation and service to allow departments to fulfill their duties. By using computer programs that track mechanic productivity, repair types, work orders, parts issued, inventory, fuel, and equipment replacement needs as well as exploring viable options for the alternative fuel program, the Fleet Management Division is able to achieve a high accountability to the citizens of Norman.

DESCRIPTION:

The division provides 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 each fiscal year with regards to the internal fuel and parts accounts. The staff also establishes capital funds for vehicle/equipment purchases. The division manages the bid process for the acquisition of new equipment and vehicles.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	165,728	175,038	178,212	178,212	172,078
Supplies & Materials	23,418	20,683	19,435	19,320	20,505
Services & Maintenance	67,079	67,307	94,651	87,245	65,533
Capital Equipment	3,350	3,600	3,600	3,600	0
Internal Services	1,378	1,418	1,418	1,418	1,450
Subtotal	260,953	268,046	297,316	289,795	289,566
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	260,953	268,046	297,316	289,795	259,566

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

Fleet Management provides support services to all City departments and divisions in the most cost efficient manner. Personnel are committed to exploring all means in which to aid departments in meeting the needs of their customers and the public sector.

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.
- Work with City divisions to obtain equipment/vehicles that will be utilized to their maximum potential and remove obsolete and under-utilized equipment/vehicles from inventory.
- Draft specifications that combine the needs of the divisions and the financial aspects of the purchase together so as to ensure the most cost-effective purchase.
- Continue to provide a more streamlined process for the replacement of City vehicles/equipment by use of the "Vehicle Replacement Report".
- Support and assist all divisions with new programs that will help reduce costs and support City policies.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Preventative maintenance program (missed services)	92	68	65	91	70
Capital Equipment/Vehicle - Outlay	$2,048,536	$1,859,659	$1,636,300	$1,433,800	$2,558,069
Sanitation Fund outlay only	$1,124,324	$1,629,122	$1,012,186	$895,620	$842,861
Vehicle Replacement Report					
No. of requests for replacement	57	74	69		52
No. of requests approved for replacement	48	49	37		41

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,096,066	2,825,638	2,434,275	2,434,275	2,684,655
Services & Maintenance	193,019	195,428	186,880	186,880	197,383
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	2,289,085	3,021,066	2,621,155	2,621,155	2,882,038
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	2,289,085	3,021,066	2,621,155	2,621,155	2,882,038

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 is an ASE Certified Blue Seal shop. Employees are responsible for maintaining 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" mechanic; available anytime the shop is not open who provides wrecker service for any type vehicle/equipment.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,061,336	1,178,444	1,178,444	1,178,444	1,128,478
Supplies & Materials	38,924	39,134	39,940	36,925	41,651
Services & Maintenance	11,332	14,983	13,168	13,168	14,683
Capital Equipment	0	39,920	40,410	40,410	121,717
Internal Services	58,900	129,648	129,648	129,648	100,377
Subtotal	1,170,492	1,402,129	1,401,610	1,398,595	1,406,906
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	1,170,492	1,402,129	1,401,610	1,398,595	1,406,906

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES

GOALS:

- Provide unparalleled customer service to the citizens of Norman and departments by having certified personnel available in the most cost effective manner.
- Diagnose, analyze, and repair vehicles and equipment and/or provide outsourcing for repairs not provided in-house.
- Maintain the ASE Blue Seal of Excellence program for all division technicians and shop facility.
- Achieve the goal of an APWA accredited department.
- Develop and install a CNG fuel infrastructure to provide CNG for City owned vehicles and possibly for future Public use.

OBJECTIVES:

- Provide for the health, welfare, and safety of the department's employees as it relates to personnel, equipment, shop, and environmental safety.
- Increase awareness of personnel in the need to support the Preventative Maintenance 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.
- Deliver the highest level of customer service.
- Conduct all department business in an ethical manner.
- Treat the department's employees with respect and dignity while administering favorable and unfavorable actions in a fair manner that is conducive with existing policies and procedures.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete and under-utilized equipment and vehicles from inventory.
- Create a department culture that fosters and promotes teamwork.
- Maintain, service, and repair vehicles that meet or exceed manufacturer's specifications to include federal, state, and local regulations.
- Purchase vehicles and equipment that are in the top three of their fuel economy class or alternative fuel.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Fleet staff is committed to keeping up with evolving industry standards and current state laws in relative field.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Yearly productive average (National Standard average is 70%)	85.1%	84%	>70%	81.8%	80%
Number of CNG vehicles	7	9	n/a	16	25

Notes to Results Report:

ASE – Automotive Service Excellence
APWA – American Public Works Association
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 stormwater drainage systems. Stormwater 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 102 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	24	24	24	24	24
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	24	24	24	24

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,442,039	1,549,337	1,539,337	1,539,337	1,499,584
Supplies & Materials	272,131	378,405	344,609	341,138	409,400
Services & Maintenance	187,546	345,118	234,411	233,085	230,226
Capital Equipment	184,200	0	0	0	5,400
Internal Services	79,510	91,400	91,400	149,425	140,620
Subtotal	2,165,424	2,364,260	2,209,757	2,262,985	2,285,230
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	2,165,424	2,364,260	2,209,757	2,262,985	2,285,230

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER DRAINAGE 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 stormwater sewer system.
- Maintain stormwater conveyance channel systems.
- Weather related response.
- Maintain clean streets and stormwater runoff by sweeping of curb and gutter streets.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Mechanically sweep 500 curb miles per month	n/a	75%	50%	75%	75%
Inspect and clean 100% of the urban drainage inlets three times per year	n/a	37%	70%	40%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	n/a	85%	75%	85%	90%
Mow 148 miles of rural right-of-way, three times per year	n/a	100%	100%	100%	100%
Mow 2,271,548 square-feet of open drainage ways, six times per year	n/a	85%	80%	100%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	n/a	50%	50%	50%	75%
Permit all earth disturbing operations over 1 acre in size	n/a	75%	100%	30%	90%
Perform erosion control inspections of permitted sites within 30 days	n/a	75%	100%	100%	100%
Respond to storm water pollution complaints with 24 hours of the time	n/a	80%	90%	100%	90%
Inspect City sites identified as potential storm water pollution sources	n/a	50%	50%	50%	50%

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	28	28	28	28	28
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	28	28	28	28	28

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,832,920	1,945,315	1,955,315	1,955,315	1,897,705
Supplies & Materials	675,286	895,920	928,314	870,400	861,135
Services & Maintenance	605,296	60,935	602,046	601,249	60,046
Capital Equipment	265,323	591,350	863,389	863,389	116,350
Internal Services	321,838	394,861	394,861	381,775	302,850
Subtotal	3,700,663	3,888,381	4,743,925	4,672,128	3,238,086
Division Total	3,700,663	3,888,381	4,743,925	4,672,128	3,238,086

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
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%	100%	95%	100%	95%
Overlay / pave 10 lane-miles per year	63%	100%	100%	50%	95%
Replace 1,160 square yards of concrete pavement panels	160%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	n/a	30%	50%	25%	50%
Grade all unpaved public roads eight (8) times a year	n/a	100%	80%	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 170 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,203,456	1,332,329	1,320,392	1,320,392	1,319,969
Supplies & Materials	191,276	244,756	240,475	230,136	238,157
Services & Maintenance	993,597	964,393	999,681	944,146	1,007,377
Capital Equipment	148,888	214,618	292,469	292,469	315,007
Internal Services	120,788	149,463	149,463	158,767	71,848
Subtotal	2,658,005	2,905,559	3,002,480	2,945,910	2,952,358
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	2,658,005	2,905,559	3,002,480	2,945,910	2,952,358

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued):

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Worker-hours per gallon of traffic paint used	.33	.42	.80	.33	.80
Thermoplastic legend, arrows, stop bars and crosswalks installed	11.72	11.59	4 to 6 instal-lations/ day (2-person crew)	17	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	.06%	.00%	<.01%	<.02%	<.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	60%	75%	50%	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	62%	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	64%	100%	100%	100%	100%

Notes to Results Report:

*Twelve meetings suspended at City Council's request for evaluation of the traffic calming program and its eligibility criteria.

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 pertaining to Chapter 22 of the Code.

DESCRIPTION:
The Board of Adjustment holds public meetings to hear appeals for special exceptions, or on decisions of City employees related to interpretation of Chapter 22 of the Code.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	233	187	187	187	245
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	233	187	187	187	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	233	187	187	187	245

DIVISION SUMMARY

010-1080 CABLE COMMISSION

MISSION:

The Cable Commission shall act on behalf of and as the designee of the City Council for the purpose of proposing regulations and arbitration procedures, and provide any other service to the Council that may be reasonably required under the authority of Chapter 6 of the Norman Code of Ordinance.

DESCRIPTION:

Provide advice on matters that might constitute grounds for revocation of grantee's franchise and to provide advice on the limitation or revocation of rates and charges.

*Beginning in FYE 11, the Cable Commission will be dissolved.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11* ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	994	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	994	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	0	994	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	281	0	0	276
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	281	0	0	276
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	281	0	0	276

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	107	750	340	340	425
Services & Maintenance	24,948	24,949	24,949	24,949	24,949
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	25,055	25,699	25,289	25,289	25,374
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	25,055	25,699	25,289	25,289	25,374

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	15,013	13,650	12,370	12,370	9,650
Services & Maintenance	8,459	22,100	8,380	8,380	8,526
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	23,472	35,750	20,750	20,750	18,176
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	23,472	35,750	20,750	20,750	18,176

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	64,363	65,714	65,714	64,615	59,874
Capital Equipment	0	0	0	0	0
Internal Services	7,638	5,866	5,866	14,337	12,310
Subtotal	72,001	71,580	71,580	78,952	72,184
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	72,001	71,580	71,580	78,952	72,184

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	300	200	200	300
Services & Maintenance	0	215	65	65	200
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	515	265	265	500
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	515	265	265	500

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,154	2,739	2,739	2,739	2,684
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,154	2,739	2,739	2,739	2,684
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	1,154	2,739	2,739	2,739	2,684

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	37,936	38,534	38,534	38,294	35,369
Capital Equipment	0	0	0	0	0
Internal Services	531	359	359	3,254	2,904
Subtotal	38,467	38,893	38,893	41,548	38,273
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	38,467	38,893	38,893	41,548	38,273

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	8,968	10,000	6,835	6,835	5,880
Services & Maintenance	27,000	27,000	17,500	17,500	26,460
Capital Equipment	0	0	0	0	0
Internal Services	1,655	1,975	1,975	2,714	2,178
Subtotal	37,623	38,975	26,310	27,049	34,518
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	37,623	38,975	26,310	27,049	34,518

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	315	0	0	310
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	315	0	0	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	0	315	0	0	310

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Recreation	1,166,015	1,364,254	1,364,254	1,255,104	1,209,352
Capital Project Fund	3,000,000	0	394,607	359,607	0
Emergency Comm	1,377,292	1,489,607	1,499,332	1,690,054	1,508,525
Wastewater Excise Fund	0	184,280	184,280	184,280	0
Westwood	0	2,413	2,413	75,935	0
Seizures and Restitution Fund	0	0	0	0	78,862
Subtotal	5,543,307	3,040,554	3,444,886	3,564,980	2,796,739
Capital Equipment	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	5,543,307	3,040,554	3,444,886	3,564,980	2,796,739

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	8,188	9,317	11,804	11,804	8,827
Supplies & Materials	777	1,390	903	903	1,390
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	8,965	10,707	12,707	12,707	10,217
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	8,965	10,707	12,707	12,707	10,217

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	7,136	64,000	64,000	64,000	58,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	7,136	64,000	64,000	64,000	58,000
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	7,136	64,000	64,000	64,000	58,000

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	137,857	147,204	146,204	124,438	148,294
Capital Equipment	0	0	0	0	0
Internal Services	126,258	126,833	126,833	133,034	95,931
Subtotal	264,114	274,037	273,037	257,472	244,225
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	264,114	274,037	273,037	257,472	244,225

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	502	700	496	496	686
Services & Maintenance	0	108	108	108	106
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	502	808	604	604	792
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	502	808	604	604	792

DIVISION SUMMARY

010-4081 PLANNING COMMISSION

MISSION:

The mission of the Planning Commission is to 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	86	300	143	143	150
Services & Maintenance	619	1,062	969	969	1,044
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	706	1,362	1,112	1,112	1,194
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	706	1,362	1,112	1,112	1,194

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 will also be made available to morning Amtrak passengers.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	5,792	7,530	7,530	6,326	7,075
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	5,792	7,530	7,530	6,326	7,075
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
Division Total	5,792	7,530	7,530	6,326	7,075

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	100,351	125,000	152,649	152,649	112,500
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	100,351	125,000	152,649	152,649	112,500
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	100,351	125,000	152,649	152,649	112,500

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	77,334	78,785	79,950	78,709	71,764
Capital Equipment	0	0	0	0	0
Internal Services	4,885	5,776	5,776	5,225	4,114
Subtotal	82,220	84,561	85,726	83,934	75,878
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	82,220	84,561	85,726	83,934	75,878

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	10,900	9,108	35,598	35,598	5,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	10,900	9,108	35,598	35,598	5,000
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	10,900	9,108	35,598	35,598	5,000

special revenue fund

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	3,908	0	10,800	10,800	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	3,908	0	10,800	10,800	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	3,908	0	10,800	10,800	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	30,919	33,005	33,575	33,575	31,005
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	30,919	33,005	33,575	33,575	31,005
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
Fund Total	30,919	33,005	33,575	33,575	31,005

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	3,080	4,000	4,000	4,000	2,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	3,080	4,000	4,000	4,000	2,000
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	3,080	4,000	4,000	4,000	2,000

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	27,839	29,005	29,575	29,575	29,005
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	27,839	29,005	29,575	29,575	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	27,839	29,005	29,575	29,575	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Community Development	766,739	860,676	1,499,551	1,501,340	929,444
HOME	602,380	602,004	1,218,770	1,218,770	599,304
Emergency Shelter	124,786	0	100,000	100,000	0
Kingsgate Property	1,556,370	52,174	163,929	163,929	12,109
Neighborhood Stabilization	0	326,856	326,856	326,856	0
CDBG-R	0	229,233	229,233	229,233	0
Fund Total	3,050,275	2,070,943	3,538,339	3,540,128	1,540,857

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of units of service provided	61,760	43,556	40,000	95,261	80,000
Number of households assisted through housing programs	88	93	85	90	85
Awarded contract amounts for homeless Programs	$314,000	$290,000	$442,400	$772,849	$300,000
Funding application amounts submitted*	n/a	n/a	n/a	$1,024,995	$530,000

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 09

*New category

FUND SUMMARY

TOTAL EMERGENCY COMMUNICATIONS FUND (24)

MISSION:

To facilitate communications for the City of Norman departments and personnel and to maintain all equipment in good working order. Take calls for service and direct calls from citizens to the appropriate departments. Communications service is provided 24 hours a day, 7 days per week, and 365 days a year.

DESCRIPTION:

The Communications Division is staffed with a Communications System Manager, a Communications Systems Technician, 5 Communications Supervisors, and 15 Communications Officers.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	22	22	22	22	22
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	22	22	22	22	22

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,542,458	1,541,290	1,541,290	1,541,290	1,536,004
Supplies & Materials	38,621	27,634	32,484	31,752	27,645
Services & Maintenance	68,830	86,762	105,412	105,412	98,747
Capital Equipment	12,065	57,799	244,024	244,024	79,000
Internal Services	11,503	17,309	17,309	18,582	18,203
Subtotal	1,673,477	1,730,794	1,940,519	1,941,060	1,759,599
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	1,673,477	1,730,794	1,940,519	1,941,060	1,759,599

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Complete rebanding effort by mid-year 2011
- Improve EMD QA scores of all employees to at least 95 percent
- Initiate an internal continuing education program
- Allow the ability for supervisors to supervise

OBJECTIVES:

- Reprogram, replace, or return all existing subscribers and the system
- Work with the supervisory staff to improve individual performance of EMD
- Conduct more training classes internally and provide better quality control of work
- Increase shift minimum to allow supervisors the ability to directly supervise.
- Phase in a call-taker program including with the start of part-time call-takers during the busiest of times

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Rebanding radio effort	5%	5%	60%	60%	90%
Improve EMD QA scores	n/a	n/a	n/a	n/a	Operational
Conduct more training classes internally and provide better quality control	n/a	n/a	n/a	n/a	Operational
Increase shift minimum / call-takers	50%	n/a	100%	50%	40%

Notes to Results Report:

Goal 2, 3, and 4 are highly driven by the need for additional staffing
EMD QA – Emergency Medical Dispatcher Quality Assurance

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Community Park Improve	69,731	45,000	87,262	87,262	57,000
Neighborhood Park Improve	15,512	0	37,094	37,094	0
Interfund Transfers	15,426	0	9,978	9,978	0
Fund Total	100,670	45,000	134,334	134,334	57,000

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 will be funded through 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	45
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	45

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	3,437,972
Supplies & Materials	0	0	0	0	131,804
Services & Maintenance	0	0	0	0	109,878
Capital Equipment	0	0	0	0	684,280
Internal Services	0	0	0	0	13,454
Subtotal	0	0	0	0	4,377,388
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	2,990,394
Subtotal	0	0	0	0	2,990,394
Division Total	0	0	0	0	7,367,782

DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT - PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

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

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	15

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	1,173,140
Supplies & Materials	0	0	0	0	30,603
Services & Maintenance	0	0	0	0	18,338
Capital Equipment	0	0	0	0	315,636
Internal Services	0	0	0	0	486
Subtotal	0	0	0	0	1,538,203
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	2,990,394
Subtotal	0	0	0	0	2,990,394
Division Total	0	0	0	0	4,528,597

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 will be funded through Fund 015, 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	15

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	1,173,140
Supplies & Materials	0	0	0	0	30,603
Services & Maintenance	0	0	0	0	18,338
Capital Equipment	0	0	0	0	315,636
Internal Services	0	0	0	0	486
Subtotal	0	0	0	0	1,538,203
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	2,990,394
Subtotal	0	0	0	0	2,990,394
Division Total	0	0	0	0	4,528,597

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:

- Service all fire hydrants in the City of Norman.
- 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	490	447	500	490	500
Emergency medical calls answered	6,507	7,200	8,156	8,034	8,516
Average response time (urban area)	4.85 minutes	4.84 minutes	4.85 minutes	4.85 minutes	4.85 minutes
Fire loss per capita	$34.86	$28.00	$28.00	$28.00	$28.00
Ratio to national per capita loss	99.6%	80%	80%	80%	80%
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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	30

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	2,264,832
Supplies & Materials	0	0	0	0	101,201
Services & Maintenance	0	0	0	0	91,540
Capital Equipment	0	0	0	0	368,644
Internal Services	0	0	0	0	12,968
Subtotal	0	0	0	0	2,839,185
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	0	0	0	0	2,839,185

DIVISION SUMMARY

015-6121 INVESTIGATIONS – Public Safety Sales Tax Fund

MISSION:

The Investigations Division's mission is to aggressively and efficiently investigate, within ethical and legal boundaries, crimes committed in Norman, in order to identify, apprehend and successfully prosecute those responsible, thereby serving as a deterrent and reducing the number of crimes committed.

Beginning in FYE 11, the Investigations Division – Public Safety Sales Tax will be funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

The Investigations Division provides the resources and expertise required to bring to a successful conclusion, those cases where unassisted follow-up by the first responding officer is not feasible. In some cases, this may require only minimal support and assistance to the field officer to resolve the case. However, the complexity of the investigation and time requirements of some cases requires the assumption of responsibility by detectives. 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	5

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	430,258
Supplies & Materials	0	0	0	0	2,750
Services & Maintenance	0	0	0	0	2,740
Capital Equipment	0	0	0	0	63,072
Internal Services	0	0	0	0	3,934
Subtotal	0	0	0	0	502,754
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	0	0	0	502,754

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

INVESTIGATIONS

GOALS:

To aggressively and efficiently investigate, within ethical and legal boundaries, crimes committed in Norman, in order to identify, apprehend, and successfully prosecute those responsible; thereby serving as a deterrent and reducing the number of crimes committed.

