



BUDGET



THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2012



ABOVE – University of Oklahoma Reserve Officers Training Corps - Hundreds of students at the University of Oklahoma’s Norman campus are future commissioned officers in the United States’ armed forces, serving in the Reserve Officers Training Corps (ROTC) programs of the U.S. Army (“Sooner Battalion”), U.S. Navy and Marine Corps, and U.S. Air Force (AFROTC Detachment 675). Over 80 percent of OU ROTC members receive armed services commissions. Many students receive financial aid and scholarships related to the ROTC program, including the prestigious Captain Riley Leroy Pitts Memorial Scholarship.

ON THE COVER – “Military Presence in Norman, Oklahoma” - On May 24, 2010, the Norman Armed Forces Reserve Center opened on Interstate 35 in north Norman. The facility will join with six other AFRCs to replace more than 60 armories throughout Oklahoma, under the U.S. Base Realignment and Closure Commission. The modern facility is unlike the armories it replaces, in providing more than 230,000 square feet of technical and classroom space, kitchen facilities, fitness facilities and motor pool space. The facility will house 7 Oklahoma National Guard and 5 Army Reserve units, with up to 100 full-time employees and 1000 soldiers.

Photo: Sgt. 1st Class Kendall Jones

CITY OF NORMAN



CITY COUNCIL

MAYOR

Cindy Rosenthal

Ward 1 Al Atkins
Roger Gallagher,
Council Member-elect

Ward 5 Rachel Butler
Dave Spaulding,
Council Member-elect

Ward 2 Tom Kovach

Ward 6 Jim Griffith

Ward 3 Hal Ezzell

Ward 7 Doug Cubberley
Linda Lockett,
Council Member-elect

Ward 4 Carol Dillingham

Ward 8 Dan Quinn

Presented by:

Steven D. Lewis, City Manager

CITY OF NORMAN

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THE CITY OF NORMAN

OUR MISSION

“WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE”

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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

CITY OF NORMAN



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Norman
Oklahoma**

For the Fiscal Year Beginning

July 1, 2010

Two handwritten signatures are present. The one on the left is a stylized signature, and the one on the right is 'Jeffrey R. Egan'.

President

Executive Director

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, 2010.

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

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

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**City Manager's
Letter**



The City of NORMAN

201 West Gray • P.O. Box 370
Norman, Oklahoma 73069 • 73070

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

June 21, 2011

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

Dear Mayor Rosenthal and Council Members:

INTRODUCTION

It is my privilege and responsibility to present to you the City Manager's proposed budget for the fiscal year July 1, 2011 – June 30, 2012 (FYE 2012). The adoption of an annual budget is required by the City Charter (Article III, Section 4) and by State law (Title 11, Oklahoma Statutes, Section 17-205). An annual budget must be adopted by the City Council at least seven days before the beginning of the new fiscal year, certified by the Cleveland County Excise Board before July 1 and transmitted to the State Auditor and Inspector within 30 days of the start of the fiscal year. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

Due to the impact of the 2008-2010 recession, you know of the difficult economic and financial conditions under which the budget was prepared. While actions have been taken to address the downturn in our major sources of General Fund revenue, we have had to work very hard to minimize the impact of service reductions to the general public and to maintain existing services where possible.

The total budget for all City of Norman funds for fiscal year ending 2011 was \$135,575,544 and for FYE 2012 is \$162,261,633. The major increases in the FYE 2012 budget over the FYE 2011 budget are due to major capital projects which are anticipated to be undertaken in the Wastewater and Water Utilities.

NATIONAL AND REGIONAL ECONOMIC TRENDS

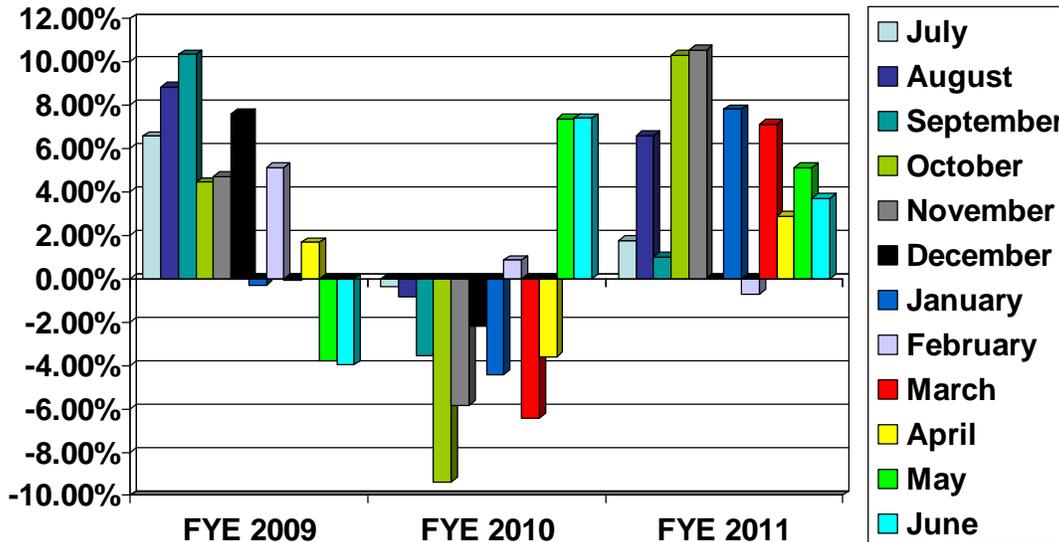
The United States' economy began its deepest and longest-lived recession in over 80 years beginning in late 2007. The housing depression experienced in coastal areas severely depressed financial markets and national employment levels and led directly to the collapse of the financial markets in the third calendar quarter of 2008. This financial collapse was absolutely unprecedented in the United States since the Great Depression of the 1930's. Norman was certainly affected by this economic recession, which technically ended in the third quarter of 2009. Norman's economy has recovered along with the

national economy in 2010 and into 2011, but at a much slower rate of growth than was experienced in most post-recession eras historically. The general consensus of local economic experts can be summarized as follows:

- The national economy has stabilized and is advancing slowly, but continues to be weak and vulnerable;
- Employment growth is a principal problem nationally and indicators of long-term, structural unemployment are present;
- Housing markets have not recovered nationally and are inconsistent locally;
- “Baby Boomer” demographics will cause health care and other maintenance costs to rise, putting pressure on social service expenditures;
- U.S. trade deficits and activist monetary policies will put inflationary pressures on the national economy.

The impact of the economic downturn in 2008-2009 and the slow recovery in 2010-2011 is starkly reflected in Norman’s sales tax growth patterns, which are a widely accepted proxy for the health of the local retail economy:

Sales Tax, In % Change By Month



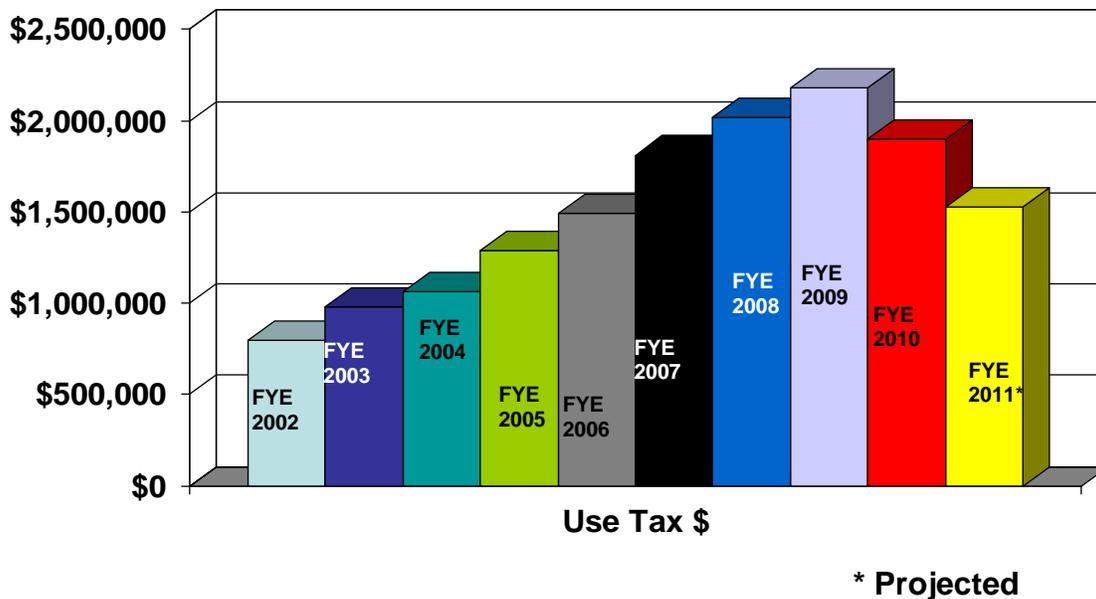
As depicted in the Sales Tax graph above, the City of Norman’s sales taxes have grown in fiscal year 2010-2011 from prior-year levels, but are only at the level they were approximately two years ago. As costs for City operations have continued to increase in

the last two years, the City has found itself spending more than it is receiving in revenue for ongoing operations.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2010-2011

Sales and Use Taxes - The major source of General Fund revenue is sales tax and by its nature, sales tax reflects the overall vitality of the local economy, as discussed above. Interesting negative trends have been reflected in Use Tax (sales tax applied to purchases of goods made outside of the city for use within the city) collections (-\$750,000 from FYE 2009 levels). This negative trend would appear to be an indicator of the downturn in the local home building industry (purchases of lumber, shingles and other building materials made outside of Norman) and changes in consumer purchasing practices. It is also important to note the divergence in collection trends between sales and use taxes in FYE 2011. More and more goods are now being purchased on the Internet. According to Forrester Research, online sales now account for approximately six percent (6%) of retail sales in America (up from 5% in 2008) and that figure is expected to increase to eight percent (8%) by 2014. Many forecasters note that in light of demographic and behavioral shifts, on-the-ground retail sales will not return to their levels before the Great Recession. While use tax should be collected on purchases made outside the City of Norman for use within the City (such as internet or catalog purchases), the enforcement of the tax is very difficult. By the proxy of use tax revenue, the City of Norman’s economy reflected the downturn in the national and regional economies, beginning in fiscal year 2009-2010, but continuing in FYE 2011:

Use Tax Revenue, 10-Year History



Franchise fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are slightly above last year’s collections and on budgeted projections for FYE 2011. Collections are projected to increase by three percent overall in FYE 2012.

Licenses and Permits – These are payments made for obtaining licenses to do business in Norman and for constructing structures in Norman. Budget projections for this category were lowered to their historically low levels of fiscal year 2008-2009, and actual collections have exceeded budget projections. Actual collections have declined from prior-year levels, however, further reflecting the downturn in the local home building industry. Single-family residential permits for 2010 totaled 328, compared to 339 in 2009. The average number of single-family permits for the past 10 years, however, is 531 per year. The total valuation for all non-residential permit activity in 2010 was \$73.7 million, compared to the 2009 total value of \$117 million. The average valuation for all non-residential permitting for the past 10 years is \$87 million.

Other Taxes – This revenue category primarily reflects the City of Norman’s receipt of state shared Motor Vehicle and Tobacco Taxes. This revenue source is below budget but stable with prior-year levels.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (traffic and parking fines, DUI, assault, etc.). A program was implemented in FYE 2011 to aggressively collect on outstanding citations and warrants. While this program has succeeded in increasing one-time revenues (+24% from prior-year), the program has produced somewhat less revenue than was budgeted for (-9.5%).

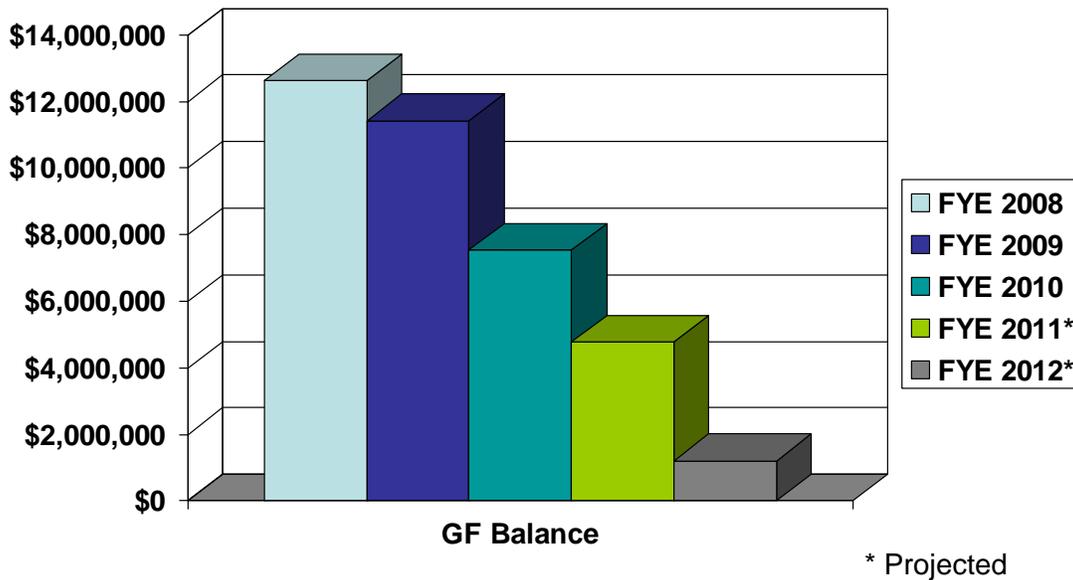
Investment Income – Investment income for the General Fund is substantially below budget (-78%), reflecting the decline in fund balances available for investment (see discussion below) and bond market conditions.

GENERAL FUND RESERVE LEVELS

The City of Norman, in keeping with State law and standards of financial prudence, seeks to maintain adequate levels of fund balance to meet emergency expenditure demands, unexpected claims for worker’s compensation, medical or torts against the City. By adopted policy, the City of Norman targets an unrestricted fund balance of six percent (6%) of budgeted expenditures to be held for “operating” reserves, and an additional two percent (2%) is appropriated within the General Fund for emergency expenditures (total reserve target of 8%). The City of Norman’s operating revenues have been exceeded by ongoing operating expenditures in recent years, causing fund balance to be drawn down below the levels set by City policy:

General Fund Balance, FYE 2008-2012*

(Excludes Public Safety Sales Tax)



Because of the inherent volatility in Norman’s primary sources of General Fund revenue (sales and use tax) and Norman’s susceptibility to extreme weather conditions (necessitating unexpected emergency expenditures), it is even more important for Norman to maintain adequate fund balances than the average municipality. The FYE 2012 General Fund balance is projected to continue to fall short of the level mandated by City policy. More important, current trends indicate that fund balances will continue to be drawn down in future years, which will at some point place the City’s General Fund in a negative fund balance position, which is illegal under the Oklahoma Statutes. Based on these revenue and expenditure trends, costs saving measures have been implemented to partially address the ongoing shortfall between operating revenues and expenditures. Among these measures was the implementation of a “smart hiring freeze”, elimination of base budget adjustments for inflationary cost items, reductions in departmental operational accounts, and revenue enhancement methods such as more aggressive collection of outstanding municipal court citations.

To further address these trends and to respond to new fund balance policy standards promulgated by the Governmental Accounting Standards Board, the City Council has directed the establishment of an ordinance, which will give the City’s reserve policies the force of law. This Ordinance (O-1011-58) will take several important actions:

- Codify the City’s General Fund reserve policies;

- Mandate the budget allocation of 2% of expenditures for an “Emergency Reserve”;
- Establish a minimum General Fund balance of 3% of expenditures;
- Establish a Net Revenue Stabilization (“Rainy Day”) Fund;
- Mandate a minimum Net Revenue Stabilization Fund balance of 3% of General Fund expenditures, and a target of 4.5%, to be met or restored within three years;
- Establish restrictions for the appropriation and/or expenditure of Net Revenue Stabilization Fund balances:
 - Declared disaster by federal or state government
 - General Fund balance projected to fall below 1%
 - Critical, one-time capital expenditures required for unexpected repairs to or replacement of City facilities

The City of Norman’s Reserve Policy Ordinance is scheduled for final consideration on June 28, 2011. If approved, it will establish legal requirements for the prudent fund balance policies which have been in place for many years but which have not been met in recent fiscal years.

FISCAL YEAR 2011-2012 OPERATIONAL BUDGET PREPARATION

The fiscal year 2011-2012 (FYE 2012) General Fund budget is basically a status quo budget. The budget attempts to decrease the rate of inflation in some personnel costs, while maintaining the level of personnel delivering critical City services from FYE 2011 levels. It should be noted, however, that the overall City workforce, without considering personnel added related to the temporary Public Safety Sales Tax is actually down from FYE 2009 and remains at the level of FYE 2008. By comparative measures, the City’s workforce is small. The impact of the “smart hiring freeze”, which has been effect for two years, is to further reduce the number of employees delivering services to our citizens and customers. Further, the added demands for support services (dispatch, computer support, fleet maintenance, etc.) brought about by the addition of Public Safety Sales Tax personnel have further challenged our “lean” City staff.

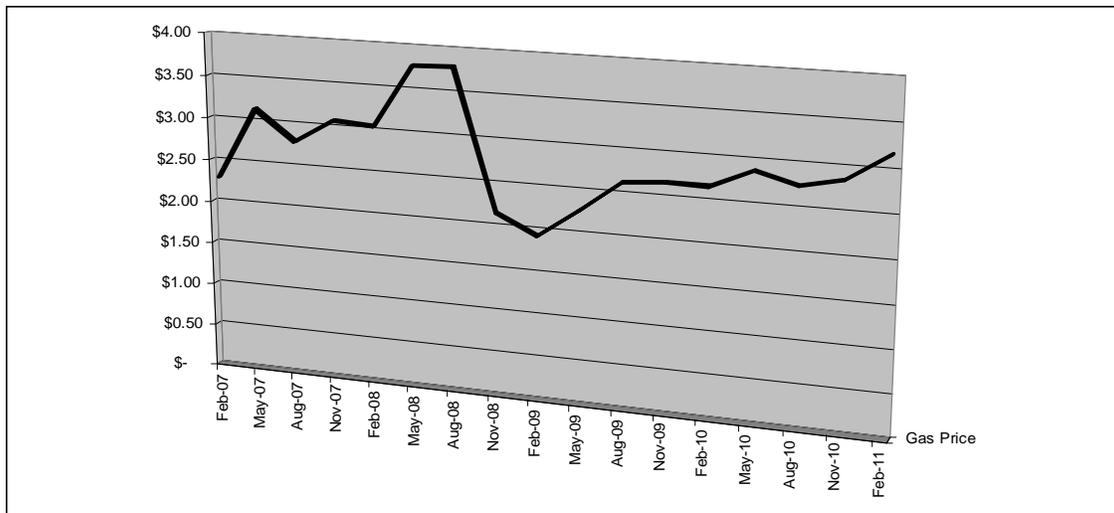
No full-time personnel are proposed to be added to or cut from the General Fund in FYE 2012. Three part-time dispatchers (one “call taker” per shift) are proposed to be added to the City’s Emergency Communications function to help to address the added burden brought about by increases in public safety personnel funded by the temporary Public Safety Sales Tax (discussed below). One part-time Planning Intern position is proposed for elimination, reflecting the decline in the local building industry. The “smart hiring freeze” implemented in FYE 2010 will be continued in FYE 2012.

The proposed budget assumes at this time that no employee merit raises will be given in FYE 2012, and no cost of living raises are included in the budget. Rapidly increasing costs for the City’s health plan necessitated a 15 percent (15.2%) increase in insurance premiums charged to the City and employees in 2012. If the Plan continues in its current state, it is projected that costs will inflate by more than another 11 percent in 2013. The employer (City) pays almost 90 percent of these premium costs currently. The budget assumes that changes will be made to the employee health insurance program to encourage employee wellness and decrease the long-term cost of catastrophic illnesses. In summary, these proposals include the implementation of mandatory annual health screenings for all employees, increased deductibles for health services provided to employees and establishment of Health Spending Accounts for employees to pay the higher deductibles if the employee has complied with the health screening requirements. The goal of these proposed changes to our health insurance plan is to promote a healthier workforce through early identification of potentially catastrophic disease conditions. Projected reductions in the rate of increase in our health care costs will be an additional benefit if these changes are made.

The merit raise freeze, cost-of-living adjustments and health insurance plan changes will have to be agreed to in negotiations with the City’s various labor unions (note: 80 percent of the City’s workforce is unionized).

The budget includes several areas of uncontrollable cost increase. The City of Norman is highly dependent on fuels to power the vehicles that help to deliver services such as police patrol, Fire Department emergency response, code enforcement, utility maintenance, meter reading and refuse collection. Increased petroleum prices will cause the City’s cost for fuel to increase:

U.S. Gasoline Price Index (source: U.S. Dept. of Labor)



The FYE 2012 budget increases General Fund fuel accounts by over \$250,000 from FYE 2011 levels. We continue to make every attempt to reduce fuel consumption and to use cheaper alternative fuels such as Compressed Natural Gas where we can, but the increase in fuel cost is undeniable. Increased cost for petroleum-based products will also increase costs for materials such as asphalt and tires, although it is assumed these costs will be absorbed within existing budget allocations.

The Oklahoma Department of Transportation transferred responsibility for the maintenance (i.e., litter control, mowing) of the right-of-way along State Highway 9 to the City of Norman, effective January 1, 2011. This maintenance responsibility will add approximately \$62,500 in costs to the General Fund budget (total cost is approximately \$125,000, half of which was included in the FYE 2011 budget). The cost of this unfunded State mandate must be absorbed in our budget if the vital right-of-way maintenance function is to be continued.

The Governmental Accounting Standards Board (GASB) has recommended new standards for Generally Accepted Accounting Principles (GAAP) that will impact on the status of the General Fund and several of the City's special revenue funds. The City of Norman has complied with GAAP for decades, and continues to strive to comply. GASB Statement Number 54 recommends that operations of the City which have dedicated revenues that do not supply the majority of the cost of providing the service be accounted for in the General Fund. Because of this standard, the FYE 2012 budget recommends that the dedicated revenues and expenses related to recreation and emergency communication (dispatch) services which were previously in the Recreation Fund and Emergency Communications Funds be included in the General Fund. The impact on the net operations of the General Fund will be minimal (as the "subsidy" payments from the General Fund to the former special revenue funds will cease), but the apparent size of the General Fund will increase.

Further, the FYE 2012 budget proposes the establishment of a Risk Management Internal Service Fund that will account for the "premium" revenues from City departments and employees for health insurance, unemployment and worker's compensation, and also includes revenues from ad valorem payments for judgments against the City. The new Risk Management Fund will also track expenditures for health insurance (medical, dental and prescription drugs), worker's compensation and tort claims against the City. The Risk Management Fund will also track expenditures for employees who administer these functions, as well as the cost of premiums for outside ("stop loss") casualty insurance policies for the City's self-funded health and property insurance programs.

Since any cost overruns in claims (payments in excess of premium revenues from City departments and employees) will no longer be absorbed by the General Fund, and the responsibility for generating adequate Self-Insurance Reserves will now fall to the self-funded Risk Management Fund, a probable impact of the establishment of the Risk Management Fund will be to increase employer and employee premium payments to all City departments. The Risk Management Fund is being established on a recommended policy of building adequate reserves over a five-year period. Ongoing efforts to control

rapidly-inflating costs for health insurance and worker's compensation will continue in the Risk Management Fund.

The overall "status quo" nature of the FYE 2012 General Fund budget is an improvement from the condition we experienced last fiscal year. Last year's proposed budget included employee layoffs, position reductions and furloughs for all employees (furloughs were actually implemented for non-union employees for half of the fiscal year). As reflected in our continued draw down on General Fund balance for ongoing expenses, we are not "out of the woods" yet. In FYE 2012, however, we are proposing no incumbent employee layoffs and no furloughs. Our budget still depends on successful union negotiations for the factors that reduce the rate of increase in personnel costs (i.e., no merit increases, no cost of living adjustments, health insurance plan changes) but we believe that we will be able to continue to provide the services that our citizens demand and deserve. It must be noted, however, that this budget projects that our General Fund operating expenses will still exceed our operating revenues. While we have succeeded in holding costs down to some extent, on our current course fund balances continue to be drawn down to dangerous levels. Long-term actions will need to be taken to address these trends. The actions that are recommended include, but are not limited to, the following:

Continue to attempt to control the rate of increase in personnel costs. The City of Norman has a philosophy of compensating its employees well and we will continue that philosophy. Our goal is not to reduce our compensation packages, but to reduce the rate of inherent growth in them. By any measure, Norman employees have total compensation packages that are above the median or average for any comparable position in other municipalities or in the private sector. We have extremely low turnover and we have no difficulty in attracting qualified candidates to fill almost any job for which we seek applications (for example, over 700 qualified applicants applied for the 12 firefighter positions that were advertised recently). We believe that we can slow the rate of growth in our personnel costs without threatening the level of professionalism and experience of our City workforce.

Implement the Storm Water Utility. As discussed below, the City of Norman has been exploring the implementation of a Storm Water Utility to meet the challenges facing our community including those related to stream flooding, stream erosion, local drainage problems and water quality. Norman is not unlike many other local governments in that funding storm water programs have been problematic. A storm water utility operates much like other utilities (water, sewer, electric, etc.) that are funded by service fees and administered separately from the General Fund. Administering the storm water function in separate enterprise funds provides a dedicated and stable source of revenue that are raised through charges based on a user's contribution to local storm water runoff. A number of other Oklahoma communities have already discovered and implemented this viable option. A by-product of the implementation of the Stormwater Utility would be the introduction of a revenue source to relieve some of the maintenance costs that are currently borne by the General Fund and Capital Fund. For the long-term stability of the General Fund, this is an important by-product.

UTILITY ENTERPRISE FUNDS

The City of Norman operates three utility enterprises: Sanitation, Wastewater and Water. Enterprise funds are established to account for the operations of the City that endeavor to operate like private businesses, in that their services are provided to a discrete base of customers, as opposed to the citizenry as a whole, and user fees are charged to those customers at a level that seeks to recover the full costs of providing the services. The budgetary status of the Water and Wastewater Utilities are driven in large part by major capital projects and major progress has been made in each of the utilities toward completion of major projects that will improve customer service delivery. The Sanitation Utility is nearing completion of a \$3 million expansion and renovation of the refuse transfer station. The Sanitation Utility also completed a major expansion of the yard waste recycling (compost) facility in FYE 2011. These projects will enable the Sanitation Enterprise Utility to better process and dispose of the refuse stream throughout Norman. The voters of Norman approved an increase in basic sanitation rates in March, 2011 which will enable the Utility's services to be financed for the next three year period. The new rate structure will also enable the Utility to reinstate spring cleanup services which were eliminated in FYE 2011.

The Water Enterprise Utility is nearing completion of the first phase of a major two-phase expansion and improvement to the Water Treatment facility. This first phase includes the installation of a large backup power generator, electrical improvements, the replacement of chemical feeding equipment, and the installation of new final clarifier. The Utility is also constructing an enlargement of the raw water supply line from Lake Thunderbird, which will enable more water to be treated at the Water Treatment plant, as well as improvements to the water distribution systems which will enable more water to be supplied to Utility customers at higher pressures. The Water Utility is also completing an expansion of its ground water well field, to add approximately 2.5 million gallons per day of water supply to the City's water system.

The second phase of improvements to the Water Treatment Plant cannot be undertaken without voter approval of modifications to the water rate structure. These improvements concentrate on federally-mandated treatment improvements for disinfection and on higher levels of treatment for contaminants which are not currently included in federal treatment standards. These improvements are planned to begin in fiscal year 2012-2013, but will have to continue to be delayed if adequate rate revenues to fund them are not approved by the voters of Norman.

The Water Utility has worked for over a decade to implement the near-term and long-term recommendations of the 2001 Strategic Water Supply Plan. The plan called for the addition of ground water supplies to meet the near and intermediate-term water supply needs of the Water Utility. The plan calls for long-term water supply to be imported from southeast Oklahoma through water line connections to the Oklahoma City Water Utility Trust. The FYE 2012 Water Enterprise Utility budget includes \$300,000 for an update to the Strategic Water Supply Plan and \$150,000 to study supplementing Lake Thunderbird water supplies by sending currently unusable well water through nearby

tributaries to the Lake, to be added to the raw water available for treatment at the Water Treatment Plant.

During fiscal year 2010-2011, factors began to mitigate against the City's dependence on ground water supplies. An ongoing study of the state's ground water supplies by the Oklahoma Water Resources Board may reduce the amount of water that can be taken from the Garber-Wellington aquifer and other aquifers throughout Oklahoma, due to concerns about the recharge rates of the aquifers. Also, a widely-publicized study by the Environmental Working Group identified "high levels" of Chromium 6 in the Norman ground water supply. While studies by the Norman Water Utility continue to demonstrate that the City's ground water supply safely meets chromium level standards established by the U.S. Environmental Protection Agency, customer and citizen concerns about the quality of Norman's groundwater may influence our continued dependence on well water in the long-term. The Utility will continue to work to address ongoing needs for increased water supply with these factors taken into consideration.

The Norman Wastewater Utility is nearing completion of a new sewer conveyance facility (Lift Station D) that will serve sewer customers throughout the northern tier of Norman (the Little River watershed). The new Lift Station will have pumping capacity of six million gallons of wastewater per day (MG/D), and an excess flow holding basin with a capacity of 4.8 million gallons. The Wastewater Utility is also undertaking environmental studies and engineering design of an expansion of the Wastewater Treatment Plant. When completed, these improvements are expected to expand the treatment capacity of the plant from 12 to 17 MG/D and improve the quality of the treated wastewater that is discharged to the Canadian River or reused for irrigation and re-treatment purposes.

While these capital projects will improve service delivery to each of the City's utility customers, the ongoing operations and maintenance of the utility systems is always the highest priority. Like the General Fund, these operations are delivered by people, and the programs that are being undertaken to reduce the rate of increase in personnel costs in the General Fund also impact the utility departments.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2012 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, and this is the primary source of revenue for the Capital Fund. By Council budget policy, these dedicated capital sales tax funds are set aside according to the following formula:

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

The FYE 2012 capital budget continues major themes of ongoing street maintenance and maintenance of existing City facilities. The capital outlay portions of the CIP program continue to give emphasis to vehicle and computer equipment replacement. Ongoing street reconstruction and resurfacing programs funded by general obligation bonds will continue in FYE 2012. Like the General Fund budget, the Capital Fund budget is primarily a “status quo” budget, giving emphasis to continuing programs that have been set in motion in previous years.

CITY COUNCIL BUDGET CONSIDERATIONS

The City Manager’s proposed budget was presented to the City Council in a series of study sessions on April 19th, April 26th, and May 3rd. An additional study session was held on June 7th to discuss the previously-mentioned Reserve Policy Ordinance and “Rainy Day Fund”, and proposed budget amendments. As a result of these discussions, the Council voted several significant amendments to the City Manager’s budget, prior to their final adoption of the budget on June 14th:

- Revenue increases of \$379,696 in the new Risk Management Internal Service Fund, with offsetting expenditure increases in operating budgets for employer contributions for health insurance;
- Reductions in the Community Development Block Grant Special Revenue Fund, reflecting reductions of \$70,522 in the City of Norman’s entitlements from the U.S. Department of Housing and Urban Development;
- An allocation of \$31,000 in the Capital Fund for the City of Norman’s pro rata portion of the cost of a regional commuter rail study;
- Allocations to implement the new Net Revenue Stabilization Fund (\$120,000) and to more accurately budget for expenditures in the General Fund (\$278,000).

Several other minor amendments were made to correct for previously-expended funds or typographical errors in the preliminary budget.

SUMMARY

The FYE 2012 budget seeks to maintain existing service levels, while attempting to begin to address long-term financial challenges in several areas. The City’s ability to meet these ongoing challenges will depend in large part on cooperation from our labor unions and considerations by the voters. To meet our ongoing challenges, priority must be given to reducing the rate of increase in personnel costs while increasing revenue through voter approval of new water and storm water utility rates. With the leadership of the Council, the direction of our citizens and voters, we believe that we can make major strides in the right directions in FYE 2012. We look forward to working to meet these challenges.

CONCLUSION

On behalf of the staff and citizens, I want to thank you, our policy-makers, for your effectiveness as leaders and for your commitment, despite the many demands on your time and interests. It is truly a pleasure to work with such a dedicated group of public officials. Your leadership in directing the renewed commitment to rebuilding and maintaining an adequate General Fund balance will have long-term and far-reaching benefits on the City's finances and budgeting practices.

Sincerely,



Steven Lewis,
City Manager

Community Profile

History of Norman, Oklahoma

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 112,674 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.

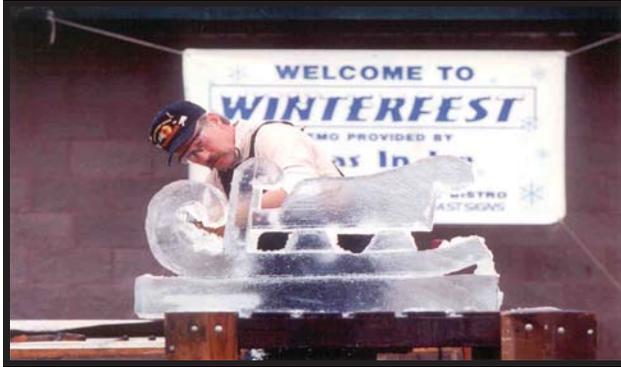
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman 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 26,638.

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, great shopping areas including Campus Corner and Downtown Norman, and the Sam Noble Oklahoma Museum of Natural History. The City of Norman also sponsors several events throughout the year including Norman Day, held on the 4th of July and Norman's annual "Best" Easter Egg Hunt.



