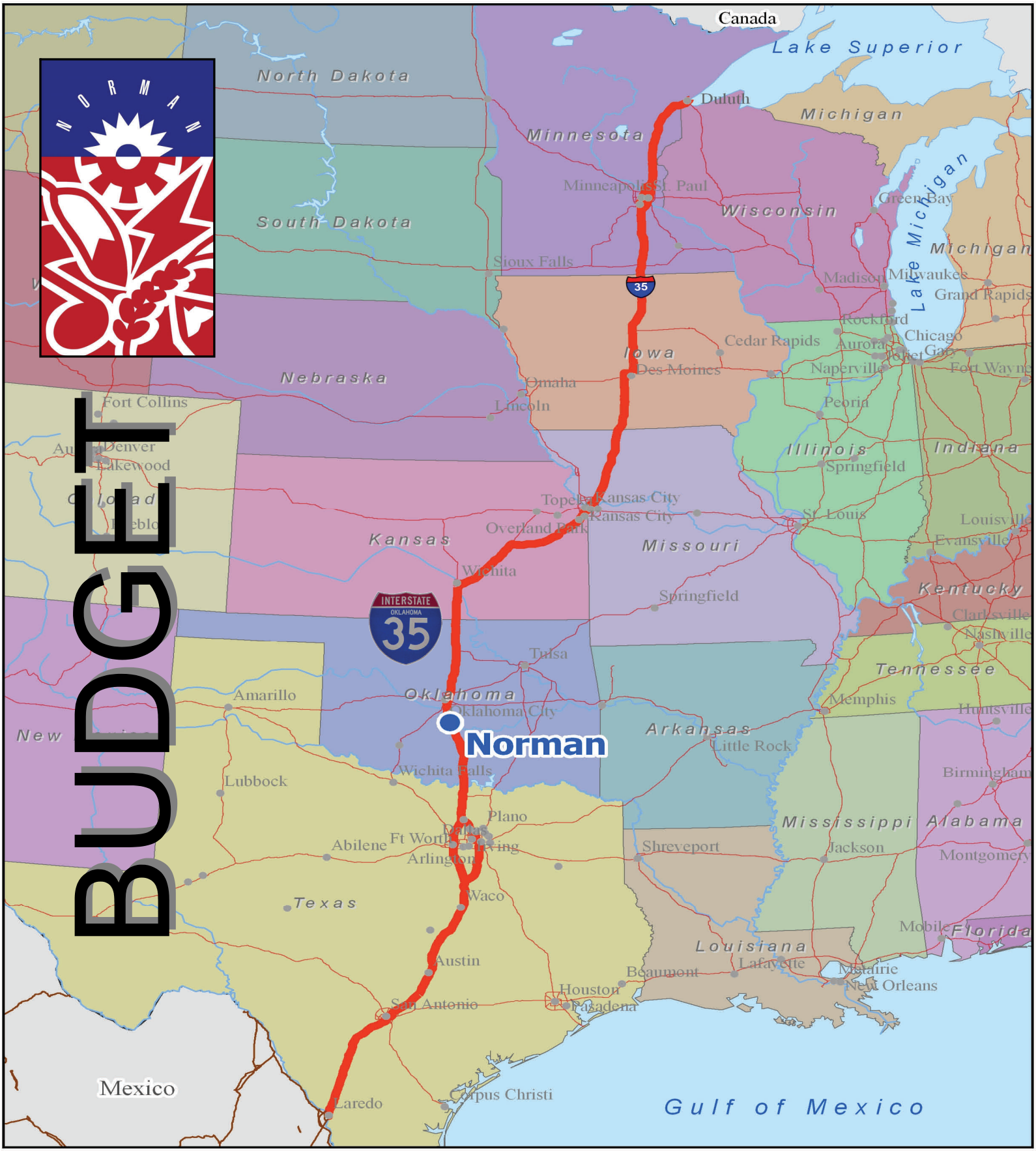
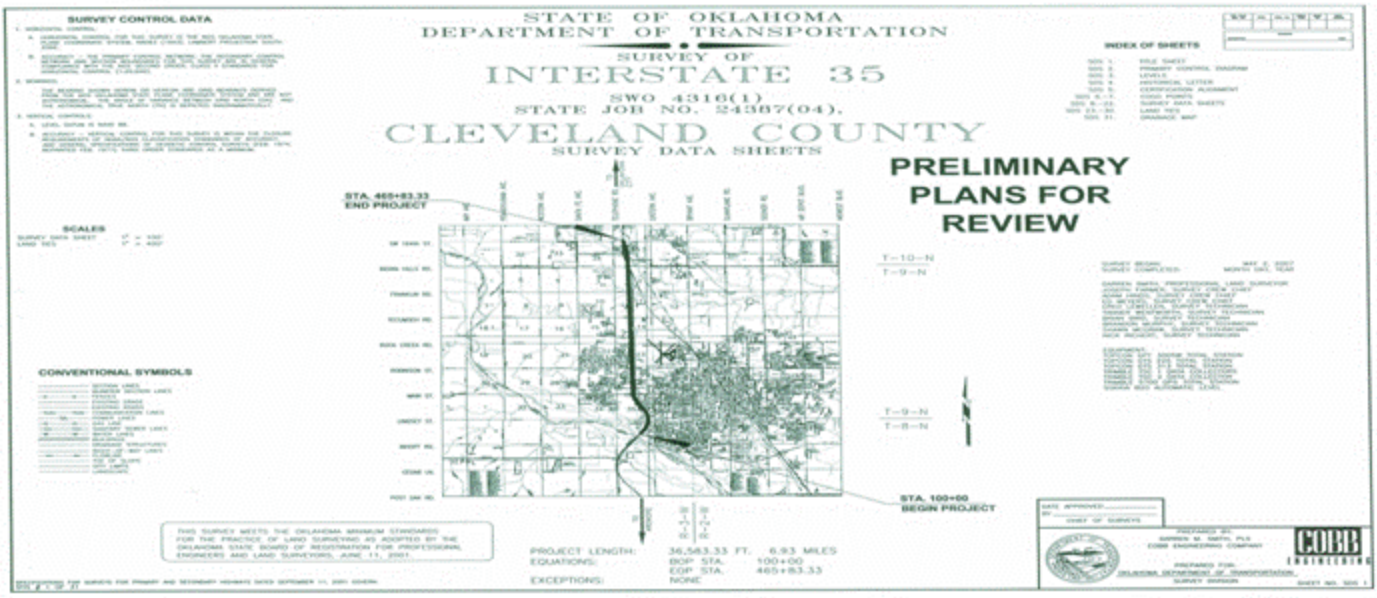


THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2010
FINANCIAL PLAN- FISCAL YEAR END 2010 - 2014

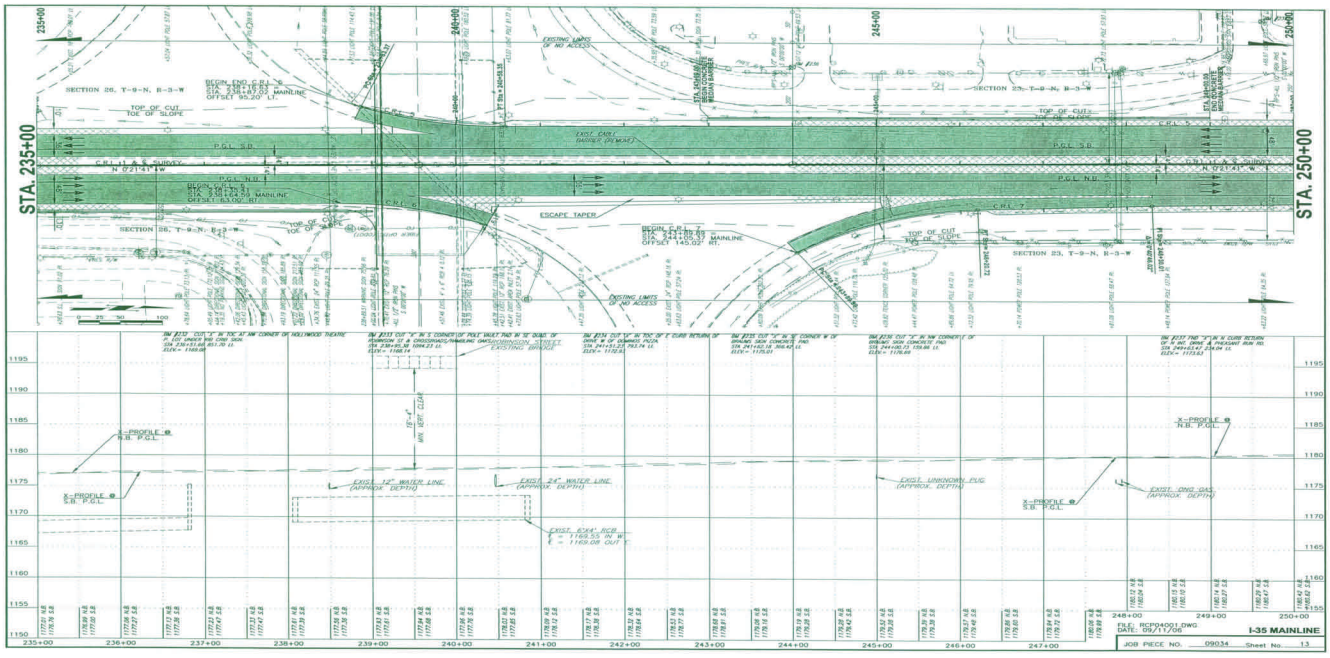


ON THE COVER

Norman, Oklahoma is strategically located on Interstate 35, the major north-south transportation corridor for the central United States. I-35 has been called the North American Free Trade Agreement (NAFTA) Highway and billions of dollars worth of freight cargo are transported through Norman annually.

PICTURED ABOVE/BELOW

A major widening and reconstruction of Interstate 35 through Norman will progress in two phases over the next 5-6 years at a cost of over $300 million. Plans call for the widening from four to six lanes and the replacement and upgrade of six major urban interchanges. Below, plans are pictured for the upgrade of the heavily commercial Robinson Street interchange and widening of the main highway for approximately 1/4 mile of the four-mile first phase of the widening project.



CITY COUNCIL

MAYOR
Cindy Rosenthal

Ward 1	Bob Thompson 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:

Steven D. Lewis, City Manager

BUDGET & RESEARCH STAFF

Anthony Francisco, CPFO, CTP, CPFA
Finance Director

Suzanne Krohmer
Budget Manager

Clint Mercer, CPA
Chief Accountant

Debbie Whitaker
Municipal Accountant III

Mindy Aynes
Municipal Accountant I

Mary Anne Kirkland
Administrative Tech IV

OFFICE SERVICES STAFF

James Johnson
Printing Services Operator II

Kris Wiard
Print Services Operator I

This document was prepared by the City of Norman, Finance Department and printed by City of Norman, Office Services Division.
For additional information please contact:
City of Norman Finance Department
P.O. Box 370
Norman, Oklahoma 73070
(405) 366-5413

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, 2008.

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

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

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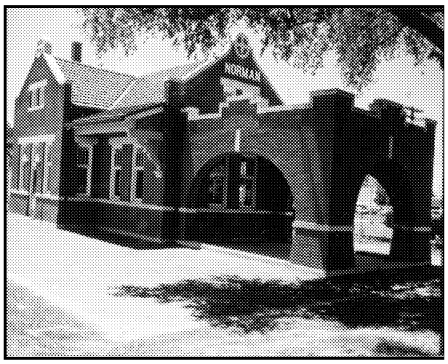
community profile

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 113,518 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.

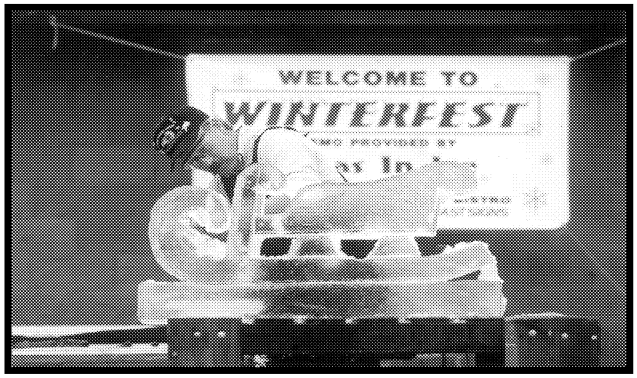
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman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

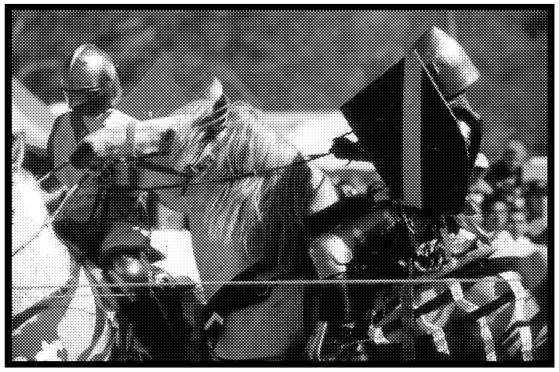
Norman's rich history plays an important role in citizen's lives and we continually make our history book more exciting with each passing year.

Norman—The City of Festivals

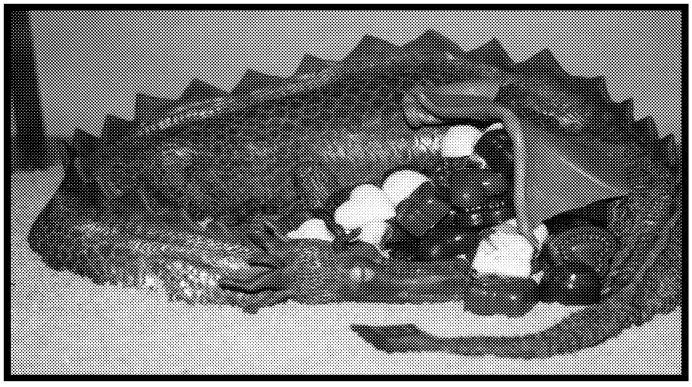
Widely recognized as the "City of Festivals", Norman is the host of several annual festivals that are free to the public. Spring and Summer festivals include the Medieval Fair, May Fair, Jazz in June, and Midsummer Night's Fair in July. Fall and Winter festivals include Winterfest in December and the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



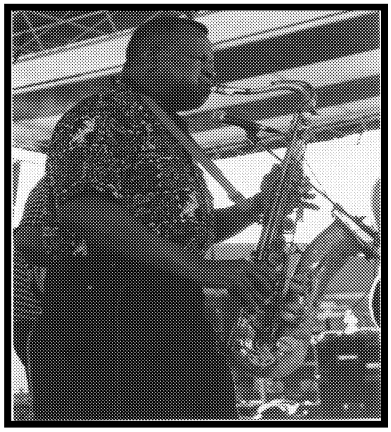
Winterfest in December



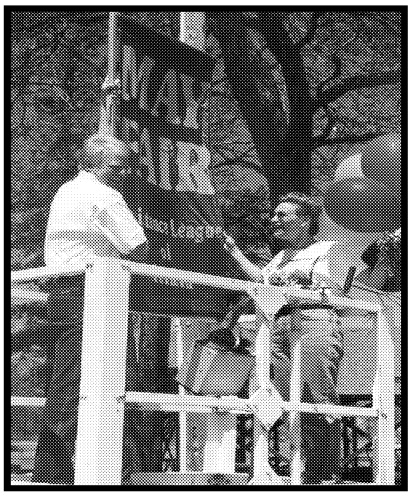
Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June Festival



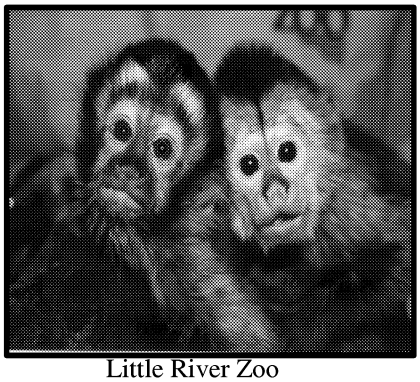
May Fair

Midsummer Night's Fair held in July

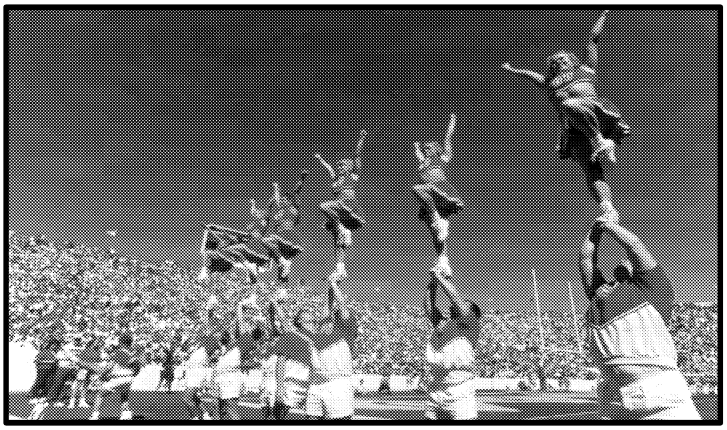
Photos courtesy of Norman Convention & Visitor's Bureau

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.



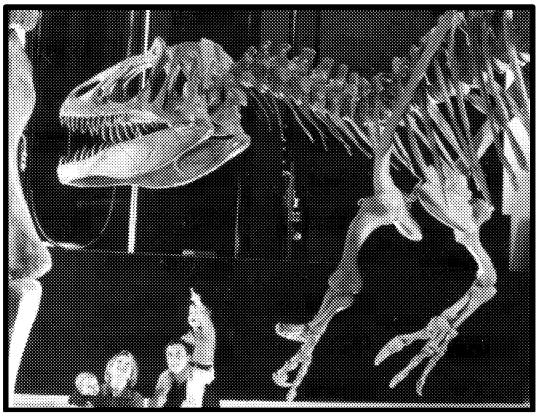
Little River Zoo



Owen Field and Oklahoma Memorial Football Stadium

Easter Egg Hunt at Andrews Park

Lake Thunderbird



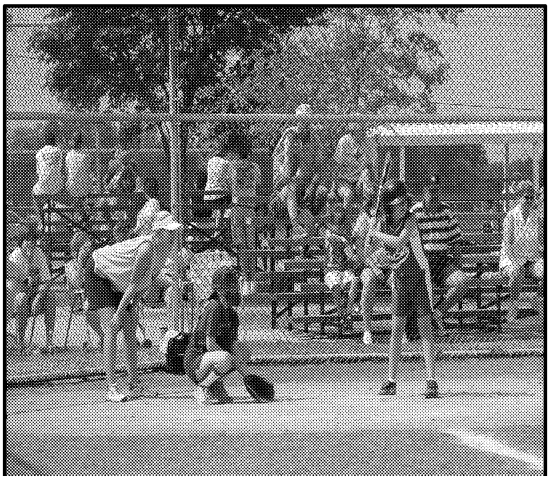
Sam Noble Oklahoma Museum of Natural History

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	1
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
2000	95694	20,630	32.2	12,720	2.6
2001	97,846	25,775	32.3	12,378	3.6
2002	99,370	26,169	32.6	12,402	4.3
2003	102,545	26,789	32.9	12,433	4.8
2004	105,336	28,154	33.3	12,672	4.3
2005	107,690	23,403	30.9	12,767	4.4
2006	109,323	23,089	30.0	12,736	4.1
2007	110,349	24,532	29.6	13,152	4.4
2008	111,543	N/A	N/A	13,546	3.2
2009	113,518	N/A	N/A	14,025	3.8

Sources:
(1) 2000 - U.S. Census figure, 2001-2009 Estimated – City of Norman Planning Department
(2) 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
(3) 2001-2005 Oklahoma Department of Commerce – Cleveland County Median Age, 2000 & 2006-2007 U.S. Census for Norman
(4) Norman Public Schools Accreditation Report
(5) U.S. Department of Labor, Bureau of Labor Statistics - City of Norman unemployment rate, 2009 – First two months of calendar year 2009
N/A – Information not currently available

Community Profile

Facilities and services not included in the reporting entity:

Hospitals:	
Number of Hospitals	1
Number of licensed patient beds	337
Education (2008-2009 School Year):	
Total school enrollment – Norman Public Schools	14,025
Number of elementary schools	15
Number of elementary students	7,165
Number of elementary school instructors	515
Number of secondary schools	6
Number of secondary school students	6,860
Number of secondary school instructors	460
Number of vocational technology centers	1
Number of universities	1

The University of Oklahoma campus

Major Employers in Norman

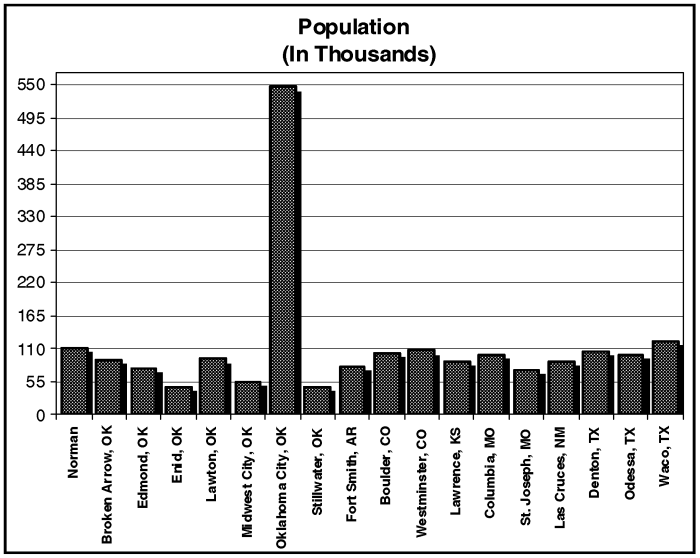
Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	12,098
Norman Regional Hospital	Medical Services	2,506
Norman Public Schools	Education Services	1,715
York International / Johnson Controls	Heating / Air Conditioning	974
City of Norman	Government Services	811
Dept of Mental Health & Substance Abuse Services	Mental Health & Substance Abuse Services	775
USPS National Center for Employee Development	Government Services	640
NOAA National Severe Storm Laboratory	National Weather Services	400
Moore-Norman Technology Center	Education Services	399
Sitel	Business Process Outsourcing	380

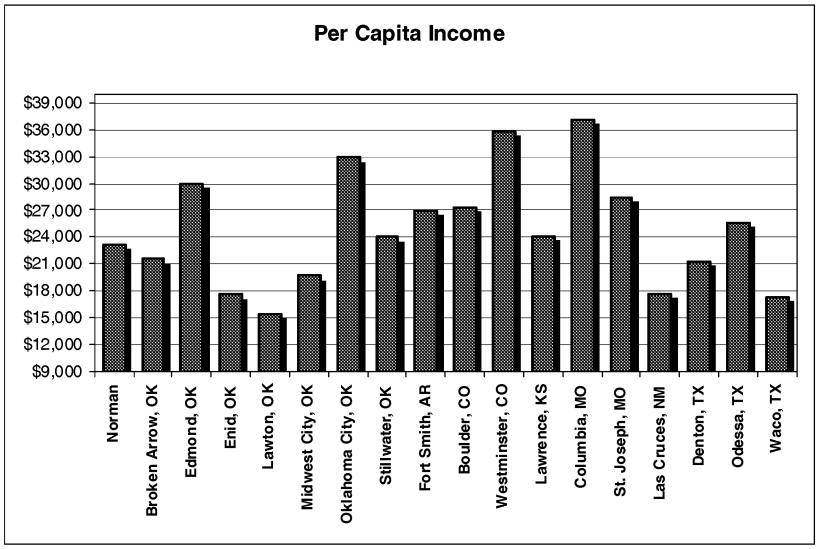
INTER-CITY BENCHMARK COMPARISONS

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

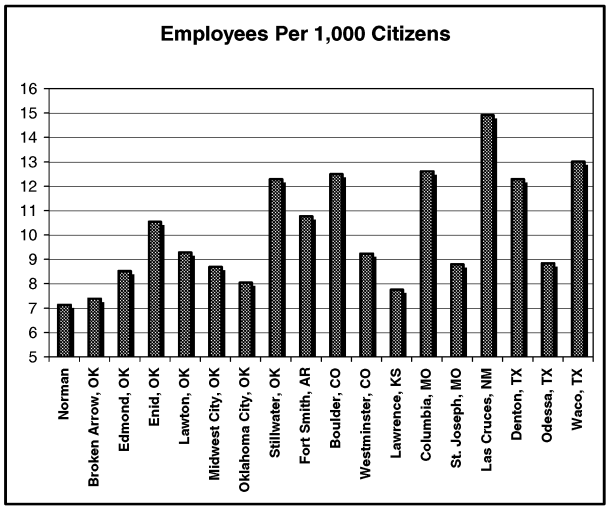
City	Population	Median Age	Square Miles
Norman	**113,518**	**29.6**	**189.5**
Broken Arrow, OK	95,000	35.4	77.0
Edmond, OK	80,364	34.8	87.0
Enid, OK	47,045	37.0	75.0
Lawton, OK	92,757	28.9	79.6
Midwest City, OK	55,840	34.6	24.6
Oklahoma City, OK	553,500	34.7	622.0
Stillwater, OK	46,976	23.9	28.0
Fort Smith, AR	83,461	35.4	92.4
Boulder, CO	103,100	35.0	25.5
Westminster, CO	109,838	33.9	33.0
Lawrence, KS	88,587	26.6	34.0
Columbia, MO	101,143	31.8	60.4
St. Joseph, MO	76,107	35.6	44.8
Las Cruces, NM	92,235	32.2	76.2
Denton, TX	115,506	29.8	87.0
Odessa, TX	102,876	37.2	38.7
Waco, TX	120,577	27.7	105.0





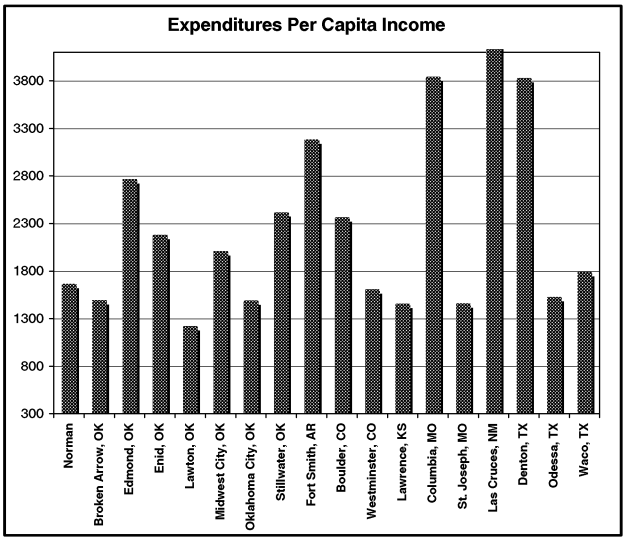
City	Per Capita Income
Norman	**$24,532**
Broken Arrow, OK	$26,138
Edmond, OK	$31,816
Enid, OK	$17,532
Lawton, OK	$18,272
Midwest City, OK	$19,632
Oklahoma City, OK	$23,615
Stillwater, OK	$23,966
Fort Smith, AR	$28,836
Boulder, CO	$31,539
Westminster, CO	$34,514
Lawrence, KS	$24,061
Columbia, MO	$33,928
St. Joseph, MO	$29,719
Las Cruces, NM	$18,824
Denton, TX	$21,203
Odessa, TX	$25,590
Waco, TX	$16,901

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**14,025**	**3.60%**	**Oklahoma Gas & Electric (OG&E), Astellas Pharma, Wal-Mart**
Broken Arrow, OK	16,200	4.10%	Public Service Company, Valor Communications, Wal-Mart
Edmond, OK	20,272	4.30%	SBC, SCI-Bryant Square Shopping Center, Oklahoma Natural Gas (ONG)
Enid, OK	6,411	3.00%	ADM Farmland, Advance Foods, Oklahoma Gas & Electric (OG&E)
Lawton, OK	15,260	4.40%	American Electric Power Company (AEP), CenterPoint Energy, SBC
Midwest City, OK	10,541	4.00%	Oklahoma Gas & Electric (OG&E), SBC, Midwest Regional Hospital
Oklahoma City, OK	40,990	4.60%	Oklahoma Gas & Electric (OG&E), SBC, Redbud Energy
Stillwater, OK	5,489	4.30%	Armstrong World Industries, Brunswick Corp., Wal-Mart
Fort Smith, AR	13,900	5.30%	Central Mall, Whirlpool Corp., GGNSC Admin. Services
Boulder, CO	12,594	4.47%	Macerich Twenty Ninth Street, LLC, IBM Corp., Roche Colorado Corp.
Westminster, CO	14,009	4.85%	Avaya, Westminster Mall, Excel Westminster Marketplace
Lawrence, KS	10,700	3.90%	Westar Energy, AT&T, Inland Western
Columbia, MO	16,648	4.30%	Kroenke Group, Boone Electric Coop., Columbia Mall Limited Partnership
St. Joseph, MO	11,432	6.10%	Triumph Foods LLC, Johnson Controls Battery Group, HHS Properties, Inc.
Las Cruces, NM	23,913	6.20%	Las Cruces Medical Center, El Paso Electric Company, Public Service Co. of NM
Denton, TX	22,222	3.40%	THHR Limited Partnership, Columbian Medical Center, Denton, Inland Western Denton Crossroads, Ltd.
Odessa, TX	26,495	5.30%	Four Star Oil & Gas Co., Oncor Electric Delivery Co., MCM Properties
Waco, TX	15,273	5.30%	Mars Snackfood US (M&M Mars), Inland Western Waco - Central, Oncor Electric Delivery Company



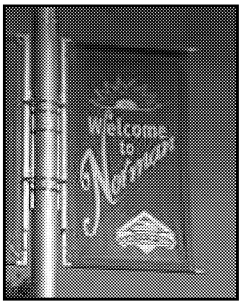
City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	**811**	**7.1**
Broken Arrow, OK	702	7.4
Edmond, OK	685	8.5
Enid, OK	496	10.5
Lawton, OK	861	9.3
Midwest City, OK	485	8.7
Oklahoma City, OK	4,453	8.0
Stillwater, OK	577	12.3
Fort Smith, AR	898	10.8
Boulder, CO	1,289	12.5
Westminster, CO	1,015	9.2
Lawrence, KS	785	7.8
Columbia, MO	1,275	12.6
St. Joseph, MO	670	8.8
Las Cruces, NM	1,375	14.9
Denton, TX	1,419	12.3
Odessa, TX	910	8.8
Waco, TX	1,568	13.0

City	Budgeted Revenues (In Millions)	Budgeted Expenditures	Expenditures Per Capita
Norman	**$170.94**	**$187.66**	**$1,653**
Broken Arrow, OK	$93.18	$140.99	$1,484
Edmond, OK	$169.26	$221.61	$2,758
Enid, OK	$95.04	$102.08	$2,170
Lawton, OK	$115.55	$112.36	$1,211
Midwest City, OK	$94.43	$111.63	$1,999
Oklahoma City, OK	$818.91	$818.91	$1,480
Stillwater, OK	$100.62	$113.12	$2,408
Fort Smith, AR	$208.53	$264.76	$3,172
Boulder, CO	$230.64	$242.71	$2,354
Westminster, CO	$165.17	$175.57	$1,598
Lawrence, KS	$152.57	$146.34	$1,447
Columbia, MO	$345.93	$387.50	$3,831
St. Joseph, MO	$110.65	$110.39	$1,450
Las Cruces, NM	$260.39	$398.58	$4,321
Denton, TX	$434.34	$440.92	$3,817
Odessa, TX	$156.06	$156.04	$1,517
Waco, TX	$214.57	$214.57	$1,780

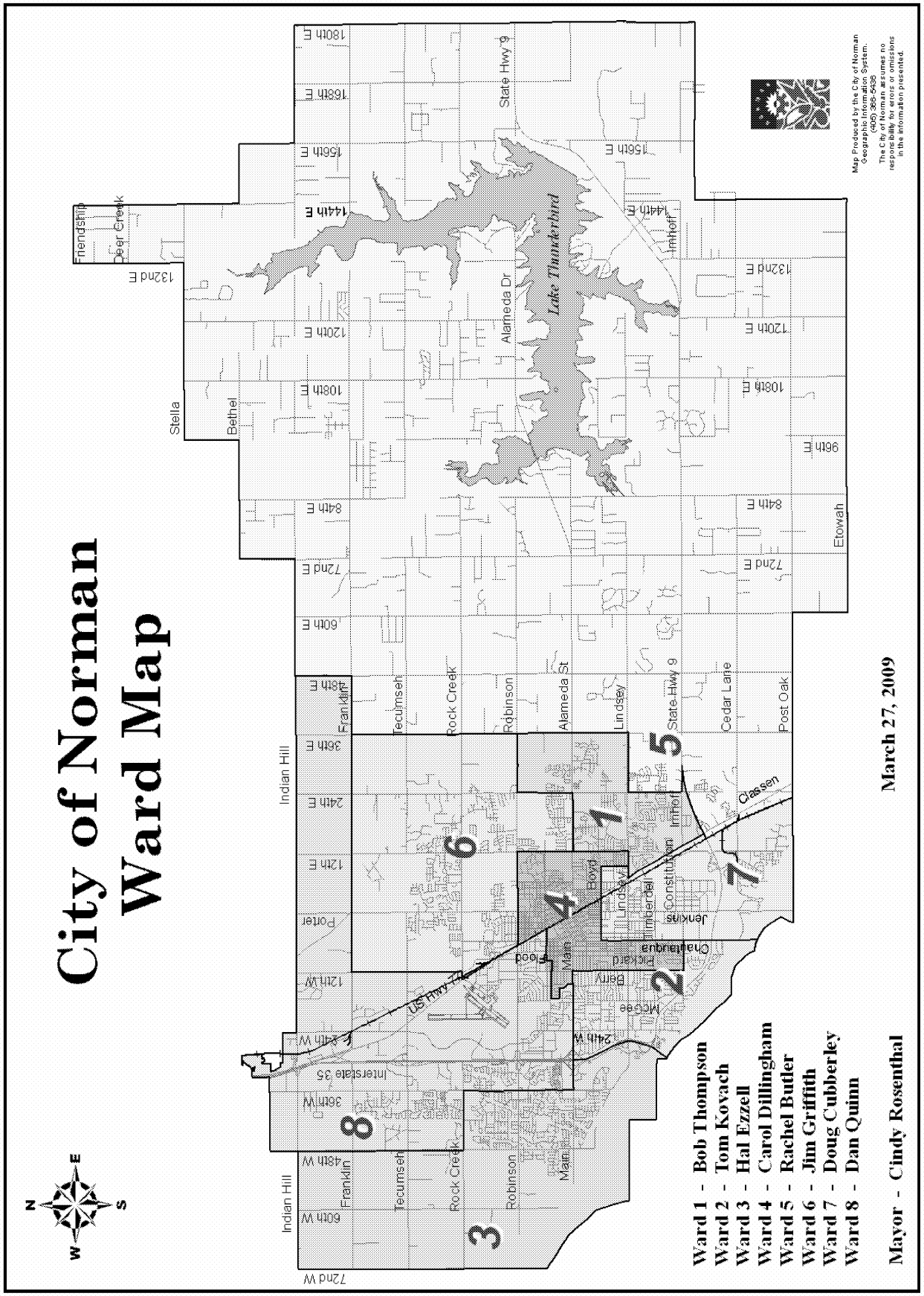


Government Facilities and Service Statistics

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



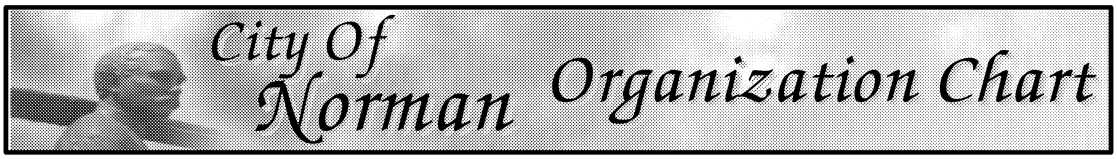
Area in square miles	189.5
General Obligation Debt Rating (Moody's rating)	AA2
Number of Employees (excluding police and fire):	
Union	298
Non-Union	152
Fire Protection:	
Number of Stations	7
Number of fire personnel	148
Number of calls answered (for 2008)	10,750
Number of inspections conducted (for 2008)	3,142
Police Protection:	
Number of stations	1
Number of police personnel (includes emergency communications staff)	212
Number of patrol units	104
Physical arrests (for 2008)	8,720
Traffic violations (for 2008)	18,461
Parking violations (for 2008)	13,883
Number of reported crimes (part one crime index for 2008)	3,919
Calls for service (for 2008)	55,239
Sewerage System:	
Miles of sanitary sewers maintained by the City	457
Miles of storm sewers maintained by the City	132.5
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	522
Number of service connections (includes 584 sprinkler connections)	33,283
Number of fire hydrants	4,933
Daily average production in gallons (for 2008-excluding water purchased from OKC)	12,231,000
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	507.8
Miles of rural streets maintained by the City	227.9
Number of street lights	5,497
Number of signalized locations	170


City of Norman
Ward Map
March 27, 2009
Ward 1 - Bob Thompson
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
Alameda St
Rock Creek
Robinson
Tecumseh
Franklin
Indian Hill
Stella
Bethel
Deer Creek
Friendship
Etowah
Post Oak
Cedar Lane
Lindsey
Imhoff
Classen
Boyd
Main
Flood
Berry
McGee
Chautauqua
Jenkins
Constitution
Timberhill
Pickard
Porter
US Hwy 77
Interstate 35
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/stat.

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 99	FYE 00	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10
GENERAL	501	495	512	549	551	555	533	535	530	559	568	599
RECREATION	16	16	16	21	21	21	18	18	18	19	20	20
CDBG	7	7	7	7	7	7	7	6	6	6	6	6
SPECIAL GRANTS	5	0	0	0	0	0	0	0	0	0	0	0
EMERGENCY COMMUNICATIONS	2	20	20	22	22	23	22	22	22	22	22	22
WESTWOOD PARK	9	9	9	9	9	9	8	8	8	8	8	8
WATER	43	43	49	49	49	50	50	50	50	50	52	52
WASTEWATER	45	45	45	46	23	24	24	23	23	23	23	23
SANITATION	71	71	66	48	50	50	50	50	52	53	53	53
FLEET MANAGEMENT	19	19	19	0	0	0	0	0	0	0	0	0
BUILDING SERVICES	5	5	5	0	0	0	0	0	0	0	0	0
OFFICE SERVICES	2	3	3	0	0	0	0	0	0	0	0	0
RISK MANAGEMENT	2	2	2	0	0	0	0	0	0	0	0	0
CAPITAL PROJECTS	2	2	2	2	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	0	0	0	0	24	25	25	25	25	25	25	25
TOTAL	729	737	755	753	759	767	740	740	737	768	780	811

FYE 02 to FYE 03 – Added Disaster Preparedness Coordinator, 2 residential Sanitation workers and a Capital Project Engineer. Reclassed positions: Mediation Intake Coordinator, Animal Control Officer and EMS Training Officer. A Utility Inspector was added during FYE 02. All Sewer Line Maintenance personnel were transferred from the Wastewater Fund to the new Sewer Maintenance Fund.

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.

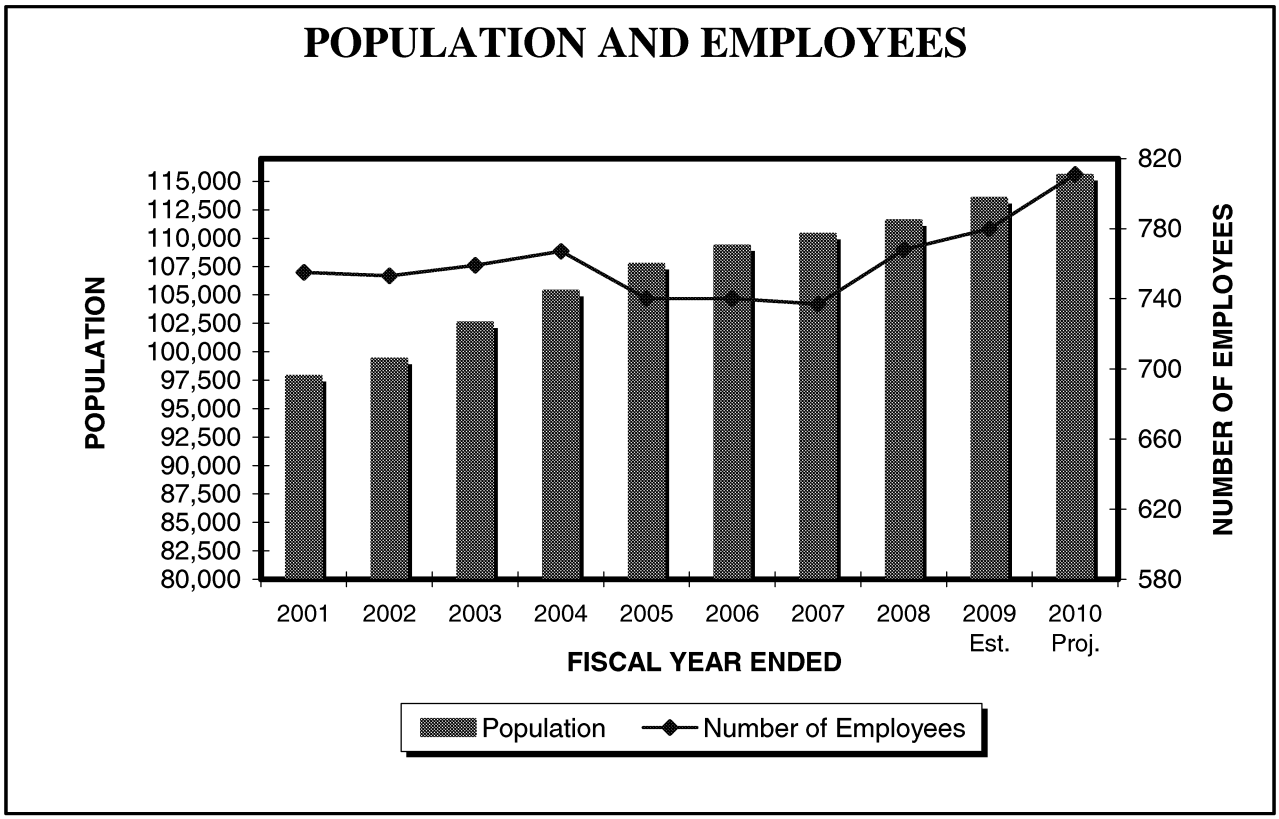
FYE 05 to FYE 06 – Reduced: Wastewater Treatment Plant Operator (1), Streets Division by 4 positions and moved 1 to Public Works Admin. The part-time Pollution Prevention Specialist and a part-time Planning Intern were reclassed to full-time. Added: Code Compliance Inspector and a Police Records Clerk; 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.

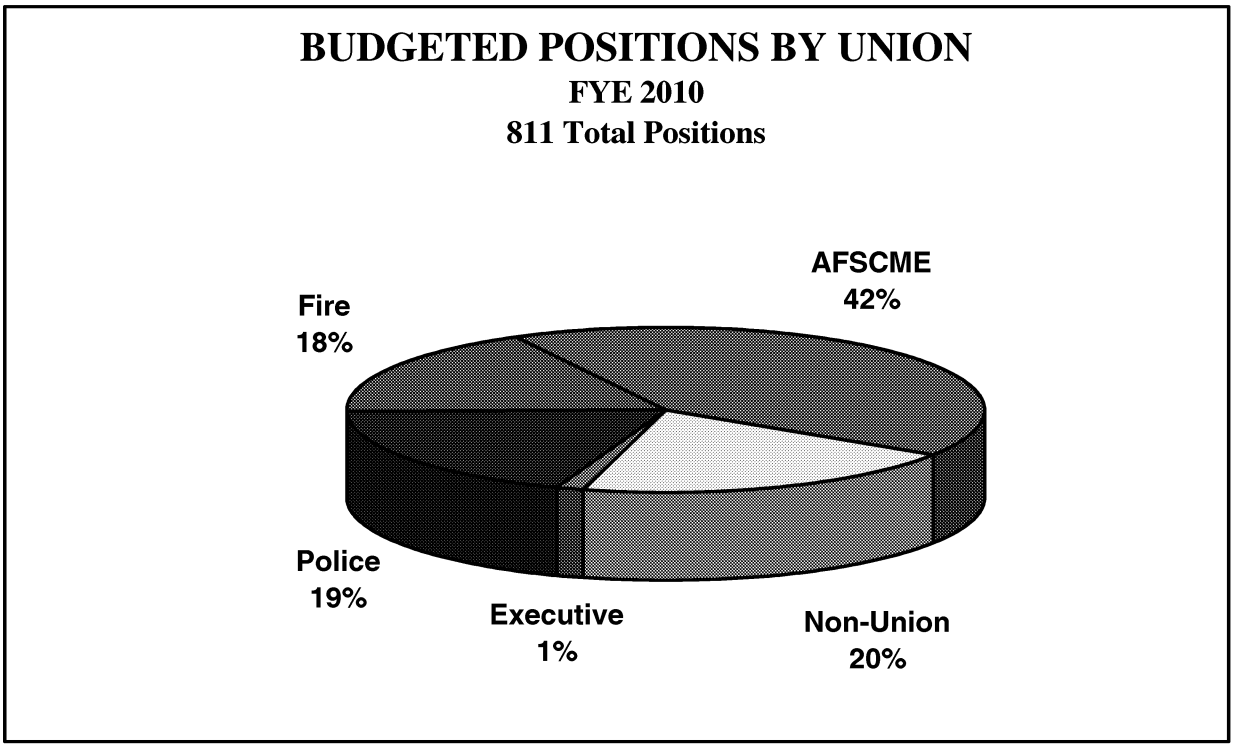
FYE 09 TO FYE 10 – Added an Assistant City Attorney I in the Legal Department during FYE 09, added an Electrician, Employment Specialist, Water Meter Reader, Warrant/Security Officer and Utility coordinator in the General Fund, added one Communications Officer in the Emergency Communications Fund and 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.



Discussion of the Graph

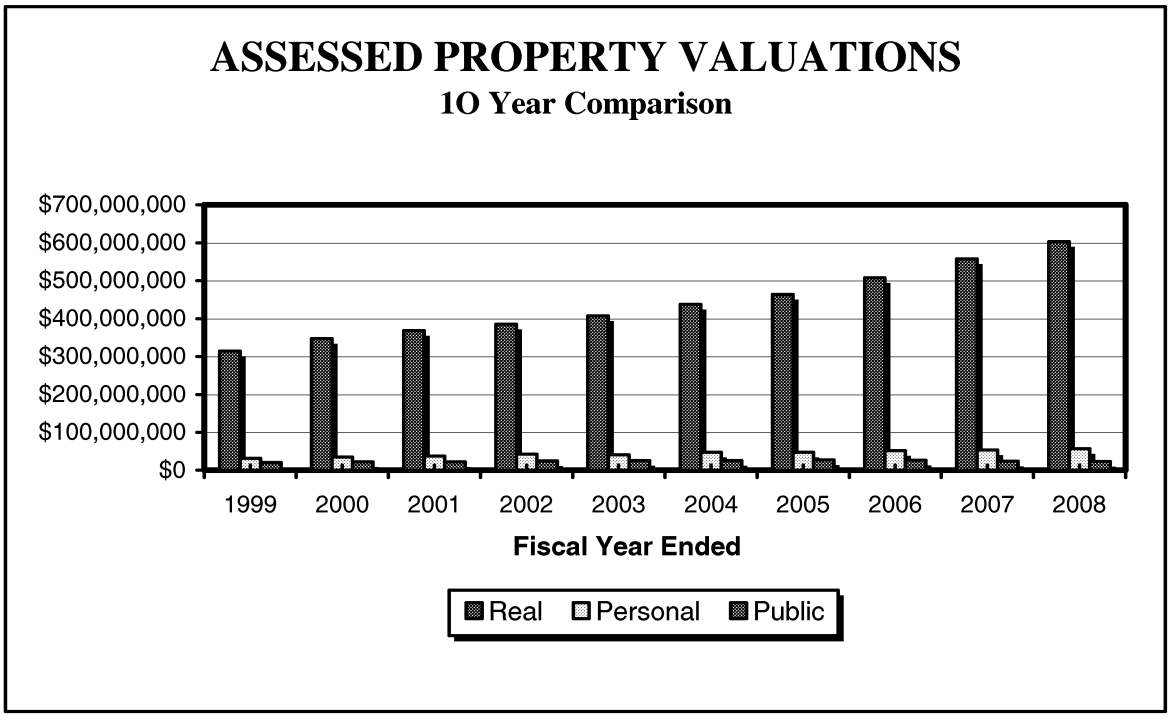
This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2010, the City will employ 811 permanent employees, which are 31 more positions budgeted in FYE 2009. Twenty-four of these positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 811 personnel, the City is budgeting 56 more positions than in FY 2001, or an increase of 7.4%. In 2010, the City of Norman's population is projected to be 115,528, an increase of approximately 18% from 2001.