OBJECTIVES:

- Maintain a division average arrest rate for assigned cases at or above 25% for calendar 2010.
- Maintain a clearance rate of 50% or better on all cases assigned for follow-up investigation for calendar year 2010.
- Maintain the number of assigned cases that remain open beyond 30 days at or below 35% of the total number of cases assigned during calendar year 2010.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Average arrest rate for assigned cases	27.6%	30.2%	>25%	25%	25%
Clearance rate for assigned cases (codes 11 plus 13; minus 12s)	67.74%	64.76%	>50%	50%	50%
Percent of cases open beyond 30 days	22.4%	23.85%	<35%	35%	35%

DIVISION SUMMARY

015-6130 NARCOTICS - Public Safety Sales Tax Fund

MISSION:

The mission of the Narcotics 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 Narcotics Division – Public Safety Sales Tax will be funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

The Narcotics 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	2

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	185,616
Supplies & Materials	0	0	0	0	3,825
Services & Maintenance	0	0	0	0	1,450
Capital Equipment	0	0	0	0	36,424
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	227,315
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	0	0	0	227,315

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

NARCOTICS

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 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	1,138	1,199	1,200	1,200	1,200
Number of cases investigated	101	90	80	50	60
Number of presentations / press releases	n/a	10	12	20	18
Number of hours in specialized training	n/a	200	200	280	240

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 Narcotics Division – Public Safety Sales Tax will be funded through Fund 015, 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	0	0	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	23

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	1,648,958
Supplies & Materials	0	0	0	0	94,626
Services & Maintenance	0	0	0	0	73,430
Capital Equipment	0	0	0	0	269,148
Internal Services	0	0	0	0	9,034
Subtotal	0	0	0	0	2,095,196
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	0	0	0	2,095,196

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Community Oriented Policing (COP) implementation
- Provide continuing education on COP to all personnel
- Decrease overtime expenditures / implementation of 10-hour work days

OBJECTIVES:

- Conduct activities in community supporting Community Oriented Policing
- Educate all personnel through in-service training on COP related issues
- Complete implementation of 10-hour work days for the entire patrol bureau.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Community Oriented Policing activities	n/a	n/a	n/a	n/a	1,000
Employees trained in COP	n/a	n/a	100%	100%	100%
10-hour work day	n/a	1 shift	2 shifts	1 shift	3 shifts

DIVISION SUMMARY

015-6115 SUPPORT 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 Narcotics Division – Public Safety Sales Tax will be funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

The Support Services Division consists of three sections: the Records Section, the Personnel and Training Section and the Statistical Analysis Section. 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	13,920
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	13,920
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	0	0	0	13,920

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPORT SERVICES

GOALS:

- Hire and train 8 new officers associated with sales tax initiative.
- Increase number of outside classes hosted at Police Department (PD) training facility

OBJECTIVES:

- Successfully hire and train new officers from sales tax initiative.
- Increase number of outside agency classes hosted at Police Department (PD) training facility.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Hire / train 41 new officers	n/a	12	9	9	8
Increase PD training center use	n/a	15%	>10%	>10%	>10%

Notes to Results Report:
RMS – Records Management System

FUND SUMMARY

TOTAL RECREATION FUND (20)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	13	13	13	13	13
Total Budgeted Positions	20	20	20	20	20

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	852,508	1,007,922	975,422	975,422	873,774
Supplies & Materials	44,175	53,530	46,275	45,805	58,517
Services & Maintenance	209,034	249,574	263,573	243,642	265,612
Capital Equipment	4,964	17,149	17,149	17,149	8,500
Internal Services	41,688	37,034	75,034	25,328	72,146
Subtotal	1,152,369	1,365,209	1,377,453	1,307,346	1,278,549
Capital Projects	0	0	0	0	0
Cost Allocations	375,399	380,962	380,962	355,614	345,735
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	375,399	380,962	380,962	355,614	345,735
Fund Total	1,527,768	1,746,171	1,758,415	1,662,960	1,624,284

DIVISION SUMMARY

020-7022 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.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	32,104	51,242	46,242	46,242	41,423
Supplies & Materials	15,930	16,150	12,636	12,636	15,827
Services & Maintenance	904	4,995	4,595	4,595	9,795
Capital Equipment	0	0	0	0	6,500
Internal Services	0	0	0	0	0
Subtotal	48,938	72,387	63,473	63,473	73,545
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	48,938	72,387	63,473	63,473	73,545

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 train volunteer coaches through the National Youth Sports Coaches Association (NYSCA) or a similar organization).
- To manage the program to be self-supporting.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	$12,122	($5,278)	$2,000	$3,000	$3,000
Number of youth participating	1,759	1,773	1,800	1,800	1,800

DIVISION SUMMARY

020-7021 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.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	11	11	11	11	11
Total Budgeted Positions	17	17	17	17	17

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	725,789	840,686	818,686	818,686	718,655
Supplies & Materials	27,153	35,105	31,738	31,268	40,412
Services & Maintenance	201,721	237,328	251,353	232,073	248,473
Capital Equipment	4,964	15,649	15,649	15,649	2,000
Internal Services	35,382	31,211	69,211	15,992	63,987
Subtotal	995,009	1,159,979	1,186,637	1,113,668	1,073,527
Capital Projects	0	0	0	0	0
Cost Allocations	375,399	380,962	380,962	355,614	345,735
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	375,399	380,962	380,962	355,614	345,735
Division Total	1,370,408	1,540,941	1,567,599	1,469,282	1,419,262

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	191,000	191,500	190,000	192,500	193,000
Tennis lessons, open court and tournament participants	20,298	20,652	21,000	20,500	21,000
Daddy-Daughter Dance participants	1,644	2,223	2,400	2,455	2,600
Total recreation revenue	$329,249	$359,679	$393,225	$388,000	$401,725

DIVISION SUMMARY

020-7023 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.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	94,615	115,994	110,494	110,494	113,696
Supplies & Materials	1,092	2,275	1,901	1,901	2,278
Services & Maintenance	6,409	7,251	7,625	6,974	7,344
Capital Equipment	0	1,500	1,500	1,500	0
Internal Services	6,306	5,823	5,823	9,336	8,159
Subtotal	108,422	132,843	127,343	130,205	131,477
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	108,422	132,843	127,343	130,205	131,477

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue report	$13,725	$12,374	$12,900	$12,000	$15,000
Annual participants including congregate meals program and special events	30,800	30,000	31,000	31,000	32,000

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	682,245	714,042	734,042	734,042	729,683
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	682,245	714,042	734,042	734,042	729,683
Capital Projects	0	0	0	0	0
Cost Allocation	29,494	29,445	29,445	29,445	30,090
Debt Service	0	0	0	0	0
Interfund Transfers	212,613	205,914	205,914	205,914	205,714
Subtotal	242,107	235,359	235,359	235,359	235,804
Fund Total	924,352	949,401	969,401	969,401	965,487

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocations	29,494	29,445	29,445	29,445	30,090
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	29,494	29,445	29,445	29,445	30,090
Division Total	29,494	29,445	29,445	29,445	30,090

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	256,415	238,014	258,014	258,014	243,228
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	256,415	238,014	258,014	258,014	243,228
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	256,415	238,014	258,014	258,014	243,228

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	425,830	476,028	476,028	476,028	486,455
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	425,830	476,028	476,028	476,028	486,455
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	425,830	476,028	476,028	476,028	486,455

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 11 - FYE 15 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	212,613	205,914	205,914	205,914	205,714
Subtotal	212,613	205,914	205,914	205,914	205,714
Division Total	212,613	205,914	205,914	205,914	205,714

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	39,452
Supplies & Materials	0	0	0	0	4,900
Services & Maintenance	8,854	2,600	56,070	56,070	33,300
Capital Equipment	5,559	0	30,395	30,395	0
Internal Services	0	0	0	0	0
Subtotal	14,413	2,600	86,465	86,465	77,652
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	14,413	2,600	86,465	86,465	77,652

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	154,274	59,482	240,736	212,517	110,783
Supplies & Materials	25,763	1,000	44,965	44,965	1,000
Services & Maintenance	79,252	3,500	312,565	312,565	3,500
Capital Equipment	19,210	0	261,271	261,271	0
Internal Services	0	0	0	0	0
Subtotal	278,499	63,982	859,537	831,318	115,283
Capital Projects	68,106	0	306,093	506,093	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	68,106	0	306,093	506,093	0
Fund Total	346,605	63,982	1,165,630	1,337,411	115,283

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	187,876	83,189	228,649	228,649	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	187,876	83,189	228,649	228,649	0
Fund Total	187,876	83,189	228,649	228,649	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 will be 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	7	7	7	7
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	0	8	8	8	8

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	798,448	798,448	798,448	712,495
Supplies & Materials	0	144,836	136,170	131,679	136,786
Services & Maintenance	0	226,062	234,728	217,889	215,328
Capital Equipment	0	81,402	81,402	81,402	61,500
Internal Services	0	93,769	93,769	108,111	76,182
Subtotal	0	1,344,517	1,344,517	1,337,529	1,202,291
Capital Projects	0	0	3,120	3,120	0
Cost Allocations	0	0	0	0	0
Debt Service	0	205,914	205,914	205,914	205,714
Interfund Transfers	0	0	0	0	0
Subtotal	0	205,914	209,034	209,034	205,714
Fund Total	0	1,550,431	1,553,551	1,546,563	1,408,005

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	2	2	2	2

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	196,065	196,065	196,065	128,476
Supplies & Materials	0	7,911	8,483	8,483	7,557
Services & Maintenance	0	198,075	203,963	187,124	195,741
Capital Equipment	0	0	0	0	0
Internal Services	0	75,129	75,129	73,216	46,484
Subtotal	0	477,180	483,640	464,888	378,258
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	477,180	483,640	464,888	378,258

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	37,143	35,053	37,149	35,799	37,251
Men's & Women's Associations	15	21	21	21	21
Outside tournaments	38	49	42	49	49
Junior Academy Participants	94	92	100	100	100
Regular annual memberships	7	4	0	4	5
Regular annual membership w/range balls	0	2	0	2	2
Regular annual membership w/cart	0	7	0	5	6
Regular annual membership w/cart & w/range	0	12	0	12	0
Senior annual membership	2	0	0	2	2
Senior annual membership w/cart	0	5	3	6	6
Junior annual membership	1	1	1	5	0
Junior summer membership	3	3	8	11	11
Range only	0	3	0	5	5

Notes to Results Report:

*Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area.

DIVISION SUMMARY

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	5	5	5	5
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	0	6	6	6	6

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	485,636	485,636	485,636	472,643
Supplies & Materials	0	102,983	93,745	89,254	95,966
Services & Maintenance	0	13,802	16,580	16,580	5,686
Capital Equipment	0	71,402	71,402	71,402	61,500
Internal Services	0	10,388	10,388	18,217	15,674
Subtotal	0	684,211	677,751	681,089	651,469
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	684,211	677,751	681,089	651,469

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	98%	99.3%	99%	99%	99%
Turf quality**	8.3	8.4	8.5	8.2	8.5
On the job injuries	0	3	0	3	0
Percent of disturbed area established in turf	97%	98%	99%	99%	99%
Customer satisfaction	98%	95%	95%	98%	95%

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.

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	116,747	116,747	116,747	111,376
Supplies & Materials	0	33,942	33,942	33,942	33,263
Services & Maintenance	0	14,185	14,185	14,185	13,901
Capital Equipment	0	10,000	10,000	10,000	0
Internal Services	0	8,252	8,252	16,678	14,024
Subtotal	0	183,126	183,126	191,552	172,564
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	183,126	183,126	191,552	172,564

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	$52,877	$19,242	$30,000	$20,000	$20,000
Number of swim lessons sold	688	768	700	700	700
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	28,484	28,510	31,000	30,000	30,000

DIVISION SUMMARY

029 - WESTWOOD / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Westwood Park Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 11 - FYE 15 for a detailed analysis of Westwood Capital Projects.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	3,120	3,120	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	3,120	3,120	0
Division Total	0	0	3,120	3,120	0

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	205,914	205,914	205,914	205,714
Interfund Transfers	0	0	0	0	0
Subtotal	0	205,914	205,914	205,914	205,714
Division Total	0	205,914	205,914	205,914	205,714

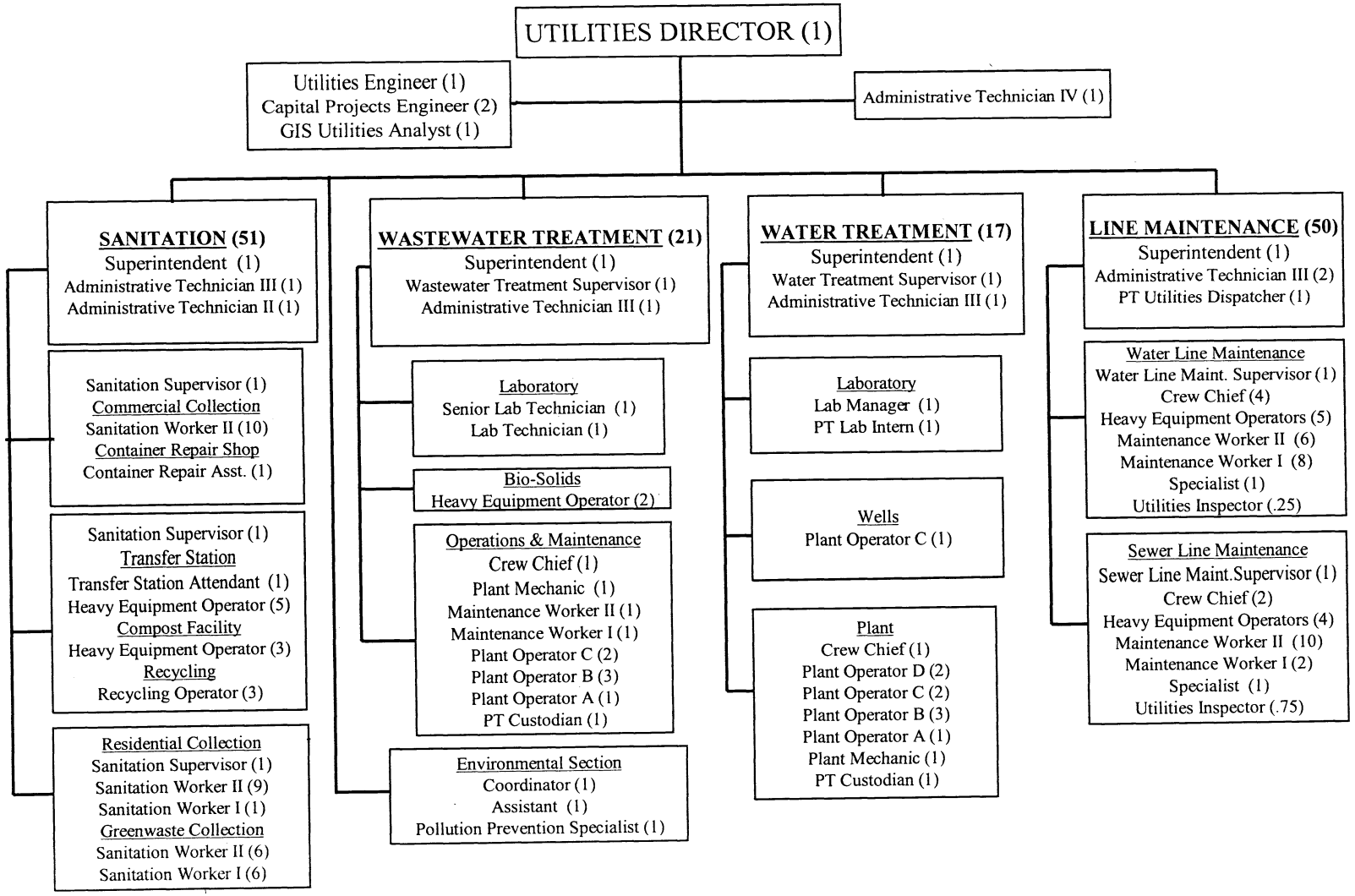
enterprise fund

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



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 Wastewater Fund, the Sewer Maintenance Fund, the New Development Excise Fund, the Sewer Sales Tax Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	149	149	149	149	141
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	153	153	153	153	145

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	9,938,672	10,773,977	10,773,977	10,773,977	10,002,096
Supplies & Materials	2,743,442	3,509,719	3,779,298	3,360,614	3,249,433
Services & Maintenance	5,820,368	6,851,576	7,173,069	6,985,020	6,969,551
Capital Equipment	1,369,131	1,569,651	3,197,999	3,197,999	1,339,319
Internal Services	1,290,543	1,471,310	1,471,310	1,456,320	1,126,190
Subtotal	21,162,156	24,176,233	26,395,653	25,773,930	22,686,589
Capital Projects	13,977,900	34,951,761	68,236,742	65,791,281	13,487,213
Cost Allocation	4,522,082	4,488,823	4,488,823	4,814,307	4,356,120
Debt Service	3,562,513	5,436,431	5,513,312	5,337,621	5,002,853
Interfund Transfers	2,816,528	6,239,964	6,239,964	9,378,512	2,481,554
Subtotal	24,879,023	51,116,979	84,478,841	85,321,721	25,327,740
Department Total	46,041,179	75,293,212	110,874,494	111,095,651	48,014,329

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, wastewater, 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 wastewater treatment plant (WTTP) capacities in advance of development in order to maintain the quality of effluent discharged and eliminate any WWTP bypass of wastewater.
  3. Utilize and maintain water and wastewater 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, wastewater 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 update capital improvement project status on the City's website.
6. Establish and maintain tracking system for customer complaints and requests for information.
7. 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
1. For Construction Projects**:**					
a. Project completed within contract time, 90% of the time.	85%	60%	90%	75%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	95%	90%	90%	80%	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.	85%	81%	90%	79%	90%
3. Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	100%	100%	100%	100%
4. Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	3	3	3	3	3
5. Respond to citizen complaints or requests for information within 1 working day after receipt, 90% of the time.	n/a	95%	90%	95%	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.	n/a	n/a	5% (dry) 25% (wet)	n/a	5% (dry) 25% (wet)

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	53	53	53	53	51
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	53	53	53	53	51

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	3,634,633	3,776,600	3,776,600	3,776,600	3,546,791
Supplies & Materials	1,078,748	1,403,936	1,401,956	1,037,161	1,200,123
Services & Maintenance	2,422,376	2,957,933	2,989,432	2,990,944	3,069,362
Capital Equipment	1,100,978	1,227,936	2,744,001	2,744,001	1,047,321
Internal Services	731,568	868,035	868,035	848,964	716,255
Subtotal	8,968,303	10,234,440	11,780,024	11,397,670	9,579,852
Capital Projects	2,268,215	2,604,361	2,855,985	3,797,735	0
Cost Allocations	1,301,167	1,307,652	1,307,652	1,372,168	1,227,559
Debt Service	147,988	484,394	484,394	371703	314,281
Interfund Transfers	56,165	52,444	52,444	52,444	55,066
Subtotal	3,773,535	4,448,851	4,700,475	5,594,050	1,596,906
Fund Total	12,741,838	14,683,291	16,480,499	16,991,720	11,176,758

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	223,708	239,847	239,847	239,847	234,572
Supplies & Materials	8,861	5,545	6,346	5,793	5,397
Services & Maintenance	36,190	40,409	39,608	38,535	41,919
Capital Equipment	4,317	1,800	1,800	1,800	4,790
Internal Services	21,337	20,219	20,219	26,825	26,759
Subtotal	294,413	307,820	307,820	312,800	313,437
Capital Projects	0	0	0	0	0
Cost Allocation	54,477	56,340	56,340	58,139	52,058
Debt Service	0	0	0	0	0
Interfund Transfers	56,165	52,444	52,444	52,444	55,066
Subtotal	110,642	108,784	108,784	110,583	107,124
Division Total	405,055	416,604	416,604	423,383	420,561

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	35,412	36,026	36,473	36,640	37,254
Total annual tons collected	103,713	96,679	99,316	94,060	96,684
Total annual disposal cost	$1,502,484	$1,418,095	$1,438,884	$1,545,039	$1,591,390
Total vehicle accidents per year	13	23*	1	16*	1

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	13	13	13	13	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	12

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	846,307	911,415	911,415	911,415	824,541
Supplies & Materials	270,025	355,771	354,006	249,792	276,771
Services & Maintenance	12,328	16,157	17,582	20,169	17,570
Capital Equipment	81,485	380,484	978,863	978,863	62,170
Internal Services	152,684	186,368	186,368	182,765	153,385
Subtotal	1,362,829	1,850,195	2,448,234	2,343,004	1,334,437
Capital Projects	0	0	0	0	0
Cost Allocation	217,692	225,106	225,106	232,298	208,007
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	217,692	225,106	225,106	232,298	208,007
Division Total	1,580,521	2,075,301	2,673,340	2,575,302	1,542,444

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,241	2,292	2,430	2,343	2,394
Annual tons collected	47,493	43,122	54,375	40,346	39,241
Annual disposal cost	$729,493	$764,984	$840,093	$715,738	$696,135
Reduction of vehicle accidents	1	8	0	6	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	0%	0%	0%	0%	0%

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	260,748	265,412	265,412	265,412	257,487
Supplies & Materials	51,617	55,385	55,130	49,645	55,385
Services & Maintenance	4,559	4,358	4,613	4,611	9,524
Capital Equipment	275,855	0	213,630	213,630	0
Internal Services	28,727	34,588	34,588	29,480	23,954
Subtotal	621,506	359,743	573,373	562,778	346,350
Capital Projects	0	0	0	0	0
Cost Allocation	158,227	125,755	125,755	152,505	135,448
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	158,227	125,755	125,755	152,505	135,448
Division Total	779,733	485,498	699,128	715,283	481,798

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.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	10,548	8,747	8,455	8,885	9,152
vs.					
Compost/mulch generated	12,364	8,782	10,468	6,756	6,959
Savings from landfill (cost avoidance)	$161,422	$134,614	$130,121	$154,409	$161,101
Length of time to mature compost	6 mos.	12 mos.	Available Year Round	Available Year Round	Available Year Round

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	13	13	13	13	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	12

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	714,858	819,400	819,400	819,400	738,287
Supplies & Materials	105,755	147,998	146,969	110,740	125,198
Services & Maintenance	109,470	166,145	168,145	168,145	166,145
Capital Equipment	0	0	0	0	234,990
Internal Services	56,500	98,073	98,073	94,680	75,512
Subtotal	986,583	1,231,616	1,232,587	1,192,965	1,340,132
Capital Projects	0	0	0	0	0
Cost Allocation	457,200	472,778	472,778	487,885	436,861
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	457,200	472,778	472,778	487,885	436,861
Division Total	1,443,783	1,704,394	1,705,365	1,680,850	1,776,993

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 residential yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	33,171	33,734	34,043	34,297	34,860
Annual tons collected	5,895	4,890	6,184	4,338	4,900
Saving from landfill (cost avoidance)	$90,551	$86,749	$95,543	$76,956	$86,926
Percent hours lost to OJI (hours lost/total hours worked)	1%	.2%	0%	0%	0%
Chargeable vehicle accidents per year	6	9	0	5	0
Reduce average number of complaints per route per year	22	17	12	11	5
Average number of households per route per day	1,106	1,125	1,135	1,143	1,162

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

033-5566 SANITATION / RECYCLING OPERATION

MISSION:

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	201,561	214,423	214,423	214,423	209,561
Supplies & Materials	36,902	36,187	36,187	33,007	51,187
Services & Maintenance	793,828	856,400	856,400	856,400	959,740
Capital Equipment	20,706	64,011	64,011	64,011	25,000
Internal Services	15,476	14,596	14,596	19,727	19,282
Subtotal	1,068,473	1,185,617	1,185,617	1,187,568	1,264,770
Capital Projects	0	0	0	0	0
Cost Allocation	36,155	37,393	37,393	38,588	34,555
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	36,155	37,393	37,393	38,588	34,555
Division Total	1,104,628	1,223,010	1,223,010	1,226,156	1,299,325

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.
- To ensure employee safety.