Max Westheimer Airport



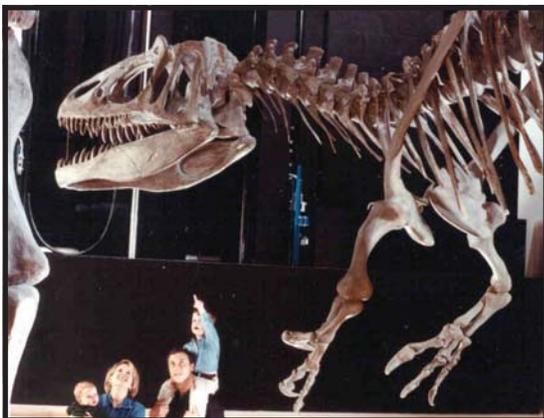
Owen Field and Oklahoma Memorial Football Stadium



Easter Egg Hunt at Andrew's Park



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reave's Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation



Community & Special Use centers	10
Number of developed parks	60
Developed park acreage	911.75
Number of undeveloped parks	7
Undeveloped park acreage	233.55
18-hole golf courses	1
Disc golf courses	5
Swimming pools	5
Sprayground / Water Playground	2
Waterslides	2
Tennis courts	22
Skate park	1
Competition baseball / softball fields	32
Competition Soccer fields	13
Neighborhood practice baseball fields	24
Neighborhood soccer practice goals	19
Recreational football fields	4
Outdoor half-court basketball courts	27
Outdoor full-court basketball courts	10
Recreational / Fishing Ponds	8
Dog Parks	1
Miles of Walking Trails	13.1

Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(3) Median Age	(4) School Enrollment	(5) Unemployment Rate
2002	99,370	26,187	32.6	12,402	4.3
2003	102,545	26,813	32.9	12,433	4.8
2004	105,336	28,189	33.3	12,672	4.4
2005	107,690	23,403	30.9	12,767	4.4
2006	109,323	23,089	30.0	12,736	4.1
2007	110,349	23,918	29.6	13,152	4.1
2008	111,543	26,371	28.2	13,546	3.0
2009	112,551	26,300	28.1	14,025	4.5
2010	110,925	29,707	N/A	14,366	5.0
2011	112,674	N/A	N/A	14,644	5.0

Sources:

- (1) 2002-2009 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2011 Estimated – City of Norman Finance Department
- (2) 2002-2010 City of Norman Per Capita Income, U.S. Census Bureau
- (3) 2002-2004 Oklahoma Department of Commerce – Cleveland County Median Age, 2005-2009 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, 2011 – First month of calendar year 2011

N/A – Information not currently available

Community Profile

Facilities and services not included in the reporting entity:

Hospitals:

Number of Hospitals	2
Number of licensed patient beds (Norman Regional)	324
Number of licensed patient beds (Healthplex)	136

Education (2010-2011 School Year):

Total school enrollment – Norman Public Schools	14,644
Number of elementary schools	15
Number of elementary students	7,445
Number of elementary school instructors	514
Number of secondary schools	6
Number of secondary school students	7,199
Number of secondary school instructors	435
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

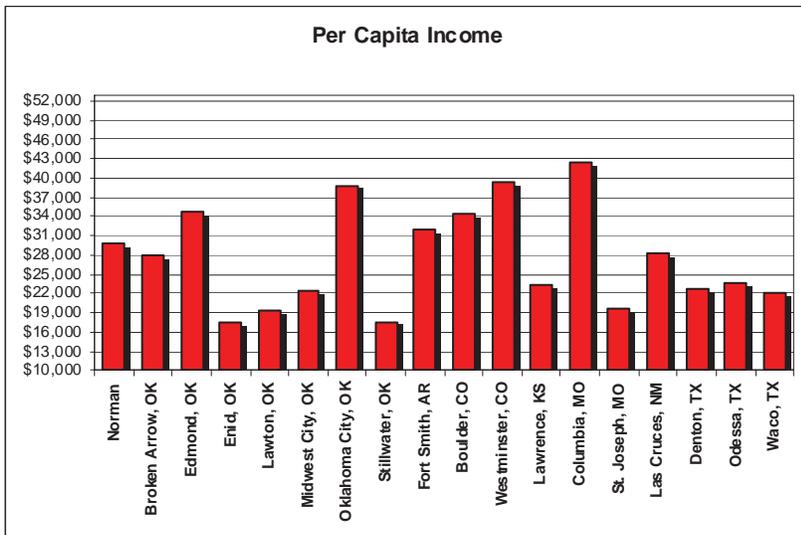
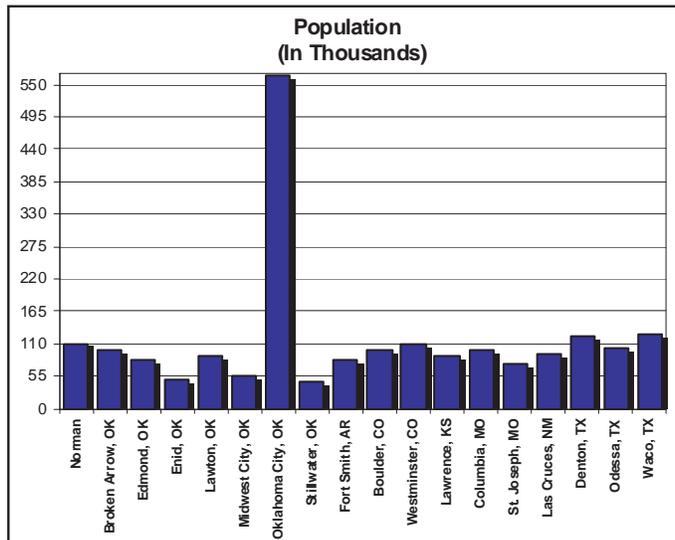
<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	11,732
Norman Regional Hospital	Medical Services	2,751
Norman Public Schools	Education Services	1,842
York International / Johnson Controls	Heating / Air Conditioning	1,118
City of Norman	Government Services	830
Dept of Mental Health & Substance Abuse Services	Mental Health & Substance Abuse Services	584
USPS National Center for Employee Development	Government Services	558
NOAA National Severe Storm Laboratory	National Weather Services	500
Sitel	Business Process Outsourcing	410
Oklahoma Veteran's Center – Norman Division	Medical Services	361
Hitachi	Computer Products	335
Sysco	Food Service Distributor	282

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

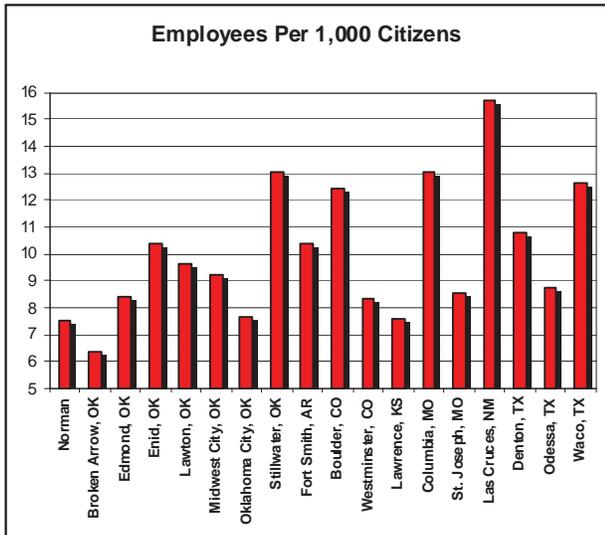
City	Population	Median Age	Square Miles
Norman	110,925	28.1	189.5
Broken Arrow, OK	98,850	34.4	64.0
Edmond, OK	81,395	34.9	87.0
Enid, OK	49,379	39.0	74.1
Lawton, OK	90,091	30.2	57.6
Midwest City, OK	54,371	34.5	28.0
Oklahoma City, OK	564,966	34.0	621.0
Stillwater, OK	45,688	23.0	28.0
Fort Smith, AR	83,461	35.4	92.4
Boulder, CO	98,737	27.9	25.4
Westminster, CO	109,353	35.4	33.5
Lawrence, KS	90,028	25.0	34.2
Columbia, MO	100,383	26.5	63.4
St. Joseph, MO	76,780	35.6	44.8
Las Cruces, NM	93,427	30.8	76.3
Denton, TX	123,802	28.8	94.9
Odessa, TX	103,704	32.3	41.8
Waco, TX	126,217	28.4	105.0



City	Per Capita Income
Norman	\$29,707
Broken Arrow, OK	\$27,948
Edmond, OK	\$34,747
Enid, OK	\$17,471
Lawton, OK	\$19,317
Midwest City, OK	\$22,243
Oklahoma City, OK	\$38,882
Stillwater, OK	\$17,624
Fort Smith, AR	\$31,946
Boulder, CO	\$34,527
Westminster, CO	\$39,396
Lawrence, KS	\$23,249
Columbia, MO	\$42,463
St. Joseph, MO	\$19,699
Las Cruces, NM	\$28,251
Denton, TX	\$22,739
Odessa, TX	\$23,646
Waco, TX	\$22,078

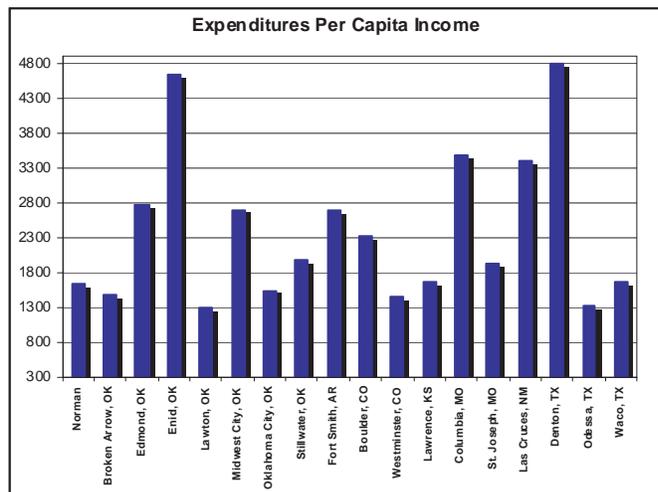
CITY OF NORMAN

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	14,644	5.00%	Oklahoma Gas & Electric (OG&E), Wal-Mart, JQH Norman Development, LLC
Broken Arrow, OK	16,000	3.50%	Public Service Company, Windstream Communications, Wal-Mart
Edmond, OK	21,358	4.80%	Southwestern Bell, Oklahoma Natural Gas (ONG), SCI Bryant Square Fund
Enid, OK	6,994	5.20%	Advance Food Company, ADM Grain, Oklahoma Gas & Electric (OG&E)
Lawton, OK	16,238	5.20%	Goodyear Tire & Rubber Co., Public Service Co., Republic Paperboard
Midwest City, OK	13,485	4.40%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), Southwestern Bell
Oklahoma City, OK	40,990	6.10%	Oklahoma Gas & Electric (OG&E), Southwestern Bell, AT&T Mobility LLC
Stillwater, OK	5,780	5.80%	Wal-Mart Real Estate, The Links at Stillwater, Chickasaw Telecom
Fort Smith, AR	13,792	8.20%	Baldor Electric, Stephens Production, OK Foods
Boulder, CO	13,500	6.50%	Macerich Twenty Ninth Street, LLC, IBM Corp., Roche Colorado Corp.
Westminster, CO	14,009	9.00%	Avaya, Ball Corporations, Tri-State Generation
Lawrence, KS	11,374	5.90%	First Management Inc., Wal-Mart, Inland Western Retail Real Estate Trust
Columbia, MO	17,186	6.40%	State Farm Mutual Auto Insurance Comp., Columbia Mall Limited Partnership, TKG Biscayne LLC
St. Joseph, MO	11,751	8.00%	AG Processing Inc., Missouri American Water Co., Belt Highway Investment
Las Cruces, NM	24,400	6.70%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	22,688	6.30%	Columbia Medical Center, Inland Western, Cypress
Odessa, TX	27,628	7.00%	Oncor Electric Delivery Co., MCM Properties II, LTD., TRA Midland Properties
Waco, TX	15,254	6.70%	Mars Chocolate - North America, Coca Cola Company, L-3 Platform Integration



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	830	7.5
Broken Arrow, OK	629	6.4
Edmond, OK	684	8.4
Enid, OK	512	10.4
Lawton, OK	867	9.6
Midwest City, OK	500	9.2
Oklahoma City, OK	4,327	7.7
Stillwater, OK	596	13.0
Fort Smith, AR	865	10.4
Boulder, CO	1,229	12.4
Westminster, CO	910	8.3
Lawrence, KS	761	7.6
Columbia, MO	1,309	13.0
St. Joseph, MO	654	8.5
Las Cruces, NM	1,464	15.7
Denton, TX	1,334	10.8
Odessa, TX	906	8.7
Waco, TX	1,593	12.6

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	\$173.28	\$183.09	\$1,651
Broken Arrow, OK	\$135.36	\$146.14	\$1,478
Edmond, OK	\$312.39	\$225.62	\$2,772
Enid, OK	\$202.53	\$229.91	\$4,656
Lawton, OK	\$118.41	\$117.24	\$1,301
Midwest City, OK	\$129.01	\$147.35	\$2,710
Oklahoma City, OK	\$876.65	\$876.65	\$1,552
Stillwater, OK	\$93.50	\$90.36	\$1,978
Fort Smith, AR	\$171.38	\$224.85	\$2,694
Boulder, CO	\$224.91	\$231.03	\$2,340
Westminster, CO	\$162.08	\$160.04	\$1,463
Lawrence, KS	\$174.94	\$167.11	\$1,665
Columbia, MO	\$383.69	\$349.73	\$3,484
St. Joseph, MO	\$147.96	\$147.96	\$1,927
Las Cruces, NM	\$256.64	\$317.87	\$3,402
Denton, TX	\$598.48	\$594.43	\$4,801
Odessa, TX	\$138.94	\$137.95	\$1,330
Waco, TX	\$209.19	\$209.19	\$1,657



Government Facilities and Service Statistics

Year of Incorporation: 1891

Form of Government: Council / Manager



Area in square miles 189.5

General Obligation Debt Rating (Moody's rating) AA2

Number of Employees (excluding police and fire):

Union 288

Non-Union 150

Fire Protection:

Number of Stations 8

Number of fire personnel 163

Number of calls answered (for 2010) 10,752

Number of inspections conducted (for 2010) 2,618

Police Protection:

Number of stations 1

Number of police personnel (includes emergency communications staff) 229

Number of patrol units 104

Physical arrests (for 2010) 8,333

Traffic violations (for 2010) 19,415

Parking violations (for 2010) 6,791

Number of reported crimes (part one crime index for 2010) 4,166

Calls for service (for 2010) 59,084

Sewerage System:

Miles of sanitary sewers maintained by the City 474

Miles of storm sewers maintained by the City 134.6

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 538

Number of service connections (includes 716 sprinkler connections) 34,545

Number of fire hydrants 5,209

Daily average production in gallons (for 2010-excluding water purchased from OKC) 11,999,238

Maximum daily capacity of plant in gallons 14,000,000

Number of water wells in operation 26

Street Maintenance:

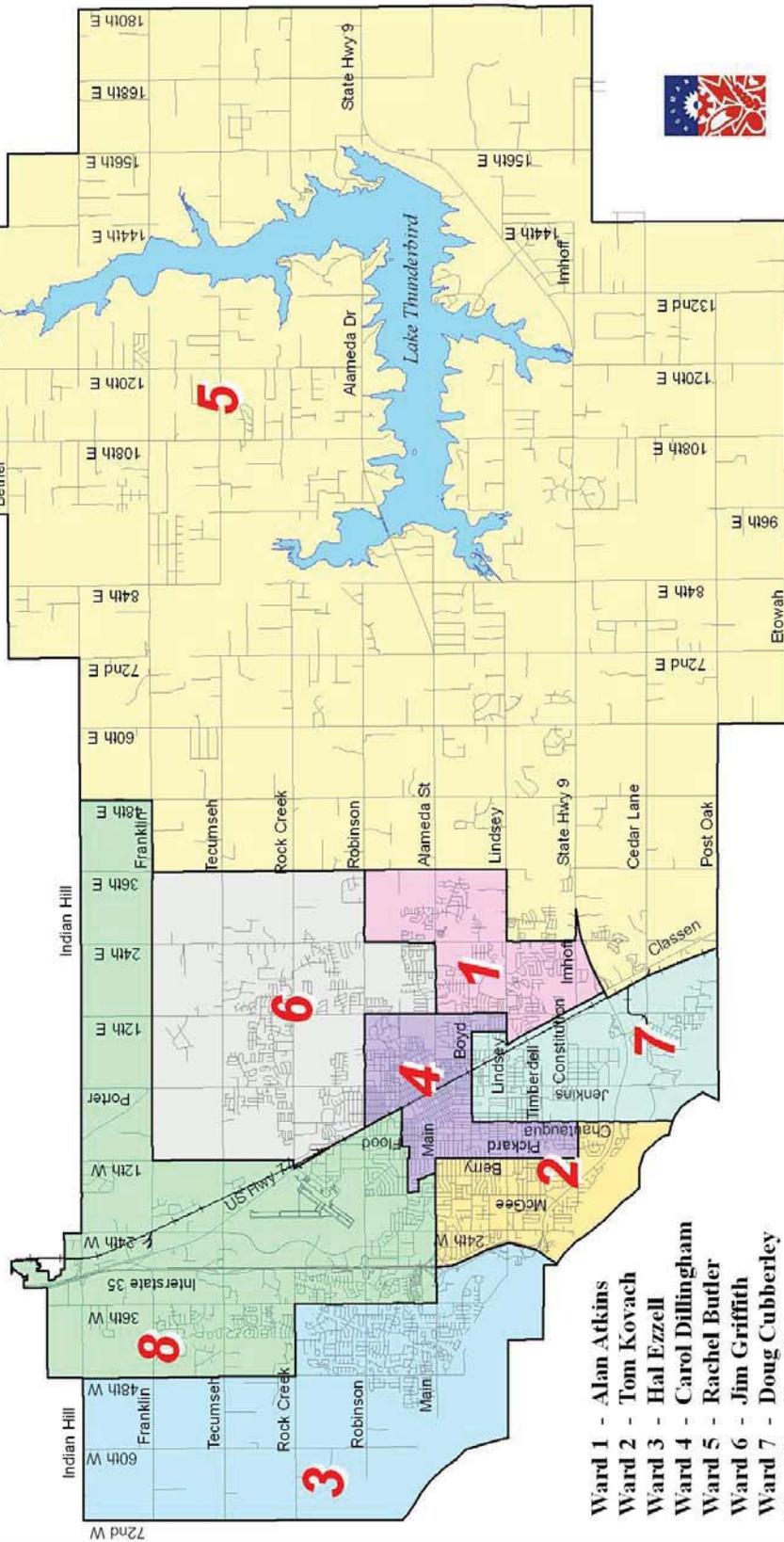
Miles of urban streets maintained by the City 514.5

Miles of rural streets maintained by the City 228.7

Number of street lights 5,854

Number of signalized locations 172

City of Norman Ward Map



- Ward 1 - Alan Atkins
- Ward 2 - Tom Kovach
- Ward 3 - Hal Ezzell
- Ward 4 - Carol Dillingham
- Ward 5 - Rachel Butler
- Ward 6 - Jim Griffith
- Ward 7 - Doug Cubberley
- Ward 8 - Dan Quinn

Mayor - Cindy Rosenthal

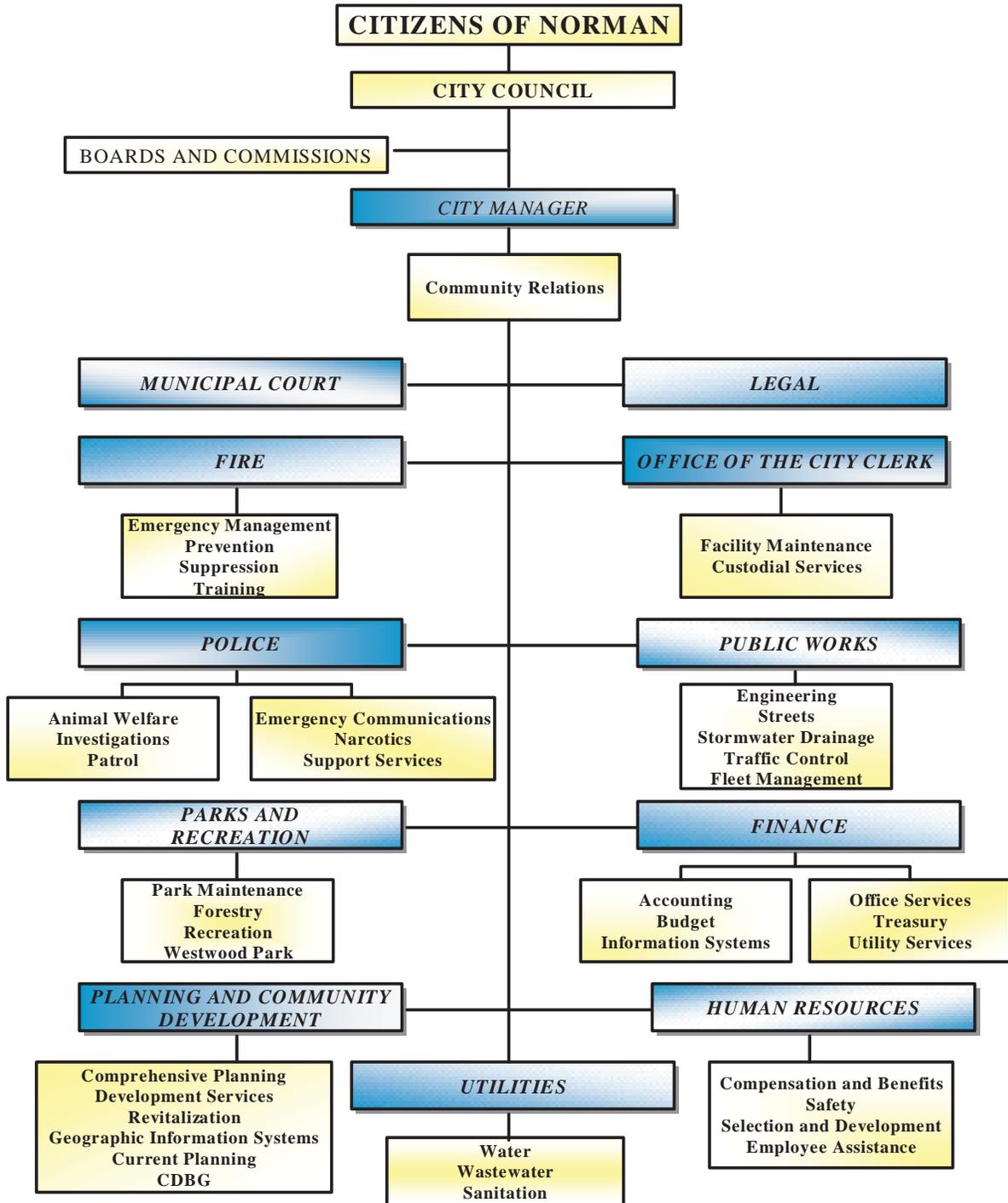
January 15, 2010



Map Produced by the City of Norman
Geographic Information System
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.

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.



CITY OF NORMAN

**PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)**

FUND	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12
GENERAL	549	551	555	533	535	530	559	568	599	558	601
PUBLIC SAFETY SALES TAX	0	0	0	0	0	0	0	0	0	45	65
RECREATION	21	21	21	18	18	18	19	20	20	20	0
CDBG	7	7	7	7	6	6	6	6	6	6	6
SPECIAL GRANTS	0	0	0	0	0	0	0	0	0	1	1
EMERGENCY COMMUNICATIONS	22	22	23	22	22	22	22	22	22	22	0
WESTWOOD PARK	9	9	9	8	8	8	8	8	8	8	8
WATER	49	49	50	50	50	50	50	52	52	52	52
WASTEWATER	46	23	24	24	23	23	23	23	23	21	21
SANITATION	48	50	50	50	50	52	53	53	53	51	51
RISK MANAGEMENT	0	0	0	0	0	0	0	0	0	0	1
CAPITAL PROJECTS	2	3	3	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	0	24	25	25	25	25	25	25	25	21	21
TOTAL	753	759	767	740	740	737	768	780	811	808	830

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 reclassified to a PPT Pollution Prevention Specialist. A PT Legal Intern was reclassified 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 reclassified 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 reclassified 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 (Storm Water Inspector in Public Works) and a Sanitation Worker II and Recycling Operator in Sanitation.

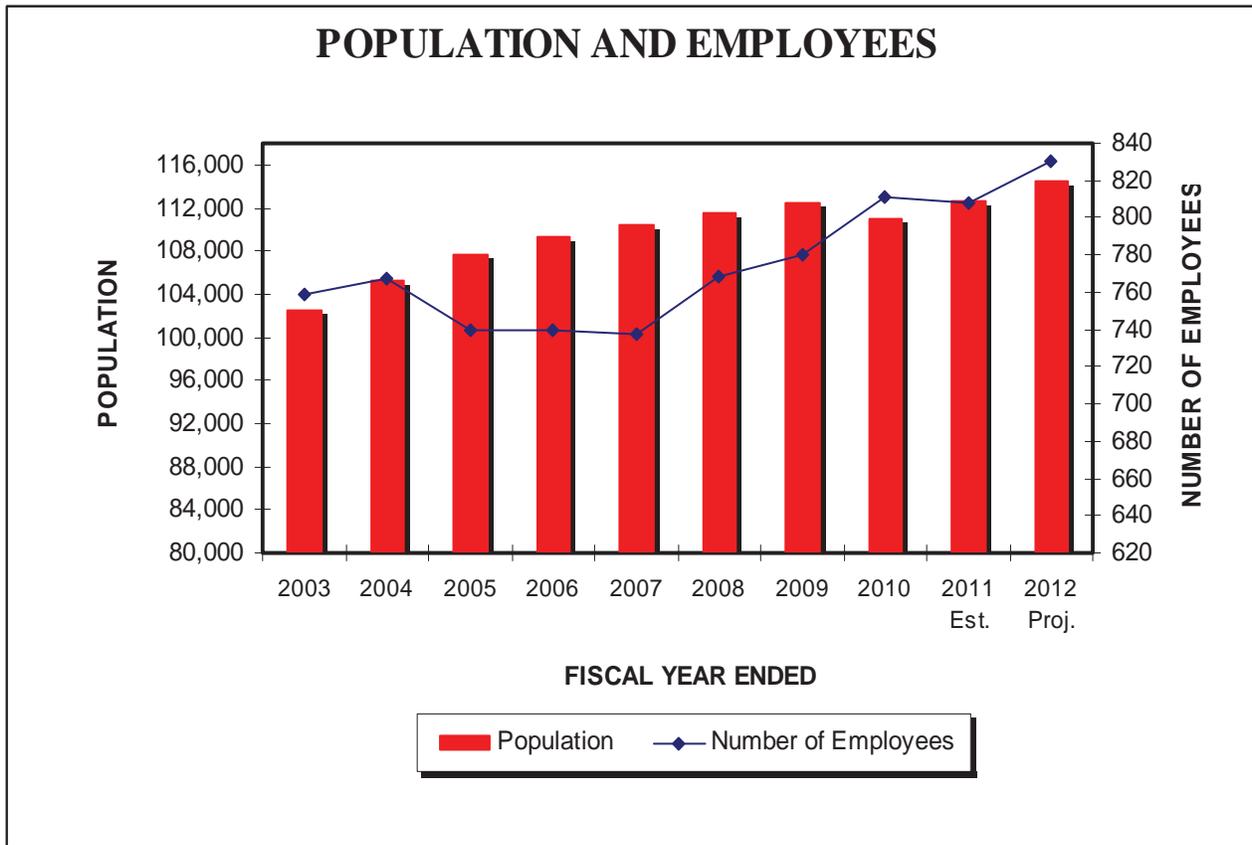
FYE 07 to FYE 08 – Added 29 positions in the General Fund, added a PT Recreation Tech to Recreation Fund, and added a Heavy Equipment Operator in Sanitation Fund.

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

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

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

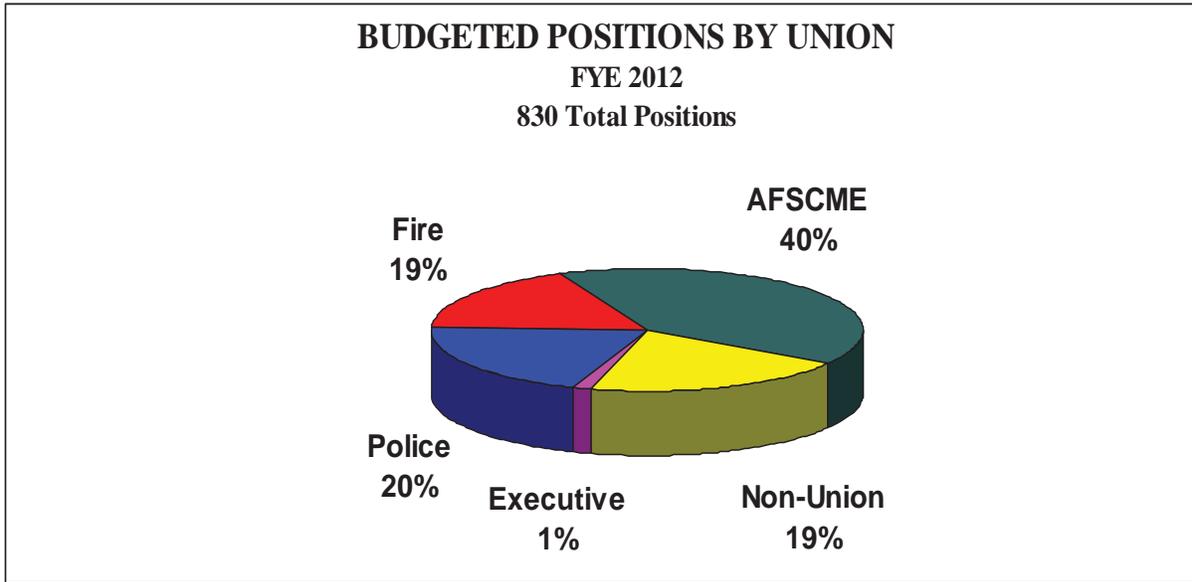
FYE 11 to FYE 12 - Eliminated PT Planning Intern in GIS, added 3 PT Call Takers in Emergency Communications, added 15 Fire Personnel and 5 Police Personnel in the Public Safety Fund. Moved Recreation and Emergency Communications personnel to General Fund per GASB 54 requirements. Started Risk Management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



Discussion of the Graph

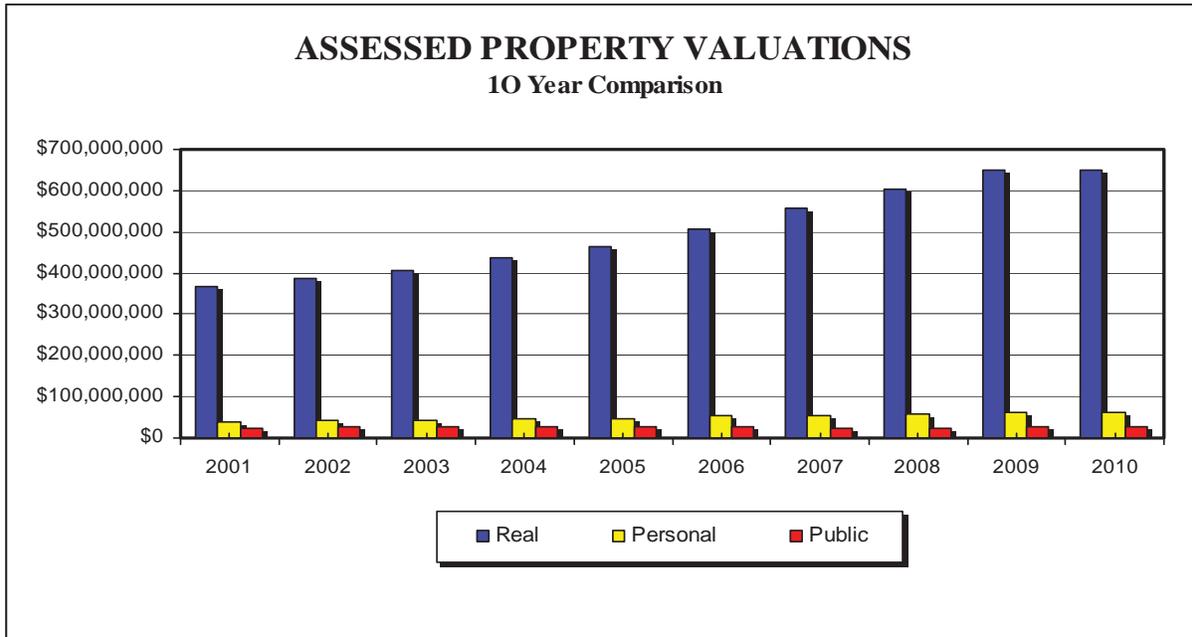
This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2012, the City will employ 830 permanent employees, which are 22 more positions budgeted in FYE 2011. Sixty-five positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 830 personnel, the City is budgeting 71 more positions than in FY 2003, or an increase of 9%. In 2012, the City of Norman's population is projected to be 114,450, an increase of approximately 12% from 2003.

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



Discussion of the Graph

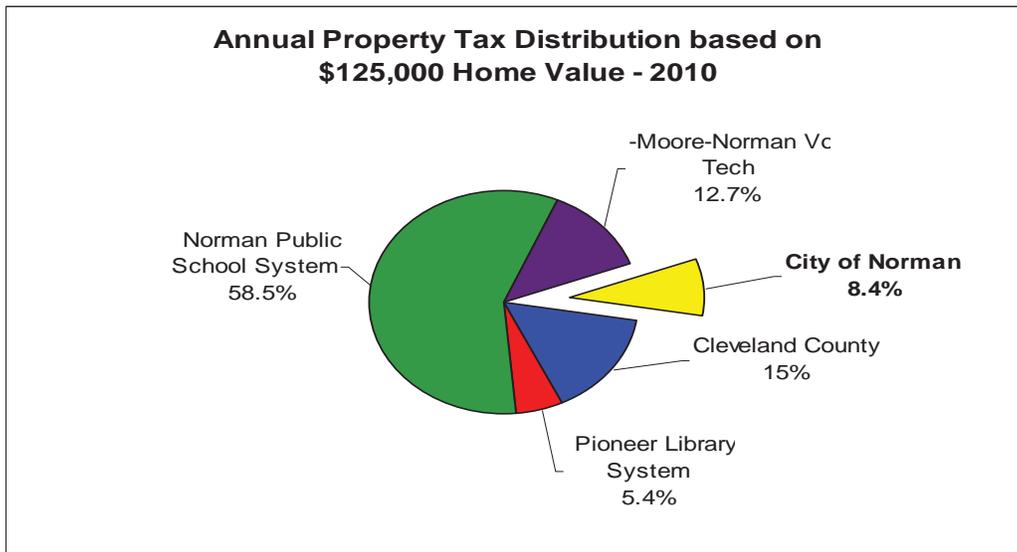
This graph illustrates the distribution of positions by bargaining unit. In FY 2011-2012, 830 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (333) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 229 Police Department personnel, of which 169 are members of the Fraternal Order of Police (FOP) union and 44 are AFSCME members. There are a total of 163 Fire Department personnel, of which 157 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 11 department heads and the City Manager of the City of Norman. There are 171 employees that are non-union members including the executive employees.

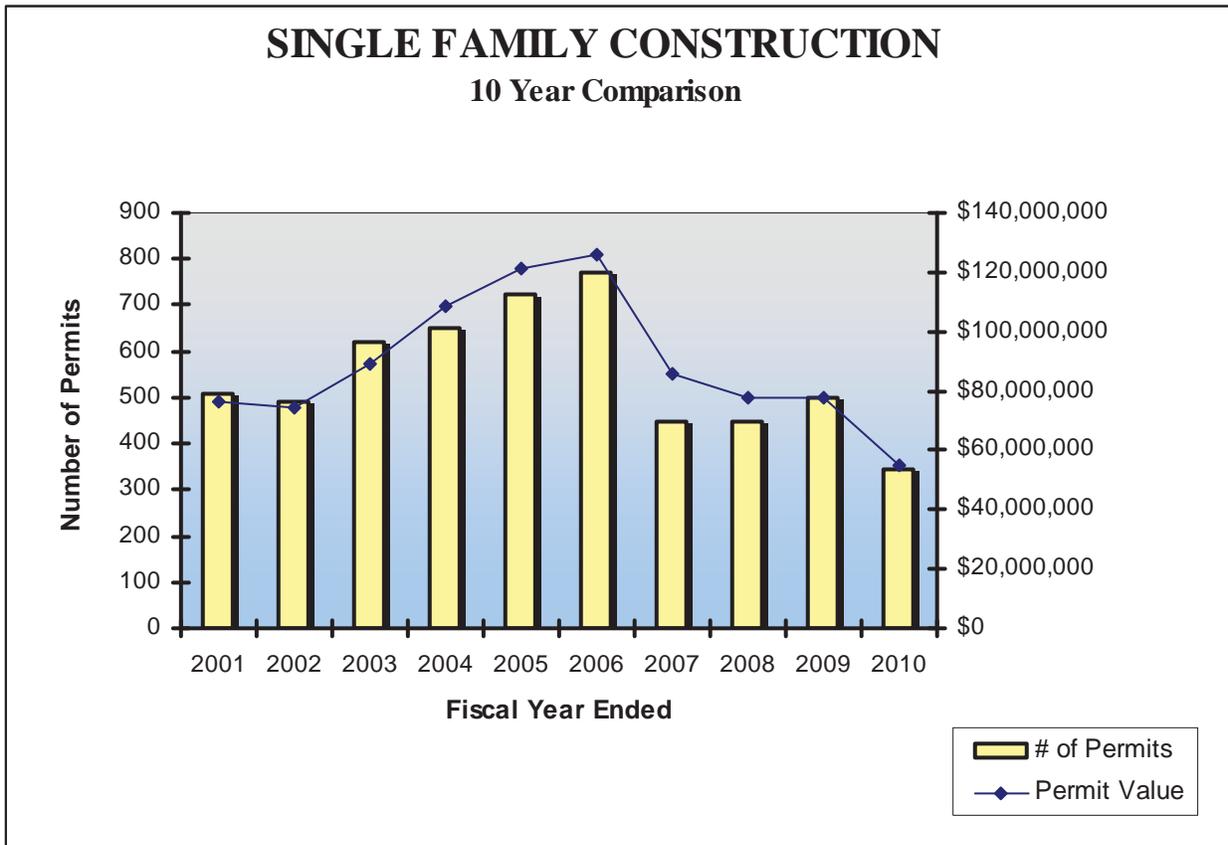


Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgments against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation process as well as the growth factor in the City of Norman. The on-going revaluation process reflects the upswing in real estate values, which began in FYE 1993, and has continued. The City portion of actual property taxes levied in Norman in 2010 was 9.49 mills or \$6,825,539 which is 0.949% 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.