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



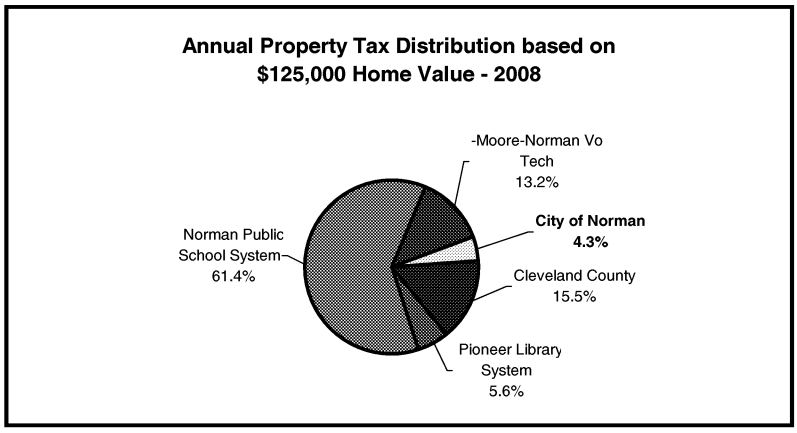
Discussion of the Graph

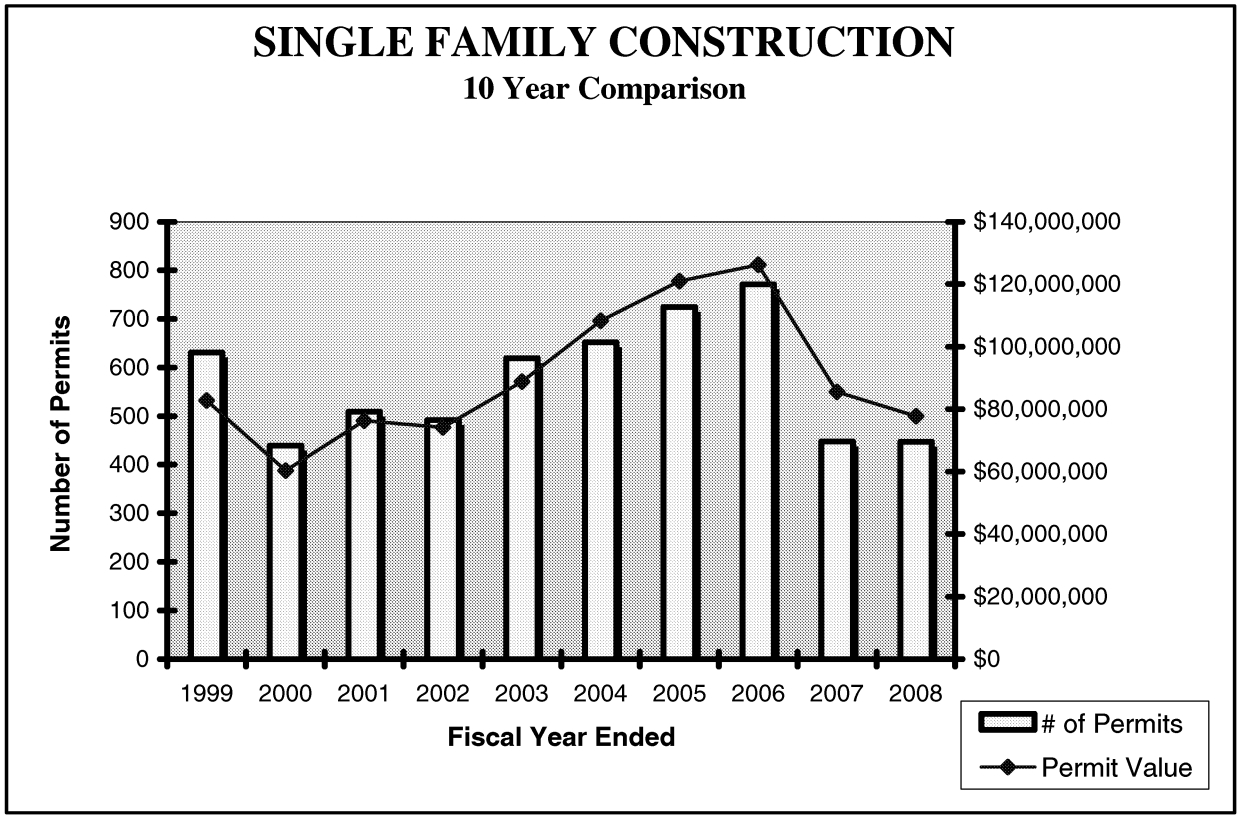
This graph illustrates the distribution of positions by bargaining unit. In FYE 2009-2010, 811 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (341) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 212 Police Department personnel, of which 155 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

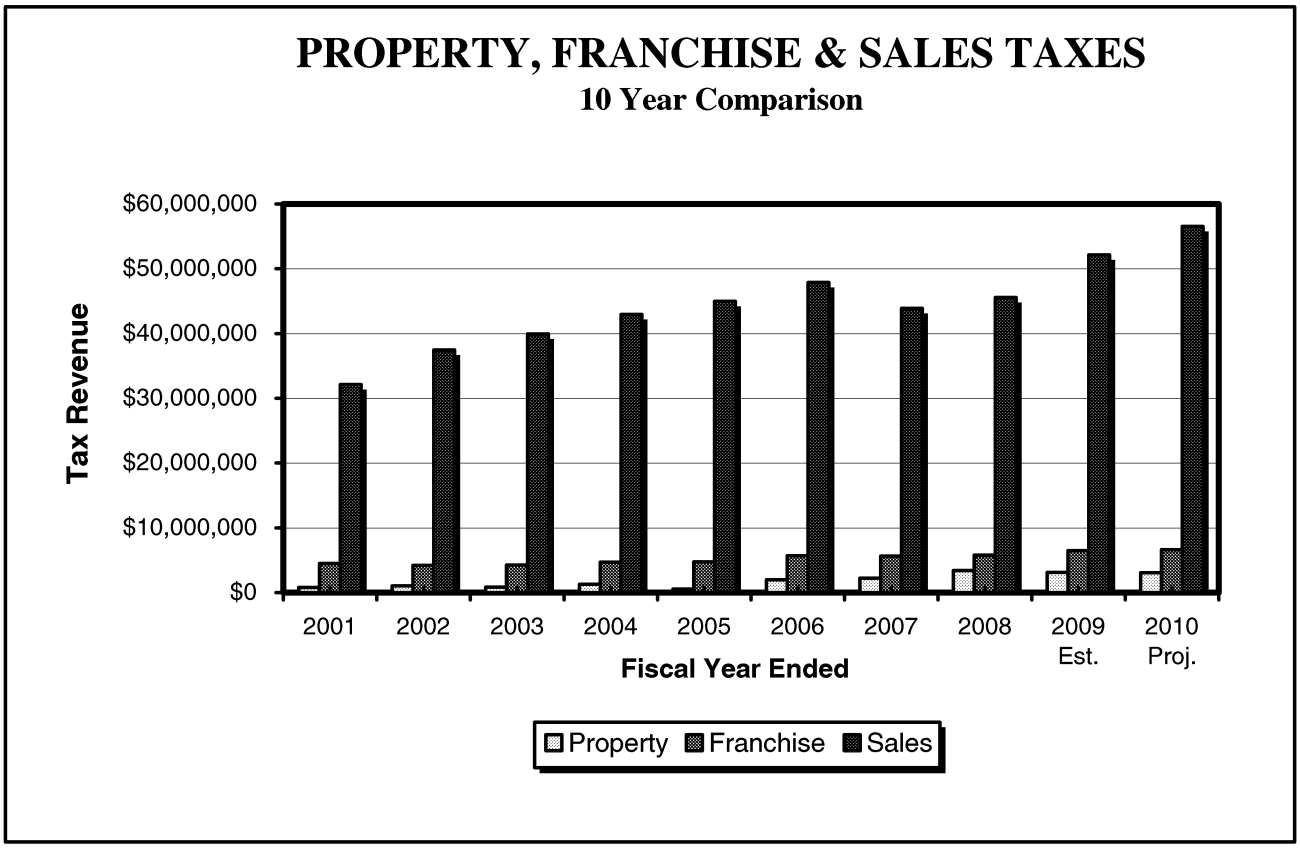
Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgments against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation 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 2008 were 4.72 mills or $3,139,065 which is 0.00472% 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.





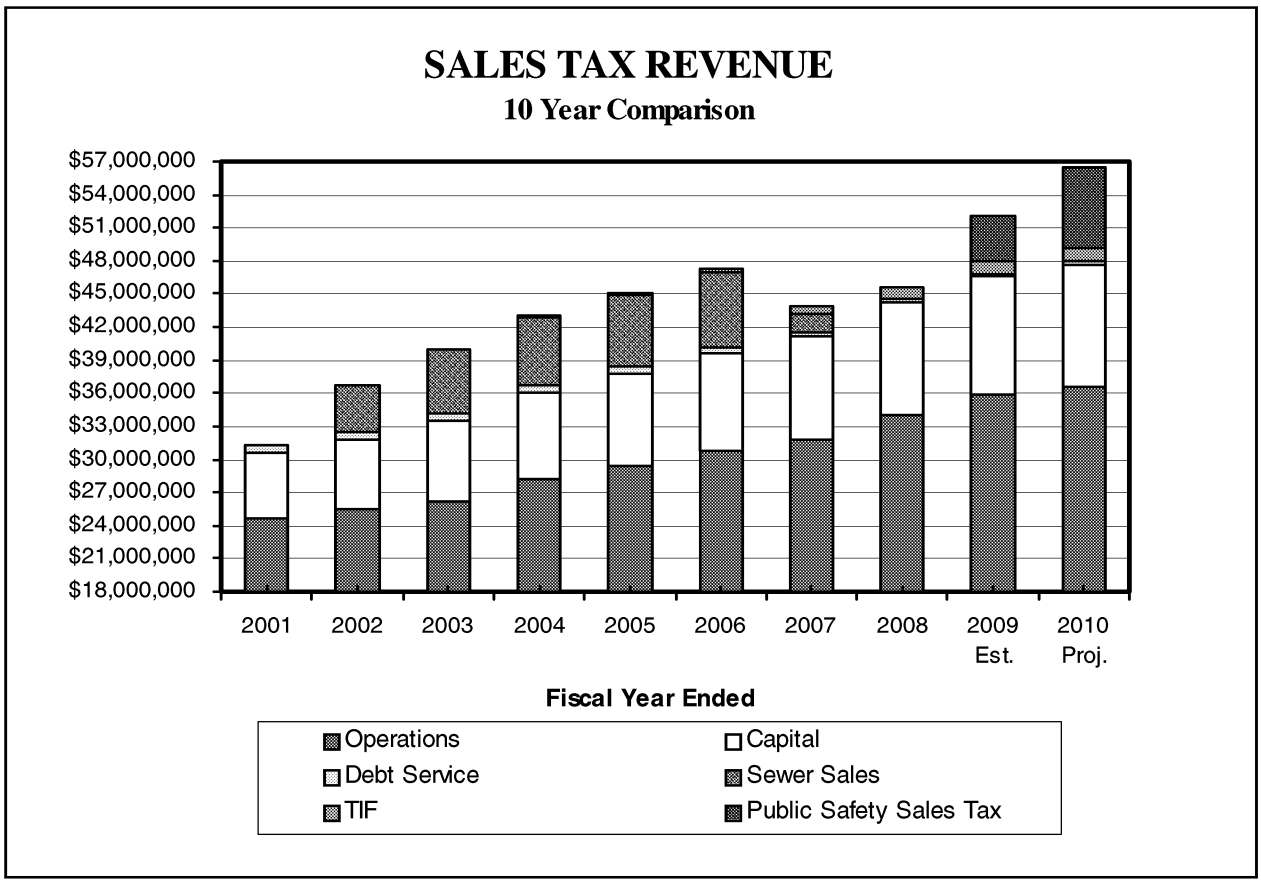
Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. This indicator grew steadily in the 1990's with abnormally high construction in 1999. 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 only 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.



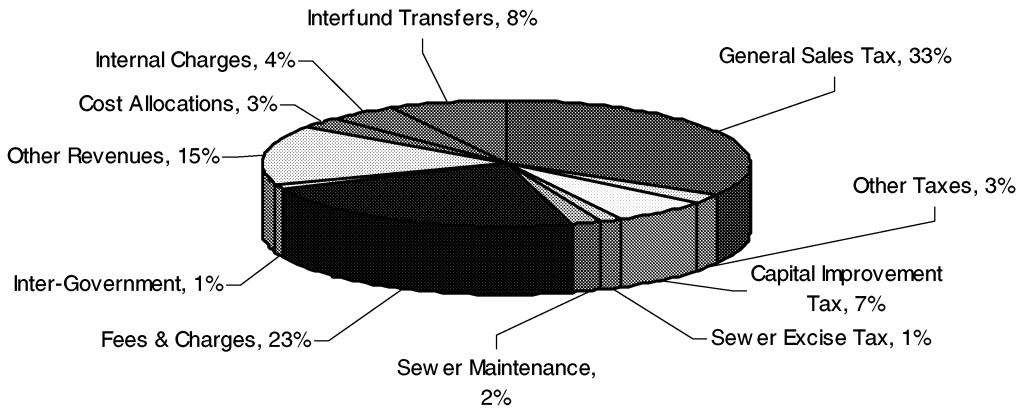
Discussion of the Graph

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 penny, 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 have steadily increased from 2001 forward. 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 2010 Projected Figures:

Operations	$36,513,869
Public Safety	7,414,723
Capital	11,417,264
Debt Service (GO Bonds)	(257,563)
Tax Increment Finance	1,210,894
Total	$56,229,187

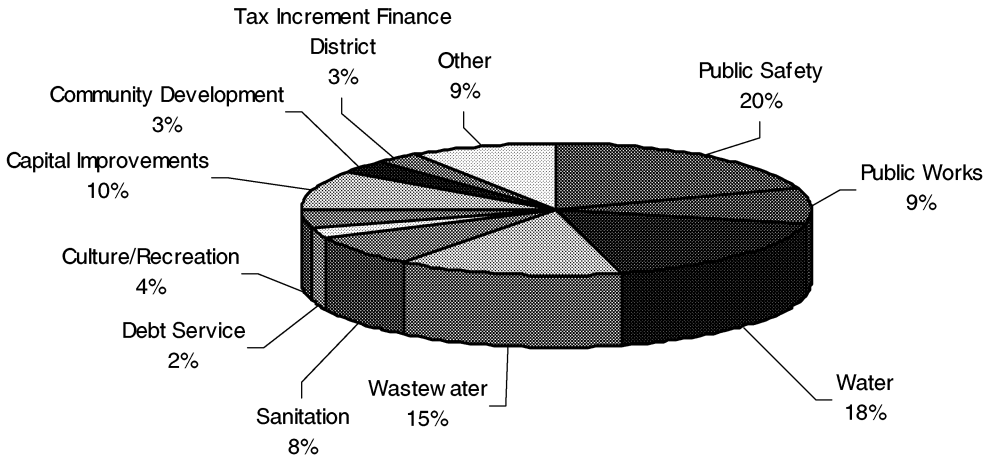
FYE 2010 ALL FUNDS PROJECTED TOTAL REVENUES
$170,942,209



Discussion of the Graph

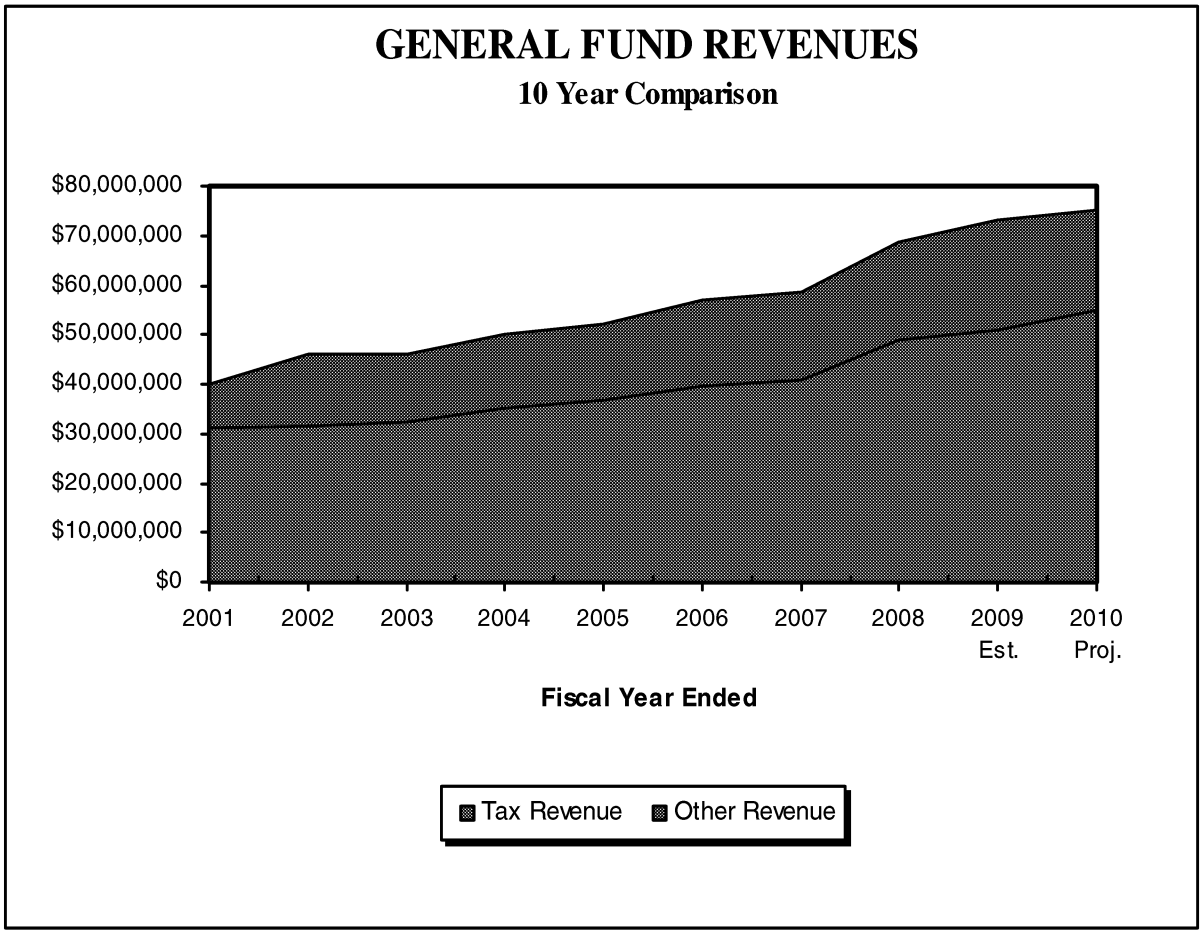
Budgeted revenues for FYE 2010 of $170,942,209 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Wastewater, Westwood Park, licenses and fees for other City services. The City 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 2010 ALL FUNDS PROJECTED TOTAL EXPENDITURES
$187,660,830



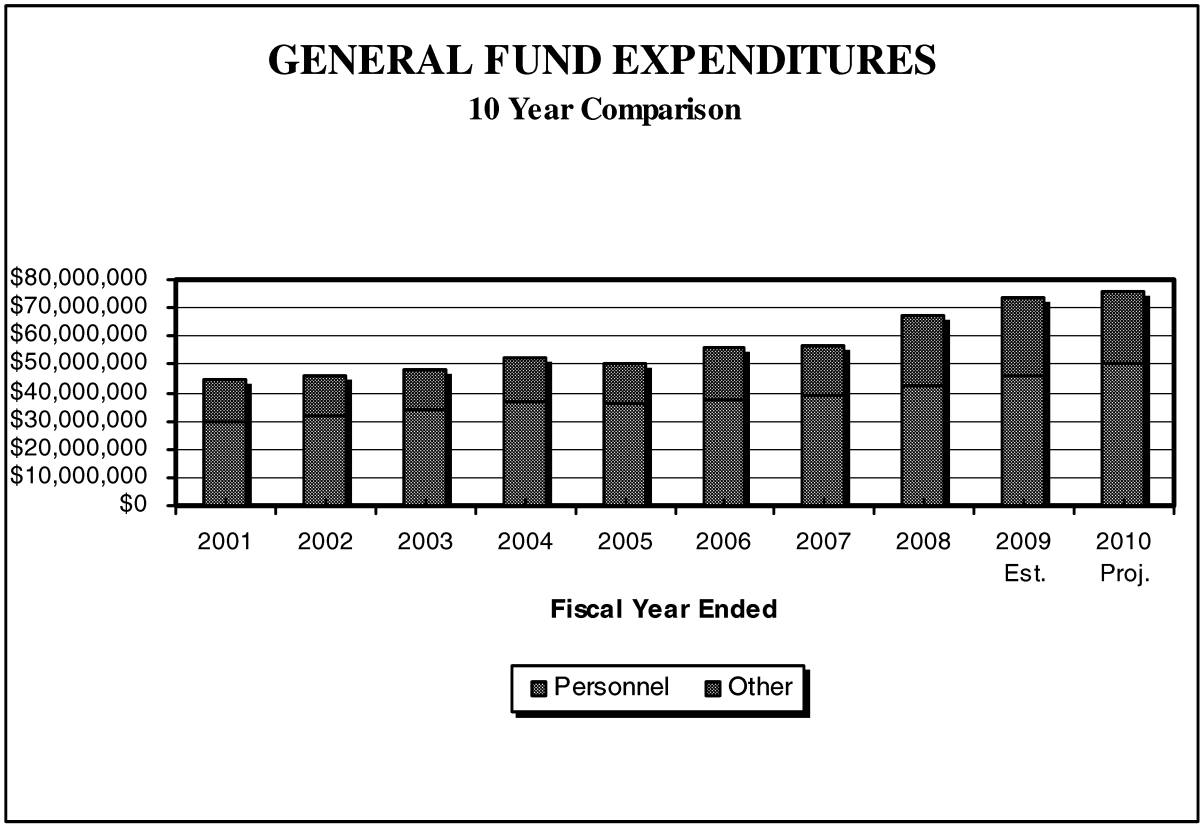
Discussion of the Graph

Budgeted expenditures for FYE 2010 of $187,660,830 are derived from several uses. The largest portion is Public Safety at 20% or $36,953,040. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Water is the next largest portion at 18% or $32,976,579. The majority of the expenses in the Water Fund are due to sizeable capital improvement projects and major maintenance of the water system. Debt Service is the smallest portion of expenditures at 2% or $4,583,018.



Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 77% of total revenues in FYE 2001 to an estimated 69% of total revenues in FYE 2009 and a projected 73% in FYE 2010. The decrease in the percent of tax revenues to other revenues beginning in FYE 02 is due to a change in accounting method. In FYE 02, Internal Services were reorganized into the General Fund where previously they had been accounted for in separate funds. 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.

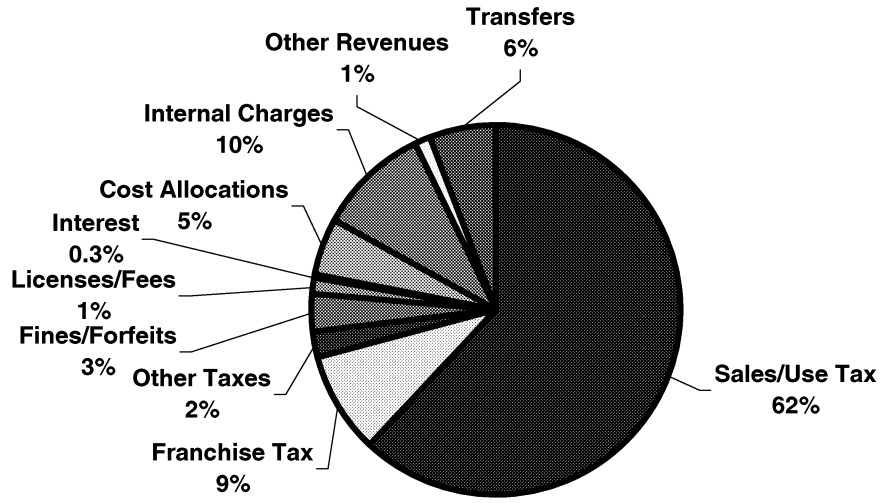


Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 66% of total General Fund expenditures in FYE 2001 and are projected to comprise about 67% of General Fund expenditures in FYE 2010. 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.

GENERAL FUND REVENUES BY SOURCE

FYE 2009-2010

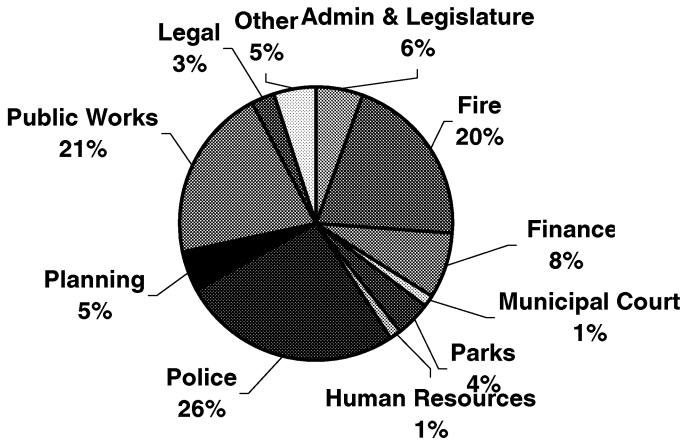


Discussion of the Graph

Taxes comprise 73% of the General Fund's revenue; sales and use tax represents 62% while franchise taxes represent 9% and other taxes account for 2%. 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

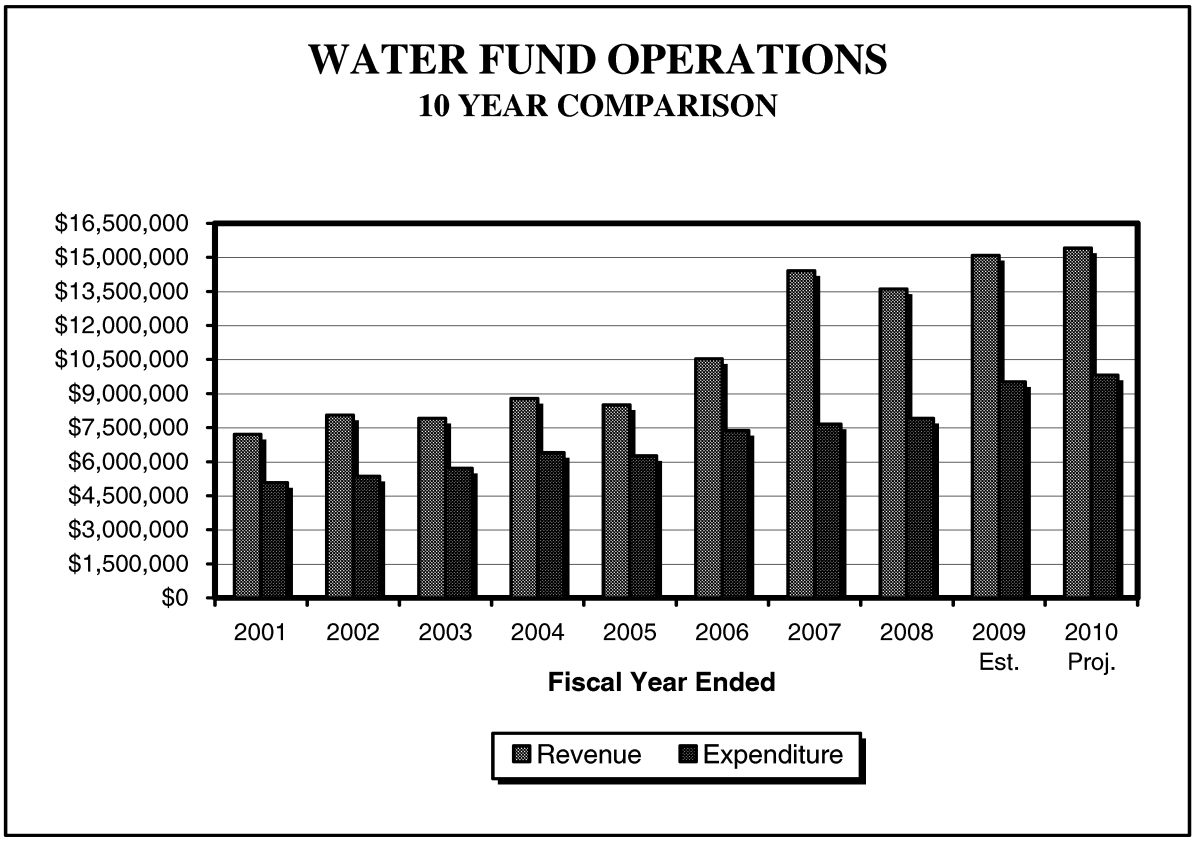
FYE 2009-2010



Discussion of the Graph

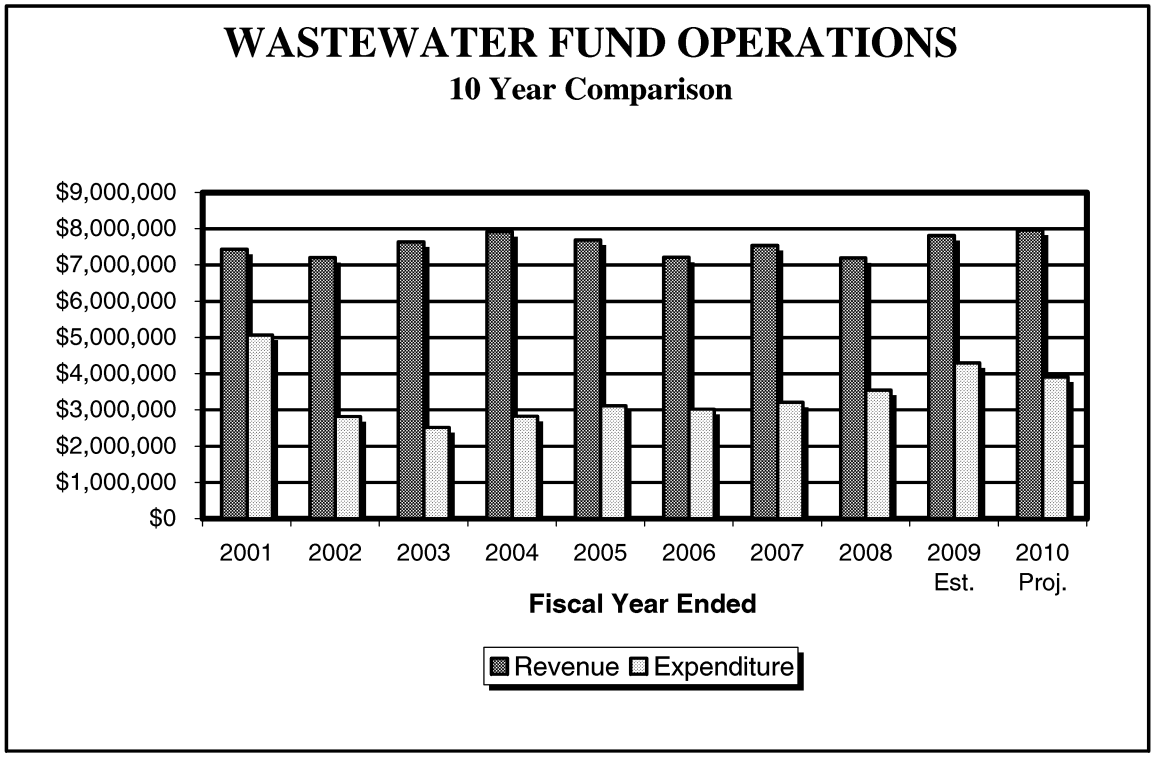
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $19,676,710 or 26% of total General Fund expenditures. The Public Works Department has the next highest amount of General Fund expenditures totaling $15,583,417 or 21% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 67% of General Fund expenditures.

("Other" includes the Cable Commission, 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)



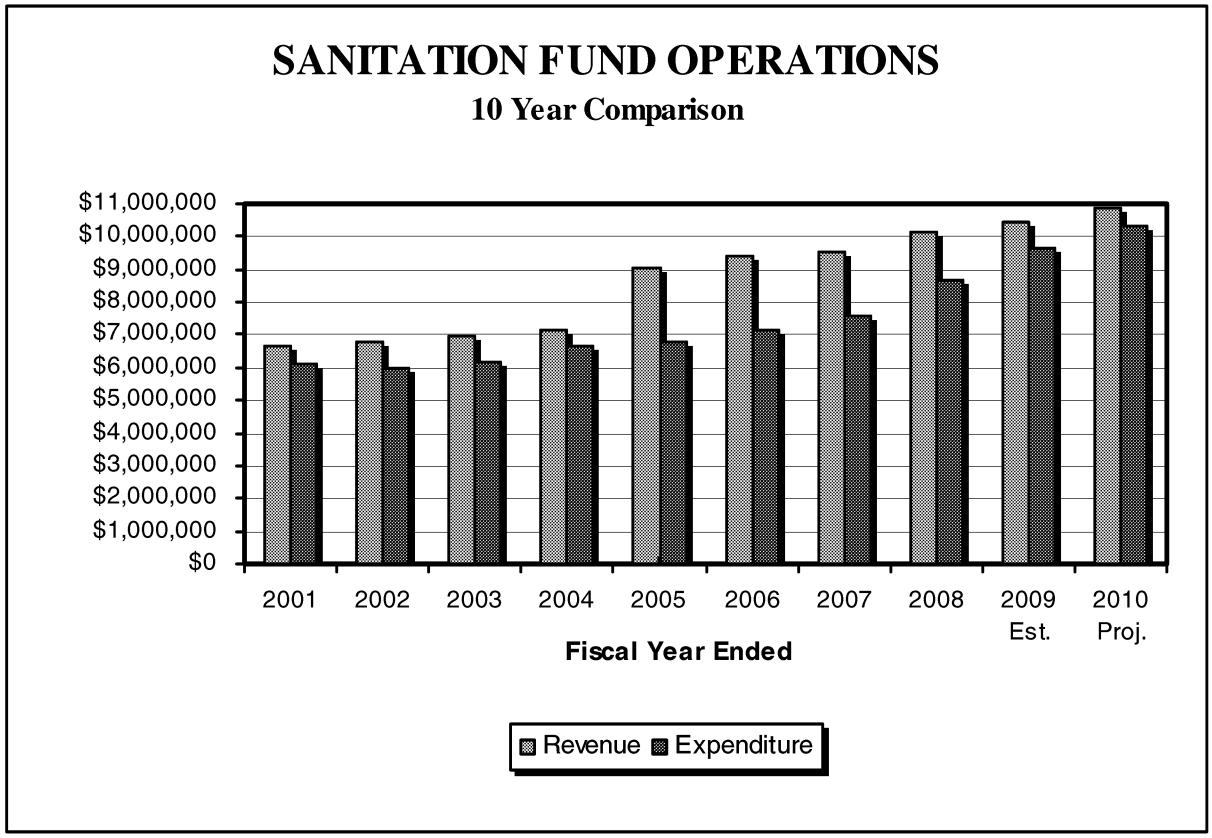
Discussion of the Graph

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 07 Actual	% Change	FYE 08 Actual	% Change	FYE 09 Budget	% Change	FYE 09 Est.	% Change	FYE 10 Proj.
Total Combined Fund Revenues									
Sales Tax	$ 43,896,332	3.8%	$ 45,565,002	10.4%	$ 50,285,152	3.7%	$ 52,121,801	8.5%	$ 56,556,750
Property Tax	2,219,753	57.0%	3,485,026	1.8%	3,549,000	0.0%	3,549,000	3.8%	3,685,000
Other Taxes	11,819,434	47.0%	17,376,068	-25.2%	13,005,397	4.1%	13,540,397	4.4%	14,139,188
Fees,User Charges & Fines	39,643,368	-1.4%	39,094,510	6.0%	41,459,015	-0.3%	41,354,201	2.1%	42,234,379
Federal Funds	2,305,037	37.9%	3,179,155	-46.4%	1,705,599	304.3%	6,896,067	-14.3%	5,909,751
State Funds	105,261	1.0%	106,270	-100.0%	-	n/a	129,721	-100.0%	-
Interest Income	5,360,908	-19.6%	4,312,185	-54.0%	1,984,010	-13.9%	1,709,010	-10.2%	1,534,530
Cost Allocations	4,478,626	26.5%	5,667,222	-15.9%	4,767,875	21.5%	5,793,013	-14.0%	4,979,617
Internal Services	4,727,478	18.5%	5,600,449	19.7%	6,705,015	1.1%	6,779,089	9.2%	7,401,414
Interfund Transfers	10,103,176	-6.6%	9,440,142	40.0%	13,220,597	47.7%	19,523,226	-30.8%	13,513,654
Bond/Loan Proceeds	31,564,087	-100.0%	-	n/a	17,034,000	n/a	18,435,000	7.7%	19,852,000
Other	1,588,825	226.8%	5,192,757	-70.5%	1,532,623	45.8%	2,233,979	-49.2%	1,135,926
	$ 157,812,285	-11.9%	$ 139,018,786	11.7%	$ 155,248,283	10.8%	$ 172,064,504	-0.7%	$ 170,942,209
Total Combined Fund Expenditures									
Salary / Benefits	$ 50,685,882	9.8%	$ 55,638,677	7.4%	$ 59,759,035	0.5%	$ 60,043,442	7.6%	$ 64,593,231
Supplies / Materials	7,136,473	15.3%	8,228,207	16.6%	9,590,516	4.4%	10,012,665	-0.1%	10,003,293
Services / Maintenance	11,056,832	61.6%	17,869,887	-6.0%	16,798,110	-0.8%	16,665,374	1.8%	16,967,564
Internal Services	2,816,922	9.9%	3,096,762	22.1%	3,782,468	2.0%	3,856,827	15.6%	4,458,682
Capital Equipment	3,484,292	3.2%	3,595,710	36.5%	4,908,432	34.8%	6,617,279	-12.5%	5,791,150
Capital Projects	30,539,543	-9.2%	27,732,519	129.9%	63,767,340	49.1%	95,077,426	-42.1%	55,065,310
Interfund Transfers	10,103,176	-6.6%	9,440,142	40.0%	13,220,597	47.7%	19,523,226	-30.8%	13,513,654
Cost Allocation Charges	4,493,254	-0.2%	4,485,322	4.0%	4,664,780	22.0%	5,689,918	-14.4%	4,869,785
Federal Grants	2,057,228	10.4%	2,271,372	-36.2%	1,449,971	150.1%	3,626,091	-42.6%	2,082,751
Debt Service	4,427,563	59.4%	7,058,246	30.7%	9,228,464	-13.3%	8,002,379	28.9%	10,312,753
Other	2,369,344	124.3%	5,315,606	-99.9%	4,138	39533.3%	1,640,026	-99.8%	2,657
	$ 129,170,509	12.0%	$ 144,732,450	29.3%	$ 187,173,851	23.3%	$ 230,754,653	-18.7%	$ 187,660,830
Net Difference	**$ 28,641,776**		**$ (5,713,664)**		**$ (31,925,568)**		**$ (58,690,149)**		**$ (16,718,621)**

NET CITY BUDGET
FISCAL YEAR ENDING 2010

FUND	% TOTAL	FYE 10 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 10 BUDGET	NET FYE 09 BUDGET	% CHANGE
General	39.9%	$74,938,993	$0	$4,241,036	$3,040,554	$67,657,403	$61,530,508	10.0%
Recreation	0.9%	1,731,052	380,962	38,839	0	1,311,251	1,239,976	5.7%
Community Development	1.1%	2,070,943	0	3,057	0	2,067,886	3,050,957	-32.2%
Special Grants	0.0%	63,982	0	0	0	63,982	63,982	0.0%
Room Tax	0.5%	949,401	29,445	0	205,914	714,042	638,745	11.8%
Emergency Communications	0.9%	1,730,794	0	18,991	0	1,711,803	1,567,946	9.2%
Seizures and Restitutions	0.0%	2,600	0	0	0	2,600	2,600	0.0%
Cleet	0.0%	33,005	0	0	0	33,005	33,305	-0.9%
Tax Increment District	0.0%	83,189	0	0	0	83,189	0	0.0%
Westwood Park	0.8%	1,550,431	0	108,708	0	1,441,723	1,383,071	4.2%
Water	17.6%	32,976,579	1,610,786	479,791	427,799	30,458,203	28,643,649	6.3%
Wastewater	5.0%	9,336,095	924,488	75,223	3,018,922	5,317,462	7,106,801	-25.2%
Sewer Maintenance	3.2%	6,041,486	645,897	305,906	0	5,089,683	4,927,910	3.3%
New Development Excise	5.0%	9,410,000	0	0	0	9,410,000	1,955,284	381.3%
Sewer Sales Tax Capital	1.5%	2,740,800	0	0	2,740,800	0	1,583,716	-100.0%
Sanitation	7.8%	14,683,291	1,307,652	2,209,897	52,444	11,113,298	11,079,588	0.3%
Capital Improvement	10.0%	18,698,821	0	353	3,267,658	15,430,810	14,207,556	8.6%
Park Land and Development	0.0%	45,000	0	0	0	45,000	20,000	125.0%
Hall Park Assessment Dist.	0.0%	0	0	0	0	0	0	0.0%
University North Park TIF	2.9%	5,415,150	0	0	0	5,415,150	20,414,898	100.0%
General Debt Service	2.3%	4,323,455	0	0	500,000	3,823,455	3,310,872	15.5%
G.O. Bonds	0.1%	259,563	0	0	259,563	0	0	0.0%
Arterial Roads Recoupment	0.3%	576,200	0	0	0	576,200	119,000	0.0%
	100.0%	$187,660,830	$4,899,230	$7,481,801	$13,513,654	$161,766,145	$162,880,364	-0.7%

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2010 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES: OPERATING REVENUES	REVENUES: INTERFUND TRANSFERS	REVENUES: TOTAL REVENUES	EXPENDITURES: OPERATING EXPENSES	EXPENDITURES: INTERFUND TRANSFERS	EXPENDITURES: SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES	REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
GOVERNMENTAL FUNDS											
General	$14,964,817	$70,896,843	$4,419,715	$75,316,558	$72,615,887	$3,040,554	$75,656,441	($717,448)	$74,938,993	377,565	15,342,382
SPECIAL REVENUE FUNDS											
Recreation	0	366,798	1,364,254	1,731,052	1,746,171	0	1,746,171	(15,119)	1,731,052	0	0
Room Tax	297,744	981,500	0	981,500	743,487	205,914	949,401	0	949,401	32,099	329,843
Emergency Communications	0	241,187	1,489,607	1,730,794	1,730,794	0	1,730,794	0	1,730,794	0	0
Seizures and Restitutions	239,248	15,500	0	15,500	2,600	0	2,600	0	2,600	12,900	252,148
Cleet	24,825	32,300	0	32,300	33,005	0	33,005	0	33,005	(705)	24,120
Tax Increment District	83,189	0	0	0	83,189	0	83,189	0	83,189	(83,189)	0
Art in Public Places	1,939	5,000	0	5,000	0	0	0	0	0	5,000	6,939
Park Land and Development	1,197,190	111,530	0	111,530	45,000	0	45,000	0	45,000	66,530	1,263,720
Westwood Park	112,164	1,148,538	289,729	1,438,267	1,550,431	0	1,550,431	0	1,550,431	(112,164)	0
GRANT FUNDS											
Community Development	52,174	2,018,769	0	2,018,769	2,070,943	0	2,070,943	0	2,070,943	(52,174)	0
Special Grants	180,646	63,982	0	63,982	63,982	0	63,982	0	63,982	0	180,646
ENTERPRISE FUNDS											
Water	12,842,920	26,528,805	0	26,528,805	32,603,712	427,799	33,031,511	(54,932)	32,976,579	(6,447,774)	6,395,147
Wastewater	1,312,549	8,705,461	0	8,705,461	6,343,510	3,018,922	9,362,432	(26,337)	9,336,095	(630,633)	681,915
Sewer Maintenance	0	3,275,780	2,765,706	6,041,486	6,065,179	0	6,065,179	(23,693)	6,041,486	0	0
New Development Excise	1,302,963	10,765,000	2,925,080	13,690,080	9,410,000	0	9,410,000	0	9,410,000	4,280,080	5,583,043
Sewer Sales Tax Capital	6,855,156	200,000	0	200,000	0	2,740,800	2,740,800	0	2,740,800	(2,540,800)	4,314,356
Sanitation	19,176	14,923,404	0	14,923,404	14,630,847	52,444	14,683,291	0	14,683,291	240,114	259,289
CAPITAL PROJECTS FUND											
Capital Improvements	13,718,585	11,907,301	0	11,907,301	15,431,163	3,267,658	18,698,821	0	18,698,821	(6,791,520)	6,927,065
University North Park TIF	7,050,250	1,850,894	0	1,850,894	5,415,150	0	5,415,150	0	5,415,150	(3,564,256)	3,485,994
Arterial Roads Recoupment	765,174	0	0	0	576,200	0	576,200	0	576,200	(576,200)	188,974
DEBT SERVICE FUNDS											
General Debt Service	1,115,772	3,130,400	259,563	3,389,963	3,823,455	500,000	4,323,455	0	4,323,455	(933,492)	182,280
G. O. Bonds	0	259,563	0	259,563	0	259,563	259,563	0	259,563	0	0
GRAND TOTAL ALL FUNDS	$62,136,481	$157,428,555	$13,513,654	170,942,209	$174,984,705	$13,513,654	$188,498,359	($837,529)	$187,660,830	($16,718,619)	$45,417,861
Less: Interfund Transfers	0	0	(13,513,654)	(13,513,654)	0	(13,513,654)	(13,513,654)	0	(13,513,654)	0	0
Internal Service Charges	0	(7,481,801)	0	(7,481,801)	(7,481,801)	0	(7,481,801)	0	(7,481,801)	0	0
Cost Allocation Charges	0	(4,899,230)	0	(4,899,230)	(4,899,230)	0	(4,899,230)	0	(4,899,230)	0	0
Total Deductions	$0	($12,381,031)	($13,513,654)	(25,894,685)	($12,381,031)	($13,513,654)	($25,894,685)	$0	($25,894,685)	$0	$0
NET TOTAL ALL FUNDS	$62,136,481	$145,047,524	$0	145,047,524	$162,603,674	$0	$162,603,674	($837,529)	$161,766,145	($16,718,619)	$45,417,861

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2010

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	$55,089,280	$3,888,451	$0	$250,000	$505,000	$3,762,698	$7,401,414	$4,419,715	$75,316,558	$0	$75,316,558
Recreation	0	366,798	0	0	0	0	0	1,364,254	1,731,052	0	1,731,052
Community Development	0	0	2,018,769	0	0	0	0	0	2,018,769	52,174	2,070,943
Special Grants	0	0	63,982	0	0	0	0	0	63,982	0	63,982
Room Tax	978,500	0	0	3,000	0	0	0	0	981,500	0	981,500
Emergency Communications	0	160,800	0	0	0	0	80,387	1,489,607	1,730,794	0	1,730,794
Seizures and Restitutions	0	0	15,000	500	0	0	0	0	15,500	0	15,500
CLEET	0	0	32,300	0	0	0	0	0	32,300	1,005	33,305
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	1,141,038	0	7,500	0	0	0	289,729	1,438,267	0	1,438,267
Water	0	14,714,421	0	120,000	11,000,000	694,384	0	0	26,528,805	0	26,528,805
Wastewater	0	7,963,313	0	300,000	0	442,148	0	0	8,705,461	630,634	9,336,095
Sewer Maintenance	0	3,275,780	0	0	0	0	0	2,765,706	6,041,486	0	6,041,486
New Development	2,000,000	0	0	200,000	8,565,000	0	0	2,925,080	13,690,080	0	13,690,080
Sewer Sales Tax Capital	0	0	0	200,000	0	0	0	0	200,000	0	200,000
Sanitation	0	10,893,404	0	30,000	4,000,000	0	0	0	14,923,404	0	14,923,404
Capital Improvement	11,159,701	0	0	350,000	397,600	0	0	0	11,907,301	6,791,520	18,698,821
Park Land and Development	0	85,000	0	26,530	0	0	0	0	111,530	0	111,530
Univesity North Park TIF	1,845,894	0	0	5,000	0	0	0	0	1,850,894	5,921,756	7,772,650
General Debt Service	3,050,000	40,400	0	40,000	0	0	0	259,563	3,389,963	933,492	4,323,455
G.O. Bonds	257,563	0	0	2,000	0	0	0	0	259,563	0	259,563
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	576,200	576,200
	$74,380,938	$42,529,405	$2,130,051	$1,534,530	$24,472,600	$4,899,230	$7,481,801	$13,513,654	$170,942,209	$14,906,781	$185,848,990

CITY-WIDE OPERATING EXPENDITURES BY TYPE/CATEGORY

FISCAL YEAR ENDING 2010 PROJECTED

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	$ 49,978,091	$ 4,865,798	$ 9,465,813	$ 4,065,149	$ 0	$ 4,241,036	$ 0	$ 3,040,554	$ (717,448)	$ 74,938,993
Recreation	$ 1,007,922	$ 51,725	$ 249,574	$ 17,149	$ 0	$ 38,839	$ 380,962	$ 0	$ (15,119)	$ 1,731,052
Community Development	$ 408,090	$ 3,521	$ 1,101,623	$ 0	$ 554,233	$ 3,476	$ 0	$ 0	$ 0	$ 2,070,943
Special Grants	$ 59,482	$ 1,000	$ 3,500	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 63,982
Room Tax	$ 0	$ 0	$ 714,042	$ 0	$ 0	$ 0	$ 29,445	$ 205,914	$ 0	$ 949,401
Emergency Communications	$ 1,541,290	$ 25,952	$ 86,762	$ 57,799	$ 0	$ 18,991	$ 0	$ 0	$ 0	$ 1,730,794
Seizures & Restitutions	$ 0	$ 0	$ 2,600	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,600
CLEET	$ 0	$ 0	$ 33,005	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 33,005
TIF	$ 0	$ 0	$ 0	$ 0	$ 83,189	$ 0	$ 0	$ 0	$ 0	$ 83,189
Westwood Park	$ 798,448	$ 129,897	$ 226,062	$ 81,402	$ 0	$ 108,708	$ 0	$ 0	$ 205,914	$ 1,550,431
Water	$ 3,662,106	$ 1,589,631	$ 2,528,265	$ 131,806	$ 20,164,550	$ 479,791	$ 1,610,786	$ 427,799	$ 2,381,845	$ 32,976,579
Wastewater	$ 1,755,737	$ 156,797	$ 1,024,396	$ 60,409	$ 676,200	$ 75,223	$ 924,488	$ 3,018,922	$ 1,643,923	$ 9,336,095
Sewer Maintenance	$ 1,579,534	$ 101,710	$ 340,982	$ 149,500	$ 2,941,650	$ 305,906	$ 645,897	$ 0	$ (23,693)	$ 6,041,486
New Development Excise	$ 0	$ 0	$ 0	$ 0	$ 8,565,000	$ 0	$ 0	$ 0	$ 845,000	$ 9,410,000
Sewer Sales Tax Capital	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 2,740,800	$ 0	$ 2,740,800
Sanitation	$ 3,776,600	$ 62,074	$ 2,957,933	$ 1,227,936	$ 2,604,361	$ 2,209,897	$ 1,307,652	$ 52,444	$ 484,394	$ 14,683,291
Capital Improvement	$ 493,150	$ 0	$ 0	$ 0	$ 14,937,660	$ 353	$ 0	$ 3,267,658	$ 0	$ 18,698,821
Park Land & Development	$ 0	$ 0	$ 0	$ 0	$ 45,000	$ 0	$ 0	$ 0	$ 0	$ 45,000
University North Park TIF	$ 0	$ 0	$ 0	$ 0	$ 4,471,500	$ 0	$ 0	$ 0	$ 943,650	$ 5,415,150
General Debt Service	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 500,000	$ 3,823,455	$ 4,323,455
G.O. Bonds	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 259,563	$ 0	$ 259,563
Arterial Roads Recoupment	$ 0	$ 0	$ 0	$ 0	$ 576,200	$ 0	$ 0	$ 0	$ 0	$ 576,200
Total	$ 65,060,450	$ 6,988,105	$ 18,734,557	$ 5,791,150	$ 55,619,543	$ 7,482,220	$ 4,899,230	$ 13,513,654	$ 9,571,921	$ 187,660,830

financial policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 10) 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.

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 $49,533,200, but 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 3% 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 will be reduced by 1% each year after FYE 09 to help reduce the Utility Fund total expenditures.

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 2010

September	18	Finance Committee meeting to discuss budget process for FYE 2010 and budget calendar
	30	Council Retreat on Budget Issues
November	18	Council Work Session on Capital Budget to identify Council priorities
December	4	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	5-9	Budget Staff meets with individual departments
	9	First Draft Capital Project forms due to Planning
	14	Base budget adjustment requests due to Finance
		Finance/City Manager begin review of reserve policies
		Health Insurance recommendation
	23	2nd Draft Capital Project forms due to Planning
	30	Last day to make changes to Base Budgets
February	6	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
	13	Preliminary Fund Summaries due
	17	Council Retreat - Capital Budget (if necessary)
	24	Mid-Year Amendments/Adjustments sent to Council
	27	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	5	Updated Dept./Div. Summary forms & Performance Measurement forms due
		Final Capital Project forms due to Planning (last day to make changes)
	6	Department Head Retreat to prioritize and rank department requests
	9-13	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
	23	Finance begins compilation of budget data
	27	Last day to make changes / additions to operating budget
		Capital Project Schedules due to Finance from Planning
April	6	Preliminary Budget to Print Shop
	13	Council & Staff receive preliminary budget document
	21	Council Study Session - Overview, General Fund and Special Revenue Funds
	28	Council Study Session for Enterprise Funds
May	5	Council Study Session for Capital Funds
	12	Publish budget summary in newspaper announcing Public Hearing
	26	Public Hearing at Council meeting
June	2	Council Study Session (if necessary)
	9	Council considers budget for adoption
	17	Final Budget to Print Shop for printing/binding
	25	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2010

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).

FUNDING SOURCES FOR EACH DEPARTMENT

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			
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 PROPOSED BUDGET

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-214. FUNDS - OPERATING RESERVE

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

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

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

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

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

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

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

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

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

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

3. Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year, which had not been anticipated or appropriated in the budget. Any appropriation authorizing the creating of an indebtedness shall be governed by the applicable provisions of Section 26 of Article 10 of the Oklahoma Constitution.

B. If at any time during the budget year it appears probable that revenues available will be insufficient to meet the amount appropriated, or that due to unforeseen emergencies there is temporarily insufficient money to meet the requirements of appropriation, the governing body shall take action as it deems necessary. For that purpose, it may amend the budget to reduce one or more appropriations or it may amend the budget to transfer money from one purpose to another purpose, but no appropriation for debt service may be reduced and no appropriation may be reduced by more than the amount of the unencumbered and unexpended balance thereof. No transfer shall be made from the debt service fund to any other fund except as may be permitted by the terms of the bond issue or applicable law.

C. A budget amendment as provided in this section authorizing supplemental appropriations or a decrease in the total appropriation of funds shall be adopted at a meeting of the governing body and filed with the municipal clerk and the State Auditor and Inspector.

SECTION 3002 – AUDITS (Title 68 Oklahoma Statutes 2001)

A. (Pertains to counties and school districts)

B. Each municipality that does not prepare an annual audit pursuant to Section 17-105 of Title 11 of the Oklahoma Statutes shall make a financial statement as required by this section. Such municipality shall adopt a budget, which shall contain estimates of expenditures and revenues, including probable income by source, for the budget year; provided, that all municipalities may use estimated fund balances if final certified fund balances are not available. The budget shall be in a format similar to the estimate of needs or, at the municipality's discretion, to Sections 17-207 and 17-212 through 17-214 of Title 11 of the Oklahoma Statutes. This section shall not apply to any municipality that has opted to prepare a budget pursuant to the Municipal Budget Act.

C. Each budget and each financial statement and estimate of needs for each county, city, incorporated town, or school district, as prepared in accordance with this section, shall be published in one issue in some legally qualified newspaper published in such political subdivision. If there be no such newspaper published in such political subdivision, such statement and estimate shall be so published in some legally qualified newspaper of general circulation therein; and such publication shall be made, in each instance, by the board or authority making the estimate.

D. The financial statements and estimates of all counties shall be filed with the county excise board on or before August 17 of each year; and the financial statements and budgets of all incorporated towns shall be filed with the county excise board on or before August 22 of each year; and the financial statements and budgets of all cities shall be filed with the county excise board on or before August 27 of each year; and the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year. Said financial statements and estimates shall have attached thereto an affidavit showing the publication thereof as required herein, or they may be filed and the said affidavit attached thereto at any time within five (5) days after the filing thereof.