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	$158,069	$188,309	$187,555	$134,096	$138,119
Revenue earned for set fee of cardboard containers	$63,427	$69,442	$66,628	$78,077	$84,419
Total tons of waste recycled	2,368.52	1,785.07	1,835	2,101	5,164
Collect the following quantities (tons) of recyclable materials:					
Glass	262.68	170.40	166	185	191
Aluminum	21.85	18.12	16	20	21
Steel Cans	35.73	26.20	25	28	29
Plastic	124.89	102.91	102	109	112
Cardboard	1,202.44	1,185.07	1,226	1,502	1,547
Newspaper	499.94	224.97	242	194	200
Mixed Office Paper	120.99	57.40	57	62	64
Savings of landfill cost avoidance	$34,640	$34,640	$23,801	$36,497	$37,592

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	817,740	771,462	771,462	771,462	741,107
Supplies & Materials	261,036	429,759	427,877	324,284	361,159
Services & Maintenance	7,845	13,165	41,967	41,967	13,165
Capital Equipment	609,286	460,066	1,106,938	1,106,938	112,500
Internal Services	333,591	367,463	367,463	374,970	319,015
Subtotal	2,029,498	2,041,915	2,715,707	2,619,621	1,546,946
Capital Projects	0	0	0	0	0
Cost Allocation	268,575	277,727	277,727	286,603	256,629
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	268,575	277,727	277,727	286,603	256,629
Division Total	2,298,073	2,319,642	2,993,434	2,906,224	1,803,575

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RESIDENTIAL COLLECTION

GOALS:

- To provide a safe, effective and efficient automated collection system for residential 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 and personal injury prevention training.
- Continue monitoring the customer base to provide effective and efficient Residential Solid Waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	33,171	33,734	34,043	34,297	34,860
Annual tons collected	29,753	27,855	30,956	27,291	26,745
Annual disposal cost	$457,006	$494,148	$478,270	$484,142	$474,456
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0%	0%
Chargeable vehicle accidents per year	6	6	1	5	1
Reduce average number of complaints per route per year	76	72	30	58	30
Average number of households per route per day	829	843	851	857	872

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	573,139	554,641	554,641	554,641	541,236
Supplies & Materials	343,965	373,291	375,441	263,900	325,026
Services & Maintenance	1,458,156	1,861,299	1,861,117	1,861,117	1,861,299
Capital Equipment	109,329	321,575	378,759	378,759	607,871
Internal Services	123,253	146,728	146,728	120,517	98,348
Subtotal	2,607,842	3,257,534	3,316,686	3,178,934	3,433,780
Capital Projects	0	0	0	0	0
Cost Allocation	108,841	112,553	112,553	116,150	104,001
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	108,841	112,553	112,553	116,150	104,001
Division Total	2,716,683	3,370,087	3,429,239	3,295,084	3,537,781

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 four 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 site 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	97,818	91,789	93,132	89,111	91,784
Disposal Cost	$1,502,484	$1,418,095	$1,438,884	$1,545,039	$1,591,390
Quantity of municipal solid waste received at transfer station outside of route collections	3,987	3,230	2,616	2,606	2,684
Miles driven per year (transport trucks)	163,520	175,350	172,800	177,590	183,324

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 11 - FYE 15 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	2,268,215	2,604,361	2,855,985	3,797,735	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,268,215	2,604,361	2,855,985	3,797,735	0
Division Total	2,268,215	2,604,361	2,855,985	3,797,735	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	147,988	484,394	484,394	371,703	314,281
Interfund Transfers	0	0	0	0	0
Subtotal	147,988	484,394	484,394	371,703	314,281
Division Total	147,988	484,394	484,394	371,703	314,281

FUND SUMMARY

TOTAL WASTEWATER FUND (32)

MISSION:

The mission of the Wastewater 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 Wastewater 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 Wastewater 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	22	22	22	22	20
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	23	23	23	23	21

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,547,178	1,755,737	1,755,737	1,755,737	1,598,052
Supplies & Materials	131,789	188,634	191,591	189,348	193,867
Services & Maintenance	1,056,147	1,024,396	1,237,131	1,222,455	952,556
Capital Equipment	23,870	60,409	60,409	60,409	0
Internal Services	43,511	43,386	43,386	34,296	29,347
Subtotal	2,802,485	3,072,562	3,288,254	3,262,245	2,773,822
Capital Projects	663,702	676,200	3,107,730	3,316,239	1,092,000
Cost Allocations	1,012,558	924,488	924,488	1,084,159	1,005,771
Debt Service	1,684,413	1,670,260	1,670,260	1,670,260	1,658,384
Interfund Transfers	2,194,113	3,018,921	3,018,921	6,159,194	1,694,595
Subtotal	5,554,786	6,289,869	8,721,399	12,229,852	5,450,750
Fund Total	8,357,271	9,362,431	12,009,653	15,492,097	8,224,572

DIVISON SUMMARY

032-5541 WASTEWATER / 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 Wastewater Treatment Divisions. The Wastewater Division is organized as reflected below:

- Administration
- Laboratory
- Biosolids
- Operations & Maintenance

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	306,064	323,861	323,861	323,861	318,008
Supplies & Materials	5,365	8,314	8,039	7,087	8,314
Services & Maintenance	22,147	138,542	139,042	139,042	38,542
Capital Equipment	7,655	2,500	2,500	2,500	0
Internal Services	7,334	4,507	4,507	3,762	3,451
Subtotal	348,565	477,724	477,949	476,252	368,315
Capital Projects	0	0	0	0	0
Cost Allocations	545,662	457,373	457,373	590,207	556,491
Debt Service	0	0	0	0	0
Interfund Transfers	2,194,113	3,018,921	3,018,921	6,159,194	1,694,595
Subtotal	2,739,775	3,476,294	3,476,294	6,749,401	2,251,086
Division Total	3,088,340	3,954,018	3,954,243	7,225,653	2,619,401

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WASTEWATER / ADMINISTRATION

GOALS:

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.

OBJECTIVES:

- Maintain plant compliance while under sludge improvement project start-up.
- 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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	109	120	121	12	12
Formal operations training hours per operator	6	6	6	6	6

Notes to Results Report:

Water quality violations and % completion of sludge improvements project are linked together.

DIVISON SUMMARY

032-5545 WASTEWATER / 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	154,962	154,989	154,989	154,989	150,794
Supplies & Materials	32,339	39,805	42,805	38,889	38,959
Services & Maintenance	316,408	215,159	391,345	391,345	215,159
Capital Equipment	7,581	0	0	0	0
Internal Services	10,866	13,195	13,195	12,435	9,643
Subtotal	522,156	423,148	602,334	597,658	414,555
Capital Projects	0	0	0	0	0
Cost Allocations	64,980	65,221	65,221	69,595	63,366
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	64,980	65,221	65,221	69,595	63,366
Division Total	587,136	488,369	667,555	667,253	477,921

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WASTEWATER / BIO-SOLIDS

GOALS:

- To 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.
- To increase the number of hours of informal training.
- Train employees on the use of new sludge dewatering equipment.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain compliance with the City's ODEQ approved Sludge Management Plan.
- Hold monthly training sessions.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
PSRP requirements met	98%	100%	100%	100%	100%
Number of in-house training hours per employee	10	11	12	10	10

Note to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
PSRP- Process to Significantly Reduce Pathogens

DIVISON SUMMARY

032-5543 WASTEWATER / 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 Wastewater 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	264,986	279,813	279,813	279,813	277,169
Supplies & Materials	6,546	14,579	15,404	15,182	14,564
Services & Maintenance	177,078	133,049	169,098	169,098	133,549
Capital Equipment	4,317	0	0	0	0
Internal Services	6,860	6,781	6,781	3,809	3,416
Subtotal	459,787	434,222	471,096	467,902	428,698
Capital Projects	0	0	0	0	0
Cost Allocations	136,248	135,675	135,675	149,084	135,767
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	136,248	135,675	135,675	149,084	135,767
Division Total	596,035	569,897	606,771	616,986	564,465

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WASTEWATER / 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 Stormwater Program Coordinator to ensure pollution prevention in receiving stream.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Permitted industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	90%	100%	100%	100%	100%
Required licensed food establishments to participate in fats, oil and grease program	100%	100%	100%	100%	100%
Waste silver dischargers to participate in the Silver Program	100%	100%	100%	100%	100%
Revenue collected	$91,114	$103,003	$94,000	$95,800	$92,000
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 WASTEWATER / 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 Wastewater Treatment 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	3	3	3	3	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	2

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	154,267	220,948	220,948	220,948	157,224
Supplies & Materials	10,028	18,170	18,170	18,170	18,170
Services & Maintenance	974	8,840	8,840	8,840	8,840
Capital Equipment	2,878	0	0	0	0
Internal Services	1,239	1,456	1,456	44	10
Subtotal	169,386	249,414	249,414	248,002	184,244
Capital Projects	0	0	0	0	0
Cost Allocations	77,077	76,185	76,185	80,960	73,507
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	77,077	76,185	76,185	80,960	73,507
Division Total	246,463	325,599	325,599	328,962	257,751

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WASTEWATER / LABORATORY

GOALS:

- To improve ODEQ inspection reviews.
- To ensure the validity, reliability, and timeliness of the laboratory's analysis results.

OBJECTIVES:

- To adhere to the regulations at 40 CFR.
- To increase the percentage of "acceptable" quality control analysis.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percent compliance with QC standards	100%	100%	100%	100%	100%
Number of deficiencies on ODEQ annual inspection	0	0	0	0	0

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality
CFR – Code of Federal Regulations
QC – Quality Control

DIVISION SUMMARY

032-5546 WASTEWATER / OPERATIONS & MAINTENANCE

MISSION:

The Operations and Maintenance Division provides support to the Wastewater Treatment 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 Wastewater Treatment Facility.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	11	11	11	11	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	11

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	678,089	776,126	776,126	776,126	694,857
Supplies & Materials	77,511	107,766	107,173	110,020	113,860
Services & Maintenance	539,540	528,806	528,806	514,130	556,466
Capital Equipment	1,439	57,909	57,909	57,909	0
Internal Services	17,212	17,447	17,447	14,246	12,827
Subtotal	1,313,791	1,488,054	1,487,461	1,472,431	1,378,010
Capital Projects	0	0	0	0	0
Cost Allocation	188,591	190,034	190,034	194,313	176,640
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	188,591	190,034	190,034	194,313	176,640
Division Total	1,502,382	1,678,088	1,677,495	1,666,744	1,554,650

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WASTEWATER / OPERATIONS & MAINTENANCE

GOALS:

- To provide operators with on-going process control training.
- To maintain efficiency level as the sludge improvement project start-up continues.
- To train all staff members on the proper use of the new sludge dewatering equipment.
- Keep excessive utility usage to a minimum.

OBJECTIVES:

- Hold training sessions as needed to review safety, operations, sludge thickening/dewatering, and process control issues.
- Monitor areas of excessive utility usage, and determine how to mediate that situation.
- Give at least one staff member the opportunity to upgrade ODEQ license.
- Provide operations and maintenance training to make our plant process efficient during the start-up process of the sludge improvements project.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters, which include CBOD, TSS, Ammonia, and D.O. total of four (4) parameters each month	n/a	100%	100%	100%	100%
Maximum average of daily Kwh's of electrical usage in the biological treatment process	15,000	15,000	15,000	15,500	15,000
Number of training hours per employee	11	12	12	12	12

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 - WASTEWATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Wastewater Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 11 - FYE 15 for a detailed analysis of Wastewater Fund Capital Operations.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	663,702	676,200	3,107,730	3,316,239	1,092,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	663,702	676,200	3,107,730	3,316,239	1,092,000
Division Total	663,702	676,200	3,107,730	3,316,239	1,092,000

DIVISION SUMMARY

032-5549 WASTEWATER / 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 Wastewater Fund.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	.	0	0
Cost Allocation	0	0	0	0	0
Debt Service	1,684,413	1,670,260	1,670,260	1,670,260	1,658,384
Interfund Transfers	0	0	0	0	0
Subtotal	1,684,413	1,670,260	1,670,260	1,670,260	1,658,384
Division Total	1,684,413	1,670,260	1,670,260	1,670,260	1,658,384

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 wastewater treatment 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 455 miles of sanitary sewer mains, seventeen sewage pumping stations, and 10,631 manholes. Personnel are on duty from 8:00 a.m. to midnight Monday-Friday, 8:00 a.m. to 4:00 p.m. Saturday and Sunday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	25	25	25	25	21
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	21

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,313,132	1,579,534	1,579,534	1,579,534	1,329,477
Supplies & Materials	162,273	194,968	194,929	172,191	199,052
Services & Maintenance	296,804	340,982	430,655	430,697	340,982
Capital Equipment	161,945	149,500	172,928	172,928	24,059
Internal Services	166,160	212,648	212,648	219,891	157,588
Subtotal	2,100,314	2,477,632	2,590,694	2,575,241	2,051,158
Capital Projects	2,380,328	2,941,650	5,925,607	5,925,607	1,918,265
Cost Allocation	652,676	645,897	645,897	704,604	643,426
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	3,033,004	3,587,547	6,571,504	6,630,211	2,561,691
Fund Total	5,133,318	6,065,179	9,162,198	9,205,452	4,612,849

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 462 miles of sanitary sewer mains, nineteen sewage pumping stations, and 10,665 manholes. Personnel are on duty from 8:00 a.m. to midnight Monday-Friday, 8:00 a.m. to 4:00 p.m. Saturday and Sunday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	25	25	25	25	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	20

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,273,937	1,503,073	1,503,073	1,503,073	1,261,168
Supplies & Materials	159,402	191,727	191,688	170,244	196,719
Services & Maintenance	296,092	338,882	428,555	428,597	338,882
Capital Equipment	161,945	149,500	172,928	172,928	24,059
Internal Services	166,161	212,648	212,648	219,891	157,588
Subtotal	2,395,830	2,395,830	2,508,892	2,494,733	1,978,416
Capital Projects	0	0	0	0	0
Cost Allocation	652,676	645,897	645,897	704,604	643,426
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	652,676	645,897	645,897	704,604	643,426
Division Total	2,710,213	3,041,727	3,154,789	3,199,337	2,621,842

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / SEWER LINE MAINTENANCE

GOALS:

- Maintain a quality and effective sewer service to the residents and commerce of Norman.
- Provide customer-oriented service
- Provide safe working conditions for division employees

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 1,900,000 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	.0	0	0	0	0
Response to citizen calls (business hours)	.23 hr	.26 hr	.25 hr	.25 hr	.25 hr
Percent hours lost due to OJI per 1,000 hours worked	0	0	0	0	0
Feet of sewer line cleaned	1,508,714	1,406,673	1,800,000	1,800,000	1,900,000
Feet of sewer line roots mechanically removed	35,878	89,859	30,000	40,000	80,000
Feet of sewer pipe treated for roots	96,736	105,035	100,000	100,000	100,000
Feet of sewer pipe CCTV inspected	186,397	372,211	250,000	250,000	400,000
Number of sanitary sewer overflows	62	655	50	50	50
Lift station preventative maintenance hours	4,800 hrs	5,024 hrs	4,200 hrs	4,200 hrs	3,200 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	3,771	4,297	3,000	3,000	3,000
Number of service requests responded to	471	361	500	500	500

Notes to Results Report:

SSOs – 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 Wastewater 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	0	0	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	1	1	1

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	16,637	76,461	76,461	76,461	68,309
Supplies & Materials	2,871	3,241	3,241	1,947	2,333
Services & Maintenance	709	2,100	2,100	2,100	2,100
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	20,217	81,802	81,802	80,508	72,742
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	20,217	81,802	81,802	80,508	72,742

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	99%	98%	90%	98%	90%
Respond to public requests for information within 4 working hours – 80% of the time	95%	96%	80%	96%	80%

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 11 – FYE 15 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	2,380,328	2,941,650	5,925,607	5,925,607	1,918,265
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,380,328	2,941,650	5,925,607	5,925,607	1,918,265
Division Total	2,380,328	2,941,650	5,925,607	5,925,607	1,918,265

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 Wastewater 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 Wastewater System.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	1,614,490	8,565,000	13,725,650	11,700,650	3,828,000
Cost Allocations	0	0	0	0	0
Debt Service	0	845,000	845,000	845,000	405,264
Interfund Transfers	0	0	0	0	0
Subtotal	1,614,490	9,410,000	14,570,650	12,545,650	4,233,264
Fund Total	1,614,490	9,410,000	14,570,650	12,545,650	4,233,264

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 Wastewater System. This Sewer Sales Tax ended September 30, 2006.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	2,266,751	0	6,260,135	4,279,390	4,154,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	2,740,800	2,740,800	2,740,800	0
Subtotal	2,266,751	2,740,800	9,000,935	7,020,190	4,154,000
Fund Total	2,266,751	2,740,800	9,000,935	7,020,190	4,154,000

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	49	49	49	49	49
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	52	52	52	52	52

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	3,443,729	3,662,106	3,662,106	3,662,106	3,527,776
Supplies & Materials	1,370,632	1,722,181	1,990,822	1,961,914	1,656,391
Services & Maintenance	2,045,041	2,528,265	2,515,851	2,340,924	2,606,651
Capital Equipment	82,338	131,806	220,661	220,661	267,939
Internal Services	349,304	347,241	347,241	353,169	223,000
Subtotal	7,291,044	8,391,599	8,736,681	8,538,774	8,281,757
Capital Projects	4,784,414	20,164,550	36,361,635	36,771,660	2,494,948
Cost Allocations	1,555,681	1,610,786	1,610,786	1,653,376	1,479,364
Debt Service	1,730,112	2,436,777	2,513,658	2,450,658	2,624,924
Interfund Transfers	566,250	427,799	427,799	426,074	731,893
Subtotal	8,636,457	24,639,912	40,913,878	41,301,768	7,331,129
Fund Total	15,927,501	33,031,511	49,650,559	49,840,542	15,612,886

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, wastewater system and sanitation services for the City of Norman.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	592,103	627,235	627,235	627,235	603,595
Supplies & Materials	4,173	10,212	12,012	11,774	10,297
Services & Maintenance	21,755	48,166	44,842	43,622	47,306
Capital Equipment	1,439	2,300	3,824	3,824	31,150
Internal Services	8,664	8,667	8,667	11,149	10,664
Subtotal	628,134	696,580	696,580	697,604	703,012
Capital Projects	0	0	0	0	0
Cost Allocation	152,675	159,791	159,791	162,374	144,959
Debt Service	0	0	0	0	0
Interfund Transfers	566,250	427,799	427,799	426,074	731,893
Subtotal	718,925	587,590	587,590	588,448	876,852
Division Total	1,347,059	1,284,170	1,284,170	1,286,052	1,579,864

Note:
See Total Utilities Department Administration for Goals, Objectives and Performance Indicators.

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 wastewater 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	*39,356	41,871	41,871	41,871	41,527
Supplies & Materials	917	1,400	1,400	1,400	1,400
Services & Maintenance	0	0	0	0	0
Capital Equipment	2,849	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	43,122	43,271	43,271	43,271	42,927
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	43,122	43,271	43,271	43,271	42,927

*Beginning FYE 08, Salary split between Water and Wastewater 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 wastewater atlases as current information.
- Reduce the time between receipt of as-builts and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Provide support to GIS and Utilities applications, particularly CityWorks work order management system.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	49%	55%	60%	50%	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:
GIS – Geographic Information Systems

DIVISION SUMMARY

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

- Provide clean drinking water from point sources to public and private users.
- Maintain the water distribution system in such a manner that the drinking water is safe and that adequate fire suppression supply and storage are available at all times.
- Safely transport wastewater from the citizenry to the wastewater treatment facility.
- Maintain the wastewater collection system in such a condition to minimize service disruption, household backup or overflow in the environment.
- Provide equipment and training to ensure a safe working environment.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance. They also manage capital projects relating to the constructions/rehabilitation of the water and sewer systems. All Division employees, except clerical, are properly licensed by the ODEQ. Continuous training is required for license renewal to provide personnel with skills necessary to safeguard public health and safety.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	209,576	224,223	224,223	224,223	218,665
Supplies & Materials	3,022	4,188	4,735	4,287	3,949
Services & Maintenance	71,488	82,683	82,683	75,847	85,165
Capital Equipment	0	0	0	0	2,395
Internal Services	5,627	5,435	5,435	3,669	3,109
Subtotal	289,713	316,529	317,076	308,026	313,283
Capital Projects	0	0	0	0	0
Cost Allocation	91,605	95,874	95,874	97,427	86,976
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	91,605	95,874	95,874	97,427	86,976
Division Total	381,318	412,403	412,950	405,453	400,259

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer complaints handled in 1 day	n/a	18	20	19	17
% 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	150	100	100	100	100
% of invoices processed for payment authorization within 1 day of receipt	n/a	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,170	1,170	1,200	1,150	1,200
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	n/a	n/a	100%	100%	100%

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 530 miles of water lines and associated 5,066 fire hydrants and 7,976 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 35,308 existing water meters are provided by Division personnel.

Personnel are on duty from 8 a.m. until 4:30 p.m. seven days a week, 365 days a year, with all personnel subject to emergency callback to ensure public health and safety.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	1,417,468	1,574,304	1,574,304	1,574,304	1,524,934
Supplies & Materials	383,341	415,450	421,066	396,154	412,536
Services & Maintenance	46,053	58,306	65,842	65,842	58,756
Capital Equipment	40,348	55,501	140,941	140,941	179,323
Internal Services	260,161	289,827	289,827	287,276	176,182
Subtotal	2,147,371	2,393,388	2,491,980	2,464,517	2,351,731
Capital Projects	0	0	0	0	0
Cost Allocation	763,672	799,263	799,263	812,190	725,084
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	763,672	799,263	799,263	812,190	725,084
Division Total	2,911,043	3,192,651	3,291,243	3,276,707	3,076,815

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.
- Conduct a maintenance program to exercise water line valves throughout the City's distribution system.
- Provide a stable and safe working environment.
- Expedient and quality installation of materials necessary to provide quality service to the citizens we serve.

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 expedient and 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 500 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Improve performance and efficiency of line replacement.
- Replace 10,000 linear feet of pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	2.14 hours	1.97 hours	2 hours	2.30 hours	2.30 hours
Number of AMR meters installed	200	546	600	600	600
Service calls completed	4,484	4,346	4,000	4,200	4,100
Number of locates completed	3,844	3,589	3,000	3,000	3,200
Number of valves exercised	1,924	1,368	2,000	1,800	2,000
Percent hours lost to OJI per 1,000 hours worked	5.3%	3.26%	0.01%	2.0%	0.01%
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	8,380 ft	3,490 ft	5,980 ft	5,980 ft	3,520 ft
Feet of "hot soils" (corrosive soils) pipe replaced	3,736 ft	5,055 ft	3,275 ft	4,995 ft	2,360 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	273,433	288,803	288,803	288,803	278,042
Supplies & Materials	2,781	4,321	4,682	4,524	4,851
Services & Maintenance	694,326	806,016	807,619	640,748	38,372
Capital Equipment	2,878	9,675	9,675	9,675	0
Internal Services	69,939	37,628	37,628	44,417	26,836
Subtotal	1,043,357	1,146,443	1,148,407	988,167	348,101
Capital Projects	0	0	0	0	0
Cost Allocation	547,729	555,858	555,858	581,385	522,345
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	547,729	555,858	555,858	581,385	522,345
Division Total	1,591,086	1,702,301	1,704,265	1,569,552	870,446

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

- To provide the other three divisions with the support they need to perform their functions effectively and efficiently.
- To ensure employee safety and increase training within the work force.
- To inform and educate the public on various water issues.
- To provide service to the customer at the minimum possible cost consistent with producing high quality water.