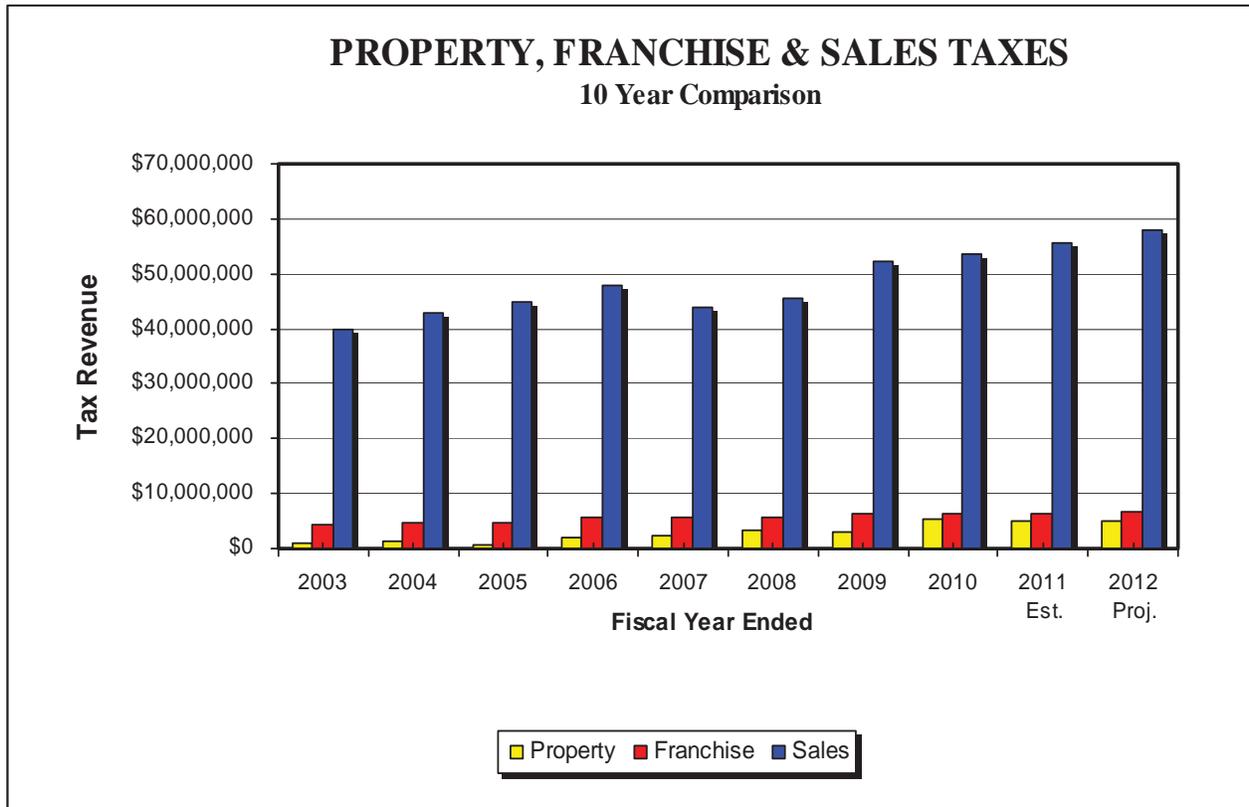
*Real Valuations do not include the homestead exemption.





Discussion of the Graph

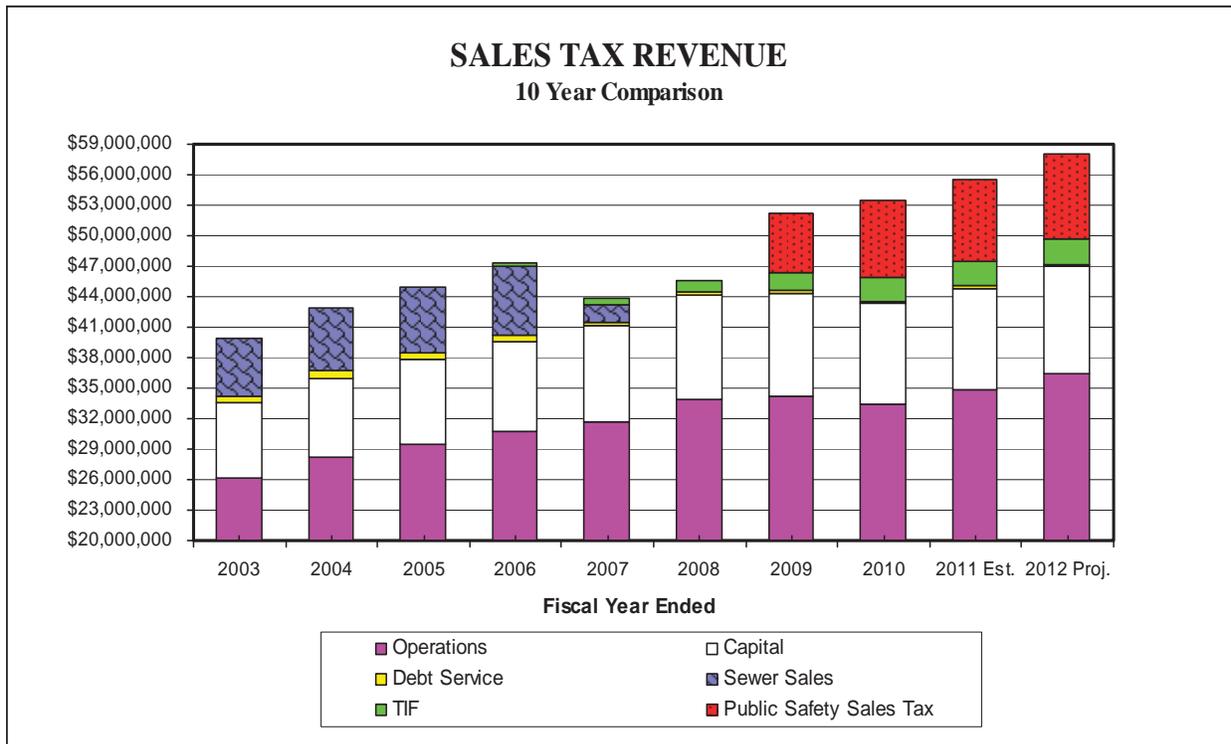
This graph represents new permits for construction of single family residential permit values for the ten-year period. The 2003 increase in the number of permits and permit value follows the national increase in the construction industry encouraged by record low interest rates. The 2007 and 2008 decrease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



Discussion of the Graph

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

CITY OF NORMAN



Discussion of the Graph

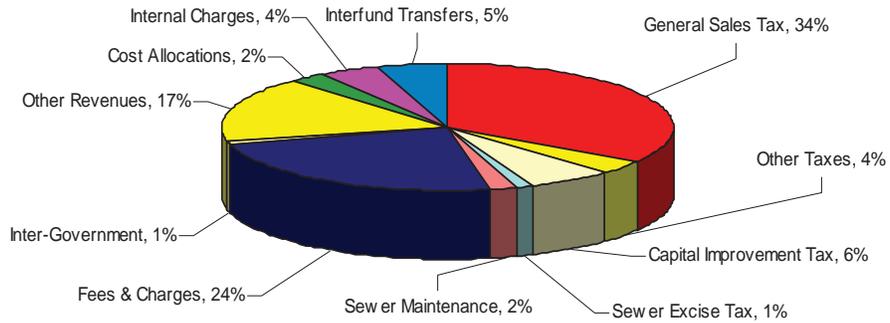
The City of Norman currently has a 3.5% sales tax rate which is the primary source of revenue for General Fund operations and capital expenditures. On August 14, 2001 Norman citizens approved a 1/2 percent, 5- year, sewer sales tax dedicated to fund current capital needs in the City's wastewater system. This tax ended September 30th, 2006. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased from 2002 to 2009. Beginning in Fiscal Year 2010, sales tax started to decline and recovered slightly in Fiscal Year 2011. On May 13, 2008 Norman citizens approved a new 1/2 percent (0.5%), 7-year, public safety sales tax dedicated to additional police and fire personnel and two new fire stations. Debt funded with sales tax revenues has remained low over the 10-year period.

FYE 2012 Projected Figures:

Operations	\$34,467,301
Public Safety	8,277,791
Capital	10,475,412
Debt Service (GO Bonds)	250,188
Tax Increment Finance	2,547,990
Total	\$57,768,494

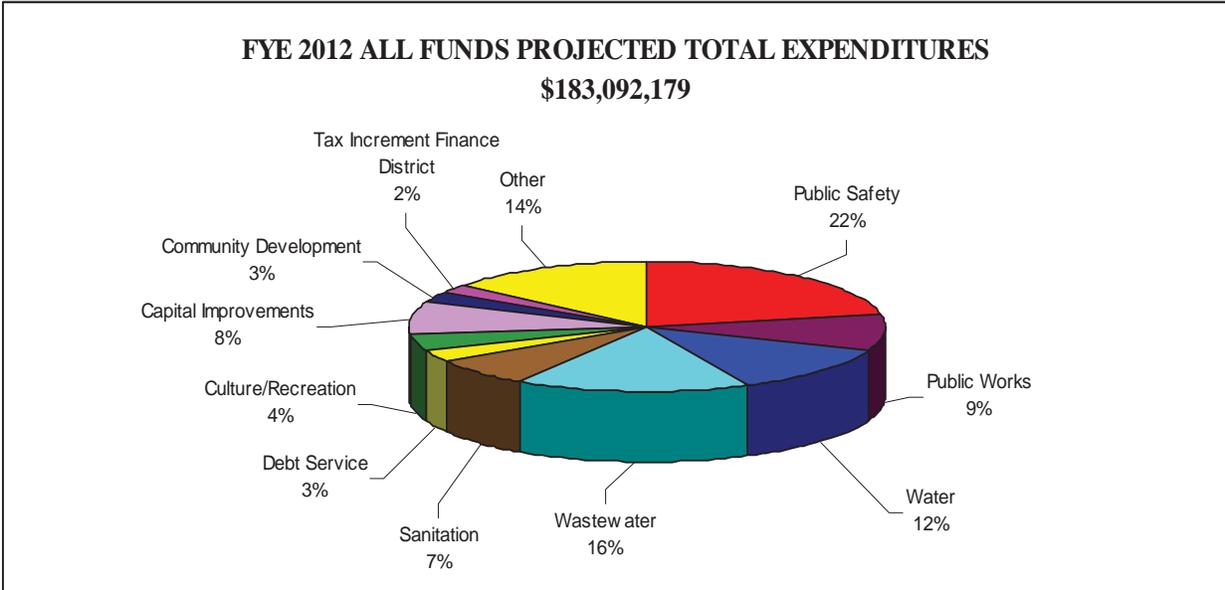
FYE 2012 ALL FUNDS PROJECTED TOTAL REVENUES

\$173,275,245



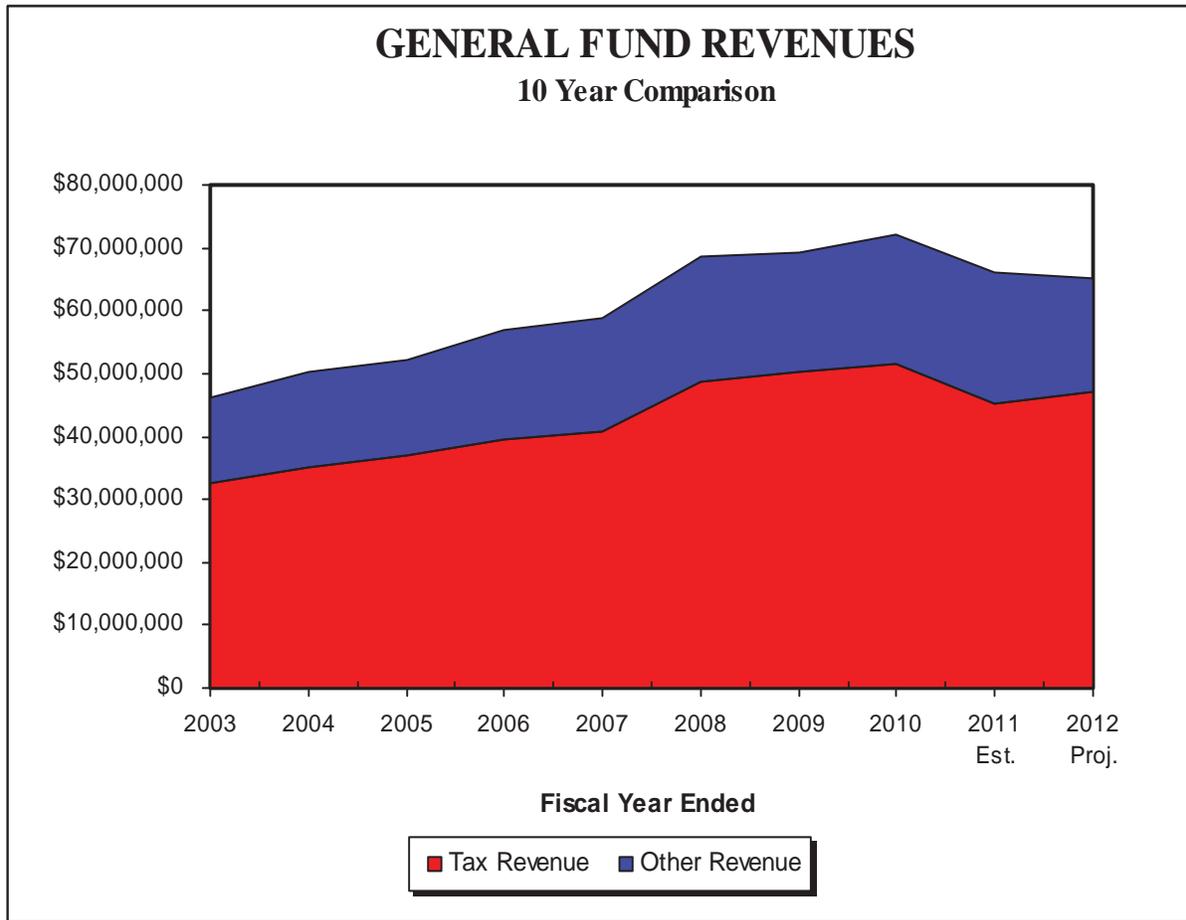
Discussion of the Graph

Budgeted revenues for FYE 2012 of \$173,275,245 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.



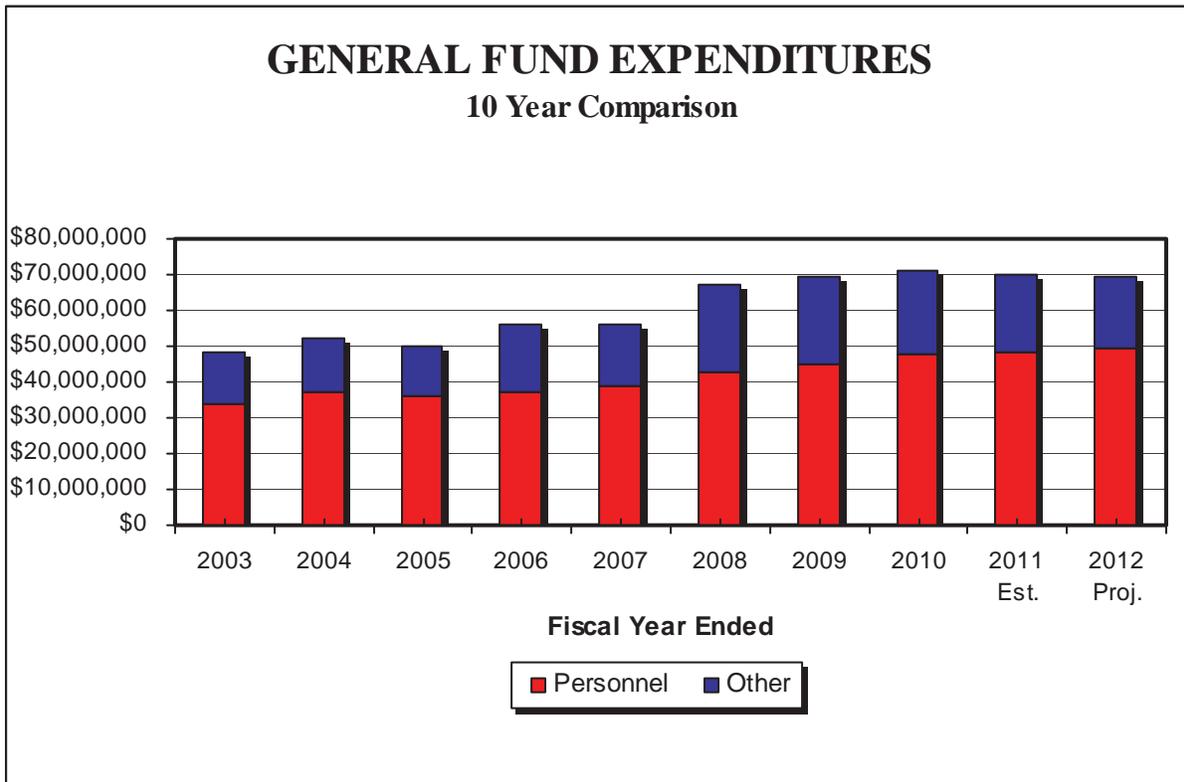
Discussion of the Graph

Budgeted expenditures for FYE 2012 of \$183,092,179 are derived from several uses. The largest portion is Public Safety at 22% or \$40,584,904. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Wastewater is the next largest portion at 16% or \$29,180,146. Tax Increment Finance District is the smallest portion of expenditures at 2% or \$4,355,621.



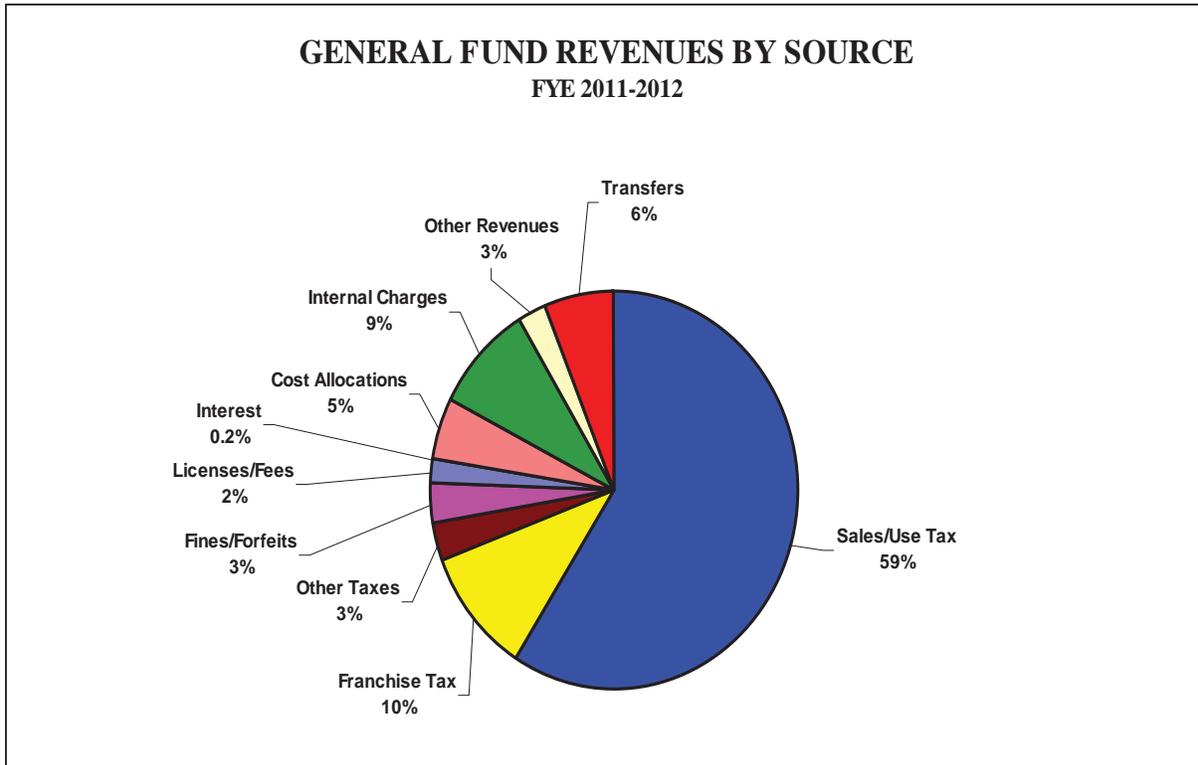
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2003 to an estimated 68% of total revenues in FYE 2011 and a projected 72% in FYE 2012. The increase in the percent of other revenues in FYE 08 is due to a FEMA reimbursement of over \$5,000,000 for the December 2007 - January 2008 ice storm damage. The increase in the percent of tax revenue in FYE 09 is due to the 1/2% (0.5%), 7-year, Public Safety Sales Tax increase that citizens approved on May 13th, 2008. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. The decline of sales tax revenues and other revenues in FYE 10 to FYE 11 is due to the economic recession and the move of the Public Safety Sales Tax to its own fund.



Discussion of the Graph

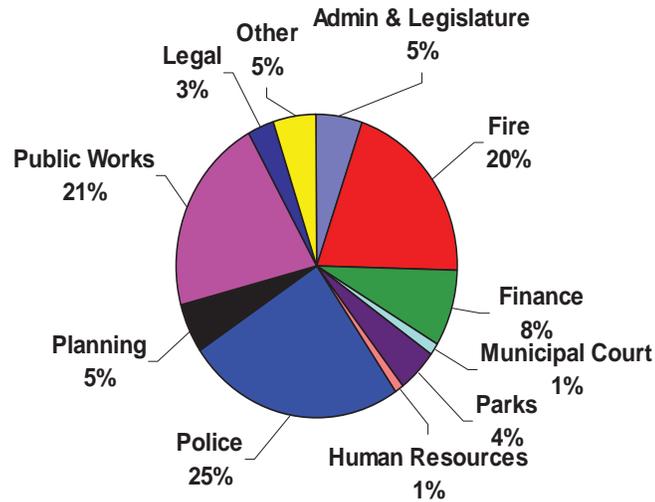
As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 70% of total General Fund expenditures in FYE 2003 and are projected to comprise about 72% of General Fund expenditures in FYE 2012. The significant increase in the other costs category in FYE 2008 is related to costs associated with a severe ice storm that caused damages in December of 2007 and January of 2008. The FYE 2011 decrease in overall expenditures is due to budget cutbacks that included furloughs, no merit and no cost of living increases for employees, and a reduction in operating budgets. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.



Discussion of the Graph

Taxes comprise 72% of the General Fund's revenue; sales and use tax represents 59% while franchise taxes represent 10% and other taxes account for 3%. Cost allocations represent 5% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other Funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.

GENERAL FUND EXPENDITURES BY DEPARTMENT
FYE 2011-2012

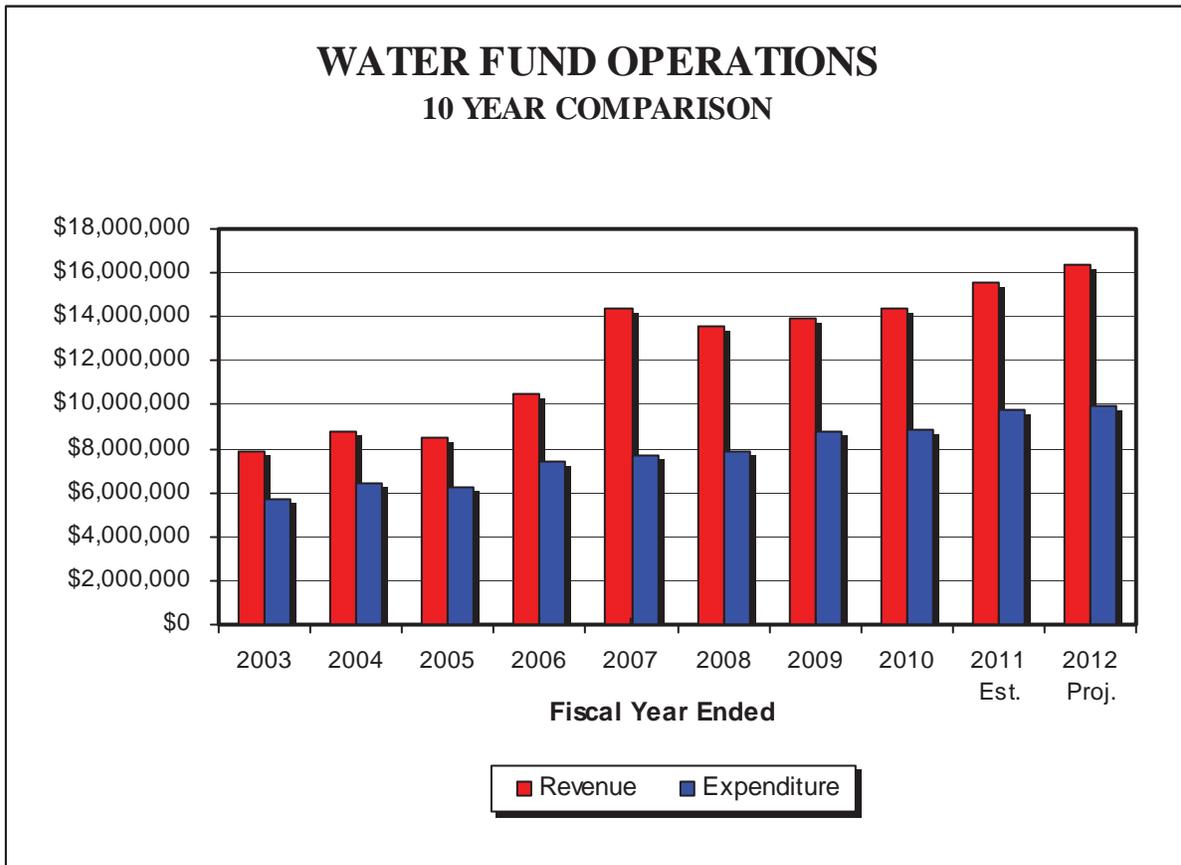


Discussion of the Graph

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$19,362,550 or 25% of total General Fund expenditures. This excludes any expenditure from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling \$16,227,140 or 21% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 66% of General Fund expenditures.

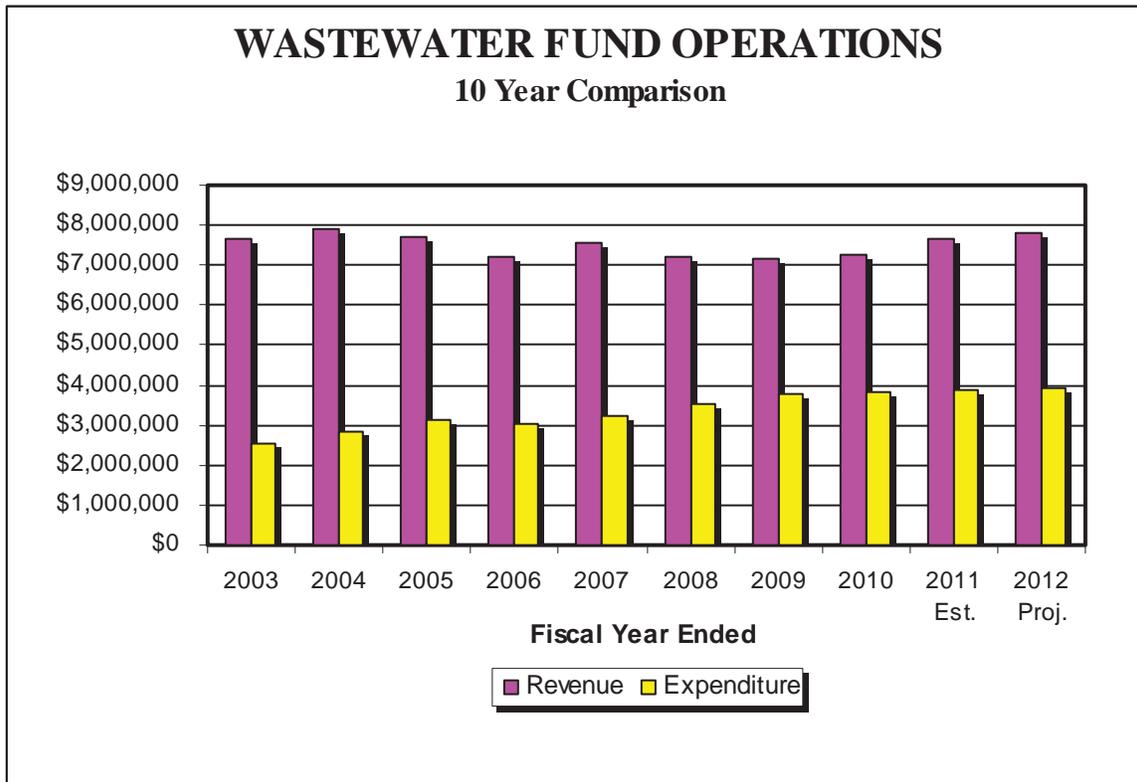
("Other" includes the Planning Commission, Historic District Commission, Board of Adjustment, Parks Board, Human Rights Commission, Children's Rights Committee, Social & Voluntary Services, Norman Public Library, Firehouse Art Center, Historical Museum, Sooner Theatre, Greenbelt Commission, Interfund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

WATER FUND OPERATIONS 10 YEAR COMPARISON



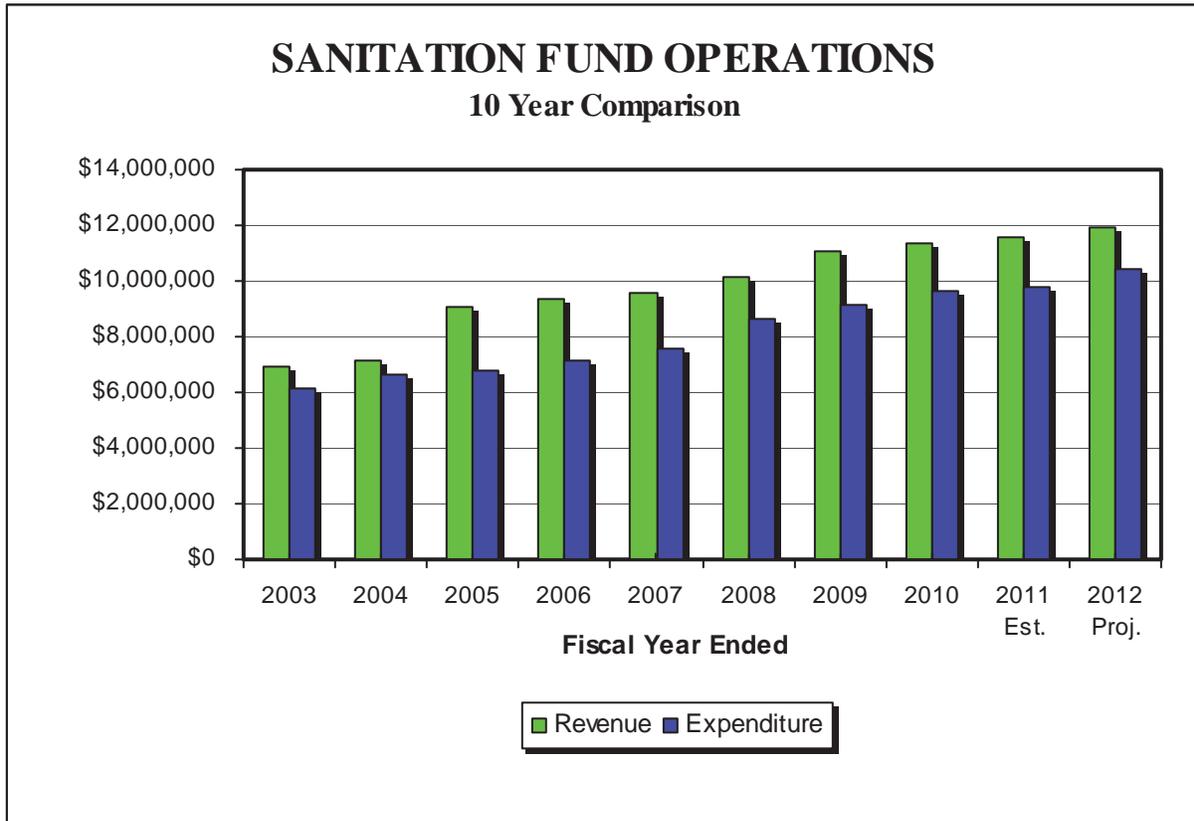
Discussion of the Graph

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. 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. The increase in 2012 revenue is due to a voter approved service rate increase on March 1, 2011.

CITY OF NORMAN

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

	<u>FYE 09 Actual</u>		<u>FYE 10 Actual</u>		<u>FYE 11 Budget</u>		<u>FYE 11 Est.</u>		<u>FYE 12 Proj.</u>	
Total Combined Fund Revenues										
Sales Tax	\$ 52,149,443	2.6%	\$ 53,529,772	3.4%	\$ 55,366,550	4.0%	\$ 57,608,326	0.7%	\$ 58,018,682	
Property Tax	3,373,306	81.2%	6,111,415	-2.9%	5,935,000	0.0%	5,935,000	-1.5%	5,848,000	
Other Taxes	12,688,841	1.7%	12,908,319	-7.2%	11,980,055	-11.3%	10,630,789	31.9%	14,022,341	
Fees, User Charges & Fines	39,997,301	1.9%	40,774,870	8.3%	44,143,377	-2.0%	43,242,604	1.6%	43,949,806	
Federal Funds	1,883,174	208.2%	5,804,272	-71.7%	1,644,031	195.6%	4,860,151	-68.9%	1,512,334	
State Funds	154,778	-25.4%	115,396	-100.0%	-	0.0%	63,982	-100.0%	-	
Interest Income	2,183,557	-58.9%	896,658	72.3%	1,545,061	-56.4%	674,000	25.4%	845,500	
Cost Allocations	5,929,813	-15.0%	5,041,938	-4.5%	4,812,791	0.0%	4,812,791	-10.3%	4,318,953	
Internal Services	6,105,231	11.9%	6,832,172	-3.5%	6,594,628	0.0%	6,594,628	193.4%	19,346,497	
Interfund Transfers	13,663,992	-14.9%	11,626,782	9.9%	12,776,291	58.4%	20,240,843	-56.4%	8,833,121	
Bond/Loan Proceeds	15,165,813	-56.9%	6,536,057	50.7%	9,850,000	0.0%	19,109,891	0.0%	15,200,000	
Other	3,142,755	-41.2%	1,848,809	-28.8%	1,316,140	128.2%	3,003,422	-54.1%	1,380,011	
	<u>\$ 156,438,004</u>	<u>-2.8%</u>	<u>\$ 152,026,460</u>	<u>2.6%</u>	<u>\$ 155,963,924</u>	<u>13.3%</u>	<u>\$ 176,776,427</u>	<u>-2.0%</u>	<u>\$ 173,275,245</u>	
Total Combined Fund Expenditures										
Salary / Benefits	\$ 58,668,763	5.7%	\$ 62,030,187	1.1%	\$ 62,727,061	2.6%	\$ 64,383,125	3.6%	\$ 66,692,643	
Supplies / Materials	7,855,165	-0.6%	7,805,271	22.5%	9,558,715	2.5%	9,801,611	5.5%	10,337,351	
Services / Maintenance	13,785,170	6.9%	14,735,384	11.2%	16,385,404	-7.2%	15,207,658	88.2%	28,628,213	
Internal Services	3,797,937	19.6%	4,542,240	-16.8%	3,777,424	-5.3%	3,577,424	25.6%	4,491,998	
Capital Equipment	4,208,389	48.6%	6,254,753	-24.0%	4,750,599	42.1%	6,752,305	-18.6%	5,498,367	
Capital Projects	32,870,505	-0.7%	32,654,637	-2.6%	31,805,324	201.7%	95,967,543	-58.5%	39,813,472	
Interfund Transfers	13,663,991	-14.9%	11,626,782	9.9%	12,776,291	58.4%	20,240,843	-56.4%	8,833,121	
Cost Allocation Charges	4,897,481	1.6%	4,976,542	-5.5%	4,701,855	0.0%	4,701,855	-8.9%	4,284,873	
Federal Grants	2,060,135	26.0%	2,596,681	-36.7%	1,644,031	251.9%	5,784,702	-73.9%	1,512,584	
Debt Service	7,610,783	5.3%	8,014,837	35.6%	10,871,232	-0.6%	10,803,096	10.4%	11,927,904	
Other	5,634,957	-90.9%	510,624	49.1%	761,319	20.9%	920,252	16.5%	1,071,653	
	<u>\$ 155,053,276</u>	<u>0.4%</u>	<u>\$ 155,747,938</u>	<u>2.6%</u>	<u>\$ 159,759,255</u>	<u>49.1%</u>	<u>\$ 238,140,414</u>	<u>-23.1%</u>	<u>\$ 183,092,179</u>	
Net Difference	<u>\$ 1,384,728</u>		<u>\$ (3,721,478)</u>		<u>\$ (3,795,331)</u>		<u>\$ (61,363,987)</u>		<u>\$ (9,816,934)</u>	