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 $.03 tax. 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%

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 10 Budget

The Fiscal Year Ending June 30, 2010 (FYE 10) Budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 14,964,817
Current Revenues & Interfund Transfers	75,316,558
Total Available Resources	90,281,375
Current Expenditures & Interfund Transfers	(74,938,993)
Estimated Ending Fund Balance	$ 15,342,382

In the City's Comprehensive Annual Financial Report for Fiscal Year ending June 30, 2008, 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, 2008	$ 10,792,019
Encumbrances outstanding	1,832,933
Fund summary cash balance (see page 54)	12,624,952
Current year accruals	5,811,840
Total fund balances – fund balance sheet, June 30, 2008	$ 18,436,792

Estimated sales tax revenues are based on a 20-year, multivariate regression model, with FYE 10 being projected at a 1.7% increase over estimated FYE 09 collections. Other revenues are estimated based on seven months of actual collections in FYE 09.

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.

FYE 10 expenditures are projected based on a line-item analysis within each department. Salaries and benefits are budgeted with merit increases and a 4% cost of living adjustment to American Federation of State, County and Municipal Employees (AFSCME) union salaries, International Association of Fire Fighters (IAFF) union salaries, and non-union salaries. The Fraternal Order of Police (FOP) union members received a 4.5% cost-of-living adjustment to salaries. Proposed FYE 10 personnel changes are detailed below:

	Added Positions
1	Warrant/Security Officer
1	Water Meter Reader
1	Employment Specialist
1	Tradesworker/Electrician
1	Utility Coordinator

	Added Positions tied to Public Safety Sales Tax
3	Fire Captains
9	Firefighters
3	Fire Driver Engineers
6	Police Officers
2	Master Police Officers
1	Police Lieutenant

Minor adjustments in estimates for maintenance and operational costs are made, but these costs remain substantially the same as the current year.

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 by a 20-year, multivariate regression model at an increase of 1.7% over estimated current year collections for the General Fund. Projections for FYE 10 through FYE 14 are projected on an average annual growth rate of 4.4%. These projections are then adjusted for revenues expected to be appropriated to Tax Increment Funds.

- 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 4% of the gross operating revenues in each utility, beginning July 1, 2008 and will decrease by 1% each fiscal year after. This represents a policy to replicate the payments from private utilities for franchise fees for the use of public rights-of-way. In addition, a transfer for the cost of a Development Engineer's services is included.

- Transfers from the Capital Improvement Fund are based on the projected cost of Street Maintenance Division labor used for capital projects, financing General Fund capital equipment needs, and a portion of the salary and benefits of an Engineering Assistant.

- 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 10 net expenditures represent an approximate 6% increase over FYE 09 Budget. Total expenditures are projected to increase an average of 3% for future years.

- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 10 except Internal Services, which is projected at a 2% increase after FYE 10, and Salaries and Benefits are projected at a 5% increase after FYE 10.

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

Summary

The FYE 10 General Fund Budget is a balanced budget that has maintained major service levels with current revenues estimated to exceed current expenditures by $377,565. Estimated year-end reserves of $15,342,382 meet required reserves for self-insurance and operations. Future actions will need to be taken to bring ongoing reserves in line with expenditures.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$11,053,933	$9,990,369	$12,624,952	$14,964,817	$15,342,382	$13,124,045	$11,456,895	$9,425,625
2									
3	Revenues:								
4	Sales Tax	$33,964,947	$34,349,854	$35,900,000	$36,513,869	$38,307,031	$40,130,878	$41,878,941	$43,701,295
5	Sales Tax - Dedicated Public Safety		3,960,500	4,139,000	7,414,723	7,769,147	8,129,635	8,475,145	8,835,338
6	State Use Tax	2,025,502	2,060,000	2,250,000	2,317,500	2,387,025	2,458,636	2,532,395	2,608,367
7	State Use Tax - Dedicated Public Safety		203,311	203,311	358,989	369,759	380,852	392,278	404,046
8	Franchise Tax	5,797,844	6,180,000	6,450,000	6,643,500	6,842,805	7,048,089	7,259,532	7,477,318
9	Other Tax	7,039,127	1,787,086	1,787,086	1,840,699	1,895,920	1,952,798	2,011,382	2,071,723
10	Fines/Forfeitures	2,476,724	2,369,692	2,369,692	2,393,389	2,417,323	2,441,496	2,465,911	2,490,570
11	Interest/Investment Income	505,126	500,000	225,000	250,000	275,000	300,000	325,000	350,000
12	Other Revenues	1,944,635	1,301,009	1,894,529	505,000	510,050	515,151	520,303	525,506
13	License/Permit Fees	1,164,855	1,072,514	1,000,000	1,010,000	1,020,100	1,030,301	1,040,604	1,051,010
14	Service Fees and Charges	530,324	480,259	480,259	485,062	489,913	494,812	499,760	504,758
15	Cost Allocation Chrgs.	3,403,033	3,742,133	4,319,846	3,762,698	3,800,325	3,838,328	3,876,712	3,915,479
16	Internal Chrgs.	5,600,449	6,705,015	6,779,089	7,401,414	7,549,442	7,700,431	7,854,440	8,011,529
17									
18	Subtotal	$64,452,566	$64,711,373	$67,797,812	$70,896,843	$73,633,840	$76,421,408	$79,132,401	$81,946,939
19									
20	I/F Transf - Water	589,363	518,138	561,638	398,160	272,302	144,327	0	0
21	I/F Transf - Wastewater	357,856	292,257	292,257	223,576	152,032	77,536	79,087	80,669
22	I/F Transf - Water (Dev. Engineer)	15,236	28,228	28,228	29,639	31,121	32,677	34,311	36,027
23	I/F Transf - Wastewater (Dev. Engineer)	15,236	28,228	28,228	29,639	31,121	32,677	34,311	36,027
24	I/F Transf - CIP (St Maint)	286,576	420,253	420,253	441,265	463,330	486,497	486,497	486,497
25	I/F Transf - Debt Service	679,740	500,000	500,000	500,000	500,000	500,000	500,000	500,000
26	I/F Transf - Capital Outlay	2,217,988	2,600,333	3,354,619	2,721,748	0	0	0	0
27	I/F Transf - Sanitation (fleet)	55,983	49,947	49,947	52,444	55,066	57,820	60,711	63,746
28	I/F Transf - CIP (Eng Design)	21,541	22,136	22,136	23,243	24,405	25,625	26,906	28,252
29	I/F Transf - University TIFF	0	0	0	0	0	0	0	0
30	I/F Transf - Spec Grants	0	0	0	0	0	0	0	0
31									
32	Subtotal	$4,239,520	$4,459,520	$5,257,306	$4,419,715	$1,529,378	$1,357,159	$1,221,824	$1,231,218
33									
34	Total Revenue	$68,692,086	$69,170,893	$73,055,118	$75,316,558	$75,163,218	$77,778,567	$80,354,225	$83,178,156
35									
36	Expenditures:								
37	Salary / Benefits	42,563,420	45,458,322	45,676,523	47,829,786	50,221,275	52,732,339	55,368,956	58,137,404
38	Salary / Benefits - Dedicated Public Safety	0	399,030	399,030	2,148,305	3,639,711	5,780,845	6,406,212	6,406,212
39	Supplies/Materials	5,280,798	6,367,750	6,473,882	6,195,403	6,257,357	6,319,931	6,383,130	6,446,961
40	Supplies/Materials - Dedicated Public Safety	0	30,840	30,840	72,171	72,893	73,622	74,358	75,101
41	Services/Maintenance	12,438,597	7,107,390	9,714,072	7,906,750	7,985,818	8,065,676	8,146,332	8,227,796
42	Services/Maintenance - Dedicated Public Safety	0	0	0	75,603	76,359	77,123	77,894	78,673
43	Internal Services	1,978,846	2,371,603	2,373,808	2,839,260	2,896,045	2,953,966	3,013,045	3,073,306
44	Capital Equipment	2,187,349	2,595,369	3,150,815	2,646,800	0	0	0	0
45	Capital Equipment - Dedicated Public Safety	0	62,808	62,808	1,418,349	467,151	1,084,315	310,493	310,493
46									
47	Subtotal	$64,449,010	$64,393,112	$67,881,778	$71,132,427	$71,616,609	$77,087,816	$79,780,420	$82,755,946
48									
49	Audit Adjustments/Encumbrances	207,257	0	0	0	0	0	0	0
50	I/F Transf - Recreation	1,090,197	1,315,443	1,326,557	1,364,254	1,378,681	1,410,919	1,443,799	1,477,299
44	I/F Transf - Westwood			0	2,413	137,261	161,560	187,565	216,696
51	I/F Transf - Emergency Communication	1,374,603	1,349,976	1,564,018	1,489,607	1,502,323	1,576,408	1,654,244	1,736,020
52	I/F Transf - Sewer Excise Tax Fund	0	0	0	184,280	0	0	0	0
53	I/F Transf - Capital Fund	0	3,000,000	3,000,000	0	3,500,000	0	150,000	0
54	Two Percent Reserve	0	1,401,171	0	1,483,460	0	0	0	0
55									
56	Subtotal	$2,672,057	$7,066,590	$5,890,575	$4,524,013	$6,518,265	$3,148,887	$3,435,608	$3,430,015
57									
58	Total Expenditures	$67,121,067	$71,459,702	$73,772,353	$75,656,440	$78,134,874	$80,236,703	$83,216,029	$86,185,962
59	Employee Turnover Savings		(681,875)	(681,875)	(717,447)	(753,319)	(790,985)	(830,534)	(872,061)
60									
61	Net Expenditures	$67,121,067	$70,777,827	$73,090,478	$74,938,993	$77,381,555	$79,445,718	$82,385,495	$85,313,901
62									
63	Net Difference	$1,571,019	($1,606,934)	($35,360)	$377,565	($2,218,336)	($1,667,151)	($2,031,270)	($2,135,744)
64									
65	Ending Fund Balance	$12,624,952	$8,383,435	$12,589,592	$15,342,382	$13,124,045	$11,456,895	$9,425,625	$7,289,881
66									

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 10 Budget

Revenues associated with recreation programs, recreation centers and recreation administration will directly produce about $338,114 in fees and charges or about 19.5% of the total cost associated with these programs. The General Fund will provide $1,364,254 in FYE 10. This is a 2.8% increase from the previous year's General Fund 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$1	$1	$1	$0	$0	$0	$0	$0
2									
3	Revenues								
4	Fees and Charges	$304,311	$314,525	$314,525	$338,114	$363,473	$390,733	$420,038	$451,541
5	Interest income	0							
6	Other Revenues	25,703	28,400	28,400	28,684	28,971	29,261	29,553	29,849
7									
8	Subtotal	330,014	342,925	342,925	366,798	392,444	419,994	449,592	481,390
9	I/F Transf - General Fund	1,090,197	1,315,443	1,326,557	1,364,254	1,378,681	1,410,919	1,443,799	1,477,299
10									
11	Total Revenues	1,420,211	1,658,368	1,669,482	1,731,052	1,771,125	1,830,913	1,893,391	1,958,689
12									
13	Expenditures								
14	Salaries and Benefits	$805,626	$956,270	$956,832	$1,007,922	$1,058,318	$1,111,234	$1,166,796	$1,225,135
15	Supplies and Materials	40,826	46,579	50,104	53,530	54,065	54,606	55,152	55,704
16	Services/Maintenance	175,682	248,361	227,450	249,574	252,070	254,591	257,137	259,708
17	Internal Service Fund Chgs	39,971	46,225	39,365	37,034	37,775	38,531	39,302	40,088
18	Cost Allocation Charges	356,121	370,313	405,120	380,962	384,772	388,620	392,506	396,431
19									
20	Subtotal	1,418,226	1,667,748	1,678,871	1,729,022	1,787,000	1,847,582	1,910,893	1,977,066
21	Capital Equipment	1,985	4,964	4,964	17,149	0	0	0	0
22	I/F Transfer - Westwood	0	0	0	0	0	0	0	0
23									
24	Total Expenditures	1,420,211	1,672,712	1,683,835	1,746,171	1,787,000	1,847,582	1,910,893	1,977,066
25	Employee Turnover Savings		(14,344)	(14,352)	(15,119)	(15,875)	(16,669)	(17,502)	(18,377)
26									
27	Net Expenditures	1,420,211	1,658,368	1,669,483	1,731,052	1,771,125	1,830,913	1,893,391	1,958,689
28									
29	Net Difference	$0	$0	($1)	$0	$0	$0	$0	$0
30									
31	Projected Revenue(shortfall)over	(379,099)	(483,777)	(489,335)	(490,153)	(493,119)	(495,463)	(497,104)	(497,955)
32	Ending Fund Balance	$1	$1	$0	$0	$0	$0	$0	$0
33									
34		23.27%	20.74%	20.60%	21.40%	22.16%	22.94%	23.75%	24.58%

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 $37,914,229 in CDBG-HOME Program Funds (CDBG - $30,223,089 and HOME - $7,691,140) has been allocated to the City of Norman since 1975. The FYE 10 budget includes an additional grant of $860,676 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling $602,004. Two other grants, one for $229,233 in CDBG funds, and one for $326,859 for a Neighborhood Stabilization Program will be received as a part of the stimulus funding approved by Congress.

FYE 10 Budget

Expenditures are accounted for based upon program and grant year. Program costs for grant years 2009 through 2010 will be expended in FYE 10. Total revenues are projected at $2,018,769 and total expenditures are projected at $1,744,087.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED
1	Beginning Fund Balance	$2,197,954	$1,729,654	$1,541,842	$52,174
2					
3	Revenues				
4	Other Revenues	0	0	8,752	0
5	Interest Inc. on Afford. Housing	76,315	0	0	0
6	Grant Revenue	654,294	844,091	1,573,530	860,676
7	Home Grant Revenue	545,965	541,871	1,191,526	602,004
8	Emergency Shelter	0	0	125,000	0
9	CDBG-R	0	0	0	229,233
10	Neighborhood Stabilization Grant	0	0	0	326,856
11					
12	Total Revenue	1,276,574	1,385,962	2,898,808	2,018,769
13					
14	Expenditures				
15	Community Development 04	0	0	0	0
16	Community Development 05	0	0	0	0
17	CDBG Housing 05	0	0	0	0
18	Community Development 06	0	0	44,679	0
19	CDBG Housing 06	3,160	0	0	0
20	Community Development 07	86	0	100,502	0
21	CDBG Housing 07	122,437	0	0	0
22	FY01 Home Grant	0	0	0	0
23	Community Development 08	320,631	0	186,557	0
24	CDBG Housing 08	210,343	0	210,630	0
25	Community Development 09	0	456,908	465,660	0
26	CDBG Housing 09	0	387,183	395,797	0
27	Community Development 10	0	0	0	449,898
28	CDBG Housing 10	0	0	0	410,778
29	CDBG-R	0	0	0	229,233
30	Neighborhood Stabilization Grant	0	0	0	326,856
31	FY04 Home Grant	0	0	0	0
32	FY05 Home Grant	94,821	0	89,883	0
33	FY06 Home Grant	181,641	0	233,149	0
34	FY07 Home Grant	269,503	0	323,229	0
35	FY08 Home Grant	0	541,898	545,265	0
36	FY09 Home Grant	0	0	0	602,004
37	Emergency Shelter Grant	150,000	0	125,000	0
38	Accruals/Adjustments	26,094	0	0	0
39	Kingsgate	553,970	1,668,125	1,668,125	52,174
40					
41					
42	Total Expenditures	1,932,686	3,054,114	4,388,476	2,070,943
43					
44	Net Difference	(656,112)	(1,668,152)	(1,489,668)	(52,174)
45					
46	Ending Fund Balance	1,541,842	61,502	52,174	(0)
47					
48	Reserves:				
49	Reserve for Contingency	(178,457)	(27)	(8,752)	(8,752)
50	Reserve for Affordable Housing	1,720,299	61,529	60,926	8,752
51					
52	Total Reserves	1,541,842	61,502	52,174	(0)

SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There is one approved grant (at the time of budgeting) in FYE 10 for which the City qualifies.

DUI Enforcement	$ 63,982

DUI Enforcement

This program provides for additional officers on selected weekends, holidays, and other special events for enforcement against drinking drivers. The program is completely funded by fines paid by arrested and convicted drunk drivers. A fee from each offending person is collected by the District Court and one-half of the court cost is remitted to the City. The funds are used to pay overtime for enforcement and court time of the officers. FYE 10 expenditures are anticipated to be $63,982.

Other Grants

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

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED
1	Beginning Fund Balance	$213,509	$180,646	$239,785	$180,646
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	35,189	0	91,356	0
5	County Court DUI Fines	73,539	63,982	63,982	63,982
6	Local Law Enforcement Grant	1,054	0	0	0
7	JAIBG /Peer/Real	6,483	0	0	0
8	SHPO/CLG Grant	3,900	0	15,075	0
9	FEMA Saferoom Grant	0	0	0	0
10	OK LG Arts Council	0	0	5,000	0
11	Highway Tree Program	25,622	0	24,700	0
12	Emergency Management Planning Grant	7,008	0	54,387	0
13	Bullet Proof Vest Grant	0	0	0	0
14	Misc. Police Grants	3,209	0	25,964	0
15	Homeland Security	51,456	0	150,000	0
16	Legacy Trail Improvements	0	0	320,000	0
17	Traffic & Alcohol Enforcement	83,920	0	152,733	0
18	Forestry Grant	3,334	0	0	0
19	Beautification / Tree Program	0	0	0	0
20	Misc. Parks/Forestry Grants	0	0	0	0
21	Firefighters Assistance	63,098	0	0	0
22	Jag Grant	41,739	0	0	0
23	Urban Forestry Assistant	0	0	0	0
24	FEMA Reimbursements	0	0	0	0
25	Other Revenue/audit accruals	8,903	0	0	0
26					
27	Subtotal	408,454	63,982	903,197	63,982
28					
29	Total Revenue	408,454	63,982	903,197	63,982
30					
28	Expenditures				
29	DUI Enforcement	36,731	63,982	63,982	63,982
30	Okla. Highway Grant-DRE Training	36,764	0	88,686	0
31	JAIBG /Peer/Real	6,483	0	0	0
32	Local Law Enforcement Grant	1,982	0	0	0
33	SHPO/CLG Grant	3,900	0	15,075	0
34	FEMA Saferoom Grant	0	0	0	0
35	Bullet Proof Vest Grant	0	0	0	0
36	Misc. Police Grants	3,209	0	25,964	0
37	Homeland Security	50,000	0	150,000	0
38	Traffic & Alcohol Enforcement	83,920	0	152,733	0
39	OK LG Arts Council/Veteran Memorial	0	0	5,000	0
40	Audit Adj/Encumbrances	17,398	0	0	0
41	Legacy Trail Improvements	0	0	320,000	0
42	Beautification / Tree Program	25,115	0	24,700	0
43	Urban Forestry Assistant	683	0	0	0
44	Misc Parks/Forestry Grants	3,334	0	0	0
45	Forestry Grant	0	0	0	0
46	Jag Grant	36,533	0	5,213	0
47	Firefighter Assistance	67,453	0	0	0
48	Highway Tree Program -06	0	0	0	0
49	I-35/Tecumseh Tree Planting	0	0	0	0
50	Disaster Prepardness	0	0	0	0
51	Emergency Management Grant	7,217	0	54,387	0
52	Diaster Preparedness Grant	1,456	0	0	0
53					
54	Subtotal	382,178	63,982	905,740	63,982
55	I/F Transf - General	0	0	0	0
56	I/F Transf - General (Pet License)	0	0	0	0
57					
58	Total Expenditures	382,178	63,982	905,740	63,982
59					
60	Net Difference	26,276	0	(2,543)	0
61					
62	Ending Fund Balance	$239,785	$180,646	$237,242	$180,646

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) were provided in FYE 08 and FYE 09. 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 10 Budget

Revenues from the 4% tax are projected to be $978,500, a 3% increase from estimated collections for FYE 09 and a 12% increase from FYE 09 budgeted collections due to an increase in the number of hotels built, i.e. number of rooms and room sales.

Expenditures in FYE 10 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2010
	Revenue
	$981,500
Administrative Fee - 3%	$ 29,445
Arts & Humanities - 25%	238,014
Parks Development - 25%	238,014
Convention & Tourism - 50%	476,028
	$981,500

The Parks Development portion of the Room Tax will 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 $5,218,500 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 3% increase from the FYE 09 estimate. Several new hotel properties opened in Norman during FYE 09. The impact of these new properties on Room Tax revenues is being closely monitored.

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$132,043	$183,205	$215,540	$297,744	$329,843	$367,356	$417,559	$474,765
2									
3	Revenues								
4	Taxes	$905,341	$875,000	$950,000	$978,500	$1,000,000	$1,050,000	$1,075,000	$1,100,000
5	Interest/Investment Income	$4,918	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000
6									
7	Total Operating Revenues	$910,259	$878,000	$953,000	$981,500	$1,003,000	$1,053,000	$1,078,000	$1,103,000
8									
9	Expenditures								
10	Administration	27,256	26,340	26,340	29,445	30,090	31,590	32,340	33,090
11	Arts & Humanities	198,577	212,915	212,915	238,014	243,228	255,353	261,415	267,478
12	Parks Capital Projects	0	0	0	0	0	0	0	0
14	Conventions/Visitor Bureau	392,154	425,830	425,830	476,028	486,455	510,705	522,830	534,955
15	I/F Transf - Westwood	207,021	205,711	205,711	205,914	205,714	205,149	204,209	202,884
16	Carryover Encumbrances/Audit Adj.	1,754	0	0	0	0	0	0	0
17									
18	Total Expenditures	$826,762	$870,796	$870,796	$949,401	$965,487	$1,002,797	$1,020,794	$1,038,407
19									
20									
21	Net Difference	$83,497	$7,204	$82,204	$32,099	$37,513	$50,203	$57,206	$64,593
22									
23	Ending Fund Balance	$215,540	$190,409	$297,744	$329,843	$367,356	$417,559	$474,765	$539,358
24									
25	Reserves:								
26	Reserved for Administration	$3,648	$3,649	$3,648	$3,649	$3,648	$3,648	$3,648	$3,648
27	Reserved for Arts & Humanities	$83,011	$70,363	$101,761	$101,761	$101,761	$101,760	$101,760	$101,760
28	Reserved for Parks & Rec.	($8,933)	$3,882	$17,021	$49,120	$86,634	$136,837	$194,043	$258,637
29	Reserved for Conv. & Tourism	$137,815	$112,517	$175,315	$175,314	$175,314	$175,314	$175,314	$175,314
30									
31	Total Reserves	$215,540	$190,409	$297,744	$329,843	$367,356	$417,559	$474,765	$539,358

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2010 BUDGET

INCOME:

Norman Arts Council Share of City Room Tax Funds	$238,014
TOTAL INCOME	**$238,014**

EXPENSES:

Organizational Grants:	
Among Friends Activity Center (Art classes for adults with special needs)	1,000
Cimarron Circuit Opera (Opera Theatre Camp)	4,000
Cimarron Circuit Opera (Amahl and the Night Visitors)	3,700
Cimarron Circuit Opera (Divas Unleashed)	3,000
Dreamer Concepts Studio and Foundation (Downtown Arts Market)	3,000
Firehouse Art Center (Community Program for Children)	3,700
Firehouse Art Center (College Portfolio Program)	3,300
Fred Jones, Jr. Museum of Art (Bruce Goff: A Creative Mind Publicity Campaign)	4,500
Jacobson Foundation (09-10 Cultural Season)	9,000
Jazz in June (Concerts)	13,000
Norman Ballet Company (The Oklahoma Nutcracker)	1,800
Norman Community Choral Society (Poetry Contest)	830
Norman Public Library (Cultural Season)	14,000
OU Foundation, Inc. (Medieval Fair)	7,000
OU Music Theatre (Opera Guild)	5,000
OU World Literature (Neustadt Prize for Children's Literature)	8,000
OU School of Music (Academia Filarmonica)	3,500
Performing Arts Studio (Summer Breeze Concert Series)	6,000
Performing Arts Studio (Winter Wind Concert Series)	3,000
Performing Arts Studio (Gallery Exhibitions/Programs)	2,400
Sooner Theatre of Norman (Education Series)	6,000
Sooner Theatre of Norman (Main Event Concert Series)	3,500
Sooner Theatre of Norman (Sooner Stage Presents)	5,000
Sudden Opportunity Grants (SOS)	9,917
Thunderbird Clubhouse (Thunderbird Artist Collection)	2,000
Subtotal	**$126,147**

NORMAN ARTS COUNCIL BUDGET (continued):

Norman Arts Council Administration:	
Salaries	11,702
Overhead	6,712
Communications	2,856
Education	785
Fees & Services	6,379
Printing	1,118
Postage	1,118
Meeting Expenses	559
Office Supplies	3,355
Storage	1,118
Subtotal	**$35,702**
Norman Arts Council Programs:	
Norman Arts Promotional Project	4,475
Guest Artist Program (NPS)	4,475
Readers & Writers (NPS)	5,367
Young Author's Conference (NPS)	1,119
Norman Arts Roundtable	1,119
Community Series Adult Readers & Writers	4,173
Creative Problem Solving Through the Arts (NPS)	3,356
Norman Music Festival	9,238
Subtotal	**$33,322**
Norman Arts Council Promotions:	**$42,843**
TOTAL EXPENSES	**$238,014**

(NPS) - Norman Public Schools

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2010 BUDGET

INCOME:

Estimated Room Taxes	**$476,028**

EXPENSES:

Estimated	**$476,028**

***FYE 10 budget data unavailable at time of printing.**

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 10 Budget

E911 revenues are projected to be $241,187 in FYE 10, after payment to the 911 Association of Central Oklahoma Governments for administrative services. Revenues include a payment of $110,025 from Norman Regional Hospital for ambulance dispatch services. The contract with Norman Regional Hospital for dispatch services was renegotiated and became effective September 1, 2004.

Added position: (1) Communication Officer - $59,129

A $1,489,607 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$6,699	$0	$21,285	$0	$0	$0	$0	$0
2									
3	Revenues								
4	Norman Regional Hospital	93,364	105,679	105,679	110,025	112,776	115,595	118,485	121,447
5	911 Revenues- SW Bell	43,693	49,537	49,537	50,775	52,045	53,346	54,680	56,047
7	Miscellanous revenue	(3,895)	0	0	0	0	0	0	0
8	Cost Allocation	69,844	76,755	76,755	80,387	84,406	88,627	93,058	97,711
9									
10	Subtotal	203,006	231,971	231,971	241,187	249,227	257,568	266,222	275,204
11									
12	I/F - General Fund	1,374,603	1,349,976	1,564,018	1,489,607	1,502,323	1,576,408	1,654,244	1,736,020
13									
14	Total Revenue	$1,577,609	$1,581,947	$1,795,989	$1,730,794	$1,751,550	$1,833,976	$1,920,467	$2,011,224
15									
16	Expenditures								
17	Salary/Benefits	$1,456,096	$1,457,157	$1,462,898	$1,541,290	$1,618,355	$1,699,272	$1,784,236	$1,873,448
18	Supplies/Material	$25,067	$27,819	$47,444	$27,634	$27,910	$28,189	$28,471	$28,756
19	Services/Maintenance	$53,214	$85,262	$97,137	$86,762	$87,630	$88,506	$89,391	$90,285
20	Internal Services	$9,732	$11,709	$10,955	$17,309	$17,655	$18,008	$18,368	$18,736
21	Capital Equipment	28,654	0	198,840	57,799	0	0	0	0
22	Audit Adj/Encumbrances	(9,740)	0	0	0	0	0	0	0
23									
24	Total Expenditures	$1,563,023	$1,581,947	$1,817,274	$1,730,794	$1,751,550	$1,833,976	$1,920,467	$2,011,224
25									
26	Net Difference	$14,586	$0	($21,285)	$0	$0	$0	$0	$0
27									
28	Ending Fund Balance	$21,285	$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 10 Budget

Expenditures for maintenance and operation are proposed at $2,600 on revenues of $15,500.

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 10 – FYE 14.

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

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Restatement								
2	Beginning Fund Balance	$120,253	$131,503	$228,348	$239,248	$252,148	$265,022	$277,870	$290,691
3									
4	Revenues								
5	Federal Seizures & Restitutions	$10,913	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000
6	State Seizures & Restitutions	104,912	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7	Interest/Investment Income	3,521	500	500	500	500	500	500	500
8									
9	Total Revenues	$119,346	$15,500	$15,500	$15,500	$15,500	$15,500	$15,500	$15,500
10									
11	Expenditures								
11	Audit Adjustments	$7	$0	$0	$0	$0	$0	$0	$0
12	Services/Maintenance- Federal	2,896	2,600	4,600	2,600	2,626	2,652	2,679	2,706
13	Services/Maintenance- State	4,142	0	0	0	0	0	0	0
13	Capital Equipment- State	4,206	0	0	0	0	0	0	0
14	Capital Equipment- Federal	0	0	0	0	0	0	0	0
15									
16	Total Expenditures	$11,251	$2,600	$4,600	$2,600	$2,626	$2,652	$2,679	$2,706
17									
18	Net Difference	$108,095	$12,900	$10,900	$12,900	$12,874	$12,848	$12,821	$12,794
19									
20	Ending Fund Balance	$228,348	$144,403	$239,248	$252,148	$265,022	$277,870	$290,691	$303,486
21									
22	Reserves								
23	Reserve for Federal Seizures	$68,155	$63,833	$69,555	$72,955	$76,329	$79,677	$82,998	$86,292
24	Reserve for State Seizures	$160,193	$80,570	$169,693	$179,193	$188,693	$198,193	$207,693	$217,193
25									
26	Total Reserves	$228,348	$144,403	$239,248	$252,148	$265,022	$277,870	$290,691	$303,486

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 10 Budget

FYE 10 projected revenues are $32,300 with projected expenditures at $33,305, which uses $705 of reserves. This leaves projected ending fund balance of $24,120.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$25,818	$20,249	$26,190	$24,825	$24,120	$23,415	$22,710	$22,005
2									
3	Revenues								
4	CLEET for Police Training	33,055	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5	CLEET for Court Training	2,488	2,300	2,300	2,300	2,300	2,300	2,300	2,300
6	Misc revenue	833	0	0	0	0	0	0	0
7									
8	Total Revenues	$36,376	$32,300	$32,300	$32,300	$32,300	$32,300	$32,300	$32,300
9									
10	Expenditures								
11	Police Training	33,032	29,005	29,365	30,705	30,705	30,705	30,705	30,705
12	Court Training	2,969	4,300	4,300	2,300	2,300	2,300	2,300	2,300
13	Audit adjustments	3	0	0	0	0	0	0	0
14									
15	Total Expenditures	$36,004	$33,305	$33,665	$33,005	$33,005	$33,005	$33,005	$33,005
16									
17	Net Difference	$372	($1,005)	($1,365)	($705)	($705)	($705)	($705)	($705)
18									
19	Ending Fund Balance	$26,190	$19,244	$24,825	$24,120	$23,415	$22,710	$22,005	$21,300
20									
21	Reserves								
22	Reserve for Police Training	22,929	17,502	23,564	22,859	22,154	21,449	20,744	20,039
23	Reserve for Court Training	3,261	1,742	1,261	1,261	1,261	1,261	1,261	1,261
24									
25	Total Reserves	$26,190	$19,244	$24,825	$24,120	$23,415	$22,710	$22,005	$21,300

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

The Campus Corner Tax Increment 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 10 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 10, 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$480,625	$65,462	$416,526	$83,189	$0	$0	$0	$0
2									
3	Revenues								
4	Sales Tax	0	0	0	0	0	0	0	0
5	Property Tax	0	0	0	0	0	0	0	0
6	I/F Transfer- General	0	0	0	0	0	0	0	0
7	I/F Transfer- Capital	0	0	0	0	0	0	0	0
8	Interest income	17,795	0	0	0	0	0	0	0
9									
10	Total Revenues	$17,795	$0	$0	$0	$0	$0	$0	$0
11									
12	Expenditures								
13	Audit adjustments/encumbrances	68							
13	Capital Projects	81,826	0	333,337	83,189	0	0	0	0
14									
15	Total Expenditures	$81,894	$0	$333,337	$83,189	$0	$0	$0	$0
16									
17	Net Difference	($64,099)	$0	($333,337)	($83,189)	$0	$0	$0	$0
18									
19	Ending Fund Balance	$416,526	$65,462	$83,189	$0	$0	$0	$0	$0

ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS

Background

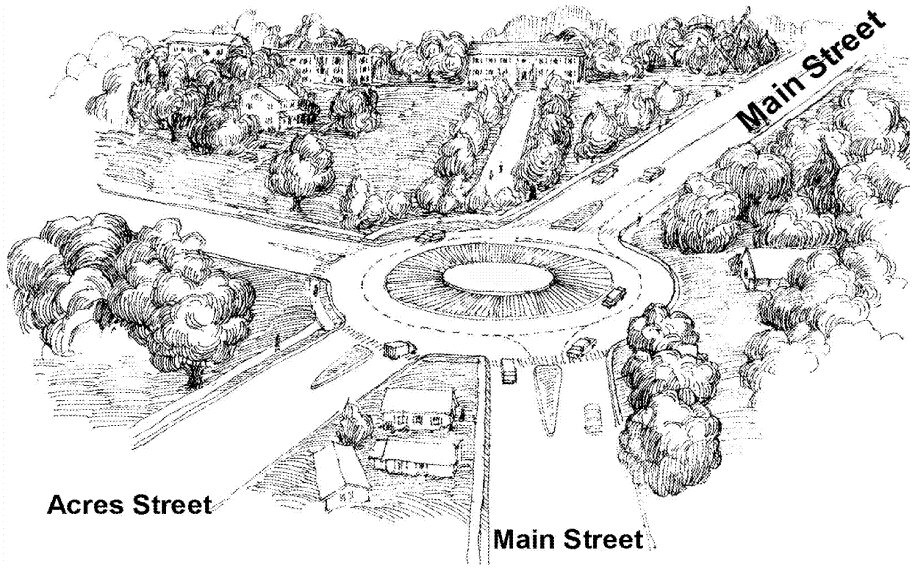
The Art in Public Places Fund is a Special Revenue Fund established to account for revenue derived from citizen donations as a means to fund the acquisition of works of art by the City of Norman and to provide for the maintenance and repair of the works of art in the collection.

On August 28, 2007, City Council passed Ordinance O-0708-5 that established the Public Arts Board and the Art in Public Places Fund. The ordinance also set up the mechanism by which City of Norman water 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 10 Budget

FYE 10 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 $9,533 since the beginning of FYE 08.



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

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$0	$3,770	$847	$1,939	$6,939	$11,939	$16,939	$21,939
2									
3	Revenues								
4	Citizen Donations	3,793	5,000	5,000	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	$3,793	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000
8									
9	Expenditures								
10	Audit adjustments/encumbrances	0	0	0	0	0	0	0	0
11	Payment to Arts Board	2,946	0	3,908	0	0	0	0	0
12									
13	Total Expenditures	$2,946	$0	$3,908	$0	$0	$0	$0	$0
14									
15	Net Difference	$847	$5,000	$1,092	$5,000	$5,000	$5,000	$5,000	$5,000
16									
17	Ending Fund Balance	$847	$8,770	$1,939	$6,939	$11,939	$16,939	$21,939	$26,939

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 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.

The Norman Municipal Authority (NMA) was created in 1965 for the purpose of issuing revenue bonds for the construction of an 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.

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 10 Budget

Statement of Revenues and Expenditures

Projected FYE 10 fee revenues have been decreased 4% from the FYE 09 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 09. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 10 operating expenditures have been increased 4% from the FYE 09 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 ($205,914 in FYE 10) 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

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

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 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$0	$112,164	$0	($0)	($0)	$0
2							
3	Operating Revenues:						
4	Enterprise Fund Fees/Chgs	$0	$1,140,873	$1,163,690	$1,186,964	$1,210,703	$1,234,917
5	Service Fees/Chgs	0	165	170	175	180	185
6							
7	Total Operating Revenues	$0	$1,141,038	$1,163,860	$1,187,139	$1,210,883	$1,235,102
8							
9	Operating Expenditures:						
10	Salaries and Benefits	$0	$798,448	$838,370	$880,289	$924,303	$970,519
11	Supplies and Materials	0	144,836	146,284	147,747	149,224	150,716
12	Services/Maintenance	0	226,062	228,323	230,606	232,912	235,241
13	Internal Service Fund Chgs	0	93,769	95,644	97,557	99,508	101,498
14	Cost Allocation Charges	0	0	0	0	0	0
15	Employee Turnover Savings	0	0	0	0	0	0
16							
17	Total Operating Expenditures	$0	$1,263,115	$1,308,621	$1,356,199	$1,405,947	$1,457,974
18							
19	Net Operating Revenue	$0	($122,077)	($144,761)	($169,060)	($195,064)	($222,872)
20							
21	Other Revenues:						
22	I/F Transf - Capital Fund - Golf	0	71,402	61,500	61,500	61,500	61,500
23	I/F Transf - Capital Fund - Pool	0	10,000	0	0	0	0
24	I/F Transf - Room Tax	0	205,914	205,714	205,149	204,209	202,884
25	I/F Transf - General Fund	0	2,413	137,261	161,560	187,565	216,696
26	I/F Transf - Westwood Enterprise Fd	112,164	0	0	0	0	0
27	Interest Income	0	7,500	7,500	7,500	7,500	7,500
28	Misc. revenue	0	0	0	0	0	0
29							
30	Total Other Revenues	112,164	297,229	411,975	435,709	460,774	488,580
31							
32							
33	Other Expenditures:						
34	Audit Accruals/Adj/encumbrances						
35	Debt Service	0	205,914	205,714	205,149	204,209	204,209
36	Capital Projects-GOLF	0	0	0	0	0	0
37	Capital Equipment-GOLF	0	19,402	19,500	19,500	19,500	19,500
38	Capital Equipment - Golf Carts	0	52,000	42,000	42,000	42,000	42,000
39	Capital Equipment - Pool	0	10,000	0	0	0	0
40	I/F Transf - Parkland	0	0	0	0	0	0
41							
42	Total Other Expenditures	$0	$287,316	$267,214	$266,649	$265,709	$265,709
43							
44	Net Revenues (Expenditures)	$112,164	($112,164)	($0)	$0	$1	($1)
45							
46	Ending Fund Balance	$112,164	$0	($0)	($0)	$0	($0)
47							
48	Reserves						
49	Reserve for Operations	$0	$101,049	$104,690	$108,496	$112,476	$116,638
50	Reserve for Debt	0	0	0	0	0	0
51	Reserve for Capital Project	63,976	61,500	61,500	61,500	61,500	61,500
52	Reserve (Deficit)	48,189	(162,549)	(166,190)	(169,996)	(173,976)	(178,138)
53							
54	Total Reserves	$112,164	$0	($0)	($0)	$0	($0)

WESTWOOD PARK FUND (30)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED
1	Beginning Fund Balance	$132,899	$20,607	$158,707
2				
3	Operating Revenues:			
4	Enterprise Fund Fees/Chgs	$1,103,631	$1,186,885	$1,186,885
5	Service Fees/Chgs	628	160	160
6				
7	Total Operating Revenues	$1,104,259	$1,187,045	$1,187,045
8				
9	Operating Expenditures:			
10	Salaries and Benefits	$727,696	$771,987	$769,519
11	Supplies and Materials	109,876	123,368	123,622
12	Services/Maintenance	194,657	228,891	230,267
13	Internal Service Fund Chgs	45,531	90,773	92,930
14	Cost Allocation Charges	0	0	0
15				
16	Total Operating Expenditures	$1,077,760	$1,215,019	$1,216,338
17				
18	Net Operating Revenue	$26,499	($27,974)	($29,293)
19				
20	Other Revenues:			
25	I/F Transf - Capital Fund	61,996	66,500	66,500
21	I/F Transf - Room Tax	207,021	205,711	205,711
22	Interest Income	16,934	7,500	7,500
26	Misc. revenue	7,311	0	0
27				
28	Total Other Revenues	293,262	279,711	279,711
29				
30				
31	Other Expenditures:			
32	Audit Accruals/Adj/encumbrances	7,034	0	0
39	I/F Transf - CIP(RT Payback)	0	0	0
33	Debt Service	212,673	205,711	205,711
34	Capital Projects-GOLF	12,250	0	24,750
42	Capital Equipment-GOLF	61,996	19,500	19,500
45	Capital Equipment - Golf Carts	0	47,000	47,000
46	I/F Transf - Parkland	0	0	0
47	I/F Transf - Westwood Spl Rev Fd	0	0	112,164
48				
49	Total Other Expenditures	$293,953	$272,211	$409,125
50				
51	Net Revenues (Expenditures)	$25,808	($20,474)	($158,707)
52				
53	Ending Fund Balance	$158,707	$133	$0
54				
55	Reserves			
56	Reserve for Operations	$86,221	$97,202	$97,307
57	Reserve for Capital Project	0	61,500	0
58	Reserve (Deficit)	72,486	(158,569)	(97,307)
59				
60	Total Reserves	$158,707	$133	$0

WATER FUND
BUDGET
HIGHLIGHTS

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 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 2009 serves an average of 33,000 customers.

FYE 10 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 will be undertaken in FYE 10. Federal matching funds from the American Recovery and Reinvestment Act will help 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 2011-2013 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 2009-2010 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 10 ending fund balance is projected to be $6,395,147 with a reserve deficit of $4,240,419.

Transfer Policy

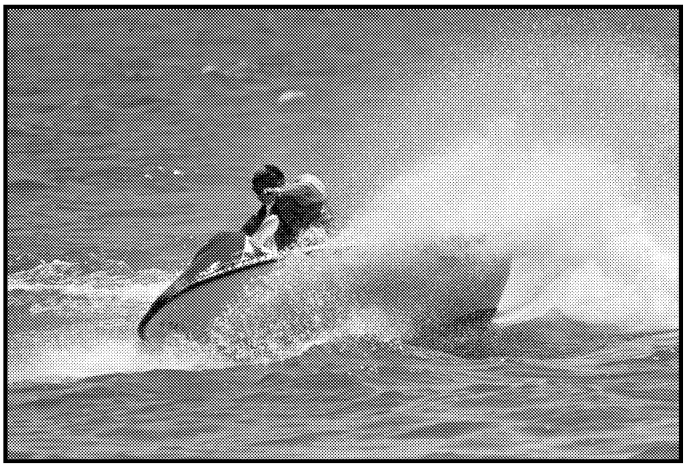
The amount of transfer from the Water Fund in support of the General Fund is based on a policy that provides for continuity in both Funds. A transfer equal to 3% of Water Fund operating revenues returns to the General Fund an amount consistent with what non-governmental utilities provide in franchise fees. This transfer will be reduced by 1% each year after FYE 09 to help reduce Water Fund total expenditures.

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.

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. In order to supply this level of treated water in adequate amounts to meet long-term customer demand, adjustments to the water rate structure will need to be considered by voters.



WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

	FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1 Beginning Fund Balance	$27,937,510	$18,459,329	$27,635,991	$12,842,922	$6,395,147	$7,546,441	$2,870,058	($7,747,024)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	$11,433,975	$12,203,450	$12,203,450	12,514,500	12,850,000	13,660,000	14,450,000	14,955,000
5 Connection Fee	416,090	750,000	750,000	757,500	765,075	772,726	780,453	788,258
6 Capital Improvement Charge	1,085,471	1,428,140	1,428,140	1,442,421	1,456,845	1,471,413	1,486,127	1,500,988
7 Cost Allocation	674,449	600,526	709,927	694,384	701,328	708,341	715,424	722,578
8								
9 Total Operating Revenues	$13,609,985	$14,982,116	$15,091,517	$15,408,805	$15,773,248	$16,612,480	$17,432,004	$17,966,824
10								
11 Operating Expenditures:								
12 Salaries / Benefits	$3,272,669	$3,485,922	$3,508,605	$3,662,106	$3,845,211	$4,037,472	$4,239,345	$4,451,313
13 Supplies / Materials	1,308,741	1,425,602	1,760,129	1,722,181	1,739,403	1,756,797	1,774,365	1,792,108
14 Services / Maintenance	1,653,001	2,128,774	2,176,231	2,528,265	2,553,548	2,579,083	2,604,874	2,630,923
15 Internal Services	224,024	334,364	352,830	347,241	354,186	361,270	368,495	375,865
16 Cost Allocations	1,450,041	1,561,142	1,774,940	1,610,786	1,626,894	1,643,163	1,659,594	1,676,190
17 Employee Turnover Savings		(52,289)	(52,629)	(54,932)	(57,678)	(60,562)	(63,590)	(66,770)
18								
19 Total Operating Expenditures	$7,908,476	$8,883,515	$9,520,106	$9,815,647	$10,061,563	$10,317,222	$10,583,083	$10,859,629
20								
21 Net Operating Revenue	$5,701,509	$6,098,601	$5,571,411	$5,593,158	$5,711,685	$6,295,258	$6,848,921	$7,107,195
22								
23 Other Revenues:								
24 Interest Income	$1,047,938	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000
25 Other Misc. Revenue	2,325,855	0	0	0	0	0	0	0
26 Revenue Bond Proceeds	0	0	0	9,000,000	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	0	0	2,000,000	0	0	0	0
28 I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
29								
30 Total Other Revenues	$3,373,793	$120,000	$120,000	$11,120,000	$120,000	$120,000	$120,000	$120,000
31								
32 Other Expenditures:								
33 Audit Accruals/Adj/Encumbrances	$ 2,605,638							
34 Master Conservancy Debt	$224,182	$285,579	$299,299	$286,046	$286,493	$286,961	$287,185	$287,408
35 Debt Service - 06 Issue	1,515,585	1,514,731	1,514,731	1,515,731	1,515,531	1,514,131	1,516,431	1,517,331
36 Debt Service - 10 Issue	0	0	0	635,000	635,000	635,000	635,000	635,000
37 Capital Projects	1,748,744	11,403,200	4,996,488	6,932,461	1,809,943	8,310,045	14,983,075	4,805,000
38 Capital Projects - 06 Issue	2,293,250	8,372,000	12,888,414	2,232,089	0	0	0	0
39 Capital Projects - 10 Issue	0	0	0	11,000,000	0	0		
40 Capital Equipment	384,823	185,591	195,683	131,806	130,000	130,000	130,000	130,000
41 I/F Transf - GF-Development Eng.	15,236	28,228	28,228	29,639	31,121	32,677	34,311	36,027
42 I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
43 I/F Transf - General Fund	589,363	518,138	561,638	398,160	272,302	144,327	0	0
44 I/F Transf - Capital Fund	0	0	0	0	0	38,500	0	0
45								
46 Total Other Expenditures	$9,376,821	$22,307,467	$20,484,481	$23,160,932	$4,680,390	$11,091,641	$17,586,002	$7,410,766
47								
48 Net Revenues (Expenditures)	($301,519)	($16,088,866)	($14,793,070)	($6,447,775)	$1,151,294	($4,676,384)	($10,617,082)	($183,571)
49								
50 Ending Fund Balance	$27,635,991	$2,370,463	$12,842,922	$6,395,147	$7,546,441	$2,870,058	($7,747,024)	($7,930,595)
51								
52 Reserves								
53 Reserve for Operations	$632,678	$710,681	$761,608	$785,252	$804,925	$825,378	$846,647	$868,770
54 Reserve for Encumbrances	3,326,475	0	0	0	0	0	0	0
55 Reserve for Bond Projects - 06 Issu	16,603,129	3,664,371	3,714,715	1,482,626	1,482,626	1,482,626	1,482,626	1,482,626
56 Reserve for Bond Projects - 10 Issu	0	0	0	0	0	0	0	0
57 Reserve for Capital	7,368,105	8,008,881	5,981,613	8,367,688	11,646,560	14,983,075	14,983,075	4,805,000
58 Reserve (Deficit) Surplus	(294,395)	(10,013,470)	2,384,986	(4,240,419)	(6,387,670)	(14,421,021)	(25,059,372)	(15,086,991)
59								
60 Total Reserves	$27,635,991	$2,370,463	$12,842,922	$6,395,147	$7,546,441	$2,870,058	($7,747,024)	($7,930,595)

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2010 BUDGET

INCOME:

Operation & Maintenance Assessments	$1,348,360
Special Assessments	550,000
Annual Repayment Installment	518,319
TOTAL INCOME (Less energy project interest)	**$2,416,679**

EXPENSES:

Personnel	$ 547,055
Maintenance	80,405
Utilities	573,000
Insurance & Bonds	14,750
Administrative Supplies	11,400
Professional Services	92,200
State & Federal Services	204,550
Major Equipment Replacement	375,000
Debt Repayment	518,319
TOTAL EXPENSES	**$2,416,679**

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 10 Budget

Statement of Revenues and Expenditures

FYE 10 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 09. 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 10 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Levelized Rate Policy

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

Reserve Policy

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

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

The FYE 10 ending fund balance is projected to be $681,915, which is $710,242 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 3% 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 reduced by 1% each year after FYE 09 to help reduce Wastewater Fund total expenditures.

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 and 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$10,182,282	$3,647,771	$7,478,678	$1,312,549	$681,915	($2,336,400)	($2,382,340)	($2,078,163)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$6,678,029	$7,306,417	$7,306,417	$7,452,545	$7,601,596	$7,753,628	$7,908,701	$8,066,875
6	Sewer Replacement Charge	518,999	505,711	505,711	510,768	515,876	521,035	526,245	531,507
9									
10	Total Operating Revenues	7,197,028	7,812,128	7,812,128	7,963,313	8,117,472	8,274,663	8,434,946	8,598,382
11									
12	Operating Expenditures:								
13	Salaries and Benefits	$1,482,483	$1,686,871	$1,699,652	$1,755,737	$1,843,524	$1,935,700	$2,032,485	$2,134,109
14	Supplies and Materials	135,639	191,329	147,740	188,634	190,520	192,426	194,350	196,293
15	Services and Maintenance	993,182	1,012,853	1,260,006	1,024,396	1,034,640	1,044,986	1,055,436	1,065,991
16	Internal Services	40,553	39,144	44,432	43,386	44,254	45,139	46,042	46,962
17	Cost Allocations	897,509	847,439	1,177,454	924,488	933,733	943,070	952,501	962,026
18	Employee Turnover Savings	0	(25,303)	(25,495)	(26,336)	(27,653)	(29,036)	(30,487)	(32,012)
19									
20	Total Operating Expenditures	3,549,366	3,752,333	4,303,789	3,910,305	4,019,018	4,132,285	4,250,326	4,373,370
21									
22	Net Operating Revenue	$3,647,662	$4,059,795	$3,508,339	$4,053,008	$4,098,454	$4,142,378	$4,184,620	$4,225,012
23									
24	Other Revenues:								
25	Interest Income	$405,009	$400,000	$400,000	$300,000	$300,000	$300,000	$300,000	$300,000
26	Bond Proceeds/Grant Reimb.	7,412	0	0	0	0	0	0	0
27	Misc. Revenue/Cost Allocation	1,519,896	348,461	686,485	442,148	446,569	451,035	455,546	460,101
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	1,932,317	748,461	1,086,485	742,148	746,569	751,035	755,546	760,101
32									
33									
34	Other Expenditures:								
35	Audit Accruals/Adjustments	1,098,422	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	529,000	515,400	515,400	503,050	495,619	483,010	475,028	461,573
38	Debt Service-96 SRF Note	144,108	143,422	143,422	142,706	142,005	141,304	140,609	139,901
40	Debt Service- Ref. 03 (96 issue)	774,969	763,756	763,756	762,860	760,376	761,001	759,587	761,265
41	Debt Service-99 SRF Note	264,207	262,905	262,905	261,644	260,384	259,150	257,862	256,600
42	Capital Projects	2,677,963	2,575,000	2,929,942	676,200	3,238,000	0	0	0
43	Capital Equipment	269,777	13,000	24,981	60,409	35,749	35,749	35,749	35,749
44	I/F Transf - General Fund (Dev. Enginee	15,236	28,228	28,228	29,639	31,121	32,677	34,311	36,027
45	I/F Transf - Sewer Maint Fund 321	2,152,045	2,549,510	6,418,212	2,765,706	2,748,053	3,148,925	2,853,755	2,926,748
46	I/F Transf - Hallpark	0	0	0	0	0	0	0	0
47	I/F Transf - General Fund	357,856	292,257	292,257	223,576	152,032	77,536	79,087	80,669
48									
49	Total Other Expenditures	8,283,583	7,143,478	11,379,103	5,425,790	7,863,339	4,939,352	4,635,988	4,698,532
50									
51	Net Revenues (Expenditures)	(2,703,604)	(2,335,222)	(6,784,279)	(630,634)	(3,018,315)	(45,939)	304,177	286,581
52									
53	Ending Fund Balance	7,478,678	1,312,549	694,399	681,915	(2,336,400)	(2,382,340)	(2,078,163)	(1,791,582)
54									
55	Reserves								
56	Reserve for Encumbrances	2,645,527	0	0	0	0	0	0	0
57	Reserve for Operations	283,949	300,187	344,303	312,824	321,521	330,583	340,026	349,870
58	Reserve for Capital	782,840	978,550	647,600	1,079,333	0	0	0	0
59	Reserve (Deficit) Surplus	3,766,362	33,812	(297,504)	(710,242)	(2,657,921)	(2,712,923)	(2,418,189)	(2,141,452)
60									
61	Total Reserves	7,478,678	1,312,549	694,399	681,915	(2,336,400)	(2,382,340)	(2,078,163)	(1,791,582)

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 10 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 09 extrapolated for a full year.