OBJECTIVES:

- Continue to develop the new maintenance database software and assist the Plant and Wells divisions in tracking maintenance tasks.
- Update chlorine Risk Management Plan.
- Retain higher skilled, cross-trained workers.
- Develop better handout materials for plant tours.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Total hours lost to OJI (safety)	0	24	0	200	0
Safety training sessions held (safety)	13	13	12	13	12
Tours conducted (public education)	9	7	9	14	9
Number of people on tours	104	129	120	225	120

Notes to Results Report:

OJI – On-the-job Injury

DIVISION SUMMARY

031-5536 WATER / LABORATORY

MISSION:

- To 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.
- To effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- To 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	100,112	109,133	109,133	109,133	106,733
Supplies & Materials	35,356	33,762	39,388	38,839	36,512
Services & Maintenance	41,650	32,461	35,904	35,904	32,715
Capital Equipment	1,755	27,000	28,891	28,891	7,000
Internal Services	760	810	810	2,487	2,609
Subtotal	179,633	203,166	214,126	215,254	185,569
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	179,633	203,166	214,126	215,254	185,569

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 in upcoming regulations and relevant research.
- Fully document all complaints and inquiries in writing and respond to each situation appropriately.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	100%	100%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	95%	98%	100%	98%	100%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	0	0	0	14	0
WTP and Water Well sample collection	100%	100%	100%	98%	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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	666,747	681,012	681,012	681,012	657,549
Supplies & Materials	909,191	1,235,310	1,486,630	1,485,271	1,107,446
Services & Maintenance	1,038,648	1,380,609	1,351,284	1,351,284	1,870,978
Capital Equipment	5,701	10,330	10,330	10,330	0
Internal Services	1,568	2,277	2,277	1,255	966
Subtotal	2,621,855	3,309,538	3,531,533	3,529,152	3,636,939
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	2,621,855	3,309,538	3,531,533	3,529,152	3,636,939

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.
- 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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)*	64.87%	88.58%	95%	99.22%	100%
Percent of bacterial water samples passing (quality)	99.55%	99.82%	99.5%	99.84%	99.5%
Number of complaints on water quality or pressure	40	31	80	80	80
Water production, million gallons per day*					
Average day	12.32	12.42	14.96	11.90	15.24
Maximum day	22.33	23.38	29.92	22.12	30.48

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	121,024	115,525	115,525	115,525	96,731
Supplies & Materials	31,851	17,538	20,909	19,665	79,400
Services & Maintenance	130,995	119,365	127,018	127,018	472,700
Capital Equipment	27,368	27,000	27,000	27,000	48,071
Internal Services	2,585	2,597	2,597	2,916	2,634
Subtotal	313,823	282,025	293,049	292,124	699,536
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	313,823	282,025	293,049	292,124	699,536

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	86%	96%	90%	95%	90%
Percentage of time well production is in the "target" range	1.37%	29%	90%	21.9%	90%

Notes to Results Reports:

"Target range" for well production is a goal designed to both reduce the amount we exceed the allocation of water from Lake Thunderbird and minimize the amount of water purchased from Oklahoma City. 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. "Target range" operation was not in effect until March 2009. Target was changed in January 2010 based on new information to the 4.0 MGD average.

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 11 - FYE 15 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	4,784,414	20,164,550	36,361,635	36,771,660	2,494,848
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	4,784,414	20,164,550	36,361,635	36,771,660	2,494,848
Division Total	4,784,414	20,164,550	36,361,635	36,771,660	2,494,848

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	1,730,112	2,436,777	2,513,658	2,450,658	2,624,924
Interfund Transfers	0	0	0	0	0
Subtotal	1,730,112	2,436,777	2,513,658	2,450,658	2,624,924
Division Total	1,730,112	2,436,777	2,513,658	2,450,658	2,624,924

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	52	659	659	659	659
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	52	659	659	659	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	52	659	659	659	659

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (30)

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 will be 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	7	0	0	0	0
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	8	0	0	0	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	771,492	0	0	0	0
Supplies & Materials	122,291	0	0	0	0
Services & Maintenance	229,903	0	0	0	0
Capital Equipment	12,495	0	0	0	0
Internal Services	93,118	0	0	0	0
Subtotal	1,229,299	0	0	0	0
Capital Projects	21,630	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	212,613	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	234,243	0	0	0	0
Fund Total	1,463,542	0	0	0	0

DIVISION SUMMARY

030-7032 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 active men's, women's, junior's and senior's programs. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	2	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	0	0	0	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	185,454	0	0	0	0
Supplies & Materials	6,275	0	0	0	0
Services & Maintenance	203,002	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	68,351	0	0	0	0
Subtotal	463,082	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	463,082	0	0	0	0

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 player interest.
- To create women's player interest.

OBJECTIVES:

- We will 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.
- We will keep our 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.
- We will promote the game of golf through our professional teaching staff that have knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- We will implement new junior clinics to grow junior play and the Junior Golf Academy.
- We will implement new women's clinics to promote women's and family play.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	34,482	37,143	0	0	0
Men's & Women's Associations	15	15	0	0	0
Outside tournaments	42	38	0	0	0
Junior Academy Participants	86	94	0	0	0
Memberships:					
Regular annual	8	7	0	0	0
Senior annual	0	2	0	0	0
Junior annual	2	1	0	0	0
Junior summer	9	3	0	0	0

Notes to Results Report:

*Number of rounds played are affected by weather, course conditions, price and number of other available golf courses in the area.

DIVISION SUMMARY

030-7031 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Full-time Positions	5	0	0	0	0
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	6	0	0	0	0

EXPENDITURES:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	460,571	0	0	0	0
Supplies & Materials	84,937	0	0	0	0
Services & Maintenance	11,922	0	0	0	0
Capital Equipment	12,495	0	0	0	0
Internal Services	14,476	0	0	0	0
Subtotal	584,401	0	0	0	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	584,401	0	0	0	0

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 establish the renovated facility as a major attraction to golfers in central Oklahoma.

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.
- To establish vigorous turf on all renovated areas, as well as maintaining existing turf.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.7%	98%	0	0	0
Turf quality**	8.7	8.3	0	0	0
On the job injuries	1	0	0	0	0
Percent of disturbed area established in turf	97%	98%	0	0	0

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 have recently been initiated. Data will appear in the FYE 2011 budget.

DIVISION SUMMARY

030-7033 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	117,199	0	0	0	0
Supplies & Materials	31,079	0	0	0	0
Services & Maintenance	15,006	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	10,291	0	0	0	0
Subtotal	173,575	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	173,575	0	0	0	0

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 08 ACTUAL	FYE 09 ACTUAL	FYE 10 PLAN	FYE 10 ESTIMATE	FYE 11 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	$18,339	$3,108	0	0	0
Number of swim lessons	822	720	0	0	0
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	30,520	24,660	0	0	0

DIVISION SUMMARY

030 - WESTWOOD / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Westwood Park Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 11 - FYE 15 for a detailed analysis of Westwood Capital Projects.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	21,630	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	21,630	0	0	0	0
Division Total	21,630	0	0	0	0

DIVISION SUMMARY

030 - 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	212,613	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	212,613	0	0	0	0
Division Total	212,613	0	0	0	0

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 11 - FYE 15 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	461,889	493,128	493,128	493,128	482,210
Supplies & Materials	0	0	0	0	0
Services & Maintenance	10,661	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	353	375	375	375	368
Subtotal	472,903	493,503	493,503	493,503	482,578
Capital Projects	13,741,706	14,937,660	35,279,383	34,197,333	17,109,890
Cost Allocations	0	0	0	0	0
Debt Service	242,393	0	0	0	223,421
Interfund Transfers	3,120,054	3,267,658	3,328,010	4,316,651	3,549,577
Subtotal	17,104,153	18,205,318	38,607,393	38,513,984	20,882,888
Fund Total	17,577,056	18,698,821	39,100,896	39,007,487	21,365,466

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 ADOPTED
Salaries & Benefits	461,889	493,128	493,128	493,128	482,210
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	353	375	375	375	368
Subtotal	462,242	493,503	493,503	493,503	482,578
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	462,242	493,503	493,503	493,503	482,578

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 11 - FYE 15 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	13,741,706	14,937,660	35,279,383	34,197,333	17,109,890
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	223,421
Interfund Transfers	3,120,054	3,267,658	3,328,010	4,316,651	3,549,577
Subtotal	16,861,760	18,205,318	38,607,393	38,513,984	20,882,888
Division Total	16,861,760	18,205,318	38,607,393	38,513,984	20,882,888

FUND SUMMARY

TOTAL HALL PARK ASSESSMENT DISTRICT FUND (54)

MISSION:

The mission of the Hall Park Assessment District Fund is to monitor and record all revenue and expenditures associated with the Hall Park Assessment District.

DESCRIPTION:

A Capital Project Fund to account for and monitor revenues and capital project expenditures from the special assessment district effective October 1, 2003.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	25,178	0
Subtotal	0	0	0	25,178	0
Fund Total	0	0	0	25,178	0

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	4,622,529	4,471,500	17,630,953	1,543,495	820,000
Cost Allocations	0	0	0	0	0
Debt Service	526,038	943,650	943,650	943,650	943,650
Interfund Transfers	784,283	0	0	0	0
Subtotal	5,653,850	5,415,150	18,574,603	2,487,145	1,763,650
Fund Total	5,932,850	5,415,150	18,574,603	2,487,145	1,763,650

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	12,859	576,200	662,426	662,426	107,800
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	12,859	576,200	662,426	662,426	107,800
Fund Total	12,859	576,200	662,426	662,426	107,800

SPECIAL GRANTS FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
na	022-9813-452	PR0114	36th/Ed Noble Plant Replacements	1,232	0	0	0	0	0	0
na	022-9503-435	TR0071	CNG Facility	200,000	0	0	0	0	0	0
na	022-9813-452	PR0119	Griffin HWY Tree Grant	24,500	0	0	0	0	0	0
na	022-9834-452	PR0044	Legacy S Ext/Campus-Duffy	280,361	0	0	0	0	0	0
			TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**506,093**	**0**	**0**	**0**	**0**	**0**	**0**

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
13	027-9368-431	TF0001	Campus Corner Revitalization	228,649	0	0	0	0	0	0
			TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS	**228,649**	**0**	**0**	**0**	**0**	**0**	**0**

WESTWOOD FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
			CAPITAL PROJECTS - GOLF							
na	029-9372-451	WG0001	Compost/sod/cartpath/fence	3,120	0	0	0	0	0	0
			Subtotal GOLF	**3,120**	**0**	**0**	**0**	**0**	**0**	**0**
			CAPITAL PROJECTS - POOL							
na	029-	WP	No projects scheduled	0	0	0	0	0	0	0
			Subtotal POOL	**0**	**0**	**0**	**0**	**0**	**0**	**0**
			TOTAL WESTWOOD PARK FUND 29* PROJECTS	**3,120**	**0**	**0**	**0**	**0**	**0**	**0**

WATER FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
			ARSENIC TREATMENT							
22	031-9345-462	WA0009	Arsenic Related Well Modifications	619,563	791,005	0	0	0	0	0
23	031-9345-462	WA0253	Arsenic Treatment - Well 31 Arsenic Removal	306,260	188,000	0	0	0	0	0
			Subtotal Arsenic Treatment Projects	**925,823**	**979,005**	**0**	**0**	**0**	**0**	**0**
			WATER DISTRIBUTION SYSTEM							
24	031-9360-462	WA0134	Water Distribution Improvements-Segment A (PayGo)	0	0	0	0	0	0	1,088,000
25	031-9360-462	WA	Water Distribution Improvements-Segment B	0	0	0	0	0	0	3,022,000
26	031-9360-462	WA	Water Distribution Improvements-Segment D (PayGo)	0	0	1,255,000	911,000	0	0	1,183,000
na	031-9360-462	WA0292	Water Distribution Improvements-Segment F	193,100	0	0	0	0	0	0
27	031-9360-462	WA	Water Distribution Improvements-Segment G	0	0	0	408,000	0	0	0
28	031-9360-462	WA	Water Distribution Improvements-Segment H	0	0	233,000	0	0	0	0
na	031-9345-462	WA0307	Water Supply Lines Phase 2 (PayGo) 12"&16"	1,278,911	0	0		0	0	0
29	031-9345-462	WA	Water Supply Lines Phase 3	0	0	3,033,000	0	4,581,000	0	0
			Subtotal Water Distribution System Projects	**1,472,011**	**0**	**4,521,000**	**1,319,000**	**4,581,000**	**0**	**5,293,000**
			WATER TOWERS							
na	031-9354-462	WA0039	Water Tower Maint - Boyd Tower	540,000	0	0	0	0	0	0
30	031-9354-462	WA	Water Tower Maint - Cascade Tower	0	0	0	440,000	0	0	0
31	031-9354-462	WA0294	Water Tower Maint - Hall Park	35,000	0	350,000	0	0	0	0
na	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower	200,000	0	0	0	0	0	0
32	031-9354-462	WA0040	Water Tower Maint - Robinson Tower	0	164,000	0	0	0	0	0
33	031-9354-462	WA0293	Water Towers - SW or SE	100,000	0	2,700,000	0	0	0	0
			Subtotal Water Tower Projects	**875,000**	**164,000**	**3,050,000**	**440,000**	**0**	**0**	**0**
			WATER WELL AND DISTRIBUTION SYSTEM							
na	031-9380-462	WA0295	Cleveland County Detention Center Infrastructure	50,000	0	0	0	0	0	0
na	031-9353-462	WA0026	Rebuild Well Houses	25,000	0	0	0	0	0	0
na	031-9939-462	WA0296	Water Well #23 Modifications	15,000	0	0	0	0	0	0
na	031-9345-462	WA0102	Water Well #41	793	0	0	0	0	0	0
na	031-9345-462	WA0103	Water Well #42	21,418	0	0	0	0	0	0
na	031-9345-462	WA0104	Water Well #43	6,167	0	0	0	0	0	0
na	031-9353-462	WA0297	Water Well Telemetry	100,000	0	0	0	0	0	0
na	031-9939-462	WA0298	Water Wells (Plugging)	30,000	0	0	0	0	0	0
34	031-9642-462	WA0150	Well Variable Speed Pump Trial	0	30,000	0	0	0	0	0
			Subtotal Water Well and Distribution System Projects	**248,378**	**30,000**	**0**	**0**	**0**	**0**	**0**
35			**URBAN SERVICE AREA WATER LINES**							
			FYE 2010 Lines							
	031-9343-462	WA0299	Creston Way: Reed to Tollie*	24,624	0	0	0	0	0	0
	031-9343-462	WA0300	Villa: Alameda to Creston Way	25,000	0	0	0	0	0	0
	031-9343-462	WA0301	Morren Drive: SE 12th to Mt. Vernon	46,500	0	0	0	0	0	0
	031-9343-462	WA0302	Atterbury Drive: Morren Dr. to Stanton Dr. to Morren Dr.	57,500	0	0	0	0	0	0
			FYE 2011 Lines							
	031-9343-462	WA0151	Flood Ave: Cruce St to Brooks St	0	26,250	0	0	0	0	0
	031-9343-462	WA0152	Clement St:Flood to end	0	8,593	0	0	0	0	0
	031-9343-462	WA0153	Cruce St:Flood to Chautauqua	0	28,125	0	0	0	0	0
	031-9343-462	WA0154	Nebraska:Berry to Barbour	0	39,100	0	0	0	0	0
	031-9343-462	WA0155	Barbour: Iowa to Glenwood	0	34,375	0	0	0	0	0
			FYE 2012 Lines							
	031-9343-462	WA	Crawford Ave: Ridge Rd to Crystal Cir	0	0	70,000	0	0	0	0
	031-9343-462	WA	Crystal Cir: Porter to end	0	0	42,000	0	0	0	0
	031-9343-462	WA	Falcon Ct:Crawford Ave to end of cul de sac	0	0	27,000	0	0	0	0
	031-9343-462	WA	Skylark: Crawford Ave to end of cul de sac	0	0	27,000	0	0	0	0
	031-9343-462	WA	Wren: Falcon Ct to Skylark	0	0	12,000	0	0	0	0
	031-9343-462	WA	Chandelier Dr: Crystal Cir to Crystal Bend to end	0	0	37,800	0	0	0	0
			FYE 2013 Lines							
	031-9343-462	WA	High Meadows: 12th NE to Northcliff Ave	0	0	0	76,000	0	0	0
	031-9343-462	WA	Westfield: High Meadows to cul-de-sac	0	0	0	12,000	0	0	0
	031-9343-462	WA	Wind Hill Rd: High Meadows to cul-de-sac	0	0	0	18,000	0	0	0
	031-9343-462	WA	Peach Tree Ln: Glen Oaks Dr to Dalewood Pl	0	0	0	56,000	0	0	0
	031-9343-462	WA	Dalewood Pl: Peach Tree Ln to Clearwater	0	0	0	18,000	0	0	0
			FYE 2014 Lines							
	031-9343-462	WA	Comanche:Porter to Jones	0	0	0	0	56,000	0	0
	031-9343-462	WA	Crawford:Main to Comanche	0	0	0	0	16,000	0	0
	031-9343-462	WA	Peters: Main to Gray	0	0	0	0	16,000	0	0
	031-9343-462	WA	Peters: Main to Eufaula	0	0	0	0	36,000	0	0
			FYE 2015 Lines							
	031-9343-462	WA	Iowa St: Berry to Flood	0	0	0	0	0	68,000	0
	031-9343-462	WA	Barbour: Woods to Iowa	0	0	0	0	0	68,000	0
	031-9343-462	WA	Rancho Dr: Alameda to Creston Way	0	0	0	0	0	48,000	0
	031-9343-462	WA	Woodsboro Ct: Crossroads to cul de sac	0	0	0	0	0	30,000	0
			Subtotal Urban Service Area Water Line Projects	**153,624**	**136,443**	**215,800**	**180,000**	**124,000**	**214,000**	**0**

WATER FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
			DUCTILE IRON WATER LINES							
na	031-9360-462	WA0187	Pendleton Drive Area: Ductile WL Replacement	1,001,700	0	0	0	0	0	0
na	031-9360-462	WA0041	Applecreek Apts Ductile Iron Water Line Replacement	215,134	0	0	0	0	0	0
			Subtotal Ductile Iron Water Lines Projects	**1,216,834**	**0**	**0**	**0**	**0**	**0**	**0**
			WATER TREATMENT PLANT							
na	031-9939-462	WA0023	Security Improvements */#	102	0	0	0	0	0	0
na	031-9353-462	WA0027	Upgrade SCADA System	8,878	0	0	0	0	0	0
36	031-9353-462	WA0131	Water Line Improvements: High Pressure Plane	236,000	0	323,000	331,000	0	0	0
37	031-9677-462	WA0156	WTP Admin Lighting	0	41,000	0	0	0	0	0
na	031-9939-462	WA0303	WTP Laboratory Roof and HVAC	46,000	0	0	0	0	0	0
na	031-9939-462	WA0035	WTP-Safety Improvements/Roof Replacement	6,106	0	0	0	0	0	0
			Subtotal WTP Other Projects	**297,086**	**41,000**	**323,000**	**331,000**	**0**	**0**	**0**
38-39	031-9939-462		Water Treatment Plant Upgrade Phases 1 & 2							
		WA0132	High Service Line Repair(PayGo)	304,514	0	0	580,000	0	0	0
		WB0132	High Service Line Repair (SRF & grant)	2,604,991	0	0	0	0	0	0
		WA0133	Replace Control System (PayGo)	47,935	0	0	100,000	0	0	0
		WB0133	Replace Control System(SRF & grant)	605,000	0	0	0	0	0	0
		WA0272	Taste and Odor (PayGo)	1,165,295	0	0	6,650,000	0	0	0
		WB0272	Taste and Odor (SRF & grant)	1,805,000	0	0	0	0	0	0
		WA0273	Filters (PayGo)	130,783	0	0	0	0	0	0
		WB0273	Filters (SRF & grant)	2,049,846	0	0	0	0	0	0
		WA0274	Backwash Tower Repaint	0	0	0	0	0	0	0
		WA0275	Clarifier (PayGo)	209,351	0	0	0	0	0	0
		WB0275	Clarifier (SRF & Grant)	2,327,246	0	0	0	0	0	0
		WA0276	Residuals Upgrade (PayGo)	175,500	0	0	1,170,000	0	0	0
		WA0277	Lime Slakers (PayGo)	100,895	0	0	0	0	0	0
		WB0277	Lime Slakers (SRF & grant)	1,093,000	0	0	0	0	0	0
		WA0278	Generator (PayGo)	165,000	0	0	0	0	0	0
		WB0278	Generator (SRF & grant)	1,099,700	0	0	0	0	0	0
		WA0279	Small Clarifiers (PayGo)	0	0	0	85,000	0	0	0
		WA0280	Large Clarifier Repaint (PayGo)	47,463	0	0	0	0	0	0
		WB0280	Large Clarifier Repaint (SRF & grant)	372,000	0	0	0	0	0	0
		WA0281	Ammonia Feed (PayGo)	112,500	0	0	750,000	0	0	0
		WA0282	Clearwell Repair (PayGo)	0	0	0	50,000	0	0	0
		WA0283	42 inch Pipe chase	0	0	0	0	0	0	0
		WA0284	Recarb Basin Rehab (PayGo)	29,964	0	0	0	0	0	0
		WB0284	Recarb Basin Rehab (SRF & grant)	325,000	0	0	0	0	0	0
		WA0285	Alum Feed (PayGo)	58,665	0	0	300,000	0	0	0
		WB0285	Alum Feed (SRF & grant)	114,000	0	0	0	0	0	0
		WA0286	Chlorine (PayGo)	281,250	0	0	1,875,000	0	0	0
		WA0287	Fluoride (PayGo)	0	0	0	85,000	0	0	0
		WA0288	Chemical Feed Building (PayGo)	88,451	0	0	280,000	0	0	0
		WB0288	Chemical Feed Building (SRF & grant)	957,000	0	0	0	0	0	0
		WA0289	Filter Building (PayGo)	0	0	0	430,000	0	0	0
		WA0290	New Storage Area w/I New Building (PayGo)	34,500	0	0	230,000	0	0	0
		WA0291	WTP Phase 1: Improvement (PayGo)	0	0	0	0	0	0	0
		WB0291	WTP Phase 1: Improvement (SRF & grant)	49,300	0	0	0	0	0	0
			Subtotal WTP Upgrade Ph 1 & 2	**16,354,149**	**0**	**0**	**12,585,000**	**0**	**0**	**0**
			Subtotal Water Treatment Plant Projects	**16,651,235**	**41,000**	**323,000**	**12,916,000**	**0**	**0**	**0**
40			**HOT SOILS WATER LINE REPAIR PROGRAM**							
			FYE 2010 Lines							
	031-9344-462	WA0032	Canterbury St: Woods Ave to Robinson St hot soils water line	50,000	0	0	0	0	0	0
	031-9344-462	WA0033	Barbour Ave: Denison Dr to Berry Rd hot soils water line	50,000	0	0	0	0	0	0
			FYE 2011 Lines							
	031-9344-462	WA0086	Central Parkway: from NE 12 to end	0	50,000	0	0	0	0	0
	031-9344-462	WA0087	Newburry Dr: from NE 12th to end	0	50,000	0	0	0	0	0
			FYE 2012 Lines							
	031-9344-462	WA	Delancey Dr: From Central Parkway to Newbury Drive	0	0	50,000	0	0	0	0
	031-9344-462	WA	Inglewood Dr: From Central Parkway to Newbury Drive	0	0	50,000	0	0	0	0
			FYE 2013 Lines							
	031-9344-462	WA	Sandpiper Ln: Porter to War Bird Dr	0	0	0	48,000	0	0	0
	031-9344-462	WA	Oriole Dr: Sandpiper Ln to Wilderness Dr	0	0	0	31,000	0	0	0
	031-9344-462	WA	Summer Dr: 22nd Ave NE to Kara Ct	0	0	0	21,000	0	0	0
			FYE 2014 Lines							
	031-9344-462	WA	Buckingham Dr: 36th NW to Brownwood Ln	0	0	0	0	65,000	0	0
	031-9344-462	WA	Brownwood Ln: 36th NW to Buckingham Dr	0	0	0	0	35,000	0	0
			FYE 2015 Lines							
	031-9344-462	WA	Cimarron Dr: Tropicana to 2804 Cimarron Dr	0	0	0	0	0	50,000	0
	031-9344-462	WA	Camela St: Tropicana Ave to Cimarron Dr	0	0	0	0	0	20,000	0
	031-9344-462	WA	Knolwood St: Overbrook Dr to 2801 Tropicana Ave	0	0	0	0	0	30,000	0