CITY OF NORMAN

**NET CITY BUDGET
FISCAL YEAR ENDING 2012**

FUND	% TOTAL	FYE 12 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 12 BUDGET	NET FYE 11 BUDGET	% CHANGE
General	37.5%	\$68,709,631	\$0	\$4,630,164	\$166,822	\$63,912,645	\$61,527,530	3.9%
Public Safety Sales Tax	3.8%	7,012,765	0	220,824	1,003,500	5,788,441	4,305,934	34.4%
Recreation	0.0%	0	0	0	0	0	1,191,659	-100.0%
Community Development	0.7%	1,305,376	0	3,669	0	1,301,707	1,533,211	-15.1%
Special Grants	0.1%	207,208	0	0	0	207,208	115,283	79.7%
Room Tax	0.6%	1,065,669	34,080	0	205,149	826,440	729,683	13.3%
Emergency Communications	0.0%	0	0	0	0	0	1,739,414	-100.0%
Seizures and Restitutions	0.1%	109,215	0	0	0	109,215	77,652	40.6%
Cleet	0.0%	31,005	0	0	0	31,005	31,005	0.0%
Tax Increment District	0.0%	0	0	0	0	0	0	0.0%
Art In Public Places	0.0%	12,000	0	0	0	12,000	0	0.0%
Westwood Park	0.8%	1,494,377	0	36,647	0	1,457,730	1,321,942	10.3%
Water	12.2%	22,363,044	1,539,147	382,168	728,903	19,712,826	12,995,788	51.7%
Wastewater	4.8%	8,850,281	900,902	82,252	2,762,298	5,104,829	5,433,368	-6.0%
Sewer Maintenance	3.1%	5,741,056	618,946	278,183	0	4,843,927	3,693,751	31.1%
New Development Excise	7.2%	13,246,330	0	0	0	13,246,330	4,233,264	212.9%
Sewer Sales Tax Capital	0.7%	1,342,479	0	0	0	1,342,479	4,154,000	-67.7%
Sanitation	6.9%	12,599,870	1,225,878	2,044,190	0	9,329,802	8,027,529	16.2%
Risk Management	7.7%	14,025,760	0	0	0	14,025,760	0	0.0%
Capital Improvement	8.1%	14,793,264	0	375	2,895,912	11,896,977	17,815,521	-33.2%
Park Land and Development	0.0%	35,000	0	0	0	35,000	57,000	-38.6%
Hall Park Assessment Dist.	0.0%	0	0	0	0	0	0	0.0%
University North Park TIF	2.4%	4,355,621	0	0	0	4,355,621	1,763,650	100.0%
General Debt Service	3.1%	5,591,691	0	0	870,000	4,721,691	4,720,560	0.0%
G.O. Bonds	0.1%	200,537	0	0	200,537	0	0	0.0%
Arterial Roads Recoupment	0.0%	0	0	0	0	0	107,800	0.0%
	100.0%	\$183,092,179	\$4,318,953	\$7,678,472	\$8,833,121	\$162,261,633	\$135,575,544	19.7%

CITY OF NORMAN

**CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2012 ANNUAL BUDGET
SUMMARY OF FUND BALANCES**

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES			EMP TURNOVER SAVINGS	TOTAL EXPENSES	REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES				
GOVERNMENTAL FUNDS											
General	\$4,779,896	\$61,247,934	\$3,891,680	\$65,139,614	\$69,542,809	\$166,822	\$69,709,631	(\$1,000,000)	\$68,709,631	(3,570,017)	1,209,879
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	5,842,824	8,592,793	0	8,592,793	6,009,265	1,003,500	7,012,765	0	7,012,765	1,580,028	7,422,852
Room Tax	244,590	1,136,000	0	1,136,000	860,520	205,149	1,065,669	0	1,065,669	70,331	314,921
Seizures and Restitutions	543,058	124,715	0	124,715	109,215	0	109,215	0	109,215	15,500	558,558
Cleet	22,671	32,000	0	32,000	31,005	0	31,005	0	31,005	995	23,666
Tax Increment District	8,823	0	0	0	0	0	0	0	0	0	8,823
Art in Public Places	0	12,000	0	12,000	12,000	0	12,000	0	12,000	0	0
Park Land and Development	1,335,983	80,000	0	80,000	35,000	0	35,000	0	35,000	45,000	1,380,983
Westwood Park	0	1,146,406	347,971	1,494,377	1,494,377	0	1,494,377	0	1,494,377	0	0
Net Revenue Stabilization	0	0	120,000	120,000	0	0	0	0	0	120,000	120,000
GRANT FUNDS											
Community Development	68,088	1,305,352	0	1,305,352	1,305,376	0	1,305,376	0	1,305,376	(24)	68,064
Special Grants	327,361	206,982	0	206,982	207,208	0	207,208	0	207,208	(226)	327,135
ENTERPRISE FUNDS											
Water	11,657,152	16,485,830	0	16,485,830	21,691,023	728,903	22,419,926	(56,882)	22,363,044	(5,877,214)	5,779,938
Wastewater	807,419	8,350,053	0	8,350,053	6,113,367	2,762,298	8,875,665	(25,384)	8,850,281	(500,228)	307,191
Sewer Maintenance	0	3,341,623	2,399,433	5,741,056	5,762,422	0	5,762,422	(21,366)	5,741,056	0	0
New Development Excise	564,349	17,400,000	0	17,400,000	13,246,330	0	13,246,330	0	13,246,330	4,153,670	4,718,019
Sewer Sales Tax Capital	1,267,479	75,000	0	75,000	1,342,479	0	1,342,479	0	1,342,479	(1,267,479)	0
Sanitation	2,427,963	11,974,000	0	11,974,000	12,599,870	0	12,599,870	0	12,599,870	(625,869)	1,802,093
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	(439,230)	13,594,990	870,000	14,464,990	14,025,760	0	14,025,760	0	14,025,760	439,230	0
CAPITAL PROJECTS FUND											
Capital Improvements	5,330,713	10,633,412	1,003,500	11,636,912	11,897,352	2,895,912	14,793,264	0	14,793,264	(3,156,352)	2,174,361
University North Park TIF	3,768,551	3,400,490	0	3,400,490	4,355,621	0	4,355,621	0	4,355,621	(955,131)	2,813,420
Arterial Roads Recoupment	145,358	0	0	0	0	0	0	0	0	0	145,358
DEBT SERVICE FUNDS											
General Debt Service	2,570,122	5,050,356	200,537	5,250,893	4,721,691	870,000	5,591,691	0	5,591,691	(340,798)	2,229,324
G. O. Bonds	51,651	252,188	0	252,188	0	200,537	200,537	0	200,537	51,651	103,302
GRAND TOTAL ALL FUNDS	\$41,324,821	\$164,442,124	\$8,833,121	173,275,245	\$175,362,690	\$8,833,121	\$184,195,811	(\$1,103,632)	\$183,092,179	(\$9,816,933)	\$31,507,887
Less: Interfund Transfers	0	0	(8,833,121)	(8,833,121)	0	(8,833,121)	(8,833,121)	0	(8,833,121)	0	0
Internal Service Charges	0	(7,678,472)	0	(7,678,472)	(7,678,472)	0	(7,678,472)	0	(7,678,472)	0	0
Cost Allocation Charges	0	(4,318,953)	0	(4,318,953)	(4,318,953)	0	(4,318,953)	0	(4,318,953)	0	0
Total Deductions	\$0	(\$11,997,425)	(\$8,833,121)	(20,830,546)	(\$11,997,425)	(\$8,833,121)	(\$20,830,546)	\$0	(\$20,830,546)	\$0	\$0
NET TOTAL ALL FUNDS	\$41,324,821	\$152,444,699	\$0	152,444,699	\$163,365,265	\$0	\$163,365,265	(\$1,103,632)	\$162,261,633	(\$9,816,933)	\$31,507,887

CITY OF NORMAN

**TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2012**

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	47,041,640	4,125,387	0	100,000	1,021,440	3,207,960	5,751,507	3,891,680	65,139,614	3,570,017	68,709,631
Net Revenue Stabilization	0	0	0	0	0	0	0	120,000	120,000	0	120,000
Public Safety Sales Tax	8,592,793	0	0	0	0	0	0	0	8,592,793	0	8,592,793
Community Development	0	0	1,305,352	0	0	0	0	0	1,305,352	24	1,305,376
Special Grants	0	0	206,982	0	0	0	0	0	206,982	0	206,982
Room Tax	1,133,000	0	0	3,000	0	0	0	0	1,136,000	0	1,136,000
Seizures and Restitutions	0	109,215	15,000	500	0	0	0	0	124,715	0	124,715
CLEET	0	0	32,000	0	0	0	0	0	32,000	0	32,000
Tax Increment District	0	0	0	0	0	0	0	0	0	0	0
Art in Public Places	0	0	0	0	12,000	0	0	0	12,000	0	12,000
Westwood Park	0	1,138,906	0	7,500	0	0	0	347,971	1,494,377	0	1,494,377
Water	0	15,700,170	0	120,000	0	665,660	0	0	16,485,830	4,589,882	21,075,712
Wastewater	0	7,804,720	0	100,000	0	445,333	0	0	8,350,053	483,592	8,833,645
Sewer Maintenance	0	3,341,623	0	0	0	0	0	2,399,433	5,741,056	0	5,741,056
New Development	2,000,000	0	0	200,000	15,200,000	0	0	0	17,400,000	0	17,400,000
Sewer Sales Tax Capital	0	0	0	75,000	0	0	0	0	75,000	1,267,479	1,342,479
Sanitation	0	11,944,000	0	30,000	0	0	0	0	11,974,000	605,309	12,579,309
Capital Improvement	10,475,412	0	0	150,000	8,000	0	0	1,003,500	11,636,912	3,156,352	14,793,264
Park Land and Development	0	65,000	0	15,000	0	0	0	0	80,000	0	80,000
University North Park TIF	3,382,990	0	0	17,500	0	0	0	0	3,400,490	955,131	4,355,621
General Debt Service	5,013,000	12,356	0	25,000	0	0	0	200,537	5,250,893	340,798	5,591,691
G.O. Bonds	250,188	0	0	2,000	0	0	0	0	252,188	0	252,188
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0	0
Risk Management / Insurance	0	0	0	0	11,668,025	0	1,926,965	870,000	14,464,990	0	14,464,990
	\$77,889,023	\$44,241,377	\$1,559,334	\$845,500	\$27,909,465	\$4,318,953	\$7,678,472	\$8,833,121	\$173,275,245	\$14,968,584	\$188,243,829
PERCENT TO TOTAL	41.4%	23.5%	0.8%	0.4%	14.8%	2.3%	4.1%	4.7%	92.0%	8.0%	100.0%

CITY OF NORMAN

**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2012**

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	49,389,975	4,969,184	7,753,574	2,799,912	0	4,630,164	0	166,822	(1,000,000)	68,709,631
Public Safety Sales Tax	5,107,922	80,596	142,978	456,945	0	220,824	0	1,003,500	0	7,012,765
Community Development	377,348	4,519	894,840	0	25,000	3,669	0	0	0	1,305,376
Special Grants	112,015	17,693	6,500	0	71,000	0	0	0	0	207,208
Room Tax	0	0	826,440	0	0	0	34,080	205,149	0	1,065,669
Seizures & Restitutions	42,015	12,900	54,300	0	0	0	0	0	0	109,215
CLEET	0	0	31,005	0	0	0	0	0	0	31,005
TIF	0	0	0	0	0	0	0	0	0	0
Art In Public Places	0	0	12,000	0	0	0	0	0	0	12,000
Westwood Park	820,231	120,358	215,992	96,000	0	36,647	0	0	205,149	1,494,377
Water	3,792,158	1,545,477	2,739,294	370,345	8,705,951	382,168	1,539,147	728,903	2,559,601	22,363,044
Wastewater	1,692,289	286,197	1,002,262	275,000	230,000	82,252	900,902	2,762,298	1,619,081	8,850,281
Sewer Maintenance	1,424,413	99,960	345,065	77,855	2,918,000	278,183	618,946	0	(21,366)	5,741,056
New Development Excise	0	0	1,000	0	11,674,521	0	0	0	1,570,809	13,246,330
Sewer Sales Tax Capital	0	0	0	0	1,342,479	0	0	0	0	1,342,479
Sanitation	3,851,531	52,774	3,226,112	1,422,310	461,500	2,044,190	1,225,878	0	315,575	12,599,870
Capital Improvement	836,956	0	16,000	0	11,044,021	375	0	2,895,912	0	14,793,264
Park Land & Development	0	0	0	0	35,000	0	0	0	0	35,000
University North Park TIF	0	0	9,971	0	3,402,000	0	0	0	943,650	4,355,621
General Debt Service	0	0	0	0	0	0	0	870,000	4,721,691	5,591,691
G.O. Bonds	0	0	0	0	0	0	0	200,537	0	200,537
Risk Management / Insurance	880,800	0	13,144,960	0	0	0	0	0	0	14,025,760
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0
Total	68,327,653	7,189,658	30,422,293	5,498,367	39,909,472	7,678,472	4,318,953	8,833,121	10,914,190	183,092,179

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 12) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The “Budget Highlights” section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

Balanced Budget

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

Five Year Forecast

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

Reasonable Cost of Service

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

Reserve Policies

Operating Reserve

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

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

- 2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund
- 3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

Capital Reserve

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

Debt Reserve

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

Debt Policy

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

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

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

The City of Norman's legal debt limit is approximately \$71,578,000, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

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

Levelized Rates

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

Utility Transfer to General Fund

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

Municipal Budget Act

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



BUDGET CALENDAR

Fiscal Year Ending 2012

July	21 Finance Committee meeting to discuss budget strategies for FYE 2012
September	18 Council Budget Retreat to discuss budget strategies for FYE 2012 and distribution of Council Service Prioritization Survey
November	16 Council Work Session on Capital Budget to identify Council priorities 17 Finance Committee meeting to discuss budget process for FYE 2012
December	8 "Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	3-7 Budget Staff meets with individual departments 7 First Draft Capital Project forms due to Planning 12 Finance/City Manager begin review of reserve policies Health Insurance recommendation 21 2nd Draft Capital Project forms due to Planning 28 Last day to make changes to Base Budgets
February	1 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 16 Preliminary Fund Summaries due 17 Council Retreat - Capital Budget (if necessary) 24 Mid-Year Amendments/Adjustments sent to Council 25 Fleet Capital Equipment/Vehicle recommendations due to Finance Personnel Adj. recommendations due to Budget from Human Resources Computer Equipment recommendations due to Budget from IS
March	3 Updated Dept./Div. Summary forms & Performance Measurement forms due Final Capital Project forms due to Planning (last day to make changes) 4 Department Head Retreat to prioritize and rank department requests 7-11 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 21 Finance begins compilation of budget data 25 Last day to make changes / additions to operating budget Capital Project Schedules due to Finance from Planning
April	5 Preliminary Budget to Print Shop 14 Council & Staff receive preliminary budget document 19 Council Study Session - Overview, General Fund and Special Revenue Funds 26 Council Study Session for Enterprise Funds
May	3 Council Study Session for Capital Funds 11 Publish budget summary in newspaper announcing Public Hearing 31 Public Hearing at Council meeting
June	7 Council Study Session (if necessary) 14 Council considers budget for adoption 22 Final Budget to Print Shop for printing/binding 27 File budget with Excise Board & State Auditor
July	1 Beginning of Fiscal Year Ending 2012

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.

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

FIDUCIARY FUNDS

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

CITY OF NORMAN

FUNDING SOURCES FOR EACH DEPARTMENT

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

BASIS OF ACCOUNTING

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

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

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

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

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

MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

This act may be cited as the “Municipal Budget Act.”

SECTION 17-202. PURPOSE OF ACT.

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

1. Establish standard and sound fiscal procedures for the adoption and administration of budgets;
2. Make available to the public and investors sufficient information as to the financial conditions, requirements and expectations of the municipal government; and
3. Assist municipal governments to improve and implement generally accepted standards of finance management.

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

1. “Account” means an entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department;
2. “Appropriated fund balance” means any fund balance appropriated for a fund for the budget year;
3. “Appropriation” means an authorization to expend or encumber income and revenue provided for a purpose;
4. “Budget” means a plan of financial operations for a fiscal year, including an estimate of proposed expenditures for given purposes and the proposed means for financing them;

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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 three percent tax (3%). Franchise fees are generated by a fee on the gross receipts within Norman of public utilities as follows:

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

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

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

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

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

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FYE 12 Budget

The Fiscal Year Ending June 30, 2012 (FYE 12) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 4,779,896
Current Revenues & Interfund Transfers	<u>65,139,614</u>
Total Available Resources	69,919,510
Current Expenditures & Interfund Transfers	<u>(68,709,631)</u>
Estimated Ending Fund Balance	\$ 1,209,879

In the City's Comprehensive Annual Financial Report for Fiscal Year ending June 30, 2010, 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, 2010	\$ 11,678,701
Encumbrances outstanding	<u>1,834,265</u>
Fund summary cash balance (see page 55)	13,512,966
Current year accruals	<u>7,005,680</u>
Total fund balances – fund balance sheet, June 30, 2010	\$ 20,518,646

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 12 sales tax is being projected at a 4.6% increase over estimated FYE 11 collections, or an almost 10% increase from the FYE 11 Budget. Other revenues such as use tax, franchise fees, and other taxes are projected at a 3% increase from FYE 11 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 11 estimated figures. Fines and forfeitures are estimated at a 14% decrease and service fees and charges are estimated at a 32% increase from FYE 11 estimated figures. These projected decreases in review are due primarily to one-time revenue enhancement programs implemented in FYE 2011.

On May 13th, 2008, the citizens of Norman passed a 7-year, one-half percent (1/2%) Public Safety Sales Tax in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008 and terminating on September 30, 2015. These revenues and expenses are shown in the General Fund in FYE 10, but beginning in FYE 11 a new Public Safety Sales Tax Fund was created to account for these revenues and expenditures separately.

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

FYE 12 expenditures are projected based on a line-item analysis within each department. Several cost-containment actions are proposed in the FYE 12 General Fund budget. Salaries and benefits are budgeted with no merit increases and no cost of living increases to employee salaries.

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Dept / Div	Eliminated Positions	Added Positions
Police Emergency Communications		3 PT Call-takers
Planning	PT Planning Intern	

An 8% increase in supplies and materials (partly due to fuel cost increases) and a 16% decrease in services and maintenance cost from FYE 11 Budget figures are proposed for FYE 12. Internal service costs were reduced by 28% from the FYE 11 Budget. A 10% cut in funding to social service organizations was continued from the FYE 11 Budget.

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

Five Year Outlook

Sales tax revenues are projected at an increase of 4.2% from FYE 12 to FYE 13. Projections for FYE 13 through FYE 16 are projected on an average annual growth rate of 4.2%.

- State use tax, franchise taxes, and other taxes are projected to increase at an average of 3%, while other major revenues are projected to increase at an average annual rate of 1%, which is primarily related to real growth.
- Transfers from the Water and Wastewater Utilities will be based on a rate equal to 5% of the gross operating revenues in each utility. This represents a policy to replicate the payments from private utilities for franchise fees for the use of public rights-of-way. In addition, transfers from the Capital Improvement Fund are made for financing General Fund capital equipment needs.
- In previous fiscal years, Interfund transfers were made from the Capital Improvement Fund to offset the cost of positions in the General Fund that provide staff support to capital projects. Beginning in FYE 12, these costs will directly be charged to the appropriate fund based on the positions' time spent of General Fund versus other fund projects.
- Transfers from the Debt Service Fund are for projected judgments and claims against the City.
- FYE 12 net expenditures represent an approximate .16% decrease from FYE 11 Budget. Total expenditures are projected to increase an average of 4.5% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 12, except Internal Services, which is projected at a 2% increase after FYE 12. Salaries and Benefits are projected at a 5.6% increase from FYE 12 to FYE 13 and a 5.6% annual increase after FYE 13.

Summary

The FYE 12 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by \$3,570,017. Estimated year-end reserves of \$1,209,879 do not meet required reserve levels. The projected FYE 12 year-end fund balance is at a low level. Future actions will need to be taken to bring ongoing revenues in line with expenditures.

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GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	12,399,795	3,753,850	7,544,066	4,779,896	1,209,879	(3,915,879)	(9,995,342)	(17,111,984)
3 Revenues:								
4 Sales Tax	33,417,291	33,250,000	34,850,249	36,467,301	38,017,161	39,632,890	41,317,288	43,073,273
5 Sales Tax - Dedicated PSST	7,659,896	0	0	0	0	0	0	0
6 State Use Tax	1,868,161	2,111,500	1,855,000	1,910,650	1,967,970	2,027,009	2,087,819	2,150,454
7 State Use Tax - Dedicated PSST	311,342	0	0	0	0	0	0	0
8 Franchise Fees	6,262,225	6,842,805	6,475,000	6,669,250	6,869,328	7,075,407	7,287,670	7,506,300
9 Other Tax	1,870,809	2,137,250	1,936,349	1,994,439	2,054,272	2,115,900	2,179,377	2,244,758
10 Fines/Forfeitures	2,175,348	2,839,295	2,575,241	2,209,507	2,231,602	2,253,918	2,276,457	2,276,457
11 Interest/Investment Income	161,963	275,000	55,000	100,000	103,000	106,090	109,273	112,551
12 Other Revenues	1,187,349	595,460	595,460	1,021,440	1,031,654	1,041,971	1,052,391	1,062,915
13 License/Permit Fees	1,156,083	1,024,600	1,131,158	1,142,470	1,153,895	1,165,434	1,177,088	1,188,859
14 Service Fees and Charges	490,812	586,213	586,213	773,410	781,144	788,955	796,845	804,813
15 Cost Allocation Chrgs.	3,766,850	3,426,641	3,426,641	3,207,960	3,240,040	3,272,440	3,305,164	3,338,216
16 Internal Chrgs.	6,832,172	6,594,628	6,594,628	5,751,507	5,866,537	5,983,868	6,103,545	6,225,616
18 Subtotal	67,160,301	59,683,392	60,080,939	61,247,934	63,316,602	65,463,882	67,692,917	69,984,212
20 I/F Transf - Water	368,947	701,747	685,266	728,903	775,367	824,842	877,523	933,620
21 I/F Transf - Wastewater	202,832	380,080	355,750	362,865	370,122	377,525	385,075	392,777
22 I/F Transf - Water (Dev. Engineer)	29,986	30,146	30,146	0	0	0	0	0
23 I/F Transf - Wastewater (Dev. Engineer)	29,986	30,146	30,146	0	0	0	0	0
24 I/F Transf - CIP (Outlay)	0	0	0	0	0	0	0	0
25 I/F Transf - CIP (St Maint)	305,916	463,328	463,328	0	0	0	0	0
26 I/F Transf - CIP (Personnel)	0	335,521	335,521	0	0	0	0	0
27 I/F Transf - Debt Service	1,345,323	500,000	500,000	0	0	0	0	0
28 I/F Transf - Capital Outlay	2,438,372	2,665,500	3,608,865	2,799,912	0	0	0	0
29 I/F Transf - Sanitation (fleet)	58,348	55,066	55,066	0	0	0	0	0
30 I/F Transf - CIP (Eng Design)	23,307	23,728	23,728	0	0	0	0	0
31 I/F Transf - UNP TIF	0	0	0	0	0	0	0	0
33 Subtotal	4,803,017	5,185,262	6,087,816	3,891,680	1,145,489	1,202,367	1,262,598	1,326,397
35 Total Revenue	71,963,318	64,868,654	66,168,755	65,139,614	64,462,091	66,666,249	68,955,515	71,310,609
37 Expenditures:								
38 Salary / Benefits	46,164,632	45,952,627	48,327,940	49,389,975	52,155,814	55,076,539	58,160,825	61,417,832
39 Salary / Benefits - Dedicated PSST	1,471,000	0	0	0	0	0	0	0
40 Supplies/Materials	4,978,690	5,949,630	5,949,630	6,436,674	6,501,041	6,566,051	6,631,712	6,698,029
41 Supplies/Materials - Dedicated PSST	46,433	0	0	0	0	0	0	0
42 Services/Maintenance	8,098,841	7,363,317	7,028,006	6,461,227	7,831,110	7,909,421	7,988,515	8,068,400
43 Services/Maintenance - Dedicated PSST	49,015	0	0	0	0	0	0	0
44 Internal Services	2,943,347	2,471,249	2,271,249	3,162,674	3,225,927	3,290,446	3,356,255	3,423,380
45 Capital Equipment	2,410,753	2,578,000	3,299,981	2,799,912	0	0	0	0
46 Capital Equipment - Dedicated PSST	1,076,217	0	0	0	0	0	0	0
48 Subtotal	67,238,928	64,314,823	66,876,806	68,250,462	69,713,892	72,842,457	76,137,307	79,607,641
50 Audit Adjustments/Encumbrances	102,519	0	0	0	0	0	0	0
51 I/F Transf - Recreation	1,127,037	1,209,352	1,244,630	0	0	0	0	0
52 I/F Transf - Westwood	134,297	0	100,037	46,822	73,957	103,256	134,850	168,882
53 I/F Transf - Emergency Communication	1,668,476	1,508,525	1,631,502	0	0	0	0	0
54 I/F Transf - Water Fund	0	0	1,088	0	0	0	0	0
55 I/F Transf - Sewer Excise Tax Fund	184,284	0	0	0	0	0	0	0
56 I/F Transf - Capital Fund	394,607	0	0	0	0	0	0	0
57 I/F Transfer - Seizures & Rest Fund	0	78,862	78,862	0	0	0	0	0
58 I/F Transf - CDBG Fund	0	0	0	0	0	0	0	0
59 I/F Transf - Rainy Day Fund	0	0	0	120,000	0	0	0	0
60 Two Percent Reserve	0	1,286,557	0	1,292,347	0	0	0	0
62 Subtotal	3,611,220	4,083,296	3,056,119	1,459,169	73,957	103,256	134,850	168,882
64 Total Expenditures	70,850,148	68,398,119	69,932,925	69,709,631	69,787,849	72,945,713	76,272,157	79,776,523
65 Employee Turnover Savings	0	(200,000)	(1,000,000)	(1,000,000)	(200,000)	(200,000)	(200,000)	(200,000)
66 Internal Charges	0	0	0	0	0	0	0	0
68 Net Expenditures	70,850,148	68,198,119	68,932,925	68,709,631	69,587,849	72,745,713	76,072,157	79,576,523
70 Net Difference	1,113,170	(3,329,465)	(2,764,170)	(3,570,017)	(5,125,757)	(6,079,464)	(7,116,642)	(8,265,914)
72 Ending Fund Balance	13,512,965	424,385	4,779,896	1,209,879	(3,915,879)	(9,995,342)	(17,111,984)	(25,377,898)
74 Reserved for encumbrances	1,826,810	0	0	0	0	0	0	0
75 Reserved for Operations	294,462	424,385	(642,898)	1,209,879	(3,915,879)	(9,995,342)	(17,111,984)	(25,377,898)
76 Reserved for Self Insurance	5,422,794	0	5,422,794	0	0	0	0	0
77 Reserve (Deficit)	0	0	0	0	0	0	0	0
78 Reserved for Dedicated PSST	5,968,899	0	0	0	0	0	0	0
80 Total Reserves	13,512,965	424,385	4,779,896	1,209,879	(3,915,879)	(9,995,342)	(17,111,984)	(25,377,898)
NOTE: 3% Operating Reserve surplus (deficit)	(3,956,547)	(3,590,308)	(4,778,873)	(728,642)	(6,003,514)	(12,177,714)	(19,394,149)	(27,765,194)
- FY12 and beyond								

**NET REVENUE STABILIZATION FUND
BUDGET
HIGHLIGHTS**

Background

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

- 1.) The General Fund Operating Reserve fund balance is projected to fall below one percent (1%) of budgeted expenditures.
- 2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund
- 3.) A major one-time or capital expenditure has been necessitated, such as for major repairs to or replacement of City of Norman facilities.

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

FYE 12 Budget

In FYE 12 there is a \$120,000 transfer from the General Fund to the Net Revenue Stabilization Fund.

CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	0	0	0	0	120,000	120,000	120,000	120,000
2								
3 Revenues:								
4 Interest Income	0	0	0	0	0	0	0	0
5								
6 Subtotal	0	0	0	0	0	0	0	0
7								
8 I/F Transf - General Fund	0			120,000				
9								
10 Subtotal	0	0	0	120,000	0	0	0	0
11								
12 Total Revenue	0	0	0	120,000	0	0	0	0
13								
14 Expenditures:								
15 Audit Adjustments/Encumbrances	0	0	0	0	0	0	0	0
16 I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
17								
18 Total Expenditures	0	0	0	0	0	0	0	0
19								
20 Net Expenditures	0	0	0	0	0	0	0	0
21								
22 Net Difference	0	0	0	120,000	0	0	0	0
23								
24 Ending Fund Balance	0	0	0	120,000	120,000	120,000	120,000	120,000

NOTE: Rainy Day Reserve of 4.5% (deficit) (2,787,782) (3,011,453) (3,153,557) (3,303,247) (3,460,944)

**PUBLIC SAFETY SALES TAX FUND
BUDGET
HIGHLIGHTS**

Background

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

Previous to Fiscal Year ending June 30, 2011, the revenues and expenditures associated with the Public Safety Sales Tax (PSST) were accounted for in the General Fund. They are now in the PSST Fund, a Special Revenue Fund established with the passage of the FYE 11 budget to account for the temporary PSST revenue and related expenditures.

FYE 12 Budget

Estimated revenues of \$8,592,793 are being projected at a 4.5% increase over estimated FYE 11 collections. Estimated expenditures of \$7,012,765 are budgeted in FYE 12.

Five positions will be added during FYE 12 in the Police Department and fifteen in the Fire Department, making a total of 65 positions in the PSST Fund. Thirty of these are in the Fire Department.

By the end of the seventh year, 71 total positions will be added for improved public safety.

The construction of a second fire station, in rapidly-growing east Norman, is budgeted for in FYE 2012. Funds for the construction of this second PSST-financed fire station were transferred to the Capital Fund in FYE 2011, and construction expenditures will be tracked in the Capital Fund.

CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	966,914	5,992,754	5,968,899	5,842,824	7,422,852	10,400,776	13,361,757	16,295,979
2								
3 Revenues:								
4 Sales Tax - Dedicated PSST	7,659,896	7,560,000	7,912,245	8,277,791	8,650,291	9,039,554	9,446,334	4,935,710
5 State Use Tax - Dedicated PSST	311,342	345,050	305,827	315,002	324,452	334,186	344,212	177,269
6 Interest Income	37,606	0	0	0	0	0	0	0
7								
8 Subtotal	8,008,844	7,905,050	8,218,072	8,592,793	8,974,743	9,373,740	9,790,546	5,112,979
9								
10								
11 Subtotal	0	0	0	0	0	0	0	0
12								
13 Total Revenue	8,008,844	7,905,050	8,218,072	8,592,793	8,974,743	9,373,740	9,790,546	5,112,979
14								
15 Expenditures:								
16 Salary / Benefits - Dedicated PSST	1,471,000	3,437,972	3,437,972	5,107,922	5,534,074	5,948,493	6,390,519	5,710,045
17 Supplies/Materials - Dedicated PSST	46,433	131,804	129,320	249,976	74,358	75,101	75,852	75,852
18 Services/Maintenance - Dedicated PSST	49,015	109,878	113,505	142,978	77,894	78,673	79,460	79,460
19 Internal Service - Dedicated PSST		13,454	13,454	51,444	0	0	0	0
20 Capital Equipment - Dedicated PSST	1,076,217	684,280	1,659,502	456,945	310,493	310,493	310,493	310,493
21								
22 Subtotal	2,642,665	4,377,388	5,353,753	6,009,265	5,996,819	6,412,760	6,856,324	6,175,850
23								
24 Audit Adjustments/Encumbrances	4,587	0	0	0	0	0	0	0
25 I/F Transf - Capital Fund	359,607	2,990,394	2,990,394	1,003,500	0	0	0	0
26								
27 Subtotal	364,194	2,990,394	2,990,394	1,003,500	0	0	0	0
28								
29 Total Expenditures	3,006,859	7,367,782	8,344,147	7,012,765	5,996,819	6,412,760	6,856,324	6,175,850
30								
31 Net Expenditures	3,006,859	7,367,782	8,344,147	7,012,765	5,996,819	6,412,760	6,856,324	6,175,850
32								
33 Net Difference	5,001,985	537,268	(126,075)	1,580,028	2,977,924	2,960,980	2,934,222	(1,062,871)
34								
35 Ending Fund Balance	5,968,899	6,530,022	5,842,824	7,422,852	10,400,776	13,361,757	16,295,979	15,233,108

**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 12 Budget

Due to new accounting standard recommendations, special revenue funds, such as the City's Recreation Fund, have to have a dedicated source of revenue and that source has to be a significant (i.e., more than 50%) amount of total revenue coming into the fund. Beginning in FYE 12, the City's Recreation Fund will no longer qualify to be a special revenue fund and will be combined into the City's General Fund.

CITY OF NORMAN

**RECREATION FUND (20)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	0	0	(22,035)	0	0	0	0	0
2								
3 Revenues								
4 Fees and Charges	406,819	375,325	375,325	0	0	0	0	0
5 Interest income	0	0	0	0	0	0	0	0
6 Other Revenues	30,534	26,500	26,500	0	0	0	0	0
7								
8 Subtotal	437,353	401,825	401,825	0	0	0	0	0
9 I/F Transf - General Fund	1,127,037	1,209,352	1,244,630	0	0	0	0	0
10								
11 Total Revenues	1,564,390	1,611,177	1,646,455	0	0	0	0	0
12								
13 Expenditures								
14 Salaries and Benefits	900,949	873,774	889,774	0	0	0	0	0
15 Supplies and Materials	35,995	58,517	60,575	0	0	0	0	0
16 Services/Maintenance	208,119	265,612	261,037	0	0	0	0	0
17 Internal Service Fund Chgs	59,612	72,146	72,146	0	0	0	0	0
18 Cost Allocation Charges	367,024	345,735	345,735	0	0	0	0	0
19 Audit adjustments/accruals/Encumb	0	0	0	0	0	0	0	0
20								
21 Subtotal	1,571,699	1,615,784	1,629,267	0	0	0	0	0
22 Capital Equipment	14,726	8,500	8,500	0	0	0	0	0
23 Capital Projects	0	0	0	0	0	0	0	0
24 I/F Transfer - Westwood	0	0	0	0	0	0	0	0
25								
26 Total Expenditures	1,586,425	1,624,284	1,637,767	0	0	0	0	0
27 Employee Turnover Savings		(13,107)	(13,347)	0	0	0	0	0
28								
29								
30 Net Expenditures	1,586,425	1,611,177	1,624,420	0	0	0	0	0
31								
32 Net Difference	(22,035)	0	22,035	0	0	0	0	0
33								
34 Projected Revenue(shortfall)over	(348,497)	(399,514)	(406,135)	0	0	0	0	0
35 Ending Fund Balance	(22,035)	0	0	0	0	0	0	0

**COMMUNITY DEVELOPMENT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

A total of \$38,933,664 in CDBG-HOME Program Funds (CDBG - \$30,661,171 and HOME - \$8,272,493) has been allocated to the City of Norman through FYE 11. The FYE 12 budget includes a grant of \$836,500 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling \$539,398.

FYE 12 Budget

Expenditures are accounted for based upon program and grant year. Program costs for grant years 2010 through 2011 will be expended in FYE 12. Total revenues are projected at \$1,305,352 and total expenditures are projected at \$1,305,376.

CITY OF NORMAN

**COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED
Restatement				
1 Beginning Fund Balance	\$285,773	(\$2,927,499)	\$133,973	\$68,088
2				
3 Revenues				
4 Other Revenues	0	0	0	0
5 Interest Inc. on Afford. Housing	(204)	0	0	0
6 Grant Revenue	833,782	929,444	1,518,184	777,779
7 Home Grant Revenue	943,876	599,304	857,819	527,573
8 Emergency Shelter	0	0	217,500	0
8 Emergency Shelter	0	0	0	0
9 CDBG-R	229,233	0	0	0
10 Neighborhood Stabilization Grant	0	0	327,856	0
11 SHPRP ARRA Grant	56,430	0	441,819	0
12 I/F Transf - General Fund	0	0	0	0
13				
14 Total Revenue	2,063,117	1,528,748	3,363,178	1,305,352
15				
16 Expenditures			0	0
17 Community Development 06	687	0	0	0
18 CDBG Housing 06	0	0	0	0
19 Community Development 07	6,056	0	73,913	0
22 CDBG Housing 07	0	0	0	0
23 FY01 Home Grant	0	0	0	0
20 Community Development 08	70,552	0	110,377	0
21 CDBG Housing 08	104,783	0	0	0
22 Community Development 09	40,008	0	100,092	0
23 CDBG Housing 09	122,153	0	0	0
28 FY02 Home Grant	0	0	0	0
26 FY03 Home Grant	0	0	0	0
24 Community Development 10	302,421	0	149,293	0
25 CDBG Housing 10	201,814	0	152,841	0
26 CDBG-R	229,233	0	0	0
27 Community Development 11	0	510,917	510,916	0
28 CDBG Housing 11	0	418,527	420,752	0
29 Community Development 12	0	0	0	370,577
30 CDBG Housing 12	0	0	0	407,202
31 Neighborhood Stabilization Grant	0	0	327,856	0
32 FY04 Home Grant	0	0	0	0
32 FY06 Home Grant	49,520	0	0	0
33 FY07 Home Grant	139,083	0	0	0
34 FY08 Home Grant	306,100	0	97,443	0
35 FY09 Home Grant	474,796	0	158,047	0
36 FY10 Home Grant	0	599,304	602,329	0
37 FY11 Home Grant	0	0	0	527,597
38 Emergency Shelter Grant	97,500	0	217,500	0
35.09 Rental Rehab	0	0	0	0
39 Accruals/Adjustments	(97,621)	0	0	0
40 SHPRP ARRA Grant	56,430	0	441,819	0
41 Kingsgate	111,402	12,109	65,885	0
42				
37.83 Subtotal	2,214,917	1,540,857	3,429,063	1,305,376
38.74 I/F Transfers				
43				
44 Total Expenditures	2,214,917	1,540,857	3,429,063	1,305,376
45				
46 Net Difference	(151,800)	(12,109)	(65,885)	(24)
47				
48 Ending Fund Balance	133,973	(2,939,608)	68,088	68,064
49				
50 Reserves:				
51 Reserve for Contingency	70,351	(2,939,608)	70,351	70,327
52 Reserve for Affordable Housing	63,622	0	(2,263)	(2,263)
53				
54 Total Reserves	133,973	(2,939,608)	68,088	68,064

**SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS**

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There are four approved grants (at the time of budgeting) in FYE 12 for which the City qualifies.