FYE 10 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels.

FYE 10 total expenditures are $6,041,486 of which 46% or $2,765,706 is subsidized by the Wastewater Fund.

An aggressive capital project program is funded in FYE 10 with approximately $3 million in pay-as-you-go capital projects. 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 10 – 14 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	($417,615)	$0	($4,028)	$0	$0	($0)	($0)	($0)
2									
3	Operating Revenues:								
4	Capital Improvement Charge	572,017	642,090	642,090	648,511	654,996	661,546	668,161	674,843
5	Sewer Maintenance Rate	2,614,841	2,601,256	2,601,256	2,627,269	2,653,542	2,680,077	2,706,878	2,733,947
6									
7	Total Operating Revenues	3,186,858	3,243,346	3,243,346	3,275,780	3,308,538	3,341,623	3,375,039	3,408,790
8									
9	Operating Expenditures:								
10	Salaries and Benefits	1,231,271	1,517,848	1,521,808	1,579,534	1,658,511	1,741,436	1,828,508	1,919,933
11	Supplies and Materials	146,992	179,407	179,542	194,968	196,918	198,887	200,876	202,884
12	Services and Maintenance	303,442	338,820	386,196	340,982	344,392	347,836	351,314	354,827
13	Internal Services	129,269	159,112	168,279	212,648	216,901	221,239	225,664	230,177
14	Cost Allocations	616,977	624,337	761,876	645,897	652,356	658,880	665,468	672,123
15	Employee Turnover Savings		(22,768)	(22,827)	(23,693)	(24,878)	(26,122)	(27,428)	(28,799)
16									
17	Total Operating Expenditures	2,427,951	2,796,756	2,994,874	2,950,336	3,044,199	3,142,156	3,244,402	3,351,146
18									
19	Net Operating Revenue	758,907	446,590	248,472	325,444	264,339	199,467	130,637	57,644
20									
21	Other Revenues:								
22	Interest Income	0	0	0	0	0	0	0	0
23	Misc. Revenue	15,901	0	0	0	0	0	0	0
24	I/F Transf - Wastewater Fund 32	2,152,045	2,549,510	6,418,212	2,765,706	2,748,053	3,148,925	2,853,755	2,926,748
25									
26	Total Other Revenues	2,167,946	2,549,510	6,418,212	2,765,706	2,748,053	3,148,925	2,853,755	2,926,748
27									
28									
29	Other Expenditures:								
30	Capital Projects	2,357,190	2,918,000	6,467,560	2,941,650	2,946,000	3,282,000	2,918,000	2,918,000
31	Capital Equipment	156,076	78,100	195,096	149,500	66,392	66,392	66,392	66,392
32									
33	Total Other Expenditures	2,513,266	2,996,100	6,662,656	3,091,150	3,012,392	3,348,392	2,984,392	2,984,392
34									
35	Total Revenues	5,354,804	5,792,856	9,661,558	6,041,486	6,056,591	6,490,548	6,228,794	6,335,538
36									
37	Total Expenditures	4,941,217	5,792,856	9,657,530	6,041,486	6,056,591	6,490,548	6,228,794	6,335,538
38									
39	Net Revenues (Expenditures)	413,587	(0)	4,028	(0)	(0)	0	0	(0)
40									
41	Ending Fund Balance	(4,028)	(0)	0	0	(0)	(0)	(0)	(0)
42									
43	Reserves								
44	Reserve for Operations	194,236	223,741	239,590	236,027	243,536	251,372	259,552	268,092
45	Reserve for Capital	3,001,130	3,021,913	2,412,800	3,048,667	3,100,000	2,918,000	2,918,000	2,918,000
46	Reserve (Deficit) Surplus	(3,199,394)	(3,245,654)	(2,652,390)	(3,284,694)	(3,343,536)	(3,169,372)	(3,177,552)	(3,186,092)
47									
48	Total Reserves	(4,028)	(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 10 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 10.

A grant of $1.7 million from the Federal Environmental Protection Agency is included for FYE 10 as well as $6.8 million in State Revolving Fund loan proceeds.

Capital Projects of $8.5 million for Lift Station D improvements are funded in FYE 10.

Five Year Outlook

Excise tax revenues are projected at a flat level from FYE 09 to FYE 10 and at a 6.6% increase from FYE 10 to FYE 11. The downturn in the local and national residential and commercial construction industry has negatively impacted Sewer Excise Tax revenue in FYE 08 and FYE 09. It is anticipated that construction will return to historic patterns beginning in FYE 2009-2010. 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$7,819,533	$1,390,376	$8,896,115	$1,302,963	$5,583,043	$5,110,356	$5,227,293	$5,340,543
2									
3	Operating Revenues:								
4	Excise Tax - Residential	$1,080,103	$1,500,000	$1,500,000	$1,500,000	$1,600,000	$1,700,000	$1,700,000	$1,700,000
5	Excise Tax - Commercial	528,151	400,000	400,000	500,000	400,000	400,000	400,000	400,000
6									
7	Total Operating Revenues	1,608,254	1,900,000	1,900,000	2,000,000	2,000,000	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	$1,608,254	$1,900,000	$1,900,000	$2,000,000	$2,000,000	$2,100,000	$2,100,000	$2,100,000
12									
13	Other Revenues:								
14	Interest Income	$343,849	$250,000	$250,000	$200,000	$200,000	$200,000	$200,000	$200,000
15	Bond Proceeds/Grant Reimb.	0	0	0	1,713,000	0	15,200,000	0	0
29	SRF Loan Proceeds	0	0	0	6,852,000	0	0	0	0
16	I/F Transf - General Fund	0	0	0	184,280	0	0	0	0
17	Transfer From Sewer Sales Tax	0	0	0	2,740,800	0	0	0	0
18									
19	Total Other Revenues	343,849	250,000	250,000	11,690,080	200,000	15,400,000	200,000	200,000
20									
21	Other Expenditures:								
22	Debt Service	0	0	0	845,000	845,000	2,186,750	2,186,750	2,186,750
23	Capital Projects	875,521	1,955,284	9,743,152	8,565,000	1,827,687	15,196,313	0	0
24									
25	Total Other Expenditures	875,521	1,955,284	9,743,152	9,410,000	2,672,687	17,383,063	2,186,750	2,186,750
26									
27	Net Revenues (Expenditures)	1,076,582	194,716	(7,593,152)	4,280,080	(472,687)	116,937	113,250	113,250
28									
29	Ending Fund Balance	8,896,115	1,585,092	1,302,963	5,583,043	5,110,356	5,227,293	5,340,543	5,453,793
30									
31	Reserves								
32	Reserve for Operations	0	0	0	0	0	0	0	0
33	Reserve for Capital	7,632,591	6,397,250	3,404,800	5,674,667	7,598,157	0	0	0
34	Reserve (Deficit) Surplus	1,263,524	(4,812,158)	(2,101,837)	(8,656,624)	(11,052,801)	(18,537,707)	(18,424,457)	(18,311,207)
35									
36	Total Reserves	8,896,115	1,585,092	1,302,963	5,583,043	5,110,356	5,227,293	5,340,543	5,453,793

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 northside treatment plant and the remainder for sewer main improvements.

FYE 10 Budget

Statement of Revenues and Expenditures

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

No capital projects are programmed in FYE 10, although construction will continue on projects budgeted in previous years. $2.7 million in interfund transfers to the New Development Excise Fund are programmed in FYE 10 to help fund the rehabilitation and improvements to sewage Lift Station D.

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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$18,685,312	$4,541,696	$14,278,936	$6,855,156	$4,314,356	$2,360,043	$1,514,356	$1,514,356
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	668,705	250,000	250,000	200,000	200,000	200,000	0	0
15	Misc. Revenue/Grant Reimbursements	1,509,538	74,695	74,695	0	0	0	0	0
16									
17	Total Other Revenues	2,178,243	324,695	324,695	200,000	200,000	200,000	0	0
18									
19	Other Expenditures:								
20	Audit Accruals/Adj/Encumbrances	0	0	0	0	0	0	0	0
21	Capital Projects	6,584,619	1,583,716	7,748,475	0	2,154,313	1,045,687	0	0
22	I/F Transfer - Develop Excise Fd	0	0	0	2,740,800	0	0	0	0
23									
24	Total Other Expenditures	6,584,619	1,583,716	7,748,475	2,740,800	2,154,313	1,045,687	0	0
25									
26	Net Revenues (Expenditures)	(4,406,376)	(1,259,021)	(7,423,780)	(2,540,800)	(1,954,313)	(845,687)	0	0
27									
28	Ending Fund Balance	14,278,936	3,282,675	6,855,156	4,314,356	2,360,043	1,514,356	1,514,356	1,514,356
29									
30	Reserves								
31	Reserve for Operations	0	0	0	0	0	0	0	0
32	Reserve for Capital	640,000	800,000	640,000	1,066,667	522,844	0	0	0
33	Reserve (Deficit) Surplus	13,638,936	2,482,675	6,215,156	3,247,689	1,837,200	1,514,356	1,514,356	1,514,356
34									
35	Total Reserves	14,278,936	3,282,675	6,855,156	4,314,356	2,360,043	1,514,356	1,514,356	1,514,356

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 10, a $.50 increase is proposed for additional carts, making the charge $5.50 per month. An additional curbside recycling service was implemented in March 2008, as directed by the voters of Norman.

FYE 10 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at a growth rate of 3% per year with a projected increase of $.50/per month for users who desire a second rollout cart.

Revenue bond proceeds of $4 million are programmed in FYE 2010.

FYE 10 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.

FYE 10 Capital Projects include $2,604,361. $2,345,611 is for the Transfer Station expansion to accommodate the severely increased capacity demand per day and $258,750 is for the Transfer Station renovation. These projects are proposed to be financed through a Revenue Bond Issue of the Norman Municipal Authority

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 10 ending fund balance is projected to be $259,289, which does not meet the operations and Capital Reserve requirements discussed above by $1,765,843.

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. Remedial actions will be recommended to Council prior to the adoption of this budget.

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$3,453,135	$5,382,204	$4,327,100	$19,176	$259,289	($1,209,954)	($2,080,282)	($2,896,463)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$9,953,390	$10,325,400	$10,325,400	$10,635,162	$10,954,217	$11,282,843	$11,621,329	$11,969,969
5	Other Revenue	219,737	142,814	142,814	258,242	260,824	263,432	266,066	268,727
6									
7	Total Operating Revenues	$10,173,127	$10,468,214	$10,468,214	$10,893,404	$11,215,041	$11,546,275	$11,887,395	$12,238,696
8									
9	Operating Expenditures:								
10	Salaries / Benefits	$3,664,585	$3,570,220	$3,587,454	$3,776,600	$3,965,430	$4,163,702	$4,371,887	$4,590,481
11	Supplies / Materials	1,180,268	1,197,822	1,199,362	1,403,936	1,417,975	1,432,155	1,446,477	1,460,942
12	Services / Maintenance	2,014,174	2,542,559	2,535,750	2,957,933	2,987,512	3,017,387	3,047,561	3,078,037
13	Internal Services	628,836	729,538	774,228	868,035	885,396	903,104	921,166	939,589
14	Cost Allocations	1,164,674	1,261,549	1,570,528	1,307,652	1,320,729	1,333,936	1,347,275	1,360,748
15									
16	Total Operating Expenditures	$8,652,537	$9,301,688	$9,667,322	$10,314,156	$10,577,042	$10,850,284	$11,134,366	$11,429,797
17									
18	Net Operating Revenue	$1,520,590	$1,166,526	$800,892	$579,248	$637,999	$695,992	$753,029	$808,899
19									
20	Other Revenue:								
21	Interest Income	160,321	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22	Bond Proceeds	0	0	0	4,000,000	0	0	0	0
23									
24	Total Other Revenue	160,321	30,000	30,000	4,030,000	30,000	30,000	30,000	30,000
25									
26	Other Expenditures:								
27	Audit Accruals/Adjustments	33,887	0	0	0	0	0	0	0
28	Capital Equipment	500,844	1,902,100	2,717,592	1,227,936	1,200,000	1,200,000	1,200,000	1,200,000
29	Debt Service - New Issue	0	0	0	338,500	338,500	338,500	338,500	338,500
30	Debt Service - Automated Equip.	144,775	142,719	142,719	145,894	143,675	0	0	0
31	Capital Projects	71,457	2,487,741	2,228,558	2,604,361	400,000	0	0	0
32	I/F Transfer - Wastewater	0	0	0	0	0	0	0	0
33	I/F Transfer - Fleet Maint.	55,983	49,947	49,947	52,444	55,066	57,820	60,711	63,746
34									
35	Total Other Expenditures	$806,946	$4,582,507	$5,138,816	$4,369,135	$2,137,241	$1,596,320	$1,599,211	$1,602,246
36									
37	Net Revenues (Expenditures)	$873,965	($3,385,981)	($4,307,924)	$240,113	($1,469,243)	($870,328)	($816,182)	($763,348)
38									
39	Ending Fund Balance	$4,327,100	$1,996,223	$19,176	$259,289	($1,209,954)	($2,080,282)	($2,896,463)	($3,659,811)
40									
41	Reserves								
42	Reserve for Operations	$692,203	$744,135	$773,386	$825,132	$846,163	$868,023	$890,749	$914,384
43	Reserve for Capital	1,205,587	1,209,312	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
44	Reserve (Deficit) Surplus	2,429,310	42,776	(1,954,210)	(1,765,843)	(3,256,117)	(4,148,305)	(4,987,212)	(5,774,195)
45									
46	Total Reserves	$4,327,100	$1,996,223	$19,176	$259,289	($1,209,954)	($2,080,282)	($2,896,463)	($3,659,811)

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) 2010-2014. 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 2010-2014 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.

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 10, the other projects will be underway.

FYE 10 Budget

The FYE 10 Budget shows total projected resources available, including beginning fund balance, of $25,625,886 and total expenditures projected at $18,698,821 with an ending fund balance of $6,927,065. Sales tax is projected at an average 4.5% growth rate. Expenditures are based on estimated project costs. The $3,000,000 transfer from the General Fund in FYE 09 and $3,500,000 in FYE 11 are for the construction of two new fire stations as part of the Public Safety Sales Tax approval.

Capital projects funded in FYE 2010 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2010 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 2010-2014 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$24,700,676	$10,354,396	$22,802,595	$13,718,585	$6,927,065	$8,982,045	$7,884,025	$9,544,083
2									
3	Revenues:								
4	Sales Tax	10,553,851	10,816,048	10,924,051	11,417,264	11,963,010	12,518,093	13,050,112	13,604,742
5	Allocated to Debt Service	(282,818)	(271,938)	(271,938)	(257,563)	(250,313)	(250,188)	(250,063)	0
6	Interest/Investment Income	505,228	350,000	350,000	350,000	350,000	350,000	350,000	350,000
6	GO Bond Interest Income	365,156	0	0	0	0	0	0	0
7	Robinson Grade Advance Reimb.	168,665	180,960	3,125,540	0	0	0	0	0
8	Donations/Other	424,529	0	107,836	397,600	1,229,000	269,000	111,556	0
9									
10	Subtotal	11,734,611	11,075,070	14,235,489	11,907,301	13,291,697	12,886,905	13,261,605	13,954,742
10	I/F Transf - General	0	3,000,000	3,000,000	0	3,500,000	0	150,000	0
12	I/F Transf - Westwood (RT)	0	0	0	0	0	0	0	0
13	I/F Transf - Parkland	25,174	0	15,426	0	0	0	0	0
11	I/F Transf - Room Tax	0	0	0	0	0	0	0	0
12	I/F Transf - Arterial Roads Recoupment	0	0	0	0	0	0	0	0
12	I/F Transf - Water Fund	0	0	0	0	0	38,500	0	0
13	I/F Transf - UNP TIF	0	0	641,700	0	0	0	0	0
14	Adjusted Recapture/Bond costs	0	0	0	0	0	0	0	0
15	Bond Proceeds	0	2,034,000	10,685,000	0	0	0	0	0
16									
17	Total Revenue	11,759,785	16,109,070	28,577,615	11,907,301	16,791,697	12,925,405	13,411,605	13,954,742
18									
19	Expenditures:								
20	Capital Outlay (Transfer)	2,217,988	2,600,333	3,354,619	2,721,748	3,230,013	3,379,885	3,523,530	3,673,280
21	Capital Outlay (carryover)	0	0	0	0	0	0	0	0
22	Street Maintenance	1,041,471	2,014,500	4,144,306	2,104,000	2,416,500	2,471,500	2,471,500	2,471,500
23	Capital Projects (See Detail)	3,884,396	7,398,739	12,331,477	4,293,147	7,563,402	6,574,125	4,110,800	7,846,200
24	Maintenance of Facilities	234,432	355,625	454,695	570,863	598,150	625,905	652,506	680,237
25	Paygo (Bond Projects - 05 Election)	882,700	1,095,820	1,771,466	858,664	0	0	0	0
26	Federal Advance Projects - 05 Election	0	180,960	3,543,708	0	0	0	0	0
27	New Bond Projects - 05 Election	4,077,730	2,672,856	10,207,252	7,110,986	0	0	0	0
28	Bond Issue Cost - 05 Election	0	34,000	242,392	0	0	0	0	0
29	Bond Projects - 92 Election	20,012	0	0	0	0	0	0	0
30	Capital Projects Engineer	434,831	455,409	461,121	493,503	379,417	398,388	418,307	439,223
31	Audit Accruals/Adj/Encumbrances	494,193	0	0	0	0	0	0	0
32									
33	Subtotal	13,287,753	16,808,242	36,511,036	18,152,911	14,187,482	13,449,803	11,176,643	15,110,440
34	I/F Transf - General Fund	286,576	420,253	420,253	441,265	463,330	486,497	486,497	486,497
35	I/F Transf - GF (Eng. Asst.)	21,541	22,136	22,136	23,243	24,405	25,625	26,906	28,252
36	I/F Transf - TIF	0	0	641,700	0	0	0	0	0
37	I/F Transf - Arterial Roads Recoupment	0	0	0	0	0	0	0	0
38	I/F Transf - Westwood - Golf	61,996	66,500	66,500	71,402	61,500	61,500	61,500	61,500
39	I/F Transf - Westwood - Pool	0	0	0	10,000	0	0	0	0
40									
41	Total Expenditures	13,657,866	17,317,131	37,661,625	18,698,821	14,736,717	14,023,425	11,751,547	15,686,689
42									
43	Net Difference	(1,898,081)	(1,208,061)	(9,084,010)	(6,791,520)	2,054,980	(1,098,020)	1,660,058	(1,731,947)
44									
45	Ending Fund Balance	22,802,595	9,146,335	13,718,585	6,927,065	8,982,045	7,884,025	9,544,083	7,812,137
46									
47	Reserves:								
48	General Contingency	738,770	757,123	764,684	799,208	837,411	876,267	913,508	952,332
49	Reserved for Capital Outlay	0	0	0	0	0	0	0	0
50	Reserve for Bond Proceeds - 92 Election	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
51	Reserve for New Bond Proceeds - 05 Election	9,080,980	4,758,207	9,316,336	2,205,350	2,205,350	2,205,350	2,205,350	2,205,350
52	Reserve for Encumbrances	8,417,379	0	0	0	0	0	0	0
53	Available for New Projects	4,565,466	3,631,005	3,637,565	3,922,507	5,939,284	4,802,409	6,425,226	4,654,455
54									
55	Total Reserves	$22,802,595	$9,146,335	$13,718,585	$6,927,065	$8,982,045	$7,884,025	$9,544,083	$7,812,137

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 10 Budget

There are revenues of $111,530 estimated in FYE 10, which include fees of $85,000.

There is a fund balance of $1,263,720 projected at the end of FYE 10 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$1,192,617	$1,129,049	$1,235,716	$1,197,190	$1,263,720	$1,318,781	$1,371,383	$1,375,537
2									
3	Revenues								
4	Interest/Investment Income	$48,762	$26,010	$26,010	$26,530	$27,061	$27,602	$28,154	$28,717
5	Community Park Fees	35,475	45,000	45,000	45,000	45,000	45,000	45,000	45,000
6	Neighborhood Park Fees	25,650	40,000	40,000	40,000	40,000	40,000	40,000	40,000
7	In-Lieu of/Other	7,500	0	0	0	0	0	0	0
8									
9	Total Revenue	$117,387	$111,010	$111,010	$111,530	$112,061	$112,602	$113,154	$113,717
10									
11	Expenditures								
12	Community Park Projects	48,064	20,000	116,305	45,000	57,000	0	0	0
13	Neighborhood Park Projects	0	0	17,805	0	0	15,000	109,000	70,000
14	I/F Transf - Room Tax	0	0	0	0	0	0	0	0
15	I/F Transf - Capital	25,174	0	15,426	0	0	0	0	0
15	Services & maintenance	900	0	0	0	0	0	0	0
16	Audit Accruals/Adjustments	150	0	0	0	0	0	0	0
17									
18	Total Expenditures	$74,288	$20,000	$149,536	$45,000	$57,000	$60,000	$109,000	$210,000
19									
20	Net Difference	$43,099	$91,010	($38,526)	$66,530	$55,061	$52,602	$4,154	($96,283)
21									
22	Ending Fund Balance	$1,235,716	$1,220,059	$1,197,190	$1,263,720	$1,318,781	$1,371,383	$1,375,537	$1,279,254
23									
24	Reserves								
25	Reserve for Community Parks	$82,034	$20,580	$10,729	$20,580	$8,580	$53,580	$98,580	$143,580
26	Reserve for Neighborhood Parks	$404,596	$454,995	$426,791	$494,995	$534,995	$559,995	$490,995	$460,995
27	Reserve for Park Land	$749,086	$744,484	$759,670	$748,145	$775,206	$757,808	$785,962	$674,679
28									
29	Total Reserves	$1,235,716	$1,220,059	$1,197,190	$1,263,720	$1,318,781	$1,371,383	$1,375,537	$1,279,254

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 10 Budget

All revenues have been collected. No expenditures are planned in FYE 10.

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

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED
1	Beginning Fund Balance	$24,022	($23,789)	$24,623
2				
3	Revenues			
4	Interest/Investment Income	1,086	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	1,086	0	0
13				
14	Expenditures			
15	Capital Projects	485	0	24,623
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 - HP Debt	0	0	0
19				
20	Total Expenditures	485	0	24,623
21				
22	Net Difference	601	0	(24,623)
23				
24	Ending Fund Balance	$24,623	($23,789)	$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 10 Budget

In Fiscal Year 2010, several businesses will be up and running, producing an estimated $1,210,894 in sales tax. The Conference Center and Embassy Suites Hotel opened in FYE 09. Several transportation improvement projects funded by the University North Park TIF will be under construction in FYE 09, in conjunction with the widening of Interstate 35 in the UNP area. 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$1,055,677	$21,654,382	$236,150	$7,050,250	$3,485,994	$5,357,344	$7,343,694	$9,330,044
2									
3	Revenues								
4	Sales Tax	1,046,204	1,158,750	1,158,750	1,210,894	2,000,000	2,090,000	2,090,000	2,090,000
5	Interest Income	31,170	5,000	5,000	5,000	5,000	5,000	5,000	5,000
6	Property Tax	87,286	420,000	420,000	635,000	810,000	835,000	835,000	835,000
7	Bond Proceeds	0	15,000,000	0	0	0	0	0	0
8	Loan Procees	0	0	7,750,000	0	0	0	0	0
9	Misc Income	0	0	0	0	0	0	0	0
10									
11	Subtotal	1,164,660	16,583,750	9,333,750	1,850,894	2,815,000	2,930,000	2,930,000	2,930,000
12		0	0	0	0	0	0	0	0
13	I/F Transf - Capital	0	0	641,700	0	0	0	0	0
14									
15	Total Revenue	1,164,660	16,583,750	9,975,450	1,850,894	2,815,000	2,930,000	2,930,000	2,930,000
16									
17	Expenditures								
18	Services /Maintenance	0	0	0	0	0	0	0	0
19	Transfer to GF (Legal expenses)	0	0	0	0	0	0	0	0
20	Transfer to Capital Fund	0	0	641,700	0	0	0	0	0
21	Capital Projects	840,409	18,614,898	1,576,000	4,471,500	0	0	0	8,250,000
22	Debt Service - Series 2007	1,024,400	1,800,000	943,650	943,650	943,650	943,650	943,650	943,650
23	Audit adjustments	119,378	0	0	0	0	0	0	0
24									
25	Total Expenditures	1,984,187	20,414,898	3,161,350	5,415,150	943,650	943,650	943,650	9,193,650
26									
27	Net Difference	(819,527)	(3,831,148)	6,814,100	(3,564,256)	1,871,350	1,986,350	1,986,350	(6,263,650)
28									
29	Ending Fund Balance	$236,150	$17,823,234	$7,050,250	$3,485,994	$5,357,344	$7,343,694	$9,330,044	$3,066,394

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, 2008, 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	$ 1,250,000	.5% - 10%
Combined Purpose Bonds of 2005A	June 1, 2025	7,490,000	3.5% - 4.5%
Combined Purpose Bonds of 2005B	June 1, 2010	1,425,000	3% - 4.7%
Combined Purpose Bonds of 2007A	June 1, 2027	7,300,000	3.8% - 4.25%
Combined Purpose Bonds of 2007B	June 1, 2012	2,650,000	4%
Total		$ 20,115,000	

Enterprise Fund Debt	Final Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	August 2016	$ 1,526,953	2.74%
Revenue Bond – Refunding Series 2005	Nov. 1, 2019	4,025,000	3.25% - 4%
Wastewater OWRB SRF Note	Aug. 15, 2015	1,037,437	.5%
Wastewater Revenue Refunding Bonds 2003	Nov. 1, 2016	5,930,000	2.25% - 4%
Wastewater OWRB SRF Note	Sept. 15, 2019	2,860,256	.5%
NUA Utility Revenue Bonds Series 2006	June 30, 2027	20,020,000	3.87% - 5.0%
NMA Sanitation Eqpt Notes Series 2000	July 1, 2010	400,000	5.25%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,910,000	3.5% - 6.125%
Total		$37,709,646	
Grand Total			**$57,824,646**

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
1999	14,601	6,990	7,611	884	1,043	1,927	3.95
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

(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, 2008 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, 2008

Assessed Valuation:		
Net Assessed Value		$665,056,000
Section 26 limitation:		
10% of net assessed value	$ 66,506,000	
Section 27 limitation:		
30% of net assessed value		$199,517,000
Debt applicable to limitation:		
Total general bonded debt	$ 20,115,000	
Less amount available for payment	(2,219,000)	
Total debt applicable to limitation	$ 17,896,000	
Legal debt margin		$181,621,000

FYE 10 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 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$1,378,382	$1,443,307	$2,214,905	$1,115,773	$182,280	($2,314,567)	($4,781,496)	($7,048,355)
2									
3	Revenues:								
4	Property Tax	$3,397,740	$3,129,000	$3,129,000	$3,050,000	$2,406,000	$2,348,000	$1,762,000	$1,762,000
5	Interest/Investment Income	69,294	40,000	40,000	40,000	25,000	25,000	25,000	25,000
6	Assessment District-HP	100,132	40,400	40,400	40,400	40,400	12,356	0	0
7									
8	Subtotal	$3,567,166	$3,209,400	$3,209,400	$3,130,400	$2,471,400	$2,385,356	$1,787,000	$1,787,000
9	I/F Transf - 92 & 95 Bonds	289,586	273,938	273,932	259,563	252,313	252,188	252,063	0
10									
11	Total Revenue	$3,856,752	$3,483,338	$3,483,332	$3,389,963	$2,723,713	$2,637,544	$2,039,063	$1,787,000
12									
13	Expenditures								
14	Principal Payments	$1,390,000	$2,430,000	$2,430,000	$2,455,000	$3,670,000	$3,680,000	$3,010,000	$2,775,000
15	Interest Payments	833,447	779,241	779,241	1,270,213	955,707	833,010	707,848	603,573
16	Agents Fees	900	1,545	1,545	1,545	1,545	1,545	1,545	1,545
17	Assessment District-HP	102,813	100,086	100,086	96,697	93,308	89,918	86,529	83,139
18	Audit Accruals/Adjustments	13,329	0	0	0	0	0	0	0
19									
20	Subtotal	$2,340,489	$3,310,872	$3,310,872	$3,823,455	$4,720,560	$4,604,473	$3,805,922	$3,463,257
21	I/F Transf - Insurance	679,740	500,000	500,000	500,000	500,000	500,000	500,000	500,000
23									
24	Total Expenditures	$3,020,229	$3,810,872	$3,810,872	$4,323,455	$5,220,560	$5,104,473	$4,305,922	$3,963,257
25									
26	Net Difference	$836,523	($327,534)	($327,540)	($933,492)	($2,496,847)	($2,466,929)	($2,266,859)	($2,176,257)
27									
28	Ending Fund Balance	$2,214,905	$1,115,773	$1,887,365	$182,280	($2,314,567)	($4,781,496)	($7,048,355)	($9,224,611)
29									
30	Reserve for Debt Service	$1,838,604	$796,477	$1,568,069	($80,719)	($2,524,658)	($4,914,025)	($7,094,355)	($9,187,472)
31	Reserve for Assessment District	$376,301	$319,296	$319,296	$262,999	$210,091	$132,529	$46,000	($37,139)
32									
33	Total Reserves	$2,214,905	$1,115,773	$1,887,365	$182,280	($2,314,567)	($4,781,496)	($7,048,355)	($9,224,611)

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 10 Budget

A total of $259,563 will be transferred to the General Debt Service Fund. FYE 10 tax revenues are $257,563.

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

		FYE 08 ACTUAL	FYE 09 PROJECTED	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	$0	$0	($6)	$0	$0	$0	$0	$0
2									
3	Revenues								
4	Interest/Investment Income	3,267	2,000	2,000	2,000	2,000	2,000	2,000	0
5	Audit Accruals/Adjustments	3,495							
6	Sales Tax	282,818	271,938	271,938	257,563	250,313	250,188	250,063	0
7									
8	Total Revenues	289,580	273,938	273,938	259,563	252,313	252,188	252,063	0
9									
10	Expenditures								
11	I/F Transf - Gen Debt Service	289,586	273,938	273,932	259,563	252,313	252,188	252,063	0
12									
13	Total Expenditures	289,586	273,938	273,932	259,563	252,313	252,188	252,063	0
14									
15	Net Difference	(6)	0	6	0	0	0	0	0
16									
17	Ending Fund Balance	(6)	0	0	0	0	0	0	0
18									
19	Reserve for Debt Service	($6)	$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 10 Budget

The FYE 10 Budget shows a beginning fund balance of $765,174. Expenditures of $576,200 are projected to be made for FYE 10 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2010 - 2014 discusses planned recoupment projects in detail.

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

		FYE 08 ACTUAL	FYE 09 BUDGET	FYE 09 ESTIMATED	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED
1	Beginning Fund Balance	803,456	794,371	864,259	765,174	188,974	81,174	81,174	81,174
2									
3	Revenues								
4	Reimbursements/Interest	37,791		0					
5	I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
6									
7	Total Revenues	37,791	0	0	0	0	0	0	0
8									
9	Expenditures								
10	Capital Projects	0	119,000	99,085	576,200	107,800	0	0	0
11	Audit Adjustments	(23,012)							
12									
13	Total Expenditures	(23,012)	119,000	99,085	576,200	107,800	0	0	0
14									
15	Net Difference	60,803	(119,000)	(99,085)	(576,200)	(107,800)	0	0	0
16									
17	Ending Fund Balance	864,259	675,371	765,174	188,974	81,174	81,174	81,174	81,174

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 10 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, 2009, the Plan included 14 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:

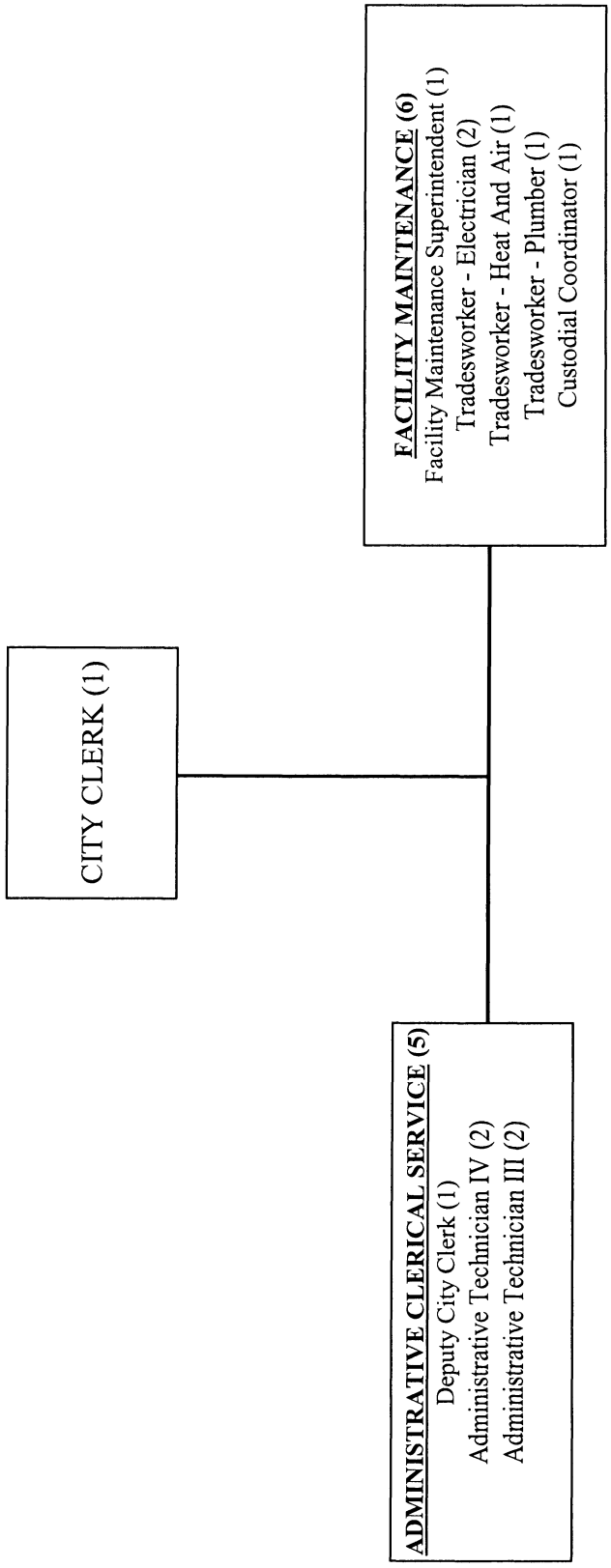
	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	552	564	565	565	595
Part-time Positions	3	4	4	4	4
Total Budgeted Positions	555	568	569	569	599

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	42,563,420	45,857,352	45,874,573	46,075,553	49,978,091
Supplies & Materials	5,280,798	6,398,590	6,504,722	6,504,722	6,267,574
Services & Maintenance	12,438,597	8,508,561	9,857,747	9,714,072	9,465,813
Capital Equipment	2,187,349	2,658,177	3,213,623	3,213,623	4,065,149
Internal Services	1,978,846	2,371,603	2,374,231	2,373,808	2,839,260
Subtotal	64,449,010	65,794,283	67,824,896	67,881,778	72,615,887
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,464,800	5,665,418	5,864,418	5,890,575	3,040,554
Subtotal	2,464,800	5,665,418	5,864,418	5,890,575	3,040,554
Fund Total	66,913,810	71,459,701	73,689,314	73,772,353	75,656,441

OFFICE OF THE CITY CLERK

12 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, or 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.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	11	11	11	11	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	11	11	12

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	869,841	847,567	847,567	859,381	901,580
Supplies & Materials	101,869	92,587	101,059	101,059	100,776
Services & Maintenance	136,252	184,479	200,527	199,478	203,665
Capital Equipment	7,662	0	18,042	18,042	42,586
Internal Services	14,646	15,767	15,767	18,469	18,919
Subtotal	1,130,270	1,140,400	1,182,962	1,196,429	1,267,526
Department Total	1,130,270	1,140,400	1,182,962	1,196,429	1,267,526

DIVISION SUMMARY

010-2020 CITY CLERK

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	499,585	462,781	462,781	470,228	428,212
Supplies & Materials	7,048	7,720	8,048	8,048	7,670
Services & Maintenance	33,572	37,193	47,141	46,858	54,517
Capital Equipment	7,662	0	1,569	1,569	0
Internal Services	8,718	9,200	9,200	11,180	11,019
Subtotal	556,585	516,894	528,739	537,883	501,418
Division Total	556,585	516,894	528,739	537,883	501,418

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
- continuing to scan additional documents so they can be provided electronically
- continuing to program special announcements and meeting notices on the cable access channel
- continuing to program various City meetings for rebroadcast 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.
- Prepare City Council minutes and agendas so that the Council and the public will be kept well informed of the City's business.
- Provide clerical support to the City Council and assist them in resolving complaints from citizens.
- 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percent of requests for information from files maintained in Central Files handled within 5 minutes.	98%	98%	98%	98%	98%
Percent of licenses issued within 5 minutes.	98%	98%	98%	98%	98%
Percent of agendas provided to City Council 5 days in advance of the meeting.	100%	100%	100%	100%	100%
Percent of City Council items indexed and properly distributed within 3 days after Council action.	100%	100%	100%	100%	100%
Percent of minutes prepared within 3 days after Council meeting.	95%	95%	95%	95%	95%
Percent of minutes requiring correction.	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel.	95%	95%	95%	95%	95%

DIVISION SUMMARY

010-2030 FACILITY ADMINISTRATION

MISSION:

Provide a safe, productive, and comfortable environment for the employees and citizens of Norman.

DESCRIPTION:

Maintain a high level of quality maintenance for 53 city buildings, 15 accessory buildings, 35 restroom buildings, 41 ball fields, 17 tennis courts, 36 water wells (19 active, 17 inactive), and 37 storm sirens,17 lift stations, water and wastewater plants, 6 trash compactors, etc.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	100,768	104,380	104,380	106,044	104,231
Supplies & Materials	1,409	2,976	2,920	2,920	1,564
Services & Maintenance	8,791	10,944	11,344	10,578	11,534
Capital Equipment	0	0	16,473	16,473	0
Internal Services	1,804	2,025	2,025	2,209	2,362
Subtotal	112,772	120,325	137,142	138,224	119,691
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	112,772	120,325	137,142	138,224	119,691

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 versus a temporary type repair.
- Incorporate sustainable energy and equipment practices.
- Plan and schedule staff for optimal operation of repair and maintenance of City facilities.
- Provide enough resource to the division to accomplish the mission.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of requests for maintenance of repair versus number of requests accomplished on a weekly basis	n/a	n/a	n/a	n/a	n/a
Response time to emergency repair measured in less than 4 hours	n/a	n/a	n/a	n/a	n/a
Number of repeat calls for same problem	n/a	n/a	n/a	n/a	n/a
Number of work requests received from outside the division versus number of self-generated requests	n/a	n/a	n/a	n/a	n/a

DIVISION SUMMARY

010-2031 FACILITY CUSTODIAL SERVICES

MISSION:

To ensure that the Municipal Complex and the Norman Public Library are clean and well maintained and provide adequate janitorial supplies for City facilities.

DESCRIPTION:

To monitor outside custodial contractor, operate storeroom to dispense cleaning supplies for all City buildings, and keep inventory.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	62,445	64,723	64,723	65,285	68,314
Supplies & Materials	39,917	32,424	32,424	32,424	31,958
Services & Maintenance	78,499	109,692	109,692	109,692	109,692
Capital Equipment	0	0	0	0	0
Internal Services	1,175	1,347	1,347	1,393	1,518
Subtotal	182,036	208,186	208,186	208,794	211,482
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	182,036	208,186	208,186	208,794	211,482

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 a minimum of 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time needed products are available	99%	100%	99%	97%	99%
Percent of time inventory is adequate	100%	100%	100%	100%	100%
Percent of time the above-referenced City facilities' janitorial needs are well maintained	98%	97%	99%	98%	99%
Number of complaints received on custodial contractor	n/a	n/a	n/a	n/a	10
Number of repeat complaints or problems with custodial contractor	n/a	n/a	n/a	n/a	5

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 and repair to the City facilities.

DESCRIPTION:

Responsible for performing maintenance and repair for all City facilities including 53 City buildings, 15 accessory buildings, 35 restrooms, 41 ball fields, 17 tennis courts, 41 ball fields, water wells, lift stations, 37 storm sirens, water and wastewater plants, 6 trash compactors, etc.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	3	3	3	3	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	4

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	207,043	215,683	215,683	217,824	300,823
Supplies & Materials	53,495	49,467	57,667	57,667	59,584
Services & Maintenance	15,390	26,650	32,350	32,350	27,922
Capital Equipment	0	0	0	0	42,586
Internal Services	2,949	3,195	3,195	3,687	4,020
Subtotal	278,877	294,995	308,895	311,528	434,935
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	278,877	294,995	308,895	311,528	434,935

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.
- Provide preventative maintenance.
- Interact with management to help develop programs for future operations and maintenance programs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of complete equipment failure versus scheduled equipment maintenance	n/a	n/a	n/a	n/a	n/a
Number of requests for repair lasting more than a week with response	n/a	n/a	n/a	n/a	n/a
Response to emergency callback	n/a	n/a	n/a	n/a	n/a
Number of on-the-job injuries	n/a	n/a	n/a	n/a	n/a
Number of complaints of incorrect or repeated repairs versus total number of work requests	n/a	n/a	n/a	n/a	n/a

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	11,426	11,626	11,626	11,626	67,525
Supplies & Materials	7,720	17,188	14,560	14,560	17,188
Services & Maintenance	679,844	2,135,733	2,160,753	2,160,752	2,430,367
Capital Equipment	0	47,500	47,500	47,500	100,108
Internal Services	5,560	5,259	7,887	9,513	7,106
Subtotal	704,550	2,217,306	2,242,326	2,243,951	2,622,294
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	704,550	2,217,306	2,242,326	2,243,951	2,622,294

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 10 General Fund allocation to the City Council includes funding in the amount of $892,119 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Campus Area Rapid Transit (CART) - $400,500
- Norman Economic Development Coalition (NEDC) - $125,000
- Federal Consultant - $110,000
- Oklahoma Municipal League (OML) – Membership - $75,000
- Center for Children & Families, Inc. (CCFI) - $90,000
- Association of Central Oklahoma Governments (ACOG) – Membership – $56,435
- Kiwanis Kruiser - $10,500
- Great American West/89er Day Parade - $5,000
- Little River Zoo - $8,000
- Performing Arts Studio - $3,000
- Oklahoma Conference of Mayors (OCOM) - $793
- National League of Cities (NLC) membership - $7,891

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	11,426	11,626	11,626	11,626	67,525
Supplies & Materials	7,720	14,938	12,310	12,310	14,938
Services & Maintenance	679,167	*2,132,364	2,157,384	2,157,383	*2,426,998
Capital Equipment	0	47,500	47,500	47,500	100,108
Internal Services	5,560	5,259	7,887	9,513	7,106
Subtotal	703,873	2,211,687	2,236,707	2,238,332	2,616,675
Division Total	703,873	2,211,687	2,236,707	2,238,332	2,616,675

*FYE 09 included a 2% Emergency Reserve of $1,401,171 and FYE 10 includes 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:

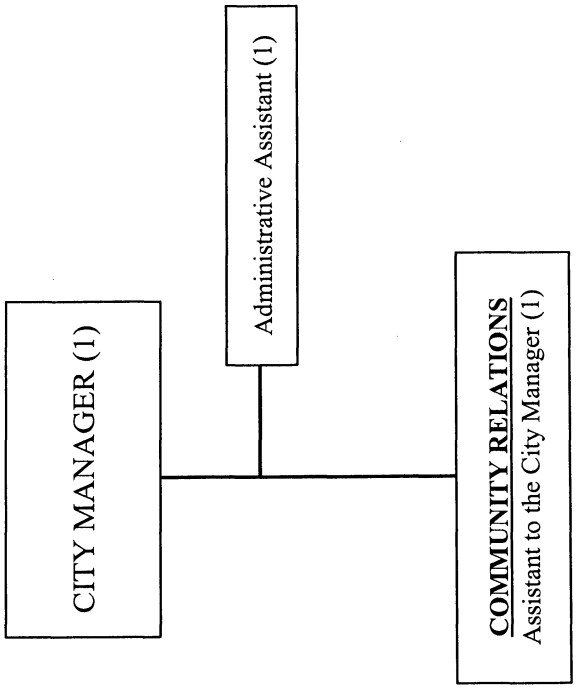
	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	2,250	2,250	2,250	2,250
Services & Maintenance	677	3,369	3,369	3,369	3,369
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	677	5,619	5,619	5,619	5,619
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	677	5,619	5,619	5,619	5,619

OFFICE OF THE CITY MANAGER

3 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	287,958	392,334	392,334	393,877	414,337
Supplies & Materials	22,296	4,725	5,735	5,735	4,675
Services & Maintenance	18,765	25,032	24,677	24,496	25,008
Capital Equipment	423	17,805	16,616	16,616	24,924
Internal Services	10,060	12,017	12,017	19,386	20,185
Subtotal	339,502	451,913	451,379	460,110	489,129
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	339,502	451,913	451,379	460,110	489,129

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	287,958	297,342	297,342	298,885	316,468
Supplies & Materials	2,462	1,650	2,407	2,407	1,600
Services & Maintenance	14,584	16,965	16,860	16,679	16,941
Capital Equipment	423	17,805	16,616	16,616	24,924
Internal Services	9,903	11,852	11,852	19,195	20,020
Subtotal	315,330	345,614	345,077	353,782	379,953
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	315,330	345,614	345,077	353,782	379,953

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
- Implement a Community Oriented Policing 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	94,992	94,992	94,992	97,869
Supplies & Materials	19,834	3,075	3,328	3,328	3,075
Services & Maintenance	4,181	8,067	7,817	7,817	8,067
Capital Equipment	0	0	0	0	0
Internal Services	157	165	165	191	165
Subtotal	24,172	106,299	106,302	106,328	109,176
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	24,172	106,299	106,302	106,328	109,176

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:

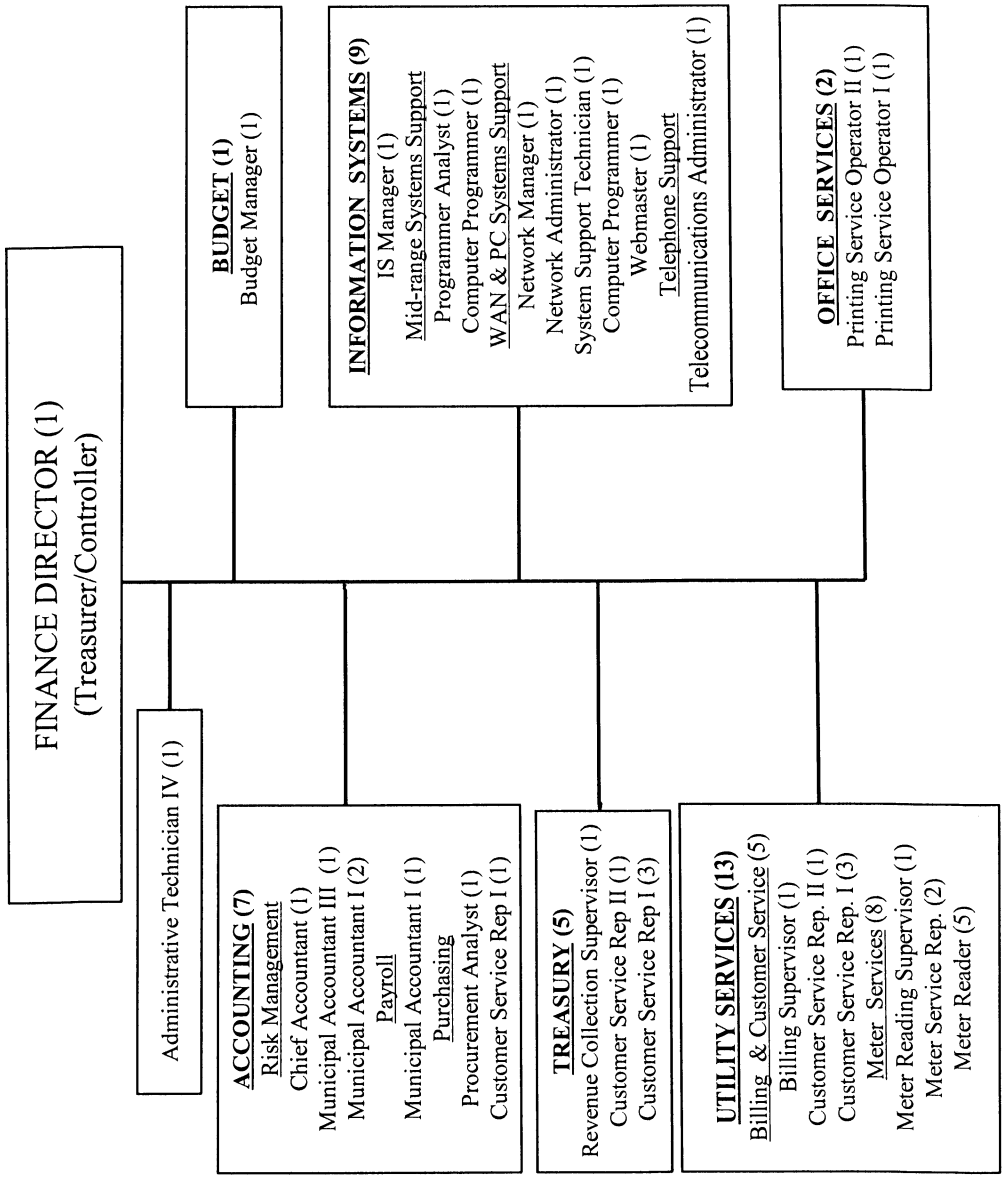
- Alert the news media to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Alert City employees to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Receive feedback from employees concerning 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of press releases	342	316	370	347	360
Number of hits on the City of Norman website	625,798	746,118	800,000	818,461	900,000
Number of Norman News members	588	881	900	946	1,000

FINANCE DEPARTMENT

39 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FINANCE DEPARTMENT

MISSION:

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

DESCRIPTION:

The Department of Finance (DOF) is the central manager of the City's assets and is responsible for controlling and recording the organization's financial activity. Specifically, the DOF reviews and monitors financial activity against the City's financial plan (budget); initiates and records all investment activity; and prepares financial statements and schedules for audit and public information. The Department also provides purchasing, payroll, printing and 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	38	38	38	38	39
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	38	38	38	38	39

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	3,149,518	3,177,238	3,178,141	3,200,550	3,389,719
Supplies & Materials	99,277	108,586	123,549	123,549	109,411
Services & Maintenance	1,593,396	1,700,525	1,741,296	1,739,390	1,765,864
Capital Equipment	108,947	666,050	753,821	753,821	581,311
Internal Services	86,721	96,065	96,065	100,710	100,175
Subtotal	5,037,859	5,748,464	5,892,872	5,918,020	5,946,480
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	5,037,859	5,748,464	5,892,872	5,918,020	5,946,480

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	535,998	543,571	543,571	544,777	573,175
Supplies & Materials	5,678	3,285	6,319	6,319	3,285
Services & Maintenance	214,629	223,936	242,431	242,431	223,936
Capital Equipment	10,305	0	0	0	0
Internal Services	8,340	10,128	10,128	9,733	9,131
Subtotal	774,950	780,920	802,449	803,260	809,527
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	774,950	780,920	802,449	803,260	809,527

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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
Published CAFR qualifies for the GFOA Certificate of Achievement for Excellence in Financial Reporting each year	Yes	Yes	Yes	Yes	Yes

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	10 days	10 days	7 days	7 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	99%	99%	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%	76%	87%	83%	85%
Purchasing:					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	100%	93%	100%	93%	94%
Increase in number of vendors participating in electronic fund transfer payments	n/a	n/a	n/a	n/a	65%

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	205,986	213,713	213,713	217,376	226,918
Supplies & Materials	779	880	1,149	1,149	880
Services & Maintenance	18,837	29,521	30,031	28,497	29,375
Capital Equipment	0	0	0	0	0
Internal Services	31,603	34,193	34,193	37,578	38,458
Subtotal	257,205	278,307	279,086	284,600	295,631
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	257,205	278,307	279,086	284,600	295,631

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	77,522	85,704	85,704	85,704	91,492
Supplies & Materials	553	495	665	665	495
Services & Maintenance	4,118	5,112	4,942	4,942	5,112
Capital Equipment	0	0	0	0	0
Internal Services	3,849	4,130	4,130	4,817	4,715
Subtotal	86,042	95,441	95,441	96,128	101,814
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	86,042	95,441	95,441	96,128	101,814

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	17	18	19	19	20
City Manager's Proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	78 days	77 days	70 days	79 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	0/0	1/0	2/2	01/0	2/2
Number of budget transfer requests annually	1,402	1,754	1,200	1,160	1,200
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	n/a	n/a	n/a	n/a	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; 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); Water Treatment Plant data collection and reporting application.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	767,086	820,741	820,741	830,132	875,486
Supplies & Materials	37,520	42,796	53,827	53,827	45,722
Services & Maintenance	166,411	219,431	236,951	236,787	285,105
Capital Equipment	63,141	650,000	738,921	738,921	544,500
Internal Services	13,877	9,981	9,981	10,697	10,701
Subtotal	1,048,035	1,742,949	1,860,421	1,870,364	1,761,514
Division Total	1,048,035	1,742,949	1,860,421	1,870,364	1,761,514

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.
- 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.
- Purchase, configure, and install all budgeted computers, printers, and network control devices.