WATER FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
			OTHER WATER PROJECTS							
na	031-5551-462	WA0304	Line Maintenance Facility Improvement-Windows	23,650	0	0	0	0	0	0
41	031-9540-419	EF1005	Fleet/Line Maintenance Roof Replacement	0	76,000	0	0	0	0	0
42	031-	WA	Cedar Lane Water Line	0	0	0	80,000	0	0	0
43	031-9642-462	WA0089	Arc Flash Safety	0	25,000	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
44	031-	WA	WTP: Raw Water Reservoir	0	0	0	0	0	0	19,575,000
45	031-	WA	WTP: Raw Waterline (Phase 2)	0	0	0	0	0	0	22,085,000
142	031-	WA	**Trnsfr to Capital Fund for Robinson & 12th NE Water Line**		TBD	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
na	031-9552-431	WA0244	Rock Creek WL Relocation Cost Sharing	290,994	0	0	0	0	0	0
129	031-	TR0058	**Trnsfr to Capital Fund for Boyd/Pickard Project**	0	0	0	0	0	0	38,500
46	031-9521-462	WA0305	Waterline Replacement Berry Road	926,500	640,500	0	0	0	0	0
47	031-9521-462	WA0306	Waterline Replacement Flood Avenue	303,000	303,000	303,000	0	0	0	0
na	031-9683-462	WA0149	Waterline Replacement Hall Park	350,400	0	0	0	0	0	0
na	031-9356-462	WA0188	SE Oklahoma Water Study	118,625	0	0	0	0	0	0
			Subtotal Other Water Projects	**2,147,990**	**1,144,500**	**403,000**	**180,000**	**100,000**	**100,000**	**41,698,500**
			SUBTOTAL PAYGO WATER PROJECTS	**23,690,895**	**2,494,948**	**8,512,800**	**15,035,000**	**4,805,000**	**314,000**	**46,991,500**
			WATER BOND PROJECTS Series 2006							
24	031-9345-462	WB0134	42" Waterline (Segment A, WTP to 24th NE) (Bonds)	75,525	0	0	0	0	0	0
na	031-9360-462	WB0183	24" Waterline (Segment C, Tecumseh Rd. to Target)	0	0	0	0	0	0	0
26	031-9360-462	WB0184	24" Waterline (Segment D, SH 9, 24th SW to Jenkins) (Bonds)	268,459	0	0	0	0	0	0
na	031-9227-462	WB0101	Well Design & Test	0	0	0	0	0	0	0
na	031-9345-462	WB0102	Water Well #41	140	0	0	0	0	0	0
na	031-9345-462	WB0125	Water Wells/Line 12" FY06*	0	0	0	0	0	0	0
na	031-9345-462	WB0127	Water Well # 51 to #61 (Design 11 wells)	95,217	0	0	0	0	0	0
na	031-9345-462	WB0107	Water Well #44	158,508	0	0	0	0	0	0
na	031-9345-462	WB0108	Water Well #45	187,507	0	0	0	0	0	0
na	031-9345-462	WB0109	Water Well #46	334,241	0	0	0	0	0	0
na	031-9345-462	WB0110	Water Well #47	328,841	0	0	0	0	0	0
na	031-9345-462	WB0111	Water Well #48	317,830	0	0	0	0	0	0
na	031-9345-462	WB0112	Water Well #49	312,846	0	0	0	0	0	0
na	031-9345-462	WB0113	Water Well #50	399,263	0	0	0	0	0	0
na	031-9345-462	WB0128	FYE 07 12" Water Line	285,556	0	0	0	0	0	0
na	031-9345-462	WB0114	Water Well #51	175,029	0	0	0	0	0	0
na	031-9345-462	WB0115	Water Well #52	221,352	0	0	0	0	0	0
na	031-9345-462	WB0116	Water Well #53	314,300	0	0	0	0	0	0
na	031-9345-462	WB0117	Water Well #54	179,203	0	0	0	0	0	0
na	031-9345-462	WB0118	Water Well #55	177,395	0	0	0	0	0	0
na	031-9345-462	WB0138	Monitor Wells	46,194	0	0	0	0	0	0
na	031-9345-462	WB0119	Water Well #56	180,598	0	0	0	0	0	0
na	031-9345-462	WB0120	Water Well #57	187,417	0	0	0	0	0	0
na	031-9345-462	WB0121	Water Well #58	193,905	0	0	0	0	0	0
na	031-9345-462	WB0122	Water Well #59	172,727	0	0	0	0	0	0
na	031-9345-462	WB0123	Water Well #60	166,639	0	0	0	0	0	0
na	031-9345-462	WB0124	Water Well #61	161,739	0	0	0	0	0	0
na	031-9345-462	WB0139	Monitor Wells #56-61	47,576	0	0	0	0	0	0
na	031-9345-462	WB0140	FYE 08 12" Water Line	2,021,000	0	0	0	0	0	0
na	031-9345-462	WB0141	FYE 08 16" Water Line	536,000	0	0	0	0	0	0
na	031-9345-462	WB0185	FYE 10 12" Water Line (Bond)	609,544	0	0	0	0	0	0
na	031-9345-462	WB0186	FYE 10 16" Water Line	609,545	0	0	0	0	0	0
na	031-9345-462	WB0135	Water Well #62	6,233	0	0	0	0	0	0
na	031-9345-462	WB0136	Water Well #63	9,797	0	0	0	0	0	0
na	031-9345-462	WB0137	Water Well #64	11,609	0	0	0	0	0	0
na	031-9356-462	WB0051	WTP Raw Waterline (Phase I)	4,289,030	0	0	0	0	0	0
			Subtotal Bond Expenses for 2006 Water Bond Projects	**13,080,765**	**0**	**0**	**0**	**0**	**0**	**0**
			TOTAL ALL WATER FUND 31 PROJECTS	**36,771,660**	**2,494,948**	**8,512,800**	**15,035,000**	**4,805,000**	**314,000**	**46,991,500**

WASTEWATER FUNDS
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
na	032-9911-432	WW0039	Environmental Services Building Foundation Repair	2,400	0	0	0	0	0	0
na	032-9163-432	TR0010	Flood/Acres Intersection Sewer Lines	2,483	0	0	0	0	0	0
na	032-9337-432	WW0042	Wastewater Flow Monitoring	566,322	0	0	0	0	0	0
na	032-9911-432	WW0052	Wastewater SCADA Improvements	630,200	0	0	0	0	0	0
51	032-	WW	Westside Lift Station Roof Replacement	0	0	0	0	0	0	36,000
52	032-9677-432	WW0056	WWTP Admin Bldg Lighting	0	32,000	0	0	0	0	0
na	032-9911-432	WW0043	WWTP Aeration Basin Blower VFD	770,000	0	0	0	0	0	0
53	032-	WW	WWTP Aeration Basin Defuser Replacement	0	0	0	0	0	270,000	
54	032-	WW	WWTP Blower Building Roof Replacement	0	0	0	0	0	0	108,000
55	032-9911-432	WW0044	WWTP Canadian River TMDL/WLA	189,536	50,000	0	0	0	0	0
56	032-	WW	WWTP Chlorine Bldg Roof Replacement	0	0	0	0	0	62,000	0
57	032-	WW	WWTP Class 'A' Sludge Improvements	0	0	0	0	0	0	6,690,000
na	032-9911-432	WW0045	WWTP Co-Generation for Headworks	220,000	0	0	0	0	0	0
58	032-9939-432	WW0057	WWTP Dewatered Sludge Storage Basin Roof	0	35,000	0	0	0	0	0
na	032-9363-432	WW0008	WWTP Digester Cover Improvements	40,498	0	0	0	0	0	0
59	032-9911-432	WW0040	WWTP Digester Gas Storage Sphere	0	0	1,315,000	0	0	0	0
na	032-9911-432	WW0078	WWTP Effluent Flow Measurement	270	0	0	0	0	0	0
60	032-9911-432	WW0058	WWTP Effluent Re-Use at Compost Facility	0	108,000	0	0	0	0	0
61	032-	WW	WWTP Effluent Re-Use System	0	0	2,152,000	318,000	0	0	0
na	032-9911-432	WW0050	WWTP Effluent Truck Wash	275,000	0	0	0	0	0	0
62	032-	WW	WWTP Industrial Pretreatment Bldg Roof Replacement	0	0	0	0	0	0	43,000
na	032-9911-432	WW0051	WWTP Main Control Building HVAC*	19,530	0	0	0	0	0	0
63	032-	WW	WWTP Main Control Building Lower Roof Replacement	0	0	0	0	0	0	300,000
64	032-	WW	WWTP Main Control Building Upper Roof Replacement	0	0	0	50,000	0	0	0
na	032-9911-432	WW0046	WWTP Modify Headworks Screw Conveyor	100,000	0	0	0	0	0	0
65	032-9677-432	WW0059	WWTP North & South Digester Control Room Roof Replacement	0	52,000	0	0	0	0	0
na	032-9911-432	WW0047	WWTP North Digester Boiler(s) Replacement	500,000	0	0	0	0	0	0
66	032-	WW	WWTP North Primary Clarifier Pump Station Roof	0	0	43,000	0	0	0	0
67	032-9911-432	WW0060	WWTP North Secondary Digester Cover Replacement	0	775,000	0	0	0	0	0
68	032-	WW	WWTP Paint Shop Roof Replacement	0	0	0	0	28,000	0	0
69	032-	WW	WWTP Shop Building Roof Replacement	0	0	0	0	0	0	29,000
70	032-9677-432	WW0061	WWTP Sludge Processing Building Heater Replacements	0	40,000	0	0	0	0	0
71	032-	WW	WWTP Storm Holding Pond Blower Bldg Roof Replacement	0	0	27,000	0	0	0	0
			TOTAL WASTEWATER FUND 32 PROJECTS	**3,316,239**	**1,092,000**	**3,537,000**	**368,000**	**28,000**	**332,000**	**7,206,000**

SEWER MAINTENANCE FUNDS
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
75	321-9540-419	EF1005	Fleet/Line Maintenance Roof Replacement	0	76,000	0	0	0	0	0
na	321-5551-432	WW0053	Line Maintenance Facility Improvement-Windows	23,650	0	0	0	0	0	0
na	321-9065-432	WW0203	Robinson Underpass Sewer	103,896	0	0	0	0	0	0
76	321-9649-432	WW0062	Sewer Maint Royal Oaks Force Main Rehab	0	20,000	253,000	0	0	0	0
na	321-9234-432	WW0054	Sewer Lift Station Rehab 2010: Clearwater	25,000	0	0	0	0	0	0
77	321-9234-432	WW0063	Sewer Lift Station Rehab 2011: Ashton Grove	0	30,000	0	0	0	0	0
77	321-9234-432	WW	Sewer Lift Station Rehab 2012: Sutton Place	0	0	30,000	0	0	0	0
77	321-9234-432	WW	Sewer Lift Station Rehab 2013: Vo Tech	0	0	0	30,000	0	0	0
77	321-9234-432	WW	Sewer Lift Station Rehab 2014: Royal Oaks	0	0	0	0	30,000	0	0
77	321-9234-432	WW	Sewer Lift Station Rehab 2015: Hall Park South	0	0	0	0	0	30,000	0
na	321-9338-432	WW0041	Sewer Maint Plan FYE 2008*	207,631	0	0	0	0	0	0
na	321-9338-432	WW0049	Sewer Maint Plan FYE 2009	2,690,509	0	0	0	0	0	0
na	321-9338-432	WW0055	Sewer Maint Plan FYE 2010	2,689,104	0	0	0	0	0	0
78	321-9338-432	WW0064	Sewer Maint Plan FYE 2011	0	1,692,265	0	0	0	0	0
79	321-9338-432	WW	Sewer Maint Plan FYE 2012	0	0	2,535,000	0	0	0	0
80	321-9338-432	WW	Sewer Maint Plan FYE 2013	0	0	0	2,788,000	0	0	0
81	321-9338-432	WW	Sewer Maint Plan FYE 2014	0	0	0	0	2,788,000	0	0
82	321-9338-432	WW	Sewer Maint Plan FYE 2015	0	0	0	0	0	2,788,000	0
83	321-9974-432	WW0248	SS Emergency Repairs #	185,817	100,000	100,000	100,000	100,000	100,000	0
			TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**5,925,607**	**1,918,265**	**2,918,000**	**2,918,000**	**2,918,000**	**2,918,000**	**0**

NEW DEVELOPMENT EXCISE FUNDS
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
na	322-9048-432	WW0302	Industrial Interceptor	55,412	0	0	0	0	0	0
87	322-9048-432	WW	Interceptor Improvements: Low Priority	0	0	0	0	0	0	2,087,800
na	322-9048-432	WW0267	Interceptor/SE Bishop-P2B	1,087,139	0	0	0	0	0	0
na	322-9048-432	WW0120	Interceptor/Woodcrest	1,743,667	0	0	0	0	0	0
na	322-9048-432	WW0303	Lift Station D Expansion	7,546,432	0	0	0	0	0	0
na	322-9048-432	WW0210	Little River Interceptor	724,315	0	0	0	0	0	0
na	322-9048-432	WW0175	Northwest Interceptor	289,785	0	0	0	0	0	0
na	322-9048-432	WW0091	Replace Lift D Force Main	101,031	0	0	0	0	0	0
na	322-9048-432	WW0278	Summit Valley Interceptor	44	0	0	0	0	0	0
na	322-9048-432	WW0262	Tecumseh Interceptor	152,825	0	0	0	0	0	0
88	322-9048-432	WW	WWTP (North)	0	0	0	0	0	0	26,068,000
89	322-9048-432	WW0065	WWTP Improvements (South) Phase 2	0	3,828,000	10,562,965	0	0	0	0
90	322-9048-432	WW	WWTP Improvements (South) Phase 3	0	0	0	0	0	0	1,378,000
			TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS	**11,700,650**	**3,828,000**	**10,562,965**	**0**	**0**	**0**	**29,533,800**

SEWER SALES TAX FUNDS
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
na	323-9048-432	WW0302	Industrial Interceptor	40,204	0	0	0	0	0	0
na	323-9048-432	WW0267	Interceptor/SE Bishop-P2B	1,461,336	0	0	0	0	0	0
na	323-9048-432	WW0303	Lift Station D Expansion	362,621	0	0	0	0	0	0
na	323-9048-432	WW0210	Little River Interceptor	811,848	0	0	0	0	0	0
na	323-9048-432	WW0275	Lower Westside Interceptor	96,942	0	0	0	0	0	0
na	323-9048-432	WW0175	Northwest Interceptor	822,856	0	0	0	0	0	0
na	323-9048-432	WW0091	Replace Lift D Force Main	183,899	0	0	0	0	0	0
na	323-9048-432	WW0262	Tecumseh Interceptor	348,816	0	0	0	0	0	0
94	323-9048-432	WW0065	WWTP Improvements (South) Phase 2	0	4,154,000	1,679,035	0	0	0	0
na	323-9976-432	WW0252	WWTP Sludge Handling Facilities	150,868	0	0	0	0	0	0
			TOTAL SEWER SALES TAX FUND 323 PROJECTS	**4,279,390**	**4,154,000**	**1,679,035**	**0**	**0**	**0**	**0**

SANITATION FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
na	033-9975-432	SA0004	Campus Corner Compactors	41,010	0	0	0	0	0	0
na	033-9975-432	SA0003	Compost Facility Relocation *	4,007	0	0	0	0	0	0
98	033-9975-432	SA0009	Container Maintenance Facility	0	0	400,000	0	0	0	0
na	033-9975-432	SA0008	Cottages of Norman Compactors	3,177	0	0	0	0	0	0
na	033-9975-432	SA0006	Recycling Center Fairgrounds	80	0	0	0	0	0	0
na	033-9975-432	SA0007	Roof Repair 1317 DaVinci	100	0	0	0	0	0	0
na	033-9975-432	SA0002	Transfer Station Expansion	3,490,611	0	0	0	0	0	0
na	033-9975-432	SA0005	Transfer Station Renovation	258,750	0	0	0	0	0	0
			TOTAL SANITATION FUND 33 PROJECTS	**3,797,735**	**0**	**400,000**	**0**	**0**	**0**	**0**