DUI Enforcement	\$ 63,982
Homeland Security / Intelligence Analysis	\$ 72,000
Legacy Trail Improvements	\$ 56,000
Safe Routes to School	\$ 15,000

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 12 expenditures are anticipated to be \$63,982.

Homeland Security / Intelligence Analysis

The State of Oklahoma, Office of Homeland Security has selected the Norman Police Department to receive a grant to establish and fund an Intelligence Analyst position. This position will establish an on-going sharing of information with other local, state, and federal agencies. FYE 12 expenditures are anticipated at \$72,000.

Legacy Trail Multi Modal Path Extension

The Legacy Trail Multimodal Path Extension Project is located in northwest Norman. The proposed improvements will fill critical gaps along the City's most important bicycle and pedestrian transportation facility. The project includes construction of 2,275 feet of 10-foot wide multimodal path along 24th Avenue NW and 36th Avenue NW. FYE 12 expenditures are anticipated to be \$56,000.

Safe Routes to School Project – Kennedy School

This project improves pedestrian access for school children attending John F. Kennedy Elementary School. Improvements include new and replacement sidewalks and wheelchair ramps, hand railing on existing reinforced concrete box, pedestrian/bike education, walking/bike activities, educational training, and public awareness campaign. FYE 12 expenditures are anticipated to be \$15,000.

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.

CITY OF NORMAN

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED
Restatement				
1 Beginning Fund Balance	329,945	349,965	384,940	226,811
2				
3 Revenues				
4 Okla. Highway Grant-DRE Training	23,935	0	35,000	0
5 County Court DUI Fines	58,634	63,982	63,982	63,982
8 SHPO/CLG Grant	12,942	0	22,680	0
11 Highway Tree Program	955	0	0	0
12 Emergency Management Planning Grant	7,592	0	5,000	0
14 Misc. Police Grants	22,000	0	0	0
15 Homeland Security	63,464	51,301	70,899	72,000
16 Legacy Trail Improvements	20,865	0	259,495	56,000
17 Traffic & Alcohol Enforcement	79,915	0	80,500	0
20 Misc. Parks/Forestry Grants	0	0	10,000	0
21 Firefighters Assistance	0	0	230,849	0
22 Jag Grant	40,000	0	0	0
23 Jag Recovery ARRA Grant	204,920	0	0	0
24 Cops Grant	0	0	250,000	0
27 ACOG Traffic Data Grant	7,840	0	0	0
29 Safe Routes to School	877	0	0	15,000
30 '911	0	0	400,000	0
31 I/F Transf - Capital	1,700	0	834,990	0
32 Other Revenue/audit accruals	2,522	0	0	0
33				
34 Subtotal	548,161	115,283	2,263,395	206,982
35				
36 Total Revenue	548,161	115,283	2,263,395	206,982
37				
38 Expenditures				
39 DUI Enforcement	41,277	63,982	63,982	63,982
40 Okla. Highway Grant-DRE Training	23,935	0	38,599	0
43 SHPO/CLG Grant	12,290	0	22,680	0
45 Bullet Proof Vest Grant	4,567	0	0	0
46 Misc. Police Grants	22,000	0	0	0
47 Homeland Security	63,464	0	19,598	0
48 Traffic & Alcohol Enforcement	80,133	0	90,624	0
50 Audit Adj/Encumbrances	48,024	0	0	0
51 Legacy Trail Improvements	20,865	0	259,495	56,000
52 Safe Routes to School	0	0	0	15,000
53 Beautification / Tree Program	954	0	30,461	0
55 Misc Parks/Forestry Grants	0	0	10,000	0
56 Forestry Grant	0	0	0	0
57 Jag Grant	34,792	0	47,397	0
58 Jag ARRA	125,298	0	79,621	0
59 911	0	0	400,000	0
60 Intelligence Analysis	0	51,301	70,841	72,226
61 Firefighter Assistance	0	0	230,849	0
63 Traffic Control	8,717	0	14,683	0
66 ACOG CNG Facility Grant	0	0	1,034,990	0
67 Emergency Management Grant	6,850	0	7,704	0
69				
70 Subtotal	493,166	115,283	2,421,524	207,208
74				
75 Total Expenditures	493,166	115,283	2,421,524	207,208
76				
77 Net Difference	54,995	0	(158,129)	(226)
78				
79 Ending Fund Balance	\$384,940	\$349,965	\$226,811	\$226,585
80				
81 Reserved for County DUI Program	248,857	0	248,857	248,857
82 Unreserved	136,083	0	(22,046)	(22,272)
83				
84 Total Reserves	384,940	0	226,811	226,585

**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, Medieval Fair, and the Norman Music Festival (live alternative rock, Latin, hip-hop, spoken word and other genre). Norman, the “City of Festivals”, is widely recognized for its cultural activities, which are underwritten by the Room Tax.

Special Revenue Fund Financial Policies

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

FYE 12 Budget

Revenues from the 4% tax are projected to be \$1,133,000, a 3% increase from estimated collections for FYE 11 and a 13% increase from FYE 11 budgeted collections.

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Expenditures in FYE 12 are based upon a pro rata share of the estimated revenue, as summarized below:

	<u>FYE 2012</u> <u>Revenue</u>
	\$1,136,000
Administrative Fee - 3%	\$ 34,080
Arts & Humanities - 25%	275,480
Parks Development - 25%	275,480
Convention & Tourism - 50%	<u>550,960</u>
	\$1,136,000

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

Five Year Outlook

Over the next five years, projected operating revenue of \$5,523,000 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman. Growth in the Norman lodging industry is conservatively projected at a 3% increase from the FYE 11 estimate.

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**ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	274,338	286,437	157,827	244,590	314,921	372,127	436,720	498,033
2								
3 Revenues								
4 Taxes	1,033,060	1,000,000	1,100,000	1,133,000	1,075,000	1,100,000	1,100,000	1,100,000
5 Interest/Investment Income	1,712	3,000	1,500	3,000	3,000	3,000	3,000	3,000
6								
7 Total Operating Revenues	1,034,772	1,003,000	1,101,500	1,136,000	1,078,000	1,103,000	1,103,000	1,103,000
8								
9 Expenditures								
10 Administration	30,229	30,090	30,090	34,080	32,340	33,090	33,090	33,090
11 Arts & Humanities	288,014	243,228	243,228	275,480	261,415	267,478	267,478	267,478
12 Parks Capital Projects	0	0	0	0	0	0	0	0
13 Conventions/Visitor Bureau	598,773	486,455	535,705	550,960	522,830	534,955	534,955	534,955
14 I/F Transf - Westwood	207,164	205,714	205,714	205,149	204,209	202,884	206,164	203,754
15 Carryover Encumbrances/Audit Adj.	27,103	0	0	0	0	0	0	0
16								
17 Total Expenditures	1,151,283	965,487	1,014,737	1,065,669	1,020,794	1,038,407	1,041,687	1,039,277
18								
19								
20 Net Difference	(116,511)	37,513	86,763	70,331	57,206	64,593	61,313	63,723
21								
22 Ending Fund Balance	157,827	323,950	244,590	314,921	372,127	436,720	498,033	561,756
23								
24 Reserves:								
25 Reserved for Administration	3,647	3,648	3,647	3,647	3,647	3,647	3,647	3,647
26 Reserved for Arts & Humanities	31,283	48,161	55,908	55,908	55,908	55,907	55,907	55,906
27 Reserved for Parks & Rec.	24,282	77,027	86,421	156,752	213,958	278,551	339,865	403,588
28 Reserved for Conv. & Tourism	98,615	195,116	98,615	98,615	98,615	98,615	98,615	98,615
29								
30 Total Reserves	157,827	323,951	244,590	314,921	372,127	436,720	498,033	561,756

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**NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2012 BUDGET**

INCOME:

Norman Arts Council Share of City Room Tax Funds	\$275,480
TOTAL INCOME	\$275,480

EXPENSES:

Organizational Grants:

Academia Filarmonica (Concert Series 2011-2012)	4,000
Cimarron Circuit Opera (2011 Summer Opera Camp)	4,000
Dreamer Concepts (Films in the Alley)	2,000
Dreamer Concepts (Gallery Exhibits)	5,000
Dreamer Concepts (The Spoken Word)	1,400
Firehouse Art Center (Creative Clay Animal Project)	1,800
Firehouse Art Center (Healing Studio)	3,000
Fred Jones, Jr. Museum of Art (Grand Opening of Museum Major Expansion)	4,000
Jacobson Foundation (Hide Art to Fine Art)	5,000
Jacobson Foundation (The Legacy Lives)	5,000
Jazz in June (2012 Concerts)	12,000
Norman Ballet Company (10 th Anniversary of The Oklahoma Nutcracker)	4,000
Norman Ballet Company (Young Dancers Workshop)	1,800
Norman Community Choral Society (Poetry Contest)	800
Norman Public Library (Cultural Festivals)	7,000
OU English Department (The Mark Allen Everett Poetry Series)	2,000
OU Foundation, Inc. (Medieval Fair)	10,000
OU Music Theatre (Opera Guild/Developing Young Audiences)	3,500
Performing Arts Studio (Jazz Concert Series)	2,250
Performing Arts Studio (Summer Breeze Concert Series)	8,000
Performing Arts Studio (Winter Wind Concert Series)	3,000
Sooner Theatre of Norman (Theatre Arts Education Series)	7,000
Sooner Theatre of Norman (Main Event Concert Series)	2,000
Sooner Theatre of Norman (Sooner Stage Presents)	4,000
World Literature Today (Puterbaugh Festival)	<u>3,000</u>

Subtotal **\$105,550**

Collaborative Grants:

Dreamer Concepts (Arts Education in Wilson Elementary School)	3,500
Jacobson Foundation (180-4 89er Day Exhibit)	8,000
Jazz in June (Public Radio Project)	6,000
Performing Arts Studio (Heartland Summit Jazz Concerts)	6,000
Pioneer Library (The Big Read)	10,000
World Literature Today (Neustadt Festival)	<u>6,700</u>

Subtotal **\$40,200**

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NORMAN ARTS COUNCIL BUDGET (continued):

Norman Arts Council Administration:

Executive Director's Operations Budget	3,980
Salaries	20,000
Insurance	3,000
Communications	3,500
Education	500
Fees & Services	6,000
Printing	1,500
Postage	650
Meeting Expenses	200
Office Supplies	<u>2,400</u>

Subtotal **\$41,730**

Norman Arts Council Programs:

Gallery/Second Friday	4,579
Guest Artist Program (NPS)	4,579
Readers & Writers (NPS)	5,485
Young Author's Conference (NPS)	1,144
Norman Arts Roundtable	1,144
Community Series Adult Readers & Writers	4,265
Creative Problem Solving Through the Arts (Kid Art is Smart)	3,430
Norman Music Festival	9,374
Individual Artists Program	<u>6,000</u>

Subtotal **\$40,000**

Norman Arts Council Promotions: **\$48,000**

TOTAL EXPENSES **\$275,480**

(NPS) - Norman Public Schools

**NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2012 BUDGET**

INCOME:

Convention & Visitors Bureau Share of City Room Tax Fund	\$ 550,960
Advertising Income	8,400
Interest Income	1,500
Apparel	0
Special Events	10,000
Miscellaneous / Carryover	<u>0</u>

TOTAL INCOME: **\$ 570,860**

EXPENSES:

Advertising / Marketing	\$ 217,045
Research	4,250
Technology	32,350
Operations	76,490
Personnel	224,137
Special Events	<u>10,000</u>

TOTAL EXPENSES **\$ 564,272**

Revenue over Expenses \$ 6,588

**EMERGENCY COMMUNICATIONS FUND
BUDGET
HIGHLIGHTS**

Background

The Emergency Communications Fund is a 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 12 Budget

Due to new accounting standard recommendations, special revenue funds, such as the City's Emergency Fund, have to have a dedicated source of revenue and that source has to be a significant (i.e., more than 50%) amount of the total revenue coming into the fund. Beginning in FYE 12, the City's Emergency Communications Fund will no longer qualify to be a special revenue fund and will be combined into the City's General Fund.

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.

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**EMERGENCY COMMUNICATIONS FUND (24)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	9,819	0	118,262	0	0	0	0	0
2								
3 Revenues								
4 Normar Regional Hospital	110,025	118,183	118,183	0	0	0	0	0
5 911 Revenues- SW Bell	49,944	52,045	52,045	0	0	0	0	0
6 Investment income	0	0	0	0	0	0	0	0
7 Miscellaneous revenue	(16,563)	0	0	0	0	0	0	0
8 Cost Allocation	80,387	80,846	80,846	0	0	0	0	0
9								
10 Subtotal	223,793	251,074	251,074	0	0	0	0	0
11								
12 I/F - General Fund	1,668,476	1,508,525	1,631,502	0	0	0	0	0
13								
14 Total Revenue	1,892,269	1,759,599	1,882,576	0	0	0	0	0
15								
16 Expenditures								
17 Salary/Benefits	1,686,482	1,536,004	1,536,004	0	0	0	0	0
18 Supplies/Material	24,205	27,645	27,660	0	0	0	0	0
19 Services/Maintenance	71,413	98,747	118,587	0	0	0	0	0
20 Internal Services	17,988	18,203	18,203	0	0	0	0	0
21 Capital Equipment	12,893	79,000	300,384	0	0	0	0	0
22 Audit Adj/Encumbrances	(29,155)	0	0	0	0	0	0	0
23								
24 Total Expenditures	1,783,826	1,759,599	2,000,838	0	0	0	0	0
25								
26 Net Difference	108,443	0	(118,262)	0	0	0	0	0
27								
28 Ending Fund Balance	118,262	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 12 Budget

Expenditures for maintenance and operation are proposed at \$109,384 on revenues of \$124,715. This fund accounts for a portion of an Assistant City Attorney's compensation for time spent on Juvenile Services. Beginning in FYE 12, this will be charged directly to the appropriate funds instead of Interfund Transfers.

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 12 – FYE 16.

CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Restatement								
2 Beginning Fund Balance	423,436	352,471	517,044	543,058	558,389	573,889	589,389	604,889
3								
4 Revenues								
5 Federal Seizures & Restitutions	2,905	6,000	6,000	6,000	6,000	6,000	6,000	6,000
6 State Seizures & Restitutions	159,563	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7 Court Fines - Juvenile	0	75,052	75,052	109,215	77,000	77,000	77,000	77,000
8 I/F Transfer - General Fund	0	78,862	78,862	0	0	0	0	0
9 Interest/Investment Income	5,660	500	500	500	500	500	500	500
10								
11 Total Revenues	168,128	169,414	169,414	124,715	92,500	92,500	92,500	92,500
12								
13 Expenditures								
14 Audit Adjustments	1,431	0	0	0	0	0	0	0
15 Services/Maintenance- Federal	0	0	15,000	0	0	0	0	0
16 Services/Maintenance- State	73,089	2,600	53,348	0	0	0	0	0
17 I/F Transfer - Capital Fund	0	0	0	0	0	0	0	0
18 Capital Equipment- State	0	0	0	0	0	0	0	0
19 Capital Equipment- Federal	0	0	0	0	0	0	0	0
20 Juvenile Program	0	75,052	75,052	109,384	77,000	77,000	77,000	77,000
21								
22 Total Expenditures	74,520	77,652	143,400	109,384	77,000	77,000	77,000	77,000
23								
24 Net Difference	93,608	91,762	26,014	15,331	15,500	15,500	15,500	15,500
25								
26 Ending Fund Balance	517,044	444,233	543,058	558,389	573,889	589,389	604,889	620,389
27								
28 Reserves								
29 Reserve for Federal Seizures	63,327	36,027	54,327	60,327	66,327	72,327	78,327	84,327
30 Reserve for State Seizures	453,717	329,344	409,869	419,369	428,869	438,369	447,869	457,369
31 Reserve for Dedicated Funds	0	78,862	78,862	78,693	78,693	78,693	78,693	78,693
32								
33 Total Reserves	517,044	444,233	543,058	558,389	573,889	589,389	604,889	620,389

**CLEET FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

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

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

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

FYE 12 Budget

FYE 11 projected revenues are \$32,000 with projected expenditures at \$31,005, which adds \$995 to reserves. This leaves projected ending fund balance of \$23,666.

CITY OF NORMAN

**CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	24,371	23,096	23,851	22,671	23,666	24,661	25,656	26,651
2								
3 Revenues								
4 CLEET for Police Training	27,294	30,000	30,000	30,000	30,000	30,000	30,000	30,000
5 CLEET for Court Training	2,054	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	472	0	0	0	0	0	0	0
7 Transfer from GF	0	0	0	0	0	0	0	0
8								
9 Total Revenues	29,820	32,000	32,000	32,000	32,000	32,000	32,000	32,000
10								
11 Expenditures								
12 Police Training	28,125	29,005	29,180	29,005	29,005	29,005	29,005	29,005
13 Court Training	2,231	2,000	4,000	2,000	2,000	2,000	2,000	2,000
14 Audit adjustments	(16)	0	0	0	0	0	0	0
15								
16 Total Expenditures	30,340	31,005	33,180	31,005	31,005	31,005	31,005	31,005
17								
18 Net Difference	(520)	995	(1,180)	995	995	995	995	995
19								
20 Ending Fund Balance	23,851	24,091	22,671	23,666	24,661	25,656	26,651	27,646
21								
22 Reserves								
23 Reserve for Police Training	21,874	23,637	22,694	23,689	24,684	25,679	26,674	27,669
24 Reserve for Court Training	1,977	454	(23)	(23)	(23)	(23)	(23)	(23)
25								
26 Total Reserves	23,851	24,091	22,671	23,666	24,661	25,656	26,651	27,646

**CAMPUS CORNER TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

FYE 12 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 12, and the fund is proposed to close at completion of those projects.

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	236,092	7,443	131,173	8,823	8,823	8,823	8,823	8,823
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	683	0	0	0	0	0	0	0
9								
10 Total Revenues	683	0	0	0	0	0	0	0
11								
12 Expenditures								
13 Audit adjustments/encumb	(696)	0	0	0	0	0	0	0
14 Capital Projects	106,298	0	122,350	0	0	0	0	0
15								
16 Total Expenditures	105,602	0	122,350	0	0	0	0	0
17								
18 Net Difference	(104,919)	0	(122,350)	0	0	0	0	0
19								
20 Ending Fund Balance	131,173	7,443	8,823	8,823	8,823	8,823	8,823	8,823

**ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

FYE 12 Budget

FYE 12 projected revenues are \$12,000. The first public art partially funded by the Art In Public Places Fund is a sculpture, "Indian Grass," in the new East Main Street roundabout (see picture below). The fund has collected \$32,219 in contributions since the beginning of FYE 08.



CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	4,848	1,985	5,921	0	0	0	0	0
2								
3 Revenues								
4 Citizen Donations	11,872	5,000	12,000	12,000	12,000	12,000	12,000	12,000
5 Interest income	0	0	0	0	0	0	0	0
6								
7 Total Revenues	11,872	5,000	12,000	12,000	12,000	12,000	12,000	12,000
8								
9 Expenditures								
10 Audit adjustments/encumb	0	0	0	0	0	0	0	0
11 Payment to Arts Board	10,799	0	17,921	12,000	12,000	12,000	12,000	12,000
12								
13 Total Expenditures	10,799	0	17,921	12,000	12,000	12,000	12,000	12,000
14								
15 Net Difference	1,073	5,000	(5,921)	0	0	0	0	0
16								
17 Ending Fund Balance	5,921	6,985	0	0	0	0	0	0

**WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

FYE 12 Budget

Statement of Revenues and Expenditures

Projected FYE 12 fee revenues have been reduced 5% from the FYE 11 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 11. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 12 operating expenditures have been increased 4.6% from the FYE 11 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 (\$275,480 in FYE 12) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. Beginning in FYE 08 the Golf Cart fleet will be replaced on a revolving basis. Council approved the use of Capital Funds to replace the Golf Cart fleet and one piece of equipment for the next five years. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

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

Five Year Outlook

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

Summary

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

CITY OF NORMAN

WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	25,530	0	0	0	0	0	(0)	0
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	1,067,800	1,198,610	1,098,819	1,138,700	1,161,474	1,184,703	1,208,397	1,232,565
5 Service Fees/Chgs	726	200	200	206	212	218	225	232
6								
7 Total Operating Revenues	1,068,526	1,198,810	1,099,019	1,138,906	1,161,686	1,184,921	1,208,622	1,232,797
8								
9 Operating Expenditures:								
10 Salaries and Benefits	792,306	712,495	777,486	820,231	866,164	914,669	965,891	1,019,980
11 Supplies and Materials	110,816	136,786	135,137	131,733	133,050	134,381	135,725	137,082
12 Services/Maintenance	224,924	215,328	215,638	215,992	218,152	220,334	222,537	224,762
13 Internal Service Fund Chgs	103,579	76,182	76,182	25,272	25,777	26,293	26,819	27,355
14 Cost Allocation Charges	0	0	0	0	0	0	0	0
15 Employee Turnover Savings	0	0	0	0	0	0	0	0
16								
17 Total Operating Expenditures	1,231,625	1,140,791	1,204,443	1,193,228	1,243,143	1,295,677	1,350,972	1,409,179
18								
19 Net Operating Revenue	(163,099)	58,019	(105,424)	(54,322)	(81,457)	(110,756)	(142,350)	(176,382)
20								
21 Other Revenues:								
22 I/F Transf - Capital Fund - Golf	65,958	61,500	61,500	96,000	61,500	61,500	61,500	61,500
23 I/F Transf - Capital Fund - Pool	9,180	0	0	0	0	0	0	0
24 I/F Transf - Room Tax	207,164	205,714	205,714	205,149	204,209	202,884	206,164	203,754
25 I/F Transf - General Fund	134,297	0	100,037	46,822	73,957	103,256	134,850	168,882
26 I/F Transf - Westwood Enterprise Fd	0	0	0	0	0	0	0	0
27 Interest Income	13,822	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28 Misc. revenue	15,058	0	0	0	0	0	0	0
29								
30 Total Other Revenues	445,479	274,714	374,751	355,471	347,166	375,140	410,014	441,636
31								
32								
33 Other Expenditures:								
34 Audit Accruals/Adj/encumbrances	16,855	0	0	0	0	0	0	0
35 Debt Service	212,816	205,714	205,714	205,149	204,209	202,884	206,164	203,754
36 Capital Projects-GOLF	3,102	0	0	0	0	0	0	0
37 Capital Equipment-GOLF	14,367	19,500	14,973	54,000	19,500	19,500	19,500	19,500
38 Capital Projects-POOL	0	0	0	0	0	0	0	0
39 Capital Equipment-POOL	0	0	0	0	0	0	0	0
40 Capital Equipment - Golf Carts	51,590	42,000	48,640	42,000	42,000	42,000	42,000	42,000
41 Capital Equipment - Pool	9,180	0	0	0	0	0	0	0
42 I/F Transf - Parkland	0	0	0	0	0	0	0	0
43								
44 Total Other Expenditures	307,910	267,214	269,327	301,149	265,709	264,384	267,664	265,254
45								
46 Net Revenues (Expenditures)	(25,530)	65,519	0	0	0	(0)	0	(0)
47								
48 Ending Fund Balance	0	65,519	0	0	0	(0)	0	(0)
49								
50 Reserves								
51 Reserve for Operations	98,530	91,263	96,355	95,458	99,451	103,654	108,078	112,734
52 Reserve for Debt	0	0	0	0	0	0	0	0
53 Reserve for Capital Project	68,400	61,500	68,400	61,500	61,500	61,500	61,500	61,500
54 Reserve (Deficit)	(166,930)	(87,244)	(164,755)	(156,958)	(160,951)	(165,154)	(169,578)	(174,234)
55								
56 Total Reserves	0	65,519	0	0	0	(0)	0	(0)

**WATER FUND
BUDGET
HIGHLIGHTS**

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 538 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 2011 serves an average of 34,500 customers.

FYE 12 Budget

Statement of Revenues and Expenditures

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

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

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

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

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

The Water Utility is also participating with other cities in the central Oklahoma region in the study of importing additional water supplies from southeastern Oklahoma, as was originally included in Norman's Strategic Water Supply Plan. The implementation of the projects recommended for the Water Utility in future years (phase 2 of the Treatment Plant improvements and importation of southeast Oklahoma water supply) will require the continued review of Norman's water rate structure (it should be noted that Norman is the only municipality in Oklahoma in which utility rate increases must be approved by a vote of the people). The five-year revenue forecast for FYE 2012-2016 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 2012 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 12 ending fund balance is projected to be \$5,779,938 with a reserve deficit of \$638,278.

Transfer Policy

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

Five Year Outlook

There are various factors, such as weather, population growth, average individual growth in usage, and changes in the mix of residential and commercial revenues that affect total water utility revenues from year to year. Therefore, a conservative approach was taken in projecting revenues due to the uncertainty of the net effect of these factors. The voters of Norman will be asked to consider increased rate structures to fund the near-term and strategic needs of the Water Utility Enterprise.

Summary

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



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

CITY OF NORMAN

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	26,080,337	4,825,693	23,398,867	11,657,152	5,779,938	(11,417,324)	(17,529,070)	(30,938,523)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	12,016,042	13,375,943	13,375,943	14,245,379	15,171,328	16,157,465	17,207,700	18,326,200
5 Connection Fee	625,117	719,500	329,387	332,681	336,008	339,368	342,762	346,190
6 Capital Improvement Charge	1,082,674	1,111,000	1,111,000	1,122,110	1,133,331	1,144,664	1,156,111	1,167,672
7 Cost Allocation	695,723	723,403	723,403	665,660	672,317	679,040	685,830	692,688
8								
9 Total Operating Revenues	14,419,556	15,929,846	15,539,733	16,365,830	17,312,984	18,320,537	19,392,403	20,532,750
10								
11 Operating Expenditures:								
12 Salaries / Benefits	3,645,440	3,527,776	3,527,776	3,792,158	6,897,935	12,547,344	22,823,620	41,516,164
13 Supplies / Materials	1,247,288	1,656,391	1,840,577	1,679,998	1,696,798	1,713,766	1,730,904	1,748,213
14 Services / Maintenance	1,988,971	2,606,651	2,712,181	2,739,294	2,766,687	2,794,354	2,822,297	2,850,520
15 Internal Services	346,410	223,000	223,000	247,647	252,600	257,652	262,805	268,061
16 Cost Allocations	1,597,391	1,479,364	1,479,364	1,539,147	1,554,538	1,570,084	1,585,785	1,601,643
17 Employee Turnover Savings	0	(52,917)	(52,917)	(56,882)	(103,469)	(188,210)	(342,354)	(622,742)
18								
19 Total Operating Expenditures	8,825,500	9,440,265	9,729,981	9,941,362	13,065,090	18,694,990	28,883,056	47,361,858
20								
21 Net Operating Revenue	5,594,056	6,489,580	5,809,751	6,424,468	4,247,895	(374,453)	(9,490,653)	(26,829,108)
22								
23 Other Revenues:								
24 Interest Income	98,848	120,000	120,000	120,000	120,000	120,000	120,000	120,000
25 Other Misc. Revenue	107,122	3,780	3,780	0	0	0	0	0
26 I/F Transfer - General Fund	0	0	1,088	0	0	0	0	0
27 Revenue Bond Proceeds	2,142,192	0	9,259,891	0	0	0	0	0
28 Bond/lease proceeds	0	0	0	0	0	0	0	0
29 Grant Revenue	2,000,000	0	0	0	0	0	0	0
30								
31 Total Other Revenues	4,348,162	123,780	9,384,759	120,000	120,000	120,000	120,000	120,000
32								
33 Other Expenditures:								
34 Audit Accruals/Adj/Encumbrances	(43,397)	0	0	0	0	0	0	0
35 Master Conservancy Debt	283,730	286,493	307,170	279,452	277,759	277,652	277,546	277,279
36 Debt Service - 06 Issue	1,531,725	1,515,531	1,515,531	1,514,131	1,516,431	1,517,331	1,516,831	1,514,931
37 Debt Service - 10 Issue	0	822,900	822,900	822,900	822,900	822,900	822,900	822,900
38 Capital Projects	1,497,708	2,494,948	7,659,182	6,359,112	17,942,700	2,184,568	314,000	730,000
39 Capital Projects - 06 Issue	1,399,423	0	9,927,384	2,346,839	0	0	0	0
40 Capital Projects - 10 Issue	7,398,669	0	5,673,324	0	0	0	0	0
41 Capital Equipment	156,897	267,939	315,322	370,345	230,000	230,000	230,000	230,000
42 I/F Transf - GF-Development Eng.	29,986	30,146	30,146	0	0	0	0	0
43 I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
44 I/F Transf - General Fund	368,947	701,747	685,266	728,903	775,367	824,842	877,523	933,620
45 I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
46								
47 Total Other Expenditures	12,623,688	6,119,704	26,936,225	12,421,682	21,565,157	5,857,293	4,038,800	4,508,730
48								
49 Net Revenues (Expenditures)	(2,681,470)	493,656	(11,741,715)	(5,877,214)	(17,197,262)	(6,111,746)	(13,409,453)	(31,217,838)
50								
51 Ending Fund Balance	23,398,867	5,319,349	11,657,152	5,779,938	(11,417,324)	(17,529,070)	(30,938,523)	(62,156,361)
52								
53 Reserves								
54 Reserve for Operations	706,040	755,221	778,399	795,309	1,045,207	1,495,599	2,310,644	3,788,949
55 Reserve for Encumbrances	2,807,421	0	0	0	0	0	0	0
56 Reserve for Bond Projects - 06 Issue	12,274,223	592,881	2,346,839	0	0	0	0	0
57 Reserve for Bond Projects - 10 Issue	(3,256,477)	0	330,090	330,090	330,090	330,090	330,090	330,090
58 Reserve for Capital	6,891,912	5,506,076	5,506,076	5,292,817	1,076,189	522,000	730,000	730,000
59 Reserve (Deficit) Surplus	3,975,748	(1,534,829)	2,695,748	(638,278)	(13,868,810)	(19,876,759)	(34,309,257)	(67,005,400)
60								
61 Total Reserves	23,398,867	5,319,349	11,657,152	5,779,938	(11,417,324)	(17,529,070)	(30,938,523)	(62,156,361)

**CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2012 BUDGET**

INCOME:

Operation & Maintenance Assessments	\$ 1,585,226
Special Assessments	440,000
Annual Repayment Installment	<u>520,500</u>

TOTAL INCOME **\$ 2,545,726**
(Less energy project interest)

EXPENSES:

Personnel	\$ 550,376
Maintenance	88,500
Utilities	461,300
Insurance & Bonds	14,750
Administrative Supplies	11,400
Professional Services	80,700
State & Federal Services	313,200
Major Equipment Replacement	505,000
Debt Repayment	<u>520,500</u>

TOTAL EXPENSES **\$2,545,726**

**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 system wide treatment capacity to 21.5 MGD by the year 2040. Currently, there are approximately 474 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 12 Budget

Statement of Revenues and Expenditures

FYE 12 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 11. 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 12 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 12 ending fund balance is projected to be \$307,191, which is \$2,782,140 short of meeting the Fund's reserve requirements.

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

Transfer Policy

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

Five Year Outlook

Over the next five years net income is projected to decrease. The combined revenue sources available to the wastewater utility will not allow the long-term capital and maintenance needs of the utility to be met.

Summary

In the ten 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.

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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. Preliminary phases (engineering design, environmental impact studies, etc.) of this treatment expansion began at the South Canadian plant in fiscal year 2010-2011 with funding from the Wastewater Fund (sewer rate payers), remaining Sewer Sales Tax proceeds, and sewer excise tax on new development. Construction of the treatment plant expansion may require an adjustment to the Utility's rate structure (note: the Norman City Charter requires voter approval of increases to utility rates).

CITY OF NORMAN

WASTEWATER FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	7,144,501	384,202	8,854,499	807,419	307,191	(55,046)	(2,792,507)	(5,588,173)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	6,747,382	7,618,596	7,115,000	7,257,300	7,402,446	7,550,495	7,701,505	7,855,535
5 Sewer Replacement Charge	534,905	515,876	542,000	547,420	552,894	558,423	564,007	569,647
6								
7 Total Operating Revenues	7,282,287	8,134,472	7,657,000	7,804,720	7,955,340	8,108,918	8,265,512	8,425,182
8								
9 Operating Expenditures:								
10 Salaries and Benefits	1,652,677	1,598,052	1,598,052	1,692,289	1,787,057	1,887,132	1,992,812	2,104,409
11 Supplies and Materials	173,694	193,867	252,660	316,187	319,349	322,542	325,768	329,025
12 Services and Maintenance	973,829	952,556	1,003,218	1,002,262	1,012,285	1,022,407	1,032,632	1,042,958
13 Internal Services	35,446	29,347	29,347	52,262	53,307	54,373	55,461	56,570
14 Cost Allocations	1,016,393	1,005,771	1,005,771	900,902	909,911	919,010	928,200	937,482
15 Employee Turnover Savings	0	(23,971)	(23,971)	(25,384)	(26,806)	(28,307)	(29,892)	(31,566)
16								
17 Total Operating Expenditures	3,852,039	3,755,622	3,865,077	3,938,518	4,055,103	4,177,159	4,304,980	4,438,879
18								
19 Net Operating Revenue	3,430,248	4,378,850	3,791,923	3,866,202	3,900,237	3,931,759	3,960,532	3,986,303
20								
21 Other Revenues:								
22 Interest Income	116,195	300,000	75,000	100,000	100,000	100,000	100,000	100,000
23 Bond Proceeds/Grant Reimb.	64,043	0	0	0	0	0	0	0
24 Misc. Revenue/Cost Allocation	498,978	581,901	581,901	445,333	449,786	454,284	458,827	463,415
25 I/F Transf - Hallpark (capacity)	0	0	0	0	0	0	0	0
26 I/F Transf - Sanitation	0	0	0	0	0	0	0	0
27 I/F Transf - General Fund	0	0	0	0	0	0	0	0
28								
29 Total Other Revenues	679,216	881,901	656,901	545,333	549,786	554,284	558,827	563,415
30								
31								
32 Other Expenditures:								
33 Audit Accruals/Adjustments	30,406	0	0	0	0	0	0	0
34 Debt Service- Ref. 98 (89 Issue)	0	0	0	0	0	0	0	0
35 Debt Service-05 (95)Rev. Bonds	503,050	495,619	495,619	483,010	475,028	461,573	457,548	433,230
36 Debt Service-96 SRF Note	142,706	142,005	142,005	141,304	140,609	139,901	139,200	69,336
37 Debt Service- Ref. 03 (96 issue)	775,095	760,376	760,376	761,001	759,587	761,265	756,135	832,908
38 Debt Service-99 SRF Note	261,644	260,384	260,384	259,150	257,862	256,600	255,340	254,093
39 Capital Projects	422,203	1,092,000	3,724,805	230,000	325,000	2,678,000	2,704,000	5,390,000
40 Capital Equipment	31,544	0	0	275,000	35,749	35,749	35,749	35,749
41 I/F Transf - General Fund (Dev. Engineer)	29,986	30,146	30,146	0	0	0	0	0
42 I/F Transf - Sewer Maint Fund 321	0	1,284,369	6,726,819	2,399,433	2,448,304	2,512,891	2,581,978	2,655,821
43 I/F Transf - Hallpark	0	0	0	0	0	0	0	0
44 I/F Transf - General Fund	202,832	380,080	355,750	362,865	370,122	377,525	385,075	392,777
45								
46 Total Other Expenditures	2,399,466	4,444,979	12,495,904	4,911,763	4,812,261	7,223,504	7,315,025	10,063,914
47								
48 Net Revenues (Expenditures)	1,709,998	815,772	(8,047,080)	(500,228)	(362,238)	(2,737,461)	(2,795,666)	(5,514,196)
49								
50 Ending Fund Balance	8,854,499	1,199,974	807,419	307,191	(55,046)	(2,792,507)	(5,588,173)	(11,102,369)
51								
52 Reserves								
53 Reserve for Encumbrances	239,214	0	0	0	0	0	0	0
54 Reserve for Operations	308,163	300,450	309,206	315,081	324,408	334,173	344,398	355,110
55 Reserve for Capital	3,010,361	1,066,250	2,265,400	2,774,250	3,590,667	4,047,000	5,390,000	5,390,000
56 Reserve (Deficit) Surplus	5,296,761	(166,726)	(1,767,187)	(2,782,140)	(3,970,121)	(7,173,680)	(11,322,571)	(16,847,479)
57								
58 Total Reserves	8,854,499	1,199,974	807,419	307,191	(55,046)	(2,792,507)	(5,588,173)	(11,102,369)

**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 12 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 11 extrapolated for a full year.