PERFORMANCE MEASUREMENTS - RESULTS REPORT: (continued)

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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%	99.8%	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
Internet access bandwidth expansion and performance enhancement (replace two T1 circuits with a 100Gb fiber optic circuit).	n/a	n/a	Not Funded	n/a	100%
Upgrade City-wide network infrastructure to:					
Increase storage capacity	n/a	n/a	Not funded	n/a	100%
Increase network bandwidth to remote sites by replacing leased T1 and DSL circuits with City-owned fiber optic cable	n/a	n/a	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	Not funded	n/a	100%
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	Not funded	n/a	100%
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	Not funded	n/a	100%
Implement a City-wide telephone system based community alerting system	n/a	n/a	Not funded	n/a	n/a
Number of new desktop/laptop computers, printers, phones, etc. to purchase, configure, and install	100% 72 budgeted devices	100% 129 budgeted devices	100%	100% 19 budgeted & 12 non-budgeted	100% Actual quantity unknown at this time

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	71,119	101,781	101,781	101,781	107,897
Supplies & Materials	22,679	25,987	26,306	26,306	25,987
Services & Maintenance	95,657	91,917	93,957	93,749	91,796
Capital Equipment	0	0	0	0	1,500
Internal Services	320	423	423	423	445
Subtotal	189,775	220,108	222,467	222,259	227,625
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	189,775	220,108	222,467	222,259	227,625

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

- Improve 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 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 purchase, 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	n/a	100%	100%	n/a
Reduce outside printing costs by specified percentage	n/a	n/a	n/a	n/a	25%
Reduce copier/scanner equipment purchase, lease, and maintenance coasts city-wide by specified percentage	n/a	n/a	n/a	n/a	15%
Complete requests for services by the scheduled completion date and time a specified percentage of the time	85%	95%	95%	95%	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	298,030	319,190	319,190	322,656	337,680
Supplies & Materials	3,132	3,375	3,345	3,345	3,375
Services & Maintenance	218,890	89,216	89,619	89,619	92,401
Capital Equipment	0	0	0	0	22,411
Internal Services	4,828	13,077	13,077	12,300	9,841
Subtotal	524,880	424,858	425,231	427,920	465,708
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	524,880	424,858	425,231	427,920	465,708

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	20	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	24 hours	40 hours	24 hours	40 hours

DIVISION SUMMARY

010-3022 UTILITY SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	12	12	12	12	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	13

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	689,974	673,658	673,658	678,342	755,191
Supplies & Materials	28,936	32,021	31,938	31,938	29,667
Services & Maintenance	225,287	226,339	229,468	229,468	256,339
Capital Equipment	35,500	16,050	14,900	14,900	12,900
Internal Services	23,904	24,133	24,133	25,162	26,884
Subtotal	1,003,601	972,201	974,097	979,810	1,080,981
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	1,003,601	972,201	974,097	979,810	1,080,981

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of routes read on time (every 28 to 31 days)	57	45	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	20%	18%	16%	19%	35%
Average number of meters read per month*	33,845	30,620	31,714	32,014	34,886

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of meters equipped with the AMR system	n/a	320	595	800	1,500
Average number of accounts annually	443,000	456,471	460,000	459,000	461,200
Number of accounts turned off for non-payment	4,500	3,125	5,200	5,750	6,100
Accounts turned over to collection agency	1,650	1,685	1,625	1,700	2,000
Number of customer service calls received	60,000	58,900	60,000	57,000	58,500
Number of meter boxes cleaned	100	115	125	125	130

Notes to Results Report:

*With overtime and working Saturdays and estimates of meters

- City and rural customers for water, trash and sewer
- We sent out approximately 40,000 notices in the last year. There were approximately 24,000 accounts that came up on the cut-off list, but we were only able to cut-off 3,016 accounts due to a shortage of employees, holidays and bad weather.

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	31,250	17,880	17,880	17,880	17,880
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	1,300	1,300	1,300	1,300
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	31,250	19,180	19,180	19,180	19,180
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	31,250	19,180	19,180	19,180	19,180

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.

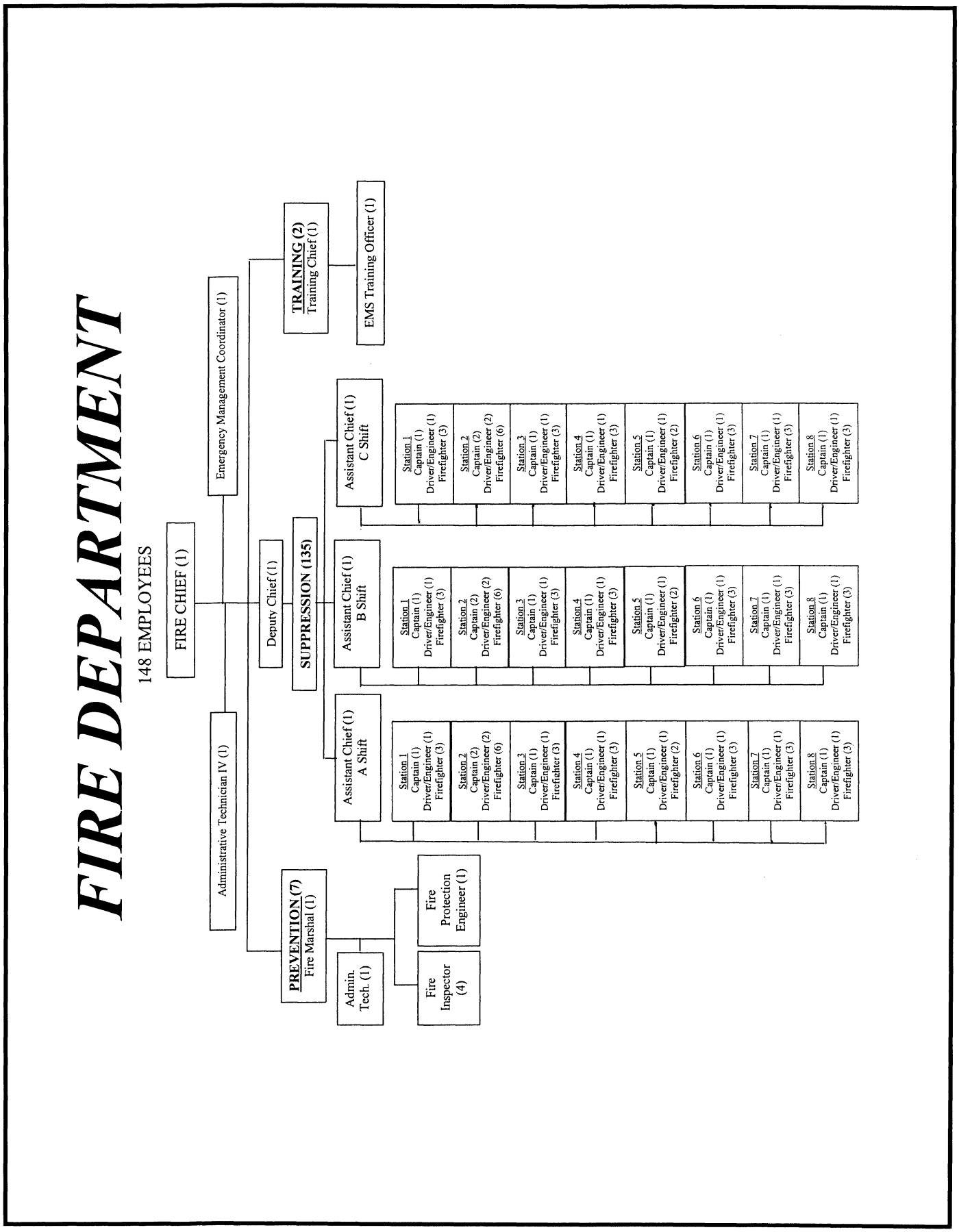
Beginning in FYE 08, this function is part of the Finance Department. In prior years, it was part of the Legal Department under 2230.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	472,553	401,000	401,903	401,903	404,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	649,567	813,500	812,597	812,597	780,500
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,122,120	1,214,500	1,214,500	1,214,500	1,184,500
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	1,122,120	1,214,500	1,214,500	1,214,500	1,184,500


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

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	133	133	133	133	148
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	133	133	133	148

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	11,048,117	11,966,016	11,966,016	11,970,174	13,061,622
Supplies & Materials	329,112	350,641	394,431	394,431	355,079
Services & Maintenance	206,985	242,227	239,654	235,223	250,976
Capital Equipment	851,016	487,139	527,100	527,100	1,335,284
Internal Services	371,005	393,658	393,658	373,443	442,988
Subtotal	12,806,235	13,439,681	13,520,859	13,500,371	15,445,949
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	12,806,235	13,439,681	13,520,859	13,500,371	15,445,949

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	334,233	354,473	354,473	358,078	373,281
Supplies & Materials	12,029	16,819	16,819	16,819	14,810
Services & Maintenance	104,320	103,014	103,214	98,783	105,863
Capital Equipment	13,600	0	0	0	0
Internal Services	6,626	4,823	4,823	14,819	31,702
Subtotal	470,808	479,129	479,329	488,499	525,656
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	470,808	479,129	479,329	488,499	525,656

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	73,589	79,062	79,062	79,062	84,414
Supplies & Materials	9,837	13,611	14,181	14,181	12,057
Services & Maintenance	7,539	7,758	8,173	8,173	7,758
Capital Equipment	1,409	0	0	0	0
Internal Services	13,236	14,508	14,508	9,084	9,187
Subtotal	105,610	114,939	115,924	110,500	113,416
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	105,610	114,939	115,924	110,500	113,416

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Review and update Emergency Operations Plan	1	1	1	1	1
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	12	14	14	10
Public awareness activities	6	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	604,054	679,490	679,490	680,043	715,138
Supplies & Materials	17,018	17,650	19,730	19,730	17,133
Services & Maintenance	9,184	10,883	10,947	10,947	10,883
Capital Equipment	29,763	0	0	0	0
Internal Services	20,776	26,448	26,448	9,375	6,885
Subtotal	680,795	734,471	736,615	720,095	750,039
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	680,795	734,471	736,615	720,095	750,039

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	100%	100%	100%	100%	100%
Personnel fully certified	5	5	6	6	6
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	9,834,743	10,638,255	10,638,255	10,638,255	10,991,695
Supplies & Materials	281,304	294,189	335,329	335,329	278,399
Services & Maintenance	83,326	95,665	90,630	90,630	112,865
Capital Equipment	796,787	478,074	517,467	517,467	527,789
Internal Services	300,278	344,543	344,543	336,910	391,725
Subtotal	11,296,438	11,850,726	11,926,224	11,918,591	12,302,473
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	11,296,438	11,850,726	11,926,224	11,918,591	12,302,473

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	414	490	500	490	500
Emergency medical calls answered	6,507	7,386	7,580	8,034	8,516
Average response time (urban area)	5.62 minutes	4.85 minutes	5.5 minutes	4.85 minutes	4.85 minutes
Fire loss per capita	$27.43	$34.86	$28.00	$28.00	$28.00
Ratio to national per capita loss	82%	99.6%	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.

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

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	201,498	214,736	214,736	214,736	229,580
Supplies & Materials	8,924	8,372	8,372	8,372	15,063
Services & Maintenance	2,616	24,907	26,690	26,690	4,357
Capital Equipment	9,457	9,065	9,633	9,633	0
Internal Services	30,089	3,336	3,336	3,255	3,489
Subtotal	252,584	260,416	262,767	262,686	252,489
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	252,584	260,416	262,767	262,686	252,489

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:

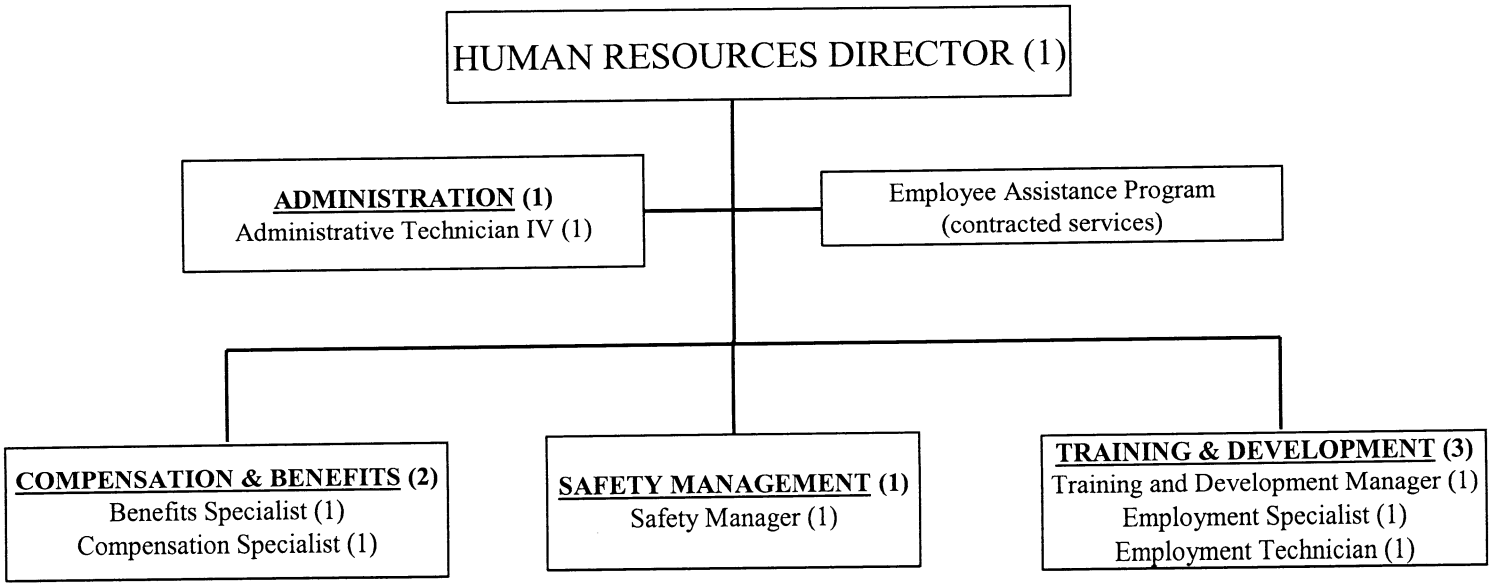
	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	28,023	19,308	20,000	20,000	27,520
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	40	86	65	90	95
Total EMT-B members	30	41	60	75	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	7	7	7	7	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	8

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	572,053	600,962	600,962	607,786	709,057
Supplies & Materials	18,251	24,912	34,902	34,902	32,477
Services & Maintenance	142,173	123,362	142,318	141,327	158,598
Capital Equipment	6,508	0	1,766	1,766	6,700
Internal Services	40,613	49,708	49,708	59,458	70,437
Subtotal	779,598	798,944	829,656	845,239	977,269
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	779,598	798,944	829,656	845,239	977,269

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

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	480,819	506,206	506,206	511,499	609,283
Supplies & Materials	12,089	17,900	24,632	24,632	25,900
Services & Maintenance	133,759	109,901	128,747	127,756	135,337
Capital Equipment	6,508	0	1,766	1,766	1,500
Internal Services	40,613	49,708	49,708	59,458	70,437
Subtotal	673,788	683,715	711,059	725,111	842,457
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	673,788	683,715	711,059	725,111	842,457

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of grievances resolved to the number of grievances.	50%	88%	75%	83%	80%
# of grievances / % total employees	12 / 1.62%	16 / 2.14%	12 / 1.58%	14 / 1.84%	14 / n/a
% of new hires successfully completing six-month probation*	89%	88%	86%	89%	90%
% of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
% increase in use of generic drugs	2.9%	4.7%	4%	1.1%	2%
Increased 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	87%	92%	90%	90%	90%
Ratio of number of employees showing improvement in individual or group performance directly related to training interventions to number of participants	98%	100%	98%	100%	100%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$86,700	$81,600	$80,000	$76,800	$80,000
Number of training hours provided in the Computer Training Lab	6,593	6,528	6,400	6,144	6,400
Website utilization/average number of visits per month					
to Human Resources site:	7,218	8,184	8,289	7,818	8,000
to Job Posting Site:	3,828	4,988	5,232	4,959	4,975
% of quality standards completed toward: Environmental Management System implementation	80%	84%	100%	100%	100%
% of employees participating in special events and programs	n/a	n/a	30%	53%	50%

Notes to Results Report:
*New hire retention calculations includes
8% voluntary separation – FYE 08
7% voluntary separation – FYE 09 (20% of FYE 09 separations represent 1 employee in the Police Academy)

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	91,234	94,756	94,756	96,287	99,774
Supplies & Materials	6,163	7,012	10,270	10,270	6,577
Services & Maintenance	8,413	13,461	13,571	13,571	23,261
Capital Equipment	0	0	0	0	5,200
Internal Services	0	0	0	0	0
Subtotal	105,810	115,229	118,597	120,128	134,812
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	105,810	115,229	118,597	120,128	134,812

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:

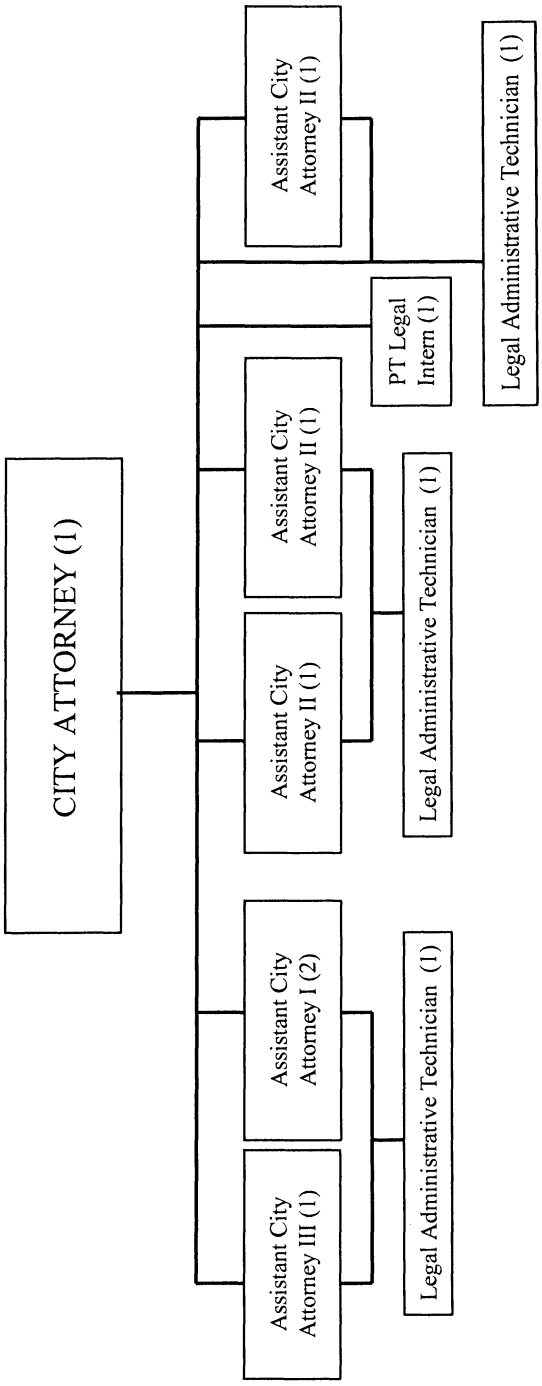
	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Train 80 persons per year in CPR / first aid	80	80	0	90	70
Inspect all work centers annually	30	30	30	30	30
Conduct safety meetings, exposure assessments and instructional programs, to lower the incidents of OJIs	153 meetings	146 meetings	146 meetings	158 meetings	158 meetings
Correct or take reasonable action to remove identified workplace hazards	100%	100%	100%	100%	100%

Notes to Results Report:

OJI – On-the-Job Injury

LEGAL DEPARTMENT

11 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	9	9	10	10	10
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	9	10	11	11	11

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	830,442	895,137	946,596	956,045	1,038,730
Supplies & Materials	19,533	15,925	15,140	15,140	15,975
Services & Maintenance	964,167	531,110	628,507	628,070	960,335
Capital Equipment	0	0	0	0	4,500
Internal Services	12,152	12,897	12,897	17,796	18,352
Subtotal	1,826,294	1,455,069	1,603,140	1,617,051	2,037,892
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	1,826,294	1,455,069	1,603,140	1,617,051	2,037,892

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	9	9	10	10	10
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	9	10	11	11	11

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	830,442	895,137	946,596	956,045	1,038,730
Supplies & Materials	19,533	15,925	15,140	15,140	15,975
Services & Maintenance	432,019	133,110	212,007	211,570	133,102
Capital Equipment	0	0	0	0	4,500
Internal Services	12,152	12,897	12,897	17,796	18,352
Subtotal	1,294,146	1,057,069	1,186,640	1,200,551	1,210,659
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	1,294,146	1,057,069	1,186,640	1,200,551	1,210,659

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
- Review agenda items presented for legal approval by staff within one day of receipt

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
- Attend quality continuing legal education seminars in assigned topic areas
- Establish database and tracking mechanism for legal opinions
- Present departmental in-service presentations following each training and seminar
- Establish procedure for tracking agenda items through departmental approval

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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%	95%	95%	97%
Develop database to track workers' compensation cases	n/a	n/a	50%	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	50%	50%	60%
Develop forms, procedures and record keeping methods to track agenda items presented to legal department staff for review and approval within one business day of receipt of document to be reviewed	n/a	n/a	n/a	n/a	75%

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:

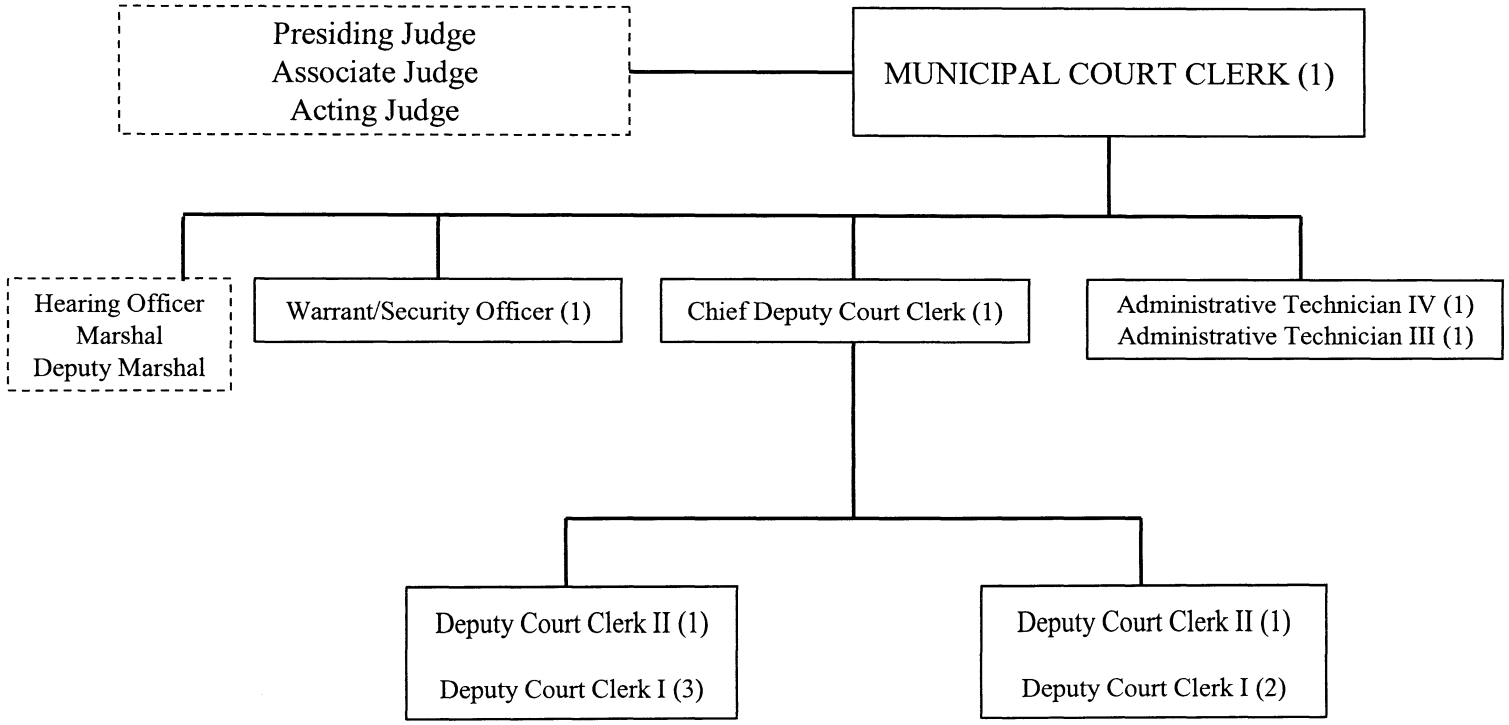
	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	532,148	398,000	416,500	416,500	827,233
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	532,148	398,000	416,500	416,500	827,233
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	532,148	398,000	416,500	416,500	827,233

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

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	696,154	775,246	761,896	764,600	864,085
Supplies & Materials	10,981	6,800	8,801	8,801	13,707
Services & Maintenance	35,594	56,586	74,948	75,267	56,793
Capital Equipment	2,153	0	0	0	47,540
Internal Services	26,852	30,586	30,586	31,811	31,139
Subtotal	771,734	869,218	876,231	880,479	1,013,264
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	771,734	869,218	876,231	880,479	1,013,264

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

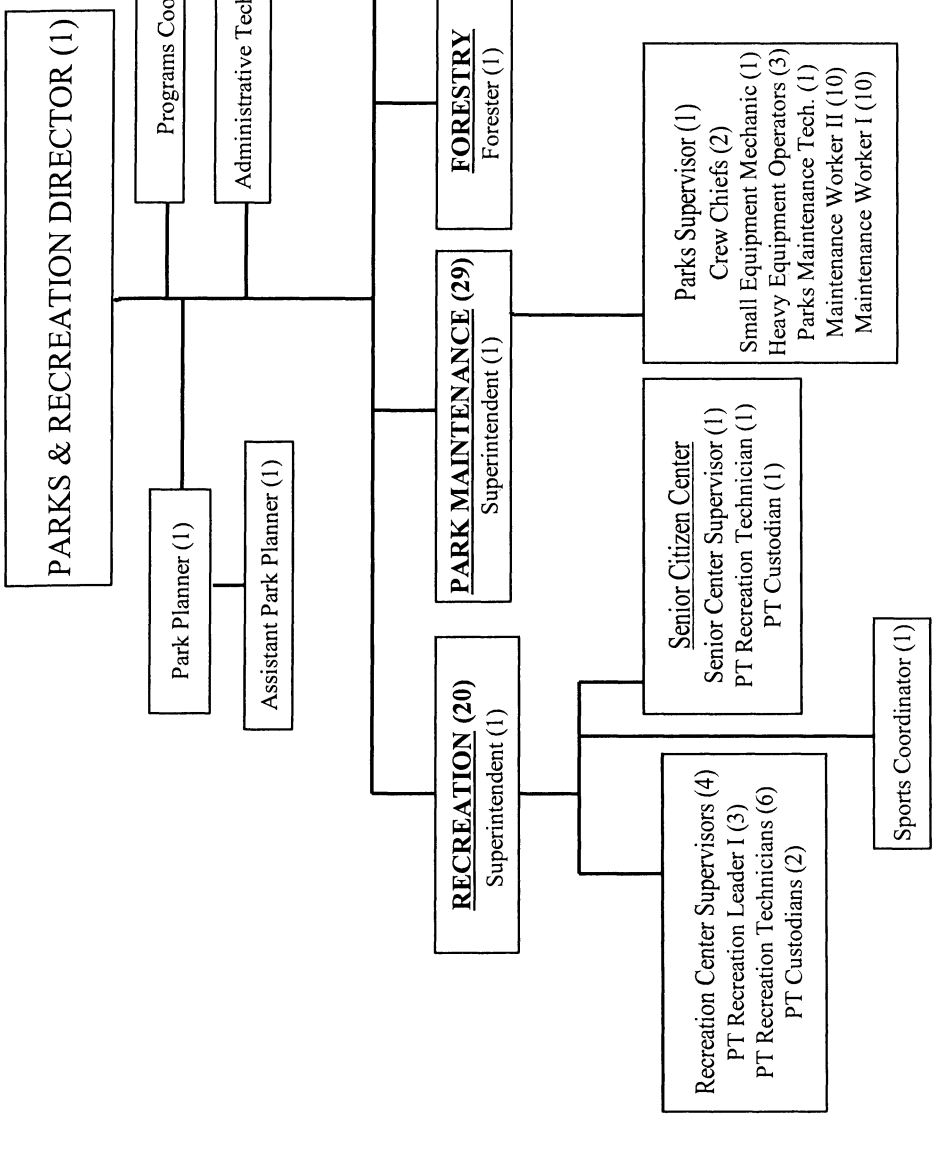
- Enhance positive image of the court by maintaining a high level of professionalism in working relationships with other branches of city government, citizens, and other entities.
- Provide public education.
- Promote professional development for continuing education for Oklahoma Municipal Court Clerk's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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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, Citizens Academy)	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



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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	35	35	35	35	35
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	35	35	35	35	35

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	2,233,778	2,402,794	2,402,794	2,416,185	2,478,654
Supplies & Materials	213,353	281,879	285,345	285,345	262,947
Services & Maintenance	297,234	167,416	167,653	134,988	154,556
Capital Equipment	187,567	30,625	32,758	32,758	51,800
Internal Services	122,691	170,035	170,035	174,104	212,626
Subtotal	3,054,623	3,052,749	3,058,585	3,043,380	3,160,583
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	3,054,623	3,052,749	3,058,585	3,043,380	3,160,583

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	4	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	5	5	5	5

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	354,363	424,070	427,570	431,238	449,321
Supplies & Materials	4,537	5,452	6,102	6,102	5,752
Services & Maintenance	84,746	128,417	128,417	95,752	113,296
Capital Equipment	2,708	0	0	0	4,500
Internal Services	10,844	12,567	12,567	12,061	12,294
Subtotal	457,198	570,506	574,656	545,153	585,163
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	457,198	570,506	574,656	545,153	585,163

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	310,473	331,848	332,322	331,634	335,349

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	57,734	61,889	61,889	61,889	73,024
Supplies & Materials	12,015	16,332	15,108	15,108	16,182
Services & Maintenance	10,782	24,666	26,413	26,413	25,130
Capital Equipment	1,354	0	0	0	0
Internal Services	485	936	936	1,280	1,093
Subtotal	82,370	103,823	104,346	104,690	115,429
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	82,370	103,823	104,346	104,690	115,429

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of citizens advised regarding tree issues: civic groups and individual	21,000	6,000*	3,500	4,000	5,000
Number of trees planted through grants, the *NeighborWoods* program , in parks and other public spaces	525*	4,000*	2,000	2,500	3,500

Notes to Results Report:

*There was a six-month period in FYE 07 during which there was no City Forester on staff. In FYE 08, an ice storm caused catastrophic damage to the urban forest. Numbers indicate a pruning workshop and citizen contact; trees granted from the Apache Foundation and other donated trees.

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	30	29	29	29	29
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	29	29	29	29

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,821,681	1,916,835	1,913,335	1,923,058	1,956,309
Supplies & Materials	196,801	260,095	264,135	264,135	241,013
Services & Maintenance	201,706	14,333	12,823	12,823	16,130
Capital Equipment	183,505	30,625	32,758	32,758	47,300
Internal Services	111,362	156,532	156,532	160,763	199,239
Subtotal	2,515,055	2,378,420	2,379,583	2,393,537	2,459,991
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	2,515,055	2,378,420	2,379,583	2,393,537	2,459,991

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:

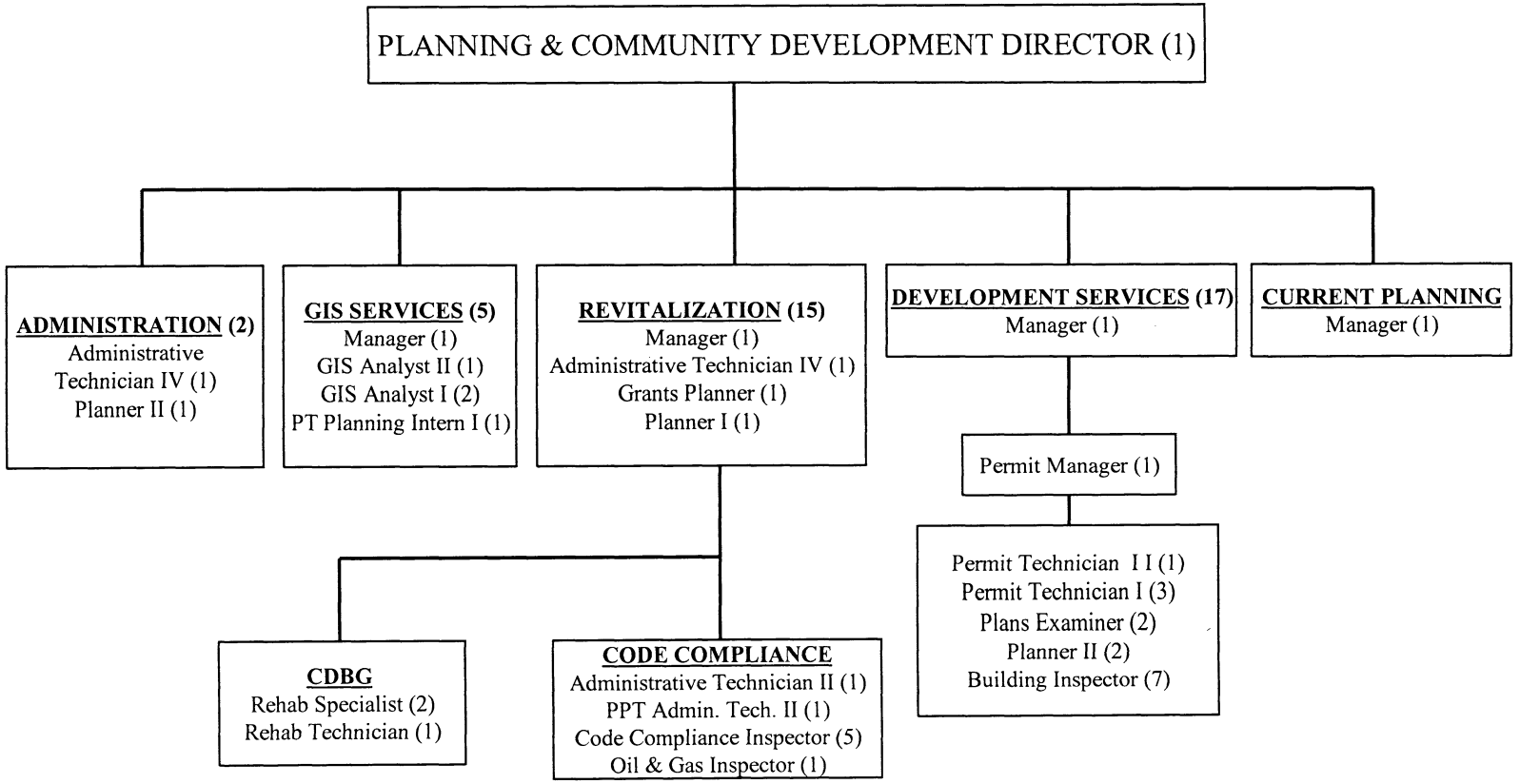
- To provide maintenance on a regular basis to City parks and grounds.
- To offer a wide range of recreational and leisure activities within the park system.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection, athletic field maintenance frequency	80%	80%	95%	95%	95%
On the job injuries	14	16	3	2	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	2,649,505	2,958,365	2,936,574	2,961,254	3,114,256
Supplies & Materials	53,254	68,538	72,028	72,028	58,615
Services & Maintenance	156,075	290,337	336,795	333,790	315,486
Capital Equipment	35,802	27,475	28,143	28,143	22,250
Internal Services	83,339	95,306	95,306	90,551	91,726
Subtotal	2,977,975	3,440,021	3,468,846	3,485,766	3,602,333
Department Total	2,977,975	3,440,021	3,468,846	3,485,766	3,602,333

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	177,298	264,371	242,580	244,117	311,282
Supplies & Materials	6,497	5,749	5,899	5,899	3,698
Services & Maintenance	26,985	126,049	142,340	139,335	145,425
Capital Equipment	0	0	0	0	0
Internal Services	45,967	51,101	51,101	52,760	53,597
Subtotal	256,747	447,270	441,920	442,111	514,002
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	256,747	447,270	441,920	442,111	514,002

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	132,376	137,197	137,197	139,501	144,326
Supplies & Materials	0	75	75	75	75
Services & Maintenance	0	0	0	0	2,500
Capital Equipment	1,354	0	0	0	0
Internal Services	157	165	165	191	165
Subtotal	133,887	137,437	137,437	139,767	147,066
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	133,887	137,437	137,437	139,767	147,066

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Items processed by the Planning Commission within 31 days of receipt. In 2008, the Commission reviewed 94 items, a 13% decrease from 2007 (108 items)	99%	85%	95%	90%	98%
Complete corrected items forwarded to the Clerk's office for next regular Council meeting, within two weeks.	99%	99%	90%	95%	95%
Perform a timely annual review of population growth and ward boundaries.	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days. In 2008, 24 applications were submitted (29 in 2007), and 742 notifications were mailed.	100%	100%	100%	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,354,981	1,447,512	1,447,512	1,460,523	1,487,101
Supplies & Materials	25,060	37,957	38,968	38,968	30,370
Services & Maintenance	15,694	18,560	18,982	18,982	22,617
Capital Equipment	9,072	0	86	86	22,250
Internal Services	12,888	13,342	13,342	13,140	14,023
Subtotal	1,417,695	1,517,371	1,518,890	1,531,699	1,576,361
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	1,417,695	1,517,371	1,518,890	1,531,699	1,576,361

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 service; utilize all available technologies in order to minimize delays when inspections are requested.
- Increase the level of professionalism by providing appropriate staff training.

OBJECTIVES:

- Transition smoothly into enforcement of the 2006 ICC Code series and companion codes.
- 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.
- Increase focus on residential plan review agencies to achieve more rapid processing of permits.
- Continue to improve the effectiveness and consistency of plan reviewers and inspectors.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days. FYE 08 average review days: 29	25%	15%	60%	44%	60%
Non-residential permits reviewed within 28 days.	62%	62%	90%	83%	90%
Inspections performed within 48 hours. FYE 08 average review days: 1	96%	98%	99%	99%	99%
Residential permits reviewed within 5 days. FYE 08 average review days: 5	84%	55%	69%	51%	80%
Residential permits reviewed within 2 days	29%	18%	60%	21%	40%

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	373,386	391,609	391,609	396,441	415,697
Supplies & Materials	6,152	6,775	7,424	7,424	6,775
Services & Maintenance	41,107	42,842	44,193	44,193	42,842
Capital Equipment	1,948	0	1,750	1,750	0
Internal Services	6,822	7,780	7,780	7,998	8,086
Subtotal	429,415	449,006	452,756	457,806	473,400
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	429,415	449,006	452,756	457,806	473,400

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	97%	100%	100%	100%	100%
Complete map requests for standard products within 2 days.	97%	99%	100%	99%	100%
Complete all custom requests for data within 1 week or by specified deadline.	99%	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	100%	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	611,464	717,676	717,676	720,671	755,850
Supplies & Materials	15,545	17,982	19,662	19,662	17,697
Services & Maintenance	72,289	102,886	131,280	131,280	102,102
Capital Equipment	23,428	27,475	26,307	26,307	0
Internal Services	17,505	22,918	22,918	16,462	15,855
Subtotal	740,231	888,937	917,843	914,382	891,504
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	740,231	888,937	917,843	914,382	891,504

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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:

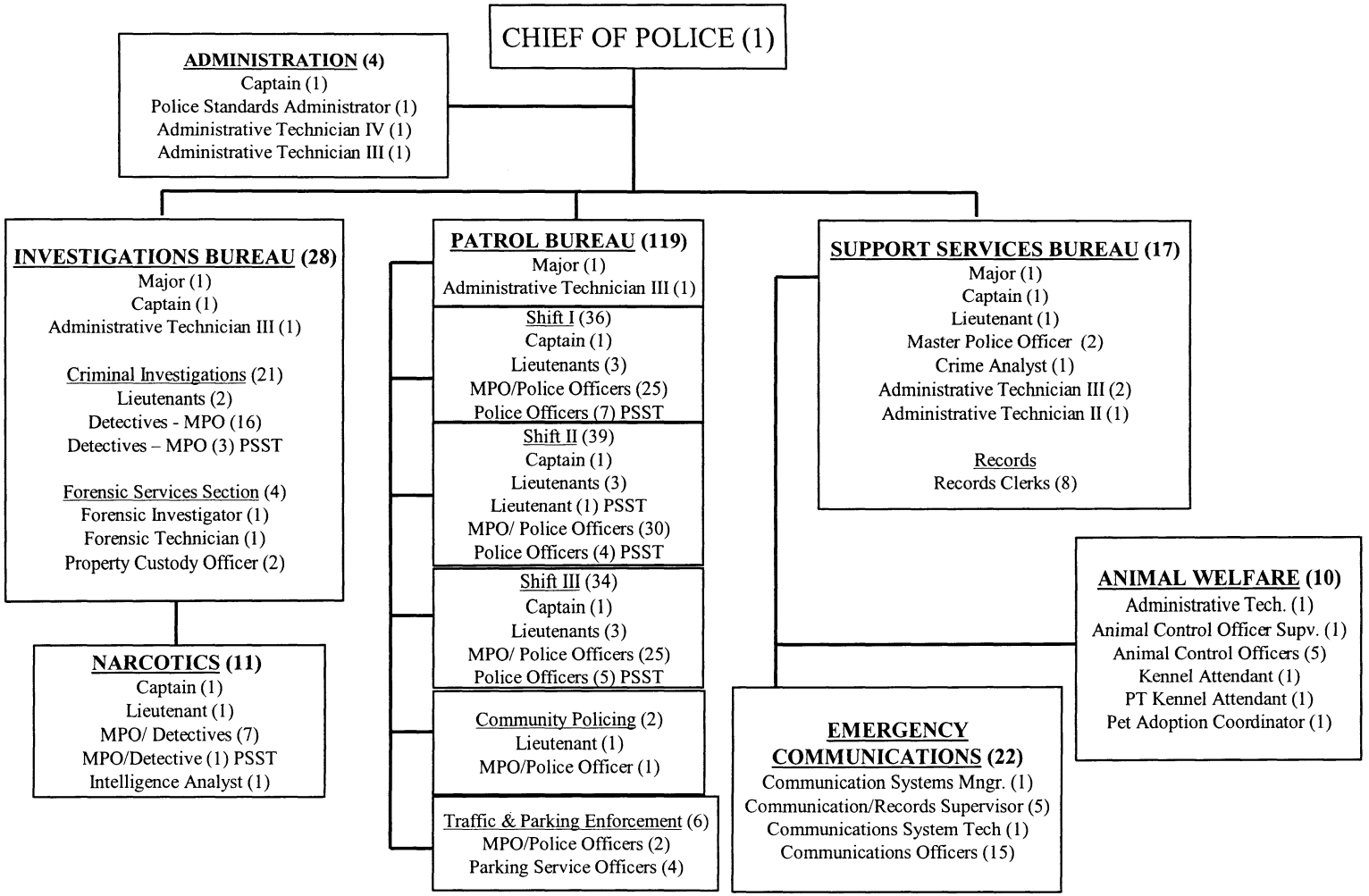
	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percent of complaints inspected within 7 working days. (7,575 total complaints in 2008)	99%	99%	98%	99%	98%
Percent of violations voluntarily abated after owner notification. (4,086 of 7,575 in 2008)	47%	45%	45%	54%	48%
Percent of weed / junk work orders voluntarily abated after work order issued to contractor.	22%	43%	25%	33%	30%
Average time for weed orders to be completed by City contractors.	5 days	5 days	5 days	6 days	6 days
Average number of working days for clean up/ securing measures to be completed by City contractor.	5 days	4 days	5 days	3 days	4 days

Notes to Results Report:

Information provided is for calendar year 2008.

POLICE DEPARTMENT

212 EMPLOYEES



* In FYE 2010 there will be 21 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	167	179	179	179	189
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	168	180	180	180	190

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	13,556,363	14,570,639	14,570,639	14,631,058	16,256,131
Supplies & Materials	662,400	893,892	901,932	901,932	821,090
Services & Maintenance	675,396	664,395	685,204	679,789	751,440
Capital Equipment	337,411	403,908	809,500	809,500	968,918
Internal Services	607,658	709,211	709,211	707,064	879,131
Subtotal	15,839,228	17,242,045	17,676,486	17,729,343	19,676,710
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	15,839,228	17,242,045	17,676,486	17,729,343	19,676,710

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	472,202	489,321	489,321	494,848	520,815
Supplies & Materials	8,044	11,630	12,742	12,742	10,348
Services & Maintenance	95,830	96,128	96,128	96,596	105,354
Capital Equipment	0	0	0	0	0
Internal Services	49,094	51,989	51,989	58,803	62,366
Subtotal	625,170	649,068	650,180	662,989	698,883
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	625,170	649,068	650,180	662,989	698,883

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	$150	$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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	542,470	571,514	571,514	575,103	574,142
Supplies & Materials	88,517	112,185	109,419	109,419	97,647
Services & Maintenance	66,681	104,385	108,124	108,171	105,487
Capital Equipment	1,825	0	0	0	3,000
Internal Services	42,540	25,586	25,586	28,040	52,012
Subtotal	742,033	813,670	814,643	820,733	832,288
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	742,033	813,670	814,643	820,733	832,288

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.

OBJECTIVES:

- Achieve 100% spay/neuter rate for all adoption animals
- Off-site adoption clinics
- Micro chipping all adoption animals

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Spay / Neuter adoption animals	n/a	10	100%	100%	100%
Off-site adoption clinics	n/a	n/a	12	11	11
Micro chipping all adoption animals	n/a	n/a	100%	100%	100%

DIVISION SUMMARY

010-6021 INVESTIGATIONS

MISSION:

The Investigation 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	2,213,216	2,338,067	2,338,067	2,347,753	2,438,037
Supplies & Materials	59,447	78,757	78,736	78,736	61,297
Services & Maintenance	32,299	41,315	46,159	46,159	51,315
Capital Equipment	101,076	72,900	75,041	75,041	73,044
Internal Services	66,834	76,600	76,600	74,158	77,041
Subtotal	2,472,872	2,607,639	2,614,603	2,621,847	2,700,734
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,472,872	2,607,639	2,614,603	2,621,847	2,700,734

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 2009.
- Maintain a clearance rate of 50% or better on all cases assigned for follow-up investigation for calendar year 2009.
- 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 2009.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Average arrest rate for assigned cases	29.7%	27.6%	>25%	25%	25%
Clearance rate for assigned cases (codes 11 plus 13; minus 12s)	62.8%	67.74%	>50%	50%	50%
Percent of cases open beyond 30 days	24.9%	22.4%	<35%	35%	35%

DIVISION SUMMARY

010-6121 INVESTIGATIONS – Public Safety Sales Tax

MISSION:

The Investigation 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. 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	0	0	0	0	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	3

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	215,712
Supplies & Materials	0	0	0	0	1,100
Services & Maintenance	0	0	0	0	200
Capital Equipment	0	0	0	0	60,494
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	277,506
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	277,506

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	853,329	940,231	940,231	944,274	978,529
Supplies & Materials	38,531	51,646	52,372	52,372	45,181
Services & Maintenance	30,361	35,319	35,552	35,552	35,319
Capital Equipment	2,868	0	0	0	0
Internal Services	57,877	67,530	67,530	70,184	93,087
Subtotal	982,967	1,094,726	1,095,685	1,102,382	1,152,116
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	982,967	1,094,726	1,095,685	1,102,382	1,152,116

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

NARCOTICS

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resource.
- 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 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	1,183	1,138	1,300	1,164	1,200
Number of cases investigated	165	101	180	90	80
Number of presentations / press releases	n/a	n/a	n/a	n/a	12
Number of hours in specialized training	n/a	n/a	n/a	n/a	200

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.

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

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	68,095
Supplies & Materials	0	0	0	0	1,900
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	68,380
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	138,375
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	138,375

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	101	113	101	101	102
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	101	113	101	101	102

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	8,210,663	8,946,908	8,547,877	8,581,691	8,966,913
Supplies & Materials	379,868	558,323	527,591	527,591	472,183
Services & Maintenance	152,837	125,690	130,096	130,096	125,690
Capital Equipment	181,913	331,008	661,630	661,630	265,820
Internal Services	325,020	419,631	419,631	429,816	546,850
Subtotal	9,250,301	10,381,560	10,286,825	10,330,824	10,377,456
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	9,250,301	10,381,560	10,286,825	10,330,824	10,377,456

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Community Oriented Policing program implementation
- Enhance alcohol enforcement through Oklahoma Highway Safety grants
- Decrease overtime expenditures / implementation of 10-hour work days

OBJECTIVES:

- Educate all patrol officers in the philosophy of community oriented policing.
- Educate public, increase enforcement by 5%
- Complete implementation of 10-hour days for the entire patrol bureau.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Community oriented policing – number of officers trained	n/a	n/a	203	203	203
Alcohol enforcement – number of arrests	n/a	1,801	1,900	1,900	1,900
10-hour work day	n/a	n/a	1 shift	2 shifts	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.

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	0	0	12	12	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	12	12	17

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	399,031	399,031	1,196,983
Supplies & Materials	0	0	30,840	30,840	51,554
Services & Maintenance	0	0	0	0	51,993
Capital Equipment	0	0	62,808	62,808	481,980
Internal Services	0	0	0	0	0
Subtotal	0	0	492,679	492,679	1,782,510
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	492,679	492,679	1,782,510

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,264,483	1,284,598	1,284,598	1,288,357	1,296,904
Supplies & Materials	87,992	81,351	90,232	90,232	79,880
Services & Maintenance	297,388	261,558	269,145	263,215	261,922
Capital Equipment	49,729	0	10,021	10,021	16,200
Internal Services	66,293	67,875	67,875	46,063	47,775
Subtotal	1,765,886	1,695,382	1,721,871	1,697,888	1,702,681
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	1,765,886	1,695,382	1,721,871	1,697,888	1,702,681

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPORT SERVICES

GOALS:

- Hire and train 41 new officers during next 7 years on sales tax initiative.
- Increase number of outside agency 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Old records scanned into RMS system	n/a	All 2007	All 2008	All 2008	n/a
Hire / train 41 new officers	n/a	n/a	12	12	9
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.