CAPITAL FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
I. CAPITAL OUTLAY 27% (special reduction FYE 2006-2010 for funding shortfall of 2005 GOB projects)										
na	050-3090-419	n.a.	Capital Outlay (Formula) #	3,041,748	2,665,500	2,853,533	2,974,808	3,101,237	3,233,040	0
na	050-3090-419	n.a.	Capital Outlay Special Reduction (for funding shortfall of 2005 GOB projects)	-320,000	0	0	0	0	0	0
na	050-3090-419	n.a.	Capital Outlay Additional Appropriation & Carryover	1,048,993	0	0	0	0	0	0
			****SUBTOTAL CAPITAL OUTLAY**	**3,770,741**	**2,665,500**	**2,853,533**	**2,974,808**	**3,101,237**	**3,233,040**	**0**
II. STREET MAINTENANCE 25% (special reduction FYE 2006-2010 of $200,000/yr for funding shortfall of 2005 GOB projects)										
na	050-9369-431	SC0418	Alley Repair Program FYE 2009	150,000	0	0	0	0	0	0
na	050-9369-431	SC0486	Alley Repair Program FYE 2010	150,000	0	0	0	0	0	0
na	050-9369-431	SC	Alley Repair Program FYE 2011	0	0	0	0	0	0	0
109	050-9369-431	SC	Alley Repair Program FYE 2012-2015	0	0	0	190,000	190,000	190,000	0
na			**Asphalt Pavement Maintenance FYE 07**							
	050-9511-431	SC0343	Weymouth Way: Porter-WeWay *	58,343	0	0	0	0	0	0
	050-9511-431	SC0344	Stinson: George-East end *	24,158	0	0	0	0	0	0
	050-9511-431	SC0345	Remington: Pendleton-Buckthorn	13,000	0	0	0	0	0	0
	050-9511-431	SC0346	Buckhorn: Remington-Pendleton	19,119	0	0	0	0	0	0
	050-9511-431	SC0347	Abilene Cr: Pendleton-West	8,440	0	0	0	0	0	0
	050-9511-431	SC0348	Glisten: Ripple - West end *	39,870	0	0	0	0	0	0
	050-9511-431	SC0349	Sparkle: Astor-Bright *	21,933	0	0	0	0	0	0
	050-9511-431	SC0350	Bright:Cascade-Ripple *	23,262	0	0	0	0	0	0
	050-9511-431	SC0351	Ripple: Astor-Glisten *	22,640	0	0	0	0	0	0
	050-9511-431	SC0352	36th NW: Franklin-N Limits	77,094	0	0	0	0	0	0
	050-9511-431	SC0353	Dalewood: Clearwater-Peach T	50,204	0	0	0	0	0	0
	050-9511-431	SC0354	Creekview: Clearwater-Clearwater	35,791	0	0	0	0	0	0
	050-9511-431	SC0355	Peach Tree: Dalewood-Glen Oaks	26,059	0	0	0	0	0	0
	050-9511-431	SC0356	Creekview: Clearwater-W end	9,124	0	0	0	0	0	0
	050-9511-431	SC0357	Creekview P: Clearwater-W end	11,870	0	0	0	0	0	0
na			**Asphalt Pavement Maintenance FYE 08**							
	050-9511-431	SC0384	Historical House: Peters/Jones	18,105	0	0	0	0	0	0
	050-9511-431	SC0385	McFarland: Pickard/W end	19,935	0	0	0	0	0	0
	050-9511-431	SC0386	Alameda: Twin Bridges-108th NE	45,708	0	0	0	0	0	0
	050-9511-431	SC0387	Bryant Cr: Robinson/N end	46,805	0	0	0	0	0	0
	050-9511-431	SC0391	Hughbert/Utah:Berry/Acres	59,500	0	0	0	0	0	0
	050-9511-431	SC0392	Sussex Pl: 36th NW/W end	21,392	0	0	0	0	0	0
na			**Asphalt Pavement Maintenance FYE 09**							
	050-9511-431	SC0419	White St: Asp-University *	58,250	0	0	0	0	0	0
	050-9511-431	SC0420	Villa Dr: Alameda-Creston	24,648	0	0	0	0	0	0
	050-9511-431	SC0421	Rancho Dr: Alameda-Creston	11,290	0	0	0	0	0	0
	050-9511-431	SC0422	DaVinci: Pasteur-Fire Sta 7	82,550	0	0	0	0	0	0
	050-9511-431	SC0423	Alameda Plz:Alameda St-24 NE	48,775	0	0	0	0	0	0
	050-9511-431	SC0424	Candlewood: Brandywine-W end	67,320	0	0	0	0	0	0
	050-9511-431	SC0425	Peppertree: Candlewood-Beaumont	60,250	0	0	0	0	0	0
	050-9511-431	SC0426	Burgundy:Peppertree-E end	25,075	0	0	0	0	0	0
na			**Asphalt Pavement Maintenance FYE 2010**							
	050-9511-431	SC0252	Wylie Road: Leslie Lane to Lindsey Street	135,000	0	0	0	0	0	0
	050-9511-431	SC0450	Asp Ave: Duffy to Boyd	90,000	0	0	0	0	0	0
	050-9511-431	SC0451	Porter: Rock Creek to Tecumseh	46,200	0	0	0	0	0	0
	050-9511-431	SC0452	Findlay: Acres to Frank	85,000	0	0	0	0	0	0
	050-9511-431	SC0453	Main: Porter to Carter	160,000	0	0	0	0	0	0
	050-9511-431	SC0454	48th NE: Rock Creek to Franklin	250,800	0	0	0	0	0	0
	050-9511-431	SC0455	Alameda Dr: at Porter Intersection	50,000	0	0	0	0	0	0
	050-9511-431	SC0456	IMS Infrastructure Data Collection/Testing	10,000	0	0	0	0	0	0
110			**Asphalt Pavement Maintenance FYE 2011**							
	050-9511-431	SC0487	60th NE: Alameda to Robinson	0	104,500	0	0	0	0	0
	050-9511-431	SC0488	Franklin: 48th NW to 60th NW	0	120,000	0	0	0	0	0
	050-9511-431	SC0489	24th NW: Indian Hills Rd to 1/2 Mile south	0	50,000	0	0	0	0	0
	050-9511-431	SC0490	Jenkins: Lindsey to Constitution	0	83,000	0	0	0	0	0
	050-9511-431	SC0491	Indian Hills Rd: Interstate Drive East to 24th NW	0	62,000	0	0	0	0	0
	050-9511-431	SC0492	48th NW: Saddleback to Tecumseh	0	171,172	0	0	0	0	0
	050-9511-431	SC0493	North Porter Gap Paving	0	44,000	0	0	0	0	0
	050-9511-431	SC0494	Boyd: Classen to University	0	100,000	0	0	0	0	0
	050-9511-431	SC0495	Acres: Berry to Flood	0	25,000	0	0	0	0	0
	050-9511-431	SC0496	IMS Infrastructure Data Collection/Testing	0	10,000	0	0	0	0	0
110	050-9511-431	SC	**Asphalt Pavt Maint FYE 2012-2015**	0	0	814,165	755,133	783,656	833,877	0
na			**Asphalt Paver Patch FYE 2006**							
	050-9692-431	SC0318	Webster:Eufaula-Duffy *	19,013	0	0	0	0	0	0
	050-9692-431	SC0319	James Garner: Tonhawa-Gray*	7,179	0	0	0	0	0	0
	050-9692-431	SC0320	24th NW: Franklin-Hwy 77	37,000	0	0	0	0	0	0
na			**Asphalt Paver Patch FYE 08**							
	050-9692-431	SC0394	N Inters: Ed Noble-NW Blvd	91,007	0	0	0	0	0	0
na			**Asphalt Paver Patch FYE 2010**							
	050-9692-431	SC0457	36th Ave SW: Main to Western View Dr	75,000	0	0	0	0	0	0
	050-9692-431	SC0458	Lindsey St: 108th SE to East end (1 mile)*	14,266	0	0	0	0	0	0
	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd	133,000	0	0	0	0	0	0
	050-9692-431	SC0460	IMS Infrastructure Data Collection/Testing	10,000	0	0	0	0	0	0
112			**Asphalt Paver Patch FYE 2011**							
	050-9692-431	SC0516	Fritzlan: 24th SW to West End	0	10,000	0	0	0	0	0
	050-9692-431	SC0517	108th NE: Alameda to Rock Creek Rd	0	84,500	0	0	0	0	0
	050-9692-431	SC0518	84th NE: Franklin Rd to Indian Hills Rd	0	75,000	0	0	0	0	0
	050-9692-431	SC0519	96th NE: Stella Rd to Bethel Rd	0	71,500	0	0	0	0	0
	050-9692-431	SC0520	IMS: Infraastructure Data Collection/Testing	0	10,000	0	0	0	0	0
112	050-9692-431	SC	Asphalt Paver Patch FYE 2012-2015	0	0	271,000	249,000	271,000	271,000	0
na			**Concrete Pavement Maintenance FYE08**							
	050-9718-431	SC0398	Castlerock: Tecumseh/Brownwood*	30,000	0	0	0	0	0	0
	050-9718-431	SC0402	Beaumont Dr: Sunrise/Biloxi *	12,497	0	0	0	0	0	0
	050-9718-431	SC0404	Boyd:Oklahoma/Melissa	111,583	0	0	0	0	0	0

CAPITAL FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
na			**Concrete Pavement Maintenance FYE09**							
	050-9718-431	SC0433	Brooks: Classen-W of RR	31,685	0	0	0	0	0	0
	050-9718-431	SC0434	Brooks: Flood-Pickard	28,610	0	0	0	0	0	0
	050-9718-431	SC0435	Peters: Telstar-Ridge Rd	53,631	0	0	0	0	0	0
	050-9718-431	SC0436	Brandywine:Candlewood-Beaumont	55,830	0	0	0	0	0	0
	050-9718-431	SC0437	IMS-Concrete Pavement Maintenance Data/Testing*	1,342	0	0	0	0	0	0
na			**Concrete Pavement Maintenance FYE10**							
	050-9718-431	SC0461	Lahoma: Boyd to Brooks	22,800	0	0	0	0	0	0
	050-9718-431	SC0462	Regent St: East of Berry Rd	19,000	0	0	0	0	0	0
	050-9718-431	SC0463	26th Ave NW at Parkway, panel replacement	88,500	0	0	0	0	0	0
	050-9718-431	SC0464	Crawford Ave: Ridge Rd to Minosa	57,200	0	0	0	0	0	0
	050-9718-431	SC0465	Barwick Dr: 36th NW to Brookhaven Blvd	6,000	0	0	0	0	0	0
	050-9718-431	SC0466	Brooks: BNSF to Jenkins	34,300	0	0	0	0	0	0
	050-9718-431	SC0467	Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr	8,000	0	0	0	0	0	0
	050-9718-431	SC0468	Pheasant Run: Crossroads Blvd to Quail Hollow Dr	9,200	0	0	0	0	0	0
	050-9718-431	SC0469	IMS Infrastructure Data Collection/Testing*	10,000	0	0	0	0	0	0
114			**Concrete Pavement Maintenance FYE 2011**							
	050-9718-431	SC0497	Dale: Porter to Crawford	0	30,000	0	0	0	0	0
	050-9718-431	SC0498	Hughbert: Porter to Crawford	0	30,000	0	0	0	0	0
	050-9718-431	SC0499	Sequoyah Trail: Rock Creek to 9th Ave NE	0	56,000	0	0	0	0	0
	050-9718-431	SC0500	900 Block Barbour Avenue	0	30,000	0	0	0	0	0
	050-9718-431	SC0501	1400 Block Lincoln Avenue	0	10,000	0	0	0	0	0
	050-9718-431	SC0502	Boyd Street: Ponca to Oklahoma	0	60,000	0	0	0	0	0
	050-9718-431	SC0503	300 Block Overton: Panel Replacement	0	24,000	0	0	0	0	0
	050-9718-431	SC0504	Westchester: South side at Main Street	0	30,000	0	0	0	0	0
	050-9718-431	SC0505	IMS: Infraastructure Data Collection/Testing	0	10,000	0	0	0	0	0
114	050-9718-431	SC	Concrete Pavement Maintenance FYE 2012-2015		0	280,500	275,500	300,500	300,500	0
na	050-9051-431	SC0369	Concrete Valley Gutter Project FYE 07	8,015	0	0	0	0	0	0
na	050-9051-431	SC0438	Concrete Valley Gutter Project FYE 09	52,000	0	0	0	0	0	0
na	050-9051-431	SC0485	Concrete Valley Gutter Proj FYE 2010	54,000	0	0	0	0	0	0
116	050-9051-431	SC0506	Concrete Valley Gutter Proj FYE 2011	0	70,000	0	0	0	0	0
116	050-9051-431	SC	Concrete Valley Gutter Project FYE 2012-2015	0	0	75,000	75,000	75,000	75,000	0
na	050-9686-431	SC0439	Crack Seal FYE 09	15,001	0	0	0	0	0	0
na	050-9686-431	SC0470	Crack Seal FYE 2010	155,000	0	0	0	0	0	0
117	050-9686-431	SC0507	Crack Seal FYE 2011	0	190,000	0	0	0	0	0
117	050-9686-431	SC	Crack Seal FYE 2012-2015	0	0	200,000	200,000	200,000	225,000	0
na			**Force Account Drainage Materials FYE 07**							
	050-9906-431	SC0374	Carter: Alameda-Apache*	1,011	0	0	0	0	0	0
na			Force Account Drainage Materials FYE 08							
	050-9906-431	SC0408	Merkle Crk: Crestmont-Big L	39,500	0	0	0	0	0	0
	050-9906-431	SC0409	Porter: Alameda-Johnson	9,800	0	0	0	0	0	0
	050-9906-431	SC0410	Rich: Porter-Crawford	34,800	0	0	0	0	0	0
	050-9906-431	SC0411	Boyd&Flood:SW corner inlet	8,300	0	0	0	0	0	0
	050-9906-431	SC0412	Boyd:S alley-Chautauqua/Lahoma	7,600	0	0	0	0	0	0
na			**Force Account Drainage Materials FYE 09**							
	050-9906-431	SC0440	1806 Lakehurst - Storm sewer Extension	35,000	0	0	0	0	0	0
	050-9906-431	SC0441	Asp:Boyd-White Storm Sewer*	134,962	0	0	0	0	0	0
	050-9906-431	SC0442	Carey S of Brooks-Drainage	13,809	0	0	0	0	0	0
na		SC0471-475	**Force Account Drainage Materials FYE10**							
	050-9906-431	SC0471	Rolling Meadows Place: Storm sewer installation	30,000	0	0	0	0	0	0
	050-9906-431	SC0472	Carter Ave: Rich St south	25,000	0	0	0	0	0	0
	050-9906-431	SC0473	Imhoff Channel Liner Repair: Frank to Acres	10,000	0	0	0	0	0	0
	050-9906-431	SC0474	Pedestrian Hand/Safety Railing Upgrades	10,000	0	0	0	0	0	0
	050-9906-431	SC0475	24th SW: SH9 to Riverside Dr	30,000	0	0	0	0	0	0
118			**Force Account Drainage Materials FYE 2011**							
	050-9906-431	SC0508	Eufaula Street and College Avenue	0	35,000	0	0	0	0	0
	050-9906-431	SC0509	Sandpiper Lane	0	50,000	0	0	0	0	0
	050-9906-431	SC0510	Yorktown Circle	0	50,000	0	0	0	0	0
	050-9906-431	SC	Force Account Drainage Materials FYE 2012-2015	0	0	135,000	135,000	135,000	135,000	0
na			**Rural Roads Improvements FYE 08**							
	050-9696-431	SC0414	Tecumseh: 108th NE-120th NE	105,707	0	0	0	0	0	0
	050-9696-431	SC0416	168th NE: Rock Creek - Indian Hill*	46,784	0	0	0	0	0	0
na			**Rural Roads Improvements FYE 09**							
	050-9696-431	SC0443	Imhoff: Hwy 9 - 132nd SE	105,500	0	0	0	0	0	0
	050-9696-431	SC0445	Rock Creek: 48th NW-60th NW*	66,297	0	0	0	0	0	0
na			Rural Roads Improvements FYE 2010							
	050-9696-431	SC0476	Indian Hills Rd: 108th NE to west end *	50,000	0	0	0	0	0	0
	050-9696-431	SC0477	Rock Creek Rd: 168th NE to 180th NE*	50,000	0	0	0	0	0	0
	050-9696-431	SC0478	72th NE: Indian Hill Rd to Bethel Rd	63,000	0	0	0	0	0	0
	050-9696-431	SC0479	168th NE: Rock Creek to Tecumseh	55,000	0	0	0	0	0	0
	050-9696-431	SC0480	96th NE: Franklin South 1/4 mile to end*	12,000	0	0	0	0	0	0
	050-9696-431	SC0481	36th NE: Franklin to Indian Hill Rd*	49,282	0	0	0	0	0	0
	050-9696-431	SC0482	84th SE: Lindsey St to Blue Jay*	35,000	0	0	0	0	0	0
	050-9696-431	SC0483	IMS Infrastructure Data Collection/Testing	10,000	0	0	0	0	0	0
120			**Rural Roads Improvements FYE 2011**							
	050-9696-431	SC0511	Bethel Road: 96th NE to 108th NE	0	82,000	0	0	0	0	0
	050-9696-431	SC0512	180th NE: North of Franklin 0.5 mile	0	32,000	0	0	0	0	0
	050-9696-431	SC0513	60th NE: Robinson to Franklin	0	242,000	0	0	0	0	0
	050-9696-431	SC0514	IMS: Infraastructure Data Collection/Testing	0	10,000	0	0	0	0	0
120	050-9696-431	SC	Rural Roads Imprvts FYE 2012-2015	0	0	380,000	364,000	380,000	400,000	0
			Subtotal Street Maintenance Projects	**4,446,521**	**2,061,672**	**2,155,665**	**2,243,633**	**2,335,156**	**2,430,377**	**0**
122	050-5090-419	SC-Maint	Transfer to GF - Street & Drainage Labor #	441,265	463,328	509,661	535,144	561,901	589,996	
			Subtotal Transfer to GF for Labor	**441,265**	**463,328**	**509,661**	**535,144**	**561,901**	**589,996**	**0**
			****SUBTOTAL ALL STREET MAINTENANCE**	**4,887,786**	**2,525,000**	**2,665,326**	**2,778,777**	**2,897,057**	**3,020,373**	**0**

CAPITAL FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
III. MAINTENANCE OF EXISTING FACILITIES 5%										
123			**MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs, special reduction FY2011-2015 for Bldg Maint Needs Project)**							
	050-9677-419	EF0117	12th Ave Boiler & Heat System Repairs	10,000	0	0	0	0	0	0
	050-9677-419	EF0118	12th Ave Door Replacements & Security Window	9,000	0	0	0	0	0	0
	050-9677-419	EF0132	12th Ave Gym Exterior Painting	0	40,000	0	0	0	0	0
	050-9677-419	EF0133	12th Ave Gym Light Replacement	0	36,000	0	0	0	0	0
	050-9677-419	EF0096	Andrews Rental Bldg Renov	39,595	0	0	0	0	0	0
	050-9677-419	EF0119	Building B Air Conditioning Unit*	6,000	0	0	0	0	0	0
	050-9677-419	EF	Building B Basement Break Room Remodel	0	0	6,500	0	0	0	0
	050-9677-419	EF0120	City Hall Building A Improvements	91,200	0	35,000	15,000	85,000	0	0
	050-9677-419	EF0131	Door Repair for Administration Bldg (201)	3,435	0	0	0	0	0	0
	050-9677-419	EF0082	East Radio Tower Repair	5,022	0	0	0	0	0	0
	050-9677-419	EF0134	Fire Station 1 Repair	0	25,000	11,000	15,000	0	0	0
	050-9677-419	EF0121	Fire Station 2 Exterior Repair	19,180	0	0	0	0	0	0
	050-9677-419	EF0135	Fire Station 2 Remodel	0	24,000	18,000	0	0	0	0
	050-9677-419	EF	Fire Station 5 Doors Rehab	0	0	4,900	0	0	0	0
	050-9677-419	EF0099	Fire Station 5 Revitalization	107	0	0	0	0	0	0
	050-9677-419	EF	Fire Station 6 Truck Room Painting	0	0	4,000	0	0	0	0
	050-9677-419	EF0122	Firehouse Art Center Improvements	64,000	75,000	0	0	0	0	0
	050-9677-419	EF0112	Firehouse Art Wtr Dmg Rpr	300	0	0	0	0	0	0
	050-9677-419	EF0100	Griffin Maintenance Bldg Heat/Water	11	0	0	0	0	0	0
	050-9677-419	EF	Griffin Park Silo Repainting	0	0	30,000	0	0	0	0
	050-9677-419	EF0101	Griffin Restroom Renovations	13,392	0	0	0	0	0	0
	050-9677-419	EF0130	HVAC Commissioning	11,900	0	0	0	0	0	0
	050-9677-419	EF0129	HWH Replacements	50,000	0	0	0	0	0	0
	050-9677-419	EF0141	Lakeview Tower	11,600	0	0	0	0	0	0
	050-9677-419	EF0104	Library Roof	0	0	0	0	0	0	0
	050-9677-419	EF0039	Lindsey Yard Facility 5 Year Maint Program	23,000	0	0	0	0	0	0
	050-9677-419	EF0142	Little Axe Repair Account	3,337	0	0	0	0	0	0
	050-9677-419	EF0123	Moore-Lindsay Historic House Repairs	109,600	48,500	18,400	51,000	0	0	0
	050-9677-419	EF0087	Outdoor Siren & Pole Replacement	41,506	0	0	0	0	0	0
	050-9677-419	EF0124	Park Fence Maintenance	25,000	15,000	15,000	15,000	0	25,000	0
	050-9677-419	EF0012	Park Parking Lots & SidewalksMaintenance	30,270	30,000	30,000	30,000	30,000	30,000	0
	050-9677-419	EF0062	Park Playground Maintenance	6,000	6,000	6,000	6,000	6,000	6,000	0
	050-9677-419	EF0136	Police-classroom A Roof & Exterior	0	21,000	0	0	0	0	0
	050-9677-419	EF	Police-Door Installation at Animal Welfare	0	0	5,500	0	0	0	0
	050-9677-419	EF0125	Police-Range Air Conditiioning Unit*	6,357	0	0	0	0	0	0
	050-9677-419	EF	Recreation Center Interior Renovations	0	0	60,000	0	0	0	0
	050-9677-419	EF	Roof Replacement at Irving Gym	0	0	0	120,000	0	0	0
	050-9677-419	EF0126	Santa Fe Depot Exterior Paint and Glazing	17,968	0	0	0	0	0	0
	050-9677-419	EF	Senior Center Basement Remodel	0	0	0	60,000	0	0	0
	050-9677-419	EF0108	Senior Center Entry Stairs	14,032	0	0	0	0	0	0
	050-9677-419	EF0137	Senior Center Lower HVAC	0	24,000	0	0	0	0	0
	050-9677-419	EF0127	Senior Center Reroofing	20,000	0	0	0	0	0	0
	050-9677-419	EF	Senior Center Upper HVAC Replacement	0	0	0	0	30,000	0	0
	050-9677-419	EF0128	Sooner Theatre Improvements	36,000	56,000	175,000	0	0	0	0
	050-9677-419	EF0017	Sports Field Relamping	10,242	10,000	10,000	10,000	10,000	10,000	0
	050-9677-419	EF0138	Sutton Park Parking Lot Drainage	0	10,000	0	0	0	0	0
	050-9677-419	EF	Three Recreation Center Painting Projects	0	0	0	0	30,000	0	0
	050-9677-419	EF0139	Three Recreation Center Ventilation Repairs	0	30,000	0	0	0	0	0
	050-9677-419	EF0024	Training Center A/V Cabinet	5,700	0	0	0	0	0	0
	050-9677-419	EF0116	Westwood Pool Drain Covers	4,402	0	0	0	0	0	0
	050-9677-419	EF0110	Westwood Pro Shop Roof Replacement	1,650	0	0	0	0	0	0
	050-9677-419	EF0140	Whittier and Irving Restroom Repairs	0	25,000	0	0	0	0	0
	050-9677-419	EF0111	William Morgan Park Boardwalk Repair	8,000	0	0	0	0	0	0
	050-9677-419	EF0020	zMaintenance of Existing Facilities Contingency	8,953	20,000	20,000	20,000	20,000	20,000	0
			****SUBTOTAL MAINTENANCE OF EXISTING FACILITIES**	**706,759**	**495,500**	**449,300**	**342,000**	**211,000**	**91,000**	**0**
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO (special reduction 2006-2010 to fund shortfall in 2005 GOB projects)										
			TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING							
na	050-9710-431	TR0003	12th Ave Bridge Replacement	29,843	0	0	0	0	0	0
na	050-9079-431	TR0060	12th NE & Tecumseh Road Signal	5,000	0	0	0	0	0	0
na	050-9170-431	TR0002	12th NE and Morren Drive Signal	1,184	0	0	0	0	0	0
124	050-9076-431	TR0061	12th SE & Triad Village Signal	15,000	30,000	0	0	0	0	0
125	050-	TR	24th NE Widening: Alameda to Robinson	0	0	0	0	0	450,000	2,365,850
na	050-9079-431	TR0233	24th NW and Boardwalk Signal & Intersection	1,084	0	0	0	0	0	0
na	050-9081-431	TR0241	24th NW: Rock Creek - Tecumseh Lighting	1,855	0	0	0	0	0	0
na	050-9076-431	TR0236	24th SE and Meadowood Blvd Signal	10,000	0	0	0	0	0	0
126	050-	TR	24th SE Widening - Lindsey to Alameda	0	0	475,000	500,500	2,381,600	0	0
na	050-9079-431	TR0232	36th NW and Brookhollow Signal	36,543	0	0	0	0	0	0
na	050-9079-431	TR0231	36th NW and Quail Drive Signal	37,500	0	0	0	0	0	0
na	050-9076-431	TR0228	36th NW and Rock Creek Signal	45,337	0	0	0	0	0	0
127	050-	TR	Alameda/Findlay Signal	0	0	15,000	0	0	0	0
128	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	15,000	0	27,000	0	0	0	0
na	050-9907-431	TR0007	Alameda: Andover to 1/2 mi E of 24th E	26,414	0	0	0	0	0	0
129	050-9687-431	TR0058	Boyd/Pickard Intersection	97,000	0	0	0	0	0	591,600
130	050-9352-431	TR0063	Bridge Replacement Franklin 1/2 mi W 12th NW	245,880	17,600	200,000	123,800	526,400	0	0
131	050-9352-431	TR0062	Bridge Replacement Main 1/2 mi W 36th W	343,900	0	500,000	122,000	742,000	0	0
132	050-9379-431	TR0069	CART-Rolling Stock Acquisition	0	0	275,000	0	0	0	0
133	050-	TR0235	Cedar Lane Widening: 12th to Classen	269,700	0	760,500	437,500	727,713	0	0
134	050-9076-431	TR0057	Classen Blvd Signals	100,000	0	200,000	0	0	0	0
na	050-9380-431	TR0070	Cleveland County Detention Center TIA	5,000	0	0	0	0	0	0
135	050-9381-431	TR0071	CNG Facility	235,500	0	0	0	0	0	0
136	050-9300/9400	TR0047	Downtown Streetscape Improvements	0	0	0	200,000	1,420,622	0	0
na	050-9378-431	SC0448	Design-Federal Stimulus Resurfacing	7,066	0	0	0	0	0	0
na	050-9081-431	TR0242	Elm Avenue In-Roadway Light systems	17,220	0	0	0	0	0	0
137	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	15,000	30,000	0	0	0	0	0
na	050-9203-431	TR0012	Gray Signal	5,000	0	0	0	0	0	0
na	050-9376-431	TC0014	One-way/Two-way Frt Study	23,898	0	0	0	0	0	0
138	050-	TR	Indian Hills Road Signals	0	0	100,000	200,000	0	0	0
na	050-9082-431	TR0072	Longfellow-Jefferson Safe Route to School	229,600	0	0	0	0	0	0
na	050-9300-431	TR0016	Main Downtown Improvements - Enhancmnt #	181	0	0	0	0	0	0
na	050-9299-431	TR0015	Main Downtown Improvements - Roadway #	408	0	0	0	0	0	0