FYE 12 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels.

FYE 12 total expenditures are \$5,741,056 of which 42% or \$2,399,433 is subsidized by the Wastewater Fund.

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 12 – 16 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.

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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.

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**SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	0	(0)	(12,899)	0	0	0	(0)	0
2								
3 Operating Revenues:								
4 Capital Improvement Charge	562,940	654,996	654,996	661,546	668,161	674,843	681,591	688,407
5 Sewer Maintenance Rate	2,682,476	2,653,542	2,653,542	2,680,077	2,706,878	2,733,947	2,761,286	2,788,899
7								
8 Total Operating Revenues	3,245,416	3,308,538	3,308,538	3,341,623	3,375,039	3,408,790	3,442,877	3,477,306
9								
10 Operating Expenditures:								
11 Salaries and Benefits	1,378,372	1,329,477	1,329,477	1,424,413	1,504,180	1,588,414	1,677,365	1,771,298
12 Supplies and Materials	170,431	199,052	201,723	202,279	204,302	206,345	208,408	210,492
13 Services and Maintenance	273,772	340,982	485,948	345,065	348,516	352,001	355,521	359,076
14 Internal Services	217,525	157,588	157,588	175,864	179,381	182,969	186,628	190,361
15 Cost Allocations	677,631	643,426	643,426	618,946	625,135	631,387	637,701	644,078
16 Employee Turnover Savings		(19,942)	(19,942)	(21,366)	(22,563)	(23,826)	(25,160)	(26,569)
17								
18 Total Operating Expenditures	2,717,731	2,650,583	2,798,220	2,745,201	2,838,952	2,937,289	3,040,463	3,148,735
19								
20 Net Operating Revenue	527,685	657,955	510,318	596,422	536,088	471,501	402,415	328,571
21								
22 Other Revenues:								
23 Interest Income	0	0	0	0	0	0	0	0
24 Misc. Revenue	605	0	0	0	0	0	0	0
25 I/F Transf - Wastewater Fund 32	0	1,284,369	6,726,819	2,399,433	2,448,304	2,512,891	2,581,978	2,655,821
26								
27 Total Other Revenues	605	1,284,369	6,726,819	2,399,433	2,448,304	2,512,891	2,581,978	2,655,821
28								
29								
30 Other Expenditures:								
31 Capital Projects	380,148	1,918,265	7,193,720	2,918,000	2,918,000	2,918,000	2,918,000	2,918,000
32 Capital Equipment	161,041	24,059	30,518	77,855	66,392	66,392	66,392	66,392
33 Audit Accruals/Adjustments	0	0	0	0	0	0	0	0
34								
35 Total Other Expenditures	541,189	1,942,324	7,224,238	2,995,855	2,984,392	2,984,392	2,984,392	2,984,392
36								
37 Total Revenues	3,246,021	4,592,907	10,035,357	5,741,056	5,823,343	5,921,681	6,024,855	6,133,127
38								
39 Total Expenditures	3,258,920	4,592,907	10,022,458	5,741,056	5,823,344	5,921,681	6,024,855	6,133,127
40								
41 Net Revenues (Expenditures)	(12,899)	0	12,899	0	(0)	(0)	1	0
42								
43 Ending Fund Balance	(12,899)	(0)	0	0	0	(0)	0	0
44								
45 Reserves								
46 Reserve for Operations	217,418	212,047	223,858	219,616	227,116	234,983	243,237	251,899
47 Reserve for Capital	3,773,144	2,918,000	2,918,000	2,918,000	2,918,000	2,918,000	2,918,000	2,918,000
48 Reserve (Deficit) Surplus	(4,003,461)	(3,130,047)	(3,141,858)	(3,137,616)	(3,145,116)	(3,152,983)	(3,161,237)	(3,169,899)
49								
50 Total Reserves	(12,899)	(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 12 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 12.

Capital Projects of \$11.7 million for design of Wastewater Treatment Plant expansion and improvements are funded in FYE 12.

Five Year Outlook

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

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	8,704,578	9,849,008	12,588,909	564,349	4,718,019	5,339,496	5,954,062	6,561,514
2								
3 Operating Revenues:								
4 Excise Tax - Residential	1,246,164	1,600,000	973,600	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
5 Excise Tax - Commercial	316,558	400,000	145,840	400,000	400,000	400,000	400,000	400,000
6								
7 Total Operating Revenues	1,562,722	2,000,000	1,119,440	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
8								
9 Total Operating Expenditures	0	0	0	0	0	0	0	0
10								
11 Net Operating Revenue	1,562,722	2,000,000	1,119,440	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
12								
13 Other Revenues:								
14 Interest Income	100,481	200,000	100,000	200,000	200,000	200,000	200,000	200,000
15 Bond Proceeds/Grant Reimb.	1,280,746	0	0	15,200,000	0	0	0	0
16 SRF Loan Proceeds	739,822	0	0	0	0	0	0	0
17 I/F Transf - General Fund	184,280	0	0	0	0	0	0	0
18 Transfer From Sewer Sales Tax	2,740,800	0	0	0	0	0	0	0
19								
20 Total Other Revenues	5,046,129	200,000	100,000	15,400,000	200,000	200,000	200,000	200,000
21								
22 Other Expenditures:								
23 Debt Service	8,853	405,264	405,264	1,570,809	1,577,523	1,584,434	1,591,548	1,598,869
24 Services & maintenance	0	0	0	1,000	1,000	1,000	1,000	1,000
25 Capital Projects	2,715,667	3,828,000	12,838,736	11,674,521	0	0	0	0
26								
27 Total Other Expenditures	2,724,520	4,233,264	13,244,000	13,246,330	1,578,523	1,585,434	1,592,548	1,599,869
28								
29 Net Revenues (Expenditures)	3,884,331	(2,033,264)	(12,024,560)	4,153,670	621,477	614,566	607,452	600,131
30								
31 Ending Fund Balance	12,588,909	7,815,744	564,349	4,718,019	5,339,496	5,954,062	6,561,514	7,161,645
32								
33 Reserves								
34 Reserve for Operations	0	0	0	0	0	0	0	0
35 Reserve for Capital	4,902,651	2,640,741	2,334,904	0	0	0	0	0
36 Reserve (Deficit) Surplus	7,686,258	5,175,003	(1,770,555)	4,718,019	5,339,496	5,954,062	6,561,514	7,161,645
37								
38 Total Reserves	12,588,909	7,815,744	564,349	4,718,019	5,339,496	5,954,062	6,561,514	7,161,645

**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, at least \$3.2 million and up to \$8,169,333 million towards construction of the expanded treatment capacity and the remainder for sewer main improvements.

FYE 12 Budget

Statement of Revenues and Expenditures

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

\$1.3 million in capital projects are programmed in FYE 12 for the Wastewater Treatment Plant expansion, and it is anticipated that this fund will be closed out after the completion of the project.

Five Year Outlook

The ½ percent 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.

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	12,253,225	5,433,035	8,363,122	1,267,479	0	0	0	0
2								
3 Operating Revenues:								
4 Sales Tax	0	0	0	0	0	0	0	0
5 Use Tax	0	0	0	0	0	0	0	0
6								
7 Total Operating Revenues	0	0	0	0	0	0	0	0
8								
9 Total Operating Expenditures	0	0	0	0	0	0	0	0
10								
11 Net Operating Revenue	0	0	0	0	0	0	0	0
12								
13 Other Revenues:								
14 Interest Income	94,184	200,000	75,000	75,000	0	0	0	0
15 Misc. Revenue/Grant Reimbursements	0	0	0	0	0	0	0	0
16								
17 Total Other Revenues	94,184	200,000	75,000	75,000	0	0	0	0
18								
19 Other Expenditures:								
20 Audit Accruals/Adj/Encumbrances								
21 Capital Projects	1,243,487	4,154,000	7,170,643	1,342,479	0	0	0	0
22 I/F Transfer - Develop Excise Fd	2,740,800	0	0	0	0	0	0	0
23								
24 Total Other Expenditures	3,984,287	4,154,000	7,170,643	1,342,479	0	0	0	0
25								
26 Net Revenues (Expenditures)	(3,890,103)	(3,954,000)	(7,095,643)	(1,267,479)	0	0	0	0
27								
28 Ending Fund Balance	8,363,122	1,479,035	1,267,479	0	0	0	0	0
29								
30 Reserves								
31 Reserve for Operations	0	0	0	0	0	0	0	0
32 Reserve for Capital	1,702,624	419,759	268,496	0	0	0	0	0
33 Reserve (Deficit) Surplus	6,660,498	1,059,276	998,983	0	0	0	0	0
34								
35 Total Reserves	8,363,122	1,479,035	1,267,479	0	0	0	0	0

**SANITATION FUND
BUDGET
HIGHLIGHTS**

Background

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

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

Residential Customers	\$14.00/unit/month + \$3/month for curbside recycling			
	Container	Base		Rate
	<u>Size</u>	<u>Rate</u>	<u>After</u>	<u>cu. yd.</u>
Commercial Customers	2 cu. yds.	52.12	8 cu. yds.	7.04
	3 cu. yds.	66.34	12 cu. yds.	5.95
	4 cu. yds.	78.17	16 cu. yds.	5.15
	6 cu. yds.	97.12	24 cu. yds.	4.48
	8 cu. yds.	113.71	32 cu. yds.	4.07

In July 2001, the Sanitation Utility changed to an automated system for the collection of municipal solid wastes. A fleet of automated collection equipment, including packer trucks is utilized, and rollout carts are provided to all residential sanitation customers. Additional carts are available for \$5.00 per month. Beginning June 1, 2011, a \$1.00 increase is proposed for additional carts, making the charge \$6.00 per month. An additional curbside recycling service was implemented in March 2008, as directed by the voters of Norman. Note: The Norman City Charter requires voter approval for utility increases.

FYE 12 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at a growth rate of 3% per year with a projected increase of \$1.00/per month for users who desire a second rollout cart.

FYE 12 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.

Capital projects of \$461,500 are scheduled in FYE 12, and include a container maintenance facility and an east-side recycling center.

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 12 ending fund balance is projected to be \$1,802,093, which does not meet the operations and Capital Reserve requirements discussed above by \$629,946.

Levelized Rate Policy

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

Five Year Outlook

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

Summary

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

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**SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	2,646,229	167,913	5,029,444	2,427,963	1,802,093	1,549,671	363,726	236,780
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	10,916,519	10,961,717	11,400,000	11,742,000	12,094,260	12,457,088	12,830,800	13,215,724
5 Other Revenue	409,910	145,684	200,000	202,000	204,020	206,060	208,121	210,202
6								
7 Total Operating Revenues	11,326,429	11,107,401	11,600,000	11,944,000	12,298,280	12,663,148	13,038,921	13,425,926
8								
9 Operating Expenditures:								
10 Salaries / Benefits	3,764,360	3,546,791	3,546,791	3,851,531	4,067,217	4,294,981	4,535,500	4,789,488
11 Supplies / Materials	1,017,719	1,200,123	1,199,429	1,320,129	1,333,330	1,346,663	1,360,130	1,373,731
12 Services / Maintenance	2,743,071	3,069,362	3,071,425	3,226,112	3,231,057	3,262,368	3,293,992	3,293,992
13 Internal Services	818,333	716,255	716,255	776,835	792,372	808,219	824,383	840,871
14 Cost Allocations	1,318,103	1,227,559	1,227,559	1,225,878	1,238,137	1,250,518	1,263,023	1,275,653
15								
16 Total Operating Expenditures	9,661,586	9,760,090	9,761,459	10,400,485	10,662,113	10,962,749	11,277,028	11,573,735
17								
18 Net Operating Revenue	1,664,843	1,347,311	1,838,541	1,543,515	1,636,167	1,700,399	1,761,894	1,852,192
19								
20 Other Revenue:								
21 Interest Income	16,588	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22 Bond Proceeds	3,590,000	0	0	0	0	0	0	0
23								
24 Total Other Revenue	3,606,588	30,000	30,000	30,000	30,000	30,000	30,000	30,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	(461,544)							
28 Capital Equipment	2,315,545	1,047,321	1,074,485	1,422,310	1,600,000	1,600,000	1,600,000	1,600,000
29 Debt Service - New Issue	0	314,281	317,231	315,575	318,589	316,344	318,840	315,991
30 Debt Service - Automated Equip.	292,510	0	0	0	0	0	0	0
31 Capital Projects	630,494	0	3,023,240	461,500	0	1,000,000	0	0
32 Bond Issue Costs	52,863	0	0	0	0	0	0	0
33 I/F Transfer - Wastewater	0	0	0	0	0	0	0	0
34 I/F Transfer - Fleet Maint.	58,348	55,066	55,066	0	0	0	0	0
35								
36 Total Other Expenditures	2,888,216	1,416,668	4,470,022	2,199,385	1,918,589	2,916,344	1,918,840	1,915,991
37								
38 Net Revenues (Expenditures)	2,383,215	(39,357)	(2,601,481)	(625,870)	(252,422)	(1,185,945)	(126,946)	(33,799)
39								
40 Ending Fund Balance	5,029,444	128,556	2,427,963	1,802,093	1,549,671	363,726	236,780	202,980
41								
42 Reserves								
43 Reserve for Operations	772,927	780,807	780,917	832,039	852,969	877,020	902,162	925,899
44 Reserve for Debt	2,910,650	0	190,527	0	0	0	0	0
45 Reserve for Capital	1,459,359	1,600,000	1,564,462	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
46 Reserve (Deficit) Surplus	(113,492)	(2,252,251)	(107,943)	(629,946)	(903,298)	(2,113,294)	(2,265,382)	(2,322,919)
47								
48 Total Reserves	5,029,444	128,556	2,427,963	1,802,093	1,549,671	363,726	236,780	202,980

**RISK MANAGEMENT FUND
BUDGET
HIGHLIGHTS**

Background

The Risk Management Fund is an Internal Service Fund established to account for the resources utilized to provide for the self-insurance of Worker's Compensation and Unemployment Insurance and to pay premiums on insurance for employee health and property loss. This fund was eliminated and combined with the General Fund in FYE 2002, but re-established in FYE 2012.

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The anticipated cost in FYE 12 is approximately \$1,500,000.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 12 estimated cost of unemployment claims is approximately \$39,121. Health insurance claims will also be accounted for in this fund. The City self-insures for these benefits and utilizes a third party administrator to administer the benefits. Consultants are also utilized to set premiums and structure plan benefits.

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

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

Reserve Policy

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

FYE 12 Budget

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

Five Year Outlook

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

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

CITY OF NORMAN

**RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES**

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	0	0	0	(439,230)	0	462,383	939,915	1,429,438
2								
3 Revenues								
4 Int Svs Ch - W/C	0	0	0	1,519,905	1,595,900	1,675,695	1,759,480	1,847,454
5 Int Svs Ch - Risk				367,940	383,123	399,101	415,920	433,625
6 Int Svs Ch - Unemployment				39,121	39,512	39,907	40,306	40,709
7 Int Svs Ch - Health Ins Prem - City	0	0	0	9,726,043	10,436,044	11,192,657	12,004,125	12,874,424
8 Health Ins Premiums - Employee				1,941,981	2,083,746	2,234,817	2,396,841	2,570,612
9 Other Revenues	0	0	0	0	0	0	0	0
10 I/F Transfer - Debt Service	0	0	0	870,000	870,000	870,000	870,000	870,000
11								
12 Total Revenues	0	0	0	14,464,990	15,408,325	16,412,178	17,486,673	18,636,825
13								
14 Expenditures								
15 Salary / Benefits - Risk				250,069	264,073	278,861	294,477	310,968
16 Salary / Benefits - Health Ins				87,110	91,988	97,139	102,579	108,324
17 Services / Maintenance	0	0	0	117,871	119,050	120,240	121,443	122,657
18 Judgments / Claims	0	0	0	870,000	870,000	870,000	870,000	870,000
19 Workers' Comp Pymts	0	0	0	1,500,000	1,560,000	1,622,400	1,687,296	1,754,788
20 Unemployment Claims	0	0	0	39,121	39,512	39,907	40,306	40,709
21 Health Insurance Claims	0	0	0	9,831,649	10,618,181	11,467,635	12,385,046	12,880,448
22 Health Insurance Fees				1,329,940	1,383,138	1,438,463	1,496,002	1,555,842
23 Audit Accruals / Adjustments	0	0	0	0	0	0	0	0
24								
25 Total Expenditures	0	0	0	14,025,760	14,945,941	15,934,646	16,997,149	17,643,736
26								
27 Net Difference	0	0	0	439,230	462,383	477,532	489,523	993,089
28								
29 Ending Fund Balance	0	0	0	0	462,383	939,915	1,429,438	2,422,528
30								
31 Reserves:								
32 Reserved for Health Insurance	0	0	0	(19,905)	406,578	830,815	1,248,154	2,148,577
33 Reserved for Unemployment	0	0	0	0	0	0	0	0
34 Reserved for Workers' Comp				19,905	55,805	109,101	181,285	273,951
35								
36 Total Reserves	0	0	0	0	462,383	939,915	1,429,438	2,422,528
37								
38 Targeted Reserves:								
39 Reserve for Health Insurance	0	0	0	2,457,912	1,769,697	1,911,273	2,064,174	2,146,741
40 Reserve for Workers Comp				229,845	239,039	248,600	258,544	268,886
41								
42 Total Targeted Reserves	0	0	0	2,687,757	2,008,736	2,159,873	2,322,719	2,415,627

**CAPITAL IMPROVEMENTS FUND
BUDGET
HIGHLIGHTS**

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 2012-2016. 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 2012-2016 document.

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

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

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

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

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

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 12, the other projects will be complete.

On March 2, 2010, a general obligation bond issue was approved by voters; \$19 million for the resurfacing and reconstruction of urban and rural roads and \$2,250,000 to upgrade and expand the outdoor emergency warning system.

FYE 12 Budget

The FYE 12 Budget shows total projected resources available, including beginning fund balance, of \$16,967,625 and total expenditures projected at \$14,793,264 with an ending fund balance of \$2,174,361. Sales tax is projected at 4.6% increase from FYE 11 estimate and at an average 4.2% growth rate in years FYE 13 through FYE 16. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2012 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2012 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 2012-2016 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.

CITY OF NORMAN

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	30,574,947	3,868,251	22,485,616	5,330,713	2,174,361	8,026,739	3,314,573	(4,352,546)
2								
3 Revenues:								
4 Sales Tax	10,176,538	10,100,000	10,250,000	10,725,600	11,181,438	11,656,649	12,152,057	12,668,519
5 Allocated to Debt Service	(274,120)	(250,313)	(250,313)	(250,188)	(250,063)	0	0	0
6 Interest/Investment Income	174,417	350,000	150,000	150,000	150,000	150,000	150,000	150,000
7 GO Bond Interest Income	45,012	0	0	0	0	0	0	0
8 Robinson Grade Advance Reimb.	0	0	0	0	0	0	0	0
9 Donations/Other	(128,989)	630,000	1,017,950	8,000	100,000	6,000	271,556	0
10								
11 Subtotal	9,992,858	10,829,687	11,167,637	10,633,412	11,181,375	11,812,649	12,573,613	12,818,519
12 I/F Transf - General	394,607	0	0	0	0	0	0	0
13 I/F Transf - PSST Fund	0	2,990,394	2,990,394	1,003,500	0	0	0	0
14 I/F Transf - Westwood (RT)	0	0	0	0	0	0	0	0
15 I/F Transf - Parkland	32,699	0	0	0	0	0	0	0
16 I/F Transf - UNP TIF	0	0	0	0	0	0	0	0
17 I/F Transf - Hall Park	0	0	25,178	0	0	0	0	0
18 Adjusted Recapture/Bond costs	0	0	0	0	0	0	0	0
19 Bond Proceeds	0	9,850,000	9,850,000	0	11,400,000	0	0	0
20 ODOT Reimb - Robinson Underpass	0	0	1,092,332	0	0	0	0	0
21								
22 Total Revenue	10,420,164	23,670,081	25,125,541	11,636,912	22,581,375	11,812,649	12,573,613	12,818,519
23								
24 Expenditures:								
25 Salary and Benefits	0	0	0	836,956	1,507,455	1,582,826	1,661,968	1,745,067
26 Services and Maintenance	0	0	0	16,375	16,539	16,704	16,871	17,040
27 Capital Outlay (Transfer)	2,438,372	2,665,500	3,608,865	2,799,912	3,018,988	3,147,295	3,281,055	3,420,500
28 Capital Outlay (carryover)	0	0	0	0	0	0	0	0
29 Street Maintenance	1,325,629	2,061,672	4,263,527	1,511,240	2,243,633	2,335,156	2,440,377	2,440,377
30 Capital Projects (See Detail)	6,240,155	8,559,385	17,249,344	5,221,485	5,416,600	5,974,122	8,627,455	3,785,850
31 Maintenance of Facilities	394,623	495,500	769,200	678,050	346,000	186,000	91,000	91,000
32 Paygo (Bond Projects - 05 Election)	316,430	0	1,789,994	0	0	0	0	0
33 Federal Advance Projects - 05 Election	0	0	0	0	0	0	0	0
34 New Bond Projects - 05 Election	6,989,881	0	6,181,115	0	0	0	0	0
35 New Bond Projects - 10 Election	0	5,993,333	5,993,333	3,633,246	3,859,703	3,221,212	4,060,506	0
36 New Bond Projects - 92 Election	0	0	0	0	0	0	0	0
37 Bond Issue Cost	0	223,421	223,421	0	258,579	0	0	0
38 CIP Engineer	573,969	482,578	482,578	0	0	0	0	0
39 Audit Accruals/Adj/Encumbrances	(175,625)	0	0	0	0	0	0	0
40								
41 Subtotal	18,103,434	20,481,389	40,561,377	14,697,264	16,667,497	16,463,315	20,179,232	11,499,834
42 I/F Transf - GF (St. Maint. Drainage Labor)	305,916	463,328	463,328	0	0	0	0	0
43 I/F Transf - GF (Personnel)	0	335,521	335,521	0	0	0	0	0
44 I/F Transf - GF (Eng. Asst.)	23,307	23,728	23,728	0	0	0	0	0
45 I/F Transf - GF (St. Maint. Bd Mgr.)	0	0	0	0	0	0	0	0
46 I/F Transf - TIF	0	0	0	0	0	0	0	0
47 I/F Transf - Special Grant Fund	1,700	0	834,990	0	0	0	0	0
48 I/F Transf - Westwood - Golf	65,958	61,500	61,500	96,000	61,500	61,500	61,500	61,500
49 I/F Transf - Westwood - Pool	9,180	0	0	0	0	0	0	0
50								
51 Total Expenditures	18,509,495	21,365,466	42,280,444	14,793,264	16,728,997	16,524,815	20,240,732	11,561,334
52								
53 Net Difference	(8,089,331)	2,304,615	(17,154,903)	(3,156,352)	5,852,378	(4,712,166)	(7,667,119)	1,257,185
54								
55 Ending Fund Balance	22,485,616	6,172,866	5,330,713	2,174,361	8,026,739	3,314,573	(4,352,546)	(3,095,361)
56								
57 Reserves:								
58 General Contingency	712,358	707,000	717,500	750,792	782,701	815,965	850,644	886,796
59 Reserve for New Bond Proceeds - 05 Electio	5,551,253	395,556	462,470	462,470	462,470	462,470	462,470	462,470
60 Reserve for New Bond Proceeds - 10 Electio	0	3,633,246	3,633,246	0	7,281,718	4,060,506	0	0
61 Reserve for Encumbrances	7,298,786	0	0	0	0	0	0	0
62 Available for New Projects	8,923,219	1,437,064	517,497	961,099	(500,150)	(2,024,368)	(5,665,660)	(4,444,627)
63								
64 Total Reserves	22,485,616	6,172,866	5,330,713	2,174,361	8,026,739	3,314,573	(4,352,546)	(3,095,361)

**PARK LAND AND DEVELOPMENT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

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

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

FYE 12 Budget

There are revenues of \$80,000 estimated in FYE 12, which include fees of \$65,000.

There is a fund balance of \$1,380,983 projected at the end of FYE 12 that may be utilized for the purposes discussed in the Park Land Ordinance.

CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	1,222,727	1,199,923	1,324,805	1,335,983	1,380,983	1,365,983	1,395,983	1,495,983
2								
3 Revenues								
4 Interest/Investment Income	13,551	27,061	15,000	15,000	15,000	15,000	15,000	15,000
5 Community Park Fees	67,125	45,000	30,000	40,000	45,000	45,000	45,000	45,000
6 Neighborhood Park Fees	59,925	40,000	18,500	25,000	40,000	40,000	40,000	40,000
7 In-Lieu of/Other	22,208	0	0	0	0	0	0	0
8								
9 Total Revenue	162,809	112,061	63,500	80,000	100,000	100,000	100,000	100,000
10								
11 Expenditures								
12 Community Park Projects	14,969	57,000	37,948	35,000	0	0	0	0
13 Neighborhood Park Projects	11,253	0	14,374	0	115,000	70,000	0	0
14 Parkland acquisition	0	0	0	0	0	0	0	0
15 I/F Transf - Room Tax	0	0	0	0	0	0	0	0
16 I/F Transf - Capital	32,699	0	0	0	0	0	0	0
17 I/F Transf - GF	0	0	0	0	0	0	0	0
18 Services & maintenance	0	0	0	0	0	0	0	0
19 Audit Accruals/Adjustments	1,810	0	0	0	0	0	0	0
20								
21 Total Expenditures	60,731	57,000	52,322	35,000	115,000	70,000	0	0
22								
23 Net Difference	102,078	55,061	11,178	45,000	(15,000)	30,000	100,000	100,000
24								
25 Ending Fund Balance	1,324,805	1,254,984	1,335,983	1,380,983	1,365,983	1,395,983	1,495,983	1,595,983
26								
27 Reserves								
28 Reserve for Community Parks	101,509	(16,286)	93,561	(11,286)	33,714	78,714	123,714	168,714
29 Reserve for Neighborhood Parks	465,431	471,042	469,557	496,042	421,042	391,042	431,042	471,042
30 Reserve for Park Land	757,865	800,228	772,865	896,227	911,227	926,227	941,227	956,227
31								
32 Total Reserves	1,324,805	1,254,984	1,335,983	1,380,983	1,365,983	1,395,983	1,495,983	1,595,983

**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 2010-2011.

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 12 Budget

All revenues have been collected. No expenditures are planned in FYE 12.

CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED
	-----	-----	-----
1 Beginning Fund Balance	25,178	0	25,446
2	-----	-----	-----
3 Revenues			
4 Interest/Investment Income	268	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	268	0	0
13	-----	-----	-----
14 Expenditures			
15 Capital Projects	0	0	0
16 I/F Transf - Water fund	0	0	0
17 I/F Transf - Wastewater fund (capacity)	0	0	0
18 Debt Service	0	0	0
19 I/F Transf - Capital fund	0	0	25,178
20 I/F Transf - HP Debt	0	0	0
21	-----	-----	-----
22 Total Expenditures	0	0	25,178
23	-----	-----	-----
24 Net Difference	268	0	(25,178)
25	-----	-----	-----
26 Ending Fund Balance	25,446	0	268
	=====	=====	=====

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS**

Background

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

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

FYE 12 Budget

In Fiscal Year 2012, several businesses will be up and running, producing an estimated \$2,547,990 in incremental sales tax and \$835,000 in incremental property tax. Several transportation improvement projects funded by the University North Park TIF will be under construction in FYE 12. 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.



CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	1,491,727	2,837,032	2,866,753	3,768,551	2,813,420	5,368,478	8,036,328	10,821,766
2								
3 Revenues								
4 Sales Tax	1,896,771	2,000,000	2,029,171	2,547,990	2,656,279	2,769,171	2,886,861	3,009,553
5 Sales Tax - Economic Dev	379,276	0	405,834					
6 Interest Income	9,997	5,000	17,500	17,500	17,500	17,500	17,500	17,500
7 Property Tax	690,587	810,000	810,000	835,000	835,000	835,000	835,000	835,000
8 Bond Proceeds	0	0	0	0	0	0	0	0
9 Loan Proceeds	0	0	0	0	0	0	0	0
10 Misc Income	0	0	0	0	0	0	0	0
11								
12 Subtotal	2,976,631	2,815,000	3,262,505	3,400,490	3,508,779	3,621,671	3,739,361	3,862,053
13								
14 I/F Transf - Capital	0	0	0	0	0	0	0	0
15								
16 Total Revenue	2,976,631	2,815,000	3,262,505	3,400,490	3,508,779	3,621,671	3,739,361	3,862,053
17								
18 Expenditures								
19 Services /Maintenance	0	0	0	9,971	10,071	10,171	10,273	10,376
20 Transfer to GF (Legal expenses)	0	0	0	0	0	0	0	0
21 Transfer to Capital Fund	0	0	0	0	0	0	0	0
22 Capital Projects	1,489,118	820,000	1,417,057	3,402,000	0	0	0	0
23 Debt Service - Series 2007	112,487	943,650	943,650	943,650	943,650	943,650	943,650	943,650
24 Audit adjustments	0	0	0	0	0	0	0	0
25								
26 Total Expenditures	1,601,605	1,763,650	2,360,707	4,355,621	953,721	953,821	953,923	954,026
27								
28 Net Difference	1,375,026	1,051,350	901,798	(955,131)	2,555,058	2,667,850	2,785,438	2,908,027
29								
30 Ending Fund Balance	2,866,753	3,888,382	3,768,551	2,813,420	5,368,478	8,036,328	10,821,766	13,729,793

**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, 2010, 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	\$ 750,000	.5% - 10%
Combined Purpose Bonds of 2005A	June 1, 2025	6,610,000	3.5% - 4.5%
Combined Purpose Bonds of 2007A	June 1, 2027	6,540,000	3.8% - 4.25%
Combined Purpose Bonds of 2007B	June 1, 2012	1,330,000	4%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	5,210,000	3.375% - 4.25 %
Combined Purpose Bonds of 2008B	Dec. 1, 2013	<u>5,475,000</u>	3.25% - 3.625%
Total		\$ 25,915,000	
Tax Increment Authority Debt	Final Maturity	Outstanding Balance	Interest Rate
TIF Revenue Note of 2009	Sept. 1, 2028	\$4,480,813	Variable

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Enterprise Fund Debt	Final Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	Aug. 2016	\$ 1,220,988	2.74%
Revenue Bond – Refunding Series 2005	Nov. 1, 2019	3,265,000	3.25% - 4%
Wastewater OWRB SRF Note	Aug. 15, 2015	760,785	.5%
Wastewater Revenue Refunding Bonds 2003	Nov. 1, 2016	4,785,000	2.25% - 4%
Wastewater OWRB SRF Note	Sept. 15, 2019	2,362,821	.5%
NUA Utility Revenue Bonds Series 2006	June 30, 2027	18,570,000	3.87% - 5.0%
NMA Sanitation Notes	Oct. 1, 2024	3,590,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,715,000	3.5% - 6.125%
Clean Water OWRB SRF Note	*	739,822	2.91%
Drinking Water OWRB SRF Note	*	<u>2,142,192</u>	3.28%
Total		\$39,151,608	
Grand Total			<u>\$69,547,421</u>

*20 years after construction completed

Enterprise fund debt is retired with revenues from the enterprise, and the City’s ability to service the debt is measured by the amount of revenue from operations available to pay the amounts due. The following table illustrates historical debt coverage ratios for Water/Wastewater Enterprise revenue debt.

**THE CITY OF NORMAN
PLEDGED REVENUE COVERAGE
NORMAN UTILITIES AUTHORITY
LAST TEN FISCAL YEARS
(DOLLARS IN THOUSANDS)**

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE	DEBT SERVICE REQUIREMENT			(3) COVERAGE RATIO
				PRINCIPAL	INTEREST	TOTAL	
2001	14,548	9,849	4,699	897	982	1,879	2.50
2002	17,495	12,145	5,350	1,307	953	2,260	2.37
2003	18,870	12,306	6,564	1,491	914	2,405	2.73
2004	19,550	13,337	6,213	2,614	813	3,427	1.81
2005	24,282	10,130	14,152	1,595	690	2,285	6.19
2006	28,405	9,828	18,577	1,300	365	1,665	11.16
2007	33,524	5,663	27,861	1,454	1,063	2,517	11.07
2008	31,428	7,888	23,540	2,153	1,401	3,554	6.62
2009	27,662	13,513	14,149	2,193	1,358	3,551	3.98
2010	33,559	10,873	22,686	2,242	1,251	3,493	6.49

- (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.

Source: City of Norman, 2010 Comprehensive Annual Financial Report, p. 103

CITY OF NORMAN

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, 2010

Assessed Valuation:		
Net Assessed Value		\$719,235,000
Section 26 limitation:		
10% of net assessed value	\$ 71,924,000	
Section 27 limitation:		
30% of net assessed value		\$215,771,000
Debt applicable to limitation:		
Total general bonded debt	\$ 25,915,000	
Less amount available for payment	<u>(2,513,000)</u>	
Total debt applicable to limitation	<u>\$ 23,402,000</u>	
Legal debt margin		\$192,369,000

Source: City of Norman, 2010 Comprehensive Annual Financial Report, p. 102

FYE 12 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.



CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	1,744,114	853,368	2,347,969	2,570,122	2,229,325	419,021	(1,618,181)	(3,556,491)
2								
3 Revenues:								
4 Property Tax	5,420,828	5,125,000	5,125,000	5,013,000	4,217,000	3,878,000	2,416,000	2,416,000
5 Interest/Investment Income	31,798	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6 Assessment District-HP	78,047	40,400	40,400	12,356	0	0	0	0
7								
8 Subtotal	5,530,673	5,190,400	5,190,400	5,050,356	4,242,000	3,903,000	2,441,000	2,441,000
9 I/F Transf - 92 & 95 Bonds	257,563	252,313	252,313	200,537	250,063	0	0	0
10								
11 Total Revenue	5,788,236	5,442,713	5,442,713	5,250,893	4,492,063	3,903,000	2,441,000	2,441,000
12								
13 Expenditures								
14 Principal Payments	2,455,000	3,670,000	3,670,000	3,680,000	4,570,000	4,335,000	2,955,000	2,965,000
15 Interest Payments	1,270,350	955,707	955,707	950,228	774,293	650,518	552,765	441,242
16 Agents Fees	1,700	1,545	1,545	1,545	1,545	1,545	1,545	1,545
17 Assessment District-HP	96,791	93,308	93,308	89,918	86,529	83,139	0	0
18 Audit Accruals/Adjustments	15,217	0	0	0	0	0	0	0
19								
20 Subtotal	3,839,058	4,720,560	4,720,560	4,721,691	5,432,367	5,070,202	3,509,310	3,407,787
21 I/F Transf - Insurance	1,345,323	500,000	500,000	870,000	870,000	870,000	870,000	870,000
22								
23 Total Expenditures	5,184,381	5,220,560	5,220,560	5,591,691	6,302,367	5,940,202	4,379,310	4,277,787
24								
25 Net Difference	603,855	222,153	222,153	(340,798)	(1,810,304)	(2,037,202)	(1,938,310)	(1,836,787)
26								
27 Ending Fund Balance	2,347,969	1,075,521	2,570,122	2,229,325	419,021	(1,618,181)	(3,556,491)	(5,393,278)
28								
29 Reserve for Debt Service	2,103,714	865,430	2,360,031	2,096,796	373,021	(1,581,042)	(3,519,352)	(5,356,139)
30 Reserve for Assessment District-HP	244,255	210,091	210,091	132,529	46,000	(37,139)	(37,139)	(37,139)
31								
32 Total Reserves	2,347,969	1,075,521	2,570,122	2,229,325	419,021	(1,618,181)	(3,556,491)	(5,393,278)

**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 are 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 12 Budget

A total of \$200,537 will be transferred to the General Debt Service Fund. FYE 12 tax revenues are \$250,188.

CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	42,746	0	51,651	51,651	103,302	0	0	0
2								
3 Revenues								
4 Interest/Investment Income	1,424	2,000	2,000	2,000	2,000	0	0	0
5 Audit Accruals/Adjustments	(9,076)	0	0	0	0	0	0	0
6 Sales Tax	274,120	250,313	250,313	250,188	144,761	0	0	0
7								
8 Total Revenues	266,468	252,313	252,313	252,188	146,761	0	0	0
9								
10 Expenditures								
11 I/F Transf - Gen Debt Service	257,563	252,313	252,313	200,537	250,063	0	0	0
12								
13 Total Expenditures	257,563	252,313	252,313	200,537	250,063	0	0	0
14								
15 Net Difference	8,905	0	0	51,651	(103,302)	0	0	0
16								
17 Ending Fund Balance	51,651	0	51,651	103,302	0	0	0	0
18								
19 Reserve for Debt Service	51,651	0	51,651	103,302	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 12 Budget

The FYE 12 Budget shows a beginning fund balance of \$145,358. No expenditures are projected to be made for FYE 12 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2012 – 2016 discusses planned recoupment projects in detail.