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:

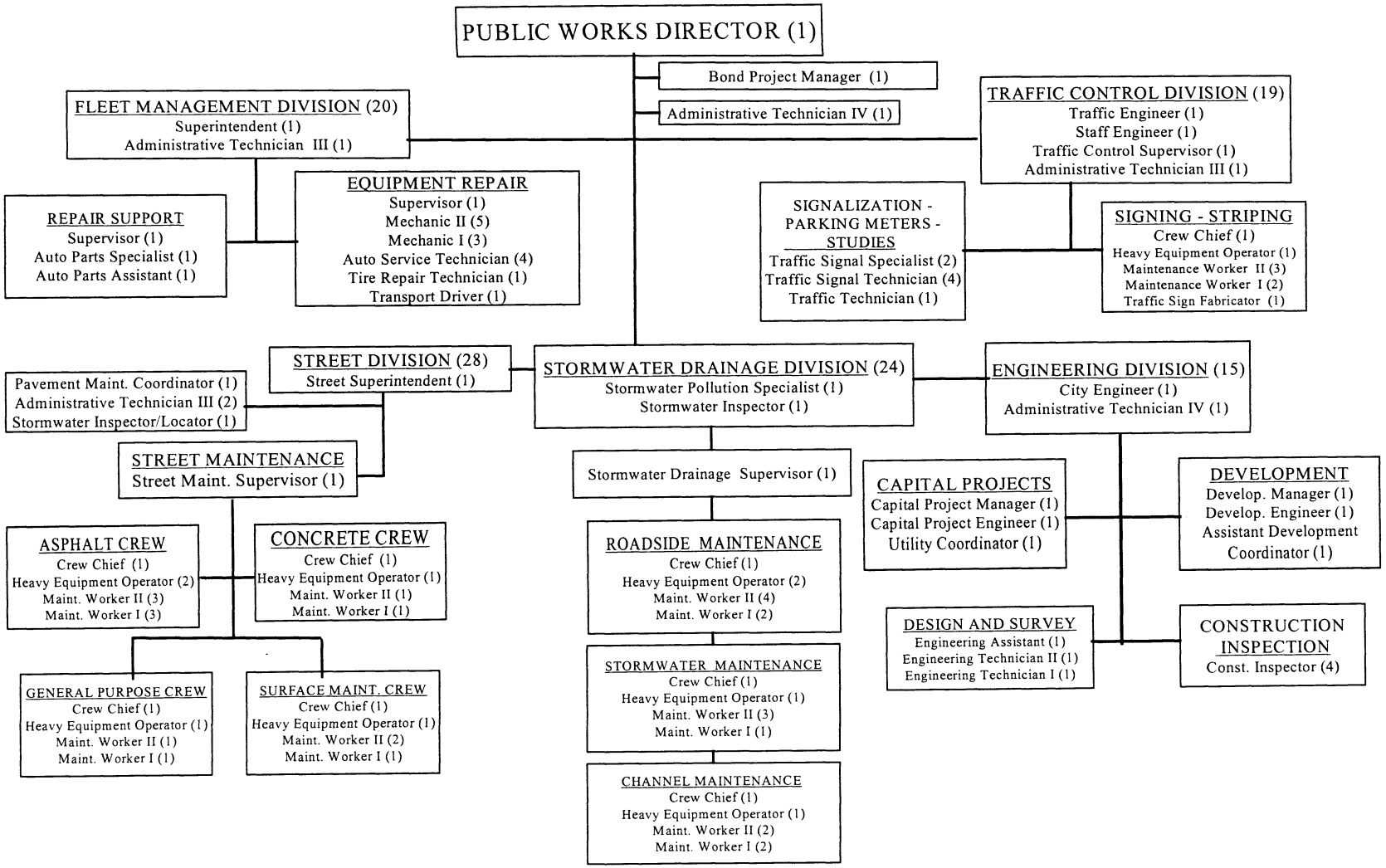
	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	14,160
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	14,160
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	14,160

PUBLIC WORKS DEPARTMENT

109 EMPLOYEES



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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	105	105	105	105	106
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	105	105	105	105	106

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	6,650,303	7,250,111	7,250,111	7,293,700	7,673,078
Supplies & Materials	3,707,839	4,495,224	4,518,039	4,518,039	4,448,544
Services & Maintenance	7,060,448	1,743,551	2,813,275	2,734,623	1,776,900
Capital Equipment	649,863	977,675	978,377	978,377	879,228
Internal Services	471,224	641,839	641,839	634,622	805,667
Subtotal	18,539,677	15,108,400	16,201,641	16,159,361	15,583,417
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	18,539,677	15,108,400	16,201,641	16,159,361	15,583,417

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, one Administrative Technician IV, and a Bond Project Manager financed out of the Capital Fund.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	194,982	203,053	217,053	219,625	215,752
Supplies & Materials	3,370	4,550	5,246	5,246	4,600
Services & Maintenance	14,875	24,037	24,037	21,290	73,995
Capital Equipment	1,974	0	11,895	11,895	1,500
Internal Services	11,151	12,249	12,249	13,389	13,459
Subtotal	226,352	243,889	270,480	271,445	309,306
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	226,352	243,889	270,480	271,445	309,306

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 expanding 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	n/a	n/a	n/a	n/a	10%
NPDES permit compliance	n/a	Yes	25%	60%	80%
Implement revised Floodplain Ordinance	n/a	50%	100%	90%	100%
Ratio of signals monitored/upgraded	n/a	n/a	n/a	n/a	n/a
Number of labor hours spent on litter control	6,500	3,000	6,500	5,000	6,500

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percent of funded CIP completed in Campus Corner TIF District	100%	n/a	100%	90%	100%
Percent of funded CIP completed in University North Park TIF District	n/a	5%	40%	35%	75%
Percent of department accreditation process completed	n/a	n/a	5%	0%	25%
Develop Storm Water Master Plan including Storm Water Utility Fee System	n/a	5%	100%	85%	100%

Notes to Results Report:

NPDES – National Pollutant Discharge Elimination System
TIF- Tax Increment Financing
EPA – Environmental Protection Agency
CIP – Capital Improvement Project
ODEQ – Oklahoma Department of Environmental Quality

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

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,165,626	1,131,155	1,117,155	1,130,777	1,276,863
Supplies & Materials	40,546	24,683	31,420	31,420	39,408
Services & Maintenance	53,022	52,746	48,951	49,123	54,741
Capital Equipment	4,923	22,250	17,137	17,137	28,240
Internal Services	25,229	27,313	27,313	27,106	25,418
Subtotal	1,289,346	1,258,147	1,241,976	1,255,563	1,424,670
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	1,289,346	1,258,147	1,241,976	1,255,563	1,424,670

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	100%	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	0%	0%	0%	0%	90%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	100%	75%	100%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	75%	90%	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%	95%	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	147,841	158,913	158,913	158,913	175,038
Supplies & Materials	22,230	22,958	25,020	25,020	20,683
Services & Maintenance	47,562	58,091	58,805	56,191	67,307
Capital Equipment	0	0	3,350	3,350	3,600
Internal Services	1,193	1,378	1,378	1,378	1,418
Subtotal	218,826	241,340	247,466	244,852	268,046
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	218,826	241,340	247,466	244,852	268,046

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.
- Provide departments with manufacturer training on all new vehicles/equipment as needed.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Preventative maintenance program (missed services)	92	68	65	60	65
Capital Equipment/Vehicle - Outlay	$1.46 mil	$2.31 mil	$2.04 mil	$ 2.04 mil	Unknown at this time
Sanitation Fund outlay only	$1.17 mil	$1.3 mil	$1.70 mil	$ 1.70 mil	Unknown at this time
Vehicle Replacement Report					
No. of requests for replacement	55	80	71	75	Unknown at
No. of requests approved for replacement	46	49	50	42	this time

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,499,242	2,835,807	2,841,873	2,841,873	2,825,638
Services & Maintenance	149,342	161,045	164,172	164,172	195,428
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	2,648,584	2,996,852	3,006,045	3,006,045	3,021,066
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	2,648,584	2,996,852	3,006,045	3,006,045	3,021,066

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; 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,043,237	1,151,871	1,151,871	1,157,221	1,178,444
Supplies & Materials	34,379	44,977	45,920	45,920	39,134
Services & Maintenance	8,185	10,246	10,709	10,709	14,983
Capital Equipment	46,037	0	490	490	39,920
Internal Services	37,102	58,900	58,900	58,900	129,648
Subtotal	1,168,939	1,265,994	1,267,890	1,273,240	1,402,129
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	1,168,939	1,265,994	1,267,890	1,273,240	1,402,129

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.
- Create a CNG facility.

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 maintenance 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 class.
- 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 industry standards and current state laws in relative field.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Yearly productive average (National Standard average is 70%)	84.4%	85.1%	>70%	84.4%	84%

Notes to Results Report:
ASE – Automotive Service Excellence
APWA – American Public Works Association
CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5022 STORMWATER DRAINAGE DIVISION

MISSION:

Stormwater Drainage 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 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 roadway improvement projects with Cleveland County.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	0	24	24	24	24
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	24	24	24	24

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	1,508,707	1,508,707	1,513,413	1,549,337
Supplies & Materials	0	336,637	268,687	268,687	378,405
Services & Maintenance	0	397,514	357,760	357,783	345,118
Capital Equipment	0	166,000	206,000	206,000	0
Internal Services	0	116,628	116,628	73,983	91,400
Subtotal	0	2,525,486	2,457,782	2,419,866	2,364,260
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	2,525,486	2,457,782	2,419,866	2,364,260

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Mechanically sweep 500 curb miles per month	n/a	n/a	50%	50%	50%
Inspect and clean 100% of the urban drainage inlets three times per year	n/a	n/a	70%	309%	70%
Mow 190 ROW-miles of urban right-of-way, eighteen times per year	n/a	n/a	85%	75%	90%
Mow 148 miles of rural right-of-way, twice per year	n/a	n/a	90%	177%	100%
Mow 760,320 linear-feet of open drainage ways, three times per year	n/a	n/a	85%	80%	90%
Apply chemical vegetative control to 160 urban/rural ROW-miles, twice per year	n/a	n/a	65%	30%	65%
Permit all earth disturbing operations over 1 acre in size	n/a	n/a	75%	30%	100%
Perform erosion control inspections of permitted sites within 30 days	n/a	n/a	75%	100%	100%
Respond to storm water pollution complaints with 24 hours of the time	n/a	n/a	80%	100%	90%
Inspect City sites identified as potential storm water pollution sources	n/a	n/a	50%	50%	50%

DIVISION SUMMARY

010-5021 STREETS DIVISION

MISSION:

The Street Maintenance 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	50	28	28	28	28
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	50	28	28	28	28

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	2,998,596	1,859,083	1,859,083	1,869,384	1,945,315
Supplies & Materials	909,852	964,867	1,036,504	1,036,504	895,920
Services & Maintenance	5,964,805	67,663	1,142,392	1,139,039	60,935
Capital Equipment	549,733	619,575	548,655	548,655	591,350
Internal Services	348,170	303,128	303,128	339,018	394,861
Subtotal	10,771,156	3,814,316	4,889,762	4,932,600	3,888,381
Division Total	10,771,156	3,814,316	4,889,762	4,932,600	3,888,381

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	95%	100%	95%	100%	95%
Overlay / pave 10 lane-miles per year	100%	63%	100%	93%	100%
Replace 1,160 square yards of concrete pavement panels	181%	160%	100%	227%	100%
Grade all unpaved alleys two (2) times per year	n/a	n/a	65%	21%	50%
Grade all unpaved public roads eight (8) times a year	n/a	n/a	80%	213%	80%

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 163 traffic and pedestrian signals, an estimated 35,000 traffic control signs, 210 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,100,021	1,237,329	1,237,329	1,244,367	1,332,329
Supplies & Materials	198,220	260,745	263,369	263,369	244,756
Services & Maintenance	822,657	972,209	1,006,449	936,316	964,393
Capital Equipment	47,196	169,850	190,850	190,850	214,618
Internal Services	48,379	122,243	122,243	120,848	149,463
Subtotal	2,216,473	2,762,376	2,820,240	2,755,750	2,905,559
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	2,216,473	2,762,376	2,820,240	2,755,750	2,905,559

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Worker-hours per gallon of traffic paint used	.63	.33	.80	.55	.80
Thermoplastic legend, arrows, stop bars and crosswalks installed	4.44	11.72	4 to 6 instal-lations/ day (2-person crew)	12	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	.05%	.06%	<.01%	<.01%	<.01%
Response to reports on traffic signal malfunctions within one hour	100%	100%	99%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	100%	60%	50%	50%	50%
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	77%	62%	75%	75%	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	81%	64%	20%*	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	260	187	187	187	187
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	260	187	187	187	187
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	260	187	187	187	187

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.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	994	994	994	994
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	994	994	994	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	0	994	994	994	994

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	281	281	281	281
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	281	281	281	281
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	281	281	281

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	748	750	925	925	750
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	25,696	25,699	25,874	25,874	25,699
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	25,696	25,699	25,874	25,874	25,699

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	17,954	24,000	16,241	16,241	13,650
Services & Maintenance	18,216	22,100	28,900	28,900	22,100
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	36,170	46,100	45,141	45,141	35,750
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	36,170	46,100	45,141	45,141	35,750

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	63,721	66,163	66,163	65,563	65,714
Capital Equipment	0	0	0	0	0
Internal Services	6,108	6,891	6,891	5,811	5,866
Subtotal	69,828	73,054	73,054	71,374	71,580
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	69,828	73,054	73,054	71,374	71,580

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	300	300	300	300
Services & Maintenance	0	215	215	215	215
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	515	515	515	515
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	515	515	515

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,384	2,739	2,739	2,739	2,739
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,384	2,739	2,739	2,739	2,739
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	1,384	2,739	2,739	2,739	2,739

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	38,057	38,743	38,743	38,088	38,534
Capital Equipment	0	0	0	0	0
Internal Services	1,119	1,094	1,094	420	359
Subtotal	39,175	39,837	39,837	38,508	38,893
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	39,175	39,837	39,837	38,508	38,893

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	6,116	10,000	9,345	9,345	10,000
Services & Maintenance	26,000	27,000	27,655	27,655	27,000
Capital Equipment	0	0	0	0	0
Internal Services	1,417	1,231	1,231	1,649	1,975
Subtotal	33,534	38,231	38,231	38,649	38,975
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	33,534	38,231	38,231	38,649	38,975

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

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Recreation	1,090,197	1,315,442	1,315,442	1,326,557	1,364,254
Capital Project Fund	0	3,000,000	3,000,000	3,000,000	0
Emergency Communication	1,374,603	1,349,976	1,548,976	1,564,018	1,489,607
Sewer Maintenance Fund	0	0	0	0	184,280
Westwood	0		0	0	2,413
Subtotal	2,464,800	5,665,418	5,864,418	5,890,575	3,040,554
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	2,464,800	5,665,418	5,864,418	5,890,575	3,040,554

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	7,969	9,317	9,317	9,317	9,317
Supplies & Materials	9,569	1,390	1,390	1,390	1,390
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	17,538	10,707	10,707	10,707	10,707
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	17,538	10,707	10,707	10,707	10,707

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	28,925	61,000	51,124	51,124	64,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	28,925	61,000	51,124	51,124	64,000
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	28,925	61,000	51,124	51,124	64,000

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	112,921	148,554	148,554	135,985	147,204
Capital Equipment	0	0	0	0	0
Internal Services	113,775	125,937	125,937	123,956	126,833
Subtotal	226,697	274,491	274,491	259,941	274,037
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	226,697	274,491	274,491	259,941	274,037

DIVISION SUMMARY

010-7084 PARKS 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	479	700	700	700	700
Services & Maintenance	5	108	108	108	108
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	484	808	808	808	808
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	484	808	808	808	808

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	49	300	300	300	300
Services & Maintenance	967	1,062	1,062	1,062	1,062
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,016	1,362	1,362	1,362	1,362
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	1,016	1,362	1,362	1,362	1,362

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	9,553	7,447	7,447	6,287	7,530
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	9,553	7,447	7,447	6,287	7,530
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	9,553	7,447	7,447	6,287	7,530

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	60,000	125,000	125,500	125,500	125,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	60,000	125,000	125,500	125,500	125,000
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	60,000	125,000	125,500	125,500	125,000

DIVISION SUMMARY

010-7083 SOONER THEATRE

MISSION:

The mission of the Sooner Theatre is to provide cultural and entertainment opportunities for the community by operating a financially sound performing arts center and by maintaining its historical integrity and character.

DESCRIPTION:

The Sooner Theatre is a building owned by the City of Norman for the purpose of promoting theatrical arts and entertainment for the citizens of Norman. The day-to-day operations of the theatre are managed by the Sooner Theatre, Inc. The City currently pays the utility costs and provides a contribution to help fund continued operation of the theatre.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	77,853	78,096	78,096	77,819	78,785
Capital Equipment	0	0	0	0	0
Internal Services	3,914	4,102	4,102	5,045	5,776
Subtotal	81,767	82,198	82,198	82,864	84,561
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	81,767	82,198	82,198	82,864	84,561

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	9,511	39,108	39,108	39,108	9,108
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	9,511	39,108	39,108	39,108	9,108
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	9,511	39,108	39,108	39,108	9,108

special rev. funds

SPECIAL REVENUE FUNDS

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

FUND SUMMARY

TOTAL ART IN PUBLIC PLACES FUND – (28)

MISSION:

To create exciting, appealing, and harmonious public spaces by integrating art into public places in the City of Norman.

DESCRIPTION:

On August 28, 2007, City Council passed Ordinance O-0708-5 to establish this fund which allows citizens, through pledges added to their monthly utility bill, to help fund public art in Norman.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	2,946	0	3,908	3,908	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	2,946	0	3,908	3,908	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	2,946	0	3,908	3,908	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	36,001	33,305	33,665	33,665	33,005
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	36,001	33,305	33,665	33,665	33,005
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	36,001	33,305	33,665	33,665	33,005

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	2,969	4,300	4,300	4,300	4,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	2,969	4,300	4,300	4,300	4,000
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	2,969	4,300	4,300	4,300	4,000

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	33,032	29,005	29,365	29,365	29,005
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	33,032	29,005	29,365	29,365	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	33,032	29,005	29,365	29,365	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Community Development	656,658	844,091	1,395,358	1,403,825	860,676
HOME	545,965	541,898	1,191,526	1,191,526	602,004
Emergency Shelter	150,000	0	125,000	125,000	0
Kingsgate Property	553,970	1,668,125	1,668,125	1,668,125	52,174
Neighborhood Stabilization	0	0	0	0	326,856
CDBG-R	0	0	0	0	229,233
Fund Total	1,906,593	3,054,114	4,380,009	4,388,476	2,070,943

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of infrastructure projects under construction or completed by end of year*	6	0	10	10	2
Percent of social service contracts completed by end of year*	100%	100%	100%	100%	100%
Number of units of service provided by public service contracts (details in Annual Performance Report)*	84,746	61,760	55,000	43,556	40,000
Number of households assisted by housing programs (CDBG & HOME)*	66	88	70	93	85
Number of homeless agencies assisted*	4	4	4	4	4
Funding received for homeless programs**	$385,000	$314,000	$340,000	$290,000	$442,400

Notes to Results Report: The information provided is from the most recent Grantee Performance Report – FYE 08

*These performance indicators that were valid in the past are no longer valid due to significant reductions in grant funding and will not be included in next year's budget.

**This is a newly added indicator for which information was available from prior years.

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,456,096	1,457,157	1,457,157	1,462,898	1,541,290
Supplies & Materials	25,067	27,819	47,444	47,444	27,634
Services & Maintenance	53,214	85,262	97,137	97,137	86,762
Capital Equipment	28,654	0	198,840	198,840	57,799
Internal Services	9,732	11,709	11,709	10,955	17,309
Subtotal	1,572,762	1,581,947	1,812,287	1,817,274	1,730,794
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	1,572,762	1,581,947	1,812,287	1,817,274	1,730,794

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Complete rebanding effort by end of year 2010
- Improve EMD QA scores of all employees to at least 95 percent
- Initiate an internal continuing education program
- Allow the ability for supervisor 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. Implement a call-taker program including the possibility of part-time.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Rebanding radio effort	5%	5%	60%	60%	90%
Improve EMD QA scores					Operational
Conduct more training classes internally and provide better quality control					Operational
Increase shift minimum / call takers	n/a	50%	50%	50%	100%

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Community Park Improve	0	20,000	116,305	116,305	45,000
Neighborhood Park Improve	48,964	0	4,508	17,805	0
Interfund Transfers	25,174	0	15,426	15,426	0
Fund Total	74,138	20,000	136,239	149,536	45,000

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	805,626	956,270	953,270	956,832	1,007,922
Supplies & Materials	40,826	46,579	50,104	50,104	53,530
Services & Maintenance	175,682	248,361	262,517	227,450	249,574
Capital Equipment	1,985	4,964	4,964	4,964	17,149
Internal Services	39,971	46,225	46,225	39,365	37,034
Subtotal	1,064,091	1,302,399	1,317,080	1,278,715	1,365,209
Capital Projects	0	0	0	0	0
Cost Allocations	356,121	370,313	370,313	405,120	380,962
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	356,121	370,313	370,313	405,120	380,962
Fund Total	1,420,212	1,672,712	1,687,393	1,683,835	1,746,171

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	32,176	51,242	51,242	51,242	51,242
Supplies & Materials	15,544	16,150	17,546	17,546	16,150
Services & Maintenance	1,281	4,995	2,150	2,150	4,995
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	49,002	72,387	70,938	70,938	72,387
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	49,002	72,387	70,938	70,938	72,387

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	($4,434)	$12,122	$2,000	$2,000	$2,000
Number of youth participating	1,928	1,759	1,950	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	689,487	803,695	800,695	804,257	840,686
Supplies & Materials	24,614	28,154	30,283	30,283	35,105
Services & Maintenance	168,815	236,271	252,937	218,980	237,328
Capital Equipment	1,489	4,964	4,964	4,964	15,649
Internal Services	33,960	39,593	39,593	33,404	31,211
Subtotal	918,365	1,112,677	1,128,472	1,091,888	1,159,979
Capital Projects	0	0	0	0	0
Cost Allocations	356,121	370,313	370,313	405,120	380,962
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	356,121	370,313	370,313	405,120	380,962
Division Total	1,274,486	1,482,990	1,498,785	1,497,008	1,540,941

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	186,000	191,000	188,000	190,000	190,000
Tennis lessons, open court and tournament participants	29,579	35,018	37,000	37,000	37,000
Daddy-Daughter Dance participants	1,624	1,644	1,800	2,223	2,400
Total recreation revenue	$294,190	$329,249	$342,925	$340,000	$373,025

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	83,963	101,333	101,333	101,333	115,994
Supplies & Materials	668	2,275	2,275	2,275	2,275
Services & Maintenance	5,586	7,095	7,430	6,320	7,251
Capital Equipment	496	0	0	0	1,500
Internal Services	6,011	6,632	6,632	5,961	5,823
Subtotal	96,725	117,335	117,670	115,889	132,843
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	96,725	117,335	117,670	115,889	132,843

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue report	$11,354	$13,725	$12,000	$13,000	$14,000
Annual participants including congregate meals program and special events	30,200	30,800	30,000	30,500	31,000

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	590,731	638,745	638,745	638,745	714,042
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	590,731	638,745	638,745	638,745	714,042
Capital Projects	0	0	0	0	0
Cost Allocation	27,256	26,340	26,340	26,340	29,445
Debt Service	0	0	0	0	0
Interfund Transfers	207,021	205,711	205,711	205,711	205,914
Subtotal	234,277	232,051	232,051	232,051	235,359
Fund Total	825,008	870,796	870,796	870,796	949,401

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	27,256	26,340	26,340	26,340	29,445
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	27,256	26,340	26,340	26,340	29,445
Division Total	27,256	26,340	26,340	26,340	29,445

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	198,577	212,915	212,915	212,915	238,014
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	198,577	212,915	212,915	212,915	238,014
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	198,577	212,915	212,915	212,915	238,014

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	392,154	425,830	425,830	425,830	476,028
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	392,154	425,830	425,830	425,830	476,028
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	392,154	425,830	425,830	425,830	476,028

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 10 - FYE 14 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	207,021	205,711	205,711	205,711	205,914
Subtotal	207,021	205,711	205,711	205,711	205,914
Division Total	207,021	205,711	205,711	205,711	205,914

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	7,038	2,600	4,600	4,600	2,600
Capital Equipment	4,206	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	11,243	2,600	4,600	4,600	2,600
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	11,243	2,600	4,600	4,600	2,600

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	106,742	59,482	308,159	308,159	59,482
Supplies & Materials	10,392	1,000	36,907	36,907	1,000
Services & Maintenance	84,980	3,500	157,882	157,882	3,500
Capital Equipment	137,552	0	53,092	53,092	0
Internal Services	0	0	0	0	0
Subtotal	339,667	63,982	556,040	556,040	63,982
Capital Projects	25,115	0	349,700	349,700	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	25,115	0	349,700	349,700	0
Fund Total	364,782	63,982	905,740	905,740	63,982

FUND SUMMARY

TOTAL CAMPUS CORNER TAX INCREMENT DISTRICT FUND (27)

MISSION:

Established to account for revenue generated from the Campus Corner Tax Increment District.

DESCRIPTION:

To account for the increment of sales and property taxes generated from Tax Increment District One, Norman Campus Corner.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	81,826	0	333,337	333,337	83,189
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	81,826	0	333,337	333,337	83,189
Fund Total	81,826	0	333,337	333,337	83,189

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10* PROPOSED
Full-time Positions	0	0	0	0	7
Part-time Positions	0	0	0	0	1
Total Budgeted Positions	0	0	0	0	8

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	798,448
Supplies & Materials	0	0	0	0	144,836
Services & Maintenance	0	0	0	0	226,062
Capital Equipment	0	0	0	0	81,402
Internal Services	0	0	0	0	93,769
Subtotal	0	0	0	0	1,344,517
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	205,914
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	205,914
Fund Total	0	0	0	0	1,550,431

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 active men's, women's, juniors and senior's programs. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	196,065
Supplies & Materials	0	0	0	0	7,911
Services & Maintenance	0	0	0	0	198,075
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	75,129
Subtotal	0	0	0	0	477,180
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	477,180

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 has 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	34,482	37,143	39,072	35,111	37,149
Men's & Women's Associations	15	15	15	21	21
Outside tournaments	42	38	45	42	42
Junior Academy Participants	86	94	100	100	100
Memberships:					
Regular annual	8	7	9	11	9
Senior annual	0	2	3	3	6
Junior annual	2	1	0	1	0
Junior summer	9	3	15	8	8

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

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	485,636
Supplies & Materials	0	0	0	0	102,983
Services & Maintenance	0	0	0	0	13,802
Capital Equipment	0	0	0	0	71,402
Internal Services	0	0	0	0	10,388
Subtotal	0	0	0	0	684,211
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	0	0	0	684,211

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.7%	98%	97%	99%	99%
Turf quality**	8.7	8.3	8.8	8.5	8.5
On the job injuries	1	0	0	3	0
Percent of disturbed area established in turf	97%	98%	99%	99%	99%

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

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	116,747
Supplies & Materials	0	0	0	0	33,942
Services & Maintenance	0	0	0	0	14,185
Capital Equipment	0	0	0	0	10,000
Internal Services	0	0	0	0	8,252
Subtotal	0	0	0	0	183,126
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	183,126

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	$18,339	$3,108	$15,000	$30,000	$30,000
Number of swim lessons	822	720	800	700	700
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	30,520	24,660	31,000	31,000	31,000

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 10 - FYE 14 for a detailed analysis of Westwood Capital Projects.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	0	0	0	205,914
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	205,914
Division Total	0	0	0	0	205,914

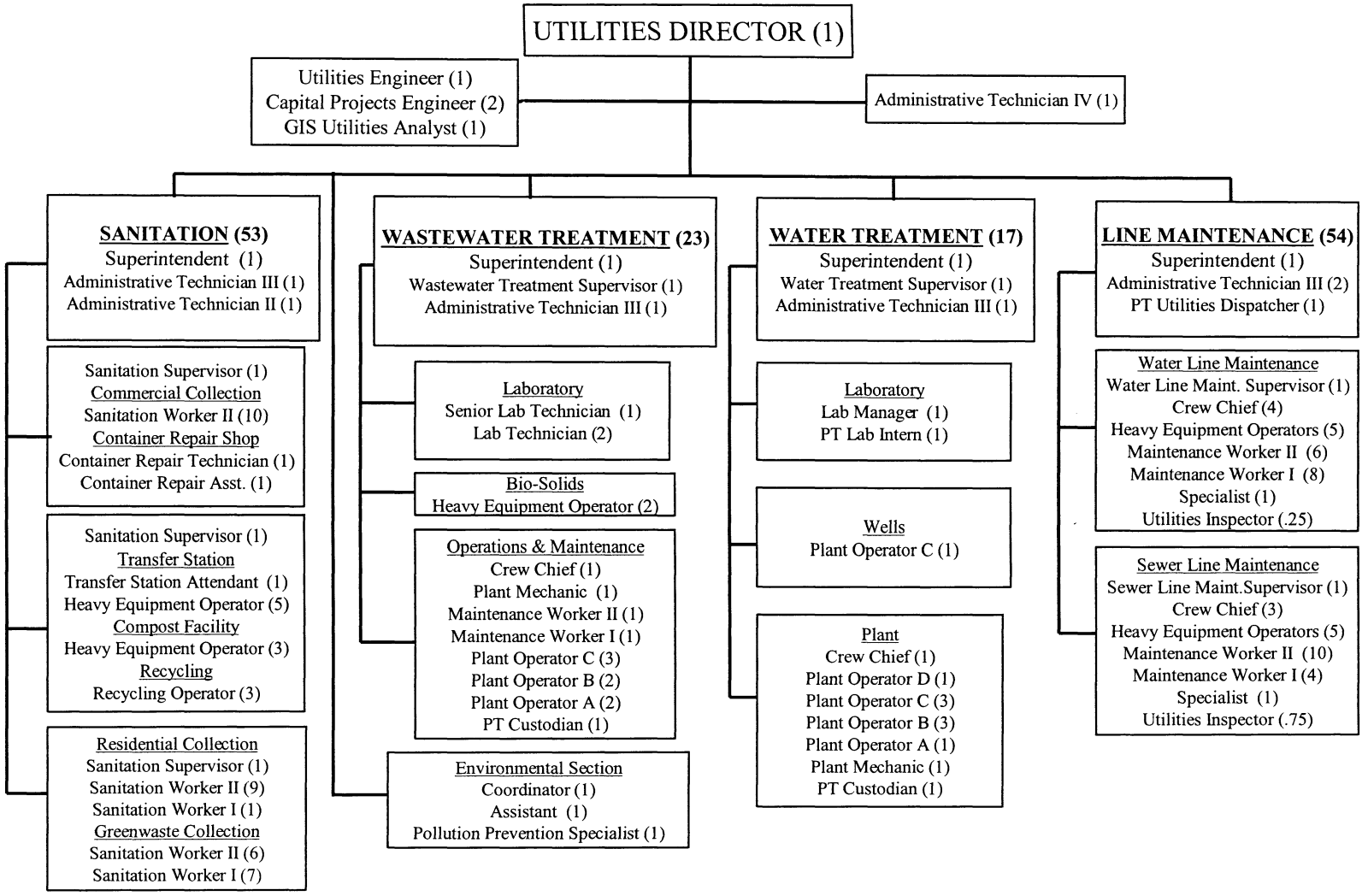
enterprise funds

ENTERPRISE FUNDS

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

UTILITIES DEPARTMENT

153 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	149	149	149	149	149
Part-time Positions	3	4	4	4	4
Total Budgeted Positions	152	153	153	153	153

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	9,651,008	10,260,861	10,260,861	10,317,519	10,773,977
Supplies & Materials	2,771,639	2,994,160	3,286,773	3,286,773	3,509,719
Services & Maintenance	4,963,799	6,023,006	6,367,177	6,358,183	6,851,576
Capital Equipment	1,311,520	2,178,791	3,133,352	3,133,352	1,569,651
Internal Services	1,022,681	1,262,158	1,262,158	1,339,769	1,471,310
Subtotal	19,720,647	22,718,976	24,310,321	24,435,596	24,176,233
Capital Projects	16,608,744	31,294,941	60,003,142	50,116,047	34,951,761
Cost Allocation	4,129,201	4,294,467	4,294,467	5,284,798	4,488,823
Debt Service	3,596,826	3,628,512	3,642,232	3,642,232	5,436,431
Interfund Transfers	3,185,719	3,466,308	3,509,808	7,378,510	6,239,964
Subtotal	27,520,490	42,684,228	71,449,649	66,421,587	51,116,979
Department Total	47,241,137	65,403,204	95,759,970	90,857,183	75,293,212

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. Minimize sewer overflows during construction.
  3. Minimize 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
1. For Construction Projects**:**					
a. Project completed within contract time, 90% of the time.	73%	85%	90%	67%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	93%	95%	90%	100%	90%
2. Utility plans for new development to be reviewed and returned within 10 calendar days of receipt from Public Works Department, 90% of the time.	75%	85%	90%	84%	90%
3. Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	100%	100%	100%	100%
4. Reduce outside consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	5	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	n/a	90%	90%	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	53	53	53	53	53
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	53	53	53	53	53

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	3,664,585	3,570,220	3,570,220	3,587,454	3,776,600
Supplies & Materials	1,180,268	1,197,822	1,199,362	1,199,362	1,403,936
Services & Maintenance	2,014,174	2,542,559	2,541,503	2,535,750	2,957,933
Capital Equipment	500,844	1,902,100	2,717,592	2,717,592	1,227,936
Internal Services	628,836	729,538	729,538	774,228	868,035
Subtotal	7,988,707	9,942,239	10,758,215	10,814,386	10,234,440
Capital Projects	71,457	2,487,741	2,228,558	2,228,558	2,604,361
Cost Allocations	1,164,674	1,261,549	1,261,549	1,570,528	1,307,652
Debt Service	144,775	142,719	142,719	142,719	484,394
Interfund Transfers	55,983	49,947	49,947	49,947	52,444
Subtotal	1,436,889	3,941,956	3,682,773	3,991,752	4,448,851
Fund Total	9,425,596	13,884,195	14,440,988	14,806,138	14,683,291

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	211,274	225,630	225,630	226,226	239,847
Supplies & Materials	6,382	6,533	8,403	8,403	5,545
Services & Maintenance	35,691	41,073	39,453	35,217	40,409
Capital Equipment	0	4,500	4,500	4,500	1,800
Internal Services	17,546	17,251	17,251	22,362	20,219
Subtotal	270,893	294,987	295,237	296,708	307,820
Capital Projects	0	0	0	0	0
Cost Allocation	50,977	54,762	54,762	65,868	56,340
Debt Service	0	0	0	0	0
Interfund Transfers	55,983	49,947	49,947	49,947	52,444
Subtotal	106,960	104,709	104,709	115,815	108,784
Division Total	377,853	399,696	399,946	412,523	416,604

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	34,623	35,719	35,643	35,719	36,791
Total annual tons collected	101,318	97,818	108,038	91,320	94,060
Total annual disposal cost	$1,403,684	$1,502,484	$1,484,741	$1,438,884	$1,581,415
Total vehicle accidents per year	10	20*	7	11*	7

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	896,577	877,603	877,603	884,467	911,415
Supplies & Materials	306,283	313,485	312,214	312,214	355,771
Services & Maintenance	10,154	11,565	12,390	12,603	16,157
Capital Equipment	103,702	717,150	735,150	735,150	380,484
Internal Services	142,381	146,868	146,868	161,429	186,368
Subtotal	1,459,097	2,066,671	2,084,225	2,105,863	1,850,195
Capital Projects	0	0	0	0	0
Cost Allocation	203,686	218,811	218,811	263,182	225,106
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	203,686	218,811	218,811	263,182	225,106
Division Total	1,662,783	2,285,482	2,303,036	2,369,045	2,075,301

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 and personal injury prevention training.
- Continue monitoring the customer base to provide effective and efficient Commercial Solid waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,176	2,241	2,272	2,360	2,430
Reduction of vehicle accidents	5	1	1	0	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	43%	0%	0%	5%	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	249,646	251,633	251,633	252,751	265,412
Supplies & Materials	60,633	67,170	66,440	66,440	55,385
Services & Maintenance	4,279	4,658	4,738	3,008	4,358
Capital Equipment	58	220,000	488,080	488,080	0
Internal Services	26,504	22,491	22,491	31,002	34,588
Subtotal	341,121	565,952	833,382	841,281	359,743
Capital Projects	0	0	0	0	0
Cost Allocation	95,249	112,708	112,708	188,707	125,755
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	95,249	112,708	112,708	188,707	125,755
Division Total	436,370	678,660	946,090	1,029,988	485,498

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Volume of yard waste received (tons)	7,282	9,394	8,695	11,375	11,716
vs.					
Compost/mulch generated	10,087	12,364	9,449	10,468	9,732
Number of public offerings for compost	3	2	3	0*	3

Notes to Results Report:

*The Compost Facility is in the process of moving to the new facility located on Bratcher-Miner road. In doing so, the current facility has not had sufficient room to windrow the yard waste material to produce finished compost.

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	709,439	786,525	786,525	787,971	819,400
Supplies & Materials	124,526	115,021	114,778	114,778	147,998
Services & Maintenance	157,110	147,590	147,833	147,833	166,145
Capital Equipment	0	0	0	0	0
Internal Services	46,988	47,003	47,003	60,088	98,073
Subtotal	1,038,064	1,096,139	1,096,139	1,110,670	1,231,616
Capital Projects	0	0	0	0	0
Cost Allocation	427,789	459,554	459,554	552,750	472,778
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	427,789	459,554	459,554	552,750	472,778
Division Total	1,465,853	1,555,693	1,555,693	1,663,420	1,704,394

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 and personal injury prevention training.
- Continue monitoring the customer base to provide effective and efficient residential yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	32,447	33,171	34,042	33,611	34,043
Annual tons collected	6,473	5,895	8,876	4,042	6,184
Percent hours lost to OJI (hours lost/total hours worked)	0%	1%	0%	0%	0%
Chargeable vehicle accidents per year	1	6	1	2	0
Reduce average number of complaints per route per year	19	22	10	25	12
Average number of households per route per day	1,082	1,106	1,135	1,120	1,135

Notes to Results Report:

OJI – On-the-Job Injury

DIVISION SUMMARY

033-5566 SANITATION / RECYCLING OPERATION

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner, and treat customers with courtesy and commitment to a cleaner Norman.

DESCRIPTION:

The Recycling Section is responsible for maintaining the three-drop station locations and the isolated cardboard and newspaper containers, as well as transporting recycling material to the contracted wholesaler.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	163,816	180,065	180,065	180,468	214,423
Supplies & Materials	40,855	41,196	43,696	43,696	36,187
Services & Maintenance	254,017	767,400	767,000	767,000	856,400
Capital Equipment	46,169	21,150	21,150	21,150	64,011
Internal Services	26,120	26,056	26,056	16,401	14,596
Subtotal	530,977	1,035,867	1,037,967	1,028,715	1,185,617
Capital Projects	0	0	0	0	0
Cost Allocation	33,833	36,348	36,348	43,719	37,393
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	33,833	36,348	36,348	43,719	37,393
Division Total	564,810	1,072,215	1,074,315	1,072,434	1,223,010

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	$158,069	$188,309	$187,555	$134,096	$138,119
Total tons of waste recycled	2,527.55	2,268.52	2,495	1,835	1,872
Collect the following quantities (tons) of recyclable materials:					
Glass	290.45	262.68	311	166	171
Aluminum	18.91	21.85	23	16	16
Steel Cans	38.72	35.73	41	25	26
Plastic	157.24	124.89	137	102	105
Cardboard	1,087.91	1,202.44	1,209	1,226	1,263
Newspaper	742.74	499.94	634	242	249
Mixed Office Paper	191.58	120.99	139	57	59

Notes to Results Report:

The plan numbers for FYE 2009 were calculated at the same rate as FYE 2008 numbers because of the implementation of curbside recycling in March 2008.

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	861,742	728,253	728,253	732,166	771,462
Supplies & Materials	329,141	358,119	356,630	356,630	429,759
Services & Maintenance	28,174	29,880	29,880	29,880	13,165
Capital Equipment	104,430	749,300	1,278,712	1,278,712	460,066
Internal Services	266,997	360,173	360,173	349,877	367,463
Subtotal	1,590,484	2,225,725	2,753,648	2,747,265	2,041,915
Capital Projects	0	0	0	0	0
Cost Allocation	251,299	269,961	269,961	324,708	277,727
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	251,299	269,961	269,961	324,708	277,727
Division Total	1,841,783	2,495,686	3,023,609	3,071,973	2,319,642

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	32,447	33,171	34,042	33,611	34,043
Percent hours lost to OJI (hours lost/total hours worked)	3%	0%	0%	0	0%
Chargeable vehicle accidents per year	4	6	1	3	1
Reduce average number of complaints per route per year	96	76	70	78	30
Average number of households per route per day	811	829	851	840	851

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	545,469	520,511	520,511	523,405	554,641
Supplies & Materials	312,449	296,298	297,201	297,201	373,291
Services & Maintenance	1,524,748	1,540,393	1,540,209	1,540,209	1,861,299
Capital Equipment	246,484	190,000	190,000	190,000	321,575
Internal Services	102,299	109,696	109,696	133,069	146,728
Subtotal	2,731,450	2,656,898	2,657,617	2,683,884	3,257,534
Capital Projects	0	0	0	0	0
Cost Allocation	101,841	109,405	109,405	131,594	112,553
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	101,841	109,405	109,405	131,594	112,553
Division Total	2,833,291	2,766,303	2,767,022	2,815,478	3,370,087

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	91,924	97,818	96,663	93,132	95,926
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 10 - FYE 14 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	71,457	2,487,741	2,228,558	2,228,558	2,604,361
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	71,457	2,487,741	2,228,558	2,228,558	2,604,361
Division Total	71,457	2,487,741	2,228,558	2,228,558	2,604,361

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	144,775	142,719	142,719	142,719	484,394
Interfund Transfers	0	0	0	0	0
Subtotal	144,775	142,719	142,719	142,719	484,394
Division Total	144,775	142,719	142,719	142,719	484,394

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	22	22	22	22	22
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	23	23	23	23	23

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,482,483	1,686,871	1,686,871	1,699,652	1,755,737
Supplies & Materials	135,639	191,329	147,740	147,740	188,634
Services & Maintenance	993,182	1,012,853	1,216,053	1,260,006	1,024,396
Capital Equipment	269,777	13,000	24,981	24,981	60,409
Internal Services	40,553	39,144	39,144	44,432	43,386
Subtotal	2,921,633	2,943,197	3,114,789	3,176,811	3,072,562
Capital Projects	2,677,963	2,575,000	2,749,942	2,929,942	676,200
Cost Allocations	897,509	847,439	847,439	1,177,454	924,488
Debt Service	1,712,284	1,685,483	1,685,483	1,685,483	1,670,260
Interfund Transfers	2,525,137	2,869,995	2,869,995	6,738,697	3,018,921
Subtotal	7,812,893	7,977,917	8,152,859	12,531,576	6,289,869
Fund Total	10,734,526	10,921,114	11,267,648	15,708,387	9,362,431

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	296,542	312,145	312,145	314,593	323,861
Supplies & Materials	5,013	7,672	7,572	7,572	8,314
Services & Maintenance	37,541	38,542	38,642	38,642	138,542
Capital Equipment	17,952	4,000	8,400	8,400	2,500
Internal Services	9,046	6,290	6,290	7,547	4,507
Subtotal	366,094	368,649	373,049	376,754	477,724
Capital Projects	0	0	0	0	0
Cost Allocations	461,053	383,742	383,742	641,350	457,373
Debt Service	0	0	0	0	0
Interfund Transfers	2,525,137	2,869,995	2,869,995	6,738,697	3,018,921
Subtotal	2,986,190	3,253,737	3,253,737	7,380,047	3,476,294
Division Total	3,352,284	3,622,386	3,626,786	7,756,801	3,954,018

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	9	10	11	12	12
Formal operations training hours per operator	n/a	n/a	6	6	6
Reduction in electrical cost by 5% daily maximum Kwh used in the biological treatment process	n/a	n/a	$14,500	$15,500	$15,000

Notes to Results Report:

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

Reduction in electrical cost is also linked to sludge improvements and project. However, operators can affect the cost and Kwh used based on their decisions.

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	148,268	146,906	146,906	148,302	154,989
Supplies & Materials	21,006	39,276	30,276	30,276	39,805
Services & Maintenance	557,857	372,622	463,647	463,647	215,159
Capital Equipment	103,420	0	7,581	7,581	0
Internal Services	11,116	12,475	12,475	10,872	13,195
Subtotal	841,667	571,279	660,885	660,678	423,148
Capital Projects	0	0	0	0	0
Cost Allocations	61,230	63,725	63,725	75,204	65,221
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	61,230	63,725	63,725	75,204	65,221
Division Total	902,897	635,004	724,610	735,882	488,369

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.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
PSRP requirements met	98%	98%	100%	100%	100%
Number of in-house training hours per employee	9	10	10	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	255,459	269,830	269,830	273,978	279,813
Supplies & Materials	8,999	15,446	16,375	16,375	14,579
Services & Maintenance	24,270	133,049	253,254	253,254	133,049
Capital Equipment	19,689	4,500	4,500	4,500	0
Internal Services	5,073	4,906	4,906	7,307	6,781
Subtotal	313,489	427,731	548,865	555,414	434,222
Capital Projects	0	0	0	0	0
Cost Allocations	128,688	132,899	132,899	165,033	135,675
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	128,688	132,899	132,899	165,033	135,675
Division Total	442,177	560,630	681,764	720,447	569,897

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.
- Establish a year round compact fluorescent bulb collection program.
- 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Permitted industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	78%	90%	100%	100%	100%
Required licensed food establishments participating in fats, oil and grease program	100%	100%	100%	100%	100%
Waste silver dischargers participating in the Silver Program	100%	100%	100%	100%	100%
Revenue collected	$103,643	$91,114	$100,550	$92,000	$94,000
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	147,456	209,722	209,722	210,967	220,948
Supplies & Materials	11,415	18,170	14,170	14,170	18,170
Services & Maintenance	5,743	8,840	3,840	3,840	8,840
Capital Equipment	0	3,000	3,000	3,000	0
Internal Services	426	51	51	1,513	1,456
Subtotal	165,040	239,783	230,783	233,490	249,414
Capital Projects	0	0	0	0	0
Cost Allocations	71,105	78,011	78,011	90,206	76,185
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	71,105	78,011	78,011	90,206	76,185
Division Total	236,145	317,794	308,794	323,696	325,599

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percent compliance with QC standards	100%	100%	100%	100%	100%
Number of deficiencies on ODEQ annual inspection	2	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	623,227	748,268	748,268	751,812	776,126
Supplies & Materials	89,205	110,765	79,347	79,347	107,766
Services & Maintenance	367,772	459,800	456,670	500,623	528,806
Capital Equipment	128,716	1,500	1,500	1,500	57,909
Internal Services	14,891	15,422	15,422	17,193	17,447
Subtotal	1,223,812	1,335,755	1,301,207	1,350,475	1,488,054
Capital Projects	0	0	0	0	0
Cost Allocation	175,433	189,062	189,062	205,661	190,034
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	175,433	189,062	189,062	205,661	190,034
Division Total	1,399,245	1,524,817	1,490,269	1,556,136	1,678,088

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 reduce manpower requirements needed to perform routine maintenance tasks.
- Reduce utilities cost by 5%.

OBJECTIVES:

- Hold training sessions as needed to review safety, operations, storm water, and process control issues.
- Monitor areas of excessive utility usage.
- Give at least one staff member the opportunity to upgrade ODEQ license.
- Provide operations and maintenance staff the support they need to make our plant process efficient.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 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	14,300	15,000	14,500	15,500	15,000
Number of training hours per employee	10	10	12	12	12

Notes to Results Report:
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 10 - FYE 14 for a detailed analysis of Wastewater Fund Capital Operations.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	2,677,963	2,575,000	2,749,942	2,929,942	676,200
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,677,963	2,575,000	2,749,942	2,929,942	676,200
Division Total	2,677,963	2,575,000	2,749,942	2,929,942	676,200

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	1,712,284	1,685,483	1,685,483	1,685,483	1,670,260
Interfund Transfers	0	0	0	0	0
Subtotal	1,712,284	1,685,483	1,685,483	1,685,483	1,670,260
Division Total	1,712,284	1,685,483	1,685,483	1,685,483	1,670,260

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,231,271	1,517,848	1,517,848	1,521,808	1,579,534
Supplies & Materials	146,992	179,407	179,542	179,542	194,968
Services & Maintenance	303,442	338,820	387,604	386,196	340,982
Capital Equipment	156,076	78,100	195,096	195,096	149,500
Internal Services	129,269	159,112	159,112	168,279	212,648
Subtotal	1,967,049	2,273,287	2,439,202	2,450,921	2,477,632
Capital Projects	2,357,190	2,918,000	6,467,560	6,467,560	2,941,650
Cost Allocation	616,977	624,337	624,337	761,876	645,897
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,974,167	3,542,337	7,091,897	7,229,436	3,587,547
Fund Total	4,941,216	5,815,624	9,531,099	9,680,357	6,065,179

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 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,223,056	1,445,437	1,445,437	1,448,419	1,503,073
Supplies & Materials	145,001	177,119	177,254	177,254	191,727
Services & Maintenance	302,971	336,720	385,504	384,096	338,882
Capital Equipment	154,316	78,100	195,096	195,096	149,500
Internal Services	129,269	159,112	159,112	168,279	212,648
Subtotal	1,954,613	2,196,488	2,362,403	2,373,144	2,395,830
Capital Projects	0	0	0	0	0
Cost Allocation	616,977	624,337	624,337	761,876	645,897
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	616,977	624,337	624,337	761,876	645,897
Division Total	2,571,590	2,820,825	2,986,740	3,135,020	3,041,727

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 1,800,000 feet of sewer main
- CCTV a minimum of 270,000 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	.025	0	0	0	0
Response to citizen calls (business hours)	.24 hr	.23 hr	.30 hr	.2530 hr	.28 hr
Percent hours lost due to OJI per 1,000 hours worked	0	0	0	0	0
Feet of sewer line cleaned	1,435,177	1,508,714	1,500,000	1,800,000	1,800,000
Feet of sewer line roots mechanically removed	76,535	35,878	30,000	30,000	40,000
Feet of sewer pipe treated for roots	70,020	96,736	96,736	100,000	100,000
Feet of sewer pipe CCTV inspected	213,959	186,397	230,000	250,000	270,000
Number of sanitary sewer overflows	93	62	60	60	50
Lift station preventative maintenance hours	4,903 hrs	4,800 hrs	4,800 hrs	4,200 hrs	4,500 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	3,134	3,771	3,000	3,000	3,000
Number of service requests responded to	781	471	750	740	500

Notes to Results Report:

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	72,411	72,411	73,389	76,461
Supplies & Materials	1,990	2,288	2,288	2,288	3,241
Services & Maintenance	471	2,100	2,100	2,100	2,100
Capital Equipment	1,760	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	4,221	76,799	76,799	77,777	81,802
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	4,221	76,799	76,799	77,777	81,802

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 complaints.