CAPITAL FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
139	050-9081-431	TR0075	Main Street Roadway Lighting Design	0	50,000	0	0	0	0	0
na	050-9535-431	TR0068	ODOT Audit Adjustments	94,958	0	0	0	0	0	0
na	050-9076-431	TR0045	Porter and Sandpiper Traffic Signal	5,000	0	0	0	0	0	0
140	050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec	100,000	46,200	0	0	0	0	0
na	050-9165-431	TR0018	Porter: Robinson to Rock Creek	28,737	0	0	0	0	0	0
na	050-9161-431	TR0019	Railroad Corridor Safety	84,538	0	0	0	0	0	0
141	050-9161-431	TR0066	Railroad Quiet Zone	50,000	0	0	420,000	0	820,000	0
142	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	211,224	518,038	0	0	0	0	0
na	050-9166-431	TR0020	Robinson: Brookhaven to 48th NW	203,744	0	0	0	0	0	0
na	050-9225-431	TR0021	Robinson: Northcliff to 24th NE	32,596	0	0	0	0	0	0
143	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	100,000	0	0	210,000	0	0	0
na	050-9067-431	TR0223	SH 9 & 24th Ave SW Signal/Inters	48,439	0	0	0	0	0	0
na	050-9079-431	TR0067	SH 9 & Imhoff Intersection Widening	60,000	0	0	0	0	0	0
144	050-9067-431	TR0240	SH 9 and 12th SE Signal/Roadway	40,000	0	94,400	0	0	0	0
na	050-9312-431	TR0026	SH 9 and Berry Road Signal	5,000	0	0	0	0	0	0
145	050-9688-431	TR0073	SH 9 Multi-modal Path	150,000	600,000	0	0	0	0	0
146	050-9076-431	TR0076	State Highway 9 and 36th Ave SE Signal	0	5,000	0	0	0	0	0
147	050-9664-431	TR0054	Tecumseh & 60th Streets Widening Phase II	519,968	0	0	0	0	0	0
148	050-9076-431	TR0074	Tecumseh Rd & Journey Pkwy/NR Pkwy Signal	15,000	30,000	0	0	0	0	0
na	050-9079-431	TR0056	Tecumseh Traffic Signals	6,904	0	0	0	0	0	0
na	050-9079-431	TR0239	US 77 - Imhoff	716,460	0	0	0	0	0	0
149	050-9076-431	TR	US 77 (Classen) & Post Oak Signal	0	0	0	0	15,000	30,000	0
			Subtotal Transp w/ Fed'l Funds	**4,292,681**	**1,326,838**	**2,646,900**	**2,213,800**	**5,813,335**	**1,300,000**	**2,957,450**
			TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING							
na	050-9084-431	TC0231	Alameda/72nd Intersection	83,872	0	0	0	0	0	0
na	050-9052-431	TC0006	Citywide Sidewalk Reconstruction FYE 07	1,924	0	0	0	0	0	0
na	050-9052-431	TC0234	Citywide Sidewalk Reconstruction FYE 08	12,530	0	0	0	0	0	0
na	050-9052-431	TC0015	Citywide Sidewalk Reconstruction FYE 09	25,311	0	0	0	0	0	0
na	050-9052-431	TC0236	Citywide Sidewalk Reconstruction FYE 2010	50,000	0	0	0	0	0	0
150	050-9052-431	TC0242	Citywide Sidewalk Reconstruction FYE 2011	0	50,000	0	0	0	0	0
150	050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2012-2015	0	0	50,000	50,000	50,000	50,000	0
151	050-9373-431	CD0001	Community/Neighborhood Improvements	208,932	100,000	100,000	100,000	100,000	100,000	0
152	050-9716-431	TC0243	Downtown Area Sidewalks & Curbs FYE10-2015	50,000	50,000	50,000	50,000	50,000	50,000	0
na	050-9716-431	TC0028	Downtown Sidewalks & Curbs FYE 07 #	5	0	0	0	0	0	0
na	050-9716-431	TC0235	Downtown Sidewalks & Curbs FYE 08 #	1,332	0	0	0	0	0	0
na	050-9716-431	TC0016	Downtown Sidewalks & Curbs FYE 09	30,549	0	0	0	0	0	0
na	050-9370-431	SC0101	Driveway Repair Program FYE 07 #	2,304	0	0	0	0	0	0
na	050-9370-431	SC0447	Driveway Repair Program FYE 09 #	381	0	0	0	0	0	0
na	050-9370-431	SC0484	Driveway Repair Program FYE 2010	25,000	0	0	0	0	0	0
153	050-9370-431	SC0515	Driveway Repair Program FYE 2011	0	25,000	0	0	0	0	0
153	050-9370-431	SC	Driveway Repair Program FYE 2012-2015	0	0	25,000	25,000	25,000	25,000	0
na	050-9316-431	TC0019	Sidewalk 09 New Freedom Grant	15,385	0	0	0	0	0	0
na	050-9316-431	TC0241	Sidewalk 10 New Freedom Grant	88,535	0	0	0	0	0	0
na	050-9316-431	TC0017	Sidewalk Accessibility FYE 09	79,326	0	0	0	0	0	0
154	050-9316-431	TC0238	Sidewalk Accessibility FYE 2010-2015	100,000	25,000	25,000	25,000	25,000	30,000	0
na	050-9317-431	TC0012	Sidewalk Prog Schools & Arterials FYE 08	20,184	0	0	0	0	0	0
na	050-9317-431	TC0018	Sidewalk Prog Schools & Arterials FYE 09	37,181	0	0	0	0	0	0
na	050-9317-431	TC0239	Sidewalk Prog Schools & Arterials FYE 2010	70,000	0	0	0	0	0	0
155	050-9317-431	TC0244	Sidewalk Prog Schools & Arterials FYE 2011	0	70,000	0	0	0	0	0
155	050-9317-431	TC	Sidewalk Prog Schools & Arterials FYE 2012-2015	0	0	70,000	70,000	70,000	80,000	0
156	050-9073-431	TC0230	Traffic Calming	394,732	0	100,000	200,000	200,000	200,000	0
na	050-9082-431	TC0240	Truman Elementary School Zone	20,000	0	0	0	0	0	0
			Subtotal Transp City Funds Only	**1,317,483**	**320,000**	**420,000**	**520,000**	**520,000**	**535,000**	**0**
			BUILDINGS AND GROUNDS							
157	050-	BG	Apparatus/Equipment Maintenance and Storage	0	0	625,000	0	0	0	0
158	050-9365-419	BG0003	Facility Maintenance & Municipal Storage Facility	0	0	0	450,000	0	0	0
na	050-9365-419	BG0020	Existing Facilities Assessment	0	0	0	0	0	0	0
159	050-9540-419	EF1001	Smalley Center	0	65,000	899,000	0	120,000	0	0
159	050-9540-419	EF1002	Building Maintenance - Roofs	115,000	1,154,000	570,000	730,000	439,000	0	0
159	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	473,669	1,326,331	50,000	78,000	41,000	0	0
159	050-9540-419	EF1004	Building Maintenance - Lighting	0	598,000	300,000	0	0	0	0
na	050-9644-419	BG0160	City Hall Sidewalk Repairs #	4,550	0	0	0	0	0	0
na	050-9534-431	WS0002	Debris Management Plan	69,949	0	0	0	0	0	0
na	050-9533-419	BG0021	Digital Aerial Photography and Mapping	125,000	0	0	0	0	0	0
na	050-9365-419	BG0243	Eastside Municipal Facility #	1,595	0	0	0	0	0	0
na	050-9319-419	BG0015	EOC Commo Tower	8,000	0	0	0	0	0	0
na	050-9377-419	FT0002	Fire Station 8 Westside	2,910,533	0	0	0	0	0	0
161	050-9377-419	FT0003	Fire Station 9 Eastside	0	2,990,394	0	0	0	0	0
162	050-9175-452	PR0040	Greenbelt Acquisition	659,836	50,000	100,000	50,000	50,000	50,000	0
na	050-9677-419	BG0022	Library Roof	744,000	0	0	0	0	0	0
163	050-9365-419	BG0008	Municipal Judicial Center	0	0	0	0	286,000	2,860,000	0
na	050-9365-419	BG0019	Municipal Court Interim Building	378,981	0	0	0	0	0	0
164	050-	BG	Norman Public Library	0	0	0	0	0	0	49,500,000
na	050-9365-419	BG0009	Parking Lot Downtown #	422	0	0	0	0	0	0
na	050-9209-419	BG0035	Renovations of Buildings A, B & C	941,271	0	0	0	0	0	0
na	050-9365-419	BG0162	Rhodes Grain Co Property	0	0	0	0	0	0	120,000
na	050-9913-421	BG0017	Simunition/Scenario Training Area*	53,018	0	0	0	0	0	0
165	050-	BG	Street Division North Base Facility	0	0	0	475,000	0	0	0
na	050-	BG0012	Topographic Mapping #	0	0	0	0	0	0	0
na	050-9092-419	BG0242	Trench Rescue Training	60,329	0	0	0	0	0	0
			Subtotal Buildings and Grounds	**6,546,153**	**6,183,725**	**2,544,000**	**1,783,000**	**936,000**	**2,910,000**	**49,620,000**

CAPITAL FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
			PARKS AND RECREATION							
na	050-9050-452	PR0211	Andrews Park Improvements	4,400	0	0	0	0	0	0
166	050-9973-452	PR0068	Basketball Court Replacements	322	20,000	20,000	20,000	20,000	20,000	0
na	050-9813-452	PR0037	Beautification-City/ODOT	6,717	0	0	0	0	0	0
na	050-9926-452	PR0052	Bicycle Plan-Bike Paths	192,837	0	0	0	0	0	0
na	050-9177-431	PR0118	E Main Round About Art Base	25,000	0	0	0	0	0	0
na	050-9639-452	PC0004	Griffin Irrigation Lake	8,235	0	0	0	0	0	0
na	050-9639-452	PR0103	Griffin Park Parking Lot Expansion	98,000	0	0	0	0	0	0
na	050-9639-452	PR0104	Griffin Park Shelters	41,962	0	0	0	0	0	0
na	050-9834-452	PR0044	Legacy South Extension: Campus-Duffy	79,962	0	0	0	0	0	0
167	050-9943-452	PR0120	Legacy Trail Improvements	0	54,000	0	0	0	0	0
na	050-9922-452	PR0111	Little Axe Park Upgrades	206,036	0	0	0	0	0	0
na	050-9965-452	PR0117	NE Lions Improvements	75,000	0	0	0	0	0	0
168	050-9973-452	PR0121	Neighborhood Playgrounds (Walnut Ridge & Eastwood Parks)	0	90,000	0	0	0	0	0
na	050-9702-452	PR0090	New Park Development-Crestland Park	15,930	0	0	0	0	0	0
169	050-9375-452	PR0106	Park Playground Additions	0	20,000	20,000	20,000	20,000	20,000	0
na	050-9071-452	PR0086	Park Playground Additions-Faculty Heights #	41	0	0	0	0	0	0
170	050-9973-452	PR0013	Park Site Amenities and Furnishings	10,033	10,000	10,000	10,000	10,000	10,000	0
na	050-9375-452	PR0107	Park Tree Replacements - Storm Damage	25,000	0	0	0	0	0	0
na	050-9375-452	PR0108	Parks System Master Plan	36,524	0	0	0	0	0	0
171	050-9973-452	PR0014	Playground Mulch	15,134	15,000	15,000	15,000	15,000	15,000	0
na	050-9205-452	PR0115	Reaves Park Drainage & Parking	100,000	0	0	0	0	0	0
na	050-9205-452	PR0116	Reaves Park Softball Complex Relighting	142,478	0	0	0	0	0	0
na	050-9205-452	PR0109	Reaves Softball Building replacement	72,375	0	0	0	0	0	0
172	050-9618-452	PR0095	Rotary Park Improvements	65,000	0	120,000	0	0	0	0
na	050-9737-452	PR0055	Southlake Park Improvements	40,000	0	0	0	0	0	0
na	050-9059-452	PR0053	Splash Pad	212,862	0	0	0	0	0	0
na	050-9364-451	WT0003	Tennis Shop Expansion	3,697	0	0	0	0	0	0
173	050-9966-452	PR0212	Tree Program - Matching Funds	20,000	20,000	20,000	20,000	20,000	20,000	0
na	050-9624-452	PR0093	Vineyard Park Development	3,110	0	0	0	0	0	0
174	050-9374-452	WP0002	Westwood Pool Painting	0	50,000	0	0	0	0	0
na	050-9329-452	PR0110	Westwood Shelter Replacement	42,671	0	0	0	0	0	0
			Subtotal Parks & Recreation	**1,543,326**	**279,000**	**205,000**	**85,000**	**85,000**	**85,000**	**0**
			STORMWATER DRAINAGE AND STORM SEWER SYSTEMS							
na	050-9641-431	DR0202	Brookhaven Creek Maintenance #	9,732	0	0	0	0	0	0
na	050-9968-431	DR0010	Brookhaven Crk:Rob/Crossrds	97,439	0	0	0	0	0	0
175	050-9968-431	DR0058	Hall Park Dam Repair	25,178	154,822	0	0	0	0	0
na	050-9967-431	DR0006	Drainage - Misc Annual Projects FYE 07 #	794	0	0	0	0	0	0
na	050-9967-431	DR0011	Drainage - Misc Annual Projects FYE 09	29,500	0	0	0	0	0	0
na	050-9967-431	DR0056	Drainage - Misc Annual Projects FYE 2010	35,000	0	0	0	0	0	0
176	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011	0	40,000	0	0	0	0	0
176	050-9967-431	DR	Drainage - Misc Annual Projects FYE 2012-2015	0	0	45,000	45,000	45,000	45,000	0
na	050-9968-431	DR0057	Drainage Projects FYE 2010	250,000	0	0	0	0	0	0
177	050-9968-431	DR0014	Drainage Projects FYE 2011	0	255,000	0	0	0	0	0
177	050-9968-431	DR	Drainage Projects FYE 2012-2015	0	0	260,000	265,000	270,000	275,000	0
na	050-9968-431	DR0003	Drainage Projects FYE07-Barbour-Kansas #	501	0	0	0	0	0	0
na	050-9968-431	DR0004	Drainage Projects FYE07-BishopCk:Linn-Apache #	55,214	0	0	0	0	0	0
na	050-9968-431	DR0005	Drainage Projects FYE07-Valley Gutter #	131	0	0	0	0	0	0
na	050-9968-431	DR0012	Drainage Projects FYE09	245,000	0	0	0	0	0	0
na	050-9214-431	DR0054	Stormwater Master Plan #	19,428	0	0	0	0	0	0
na	050-9968-431	DR0001	Ten Mile Flat Flood Plain #	162	0	0	0	0	0	0
			Subtotal Drainage	**768,079**	**449,822**	**305,000**	**310,000**	**315,000**	**320,000**	**0**
			****SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)**	**14,467,722**	**8,559,385**	**6,120,900**	**4,911,800**	**7,669,335**	**5,150,000**	**52,577,450**
V. TRANSFERS										
na	050-5090-491	na	Transfer To Westwood Golf #	81,402	61,500	61,500	61,500	61,500	61,500	0
			Subtotal Transfers for Projects	81,402	61,500	61,500	61,500	61,500	61,500	0
na	050-5090-491	na	Transfer to GF for Eng Asst (25%) #	23,243	23,728	26,101	27,406	28,776	30,215	0
			Subtotal Transfers for Eng Asst	23,243	23,728	26,101	27,406	28,776	30,215	0
na	050-5011-429	na	Trnsfr to GF for Capital Personnel	0	335,521	369,073	387,527	406,903	427,248	0
na	050-5011-429	na	CIP Engineers (100%) #	493,503	482,578	530,836	557,378	585,246	614,509	0
			Subtotal CIP Engineers	493,503	818,099	899,909	944,905	992,149	1,041,757	0
	****SUBTOTAL ALL TRANSFERS**			**598,148**	**903,327**	**987,510**	**1,033,811**	**1,082,425**	**1,133,472**	**0**
VI. BOND PROJECTS (March 29, 2005 Referendum)										
			Proposition 1 ($10,025,000 less $173,499 actual issue costs)							
na			Proposition 1 Issuance Cost (GOB)	0	0	0	0	0	0	0
178	050-9065-431	BP0203	Robinson RR Grade Separation (GOB)	4,534,544	0	0	0	0	0	0
178	050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)	757,664	0	0	0	0	0	0
na	050-9065-431	TR0203	Robinson RR Grade Separation (Federal)	0	0	0	0	0	0	0
179	050-9065-431	BP0226	Duffy RR Crossing and Realignment (GOB)	115,113	0	0	0	0	0	0
179	050-9065-431	TR0226	Duffy RR Crossing and Realignment (PayGo)	33,449	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 1	4,649,657	0	0	0	0	0	0
		not recaptured	**SUBTOTAL PAYGO COSTS PROP. 1**	791,113	0	0	0	0	0	0
		reimbursed	**SUBTOTAL FED'L SHARE ADVANCE**	0	0	0	0	0	0	0
			Proposition 2 ($9,275,000 less $85,496 actual issue costs)							
na			Proposition 2 Issuance Cost (GOB)	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
na	050-9201-431	TR0004	24th: Imhoff to Lindsey Widening (PayGo)	2,522	0	0	0	0	0	0
na	078-9201-431	AR0004	24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0
na	050-9310-431	BP0013	Jenkins and Imhoff Signal (GOB)	0	0	0	0	0	0	0
na	050-9310-431	TR0013	Jenkins and Imhoff Signal (PayGo)	6,150	0	0	0	0	0	0
180	050-9552-431	BP0235	Lindsey: Jenkins to Classen Widening (GOB)TIP9	2,103,392	0	0	0	0	0	0
180	050-9311-431	TR0234	Lindsey: Jenkins to Classen Widening (PayGo)TIP9	0	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
na	050-9311-431	TR0014	Lindsey: Oakhurst to 24th E Widening (PayGo)	9,585	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
na	078-9311-431	AR0014	Lindsey: Oakhurst to 24th E Widening (GOB)	0	0	0	0	0	0	0
na	050-9064-431	BP0220	Main East:Carter to 12th Ave Widening (GOB)	15,901	0	0	0	0	0	0
na	050-9064-431	TR0220	Main East:Carter to 12th Ave Widening (PayGo)	22,154	0	0	0	0	0	0
na	050-9079-431	BP0229	Main/36th W Signal & Intersection (GOB)	103	0	0	0	0	0	0
na	050-9079-431	TR0229	Main/36th W Signal & Intersection (PayGo)	93,472	0	0	0	0	0	0
181	050-9552-431	BP0044	Rock Creek:Porter to 12th NE Widening (GOB)TIP9	1,377,237	0	0	0	0	0	0
181	050-9552-431	TR0044	Rock Creek:Porter to 12th NE Widening (PayGo)TIP9	340,430	0	0	0	0	0	0
		incl 50/78 recap	**SUBTOTAL GOB COSTS PROP. 2**	3,496,633	0	0	0	0	0	0
		not recaptured	**SUBTOTAL PAYGO COSTS PROP. 2**	474,313	0	0	0	0	0	0
		not recaptured	**SUBTOTAL FUND 78 COSTS PROP. 2**	0	0	0	0	0	0	0