CITY OF NORMAN

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

	FYE 10 ACTUAL	FYE 11 BUDGET	FYE 11 ESTIMATED	FYE 12 ADOPTED	FYE 13 PROJECTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
1 Beginning Fund Balance	905,529	243,103	840,204	145,358	145,358	145,358	145,358	145,358
2								
3 Revenues								
4 Reimbursements/Interest	10,055	0	0	0	0	0	0	0
5 I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
6								
7 Total Revenues	10,055	0	0	0	0	0	0	0
8								
9 Expenditures								
10 Capital Projects	75,380	107,800	694,846	0	0	0	0	0
11 Audit Adjustments	0	0	0	0	0	0	0	0
12								
13 Total Expenditures	75,380	107,800	694,846	0	0	0	0	0
14								
15 Net Difference	(65,325)	(107,800)	(694,846)	0	0	0	0	0
16								
17 Ending Fund Balance	840,204	135,303	145,358	145,358	145,358	145,358	145,358	145,358

**RETIREMENT SYSTEMS
BUDGET
HIGHLIGHTS**

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

- Norman Employees Retirement System;
- Oklahoma Firefighters Pension and Retirement System;
- Oklahoma Police Pension and Retirement System.

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the FYE 11 Budget as separate funds of the City. It should be noted that the costs of contributions to the systems appear as a part of salaries and benefit category of expenditure in every operating fund of the City.

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of January 1, 2011, the Plan included 13 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

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

Members of the firefighter's retirement system are required to pay 8% of their base pay to the pension plan. By State Statute, the City contributes 13% of member's payroll to the OFPRS.

Oklahoma Police Pension and Retirement System

The Oklahoma Police Pension and Retirement System (OPPRS) cover uniformed members of the City's Police Department, which is a cost sharing multiple-employer, public-employee retirement system. Police officers employed in participating municipalities are required to participate in the system, provided they meet certain requirements. Police officers are required to pass physical and medical examinations and must be not less than 21 or more than 35 years of age when accepted for initial membership. Members of the police retirement system are required to pay 8% of their base pay to the pension plan. By State Statute, the City contributes 13% of member's payroll to the OPPRS.

General Fund

GENERAL OPERATING FUND

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

FUND SUMMARY

TOTAL GENERAL FUND (10)

MISSION:

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

DESCRIPTION:

The General Fund accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

PERSONNEL:

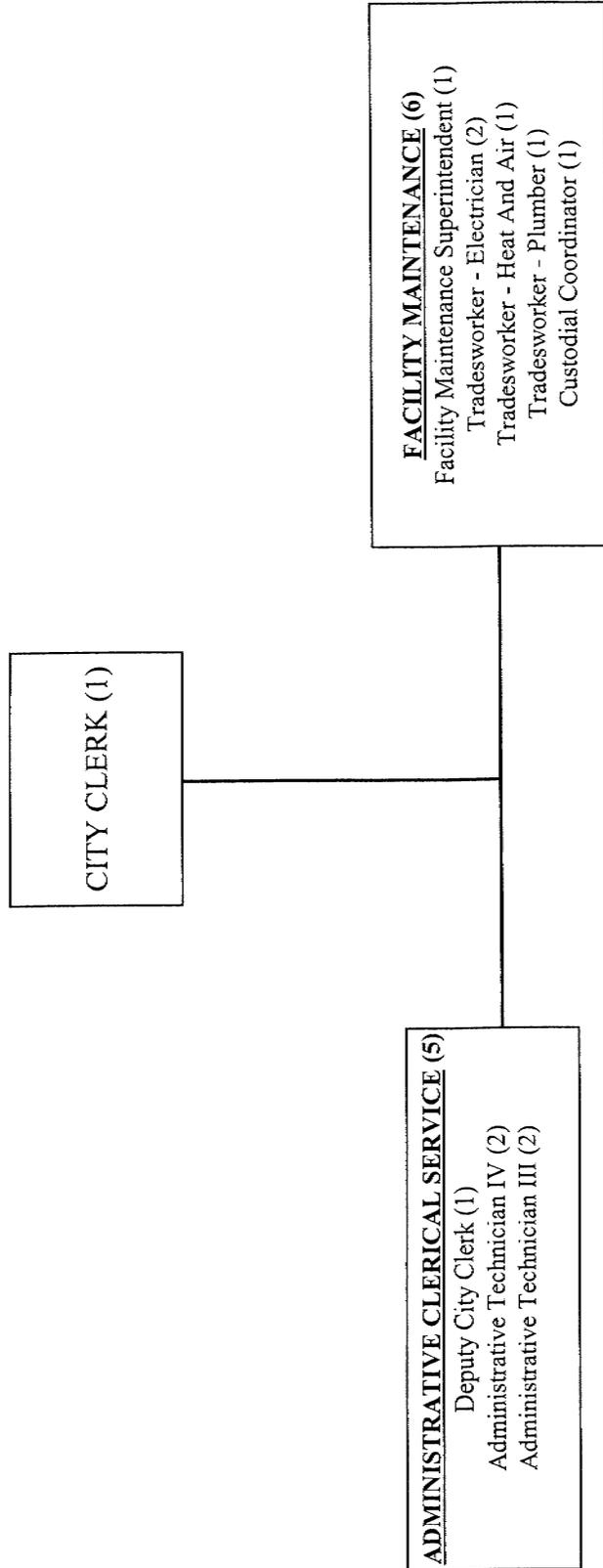
	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	595	556	556	556	585
Part-time Positions	4	3	3	3	18
Total Budgeted Positions	<u>599</u>	<u>559</u>	<u>559</u>	<u>559</u>	<u>603</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	48,477,915	45,952,627	45,917,329	48,327,940	49,389,975
Supplies & Materials	5,025,123	5,949,630	5,875,464	5,949,630	6,436,674
Services & Maintenance	8,147,856	8,649,874	9,664,157	7,028,006	7,753,574
Capital Equipment	3,486,970	2,578,000	3,299,981	3,299,981	2,799,912
Internal Services	2,943,347	2,471,249	2,557,267	2,271,249	3,162,674
Subtotal	<u>68,081,212</u>	<u>65,601,380</u>	<u>67,314,198</u>	<u>66,876,806</u>	<u>69,542,809</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	3,508,701	2,796,739	3,022,305	3,056,119	166,822
Subtotal	<u>3,508,701</u>	<u>2,796,739</u>	<u>3,022,305</u>	<u>3,056,119</u>	<u>166,822</u>
Fund Total	<u><u>71,589,913</u></u>	<u><u>68,398,119</u></u>	<u><u>70,336,503</u></u>	<u><u>69,932,925</u></u>	<u><u>69,709,631</u></u>

OFFICE OF THE CITY CLERK

12 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
 - maintains books properly indexed and open to the public for inspection
 - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
 - attends all Council meetings
 - maintains a record of the proceedings
 - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City’s Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council
- Administers Municipal campaign revenue and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City’s cable access channel
- Programs various City meetings for rebroadcast on the City’s cable access channel
- Maintains a high level of quality maintenance for all City buildings, ball fields, tennis courts, water wells, lift stations, and storm sirens
- Administers repairs and renovations projects for City facilities

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	867,465	853,150	853,150	889,010	840,090
Supplies & Materials	99,499	98,968	100,399	101,670	98,468
Services & Maintenance	186,722	198,912	200,500	165,578	200,923
Capital Equipment	35,161	0	164	164	0
Internal Services	20,423	18,249	18,249	16,208	24,714
Subtotal	<u>1,209,270</u>	<u>1,169,279</u>	<u>1,172,462</u>	<u>1,172,630</u>	<u>1,164,195</u>
Department Total	<u><u>1,209,270</u></u>	<u><u>1,169,279</u></u>	<u><u>1,172,462</u></u>	<u><u>1,172,630</u></u>	<u><u>1,164,195</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	426,352	415,001	415,001	431,720	442,835
Supplies & Materials	6,602	7,468	6,120	6,120	7,468
Services & Maintenance	41,939	51,891	53,338	44,048	53,723
Capital Equipment	0	0	133	133	0
Internal Services	11,185	8,765	8,765	7,785	14,487
Subtotal	<u>486,078</u>	<u>483,125</u>	<u>483,357</u>	<u>489,806</u>	<u>518,513</u>
Division Total	<u>486,078</u>	<u>483,125</u>	<u>483,357</u>	<u>489,806</u>	<u>518,513</u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
CITY CLERK**

GOALS:

To enhance customer service by:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	99%	99%	99%	99%	99%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council 5 days in advance of the meeting	100%	100%	100%	100%	100%
Percentage of Council items indexed and distributed within 3 days of Council action.	100%	100%	100%	100%	100%
Percentage of minutes prepared within 3 days of Council meeting	98%	98%	98%	95%	95%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	98%	98%
Number of special events and festival permits issued	n/a	6	n/a	13	15

DIVISION SUMMARY

010-2030 FACILITIES MAINTENANCE ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	103,906	101,600	101,600	105,220	27,150
Supplies & Materials	543	2,340	2,549	1,617	2,298
Services & Maintenance	10,697	12,159	10,468	8,645	11,938
Capital Equipment	0	0	0	0	0
Internal Services	2,054	1,918	1,918	1,703	2,282
Subtotal	<u>117,200</u>	<u>118,017</u>	<u>116,535</u>	<u>117,185</u>	<u>43,668</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>117,200</u></u>	<u><u>118,017</u></u>	<u><u>116,535</u></u>	<u><u>117,185</u></u>	<u><u>43,668</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of requests for maintenance or 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
The number of repeat calls for same problem	n/a	n/a	n/a	n/a	n/a
The number of work requests received from outside the division versus the number of self-generated requests	n/a	n/a	n/a	n/a	n/a

DIVISION SUMMARY

010-2031 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	67,946	66,436	66,436	69,807	71,671
Supplies & Materials	34,148	30,750	31,046	33,274	31,199
Services & Maintenance	106,606	107,498	107,873	89,084	107,898
Capital Equipment	0	0	0	0	0
Internal Services	1,440	1,900	1,900	1,688	1,581
Subtotal	210,140	206,584	207,255	193,853	212,349
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	210,140	206,584	207,255	193,853	212,349

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
FACILITY CUSTODIAL SERVICES

GOALS:

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

OBJECTIVES:

- Monitor outside custodial contractor's work in Municipal Complex and the Library to make sure a high degree of building cleanliness is provided.
- Monitor supplies dispensed to make sure waste is at a minimum.
- Provide janitorial supplies for 56 buildings and 35 restrooms in parks.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time needed products are available	99%	100%	99%	97%	99%
Percentage of time inventory is adequate	100%	100%	100%	90%	100%
Percentage 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	10	n/a	10
Number of repeat complaints or problems with custodial contractor	n/a	n/a	10	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 repair to City facilities.

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	269,261	270,113	270,113	282,263	298,434
Supplies & Materials	58,206	58,410	60,684	60,659	57,503
Services & Maintenance	27,481	27,364	28,821	23,801	27,364
Capital Equipment	35,161	0	31	31	0
Internal Services	5,744	5,666	5,666	5,032	6,364
Subtotal	395,852	361,553	365,315	371,786	389,665
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	395,852	361,553	365,315	371,786	389,665

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of complete equipment failure versus scheduled equipment	n/a	n/a	n/a	n/a	n/a
Number of requests for repair lasting more than a week without 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	67,307	11,626	11,626	11,626	11,626
Supplies & Materials	6,418	12,302	11,302	11,445	12,302
Services & Maintenance	913,419	2,075,260	2,050,200	657,022	2,069,861
Capital Equipment	110,126	24,750	58,531	58,531	0
Internal Services	6,807	5,463	5,463	4,852	3,955
Subtotal	<u>1,104,076</u>	<u>2,129,401</u>	<u>2,137,122</u>	<u>743,476</u>	<u>2,097,744</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>1,104,076</u></u>	<u><u>2,129,401</u></u>	<u><u>2,137,122</u></u>	<u><u>743,476</u></u>	<u><u>2,097,744</u></u>

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 12 General Fund allocation to the City Council includes funding in the amount of \$724,261 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Campus Area Rapid Transit (CART) - \$310,500
- Norman Economic Development Coalition (NEDC) - \$118,750
- Federal Consultant - \$71,500
- Oklahoma Municipal League (OML) – Membership - \$72,375
- Center for Children & Families, Inc. (CCFI) - \$80,000
- Association of Central Oklahoma Governments (ACOG) – Membership – \$56,436
- Kiwanis Kruiser - \$7,500
- Great American West/89er Day Parade - \$4,500
- Performing Arts Studio - \$2,700

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	67,307	11,626	11,626	11,626	11,626
Supplies & Materials	6,370	10,094	9,094	9,237	10,094
Services & Maintenance	913,419	*2,071,960	2,046,900	653,722	*2,066,561
Capital Equipment	110,126	24,750	58,531	58,531	0
Internal Services	6,807	5,463	5,463	4,852	3,955
Subtotal	<u>1,104,028</u>	<u>2,123,893</u>	<u>2,131,614</u>	<u>737,968</u>	<u>2,092,236</u>
Division Total	<u>1,104,028</u>	<u>2,123,893</u>	<u>2,131,614</u>	<u>737,968</u>	<u>2,092,236</u>

*FYE 12 includes a 2% Emergency Reserve of \$1,292,347 and FYE 11 included a 2% Emergency Reserve of \$1,286,557.

DIVISION SUMMARY

010-1098 SISTER CITIES PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

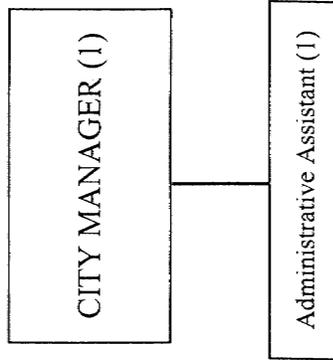
	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	48	2,208	2,208	2,208	2,208
Services & Maintenance	0	3,300	3,300	3,300	3,300
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	48	5,508	5,508	5,508	5,508
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	48	5,508	5,508	5,508	5,508

OFFICE OF THE CITY MANAGER

2 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED*	FYE 11 ESTIMATE*	FYE 12 ADOPTED
Salaries & Benefits	320,037	306,550	769,987	785,213	324,497
Supplies & Materials	2,705	4,557	270,300	273,723	4,557
Services & Maintenance	77,817	43,239	124,973	103,206	43,230
Capital Equipment	2,660	23,013	34,555	34,555	18,554
Internal Services	16,575	14,587	100,791	89,518	14,718
Subtotal	<u>419,794</u>	<u>391,946</u>	<u>1,300,606</u>	<u>1,286,215</u>	<u>405,556</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u>419,794</u>	<u>391,946</u>	<u>1,300,606</u>	<u>1,286,215</u>	<u>405,556</u>

*FYE 11 Revised and Estimate figures include transfers from other departments into the City Manager’s division to reflect the FYE 11 cost savings initiative.

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	317,515	306,550	769,987	785,213	324,497
Supplies & Materials	953	1,568	270,158	273,581	1,568
Services & Maintenance	45,993	13,472	92,356	70,589	13,463
Capital Equipment	2,660	23,013	34,555	34,555	18,554
Internal Services	16,387	14,423	100,627	89,285	14,652
Subtotal	<u>383,508</u>	<u>359,026</u>	<u>1,267,683</u>	<u>1,253,223</u>	<u>372,734</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>383,508</u></u>	<u><u>359,026</u></u>	<u><u>1,267,683</u></u>	<u><u>1,253,223</u></u>	<u><u>372,734</u></u>

**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:

- Adoption of a Storm Water Master Plan
- Participate in Southeast Oklahoma Raw Water Study
- Continue to build customer service orientation at City Hall
- Develop various zoning and plan amendment policies

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	2,522	0	0	0	0
Supplies & Materials	1,752	2,989	142	142	2,989
Services & Maintenance	31,824	29,767	32,617	32,617	29,767
Capital Equipment	0	0	0	0	0
Internal Services	187	164	164	233	66
Subtotal	<u>36,286</u>	<u>32,920</u>	<u>32,923</u>	<u>32,992</u>	<u>32,822</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>36,286</u></u>	<u><u>32,920</u></u>	<u><u>32,923</u></u>	<u><u>32,992</u></u>	<u><u>32,822</u></u>

**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:

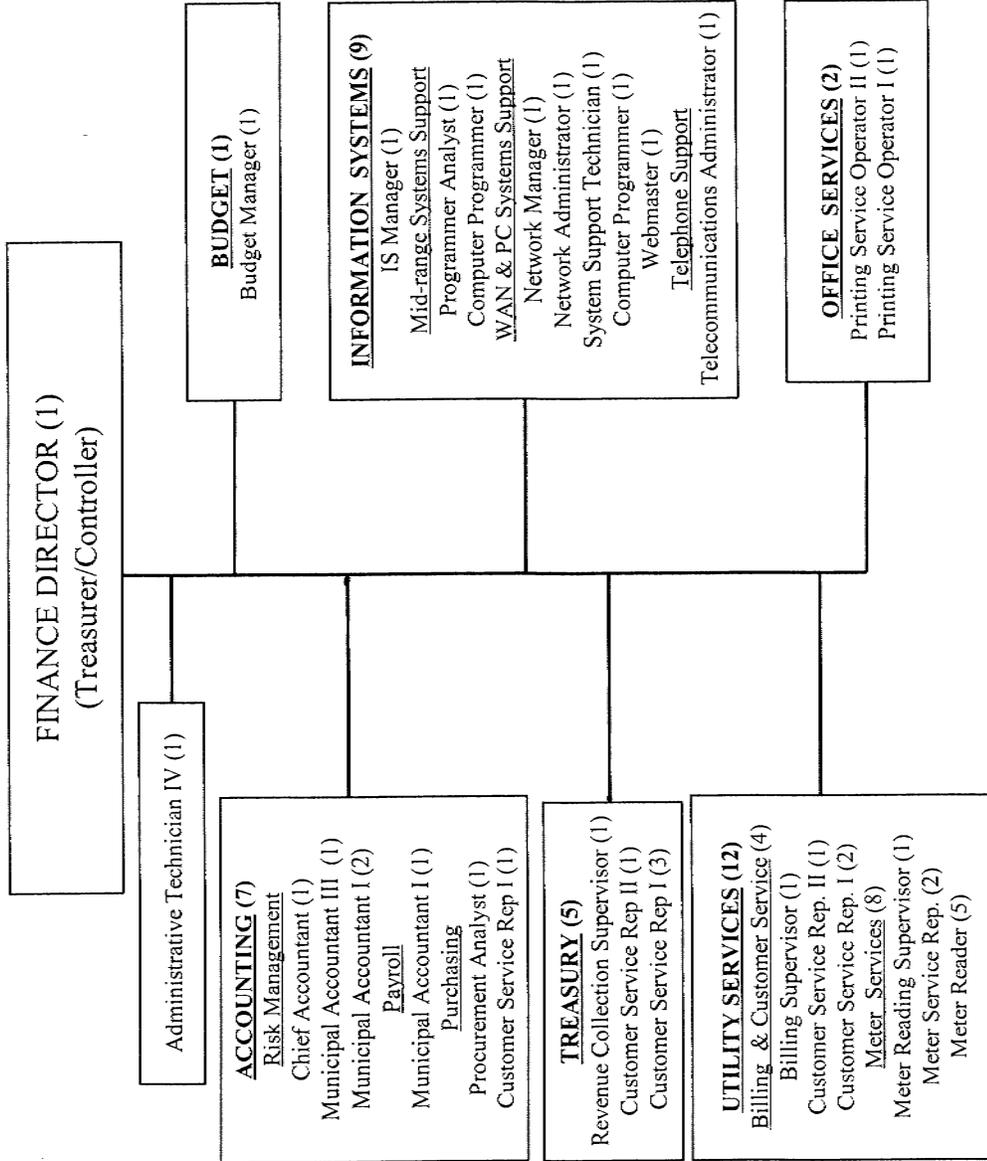
- Alert the news media to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Alert City employees to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Receive feedback from employees concerning 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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of press releases	185	190	200	200	200
Number of visits on the City of Norman website	438,000	440,000	450,000	450,000	450,000
Number of Norman News members	890	930	900	900	900

FINANCE DEPARTMENT

38 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	39	38	38	38	38
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>39</u>	<u>38</u>	<u>38</u>	<u>38</u>	<u>38</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	3,457,587	3,255,111	3,248,926	3,706,889	2,919,172
Supplies & Materials	84,614	102,788	93,192	94,372	107,758
Services & Maintenance	2,017,411	1,706,300	1,882,902	1,554,947	1,119,383
Capital Equipment	502,311	454,850	933,744	933,744	44,200
Internal Services	101,930	89,614	89,233	79,253	112,292
Subtotal	<u>6,163,853</u>	<u>5,608,663</u>	<u>6,247,997</u>	<u>6,369,205</u>	<u>4,302,805</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>6,163,853</u></u>	<u><u>5,608,663</u></u>	<u><u>6,247,997</u></u>	<u><u>6,369,205</u></u>	<u><u>4,302,805</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	551,891	552,244	546,386	571,168	494,756
Supplies & Materials	4,551	3,072	2,797	2,797	3,072
Services & Maintenance	218,680	219,207	273,988	104,264	139,836
Capital Equipment	0	0	0	0	0
Internal Services	10,334	11,400	11,400	7,554	11,378
Subtotal	<u>785,456</u>	<u>785,923</u>	<u>834,571</u>	<u>685,783</u>	<u>649,042</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>785,456</u></u>	<u><u>785,923</u></u>	<u><u>834,571</u></u>	<u><u>685,783</u></u>	<u><u>649,042</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
<u>Accounting and Financial Reporting:</u>					
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	18	19	20	20	21

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	10 days	7 days	7 days	7 days	7 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%	100%
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
<u>Payroll:</u>					
Receive hours information from all departments on time, 95% of the time	95%	96%	95%	96%	96%
Checks processed on Wednesday prior to pay day, 100% of the time	100%	100%	100%	100%	100%
Taxes deposited timely, 100% of the time	100%	100%	100%	100%	100%
Increase in number of employees participating in direct deposit	81%	87%	86%	88%	88%
<u>Purchasing:</u>					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	93%	98%	96%	98%	100%
Increase in number of vendors participating in electronic fund transfer payments	n/a	60%	60%	65%	70%

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	226,510	219,808	219,808	229,778	233,620
Supplies & Materials	354	830	1,249	1,249	880
Services & Maintenance	23,398	30,019	30,063	10,500	30,158
Capital Equipment	0	1,800	1,551	1,551	0
Internal Services	40,263	32,800	32,800	32,271	44,206
Subtotal	290,526	285,257	285,471	275,349	308,864
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	290,526	285,257	285,471	275,349	308,864

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 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%	80%	100%	50%	100%

DIVISION SUMMARY

010-3030 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	90,881	90,737	90,737	94,853	97,160
Supplies & Materials	249	480	510	510	480
Services & Maintenance	3,238	5,012	4,884	1,859	5,012
Capital Equipment	0	0	0	0	1,800
Internal Services	5,827	6,041	6,041	3,643	4,058
Subtotal	<u>100,195</u>	<u>102,270</u>	<u>102,172</u>	<u>100,865</u>	<u>108,510</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>100,195</u></u>	<u><u>102,270</u></u>	<u><u>102,172</u></u>	<u><u>100,865</u></u>	<u><u>108,510</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

BUDGET

GOALS:

- Produce a balanced operating budget as required by City Charter, Article III, Section 4 (I) and Article II, Section 17-205 of the Oklahoma Municipal Budget Act.
- Help decision-makers make informed choices about the use of services and capital assets by assisting in research efforts and analysis.
- Stay informed, up-to-date and educated on various technical and policy issues affecting government finance in order to provide professional support and training to others on finance, budget and accounting issues.
- Provide departments with clearly defined financial policies and procedures as they relate to finance and budget transactions to ensure compliance with City Manager, City ordinances and other regulatory governmental agency requirements.
- Monitor operational activities, and proactively strive to improve processes.

OBJECTIVES:

- Ensure the annual operating budget is timely, accurate, and meets the criteria set forth in the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program.
- Assist City departments, Council members and citizens in research efforts and developing approaches to achieve goals by providing accurate information to requestors in a timely manner or directing them to the appropriate resource.
- Increase awareness/knowledge related to various finance and budget issues through workshops and correspondence.
- Monitor daily financial activities for appropriateness/compliance and provide monthly reports to ensure that expenditures are within budgetary guidelines.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	19	20	21	21	22
City Manager's Proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	77 days	72 days	70 days	80 days	70 days
Respond to requests for information within required time limit, 95% of the time	95%	95%	95%	95%	95%
Number of Training Workshops conducted/attended	1/0	1/0	2/2	5/1	2/2
Number of budget transfer requests annually	1,873	1,491	1,150	1,000	1,000
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	98%	95%	95%	95%

DIVISION SUMMARY

010-3021 INFORMATION TECHNOLOGY

MISSION:

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

DESCRIPTION:

The Information Technology Division provides information systems management services and telecommunication systems management services to all departments of the City of Norman. Approximately 510 IBM ISERIES and Windows based personal computer network clients, including the Police Patrol Division’s Mobile Display Terminal (MDT) laptop computers and Fire Department’s MDT laptop computers, are currently being supported. These services include electronic mail support, Internet access support, web page design and maintenance, software consulting and programming support, PC network management services, personal computer technical support, IBM ISERIES systems management and operations services, and telecommunication systems and equipment management, troubleshooting, and consulting services.

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	885,391	848,223	848,223	886,696	897,825
Supplies & Materials	31,570	41,174	33,496	36,983	44,549
Services & Maintenance	269,456	254,611	369,939	140,738	329,528
Capital Equipment	471,531	425,915	898,362	898,362	30,100
Internal Services	11,431	14,307	13,926	14,211	20,890
Subtotal	1,669,378	1,584,230	2,163,946	1,976,990	1,322,892
Division Total	1,669,378	1,584,230	2,163,946	1,976,990	1,322,892

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

GOALS:

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

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

OBJECTIVES:

- Ensure a 99% computer system and telecommunications resources availability rate.
- 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 Windows user interface for the Sungard Public Sector 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.
- Upgrade the City’s Microsoft Exchange server hardware and software to the latest version.
- Install Animal Welfare Facility Management software and related hardware.
- Install a new fire suppression system in the City’s main computer room.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time computer system resources are available between the hours of 10:30 p.m. and 1:00 a.m. (System file backups are done between 10:30 p.m. to 1:00 a.m. nightly.)	99.9%	99.9%	99.9%	99.9%	99.9%

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT: (continued)

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time telecommunication system resources are available	99.9%	99.9%	99.9%	99.9%	99.9%
Percentage of completion for the disaster recovery plan and business continuity project	Not funded	Not funded	Not funded	n/a	n/a
Implement Windows user interface for all iSeries based applications	n/a	n/a	100%	100%	n/a
Replace Emergency Services CAD and RMS software	n/a	n/a	10%	10%	50%
Upgrade City-wide network infrastructure to:					
Increase storage capacity	n/a	10%	100%	100%	n/a
Increase network bandwidth to remote sites by replacing leased T1 and DSL circuits with City-owned fiber optic cable	25%	60%	85%	85%	100%
Increase the City's internet access bandwidth by replacing two leased T1 circuits with leased fiber optic circuit	n/a	100%	n/a	n/a	n/a
Upgrade the Public Safety wireless data communications network	n/a	Not Funded	100%	50%	100%
Install networking monitoring and analyzing devices to improve the overall network performance	n/a	Not Funded	100%	50%	100%
Upgrade and redesign the City's website.	n/a	80%	100%	100%	n/a
Establish an annual inspection and maintenance program for the City's communications tower inventory	n/a	Not Funded	n/a	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	100%	n/a	n/a	n/a
Purchase, configure, and install new desktop/laptop computers, printers, phones, etc.	100%	100%	100%	100%	100%
Enhance email archiving and retrieving capabilities to comply with federal and industry standards	n/a	n/a	100%	30%	100%
Upgrade the document imaging/archiving system	n/a	Not Funded	100%	30%	100%
Upgrade the Microsoft Exchange server hardware and software to the latest version	n/a	n/a	100%	25%	100%
Install Animal Welfare Facility's new management software and hardware	n/a	n/a	100%	25%	100%
Install new fire suppression system in City's main computer room	n/a	n/a	n/a	n/a	100%
Upgrade Microsoft Office software suite to latest version	n/a	n/a	n/a	n/a	100%

DIVISION SUMMARY

010-3023 OFFICE SERVICES

MISSION:

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

DESCRIPTION:

Office Services Division:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	105,317	105,344	105,344	110,122	113,569
Supplies & Materials	19,388	25,365	24,644	24,644	25,540
Services & Maintenance	103,412	90,320	91,428	34,698	90,336
Capital Equipment	1,131	0	0	0	0
Internal Services	445	472	472	376	1,384
Subtotal	229,693	221,501	221,888	169,840	230,829
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	229,693	221,501	221,888	169,840	230,829

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

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

OBJECTIVES:

- Ensure that equipment downtime is kept at or below a 5% level for the year.
- Replace existing division printer/copier devices with new faster and more cost effective equipment without increasing the annual equipment costs.
- Reduce city-wide document printing and reproduction costs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 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 for these devices	n/a	n/a	100%	100%	n/a
Reduce outside printing costs by specified percentage	n/a	n/a	25%	15%	25%
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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	330,434	327,673	327,673	342,535	351,477
Supplies & Materials	1,927	3,175	2,623	2,623	3,400
Services & Maintenance	278,135	90,301	92,503	35,200	270,301
Capital Equipment	19,161	2,000	5,250	5,250	0
Internal Services	10,718	4,732	4,732	5,698	8,462
Subtotal	<u>640,374</u>	<u>427,881</u>	<u>432,781</u>	<u>391,306</u>	<u>633,640</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>640,374</u></u>	<u><u>427,881</u></u>	<u><u>432,781</u></u>	<u><u>391,306</u></u>	<u><u>633,640</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 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	40 hours	40 hours

DIVISION SUMMARY

010-3022 UTILITY SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	13	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>13</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	719,306	679,285	679,285	710,095	730,765
Supplies & Materials	26,576	28,692	27,873	25,566	29,837
Services & Maintenance	246,678	251,212	253,506	96,470	254,212
Capital Equipment	10,488	25,135	28,581	28,581	12,300
Internal Services	22,913	19,862	19,862	15,500	21,914
Subtotal	<u>1,025,960</u>	<u>1,004,186</u>	<u>1,009,107</u>	<u>876,212</u>	<u>1,049,028</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,025,960</u></u>	<u><u>1,004,186</u></u>	<u><u>1,009,107</u></u>	<u><u>876,212</u></u>	<u><u>1,049,028</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of routes read on time (every 28 to 31 days)	50%	62%	55%	65%	68%
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	16%	21%	40%	80%	90%
Average number of meters read per month	33,310	36,108	35,800	34,835	35,000

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of meters equipped with the AMR system	595	1,429	1,500	1,800	1,750
Average number of accounts annually	460,000	440,000	510,000	470,000	500,000
Number of accounts turned off for non-payment	5,200	5,750	7,500	18,000	20,000
Accounts turned over to collection agency	4,625	1,820	2,100	2,200	2,300
Number of customer service calls received	60,000	61,000	60,000	65,000	70,000
Number of meter boxes cleaned	125	120	140	130	130

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 12, this function will be accounted for in the new Risk Management – Internal Service Fund.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	36,923	27,797	27,797	52,069	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	718	718	718	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>36,923</u>	<u>28,515</u>	<u>28,515</u>	<u>52,787</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>36,923</u></u>	<u><u>28,515</u></u>	<u><u>28,515</u></u>	<u><u>52,787</u></u>	<u><u>0</u></u>

DIVISION SUMMARY

010-3002 WORKERS' COMPENSATION

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

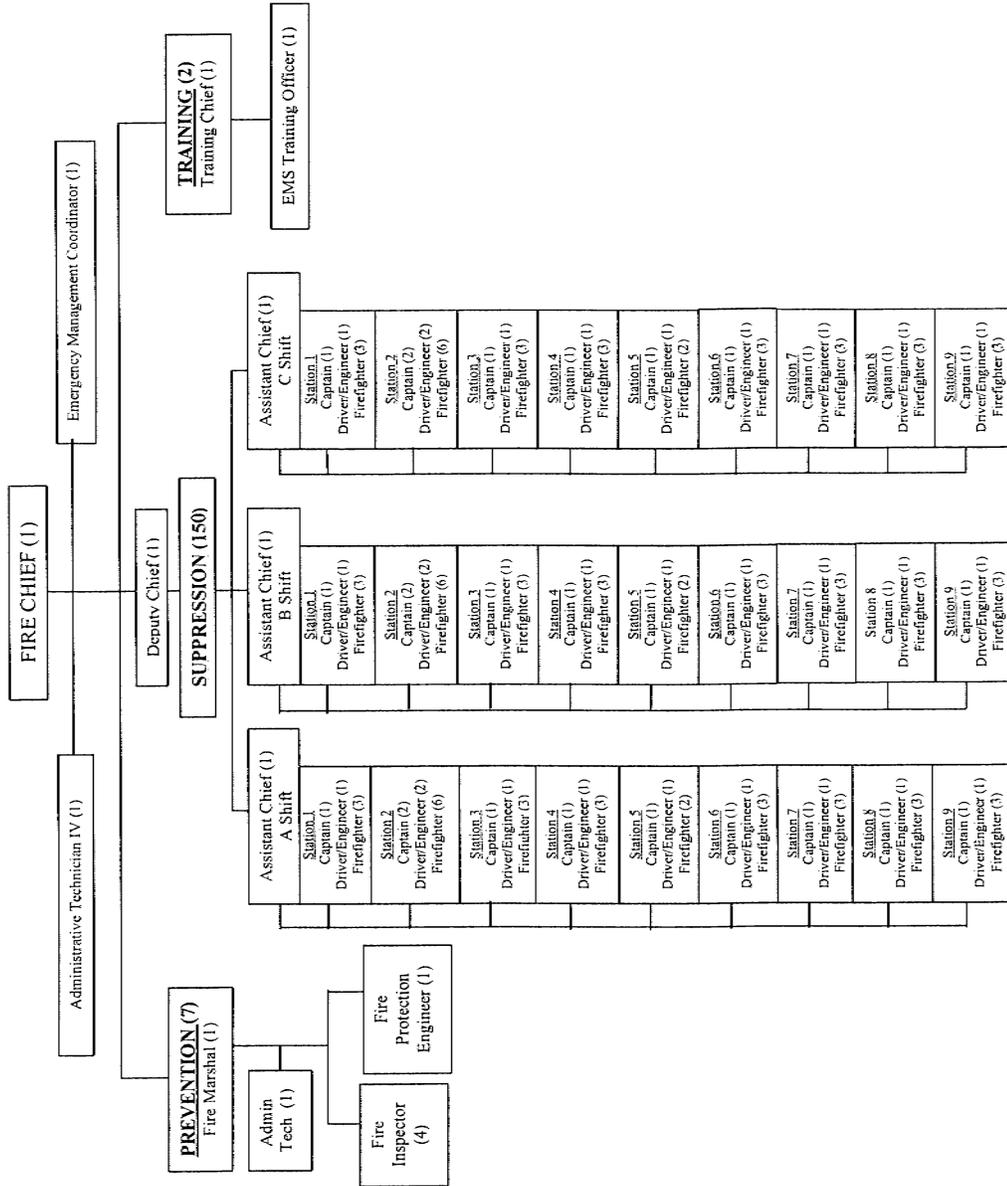
	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	510,934	404,000	403,673	709,573	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	874,414	764,900	765,873	1,130,500	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,385,349	1,168,900	1,169,546	1,840,073	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	1,385,349	1,168,900	1,169,546	1,840,073	0

FIRE DEPARTMENT

163 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	148	133	133	133	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	148	133	133	133	133

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	12,453,590	12,101,818	12,101,818	12,623,543	12,557,288
Supplies & Materials	300,292	324,321	338,390	342,675	305,074
Services & Maintenance	223,932	237,665	219,615	181,364	254,851
Capital Equipment	1,164,128	604,491	601,271	601,271	219,437
Internal Services	443,653	474,663	474,663	421,574	732,719
Subtotal	<u>14,585,596</u>	<u>13,742,958</u>	<u>13,735,757</u>	<u>14,170,427</u>	<u>14,069,369</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>14,585,596</u></u>	<u><u>13,742,958</u></u>	<u><u>13,735,757</u></u>	<u><u>14,170,427</u></u>	<u><u>14,069,369</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	372,192	362,156	362,156	377,769	385,909
Supplies & Materials	13,228	15,395	15,578	14,537	14,828
Services & Maintenance	96,349	107,023	107,504	83,289	109,039
Capital Equipment	0	0	0	0	5,000
Internal Services	<u>23,622</u>	<u>15,300</u>	<u>15,300</u>	<u>13,798</u>	<u>26,653</u>
Subtotal	<u>505,391</u>	<u>499,874</u>	<u>500,538</u>	<u>489,393</u>	<u>541,429</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>505,391</u></u>	<u><u>499,874</u></u>	<u><u>500,538</u></u>	<u><u>489,393</u></u>	<u><u>541,429</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Supervise and oversee all Fire Department activities in order to assure effective service to the public.
- Coordinate and implement departmental planning; budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Review and update policy, procedures, rules and regulations for the Fire Department.
- Construction of Fire Station #8 and #9.