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 complaint tracking.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	100%	99%	90%	97%	90%
Respond to public requests for information within 4 working hours – 70% of the time	100%	95%	70%	95%	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 10 – FYE 14 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	2,357,190	2,918,000	6,467,560	6,467,560	2,941,650
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,357,190	2,918,000	6,467,560	6,467,560	2,941,650
Division Total	2,357,190	2,918,000	6,467,560	6,467,560	2,941,650

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	875,521	1,955,284	9,743,152	9,743,152	8,565,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	845,000
Interfund Transfers	0	0	0	0	0
Subtotal	875,521	1,955,284	9,743,152	9,743,152	9,410,000
Fund Total	875,521	1,955,284	9,743,152	9,743,152	9,410,000

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	6,584,619	1,583,716	10,861,933	10,861,933	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	2,740,800
Subtotal	6,584,619	1,583,716	10,861,933	10,861,933	2,740,800
Fund Total	6,584,619	1,583,716	10,861,933	10,861,933	2,740,800

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	49	49	49	49	49
Part-time Positions	2	3	3	3	3
Total Budgeted Positions	51	52	52	52	52

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	3,272,669	3,485,922	3,485,922	3,508,605	3,662,106
Supplies & Materials	1,308,741	1,425,602	1,760,129	1,760,129	1,722,181
Services & Maintenance	1,653,001	2,128,774	2,222,017	2,176,231	2,528,265
Capital Equipment	384,823	185,591	195,683	195,683	131,806
Internal Services	224,024	334,364	334,364	352,830	347,241
Subtotal	6,843,258	7,560,253	7,998,115	7,993,478	8,391,599
Capital Projects	4,041,995	19,775,200	27,951,997	17,884,902	20,164,550
Cost Allocations	1,450,041	1,561,142	1,561,142	1,774,940	1,610,786
Debt Service	1,739,767	1,800,310	1,814,030	1,814,030	2,436,777
Interfund Transfers	604,599	546,366	589,866	589,866	427,799
Subtotal	7,836,402	23,683,018	31,917,035	22,063,738	24,639,912
Fund Total	14,679,660	31,243,271	39,915,150	30,057,216	33,031,511

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	578,763	598,386	598,386	606,421	627,235
Supplies & Materials	5,775	10,362	10,362	10,362	10,212
Services & Maintenance	24,300	40,645	40,786	39,747	48,166
Capital Equipment	3,393	1,500	1,500	1,500	2,300
Internal Services	7,692	8,907	8,907	8,406	8,667
Subtotal	619,924	659,800	659,941	666,436	696,580
Capital Projects	0	0	0	0	0
Cost Allocation	143,466	155,684	155,684	174,040	159,791
Debt Service	0	0	0	0	0
Interfund Transfers	604,599	546,366	589,866	589,866	427,799
Subtotal	748,065	702,050	745,550	763,906	587,590
Division Total	1,367,989	1,361,850	1,405,491	1,430,342	1,284,170

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	*37,185	39,233	39,233	39,233	41,871
Supplies & Materials	1,873	1,400	1,400	1,400	1,400
Services & Maintenance	352	0	0	0	0
Capital Equipment	0	2,816	2,862	2,862	0
Internal Services	0	0	0	0	0
Subtotal	39,410	43,449	43,495	43,495	43,271
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	39,410	43,449	43,495	43,495	43,271

*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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 3 weeks of receipt of as-built of the final plat	48%	49%	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 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:

To provide safe, reliable, efficient and cost-effective services to the residents and businesses of the City of Norman while ensuring the protection of public health and the environment through the operation, repair and improvement to the water distribution and wastewater collection systems.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, by ensuring competent and dependable distribution of water and safely transporting wastewater from the citizenry to the wastewater treatment facility in accordance with ODEQ (Oklahoma Department of Environmental Quality) and EPA (Environmental Protection Agency) regulations and standards. All Division employees, except administrative technicians, are properly licensed by the ODEQ. Continuous training is provided for license renewal to provide personnel with skills necessary to safeguard public health and safety.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	3	4	4	4	4

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	247,168	209,570	209,570	209,570	224,223
Supplies & Materials	2,470	3,972	5,012	5,012	4,188
Services & Maintenance	59,954	79,879	79,884	83,247	82,683
Capital Equipment	0	0	0	0	0
Internal Services	4,223	4,836	4,836	5,714	5,435
Subtotal	313,815	298,257	299,302	303,543	316,529
Capital Projects	0	0	0	0	0
Cost Allocation	86,080	93,409	93,409	104,425	95,874
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	86,080	93,409	93,409	104,425	95,874
Division Total	399,895	391,666	392,711	407,968	412,403

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 all data to regulatory agencies on time.
- 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer complaints handled in 1 day	n/a	18	20	20	20
% 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	150	100	100	100
% of invoices processed for payment authorization within 1 day of receipt	n/a	n/a	100%	95%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,170	1,170	1,190	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 522 miles of water lines and associated 4,933 fire hydrants and 7,706 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 34,882 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	1,313,288	1,499,821	1,499,821	1,503,870	1,574,304
Supplies & Materials	355,774	390,566	400,256	400,256	415,450
Services & Maintenance	39,961	57,636	58,246	58,246	58,306
Capital Equipment	336,531	144,175	154,267	154,267	55,501
Internal Services	152,365	249,832	249,832	264,266	289,827
Subtotal	2,197,919	2,342,030	2,362,422	2,380,905	2,393,388
Capital Projects	0	0	0	0	0
Cost Allocation	717,616	778,714	778,714	870,550	799,263
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	717,616	778,714	778,714	870,550	799,263
Division Total	2,915,535	3,120,744	3,141,136	3,251,455	3,192,651

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.
- 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 customers and citizens and their needs.
- 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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	2.55 hours	2.14 hours	2 hours	2.30 hours	2.3 hours
Number of AMR meters installed	n/a	200	500	500	600
Service calls completed	3,948	4,484	3,000	3,800	3,500
Number of locates completed	3,349	3,844	3,000	3,200	3,000
Number of valves exercised	2,304	1,924	2,000	1,200	2,000
Percent hours lost to OJI per 1,000 hours worked	4.3%	5.3%	0.01%	3.9%	0.01%
Hours of safety training per year	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	5,530 ft	8,380 ft	3,490 ft	3,490 ft	5,980 ft
Feet of "hot soils" (corrosive soils) pipe replaced	3,568 ft	3,736 ft	2,160 ft	3,880 ft	3,275 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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	4	3	3	3	3

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	279,039	269,975	269,975	274,368	288,803
Supplies & Materials	1,778	4,250	4,200	4,200	4,321
Services & Maintenance	514,581	751,493	752,109	703,999	806,016
Capital Equipment	2,873	3,000	2,954	2,954	9,675
Internal Services	55,759	67,166	67,166	69,258	37,628
Subtotal	854,030	1,095,884	1,096,404	1,054,779	1,146,443
Capital Projects	0	0	0	0	0
Cost Allocation	502,879	533,335	533,335	625,925	555,858
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	502,879	533,335	533,335	625,925	555,858
Division Total	1,356,909	1,629,219	1,629,739	1,680,704	1,702,301

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:

- Configure and implement new maintenance database software and assist the Plant and Wells divisions in inputting routine scheduled maintenance tasks.
- Train operators in data input procedures.
- Involve more personnel in safety inspections and analysis of job hazards to increase safety awareness.
- Retain higher skilled, cross-trained workers.
- Develop better handout materials for plant tours.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Total hours lost to OJI (safety)	600	0	0	0	0
Safety training sessions held (safety)	12	13	12	12	12
Tours conducted (public education)	16	9	9	7	9
Number of people on tours	179	104	120	90	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	1	1	1	1
Total Budgeted Positions	1	2	2	2	2

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	83,953	101,846	101,846	103,084	109,133
Supplies & Materials	30,399	33,599	33,099	33,099	33,762
Services & Maintenance	20,783	32,461	37,995	37,995	32,461
Capital Equipment	3,600	4,500	4,500	4,500	27,000
Internal Services	624	553	553	849	810
Subtotal	139,359	172,959	177,993	179,527	203,166
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	139,359	172,959	177,993	179,527	203,166

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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	100%	100%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	100%	100%	100%	95%	100%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	4	0	0	0	0
WTP and Water Well sample collection	n/a	100%	100%	100%	100%

Notes to Results Report:

WTP – Water Treatment Plant
DEQ – Department of Environmental Quality
EPA – Environmental Protection Agency

DIVISION SUMMARY

031-5534 WATER / TREATMENT PLANT

MISSION:

To provide for the safe, efficient and effective operation and maintenance of the Water Treatment Plant.

DESCRIPTION:

The Water Treatment Plant Division maintains the Water Treatment Plant, and operates both the Treatment Plant and water wells.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	640,951	657,809	657,809	661,952	681,012
Supplies & Materials	902,356	968,841	1,293,188	1,293,188	1,235,310
Services & Maintenance	881,722	1,046,636	1,132,496	1,132,496	1,380,609
Capital Equipment	11,114	6,600	6,600	6,600	10,330
Internal Services	1,533	1,093	1,093	1,958	2,277
Subtotal	2,437,675	2,680,979	3,091,186	3,096,194	3,309,538
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	2,437,675	2,680,979	3,091,186	3,096,194	3,309,538

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.
- Increase feed of carbon and run more wells, during taste and odor events.
- Operate the water production facilities to meet water demand.
- Continue development of a maintenance database to schedule preventative maintenance and track actual work performed, both scheduled and unscheduled.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percent of time tap turbidity was less than 0.1 NTU**	89.98%	64.87%	95%	84.11%	95%
Percent of positive bacterial water samples (water quality)	0.09%	.045%	0.5%	0.1%	0.5%
Number of complaints on water quality or pressure	34	40	80	40	80
Water production, million gallons per day*					
Average day	12.63	12.32	14.68	13.30	14.96
Maximum day	24.26	22.33	29.35	23.38	29.92

Notes to Results Report:

*Water production predictions (plan and estimate) are based on the CH2M Hill Master Water Plan.

**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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	112,728	109,282	109,282	110,106	115,525
Supplies & Materials	8,316	12,612	12,612	12,612	17,538
Services & Maintenance	111,293	119,365	119,842	119,842	119,365
Capital Equipment	27,311	23,000	23,000	23,000	27,000
Internal Services	1,829	1,977	1,977	2,379	2,597
Subtotal	261,478	266,236	266,713	267,939	282,025
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	261,478	266,236	266,713	267,939	282,025

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- Keep all wells in good operating condition, especially during the peak demand period.

OBJECTIVES:

- Develop a maintenance database to track routine and emergency maintenance work.
- Perform all scheduled maintenance the week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of routine maintenance completed the same week it is scheduled	n/a	n/a	95%	n/a	90%
Percentage of peak period (May – September) that all wells are operational	89.9%	93%	90%	97%	90%
Percent of time well production is in the "target" range	1.10%	1.37%	25%	13.49%	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. It is based on achieving production of 75% of maximum capacity in the winter, 85% of maximum capacity in the spring and fall, and 95% of the maximum capacity in the summer. "Target range" operation was not in effect until March 2009.

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 10 - FYE 14 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	4,041,995	19,775,200	27,951,997	17,884,902	20,164,550
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	4,041,995	19,775,200	27,951,997	17,884,902	20,164,550
Division Total	4,041,995	19,775,200	27,951,997	17,884,902	20,164,550

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	1,739,767	1,800,310	1,814,030	1,814,030	2,436,777
Interfund Transfers	0	0	0	0	0
Subtotal	1,739,767	1,800,310	1,814,030	1,814,030	2,436,777
Division Total	1,739,767	1,800,310	1,814,030	1,814,030	2,436,777

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	55	659	659	659	659
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	55	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	55	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	7	7	7	7	0
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	8	8	8	8	0

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10* PROPOSED
Salaries & Benefits	727,696	771,987	763,508	769,519	0
Supplies & Materials	109,876	123,368	123,622	123,622	0
Services & Maintenance	194,657	228,891	237,550	230,267	0
Capital Equipment	61,996	66,500	66,500	66,500	0
Internal Services	45,531	90,773	90,773	92,930	0
Subtotal	1,139,757	1,281,519	1,281,953	1,282,838	0
Capital Projects	12,250	0	24,750	24,750	0
Cost Allocations	0	0	0	0	0
Debt Service	212,673	205,711	205,711	205,711	0
Interfund Transfers	0	0	0	112,164	0
Subtotal	224,923	205,711	230,461	342,625	0
Fund Total	1,364,680	1,487,230	1,512,414	1,625,463	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Full-time Positions	2	2	2	2	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	0

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	174,009	188,606	188,606	190,674	0
Supplies & Materials	1,625	7,711	6,942	6,942	0
Services & Maintenance	167,615	201,189	207,881	200,598	0
Capital Equipment	496	0	0	0	0
Internal Services	1,502	66,981	66,981	68,922	0
Subtotal	345,247	464,487	470,410	467,136	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	345,247	464,487	470,410	467,136	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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	34,482	37,143	39,072	35,111	37,149
Men's & Women's Associations	15	15	15	21	21
Outside tournaments	42	38	45	42	42
Junior Academy Participants	86	94	100	100	100
Memberships:					
Regular annual	8	7	9	11	9
Senior annual	0	2	3	3	6
Junior annual	2	1	0	1	0
Junior summer	9	3	15	8	8

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

EXPENDITURES:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	440,691	466,635	466,635	470,478	0
Supplies & Materials	96,082	101,715	94,126	94,126	0
Services & Maintenance	13,194	13,517	15,409	15,409	0
Capital Equipment	61,500	66,500	66,500	66,500	0
Internal Services	35,739	14,504	14,504	15,108	0
Subtotal	647,206	662,871	657,174	661,621	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	647,206	662,871	657,174	661,621	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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.7%	98%	97%	99%	99%
Turf quality**	8.7	8.3	8.8	8.5	8.5
On the job injuries	1	0	0	3	0
Percent of disturbed area established in turf	97%	98%	99%	99%	99%

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	110,959	116,746	108,367	108,367	0
Supplies & Materials	12,171	13,942	22,554	22,554	0
Services & Maintenance	13,849	14,185	14,260	14,260	0
Capital Equipment	0	0	0	0	0
Internal Services	8,290	9,288	9,288	8,900	0
Subtotal	145,269	154,161	154,469	154,081	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	145,269	154,161	154,469	154,081	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 07 ACTUAL	FYE 08 ACTUAL	FYE 09 PLAN	FYE 09 ESTIMATE	FYE 10 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	$18,339	$3,108	$15,000	$30,000	$30,000
Number of swim lessons	822	720	800	700	700
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	30,520	24,660	31,000	31,000	31,000

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 10 - FYE 14 for a detailed analysis of Westwood Capital Projects.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	12,250	0	24,750	24,750	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	12,250	0	24,750	24,750	0
Division Total	12,250	0	24,750	24,750	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	212,673	205,711	205,711	205,711	0
Interfund Transfers	0	0	0	0	0
Subtotal	212,673	205,711	205,711	205,711	0
Division Total	212,673	205,711	205,711	205,711	0

capital projects fund

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 10 - FYE 14 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	432,590	455,056	455,056	460,768	493,128
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,992	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	250	353	353	353	375
Subtotal	434,832	455,409	455,409	461,121	493,503
Capital Projects	10,140,741	13,718,500	32,626,244	32,452,904	14,937,660
Cost Allocations	0	0	0	0	0
Debt Service	0	34,000	45,186	242,392	0
Interfund Transfers	2,588,101	3,109,222	3,775,922	4,505,208	3,267,658
Subtotal	12,728,842	16,861,722	36,447,352	37,200,504	18,205,318
Fund Total	13,163,674	17,317,131	36,902,761	37,661,625	18,698,821

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
Salaries & Benefits	432,590	455,056	455,056	460,768	493,128
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,992	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	250	353	350	353	375
Subtotal	434,832	455,409	455,409	461,121	493,503
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	434,832	455,409	455,409	461,121	493,503

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 10 - FYE 14 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	10,140,741	13,718,500	32,626,244	32,452,904	14,937,660
Cost Allocations	0	0	0	0	0
Debt Service	0	34,000	45,186	242,392	0
Interfund Transfers	2,588,101	3,109,222	3,775,922	4,505,208	3,267,658
Subtotal	12,728,842	16,861,722	36,447,352	37,200,504	18,205,318
Division Total	12,728,842	16,861,722	36,447,352	37,200,504	18,205,318

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	485	0	45,811	24,623	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	485	0	45,811	24,623	0
Fund Total	485	0	45,811	24,623	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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	840,409	18,614,898	19,257,484	1,576,000	4,471,500
Cost Allocations	0	0	0	0	0
Debt Service	1,024,400	1,800,000	1,800,000	943,650	943,650
Interfund Transfers	0	0	641,700	641,700	0
Subtotal	1,864,809	20,414,898	21,699,184	3,161,350	5,415,150
Fund Total	1,864,809	20,414,898	21,699,184	3,161,350	5,415,150

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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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 08 ACTUAL	FYE 09 ORIGINAL	FYE 09 REVISED	FYE 09 ESTIMATE	FYE 10 PROPOSED
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	119,000	99,085	99,085	576,200
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	119,000	99,085	99,085	576,200
Fund Total	0	119,000	99,085	99,085	576,200

SPECIAL GRANTS FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
na	022-9813-452	36th/Ed Noble Plant Replacements	24,700	0	0	0	0	0	0
na	022-9834-452	Legacy S Ext/Campus-Duffy	320,000	0	0	0	0	0	0
na	022-9205-452	Veteran's Memorial	5,000	0	0	0	0	0	0
	TOTAL SPECIAL REVENUE FUND 22 PROJECTS		**349,700**	**0**	**0**	**0**	**0**	**0**	**0**

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES										
13	027-9368-431	TF0001	Campus Corner Revitalization	333,337	83,189	0	0	0	0	0
	TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS			**333,337**	**83,189**	**0**	**0**	**0**	**0**	**0**

WESTWOOD FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 10 PROJECTED	FYE 11 PROJECTED	FYE 12 PROJECTED	FYE 13 PROJECTED	FYE 14 PROJECTED	Beyond Five Years
EXPENDITURES									
		CAPITAL PROJECTS - GOLF							
na	030-9372-451	Compost/sod/cartpath/fence	0	0	0	0	0	0	0
		Subtotal GOLF	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		CAPITAL PROJECTS - POOL							
na		No projects scheduled	0	0	0	0	0	0	0
		Subtotal POOL	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		TOTAL WESTWOOD PARK FUND 30* PROJECTS	**0**	**0**	**0**	**0**	**0**	**0**	**0**

* Beginning in FYE 2010 Westwood will become a special revenue fund - Fund 29.

WATER FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
		ARSENIC TREATMENT							
23	031-9345-462	Arsenic Related Well Modifications	121,244	527,000	0	0	0	0	0
24	031-9345-462	Arsenic Treatment - Well 31 Arsenic Removal	262,900	225,000	0	0	0	0	0
		Subtotal Arsenic Treatment Projects	**384,144**	**752,000**	**0**	**0**	**0**	**0**	**0**
		WATER DISTRIBUTION SYSTEM							
25	031-9360-462	Water Distribution Improvements-Segment A (PayGo)	0	0	0	0	0	0	887,500
26	031-9360-462	Water Distribution Improvements-Segment B	0	0	0	0	0	0	2,608,100
27	031-9360-462	Water Distribution Improvements-Segment D (PayGo)	0	0	0	1,177,745	847,375	0	1,050,490
56	031-9345-462	Water Supply Lines Phase 2 (PayGo) 12"&16"	0	1,278,911	0	0		0	0
28	031-9345-462	Water Supply Lines Phase 3	0	0	0	3,033,000	0	4,581,000	0
na	031-9360-462	Water System Improvements Segment F	193,100	0	0	0	0	0	0
29	031-9360-462	Water Distribution Improvements-Segment G	0	0	0	0	499,700	0	0
30	031-9360-462	Water Distribution Improvements-Segment H	0	0	0	313,000	0	0	0
		Subtotal Water Distribution System Projects	**193,100**	**1,278,911**	**0**	**4,523,745**	**1,347,075**	**4,581,000**	**4,546,090**
		WATER TOWERS							
31	031-9354-462	Water Tower Maint - Boyd Tower	0	540,000	0	0	0	0	0
na	031-9354-462	Water Tower Maint - Brookhaven Tower	31,141	0	0	0	0	0	0
32	031-9354-462	Water Tower Maint - Cascade Tower	0	0	0	0	440,000	0	0
33	031-9354-462	Water Tower Maint - Hall Park	0	35,000	350,000	0	0	0	0
34	031-9354-462	Water Tower Maint - Lindsey Tower	0	200,000	0	0	0	0	0
35	031-9354-462	Water Tower Maint - Robinson Tower	0	0	270,000	0	0	0	0
36	031-9354-462	Water Towers - SW or SE	100,000	0	0	2,700,000	0	0	0
		Subtotal Water Tower Projects	**131,141**	**775,000**	**620,000**	**2,700,000**	**440,000**	**0**	**0**
		WATER WELL AND DISTRIBUTION SYSTEM							
37	031-9380-462	Cleveland County Detention Center Infrastructure	0	50,000	0	0	0	0	0
na	031-9353-462	Rebuild Well Houses	28,129	0	0	0	0	0	0
na	031-9345-462	Water Supply Lines, Phase 1 (16" WL FYE06)	1,464	0	0	0	0	0	0
38	031-9939-462	Water Well #23 Modifications	0	15,000	0	0	0	0	0
na	031-9345-462	Water Well #41	793	0	0	0	0	0	0
na	031-9345-462	Water Well #42	21,418	0	0	0	0	0	0
na	031-9345-462	Water Well #43	9,110	0	0	0	0	0	0
39	031-9353-462	Water Well Telemetry	0	100,000	0	0	0	0	0
40	031-9939-462	Water Wells (Plugging)	0	30,000	0	0	0	0	0
		Subtotal Water Well and Distribution System Projects	**60,914**	**195,000**	**0**	**0**	**0**	**0**	**0**
41		**URBAN SERVICE AREA WATER LINES**							
		FYE 2008 Lines							
	031-9343-462	Overton Dr: Morren Dr to Orr Dr to Morren Dr water line replacement	1,095	0	0	0	0	0	0
		FYE 2009 Lines							
	031-9343-462	W/L Hoover St: Pickard Ave. to Chautauqua	40,500	0	0	0	0	0	0
	031-9343-462	W/L Wilson St: Pickard Ave.to Flood Ave.	12,767	0	0	0	0	0	0
	031-9343-462	W/L Lahoma Ave.: Hoover St. to Wilson	12,500	0	0	0	0	0	0
	031-9343-462	W/L Wilson St.: Lahoma Ave. to Chautauqua	13,800	0	0	0	0	0	0
	031-9343-462	W/L Flood Ave.: Lindsey St. to Hoover	25,695	0	0	0	0	0	0
		FYE 2010 Lines							
	031-9343-462	Creston Way: Reed to Tollie	0	25,000	0	0	0	0	0
	031-9343-462	Villa: Alameda to Creston Way	0	25,000	0	0	0	0	0
	031-9343-462	Morren Drive: SE 12th to Mt. Vernon	0	46,500	0	0	0	0	0
	031-9343-462	Atterbury Drive: Morren Dr. to Stanton Dr. to Morren Dr.	0	57,500	0	0	0	0	0
		FYE 2011 Lines							
	031-9343-462	Flood Ave: Cruce St to Chautauqua Ave	0	0	26,250	0	0	0	0
	031-9343-462	Clement St:Flood to end	0	0	8,593	0	0	0	0
	031-9343-462	Cruce St:Flood to Chautauqua	0	0	28,125	0	0	0	0
	031-9343-462	Nebraska:Berry to Barbour	0	0	39,100	0	0	0	0
	031-9343-462	Barbour: Iowa to Glenwood	0	0	34,375	0	0	0	0
		FYE 2012 Lines							
	031-9343-462	Crawford Ave: Ridge Rd to Crystal Cir	0	0	0	70,000	0	0	0
	031-9343-462	Crystal Cir: Porter to end	0	0	0	42,000	0	0	0
	031-9343-462	Falcon Ct:Crawford Ave to end of cul de sac	0	0	0	27,000	0	0	0
	031-9343-462	Skylark: Crawford Ave to end of cul de sac	0	0	0	27,000	0	0	0
	031-9343-462	Wren: Falcon Ct to Skylark	0	0	0	12,000	0	0	0
	031-9343-462	Chandelier Dr: Crystal Cir to Crystal Bend to end	0	0	0	37,800	0	0	0
		FYE 2013 Lines							
	031-9343-462	High Meadows: 12th NE to Northcliff Ave	0	0	0	0	76,000	0	0
	031-9343-462	Westfield: High Meadows to cul-de-sac	0	0	0	0	12,000	0	0
	031-9343-462	Wind Hill Rd: High Meadows to cul-de-sac	0	0	0	0	18,000	0	0
	031-9343-462	Peach Tree Ln: Glen Oaks Dr to Dalewood Pl	0	0	0	0	56,000	0	0
	031-9343-462	Dalewood Pl: Peach Tree Ln to Clearwater	0	0	0	0	18,000	0	0
		FYE 2014 Lines							
	031-9343-462	Comanche:Porter to Jones	0	0	0	0	0	56,000	0
	031-9343-462	Crawford:Main to Comanche	0	0	0	0	0	16,000	0
	031-9343-462	Peters: Main to Gray	0	0	0	0	0	16,000	0
	031-9343-462	Peters: Main to Eufaula	0	0	0	0	0	36,000	0
		Subtotal Urban Service Area Water Line Projects	**106,357**	**154,000**	**136,443**	**215,800**	**180,000**	**124,000**	**0**

WATER FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
		DUCTILE IRON WATER LINES							
42	031-9360-462	Pendleton Drive Area: Ductile WL Replacement	626,800	374,900	0	0	0	0	0
na	031-9360-462	Applecreek Apts Ductile Iron Water Line Replacement	216,311	0	0	0	0	0	0
		Subtotal Ductile Iron Water Lines Projects	**843,111**	**374,900**	**0**	**0**	**0**	**0**	**0**
		WATER TREATMENT PLANT							
43	031-9353-462	High Pressure Plane Upgrade	236,000	0	0	429,000	331,000	0	0
na	031-9939-462	Security Improvements	23,385	0	0	0	0	0	0
na	031-9353-462	Upgrade SCADA System	14,616	0	0	0	0	0	0
44	031-9939-462	WTP Laboratory Roof and HVAC	0	46,000	0	0	0	0	0
na	031-9939-462	WTP-Safety Improvements/Roof Replacement	254,206	0	0	0	0	0	0
		Subtotal WTP Other Projects	**528,207**	**46,000**	**0**	**429,000**	**331,000**	**0**	**0**
45	031-9939-462	Water Treatment Plant Upgrade Phases 1 & 2							
		High Service Line Repair(PayGo)	219,700	77,250	0	0	580,000	0	0
		High Service Line Repair (SRF & grant)	**0**	**2,000,000**	**0**	**0**	**0**	**0**	**0**
		Replace Control System (PayGo)	48,400	15,000	0	0	100,000	0	0
		Replace Control System(SRF & grant)	**0**	**440,000**	**0**	**0**	**0**	**0**	**0**
		Taste and Odor (PayGo)	153,900	997,500	0	0	6,650,000	0	0
		Taste and Odor (SRF & grant)	**0**	**1,400,000**	**0**	**0**	**0**	**0**	**0**
		Filters (PayGo)	126,000	0	0	0	0	0	0
		Filters (SRF & grant)	**0**	**1,147,000**	**0**	**0**	**0**	**0**	**0**
		Backwash Tower Repaint	0	0	0	0	0	0	0
		Clarifier (PayGo)	260,100	0	0	0	0	0	0
		Clarifier (SRF & Grant)	**0**	**2,375,000**	**0**	**0**	**0**	**0**	**0**
		Residuals Upgrade (PayGo)	0	175,500	0	0	1,170,000	0	0
		Lime Slakers (PayGo)	108,300	0	0	0	0	0	0
		Lime Slakers (SRF & grant)	**0**	**986,000**	**0**	**0**	**0**	**0**	**0**
		Generator (PayGo)	0	165,000	0	0	0	0	0
		Generator (SRF & grant)	**0**	**1,099,700**	**0**	**0**	**0**	**0**	**0**
		Small Clarifiers (PayGo)	0	0	0	0	85,000	0	0
		Large Clarifier Repaint (PayGo)	26,200	0	0	0	0	0	0
		Large Clarifier Repaint (SRF & grant)	**0**	**238,000**	**0**	**0**	**0**	**0**	**0**
		Ammonia Feed (PayGo)	0	112,500	0	0	750,000	0	0
		Clearwell Repair (PayGo)	0	0	0	0	50,000	0	0
		42 inch Pipe chase	0	0	0	0	0	0	0
		Recarb Basin Rehab (PayGo)	35,700	0	0	0	0	0	0
		Recarb Basin Rehab (SRF & grant)	**0**	**325,000**	**0**	**0**	**0**	**0**	**0**
		Alum Feed (PayGo)	9,400	45,000	0	0	300,000	0	0
		Alum Feed (SRF & grant)	**0**	**85,000**	**0**	**0**	**0**	**0**	**0**
		Chlorine (PayGo)	0	281,250	0	0	1,875,000	0	0
		Fluoride (PayGo)	0	0	0	0	85,000	0	0
		Chemical Feed Building (PayGo)	94,000	0	0	0	280,000	0	0
		Chemical Feed Building (SRF & grant)	**0**	**855,000**	**0**	**0**	**0**	**0**	**0**
		Filter Building (PayGo)	0	0	0	0	430,000	0	0
		New Storage Area w/I New Building (PayGo)	0	34,500	0	0	230,000	0	0
		WTP Phase 1: Improvement (PayGo)	795,600	0	0	0	0	0	0
		WTP Phase 1: Improvement (SRF & grant)	**0**	**49,300**	**0**	**0**	**0**	**0**	**0**
		Subtotal WTP Upgrade Ph 1 & 2	**1,877,300**	**12,903,500**	**0**	**0**	**12,585,000**	**0**	**0**
		Subtotal Water Treatment Plant Projects	**2,405,507**	**12,949,500**	**0**	**429,000**	**12,916,000**	**0**	**0**
47		**HOT SOILS WATER LINE REPAIR PROGRAM**							
		FYE 2009 Lines							
	031-9344-462	Bart Conner Ct: Bart Conner Dr to cul de sac	35,000	0	0	0	0	0	0
	031-9344-462	Rock Creek Rd: 36 NW to Interstate Dr	65,000	0	0	0	0	0	0
	031-9521-462	Roof Repair Line Maintenance	0	0	0	0	0	0	7,187
		FYE 2010 Lines							
	031-9344-462	Canterbury St: Woods Ave to Robinson St hot soils water line	0	50,000	0	0	0	0	0
	031-9344-462	Barbour Ave: Denison Dr to Berry Rd hot soils water line	0	50,000	0	0	0	0	0
		FYE 2011 Lines							
	031-9344-462	Central Parkway: from NE 12 to end	0	0	50,000	0	0	0	0
	031-9344-462	Newburry Dr: from NE 12th to end	0	0	50,000	0	0	0	0
		FYE 2012 Lines							
	031-9344-462	Delancey Dr: From Central Parkway to Newbury Drive	0	0	0	50,000	0	0	0
	031-9344-462	Inglewood Dr: From Central Parkway to Newbury Drive	0	0	0	50,000	0	0	0
		FYE 2013 Lines							
	031-9344-462	Sandpiper Ln: Porter to War Bird Dr	0	0	0	0	48,000	0	0
	031-9344-462	Oriole Dr: Sandpiper Ln to Wilderness Dr	0	0	0	0	31,000	0	0
	031-9344-462	Summer Dr: 22nd Ave NE to Kara Ct	0	0	0	0	21,000	0	0
		FYE 2014 Lines							
	031-9344-462	Buckingham Dr: 36th NW to Brownwood Ln	0	0	0	0	0	65,000	0
	031-9344-462	Brownwood Ln: 36th NW to Buckingham Dr	0	0	0	0	0	35,000	0

WATER FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
		OTHER WATER PROJECTS							
na	031-9360-462	Lindsey Street Water Line	30,000	0	0	0	0	0	0
48	031-5551-462	Line Maintenance Facility Improvement-Roof	0	0	10,000	0	0	0	0
49	031-5551-462	Line Maintenance Facility Improvement-Windows	0	23,650	0	0	0	0	0
na	031-9064-462	Main E: Carter to 12th NE WL Relocation	26,895	0	0	0	0	0	0
50	031-	Raw Water Terminal Reservoir	0	0	0	0	0	0	15,815,150
51	031-	Raw Waterline (Phase 2)	0	0	0	0	0	0	23,744,000
na	031-9225-462	Robinson: Northcliff to 24th NE Water Line Replacement	7,926	0	0	0	0	0	0
na	031-9552-431	Rock Creek WL Relocation Cost Sharing	305,000	0	0	0	0	0	0
52	031-	**Trnsfr to Capital Fund for Boyd/Pickard Project**	**0**	**0**	**0**	**38,500**	**0**	**0**	**0**
53	031-9521-462	Waterline Replacement Berry Road	0	926,500	640,500	0	0	0	0
na	031-9345-462	Waterline Replacement Constitution/Dewey Loop	35,368	0	0	0	0	0	0
54	031-9521-462	Waterline Replacement Flood Avenue	0	303,000	303,000	303,000	0	0	0
na	031-9683-462	Waterline Replacement Hall Park	350,400	0	0	0	0	0	0
55	031-9356-462	SE Oklahoma Water Study	18,625	100,000	0	0	0	0	0
		Subtotal Other Water Projects	**874,214**	**1,453,150**	**1,053,500**	**441,500**	**100,000**	**100,000**	**39,566,337**
		SUBTOTAL PAYGO WATER PROJECTS	**4,998,488**	**17,932,461**	**1,809,943**	**8,310,045**	**14,983,075**	**4,805,000**	**44,112,427**
		WATER BOND PROJECTS Series 2006							
na	031-9345-462	42" Waterline (Segment A, WTP to 24th NE) (Bonds)	75,525	0	0	0	0	0	0
na	031-9360-462	24" Waterline (Segment D, SH 9, 24th SW to Jenkins) (Bonds)	268,459	0	0	0	0	0	0
na	031-9227-462	Well Design & Test	7,234	0	0	0	0	0	0
na	031-9345-462	Water Well #41	1,565	0	0	0	0	0	0
na	031-9345-462	Water Wells/Line 12" FY06	41,267	0	0	0	0	0	0
na	031-9345-462	Water Well # 51 to #61 (Design 11 wells)	283,590	0	0	0	0	0	0
na	031-9345-462	Water Well #44	59,108	0	0	0	0	0	0
na	031-9345-462	Water Well #45	66,364	0	0	0	0	0	0
na	031-9345-462	Water Well #46	196,018	0	0	0	0	0	0
na	031-9345-462	Water Well #47	190,618	0	0	0	0	0	0
na	031-9345-462	Water Well #48	179,607	0	0	0	0	0	0
na	031-9345-462	Water Well #49	157,559	0	0	0	0	0	0
na	031-9345-462	Water Well #50	399,263	0	0	0	0	0	0
na	031-9345-462	FYE 07 12" Water Line	241,529	0	0	0	0	0	0
na	031-9345-462	Water Well #51	399,109	0	0	0	0	0	0
na	031-9345-462	Water Well #52	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #53	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #54	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #55	398,109	0	0	0	0	0	0
na	031-9345-462	Monitor Wells	120,000	0	0	0	0	0	0
na	031-9345-462	Water Well #56	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #57	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #58	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #59	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #60	398,109	0	0	0	0	0	0
na	031-9345-462	Water Well #61	398,109	0	0	0	0	0	0
na	031-9345-462	Monitor Wells #56-61	120,000	0	0	0	0	0	0
56	031-9345-462	FYE 08 12" Water Line	2,021,000	0	0	0	0	0	0
56	031-9345-462	FYE 08 16" Water Line	536,000	0	0	0	0	0	0
56	031-9345-462	FYE 10 12" Water Line (Bond)	0	147,089	0	0	0	0	0
56	031-9345-462	FYE 10 16" Water Line	0	1,072,000	0	0	0	0	0
na	031-9345-462	Water Well #62	107,279	0	0	0	0	0	0
na	031-9345-462	Water Well #63	110,609	0	0	0	0	0	0
na	031-9345-462	Water Well #64	11,609	0	0	0	0	0	0
57	031-9356-462	WTP Raw Waterline (Phase I)	3,314,012	1,013,000	0	0	0	0	0
		Subtotal Bond Expenses for 2006 Water Bond Projects	**12,888,414**	**2,232,089**	**0**	**0**	**0**	**0**	**0**
		TOTAL ALL WATER FUND 31 PROJECTS	**17,886,902**	**20,164,550**	**1,809,943**	**8,310,045**	**14,983,075**	**4,805,000**	**44,112,427**

WASTEWATER FUNDS
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
na	032-9911-432	Environmental Services Building Foundation Repair	2,400	0	0	0	0	0	0
na	032-9163-432	Flood/Acres Intersection Sewer Lines	2,483	0	0	0	0	0	0
na	032-9337-432	Wastewater Flow Monitoring	400,000	0	0	0	0	0	0
na	032-9911-432	WWTP Aeration Basin Blower VFD	770,000	0	0	0	0	0	0
61	032-9911-432	WWTP Canadian River TMDL	200,000	18,000	0	0	0	0	0
na	032-9911-432	WWTP Co-Generation for Headworks	220,000	0	0	0	0	0	0
na	032-9363-432	WWTP Digester Cover Improvements	324,128	0	0	0	0	0	0
62	032-9911-432	WWTP Digester Gas Storage Sphere	0	0	1,240,000	0	0	0	0
na	032-9363-432	WWTP Digester Mixer Improvements	7,616	0	0	0	0	0	0
na	032-9911-432	WWTP Effluent Flow Measurement	6,364	0	0	0	0	0	0
63	032-	WWTP Effluent Re-Use System	0	0	1,998,000	0	0	0	0
64	032-9911-432	WWTP Effluent Truck Wash	0	275,000	0	0	0	0	0
65	032-9911-432	WWTP Main Control Building HVAC	0	23,000	0	0	0	0	0
na	032-9911-432	WWTP Modify Headworks Screw Conveyor	100,000	0	0	0	0	0	0
na	032-9911-432	WWTP North Digester Boiler(s) Replacement	500,000	0	0	0	0	0	0
na	032-9976-432	WWTP Roofing Project	11,951	0	0	0	0	0	0
na	032-9911-432	WWTP South Plant Sludge Pump Replacements	385,000	0	0	0	0	0	0
66	032-9911-432	WWTP SCADA Improvements	0	360,200	0	0	0	0	0
		TOTAL WASTEWATER FUND 32 PROJECTS	**2,929,942**	**676,200**	**3,238,000**	**0**	**0**	**0**	**0**

SEWER MAINTENANCE FUNDS
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
70	321-	Line Maintenance Facility Improvement-Roof	0	0	10,000	0	0	0	0
71	321-5551-432	Line Maintenance Facility Improvement-Windows	0	23,650	0	0	0	0	0
na	321-9048-432	NE Bishop Creek Interceptor	95,451	0	0	0	0	0	0
na	321-9338-432	San Sewer Replacements FYE 06 (Maint Plan)	7,660	0	0	0	0	0	0
na	321-9234-432	Sewage Lift Station Rehab FYE 09	17,867	0	0	0	0	0	0
72	321-	Sewer Force Main Rehab: Royal Oaks	0	0	18,000	364,000	0	0	0
73	321-9234-432	Sewer Lift Station Rehab: Ashton Grove	0	0	0	0	0	25,000	0
73	321-9234-432	Sewer Lift Station Rehab: Clearwater	0	25,000	0	0	0	0	0
73	321-9234-432	Sewer Lift Station Rehab: Hall Park	0	0	0	0	25,000	0	0
73	321-9234-432	Sewer Lift Station Rehab: Sutton Place	0	0	0	25,000	0	0	0
73	321-9234-432	Sewer Lift Station Rehab: Vo Tech	0	0	25,000	0	0	0	0
na	321-9338-432	Sewer Maint Plan FYE 2007	509,309	0	0	0	0	0	0
na	321-9338-432	Sewer Maint Plan FYE 2008	2,761,679	0	0	0	0	0	0
na	321-9338-432	Sewer Maint Plan FYE 2009	2,705,594	0	0	0	0	0	0
74	321-9338-432	Sewer Maint Plan FYE 2010	0	2,793,000	0	0	0	0	0
75	321-9338-432	Sewer Maint Plan FYE 2011	0	0	2,793,000	0	0	0	0
76	321-9338-432	Sewer Maint Plan FYE 2012	0	0	0	2,793,000	0	0	0
77	321-9338-432	Sewer Maint Plan FYE 2013	0	0	0	0	2,793,000	0	0
78	321-9338-432	Sewer Maint Plan FYE 2014	0	0	0	0	0	2,793,000	0
79	321-9974-432	SS Emergency Repairs	100,000	100,000	100,000	100,000	100,000	100,000	0
na	321-9234-432	WWTP-Lift Station Telemetry	270,000	0	0	0	0	0	0
		TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**6,467,560**	**2,941,650**	**2,946,000**	**3,282,000**	**2,918,000**	**2,918,000**	**0**

NEW DEVELOPMENT EXCISE FUNDS
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
na	322-9048-432	Industrial Interceptor	1,135,612	0	0	0	0	0	0
na	322-9048-432	Interceptor/NE Bishop	74,996	0	0	0	0	0	0
na	322-9048-432	Interceptor/SE Bishop-P2B	1,103,770	0	0	0	0	0	0
na	322-9048-432	Interceptor/Woodcrest	1,744,152	0	0	0	0	0	0
83a	322-9048-432	Lift Station D Expansion	3,714,531	8,565,000	0	0	0	0	0
na	322-9048-432	Little River Interceptor	1,396,932	0	0	0	0	0	0
na	322-9048-432	Northwest Interceptor	260,129	0	0	0	0	0	0
na	322-9048-432	Replace Lift D Force Main	156,805	0	0	0	0	0	20,000
na	322-9048-432	Summit Valley Interceptor	44	0	0	0	0	0	0
na	322-9048-432	Tecumseh Interceptor	155,859	0	0	0	0	0	0
na	322-9048-432	Upper Bishop Creek Interceptor	322	0	0	0	0	0	0
84	322-9048-432	WWTP Improvements (South) Phase 2	0	0	1,827,687	15,196,313	0	0	0
	TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS		**9,743,152**	**8,565,000**	**1,827,687**	**15,196,313**	**0**	**0**	**20,000**

SEWER SALES TAX FUNDS
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
na	323-9048-432	Bishop Interceptor/MD	147	0	0	0	0	0	0
na	323-9048-432	Industrial Interceptor	489,650	0	0	0	0	0	0
na	323-9048-432	Interceptor/SE Bishop-P2B	1,461,659	0	0	0	0	0	0
87a	323-9048-432	Lift Station D Expansion	2,526,779	0	0	0	0	0	0
na	323-9048-432	Little River Interceptor	2,363,126	0	0	0	0	0	0
na	323-9048-432	Lower Westside Interceptor	169,941	0	0	0	0	0	0
na	323-9048-432	Northwest Interceptor	1,416,503	0	0	0	0	0	0
na	323-9048-432	Replace Lift D Force Main	587,054	0	0	0	0	0	0
na	323-9048-432	Tecumseh Interceptor	359,537	0	0	0	0	0	0
na	323-9048-432	Upper Bishop Creek Interceptor	24,158	0	0	0	0	0	0
na	323-9048-432	Vo-Tech Interceptor	10,902	0	0	0	0	0	0
na	323-9048-432	Westside Interceptor	2,991	0	0	0	0	0	0
88	323-9048-432	WWTP Improvements (South) Phase 2	0	0	2,154,313	1,045,687	0	0	0
na	323-9976-432	WWTP Sludge Handling Facilities	1,189,486	0	0	0	0	0	0
		TOTAL SEWER SALES TAX FUND 323 PROJECTS	**10,601,933**	**0**	**2,154,313**	**1,045,687**	**0**	**0**	**0**

SANITATION FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
na	033-9975-432	Campus Corner Compactors	61,010	0	0	0	0	0	0
na	033-9975-432	Compost Facility Relocation *	1,757,418	0	0	0	0	0	0
92	033-9975-432	Container Maintenance Facility	0	0	400,000	0	0	0	0
na	033-9975-432	Recycling Center Fairgrounds	35,000	0	0	0	0	0	0
na	033-9975-432	Roof Repair 1317 DaVinci	50,000	0	0	0	0	0	0
93	033-9975-432	Transfer Station Expansion *	325,130	2,345,611	0	0	0	0	0
94	033-9975-432	Transfer Station Renovation *	0	258,750	0	0	0	0	0
		TOTAL SANITATION FUND 33 PROJECTS	**2,228,558**	**2,604,361**	**400,000**	**0**	**0**	**0**	**0**

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
I. CAPITAL OUTLAY 27% (special reduction FYE 2006-2010 for funding shortfall of 2005 GOB projects)									
na	050-3090-419	Capital Outlay (Formula)	2,600,333	3,041,748	3,230,013	3,379,885	3,523,530	3,673,280	125,491
na	050-3090-419	Capital Outlay Special Reduction (for funding shortfall of 2005 GOB projects)	-320,000	-320,000	0	0	0	0	0
na	050-3090-419	Capital Outlay (Carryover)	1,074,286	0	0	0	0	0	0
		**SUBTOTAL CAPITAL OUTLAY	3,354,619	2,721,748	3,230,013	3,379,885	3,523,530	3,673,280	125,491
II. STREET MAINTENANCE 25% (special reduction FYE 2006-2010 of $200,000/yr for funding shortfall of 2005 GOB projects)									
na	050-9369-431	Alley Repair Program FYE 2007	15,733	0	0	0	0	0	0
na	050-9369-431	Alley Repair Program FYE 2008	71,087	0	0	0	0	0	0
na	050-9369-431	Alley Repair Program FYE 2009	150,000	0	0	0	0	0	0
105	050-9369-431	Alley Repair Program FYE 2010	0	150,000	0	0	0	0	0
105	050-9369-431	Alley Repair Program FYE 2011-2014	0	0	150,000	190,000	190,000	190,000	0
		Asphalt Pavement Maintenance FYE 07							
na	050-9511-431	Weymouth Way: Porter-WeWay	41,421	0	0	0	0	0	0
na	050-9511-431	Stinson: George-East end	27,000	0	0	0	0	0	0
na	050-9511-431	Remington: Pendleton-Buckthorn	13,000	0	0	0	0	0	0
na	050-9511-431	Buckhorn: Remington-Pendleton	19,119	0	0	0	0	0	0
na	050-9511-431	Abilene Cr: Pendleton-West	8,440	0	0	0	0	0	0
na	050-9511-431	Glisten: Ripple - West end	39,870	0	0	0	0	0	0
na	050-9511-431	Sparkle: Astor-Bright	21,933	0	0	0	0	0	0
na	050-9511-431	Bright:Cascade-Ripple	23,262	0	0	0	0	0	0
na	050-9511-431	Ripple: Astor-Glisten	22,640	0	0	0	0	0	0
na	050-9511-431	36th NW: Franklin-N Limits	77,094	0	0	0	0	0	0
na	050-9511-431	Dalewood: Clearwater-Peach T	50,204	0	0	0	0	0	0
na	050-9511-431	Creekview: Clearwater-Clearwater	35,791	0	0	0	0	0	0
na	050-9511-431	Peach Tree: Dalewood-Glen Oaks	26,059	0	0	0	0	0	0
na	050-9511-431	Creekview: Clearwater-W end	9,124	0	0	0	0	0	0
na	050-9511-431	Creekview P: Clearwater-W end	11,870	0	0	0	0	0	0
na	050-9511-431	Flood: Gray-Daws	15,559	0	0	0	0	0	0
		Asphalt Pavement Maintenance FYE 08							
na	050-9511-431	Flood: Daws/Kansas	2,048	0	0	0	0	0	0
na	050-9511-431	Historical House: Peters/Jones	18,105	0	0	0	0	0	0
na	050-9511-431	McFarland: Pickard/W end	19,935	0	0	0	0	0	0
na	050-9511-431	Alameda: Twin Bridges-108th NE	45,708	0	0	0	0	0	0
na	050-9511-431	Bryant Cr: Robinson/N end	46,805	0	0	0	0	0	0
na	050-9511-431	Haddock: Stubbeman/Peters	124,551	0	0	0	0	0	0
na	050-9511-431	120th NE: Alameda/Tecumseh	200,537	0	0	0	0	0	0
na	050-9511-431	Franklin: 60th NE/72nd NE	94,040	0	0	0	0	0	0
na	050-9511-431	Hughbert/Utah:Berry/Acres	59,500	0	0	0	0	0	0
na	050-9511-431	Sussex Pl: 36th NW/W end	40,500	0	0	0	0	0	0
na	050-9511-431	IMS	8,793	0	0	0	0	0	0
		Asphalt Pavement Maintenance FYE 09							
na	050-9511-431	White St: Asp-University	100,000	0	0	0	0	0	0
na	050-9511-431	Villa Dr: Alameda-Creston	75,245	0	0	0	0	0	0
na	050-9511-431	Rancho Dr: Alameda-Creston	61,785	0	0	0	0	0	0
na	050-9511-431	DaVinci: Pasteur-Fire Sta 7	82,550	0	0	0	0	0	0
na	050-9511-431	Alameda Plz:Alameda St-24 NE	48,775	0	0	0	0	0	0
na	050-9511-431	Candlewood: Brandywine-W end	67,320	0	0	0	0	0	0
na	050-9511-431	Peppertree: Candlewood-Beaumont	60,250	0	0	0	0	0	0
na	050-9511-431	Burgundy:Peppertree-E end	25,075	0	0	0	0	0	0
na	050-9511-431	Woodsboro:Crossroad-E end	0	0	0	0	0	0	0
na	050-9511-431	Franklin; 96th NE - 120th NE	260,000	0	0	0	0	0	0
na	050-9511-431	IMS-Asphalt Maintenance Data/Testing	10,000	0	0	0	0	0	0
		Asphalt Pavement Maintenance FYE 2010							
106	050-9511-431	Wylie Road: Leslie Lane to Lindsey Street	0	135,000	0	0	0	0	0
106	050-9511-431	Asp Ave: Duffy to Boyd	0	90,000	0	0	0	0	0
106	050-9511-431	Porter: Rock Creek to Tecumseh	0	46,200	0	0	0	0	0
106	050-9511-431	Findlay: Acres to Frank	0	85,000	0	0	0	0	0
106	050-9511-431	Main: Porter to Carter	0	160,000	0	0	0	0	0
106	050-9511-431	48th NE: Rock Creek to Franklin	0	250,800	0	0	0	0	0
106	050-9511-431	Alameda Dr: at Porter Intersection	0	50,000	0	0	0	0	0
106	050-9511-431	IMS Infrastructure Data Collection/Testing	0	10,000	0	0	0	0	0
106	050-9511-431	**Asphalt Pavement Maintenance FYE 2011-2014**	0	0	900,000	900,000	900,000	900,000	0
		Asphalt Paver Patch FYE 2006							
na	050-9692-431	Webster:Eufaula-Duffy	19,013	0	0	0	0	0	0
na	050-9692-431	James Garner: Tonhawa-Gray	7,179	0	0	0	0	0	0
na	050-9692-431	24th NW: Franklin-Hwy 77	37,000	0	0	0	0	0	0
		Asphalt Paver Patch FYE 07							
na	050-9692-431	Franklin: 48th NE-60th NE	76,473	0	0	0	0	0	0

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
		Asphalt Paver Patch FYE 08							
na	050-9692-431	N Inters: Ed Noble-NW Blvd	91,007	0	0	0	0	0	0
na	050-9692-431	University: Main-Eufaula	32,200	0	0	0	0	0	0
na	050-9692-431	IMS	8,793	0	0	0	0	0	0
		Asphalt Paver Patch FYE 09							
na	050-9692-431	Robinson: 72ndNE-84th NE	129,940	0	0	0	0	0	0
na	050-9692-431	84th NE: Alameda-Robinson	83,060	0	0	0	0	0	0
na	050-9692-431	IMS-Asphalt Patch Data/Testing	10,000	0	0	0	0	0	0
		Asphalt Paver Patch FYE 2010							
108	050-9692-431	36th Ave SW: Main to Western View Dr	0	75,000	0	0	0	0	0
108	050-9692-431	Lindsey St: 108th SE to East end (1 mile)	0	15,000	0	0	0	0	0
108	050-9692-431	72nd Ave SE: Cedar Lane to Etowah Rd	0	133,000	0	0	0	0	0
108	050-9692-431	IMS Infrastructure Data Collection/Testing	0	10,000	0	0	0	0	0
108	050-9692-431	**Asphalt Paver Patch FYE 2011-2014**	0	0	271,000	271,000	271,000	271,000	0
		Concrete Pavement Maintenance FYE08							
na	050-9718-431	Castlerock: Tecumseh/Brownwood	30,000	0	0	0	0	0	0
na	050-9718-431	Comanche:Front/Santa Fe	11,073	0	0	0	0	0	0
na	050-9718-431	1500 Block Rowena Lane	10,948	0	0	0	0	0	0
na	050-9718-431	Haddock: Porter-Crawford	9,388	0	0	0	0	0	0
na	050-9718-431	Beaumont Dr: Sunrise/Biloxi	12,630	0	0	0	0	0	0
na	050-9718-431	Trian/12th SE: E leg inter	36,585	0	0	0	0	0	0
na	050-9718-431	Boyd:Oklahoma/Melissa	111,583	0	0	0	0	0	0
na	050-9718-431	IMS	8,793	0	0	0	0	0	0
		Concrete Pavement Maintenance FYE09							
na	050-9718-431	Brooks: Classen-W of RR	31,685	0	0	0	0	0	0
na	050-9718-431	Brooks: Flood-Pickard	28,610	0	0	0	0	0	0
na	050-9718-431	Peters: Telstar-Ridge Rd	117,375	0	0	0	0	0	0
na	050-9718-431	Brandywine:Candlewood-Beaumont	55,830	0	0	0	0	0	0
na	050-9718-431	IMS-Concrete Pavement Maintenance Data/Testing	10,000	0	0	0	0	0	0
		Concrete Pavement Maintenance FYE10							
110	050-9718-431	Lahoma: Boyd to Brooks	0	22,800	0	0	0	0	0
110	050-9718-431	Regent St: East of Berry Rd	0	19,000	0	0	0	0	0
110	050-9718-431	26th Ave NW at Parkway, panel replacement	0	88,500	0	0	0	0	0
110	050-9718-431	Crawford Ave: Ridge Rd to Minosa	0	57,200	0	0	0	0	0
110	050-9718-431	Barwick Dr: 36th NW to Brookhaven Blvd	0	6,000	0	0	0	0	0
110	050-9718-431	Brooks: BNSF to Jenkins	0	34,300	0	0	0	0	0
110	050-9718-431	Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr	0	8,000	0	0	0	0	0
110	050-9718-431	Pheasant Run: Crossroads Blvd to Quail Hollow Dr	0	9,200	0	0	0	0	0
110	050-9718-431	IMS Infrastructure Data Collection/Testing	0	10,000	0	0	0	0	0
110	050-9718-431	**Concrete Pavement Maintenance FYE 2011-2014**		0	300,500	300,500	300,500	300,500	0
na	050-9051-431	**Concrete Valley Gutter Project FYE 07**	20,336	0	0	0	0	0	0
na	050-9051-431	**Concrete Valley Gutter Project FYE 08**	27,295	0	0	0	0	0	0
na	050-9051-431	**Concrete Valley Gutter Project FYE 09**	52,000	0	0	0	0	0	0
112	050-9051-431	**Concrete Valley Gutter Project FYE 2010**	0	54,000	0	0	0	0	0
112	050-9051-431	**Concrete Valley Gutter Project FYE 2011-2014**	0	0	70,000	75,000	75,000	75,000	0
113	050-9686-431	**Crack Seal FYE 09**	150,000	0	0	0	0	0	0
113	050-9686-431	**Crack Seal FYE 2010**	0	155,000	0	0	0	0	0
113	050-9686-431	**Crack Seal FYE 2011-2014**	0	0	190,000	200,000	200,000	200,000	0
		Force Account Drainage Materials FYE 2006							
na	050-9906-431	Imhoff: Webster-Front	8,426	0	0	0	0	0	0
na	050-9906-431	Northwich: Willow Branch-Kensington	16,426	0	0	0	0	0	0
		Force Account Drainage Materials FYE 07							
na	050-9906-431	Carter: Alameda-Apache	38,000	0	0	0	0	0	0
		Force Account Drainage Materials FYE 08							
na	050-9906-431	Merkle Crk: Crestmont-Big L	39,500	0	0	0	0	0	0
na	050-9906-431	Porter: Alameda-Johnson	9,800	0	0	0	0	0	0
na	050-9906-431	Rich: Porter-Crawford	34,800	0	0	0	0	0	0
na	050-9906-431	Boyd&Flood:SW corner inlet	8,300	0	0	0	0	0	0
na	050-9906-431	Boyd:S alley-Chautauqua/Lahoma	7,600	0	0	0	0	0	0
		Force Account Drainage Materials FYE 09							
na	050-9906-431	1806 Lakehurst - Storm sewer Extension	35,000	0	0	0	0	0	0
na	050-9906-431	Asp:Boyd-White Storm Sewer	45,000	0	0	0	0	0	0
na	050-9906-431	Carey S of Brooks-Drainage	20,000	0	0	0	0	0	0
		Force Account Drainage Materials FYE10							
114	050-9906-431	Rolling Meadows Place: Storm sewer installation	0	30,000	0	0	0	0	0
114	050-9906-431	Carter Ave: Rich St south	0	25,000	0	0	0	0	0
114	050-9906-431	Imhoff Channel Liner Repair: Frank to Acres	0	10,000	0	0	0	0	0
114	050-9906-431	Pedestrian Hand/Safety Railing Upgrades	0	10,000	0	0	0	0	0
114	050-9906-431	24th SW: SH9 to Riverside Dr	0	30,000	0	0	0	0	0
114	050-9906-431	**Force Account Drainage Materials FYE 2011-2014**		0	135,000	135,000	135,000	135,000	0
		Rural Roads Improvements FYE 07							
na	050-9696-431	Franklin: 84th NE - 96th NE	18,397	0	0	0	0	0	0