CAPITAL FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
			Proposition 3 (10,950,000 less $165,801actual issue costs)							
na			Proposition 3 Issuance Cost (GOB)	0	0	0	0	0	0	0
na	050-9371-431	BP0050	Rural Roads Improvements (GOB)	2,087	0	0	0	0	0	0
		BP0055-0063, BP0067-0080, BP0086-120, BP0126-167,	Urban Asphalt Pavement Reconstruction (GOB)							
na	050-9401-431	BP0250-267		3,111,641	0	0	0	0	0	0
		BP0064-0066, BP0081-0085, BP0121-125, BP0168-187,	Urban Concrete Pavement Reconstruction (GOB)							
na	050-9393-431	BP0268-280		2,048,117	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 3	**5,161,845**	**0**	**0**	**0**	**0**	**0**	**0**
			Proposition 4 (1,580,000 less 8,327 actual issue costs)							
na			Proposition 4 Issuance Cost (GOB)	0	0	0	0	0	0	0
na	050-9088-419	BG0238	Fire Station 3 Relocation (PayGo)	0	0	0	0	0	0	0
na	050-9088-419	BP0238	Fire Station 3 Relocation (GOB)	2,770	0	0	0	0	0	0
			SUBTOTAL GOB COSTS PROP. 4	2,770	0	0	0	0	0	0
		not recaptured	**SUBTOTAL PAYGO COSTS PROP. 4**	0	0	0	0	0	0	0
			Subtotal GOB Bond Issuance Costs	0	0	0	0	0	0	0
			Subtotal GOB Fund 50	13,310,905	0	0	0	0	0	0
			Subtotal GOB Fund 78	0	0	0	0	0	0	0
			Subtotal PayGo Fund 50	1,265,426	0	0	0	0	0	0
			Subtotal PayGo Fund 50 (RR Grade Advanced)	0	0	0	0	0	0	0
			Subtotal Paygo Fund 78	0	0	0	0	0	0	0
VI. BOND PROJECTS (March 2, 2010 Referendum)										
			Proposition 1 ($19,000,000 less $431,000 issue costs)							
			Proposition 1 Issuance Cost (GOB)	0	172,421	0	258,579	0	0	0
182	050-9401-431	BP0300-0305	Urban Asphalt Pavement	0	1,662,897	1,508,116	1,734,346	1,379,990	1,777,506	0
186	050-9393-431	BP0306-0310	Urban Concrete Pavement	0	864,153	875,727	972,171	817,859	868,011	0
192	050-9371-431	BP0311	Rural Road Reconstruction	0	439,792	439,792	439,792	407,541	472,044	0
194	050-9385-431	BP0312	Road Reconstruction	0	827,491	809,611	713,394	615,822	942,945	0
			Proposition 2 ($2,250,000 less $51,039 issue costs)							
			Proposition 1 Issuance Cost (GOB)	0	51,039	0	0	0	0	0
196	050-9386-419	BP0313	Outdoor Warning	0	2,198,961	0	0	0	0	0
			Subtotal GOB Bond Issuance Costs	**0.00**	**223,460**	**0**	**258,579**	**0**	**0**	**0**
			Subtotal GOB Fund 50	**0.00**	**5,993,294**	**3,633,246**	**3,859,703**	**3,221,212**	**4,060,506**	**0**
			TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	**39,007,487**	**21,365,466**	**16,709,815**	**16,159,478**	**18,182,267**	**16,688,391**	**52,577,450**
			RESERVE - NEW REVENUE CONTINGENCY	**707,000**	**707,000**	**739,805**	**771,247**	**804,024**	**838,196**	**0**
REVENUES										
I. NEW SALES TAX REVENUE (April 2010)				10,100,000	10,100,000	10,568,640	11,017,807	11,486,064	11,974,222	0
II. GOB PROCEEDS (05 Referendum)										
			PROPOSITION 1 GOB PROCEEDS	0	0	0	0	0	0	0
			PROPOSITION 2 GOB PROCEEDS	0	0	0	0	0	0	0
			PROPOSITION 3 GOB PROCEEDS	0	0	0	0	0	0	0
			PROPOSITION 4 GOB PROCEEDS	0	0	0	0	0	0	0
			Subtotal GOB Proceeds	**0**	**0**	**0**	**0**	**0**	**0**	**0**
III. ROBINSON/RR ADVANCE PAYMENT REIMBURSEMENTS										
	ODOT	TR0203	Robinson Grade Separation (Fedl Share reimbursements)	0	0	0	0	0	0	0
	ODOT	BP0203	Reimbursement for Construction	1,194,991	0	0	0	0	0	0
IV. REVENUES FROM OTHER ENTITIES (generally, to be budgeted when revenues actually received)										
	Private	TR0061	12th & Triad Village Signal	0	0	0	0	0	0	7,871
	Private	TR	12th NE & Rock Creek Road Signal	0	0	0	0	0	0	42,000
	Private	TR0060	12th NE & Tecumseh Road Signal	0	0	0	0	0	0	107,836
	Private	TR0235	12th SE & Cedar Ln Signal & Intersection	0	0	0	0	0	0	81,700
	Private	TR0236	24th SE and Meadowood Blvd Signal	0	0	0	0	0	0	13,000
	Private	TR	36th NW & Franklin Signal	0	0	0	0	0	0	23,800
	Private	TR0228	36th NW and Rock Creek Signals	0	0	0	0	0	0	23,550
	Yarbrough	TR0005	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	48,960
	Rick's Nursery	TR0005	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	3,168
	Private	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	0	0	0	0	0	0	16,000
	Water Fund	TR0058	Boyd/Pickard Intersection	0	0	0	0	0	0	38,500
	Private	TR0057	Classen Blvd Signals	50,000	0	100,000	0	0	0	0
	DOE Grant	TR0071	CNG Infrastructure	0	0	0	0	0	0	0
	OCC Grant	DR0010	Drainage Project FYE10	60,000	0	0	0	0	0	0
	Fire Sales Tax	FT0002/0003	Fire Stations 8 and 9	359,607	2,990,394	0	0	0	0	0
	Private	TR0064	Flood Ave & Venture Drive Signal	0	0	0	0	0	0	13,050
	Fund 54	DR	Hall Park Dam Repair	25,178	0	0	0	0	0	0
	Private	TR	Indian Hill Road Signals	0	0	50,000	100,000	0	0	0
	Federal	TR0047	Downtown Streetscape Improvements	0	0	0	0	0	0	1,104,000
	Merchants	TR0047	Downtown Streetscape Improvements	0	0	0	0	75,000	0	0
	Federal	TR0072	Longfellow-Jefferson Safe Route to School	200,600	0	0	0	0	0	0
	Juv Liab Fund	BG0019	Municipal Court Interim Facility	35,000	0	0	0	0	0	0
	BNSF	TR0019	Railroad Safety (claims submitted in 2001)	0	0	0	0	0	0	263,997
	Fund 52	PR0116	Reaves Park Relight	9,978	0	0	0	0	0	0
142	Fund 31	TR0238	Robinson & 12th NE	0	0	0	0	0	0	0
	Private	TR0059	Rock Creek @ 12th NW & Trailwood	50,000	0	105,000	0	0	0	0
	UNP TIF	UT0003	Rock Creek Overpass TIF Reimbursement	0	0	0	0	0	0	0
	Private	TR0240	State Highway 9 and 12th SE Signal	8,000	0	8,000	0	0	0	0
	Private	TR	State Highway 9 and 36th SE Signal	0	0	0	0	0	0	41,000
	ODOT	TR0073	State Highway 9 Multimodal Path	0	600,000	0	0	0	0	0
	Private	PR0099	Summit Lakes Park Improvements	0	0	0	0	0	0	15,000
	Private	TR0074	Tecumseh & Journey Pkwy/NRH Pkwy Signal	15,000	30,000	0	0	0	0	0
	Westwood Fund	WG0112	Irrigation Well	0	0	0	0	0	0	165,000
	Private	TR	US 77 (Classsen Blvd) & Post Oak Signal	0	0	0	0	6,000	11,556	0
	Private	TR0239	US 77 and Imhoff Signal and Intersection	0	0	0	0	0	0	18,000
			Subtotal Other Sources of Revenue	**813,363**	**3,620,394**	**263,000**	**100,000**	**81,000**	**11,556**	**2,026,432**
V. GOB PROCEEDS (2010 Referendum)										
			PROPOSITION 1 GOB PROCEEDS	0	7,600,000	0	11,400,000	0	0	0
			PROPOSITION 2 GOB PROCEEDS	0	2,250,000	0	0	0	0	0
			Subtotal GOB Proceeds	0	9,850,000	0	11,400,000	0	0	0

PARK LAND AND DEVELOPMENT FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
			COMMUNITY PARKS							
na	052-9050-452	PR0211	Andrews Park Improvements	51,620	0	0	0	0	0	0
200	052-9639-452	PC0012	Griffin Park Fishing Pier	0	35,000	0	0	0	0	0
na	052-9639-452	PC0010	Griffin Park Lake Bridge and Trail *	0	0	0	0	0	0	45,000
na	052-9639-452	PC0006	Playground Equipment	24,925	0	0	0	0	0	0
na	052-9205-452	PC0007	Reaves Basketball Court	3,650	0	0	0	0	0	0
na	52-	PR0116	**Trnsfr to CF for Reaves Park Relight**	9,978	0	0	0	0	0	0
na	052-9205-452	PC0011	Reaves Park Water Meter Ins	7,067	0	0	0	0	0	0
na	052-9674.452	PC0003	Saxon Park Improvements	11,377	0	0	0	0	0	0
201	052-9205-452	PC0013	Volleyball Court Improvements	0	22,000	0	0	0	0	0
			Subtotal Community Parks	**108,617**	**57,000**	**0**	**0**	**0**	**0**	**45,000**
			NEIGHBORHOOD PARKS							
na	052-7042-253	PR0250	Kevin Gottshall	2,392	0	0	0	0	0	0
na	052-7042-253	PR0251	Walnut Ridge	2,000	0	0	0	0	0	0
na	052-7042-253	PR0252	Eastwood Park	3,500	0	0	0	0	0	0
202	052-	PR	Eaglecliff Park Improvements #	0	0	0	25,000	0	0	0
na	052-7042-452	PR0253	High Meadows-Concrete Walk	5,025	0	0		0	0	0
203	052-7042-452	PR0254	Lions Memorial Park Upgrades	12,800	0	0	34,000	0	0	0
204	052-	PR	New Park Development-Cedar Ln & Links Nbhds#	0	0	65,000	0	0	0	0
204	052-	PR	New Park Development-Summit Valley & Highland Village	0	0	0	0	70,000	0	0
			Subtotal Neighborhood Parks	**25,717**	**0**	**65,000**	**59,000**	**70,000**	**0**	**0**
			TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**134,334**	**57,000**	**65,000**	**59,000**	**70,000**	**0**	**45,000**

HALL PARK ASSESSMENT DISTRICT FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected
EXPENDITURES									
175	054-9984-462	DR	**Trnsfr to Capital Fund for Dam Repair**	25,178	0	0	0	0	0
			TOTAL HALLPARK FUND 54 PROJECTS	**25,178**	**0**	**0**	**0**	**0**	**0**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
211	057-9510-431	UT0098	UNP Legacy Park & Trail #	89,891	0	0	0	0	0	7,946,742
na	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	8,750,000
na	057-9510-431	UT	Economic Development	0	0	0	0	0	0	8,250,000
na	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	1,750,000
na	057-9510-431	UT	Contingency	0	0	0	0	0	0	175,000
na	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	8,250,000
212	057-9510-431	UT0003	Rock Creek Road Overpass #	1,361,756	100,000	0	0	0	0	2,647,567
na	057-9510-431	UT0001	24th NW Conf Ctr Dr Sig #	7,348	0	0	0	0	0	0
na	057-9510-431	UT0002	I35 Frontage/24NW Improvements #	0	0	0	0	0	0	0
213	057-9536-431	UT0005	24th & Rock Creek Intersection #	45,000	720,000	0	0	0	0	0
na	057-9537-451	UT0006	Legacy Pk Dr & 24th Intersection #	39,500	0	0	0	0	0	0
214	057-9510-431	UT0099	UNP Transportation Improvements #	0	0	0	0	0	0	9,550,601
	TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS			**1,543,495**	**820,000**	**0**	**0**	**0**	**0**	**47,319,910**

ARTERIAL ROADS RECOUPMENT FUND
FYE 11 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 10 Estimated	FYE 11 Adopted	FYE 12 Projected	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	Beyond 5 Years
EXPENDITURES										
na	078-9366-431	AR0062	Porter Avenue Gap Paving Rock Crk to Tecumseh	0	0	0	0	0	0	0
218	078-9366-431	AR0243	Porter Gap Paving: Rock Crk-Tecumseh	462,100	107,800	0	0	0	0	0
na	078-9517-431	AR0003	Rock Creek Overpass and Roadway	2,141	0	0	0	0	0	0
na	078-9517-431	UT0003	Rock Creek Overpass and Roadway	189,100	0	0	0	0	0	0
na	078-9964-431	AR0057	Tecumseh Road Phase III	9,085	0	0	0	0	0	0
		TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS		**662,426**	**107,800**	**0**	**0**	**0**	**0**	**0**

outstanding debt fund

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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	3,311,119	3,823,455	3,823,455	3,823,455	4,720,560
Interfund Transfers	593,008	500,000	500,000	500,000	500,000
Subtotal	3,904,127	4,323,455	4,323,455	4,323,455	5,220,560
Fund Total	3,904,127	4,323,455	4,323,455	4,323,455	5,220,560

FUND SUMMARY

TOTAL COMBINED PURPOSE 1992 & 1995 BONDS FUND (64)

MISSION:

Bonds issued December 1992 and March 1995 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 and 1995 Combined Purpose Bonds.

PERSONNEL:

	FYE 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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 09 ACTUAL	FYE 10 ORIGINAL	FYE 10 REVISED	FYE 10 ESTIMATE	FYE 11 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	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	221,361	259,563	259,563	302,309	252,313
Subtotal	221,361	259,563	259,563	302,309	252,313
Fund Total	221,361	259,563	259,563	302,309	252,313

1992 GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
Issuer: City of Norman
Trustee: Bank of New York
Amount: $4,340,000
Interest: 4% - 5.65%
Dated: December 1, 1992
Retired: December 1, 2012
Source of Funds: Sales Tax

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
1993-1994	4,340,000		465,000	465,000	4,340,000
1994-1995	4,340,000		310,000	310,000	4,340,000
1995-1996	4,340,000	90,000	305,500	395,500	4,250,000
1996-1997	4,250,000	250,000	288,500	538,500	4,000,000
1997-1998	4,000,000	250,000	263,500	513,500	3,750,000
1998-1999	3,750,000	250,000	238,500	488,500	3,500,000
1999-2000	3,500,000	250,000	213,500	463,500	3,250,000
2000-2001	3,250,000	250,000	188,500	438,500	3,000,000
2001-2002	3,000,000	250,000	163,500	413,500	2,750,000
2002-2003	2,750,000	250,000	138,500	388,500	2,500,000
2003-2004	2,500,000	250,000	113,500	363,500	2,250,000
2004-2005	2,250,000	250,000	90,219	340,219	2,000,000
2005-2006	2,000,000	250,000	68,656	318,656	1,750,000
2006-2007	1,750,000	250,000	50,688	300,688	1,500,000
2007-2008	1,500,000	250,000	36,313	286,313	1,250,000
2008-2009	1,250,000	250,000	21,938	271,938	1,000,000
2009-2010	1,000,000	250,000	7,563	257,563	750,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	750,000	250,000	313	250,313	500,000
2011-2012	500,000	250,000	188	250,188	250,000
2012-2013	250,000	250,000	63	250,063	0
		4,340,000	2,964,438	7,304,438	

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

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
Paid					
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
To be Paid					
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
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
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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	

2007B GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$2,650,000
Interest:	4.00%
Dated:	June 1, 2007
Retired:	June 1, 2012
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2007-2008	2,650,000	0	106,000	106,000	2,650,000
2008-2009	2,650,000	660,000	106,000	766,000	1,990,000
2009-2010	1,990,000	660,000	79,600	739,600	1,330,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	1,330,000	660,000	53,200	713,200	670,000
2011-2012	670,000	670,000	26,800	696,800	0
		2,650,000	371,600	3,021,600	

2008A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
2013-2014	1,380,000	1,380,000	25,013	1,405,013	0
		5,475,000	669,157	6,144,157	

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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
Paid					
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
To be Paid					
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
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	

WASTEWATER 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

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
Paid					
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
To be Paid					
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
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
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
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
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
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

To be 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
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

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000
2011-2012	1,610,000	110,000	95,149	205,149	1,500,000
2012-2013	1,500,000	115,000	89,209	204,209	1,385,000
2013-2014	1,385,000	120,000	82,884	202,884	1,265,000
2014-2015	1,265,000	130,000	76,164	206,164	1,135,000
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
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	

pension fund

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.

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

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

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)

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 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.

MATURITY – The date when the principal amount of an investment security becomes due and payable.

MSW – Municipal Solid Waste

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

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, along side 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

SALES TAX – A tax levied by the City on retail sales of tangible personal property and some services.

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.

INDEX

A

Accounting Process 36
Acronyms 432
Art In Public Places Fund 78, 273
Arterial Roads Recoupment Fund 120, 394

B

Board of Adjustment 252
Budget Calendar 35
Budget Process 36

C

Cable Commission 253
Campus Corner TIF District 77, 309
Capital Improvements Projects Fund 105, 389
  Capital Engineer 390
  Capital Projects 391
Capital Projects Schedules 395
Central Oklahoma Mastery Conservation District 89
Children's Rights Commission 254
City Clerk 126
  Facility Administration 129
  Facility Custodial Services 131
  Facility Maintenance & Repairs 133
City Council 135
  Sister Cities Program 137
City Manager 139
  Community Relations 142
City of Festivals 2
Citywide Operating Expenditures 32
CLEET Program Fund 74, 274
Combined Purpose Bonds 417
Community Development Fund 60, 277
Community Profile 3
Consolidated Fund Summary 28
Convention & Visitors Bureau 69, 305

D

Debt Service Funds 416

E

Emergency Communications Fund 70, 279
Employee Assistance Program 255
Employee Training / Development Program 256
Environmental Control Advisory Board 379

F

Finance Department 145
  Accounting Division 146
  Administration Division 149
  Budget Division 151
  Information Systems Division 153
  Office Services Division 156
  Treasury Division 158
  Utility Services Division 160
  Unemployment Compensation 163
  Workers' Compensation 164
Financial Policies 33
Financial Summaries:
  Art in Public Places Fund 79, 273
  Arterial Roads Recoupment Fund 120
  Campus Corner TIF 77
  Capital Improvements Projects Fund 105
  CLEET Fund 74
  Community Development Fund 60
  Emergency Communications Fund 70
  G. O. Bonds 118
  General Debt Services Fund 114
  General Fund 51
  Hall Park Assessment District 110
  New Development Excise Fund 97
  Park Land & Development Fund 108
  Public Safety Sales Tax Fund 56
  Recreation Fund 58
  Retirement Systems 122
  Room Tax Fund 64
  Sanitation Fund 102
  Seizures & Restitution Fund 72
  Sewer Maintenance Fund 94
  Sewer Sales Tax Fund 100
  Special Grants Fund 62
  University North Park TIF 112
  Wastewater Fund 90
  Water Fund 85
  Westwood Park Fund (29) 81
  Westwood Park Fund (30) 84
Fire Department 166
  Administration Division 167
  Emergency Management 169
  Prevention Division 171

INDEX

Suppression Division 173
Training Division 176
Firehouse Art Center 257

G

General Debt Service Fund 114, 416
General Fund 51, 124
G.O. Bonds Fund 118
General Obligation Bond Schedules 418
Glossary of Terms and Acronyms 432
Government Facilities & Service Statistics 8
Graphs:
All Funds Projected Total Revenues 19
Assessed Property Valuations 15
Budgeted Positions 14
Funding Sources for Departments 39
General Fund Expenditures 22
General Fund Expenditures by Department 24
General Fund Revenues 21
General Fund Expenditures by Department 24
General Fund Revenues by Source 23
Population & Employees 13
Projected Total Expenditures 20
Property, Franchise & Sales Tax 17
Sales Tax Revenue 18
Sanitation Fund Operations 27
Single Family Construction 16
Wastewater Fund Operations 26
Water Fund Operations 25
Greenbelt Commission 258

H

Hall Park Assessment District Fund 110, 392
Historic District Commission 259
Historical Museum 260
History of Norman 1
Holiday Decorations 261
Human Resources Department 179
Administration Division 180
Safety Division 183
Human Rights Commission 262

I

Inter-City Benchmark Comparisons 6
Introduction 10
Interfund Transfers 263

L

Legal Department 186
Judgments and Claims Division 189

M

Mosquito Control 264
Municipal Budget Act 41
Municipal Court 191
Municipal Elections 265

N

New Development Excise Fund 967 359
Net City Budget 29
Norman Arts Council 67, 304
Norman Public Library 266

O

Organization Charts:
City of Norman 11
City Clerk 125
City Manager 138
Finance Department 144
Fire Department 165
Human Resources Department 178
Legal Department 185
Municipal Court 190
Parks & Recreation Department 194
Planning & Community Development Dept 202
Police Department 215
Public Works Department 233
Utilities Department 319

P

Park Land & Development Fund 108, 281
Parks & Recreation Department 195
Administration Division 196
Forestry Division 198
Maintenance Division 200
Parks Board 267
Personnel History (By Fund) 12
Planning & Community Development Dept 203
Administration Division 204
Current Planning Division 206
Development Services Division 209
Geographic Information Services Division 210
Revitalization Division 212

INDEX

Planning Commission 268
Police Department 216
Administration Division 217
Animal Welfare Division 219
Investigations Division 221
Narcotics Division 224
Patrol Division 227
Support Services Division 230
Profile of Norman 3
Public Safety Sales Tax:
Fire - Suppression 284
Police – Investigations 287
Police – Narcotics 289
Police – Patrol 291
Police – Support Services 293
Public Works Department 234
Administration Division 235
Engineering Division 237
Fleet Administration 239
Fleet Fuel & Parts 241
Fleet Repair Services 242
Stormwater Drainage 244
Streets Division 246
Traffic Control Division 248

R

Recreation Fund 58, 295
Youth Baseball & Softball 296
Recreation Programs 298
Senior Citizens Center 300
Retirement Systems 122
Room Tax Fund 64, 302
Administration 303
Norman Arts Council 67, 304
Convention & Visitors Bureau 69, 305
Capital Projects 306

S

Sanitation Fund 102, 323
Administration Division 324
Commercial Collection Division 326
Compost Operations Division 328
Green Waste Division 330
Recycling Operation Division 332
Residential Collection Division 334
Waste Disposal Division 336
Santa Fe Depot 269
Seizures & Restitution Fund 72, 307
Sewer Maintenance Fund 93, 353
Sewer Line Maintenance 354
Utilities Inspection 356
Sewer Sales Tax Fund 100 360
Sister Cities Program 137
Social & Voluntary Services 270
Sooner Theatre 271
Special Grants Fund 62, 308
Special Studies / Contributions 272
Summary of Fund Balances 30

T

TIF – Campus Corner 77, 309
TIF – University North Park 112, 393
Total City Revenues & Other Sources 31

U

Utilities Department 320
Administration 341

W

Ward Map – City of Norman 9
Wastewater Fund 90, 340
Administration Division 341
Bio-Solids Division 343
Environmental Section 345
Laboratory Division 347
Operations & Maintenance Division 349
Water Fund 85, 361
Utilities Department Administration 362
Utilities Modeling 363
Line Maintenance Administration 365
Line Maintenance Division 367
Treatment Plant Administration 369
Laboratory 371
Treatment Plant 373
Water Wells 375
Westwood Fund (30) 81, 380
Golf Course Division 381
Park Maintenance Division 383
Pool Division 385
Westwood Fund (29) 83, 310
Golf Course Division 311
Park Maintenance Division 311
Pool Division 315

For the eighth consecutive year, Norman has been designated as a “Tree City U.S.A.” by the National Arbor Day Foundation, and Keep Oklahoma Beautiful presented the City of Norman its Environmental Excellence Award for local governments in 2009. The City has expanded its composting and recycling facilities and has taken major steps towards converting its vehicle fleet to compressed natural gas and alternative fuels.

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