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
		Rural Roads Improvements FYE 08							
na	050-9696-431	Tecumseh: 108th NE-120th NE	105,707	0	0	0	0	0	0
na	050-9696-431	180th NE: Hwy 9 - Franklin	33,533	0	0	0	0	0	0
na	050-9696-431	168th NE: Rock Creek - Indian Hill	60,500	0	0	0	0	0	0
na	050-9696-431	IMS	8,793	0	0	0	0	0	0
		Rural Roads Improvements FYE 09							
na	050-9696-431	Imhoff: Hwy 9 - 132nd SE	105,500	0	0	0	0	0	0
na	050-9696-431	60th SE: Cedar Lane - Post Oak	159,500	0	0	0	0	0	0
na	050-9696-431	Rock Creek: 48th NW-60th NW	30,000	0	0	0	0	0	0
na	050-9696-431	IMS-Rural Road Improvements Data/Testing	10,000	0	0	0	0	0	0
		Rural Roads Improvements FYE 2010							
116	050-9696-431	Indian Hills Rd: 108th NE to west end	0	50,000	0	0	0	0	0
116	050-9696-431	Rock Creek Rd: 168th NE to 180th NE	0	50,000	0	0	0	0	0
116	050-9696-431	72th NE: Indian Hill Rd to Bethel Rd	0	63,000	0	0	0	0	0
116	050-9696-431	168th NE: Rock Creek to Tecumseh	0	55,000	0	0	0	0	0
116	050-9696-431	96th NE: Franklin South 1/4 mile to end	0	12,000	0	0	0	0	0
116	050-9696-431	36th NE: Franklin to Indian Hill Rd	0	50,000	0	0	0	0	0
116	050-9696-431	84th SE: Lindsey St to Blue Jay	0	35,000	0	0	0	0	0
116	050-9696-431	IMS Infrastructure Data Collection/Testing	0	10,000	0	0	0	0	0
116	050-9696-431	**Rural Roads Improvements FYE 2011-2014**	0	0	400,000	400,000	400,000	400,000	0
		Subtotal Street Maintenance Projects	4,144,306	2,104,000	2,416,500	2,471,500	2,471,500	2,471,500	0
118	050-5090-419	Transfer to GF - Street & Drainage Labor	420,253	441,265	463,330	486,497	486,497	486,497	0
		Subtotal Transfer to GF for Labor	420,253	441,265	463,330	486,497	486,497	486,497	0
		**SUBTOTAL ALL STREET MAINTENANCE	4,564,559	2,545,265	2,879,830	2,957,997	2,957,997	2,957,997	0
III. MAINTENANCE OF EXISTING FACILITIES 5%									
119	050-9677-419	**MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs)**							
	FYE10	12th Ave Boiler & Heat System Repairs	0	10,000	0	0	0	0	0
	FYE10	12th Ave Door Replacements & Security Window	0	9,000	0	0	0	0	0
	FYE11	12th Ave Gym Exterior Painting	0	0	40,000	0	0	0	0
	FYE11	12th Ave Gym Light Replacement	0	0	36,000	0	0	0	0
	FYE 09	Andrews Rental Bldg Renov	40,000	0	0	0	0	0	0
	FYE09	Animal Crematory Repair	15,000	0	0	0	0	0	0
	FYE 07-08	Bldg B PD Air Conditioner	1,950	0	0	0	0	0	0
	FYE10	Building B Air Conditioning Unit	0	6,000	0	0	0	0	0
	FYE12	Building B Basement Break Room Remodel	0	0	0	6,500	0	0	0
	FYE10-14	City Hall Building A Improvements	0	91,200	0	35,000	15,000	85,000	35,000
	FYE 08-12	Early Warning	17,000	0	0	0	0	0	0
	FYE 08-11	East Radio Tower Repair	20,072	0	0	0	0	0	0
	FYE 06	Emergency Operations Center Remodel	0	0	0	0	0	0	0
	FYE09	Fencing - K9 Training Area	2,500	0	0	0	0	0	0
	FYE11	Fire Station 1 Exterior Repair	0	0	23,775	0	0	0	0
	FYE12	Fire Station 1 Truckroom Rehab	0	0	0	11,750	0	0	0
	FYE10	Fire Station 2 Exterior Repair	0	21,675	0	0	0	0	0
	FYE12	Fire Station 2 Kitchen Remodel	0	0	0	10,650	0	0	0
	FYE12	Fire Station 5 Doors Rehab	0	0	0	4,900	0	0	0
	FYE09	Fire Station 5 Revitalization	6,125	0	0	0	0	0	0
	FYE12	Fire Station 6 Truck Room Painting	0	0	0	4,000	0	0	0
	FYE10	Firehouse Art Center Improvements	0	64,000	56,000	0	0	0	0
	FYE 08	Firehouse Art Wtr Dmg Rpr	300	0	0	0	0	0	0
	FYE09	Griffin Maintenance Bldg Heat/Water	6,000	0	0	0	0	0	0
	FYE 10	Griffin Park Silo Repainting	0	0	0	30,000	0	0	0
	FYE 09	Griffin Restroom Renovations	30,000	0	0	0	0	0	0
	FYE09	Irving Rec Center Roof Repair	600	0	0	0	0	0	0
	FYE09	Legacy Trail Clock Plaque	5,657	0	0	0	0	0	0
	FYE 09	Library Roof	54,000	0	0	0	0	0	0
	FYE09	Library Security System	30,000	0	0	0	0	0	0
	FYE 05-10	Lindsey Yard Facility 5 Year Maint Program	9,000	23,000	0	0	0	0	0
	FYE10	Moore-Lindsay Historic House Repairs	0	109,600	48,500	18,400	51,000	0	0
	FYE 08	NPD Range Fence Replacement	2,000	0	0	0	0	0	0
	FYE 08	NPD Range Safety Lights	9,250	0	0	0	0	0	0
	FYE 08	Outdoor Siren & Pole Replacement	41,500	0	0	0	0	0	0
	FYE10	Park Fence Maintenance	0	25,000	15,000	15,000	15,000	0	0
	FYE 05-13	Park Parking Lots & SidewalksMaintenance	24,343	30,000	30,000	30,000	30,000	30,000	0
	FYE 07-13	Park Playground Maintenance	6,000	6,000	6,000	6,000	6,000	6,000	0
	FYE09	Police Boiler Replacement	18,500	0	0	0	0	0	0
	FYE09	Police Classroom Flooring	3,867	0	0	0	0	0	0
	FYE09	Police Hot Water Coil Replacement	3,960	0	0	0	0	0	0
	FYE09	Police Keycard-Classrooms	5,000	0	0	0	0	0	0
	FYE11	Police-classroom A repair	0	0	19,500	0	0	0	0

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
	FYE12	Police-Door Installation at Animal Welfare	0	0	0	5,500	0	0	0
	FYE10	Police-Range Air Conditiioning Unit	0	6,500	0	0	0	0	0
	FYE 06	Radio Tower Maintenance	2,885	0	0	0	0	0	0
	FYE 09	Reaves Baseball Netting	4,500	0	0	0	0	0	0
	FYE12	Recreation Center Interior Renovations	0	0	0	60,000	0	0	0
	FYE 08	Recreation Center Renovation (Whittier, Irving)	587	0	0	0	0	0	0
	FYE12	Roof Replacement at Irving Gym	0	0	0	55,000	0	0	0
	FYE12	Russel Bates Park Shelter Repairs	0	0	0	14,000	0	0	0
	FYE10	Santa Fe Depot Exterior Paint and Glazing	0	17,000	0	0	0	0	0
	FYE13	Senior Center Basement Remodel	0	0	0	0	60,000	0	0
	FYE 09	Senior Center Entry Stairs	15,000	0	0	0	0	0	0
	FYE11	Senior Center Lower HVAC	0	0	24,000	0	0	0	0
	FYE 10	Senior Center Reroofing	0	20,000	0	0	0	0	0
	FYE14	Senior Center Upper HVAC Replacement	0	0	0	0	0	30,000	0
	FYE 10	Sooner Theatre Improvements	0	36,000	40,000	175,000	0	0	0
	FYE 05-13	Sports Field Relamping	10,000	10,000	10,000	10,000	10,000	0	0
	FYE 09	Sutton Park Parking Lot Drainage	0	0	10,000	0	0	0	0
	FYE14	Three Recreation Center Painting Projects	0	0	0	0	0	30,000	0
	FYE11	Three Recreation Center Ventilation Repairs	0	0	30,000	0	0	0	0
	FYE09	Training Center A/V Cabinet	5,700	0	0	0	0	0	0
	FYE09	Westwood Parking Lot Light Repair	14,000	0	0	0	0	0	0
	FYE09	Westwood Pro Shop Roof Replacement	41,400	0	0	0	0	0	0
	FYE09	Westwood Swim Complex Drain Cover Replacements		0	0	0	0	0	16,300
	FYE11	Whittier and Irving Restroom Repairs	0	0	25,000	0	0	0	0
	FYE09	William Morgan Park Boardwalk Repair	8,000	0	0	0	0	0	0
		zMaintenance of Existing Facilities Contingency	0	85,888	184,375	134,205	465,506	499,237	0
		**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES	454,696	570,863	598,150	625,905	652,506	680,237	51,300
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							
120	050-9710-431	12th Ave Bridge Replacement	29,724	5,000	20,000	0	0	0	0
na	050-9079-431	12th NE & Tecumseh Road Signal	5,000	0	0	0	0	0	0
na	050-9170-431	12th NE and Morren Drive Signal	1,184	0	0	0	0	0	0
na	050-9079-431	12th SE & Cedar Ln Signal & Inters (rename)	0	0	0	0	0	0	0
121	050-9076-431	12th SE & Triad Village Signal	12,400	2,600	30,000	0	0	0	0
122	050-	24th NE Widening: Alameda to Robinson	0	0	0	0	450,000	100,000	2,265,850
na	050-9079-431	24th NW and Boardwalk Signal & Intersection	7,407	0	0	0	0	0	0
na	050-9081-431	24th NW: Rock Creek - Tecumseh Lighting	1,855	0	0	0	0	0	0
na	050-9076-431	24th SE and Meadowood Blvd Signal	10,000	0	0	0	0	0	0
123	050-	24th SE Widening - Lindsey to Alameda	0	0	0	500,500	500,500	2,381,600	0
124	050-	24th West Traffic Signal Upgrade	0	100% Federally Funded		0	0	0	0
na	050-9079-431	36th NW and Brookhollow Signal	49,284	0	0	0	0	0	0
na	050-	36th NW and Franklin Signal	0	0	0	0	0	0	0
na	050-9079-431	36th NW and Quail Drive Signal	122,368	0	0	0	0	0	0
125	050-9076-431	36th NW and Rock Creek Signal	15,000	30,337	0	0	0	0	0
na	050-9665-431	36th NW: Robinson to Tecumseh (Pay Go)	0	0	0	0	0	0	0
126	050-	ADA Pedestrian Push Button Signal Upgrade	0	100% Federally Funded		0	0	0	0
127	050-	Alameda/Findlay Signal	0	0	0	15,000	30,000	0	0
128	050-9076-431	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	8,000	7,000	0	27,000	0	0	0
na	050-9907-431	Alameda: Andover to 1/2 mi E of 24th E	26,414	0	0	0	0	0	0
129	050-9687-431	Boyd/Pickard Intersection	97,000	0	0	239,600	163,500	0	0
130	050-	Boyd Street Traffic Signal Upgrade	0	100% Federally Funded		0	0	0	
131	050-9352-431	Bridge Replacement Franklin 1/2 mi W 12th NW	234,500	0	0	91,375	123,800	312,600	0
132	050-9352-431	Bridge Replacement Main 1/2 mi W 36th W	205,900	0	0	737,000	122,000	742,000	0
133	050-9379-431	CART-Rolling Stock Acquisition	0	0	275,000	275,000	0	0	0
134	050-	Cedar Lane Widening: 12th to Classen	12,000	257,700	0	747,250	476,000	0	0
135	050-9076-431	Classen Blvd Signals	50,000	50,000	0	200,000	0	0	0
136	050-9380-431	Cleveland County Detention Center TIA	0	5,000	0	0	0	0	0
198a	050-9381-431	CNG Facility	0	235,500	0	0	0	0	0
na	050-9719-431	Constitution Bridges	2,737	0	0	0	0	0	0
137	050-9300/9400	Downtown Streetscape Improvements	149,500	50,500	1,495,622	0	0	0	0
na	050-9378-431	Design-Federal Stimulus Resurfacing	0	0	0	0	0	0	35,000
na	050-9378-431	Design-Federal Stimulus Traffic	0	0	0	0	0	0	10,000
na	050-9081-431	Elm Avenue In-Roadway Light systems	0	0	0	0	0	0	13,000
138	050-9076-431	Flood Ave & Venture Drive Signal	10,650	4,350	30,000	0	0	0	0
na	050-9203-431	Gray Signal	0	0	0	0	0	0	0
139	050-9376-431	I-35 Frontage Road Study	125,083	10,000	0	0	0	0	0
na	050-9703-431	I-35 Widening Utilities	0	0	0	0	0	0	0
140	050-	Indian Hills Road Signals	0	0	0	50,000	200,000	0	0
141	050-9082-431	Longfellow-Jefferson Safe Route to School	0	200,600	0	0	0	0	0
142	050-	Main Bridge over I-35: Railing Repair	0	100% Federally Funded		0	0	0	0
na	050-9300-431	Main Downtown Improvements - Enhancmnt	181	0	0	0	0	0	0
na	050-9299-431	Main Downtown Improvements - Roadway	408	0	0	0	0	0	0
na	050-9535-431	ODOT Audit Adjustments	100,000	0	0	0	0	0	0
na	050-9076-431	Porter and Sandpiper Traffic Signal	5,640	0	0	0	0	0	0

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
143	050-	Porter Ave Gap Paving Rock Crk to Tec	0	0	46,200	0	0	0	0
na	050-9165-431	Porter: Robinson to Rock Creek	28,737	0	0	0	0	0	0
na	050-9161-431	Railroad Corridor Safety	1,876	0	0	0	0	0	0
144	050-9161-431	Railroad Quiet Zone	50,000	0	0	0	420,000	0	820,000
145	050-9079-431	Robinson/12th NE East Leg	0	0	143,300	0	0	0	0
146	050-9079-431	Robinson/12th NE Signal & Intersection	240,120	0	244,280	0	0	0	0
na	050-9166-431	Robinson: Brookhaven to 48th NW	79,546	0	0	0	0	0	0
na	050-9225-431	Robinson: Northcliff to 24th NE	32,597	0	0	0	0	0	0
147	050-9079-431	Rock Creek @ 12th NW & Trailwoods Signal	50,000	50,000	0	210,000	0	0	0
na	050-9076-431	SH 77 & Cedar Traffic Signal	5,739	0	0	0	0	0	0
na	050-9067-431	SH 9 & 24th Ave SW Signal/Inters	48,439	0	0	0	0	0	0
na	050-9079-431	SH 9 & Imhoff Intersection Widening	60,000	0	0	0	0	0	0
148	050-9067-431	SH 9 and 12th SE Signal/Roadway	7,500	32,500	0	94,400	0	0	0
na	050-9312-431	SH 9 and Berry Road Signal	0	0	0	0	0	0	0
149	050-9688-431	SH 9 Multi-modal Path	0	150,000	0	0	0	0	0
150	050-9076-431	State Highway 9 and 36th Ave SE Signal	0	0	5,000	0	0	0	0
151	050-9664-431	Tecumseh & 60th Streets Widening Phase II	165,143	400,000	0	0	0	0	0
152	050-9076-431	Tecumseh Rd & Journey Pkwy/NR Pkwy Signal	0	15,000	30,000	0	0	0	0
na	050-9079-431	Tecumseh Traffic Signals	3,226	0	0	0	0	0	0
153	050-9079-431	US 77 - Imhoff	386,200	357,160	0	0	0	0	0
154	050-9076-431	US 77 (Classen) & Post Oak Signal	0	0	0	15,000	30,000	0	0
		Subtotal Transp w/ Fed'l Funds	2,441,358	1,863,247	2,319,402	3,202,125	2,515,800	3,536,200	3,143,850
		TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING							
155	050-9084-431	Alameda/72nd Intersection	31,472	52,400	0	0	0	0	0
na	050-9052-431	Citywide Sidewalk Reconstruction FYE 07	2,637	0	0	0	0	0	0
na	050-9052-431	Citywide Sidewalk Reconstruction FYE 08	67,108	0	0	0	0	0	0
na	050-9052-431	Citywide Sidewalk Reconstruction FYE 09	50,000	0	0	0	0	0	0
156	050-9052-431	Citywide Sidewalk Reconstruction FYE 2010	0	50,000	0	0	0	0	0
156	050-9052-431	Citywide Sidewalk Reconstruction FYE 2011-2014		0	50,000	50,000	50,000	50,000	0
157	050-9373-431	Community/Neighborhood Improvements	118,202	100,000	100,000	100,000	100,000	100,000	0
158	050-9716-431	Downtown Area Sidewalks & Curbs FYE10-2014	0	50,000	50,000	50,000	50,000	50,000	0
na	050-9716-431	Downtown Sidewalks & Curbs FYE 07	20,772	0	0	0	0	0	0
na	050-9716-431	Downtown Sidewalks & Curbs FYE 08	5,775	0	0	0	0	0	0
na	050-9716-431	Downtown Sidewalks & Curbs FYE 09	50,000	0	0	0	0	0	0
na	050-9370-431	Driveway Repair Program FYE 07	11,737	0	0	0	0	0	0
na	050-9370-431	Driveway Repair Program FYE 08	4,994	0	0	0	0	0	0
na	050-9370-431	Driveway Repair Program FYE 09	25,000	0	0	0	0	0	0
159	050-9370-431	Driveway Repair Program FYE 2010	0	25,000	0	0	0	0	0
159	050-9370-431	Driveway Repair Program FYE 2011-2014	0	0	25,000	25,000	25,000	25,000	0
na	050-9316-431	Sidewalk Accessibility FYE 07	4,457	0	0	0	0	0	0
na	050-9316-431	Sidewalk Accessibility FYE 08	15,511	0	0	0	0	0	0
na	050-9316-431	Sidewalk Accessibility FYE 09	100,000	0	0	0	0	0	0
160	050-9316-431	Sidewalk Accessibility FYE 2010-2014	0	100,000	25,000	25,000	25,000	25,000	0
na	050-9317-431	Sidewalk Prog Schools & Arterials FYE 07	20,760	0	0	0	0	0	0
na	050-9317-431	Sidewalk Prog Schools & Arterials FYE 08	27,184	0	0	0	0	0	0
na	050-9317-431	Sidewalk Prog Schools & Arterials FYE 09	70,000	0	0	0	0	0	0
161	050-9317-431	Sidewalk Prog Schools & Arterials FYE 2010	0	70,000	0	0	0	0	0
161	050-9317-431	Sidewalk Prog Schools & Arterials FYE 2011-2014		0	70,000	70,000	70,000	70,000	0
na	050-9177-431	Streetscape Improvements	12,000	0	0	0	0	0	0
162	050-9073-431	Traffic Calming	246,041	200,000	200,000	200,000	200,000	200,000	0
163	050-9082-431	Truman Elementary School Zone	0	20,000	0	0	0	0	0
		Subtotal Transp City Funds Only	883,650	667,400	520,000	520,000	520,000	520,000	0
		BUILDINGS AND GROUNDS							
164	050-	Apparatus/Equipment Maintenance and Storage	0	0	0	625,000	0	0	0
165	050-9365-419	Building Maintenance & Municipal Storage Facility	0	0	0	450,000	0	0	0
166	050-9365-419	Existing Facilities Assessment	0	50,000	0	0	0	0	0
167	050-	Building Maintenance Needs	0	0	750,000	750,000	500,000	500,000	0
na	050-9644-419	City Hall Parking Lot Repairs	5,999	0	0	0	0	0	0
na	050-9644-419	City Hall Sidewalk Repairs	41,000	0	0	0	0	0	0
na	050-9534-431	Debris Management Plan	69,949	0	0	0	0	0	0
168	050-9533-419	Digital Aerial Photography and Mapping	0	150,000	0	0	0	0	0
na	050-9365-419	Eastside Municipal Facility	360,918	0	0	0	0	0	1,595
na	050-9319-419	EOC Commo Tower	8,000	0	0	0	0	0	0
169	050-9377-419	Fire Station 8 Eastside	2,806,250	0	343,750	0	0	0	0
170	050-9377-419	Fire Station 9 Westside	193,750	0	3,056,250	0	150,000	0	0
171	050-9175-452	Greenbelt Acquisition	708,939	50,000	50,000	100,000	50,000	50,000	0
172	050-9677-419	Library Roof	0	785,000	0	0	0	0	0
173	050-9365-419	Municipal Judicial Center	169,025	0	0	0	0	2,860,000	0
na	050-9365-419	Municipal Court Interim Building	340,000	0	0	0	0	0	0
174	050-	Norman Public Library	0	0	0	0	0	0	49,500,000
na	050-9365-419	Parking Lot Downtown	6,000	0	0	0	0	0	0
na	050-9913-421	Range Safety Wall Installation	12,000	0	0	0	0	0	0
na	050-9209-419	Renovations of Buildings A, B & C	795,650	0	0	0	0	0	0
na	050-9365-419	Rhodes Grain Co Property	375,608	0	0	0	0	0	0

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
175	050-	Street Division North Base Facility	0	0	0	475,000	0	0	0
na	050-9092-419	Training Tower/Grounds	4,186	0	0	0	0	0	0
na	050-9092-419	Trench Rescue Training	75,525	0	0	0	0	0	0
		Subtotal Buildings and Grounds	6,017,799	1,035,000	4,200,000	2,400,000	700,000	3,410,000	49,501,595
		PARKS AND RECREATION							
na	050-9050-452	Andrews Park Improvements	18,740	0	0	0	0	0	0
176	050-9973-452	Basketball Court Replacements	20,000	0	20,000	20,000	0	0	0
na	050-9813-452	Beautification-City/ODOT	9,246	0	0	0	0	0	0
na	050-9926-452	Bicycle Plan-Bike Paths	240,656	0	0	0	0	0	0
na	050-9050-9375	Centennial Artwork Project	18,880	0	0	0	0	0	0
na	050-9739-452	Deerfield Park Improvements	61,758	0	0	0	0	0	0
na	050-9639-452	Griffin Ballfield Fencing	82,000	0	0	0	0	0	0
na	050-9639-452	Griffin Irrigation Lake	190,990	0	0	0	0	0	0
na	050-9639-452	Griffin Park Parking Lot Expansion	98,000	0	0	0	0	0	0
na	050-9639-452	Griffin Park Shelters	42,000	0	0	0	0	0	0
na	050-9813-452	I-35/Tecumseh Tree Planting	3,226	0	0	0	0	0	0
na	050-9096-452	Kiwanis Park Walking Trail	24,000	0	0	0	0	0	0
na	050-9834-452	Legacy South Extension: Campus-Duffy	80,000	0	0	0	0	0	0
177	050-	Legacy Trail Improvements	0	0	54,000	0	0	0	0
na	050-9922-452	Little Axe Park Upgrades	200,000	0	0	0	0	0	0
178	050-9965-452	NE Lions Improvements	0	75,000	0	0	0	0	0
179	050-	Neighborhood Playgrounds (Walnut Ridge & Eastwood Parks)	0	0	90,000	0	0	0	0
na	050-9702-452	New Park Development-Crestland Park	23,697	0	0	0	0	0	0
180	050-9375-452	Park Playground Additions	20,000	0	20,000	20,000	20,000	20,000	0
na	050-9071-452	Park Playground Additions-Faculty Heights	41	0	0	0	0	0	0
181	050-9973-452	Park Site Amenities and Furnishings	10,000	10,000	10,000	10,000	10,000	10,000	0
182	050-9375-452	Park Tree Replacements - Storm Damage	25,000	25,000	0	0	0	0	0
na	050-9375-452	Parks System Master Plan	100,000	0	0	0	0	0	0
183	050-9973-452	Playground Mulch	15,000	15,000	15,000	15,000	15,000	15,000	0
184	050-9205-452	Reaves Park Drainage & Parking	0	100,000	0	0	0	0	0
185	050-9205-452	Reaves Park Softball Complex Relighting	0	132,500	0	0	0	0	0
na	050-9205-452	Reaves Park Softball Irrigation	128	0	0	0	0	0	0
na	050-9205-452	Reaves Softball Building replacement	125,000	0	0	0	0	0	0
186	050-9618-452	Rotary Park Improvements	82,317	65,000	0	62,000	0	0	0
na	050-9737-452	Southlake Park Improvements	40,000	0	0	0	0	0	0
na	050-9059-452	Splash Pad	220,000	0	0	0	0	0	0
na	050-9364-451	Tennis Shop Expansion	92,551	0	0	0	0	0	0
na	050-9364-451	Tennis Shop Improvements USTA Grant	14,166	0	0	0	0	0	0
187	050-9966-452	Tree Program - Matching Funds	18,000	20,000	20,000	20,000	20,000	20,000	0
na	050-9205-452	Veterans' Memorial	138,000	0	0	0	0	0	0
na	050-9624-452	Vineyard Park Development	66,876	0	0	0	0	0	0
na	050-9329-452	Westwood Shelter Replacement	50,000	0	0	0	0	0	0
		Subtotal Parks & Recreation	2,130,272	442,500	229,000	147,000	65,000	65,000	0
		STORMWATER DRAINAGE AND STORM SEWER SYSTEMS							
na	050-9641-431	Brookhaven Creek Maintenance	9,732	0	0	0	0	0	0
na	050-9968-431	Brookhaven Crk:Rob/Crossrds	46,325	0	0	0	0	0	0
na	050-9967-431	Drainage - Misc Annual Projects FYE 07	9,646	0	0	0	0	0	0
na	050-9967-431	Drainage - Misc Annual Projects FYE 08	25,000	0	0	0	0	0	0
na	050-9967-431	Drainage - Misc Annual Projects FYE 09	30,000	0	0	0	0	0	0
188	050-9967-431	Drainage - Misc Annual Projects FYE 2010	0	35,000	0	0	0	0	0
188	050-9967-431	Drainage - Misc Annual Projects FYE 2011-2014	0	0	40,000	45,000	45,000	45,000	0
189	050-9968-431	Drainage Projects FYE 2010	0	250,000	0	0	0	0	0
189	050-9968-431	Drainage Projects FYE 2011-2014	0	0	255,000	260,000	265,000	270,000	0
na	050-9968-431	Drainage Projects FYE07-Barbour-Kansas	88,168	0	0	0	0	0	0
na	050-9968-431	Drainage Projects FYE07-BishopCk:Linn-Apache	136,721	0	0	0	0	0	0
na	050-9968-431	Drainage Projects FYE07-Valley Gutter	5,604	0	0	0	0	0	0
na	050-9968-431	Drainage Projects FYE09	245,000	0	0	0	0	0	0
na	050-9214-431	Stormwater Master Plan	262,040	0	0	0	0	0	0
na	050-9968-431	Ten Mile Flat Flood Plain	162	0	0	0	0	0	0
		Subtotal Drainage	858,398	285,000	295,000	305,000	310,000	315,000	0
	**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)		12,331,477	4,293,147	7,563,402	6,574,125	4,110,800	7,846,200	52,645,445
V. TRANSFERS									
na	050-5090-491	Transfer to UNP TIF	641,700	0	0	0	0	0	0
na	050-5090-491	Transfer To Westwood Fund - Special Subsidy	66,500	81,402	61,500	61,500	61,500	61,500	0
		Subtotal Transfers for Projects	708,200	81,402	61,500	61,500	61,500	61,500	0
na	050-5090-491	Transfer to GF for Eng Asst (25%)	22,136	23,243	24,405	25,625	26,906	28,252	0
		Subtotal Transfers for Eng Asst	22,136	23,243	24,405	25,625	26,906	28,252	0
na	050-5011-429	Street Reconstruction Specialist/GOB Project Super	127,440	134,939	0	0	0	0	0
na	050-5011-429	CIP Engineers (100%)	333,681	358,189	379,417	398,388	418,307	439,223	0
		Subtotal CIP Engineers	461,121	493,128	379,417	398,388	418,307	439,223	0
	**SUBTOTAL ALL TRANSFERS		1,191,457	597,773	465,322	485,513	506,713	528,975	0

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
VI. BOND PROJECTS (March 29, 2005 Referendum)									
		Proposition 1 ($10,025,000 less 62,237 estimated issue costs)							
na		**Proposition 1 Issuance Cost (GOB)**	122,447	0	0	0	0	0	0
190	050-9065-431	**Robinson RR Grade Separation (GOB)**	4,431,650	4,090,466	0	0	0	0	0
190	050-9065-431	Robinson RR Grade Separation (PayGo)	2,609,784	100,000	0	0	0	0	0
190	050-9065-431	Robinson RR Grade Separation (Federal)	0	0	0	0	0	0	0
na	050-9065-431	**Duffy RR Crossing and Realignment (GOB)**	486,500	0	0	0	0	0	0
na	050-9065-431	Duffy RR Crossing and Realignment (PayGo)	88,875	0	0	0	0	0	0
		SUBTOTAL GOB COSTS PROP. 1	5,040,597	4,090,466	0	0	0	0	0
		SUBTOTAL PAYGO COSTS PROP. 1	2,698,659	100,000	0	0	0	0	0
		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	**24th: Imhoff to Lindsey Widening (GOB)**	0	0	0	0	0	0	0
na	050-9201-431	24th: Imhoff to Lindsey Widening (PayGo)	12,610	0	0	0	0	0	0
na	078-9201-431	24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0
na	050-9310-431	**Jenkins and Imhoff Signal (GOB)**	0	0	0	0	0	0	0
na	050-9310-431	Jenkins and Imhoff Signal (PayGo)	6,150	0	0	0	0	0	0
191	050-9552-431	**Lindsey: Jenkins to Classen Widening (GOB)TIP9**	456,334	1,020,521	0	0	0	0	0
191	050-9311-431	Lindsey: Jenkins to Classen Widening (PayGo)TIP9	0	738,664	0	0	0	0	0
na	050-9311-431	**Lindsey: Oakhurst to 24th E Widening (GOB)**	0	0	0	0	0	0	0
na	050-9311-431	Lindsey: Oakhurst to 24th E Widening (PayGo)	13,405	0	0	0	0	0	0
na	078-9311-431	Lindsey: Oakhurst to 24th E Widening (PayGo)	0	0	0	0	0	0	0
na	078-9311-431	**Lindsey: Oakhurst to 24th E Widening (GOB)**	0	0	0	0	0	0	0
192	050-9064-431	**Main East:Carter to 12th Ave Widening (GOB)**	291,375	0	0	0	0	0	0
192	050-9064-431	Main East:Carter to 12th Ave Widening (PayGo)	62,781	20,000	0	0	0	0	0
na	050-9079-431	**Main/36th W Signal & Intersection (GOB)**	8,954	0	0	0	0	0	0
na	050-9079-431	Main/36th W Signal & Intersection (PayGo)	296,691	0	0	0	0	0	0
na	050-9552-431	**Rock Creek:Porter to 12th NE Widening (GOB)TIP9**	1,513,708	0	0	0	0	0	0
na	050-9552-431	Rock Creek:Porter to 12th NE Widening (PayGo)TIP9	583,740	0	0	0	0	0	0
		SUBTOTAL GOB COSTS PROP. 2	2,270,371	1,020,521	0	0	0	0	0
		SUBTOTAL PAYGO COSTS PROP. 2	975,377	758,664	0	0	0	0	0
		SUBTOTAL FUND 78 COSTS PROP. 2	0	0	0	0	0	0	0
		Proposition 3 (10,950,000 less 150,001 estimated issue costs)							
na		**Proposition 3 Issuance Cost (GOB)**	119,945	0	0	0	0	0	0
na	050-9371-431	**Rural Roads Improvements (GOB)**	40,510	0	0	0	0	0	0
193	050-9401-431	**Urban Asphalt Pavement Reconstruction (GOB)**	3,228,888	903,947	0	0	0	0	0
197	050-9393-431	**Urban Concrete Pavement Reconstruction (GOB)**	1,387,073	1,096,052	0	0	0	0	0
		SUBTOTAL GOB COSTS PROP. 3	4,776,416	1,999,999	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	Fire Station 3 Relocation (PayGo)	0	0	0	0	0	0	0
na	050-9088-419	**Fire Station 3 Relocation (GOB)**	3,398	0	0	0	0	0	0
		SUBTOTAL GOB COSTS PROP. 4	3,398	0	0	0	0	0	0
		SUBTOTAL PAYGO COSTS PROP. 4	0	0	0	0	0	0	0
		TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	**37,661,626**	**18,698,446**	**14,736,717**	**14,023,425**	**11,751,546**	**15,686,689**	**52,822,236**
		RESERVE - NEW REVENUE CONTINGENCY	764,684	799,208	**837,411**	**876,267**	**913,508**	**952,332**	**0**

CAPITAL FUND
FYE 10 Capital Improvement Projects Budget

Pg#	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
REVENUES									
I. NEW SALES TAX REVENUE (March 30, 2009)			10,924,051	11,417,264	11,963,010	12,518,093	13,050,112	13,604,742	0
II. GOB PROCEEDS (05 Referendum)									
		PROPOSITION 1 GOB PROCEEDS	5,210,000	0	0	0	0	0	0
		PROPOSITION 2 GOB PROCEEDS	0	0	0	0	0	0	0
		PROPOSITION 3 GOB PROCEEDS	5,475,000	0	0	0	0	0	0
		PROPOSITION 4 GOB PROCEEDS	0	0	0	0	0	0	0
		Subtotal GOB Proceeds	10,685,000	0	0	0	0	0	0
III. ROBINSON/RR ADVANCE PAYMENT REIMBURSEMENTS									
	ODOT	**Robinson Grade Separation (Fedl Share reimbursements)**		0	0	0	0	0	0
IV. REVENUES FROM OTHER ENTITIES (generally, to be budgeted when revenues actually received)									
	Private	12th & Triad Village Signal	0	0	0	0	0	0	7,100
	Private	12th NE & Rock Creek Road Signal	0	0	0	0	0	0	42,000
	Private	12th NE & Tecumseh Road Signal	107,836	0	0	0	0	0	0
	Private	12th SE & Cedar Ln Signal & Intersection	0	0	0	0	0	0	81,700
	Private	24th SE and Meadowood Blvd Signal	0	0	0	0	0	0	13,000
	Private	36th NW & Franklin Signal	0	0	0	0	0	0	23,800
	Private	36th NW and Rock Creek Signals	0	0	0	0	0	0	23,550
	Yarbrough	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	48,960
	Rick's Nursery	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	3,168
	Private	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	0	0	0	0	0	0	16,000
	Water Fund	Boyd/Pickard Intersection	0	0	0	38,500	0	0	0
	Private	Classen Blvd Signals	0	50,000	0	100,000	0	0	0
	DOE	CNG Infrastructure (when available)	0	0	0	0	0	0	525,000
	Other Accts	CNG Infrastructure (when available)	0	0	0	0	0	0	289,500
	Fire Sales Tax	Fire Station 8	3,000,000	0	150,000	0	0	0	0
	Fire Sales Tax	Fire Station 9	0	0	3,350,000	0	150,000	0	0
	Private	Flood Ave & Venture Drive Signal	0	0	0	0	0	0	13,050
	Private	Indian Hill Road Signals	0	0	0	50,000	100,000	0	0
	Federal	Downtown Streetscape Improvements	0	74,000	1,104,000	0	0	0	0
	Merchants	Downtown Streetscape Improvements	0	0	95,000	0	0	0	0
	Federal	Longfellow-Jefferson Safe Route to School	0	200,600	0	0	0	0	0
	BNSF	Railroad Safety (claims submitted in 2001)	0	0	0	0	0	0	263,997
	Private	Rock Creek @ 12th NW & Trailwood	0	50,000	0	105,000	0	0	0
	UNP TIF	Rock Creek Overpass TIF Reimbursement	641,700	0	0	0	0	0	0
	Private	State Highway 9 and 12th SE Signal	0	8,000	0	8,000	0	0	0
	Private	State Highway 9 and 36th SE Signal	0	0	0	0	0	0	41,000
	Private	Summit Lakes Park Improvements	0	0	0	0	0	0	15,000
	Private	Tecumseh & Journey Pkwy/NRH Pkwy Signal	0	15,000	30,000	0	0	0	0
	Westwood Fund	Irrigation Well	0	0	0	0	0	0	165,000
	Private	US 77 (Classen Blvd) & Post Oak Signal	0	0	0	6,000	11,556	0	0
	Private	US 77 and Imhoff Signal and Intersection	0	0	0	0	0	0	18,000
		Subtotal Other Sources of Revenue	3,749,536	397,600	4,729,000	307,500	261,556	0	1,589,825

PARK LAND AND DEVELOPMENT FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
		COMMUNITY PARKS							
na	052-9050-452	Andrews Park Improvements	29,915	0	0	0	0	0	0
na	052-9639-452	Griffin Dog Waste Receptacle	405	0	0	0	0	0	0
202	052-	Griffin Park Fishing Pier	0	0	35,000	0	0	0	0
203	052-9639-452	Griffin Park Lake Bridge and Trail	0	45,000	0	0	0	0	0
na	052-9639-452	Playground Equipment	24,925	0	0	0	0	0	0
na	052-9205-452	Reaves Basketball Court	20,000	0	0	0	0	0	0
na	052-9205-452	Reaves Dog Waste Receptable	405	0	0	0	0	0	0
na	052-9674.452	Saxon Park Improvements	35,655	0	0	0	0	0	0
na	052-9205-452	Veterans Memorial	5,000	0	0	0	0	0	0
204	052-	Volleyball Court Improvements	0	0	22,000	0	0	0	0
		Subtotal Community Parks	116,305	45,000	57,000	0	0	0	0
		NEIGHBORHOOD PARKS							
na	052-9623-452	Berkley Park	3,900	0	0	0	0	0	0
na	052-9609-452	Brookhaven Dog Waste Receptacle	203	0	0	0	0	0	0
na	052-9609-452	Colonial Es Dog Waste Receptable	405	0	0	0	0	0	0
na	052-7042-253	Sunrise Park	6,240	0	0	0	0	0	0
na	052-7042-253	Kevin Gottshall	3,857	0	0	0	0	0	0
na	052-7042-253	Walnut Ridge	1,600	0	0	0	0	0	0
na	052-7042-253	Eastwood Park	1,600	0	0	0	0	0	0
205	052-	Eaglecliff Park Improvements	0	0	0	0	25,000	0	0
206	052-	Lions Memorial Park Upgrades	0	0	0	0	34,000	0	0
207	052-	New Park Development-Cedar Ln & Links Nbhds	0	0	0	15,000	0	0	0
207	052-	New Park Development-Summit Valley	0	0	0	0	0	70,000	0
208	052-	Oaktree South Park Addition	0	0	0	0	50,000	0	0
		Subtotal Neighborhood Parks	17,805	0	0	15,000	109,000	70,000	0
		TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**134,110**	**45,000**	**57,000**	**15,000**	**109,000**	**70,000**	**0**

HALL PARK ASSESSMENT DISTRICT FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
na	054-9984-462	Waterline Replacements Hall Park	**24,623**	0	0	0	0	0	0
		TOTAL HALLPARK FUND PROJECTS	**24,623**	**0**	**0**	**0**	**0**	**0**	**0**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
na	057-9510-431	UNP Legacy Park & Trail	8,225,750	0	0	0	0	0	0
na	057-9510-431	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	8,750,000
na	057-9510-431	Economic Development	0	0	0	0	0	0	8,250,000
na	057-9510-431	Eng/Legal/Prof Fees	0	0	0	0	0	0	1,750,000
na	057-9510-431	Contingency	0	0	0	0	0	0	175,000
na	057-9510-431	Lifestyle Center	0	0	0	0	0	0	8,250,000
215	057-9510-431	Rock Creek Road Overpass	2,217,700	4,471,500	0	0	0	0	1,060,800
na	057-9510-431	24th NW Conf Ctr Dr Sig	22,684	0	0	0	0	0	0
na	057-9510-431	I35 Frontage/24NW Improvements	0	0	0	0	0	0	0
na	057-9510-431	UNP Transportation Improvements	8,791,350	0	0	0	0	0	1,576,000
		TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS	**19,257,484**	**4,471,500**	**0**	**0**	**0**	**0**	**29,811,800**

ARTERIAL ROADS RECOUPMENT FUND
FYE 10 Capital Improvement Projects Budget

Pg #	Acct No	Project Name	FYE 09 BUDGET	FYE 2010 ADOPTED	FYE 2011 PROJECTED	FYE 2012 PROJECTED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	Beyond Five Years
EXPENDITURES									
219	078-9366-431	Porter Avenue Gap Paving Rock Crk to Tecumseh	75,000	387,100	107,800	0	0	0	0
220	078-9517-431	Rock Creek Overpass and Roadway	15,000	189,100	0	0	0	0	0
na	078-9964-431	Tecumseh Road Phase III	9,085	0	0	0	0	0	0
		TOTAL ARTERIAL ROAD RECOUPMENT FUND PROJECTS	**99,085**	**576,200**	**107,800**	**0**	**0**	**0**	**0**

outstanding debt

OUTSTANDING DEBT

This section includes all outstanding debt related to the General Fund and the Enterprise Funds.

The General Debt Service Fund is established to account for the receipt of monies collected for the payment of general obligation debt and the receipt of monies for the reimbursement of claims and judgments that the City has been ordered to pay.

Schedules for debt service payments made by Enterprise Funds are also included.

FUND SUMMARY

TOTAL GENERAL DEBT SERVICE FUND (60)

MISSION:

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the general long-term debt of the City, other than debt service payments made by enterprise funds.

DESCRIPTION:

Account for and monitor tax levies and other financial resources for the payment of interest and principal on the general long-term debt of the City of Norman.

PERSONNEL:

	FYE 07 ACTUAL	FYE 08 ORIGINAL	FYE 08 REVISED	FYE 08 ESTIMATE	FYE 09 PROPOSED
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 07 ACTUAL	FYE 08 ORIGINAL	FYE 08 REVISED	FYE 08 ESTIMATE	FYE 09 PROPOSED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	180	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	180	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	2,327,160	3,310,872	3,310,872	3,310,872	3,823,455
Interfund Transfers	679,740	500,000	500,000	500,000	500,000
Subtotal	3,006,900	3,810,872	3,810,872	3,810,872	4,323,455
Fund Total	3,006,900	3,810,872	3,810,872	3,810,872	4,323,455

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 07 ACTUAL	FYE 08 ORIGINAL	FYE 08 REVISED	FYE 08 ESTIMATE	FYE 09 PROPOSED
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 07 ACTUAL	FYE 08 ORIGINAL	FYE 08 REVISED	FYE 08 ESTIMATE	FYE 09 PROPOSED
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	289,586	273,938	273,932	273,932	259,563
Subtotal	289,586	273,938	273,932	273,932	259,563
Fund Total	289,586	273,938	273,932	273,932	259,563

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	1,000,000	250,000	7,563	257,563	750,000
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
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
To be Paid					
2009-2010	19,310,000	740,000	775,731	1,515,731	18,570,000
2010-2011	18,570,000	770,000	745,531	1,515,531	17,800,000
2011-2012	17,800,000	800,000	714,131	1,514,131	17,000,000
2012-2013	17,000,000	835,000	681,431	1,516,431	16,165,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	7,050,000	440,000	290,398	730,398	6,610,000
2010-2011	6,610,000	440,000	274,998	714,998	6,170,000
2011-2012	6,170,000	440,000	259,598	699,598	5,730,000
2012-2013	5,730,000	440,000	244,198	684,198	5,290,000
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	

2005B GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$2,825,000
Interest:	3.00% - 4.70%
Dated:	June 1, 2005
Retired:	June 1, 2010
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	2,825,000	0	97,556	97,556	2,825,000
2006-2007	2,825,000	700,000	97,556	797,556	2,125,000
2007-2008	2,125,000	700,000	64,656	764,656	1,425,000
2008-2009	1,425,000	700,000	43,656	743,656	725,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	725,000	725,000	22,656	747,656	0
		2,825,000	326,081	3,151,081	

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	6,920,000	380,000	285,700	665,700	6,540,000
2010-2011	6,540,000	380,000	269,550	649,550	6,160,000
2011-2012	6,160,000	380,000	253,400	633,400	5,780,000
2012-2013	5,780,000	380,000	237,250	617,250	5,400,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	1,990,000	660,000	79,600	739,600	1,330,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	5,210,000	0	301,950	301,950	5,210,000
2010-2011	5,210,000	575,000	191,597	766,597	4,635,000
2011-2012	4,635,000	575,000	172,191	747,191	4,060,000
2012-2013	4,060,000	575,000	152,425	727,425	3,485,000
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

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	5,475,000	0	283,347	283,347	5,475,000
2010-2011	5,475,000	1,365,000	166,050	1,531,050	4,110,000
2011-2012	4,110,000	1,365,000	120,834	1,485,834	2,745,000
2012-2013	2,745,000	1,365,000	73,913	1,438,913	1,380,000
2013-2014	1,380,000	1,380,000	25,013	1,405,013	0

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	1,376,270	155,282	37,737	193,019	1,220,988
2010-2011	1,220,988	159,987	33,479	193,466	1,061,001
2011-2012	1,061,001	164,841	29,093	193,934	896,160
2012-2013	896,160	169,585	24,573	194,158	726,575
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
		2,888,999	915,434	3,804,433	

WASTEWATER FUND
32-5549

Name:	Utility Revenue Bonds, Refunding Series 2005
Issuer:	Norman Utilities Authority
Trustee:	Arvest Trust Company, N.A., Norman
Amount:	$4,780,000
Interest:	3.25% - 4.00%
Dated:	November 1, 2005
Retired:	November 1, 2019
Source of Funds:	Revenue Generated from NUA

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	4,780,000	0	110,742	110,742	4,780,000
2006-2007	4,780,000	375,000	160,019	535,019	4,405,000
2007-2008	4,405,000	380,000	147,750	527,750	4,025,000
2008-2009	4,025,000	380,000	135,400	515,400	3,645,000
To be Paid					
2009-2010	3,645,000	380,000	123,050	503,050	3,265,000
2010-2011	3,265,000	385,000	110,619	495,619	2,880,000
2011-2012	2,880,000	385,000	98,010	483,010	2,495,000
2012-2013	2,495,000	390,000	85,028	475,028	2,105,000
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
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
To be Paid					
2009-2010	5,365,000	580,000	182,860	762,860	4,785,000
2010-2011	4,785,000	595,000	165,376	760,376	4,190,000
2011-2012	4,190,000	615,000	146,001	761,001	3,575,000
2012-2013	3,575,000	635,000	124,588	759,588	2,940,000
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2009-2010	899,111	138,325	4,381	142,706	760,786
2010-2011	760,786	138,325	3,680	142,005	622,462
2011-2012	622,462	138,325	2,979	141,304	484,137
2012-2013	484,137	138,325	2,284	140,609	345,812
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2009-2010	2,611,539	248,718	12,926	261,644	2,362,821
2010-2011	2,362,821	248,718	11,666	260,384	2,114,103
2011-2012	2,114,103	248,718	10,432	259,150	1,865,385
2012-2013	1,865,385	248,718	9,144	257,862	1,616,667
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: NMA Sanitation Equipment Notes, Series 2000
Issuer: Norman Municipal Authority
Trustee: Arvest Trust Company, N.A., Norman
Amount: $2,960,000
Interest: 5.25%
Dated: December 1, 2000
Retired: July 1, 2010
Source of Funds: Revenue Generated from Sanitation Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2001-2002	2,960,000	480,000	146,685	626,685	2,480,000
2002-2003	2,480,000	430,000	118,913	548,913	2,050,000
2003-2004	2,050,000	450,000	95,813	545,813	1,600,000
2004-2005	1,600,000	470,000	71,663	541,663	1,130,000
2005-2006	1,130,000	495,000	46,331	541,331	635,000
2006-2007	635,000	115,000	30,319	145,319	520,000
2007-2008	520,000	120,000	24,150	144,150	400,000
2008-2009	400,000	125,000	17,719	142,719	275,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	275,000	135,000	10,894	145,894	140,000
2010-2011	140,000	140,000	3,675	143,675	0
		2,960,000	566,160	3,526,160	

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

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2009-2010	1,815,000	100,000	105,914	205,914	1,715,000
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000
2011-2012	1,610,000	110,000	95,149	205,149	1,500,000
2012-2013	1,500,000	115,000	89,209	204,209	1,385,000
2013-2014	1,385,000	120,000	82,884	202,884	1,265,000
2014-2015	1,265,000	130,000	76,164	206,164	1,135,000
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
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 funds

PENSION FUNDS

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

- Employee Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Police Pension and Retirement System

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the budget as separate funds of the City. It should be noted that the cost of contributions to the system by the City is a part of the City's budget and shows up as a part of salaries and benefits.

appendix

GLOSSARY OF TERMS and ACRONYMS

ACTIVITY - A specified and distinguishable line of work performed by a Division.

ACCRUAL BASIS – The accrual basis of accounting recognizes revenues in the period earned and expenses in the period incurred rather than when cash is received or paid.

AD VALOREM TAX – An ad valorem property tax is a tax imposed on the basis of the "value of the article or thing taxed." An ad valorem tax is usually imposed at recurring intervals on the same piece of property.

ADA – American Disabilities Act

AFIS – Automated Fingerprint Identification System

APPROPRIATION - A legal authorization made by the City Council which permits City officials to incur obligations for a specific purpose. Each appropriation is made at the Fund and Department level, which is the highest level of budget control.

ASSESSED VALUATION - A value set upon real estate or other property by a government as a basis for levying taxes.

ASSETS - Resources owned or held by the City which has monetary value.

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

NPDES – National Pollutant Discharge Elimination System
NTU – Nephlometer Units

NUA – Norman Utilities Authority

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.

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EXIT 113
SOUTH
77
Norman
EXIT ONLY
35
SOUTH
Norman
EXIT
113
50 MPH
RUAN

INTERSTATE
OKLAHOMA
35

See Norman !
City of Festivals
Historic Downtown
Bed & Breakfasts
Museums & Galleries
Indian Art

Norman
NEXT 7 EXITS
UNIV. OF OKLA. EXITS
OU Westheimer Airport 4
Campus And Stadium
OU Lloyd Noble Center 6

A major component of the Interstate 35 improvement project through Norman will be the construction of a new intermodal overpass of I-35 at the Rock Creek Road urban arterial. The overpass will carry vehicles, bicycles and pedestrians from residential areas on the west side of the interstate to the retail and commercial areas in the University North Park area on the east side of the interstate, and will relieve traffic congestion at the Robinson Street and Tecumseh Street interchanges. The overpass will also provide an important connection to Legacy Trail, a pedestrian and bicycle path that links developed green belts and trails throughout the City. Construction of the Rock Creek Overpass is financed through a City of Norman Tax Increment Finance District serving University North Park.

The Interstate 35 widening project through the Norman area includes the construction or refurbishing of a total of six bridges in a five-mile area. These bridge improvements will include aesthetic components which will form a pleasant “front door” northbound entrance to the Oklahoma City metropolitan area. Each bridge will have a different aesthetic design of preformed concrete depicting various elements of Norman’s territorial history. Pictured above are the aesthetic enhancements to the Rock Creek overpass of I-35, which features a depiction of horses in motion, representing the state’s horse industry.