OBJECTIVES:

- Pursue individual protocol policy for EMT-P.
- Hire 15 new firefighters

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Hazmat Team:					
Training	100%	100%	100%	100%	100%
Equipment	100%	100%	100%	100%	100%
Number of deficient staffing days	156	120	40	80	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	84,826	82,287	82,287	85,834	88,191
Supplies & Materials	5,574	7,308	6,308	5,971	8,527
Services & Maintenance	8,392	6,448	3,948	3,454	6,448
Capital Equipment	0	7,200	6,204	6,204	0
Internal Services	7,921	7,428	7,428	2,708	3,052
Subtotal	<u>106,714</u>	<u>110,671</u>	<u>106,175</u>	<u>104,171</u>	<u>106,218</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>106,714</u></u>	<u><u>110,671</u></u>	<u><u>106,175</u></u>	<u><u>104,171</u></u>	<u><u>106,218</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
EMERGENCY MANAGEMENT

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 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
Number of times audible warning system tested	48	48	48	48	48
Training attended	14	12	10	10	10
Public awareness activities	8	8	6	6	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	760,270	695,335	695,335	725,312	702,734
Supplies & Materials	17,391	18,373	29,795	30,481	19,173
Services & Maintenance	9,995	10,665	9,645	8,437	10,665
Capital Equipment	0	35,323	35,323	35,323	27,130
Internal Services	15,824	17,958	17,958	18,964	27,258
Subtotal	<u>803,480</u>	<u>777,654</u>	<u>788,056</u>	<u>818,517</u>	<u>786,960</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u>803,480</u>	<u>777,654</u>	<u>788,056</u>	<u>818,517</u>	<u>786,960</u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	100%	100%	100%	100%	100%
Number of personnel fully certified	5	4	4	4	5
Code Enforcement inspections	3,483	2,718	4,000	2,600	3,400
Plans reviewed	100%	100%	100%	100%	100%
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	100%	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	120	120	120	120	120
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	10,941,851	10,738,188	10,738,188	11,201,125	11,172,960
Supplies & Materials	241,367	274,913	278,627	283,640	254,499
Services & Maintenance	95,432	109,259	95,285	83,356	124,429
Capital Equipment	523,935	557,668	555,720	555,720	187,307
Internal Services	392,719	431,971	431,971	381,840	669,714
Subtotal	<u>12,195,304</u>	<u>12,111,999</u>	<u>12,099,791</u>	<u>12,505,681</u>	<u>12,408,909</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>12,195,304</u></u>	<u><u>12,111,999</u></u>	<u><u>12,099,791</u></u>	<u><u>12,505,681</u></u>	<u><u>12,408,909</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
SUPPRESSION**

GOALS:

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threats of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	447	399	500	450	450
Emergency medical calls answered	7,200	7,305	8,516	7,600	7,700
Average response time (urban area)	4.85 minutes	5.88 minutes	4.8 minutes	5.00 minutes	4.85 minutes
Fire loss per capita	\$28.00	\$38.31	\$28.00	\$32.00	\$28.00
Ratio to national per capita loss	80%	90%	80%	80%	80%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-6543 SUPPRESSION – Public Safety Sales Tax

MISSION:

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

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	15	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	15	0	0	0	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	32,892	0	0	0	0
Supplies & Materials	13,343	0	0	0	0
Services & Maintenance	12,258	0	0	0	0
Capital Equipment	640,192	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	698,685	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	698,685	0	0	0	0

DIVISION SUMMARY

010-6441 TRAINING

MISSION:

Develop and maintain a highly skilled workforce.

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	261,559	223,852	223,852	233,503	207,494
Supplies & Materials	9,390	8,332	8,082	8,046	8,047
Services & Maintenance	1,506	4,270	3,233	2,828	4,270
Capital Equipment	0	4,300	4,024	4,024	0
Internal Services	3,568	2,006	2,006	4,264	6,042
Subtotal	<u>276,023</u>	<u>242,760</u>	<u>241,197</u>	<u>252,665</u>	<u>225,853</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>276,023</u></u>	<u><u>242,760</u></u>	<u><u>241,197</u></u>	<u><u>252,665</u></u>	<u><u>225,853</u></u>

**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 I facility.
- Certify each member of the Suppression Division to Rope Rescue II Level.

OBJECTIVES:

- Provide courses needed to bring necessary staff members to the “Train the Trainer” level for Firefighter I certification training.
- Maintain required proficiency certifications through internal training programs for all members.
- Increase participation in outside training programs.
- Train 15 new firefighters.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

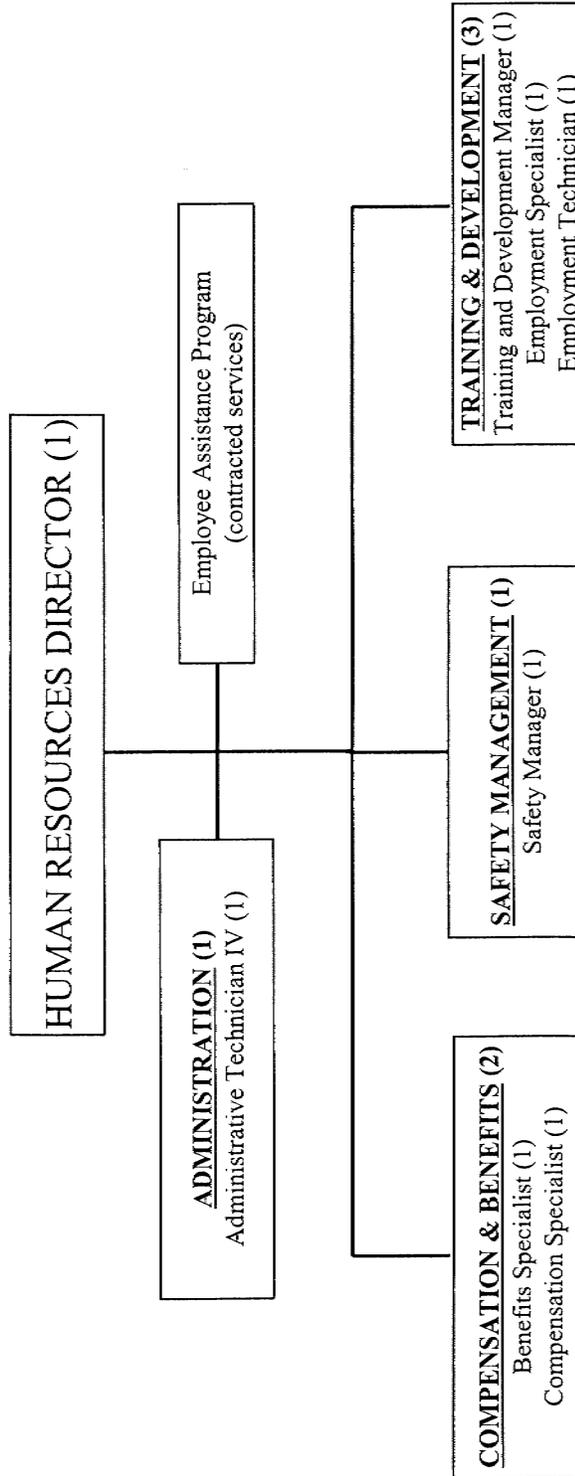
	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	20,523	21,219	25,000	22,000	25,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	77	90	95	90	95
Total EMT-B members	75	90	90	90	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	607,605	660,609	660,609	683,698	574,268
Supplies & Materials	34,684	24,700	21,596	21,869	23,673
Services & Maintenance	126,745	155,959	152,029	125,549	144,536
Capital Equipment	11,200	1,100	5,623	5,623	16,200
Internal Services	45,794	32,219	32,219	28,615	27,366
Subtotal	<u>826,028</u>	<u>874,587</u>	<u>872,076</u>	<u>865,354</u>	<u>786,043</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>826,028</u></u>	<u><u>874,587</u></u>	<u><u>872,076</u></u>	<u><u>865,354</u></u>	<u><u>786,043</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7
	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	573,739	564,407	564,407	584,134	519,993
Supplies & Materials	24,774	15,827	13,382	13,655	16,000
Services & Maintenance	114,024	134,124	134,919	111,335	124,201
Capital Equipment	6,000	1,100	5,623	5,623	16,200
Internal Services	45,794	32,219	32,219	28,615	27,366
Subtotal	764,331	747,677	750,550	743,362	703,760
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	764,331	747,677	750,550	743,362	703,760

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.

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of grievances resolved to the number of grievances.	81%	94%	80%	80%	85%
# of grievances / % total employees	21 / 2.63%	16 / 2.11%	20 / 2.35%	10 / 1.33%	12 / 1.45%
% of new hires successfully completing six-month probation	92%	97%	90%	98%	98%
% of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
% of total claims for generic drugs vs. brand name	59.3%	60.0%	59.5%	61%	62%
Cost savings to health plan due to increase in generic drug utilization	\$37,120	\$23,622	\$6,749	\$33,746	\$33,746
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	90%	91%	90%	91%	91%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	\$55,875	\$57,350	\$56,250	\$57,500	\$62,500
Number of training hours provided in the Computer Training Lab	4,470	4,588	4,500	4,600	5,000
Website utilization/average number of visits per month					
to Human Resources site:	n/a	1,418	1,000	1,094	1,100
to Job Posting Site:	n/a	4,151	5,000	4,016	4,100
% of Environmental Management Plans implemented	25%	35%	55%	35%	55%
% of employees participating in special events and programs	54%	62%	55%	59%	60%

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	33,866	96,202	96,202	99,564	54,275
Supplies & Materials	9,910	8,873	8,214	8,214	7,673
Services & Maintenance	12,721	21,835	17,110	14,214	20,335
Capital Equipment	5,200	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	61,697	126,910	121,526	121,992	82,283
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	61,697	126,910	121,526	121,992	82,283

**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:

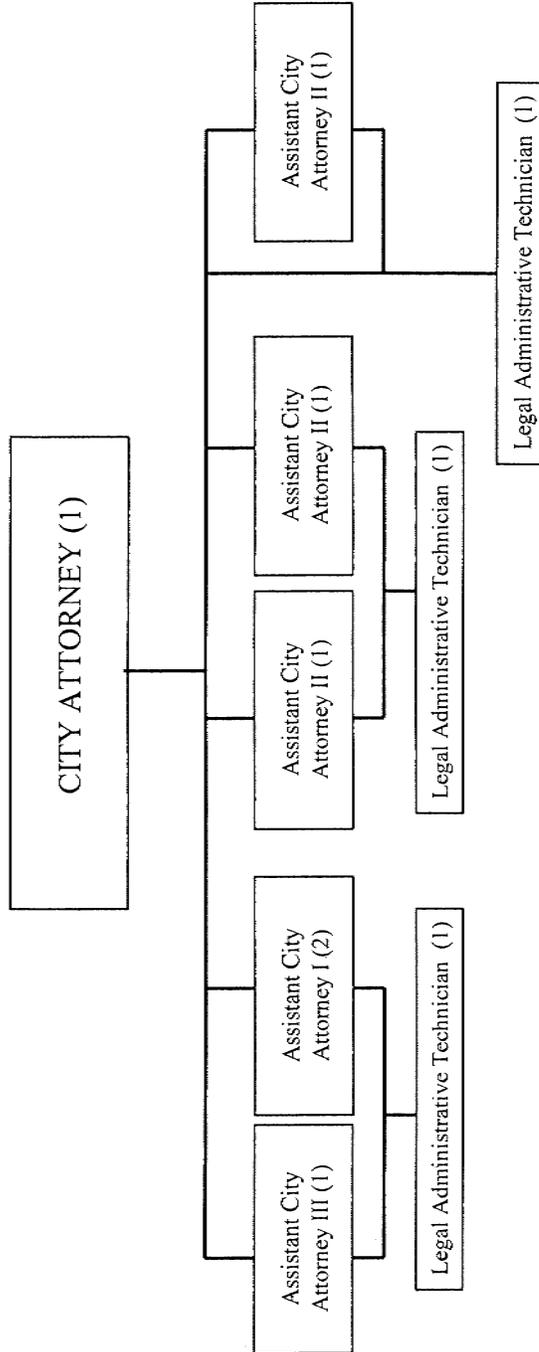
- Conduct regulatory compliance/hazard assessment inspections on every City building several times per year.
- Mentor safety committees and departmental safety observers to ensure that they are trained in correct / safe work practices in trenching and shoring operations, traffic safety, operational risk assessment, job safety analysis, vehicle operation and regulatory compliance.
- Promote living healthy lifestyles and provide opportunities for employees and their families to learn about wellness and personal health.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Train 80 persons per year in CPR / first aid	90	70	70	70	80
Inspect all work centers annually	30	30	30	30	30
Conduct safety meetings, job site assessments and instructional programs, to lower the incidents of on-the-job injuries	146 meetings	158 meetings	158 meetings	158 meetings	165 meetings
Correct or take reasonable action to remove identified workplace hazards	100%	100%	100%	100%	100%

LEGAL DEPARTMENT

10 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL LEGAL DEPARTMENT

MISSION:

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

DESCRIPTION:

The Legal Department provides legal services through prosecution of cases initiated by the City, defends actions brought against the City, and provides legal opinions and legal advice on pertinent issues. The Legal Department provides legal research for the City Council, City Manager, City staff, Boards and Commissions. Department representatives attend all City Council meetings and attend Study Sessions and Board and Commission meetings, as requested. A Department Representative serves as Police Legal Advisor and attends Police staff meetings. The Department provides legal representation for Municipal Court prosecutions and appeals. The Department also provides leadership in community juvenile crime offender programs and in the operation of the Dispute Mediation Program.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	<u>11</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,030,535	956,891	956,891	987,763	908,108
Supplies & Materials	15,039	15,484	15,772	15,972	15,684
Services & Maintenance	1,098,487	924,942	963,530	795,707	187,980
Capital Equipment	3,393	0	0	0	1,800
Internal Services	19,285	17,308	17,308	15,372	21,185
Subtotal	<u>2,166,739</u>	<u>1,914,625</u>	<u>1,953,501</u>	<u>1,814,814</u>	<u>1,134,757</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>2,166,739</u></u>	<u><u>1,914,625</u></u>	<u><u>1,953,501</u></u>	<u><u>1,814,814</u></u>	<u><u>1,134,757</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	11	10	10	10	10

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,030,535	956,891	956,891	987,763	908,108
Supplies & Materials	15,039	15,484	15,772	15,972	15,684
Services & Maintenance	244,596	129,942	168,530	137,744	187,980
Capital Equipment	3,393	0	0	0	1,800
Internal Services	19,285	17,308	17,308	15,372	21,185
Subtotal	<u>1,312,848</u>	<u>1,119,625</u>	<u>1,158,501</u>	<u>1,156,851</u>	<u>1,134,757</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,312,848</u></u>	<u><u>1,119,625</u></u>	<u><u>1,158,501</u></u>	<u><u>1,156,851</u></u>	<u><u>1,134,757</u></u>

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

LEGAL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	25%	50%	75%	50%	75%
Process payment of tort claims within 30 business days of receipt of departmental response	85%	95%	95%	85%	95%
Develop database to track workers' compensation cases	50%	50%	50%	35%	50%
Review expungement database and modify to include all necessary steps to finalize expungement of records	90%	95%	100%	95%	100%
Attend Continuing Legal Education seminars and workshops that focus on specific issues facing the City of Norman and areas of specialty for staff	95%	95%	95%	95%	95%
Develop database to track requests for legal opinions, legal research and/or legal services	50%	50%	50%	50%	50%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	50%	60%	75%	60%	75%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	n/a	n/a	60%	60%	70%

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.

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

PERSONNEL:

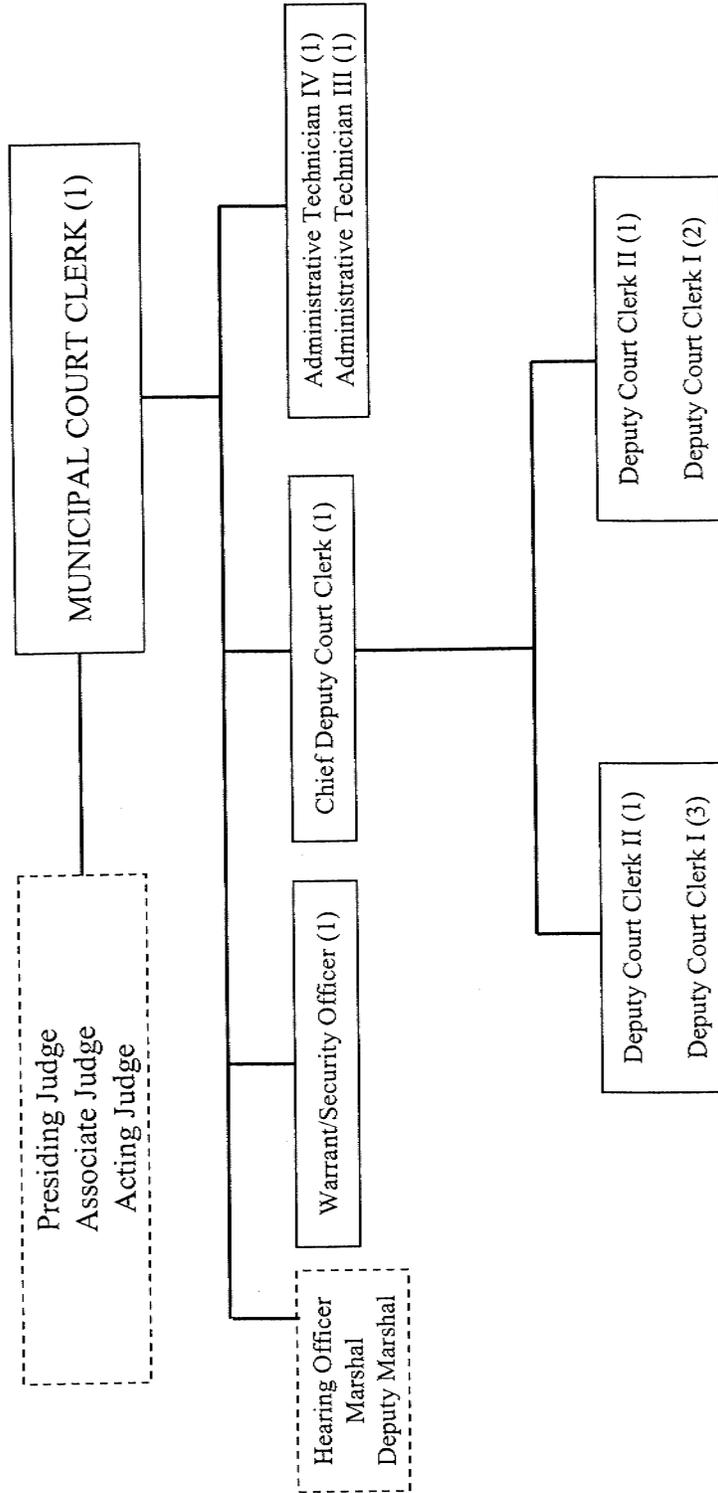
	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	853,891	795,000	795,000	657,963	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	863,891	795,000	795,000	657,963	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	853,891	795,000	795,000	657,963	0

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	757,744	839,547	838,422	876,058	906,144
Supplies & Materials	24,398	12,450	14,373	14,555	9,860
Services & Maintenance	69,575	47,588	47,163	38,948	56,924
Capital Equipment	38,946	0	2,110	2,110	34,245
Internal Services	27,899	25,140	25,140	22,328	30,522
Subtotal	<u>918,562</u>	<u>924,725</u>	<u>927,208</u>	<u>953,999</u>	<u>1,037,695</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u>918,562</u>	<u>924,725</u>	<u>927,208</u>	<u>953,999</u>	<u>1,037,695</u>

**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.

CITY OF NORMAN

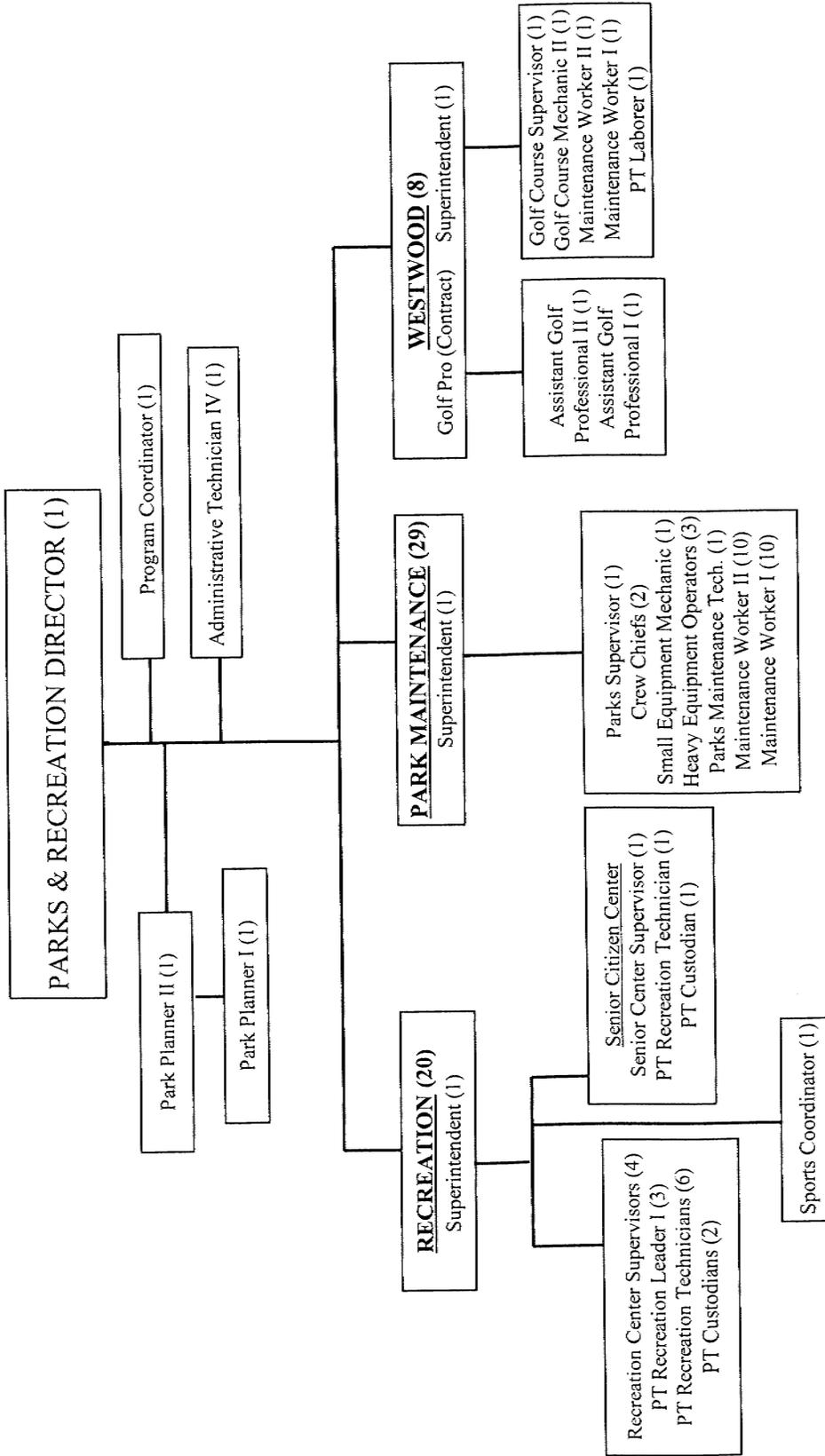
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
<u>Access to Justice:</u>					
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	2	3	8	5	8
<u>Expedition and Timeliness:</u>					
Cases disposed of within 90 days	95%	96%	96%	96%	96%
Administrative Deferred Sentence Program	540	399	450	420	450
Disposition rate of traffic and non-traffic cases	95%	96%	98%	96%	98%
Recovered costs for prisoner care	30%	26%	50%	27%	30%
<u>Equality, Fairness and Integrity:</u>					
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	94%	93%	88%	87%	88%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
<u>Independence and Accountability:</u>					
Provide employee diversity training sessions	1	3	2	5	2
Produce brochures and videos on court information	0	0	1	0	1
<u>Public Trust and Confidence:</u>					
Number of Community Outreach Events (Law Day for Youth)	1	1	1	1	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)	41	42	52	52	52

Notes to Results Report: Tracked by fiscal year.

PARKS & RECREATION DEPARTMENT

62 EMPLOYEES



DEPARTMENT SUMMARY**TOTAL PARKS DEPARTMENT****MISSION:**

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	35	34	34	34	41
Part-time Positions	0	0	0	0	13
Total Budgeted Positions	<u>35</u>	<u>34</u>	<u>34</u>	<u>34</u>	<u>54</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	2,323,438	2,325,013	2,325,013	2,433,903	3,412,676
Supplies & Materials	204,686	236,717	231,780	234,715	313,078
Services & Maintenance	130,643	136,728	138,159	114,095	411,641
Capital Equipment	41,726	88,967	100,159	100,159	151,530
Internal Services	233,530	172,486	172,486	153,194	367,316
Subtotal	<u>2,934,023</u>	<u>2,959,911</u>	<u>2,967,597</u>	<u>3,036,066</u>	<u>4,656,241</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u>2,934,023</u>	<u>2,959,911</u>	<u>2,967,597</u>	<u>3,036,066</u>	<u>4,656,241</u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	445,191	436,633	436,633	457,057	371,195
Supplies & Materials	4,888	5,547	4,975	5,648	5,647
Services & Maintenance	97,363	109,582	109,712	93,603	148,988
Capital Equipment	3,837	0	0	0	0
Internal Services	16,833	15,865	15,865	12,303	18,563
Subtotal	<u>568,112</u>	<u>567,627</u>	<u>567,185</u>	<u>568,611</u>	<u>544,393</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>568,112</u></u>	<u><u>567,627</u></u>	<u><u>567,185</u></u>	<u><u>568,611</u></u>	<u><u>544,393</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 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	313,410	315,604	319,358	317,918	323,184

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	21,778	0	0	0	0
Supplies & Materials	3,637	13,804	8,449	9,592	11,243
Services & Maintenance	14,395	12,021	13,797	9,939	10,021
Capital Equipment	0	0	19,791	19,791	0
Internal Services	535	503	503	504	573
Subtotal	40,346	26,328	42,540	39,826	21,837
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	40,346	26,328	42,540	39,826	21,837

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of citizens advised regarding tree issues: civic groups and individual *Forestry position eliminated in FYE 10	3,500	*	*	*	*
Number of trees planted through grants, the <i>NeighborWoods</i> program, in parks and other public spaces. In FYE 09, 10, and FYE 11 numbers include the Apache Foundation free tree giveaways	2,896	1,886	1,000	1,485	1,000
Public Works Brookhaven Creek Improvements project installed 204 trees in the Prairie Creek Park area in FYE 11	n/a	n/a	204	204	n/a

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	29	29	29	29	29
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>29</u>	<u>29</u>	<u>29</u>	<u>29</u>	<u>29</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,856,469	1,888,380	1,888,380	1,976,846	2,037,203
Supplies & Materials	196,160	217,366	218,356	219,475	237,720
Services & Maintenance	18,885	15,125	14,650	10,553	15,125
Capital Equipment	37,889	88,967	80,368	80,368	123,100
Internal Services	216,162	156,118	156,118	140,387	244,888
Subtotal	<u>2,325,565</u>	<u>2,365,956</u>	<u>2,357,872</u>	<u>2,427,629</u>	<u>2,658,036</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,325,565</u></u>	<u><u>2,365,956</u></u>	<u><u>2,357,872</u></u>	<u><u>2,427,629</u></u>	<u><u>2,658,036</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection, athletic field maintenance frequency	80%	80%	95%	80%	80%
On the job injuries	17	11	5	4	5

DIVISION SUMMARY

010-7021 RECREATION PROGRAMS

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	6
Part-time Positions	0	0	0	0	11
Total Budgeted Positions	0	0	0	0	17

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	839,678
Supplies & Materials	0	0	0	0	40,363
Services & Maintenance	0	0	0	0	219,708
Capital Equipment	0	0	0	0	28,430
Internal Services	0	0	0	0	92,525
Subtotal	0	0	0	0	1,220,704
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	1,220,704

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	191,500	192,600	193,000	193,000	194,000
Tennis lessons, open court and tournament participants	20,652	21,388	21,000	21,800	22,500
Daddy-Daughter Dance participants	2,223	2,442	2,600	2,812	3,000
Total recreation revenue	\$359,679	\$436,447	\$401,725	\$430,000	\$420,025

DIVISION SUMMARY

010-7023 SENIOR CITIZENS CENTER

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	1
Part-time Positions	0	0	0	0	2
Total Budgeted Positions ³	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	121,272
Supplies & Materials	0	0	0	0	2,278
Services & Maintenance	0	0	0	0	7,804
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	10,767
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>142,121</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>142,121</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue report	\$12,374	\$14,761	\$15,000	\$15,000	\$15,000
Annual participants including congregate meals program and special events	30,000	30,800	32,000	31,500	32,000

DIVISION SUMMARY

010-7022 YOUTH BASEBALL & SOFTBALL

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	43,328
Supplies & Materials	0	0	0	0	15,827
Services & Maintenance	0	0	0	0	9,995
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	69,150
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	69,150

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
YOUTH BASEBALL & SOFTBALL

GOALS:

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

OBJECTIVES:

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

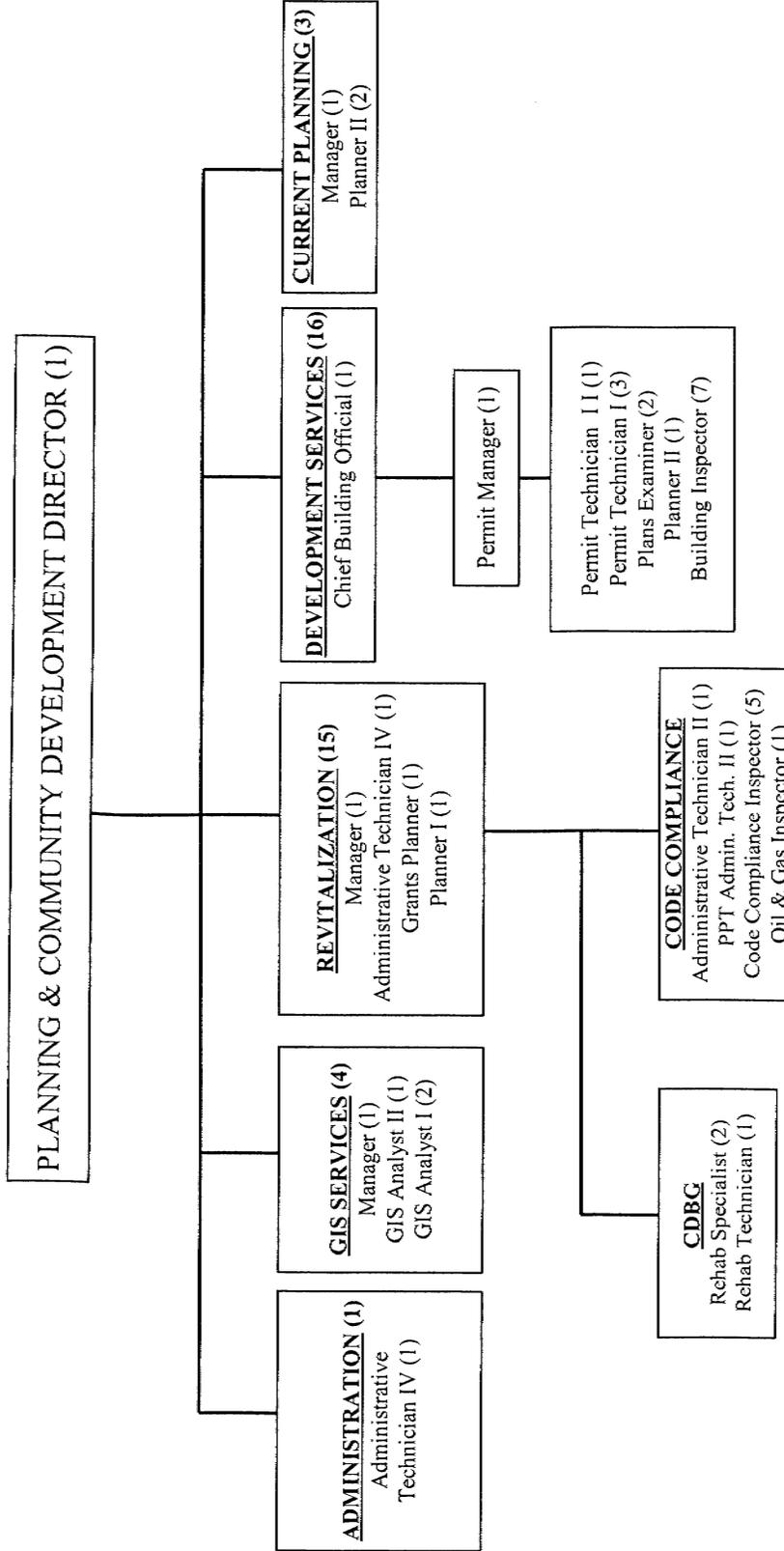
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	(\$5,278)*	\$7,426	\$3,000	\$5,000	\$5,000
Number of youth participating	1,773	1,694	1,800	1,700	1,700

*FYE 09 reflects a large purchase of marking chalk and sports equipment replacement.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

40 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	33	33	33	33	33
Part-time Positions	2	2	2	2	1
Total Budgeted Positions	35	35	35	35	34

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	3,036,528	3,034,154	3,004,160	3,113,599	3,126,859
Supplies & Materials	49,187	55,602	57,792	58,524	58,242
Services & Maintenance	253,551	214,718	239,649	197,908	215,270
Capital Equipment	18,564	42,469	44,791	44,791	52,700
Internal Services	100,685	87,915	87,915	78,082	112,361
Subtotal	<u>3,458,517</u>	<u>3,434,858</u>	<u>3,434,307</u>	<u>3,492,904</u>	<u>3,565,432</u>
Department Total	<u>3,458,517</u>	<u>3,434,858</u>	<u>3,434,307</u>	<u>3,492,904</u>	<u>3,565,432</u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	309,519	303,595	302,865	313,898	216,880
Supplies & Materials	5,596	3,955	4,719	5,181	4,240
Services & Maintenance	132,528	46,724	49,979	38,092	47,791
Capital Equipment	332	1,800	3,781	3,781	3,600
Internal Services	64,982	57,780	57,780	49,465	63,138
Subtotal	<u>512,958</u>	<u>413,854</u>	<u>419,124</u>	<u>410,417</u>	<u>335,649</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>512,958</u></u>	<u><u>413,854</u></u>	<u><u>419,124</u></u>	<u><u>410,417</u></u>	<u><u>335,649</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
ADMINISTRATION**

GOALS:

- Identify present and future community needs, establish priorities, and formulate long-term and short-term planning goals for consideration by City Council.
- Provide leadership ensuring the successful operation of each division of the Planning and Community Development Department in the execution of their goals and objectives.
- Develop and implement new processes and strategies for improved customer service.
- Coordinate and implement departmental planning: budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Provide staff support to numerous Boards and Commissions which provide oversight for quality development in the City.

OBJECTIVES:

- Provide leadership and guidance to each division of the Planning and Community Development Department.
- Administer resource allocations for each division.
- Provide direction for the department as a whole.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Prepare information packets for all Board and Commission meetings	n/a	n/a	100%	100%	100%
Prepare information packets for City Council meetings	n/a	n/a	100%	100%	100%
Implement adopted plans through recommendations to Boards, Commissions and City Council	n/a	n/a	100%	100%	100%

DIVISION SUMMARY

010-4053 CURRENT PLANNING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	143,991	138,507	138,507	143,553	355,714
Supplies & Materials	0	75	75	83	225
Services & Maintenance	0	2,448	930	784	2,448
Capital Equipment	0	1,800	1,551	1,551	1,800
Internal Services	160	164	164	133	1,688
Subtotal	<u>144,152</u>	<u>142,994</u>	<u>141,227</u>	<u>146,104</u>	<u>361,875</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>144,152</u></u>	<u><u>142,994</u></u>	<u><u>141,227</u></u>	<u><u>146,104</u></u>	<u><u>361,875</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
CURRENT PLANNING

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Items processed by the Planning Commission within 31 days of receipt. In 2010, the Commission reviewed 115 items, a 17% increase from 2009 (98 items)	90%	95%	95%	90%	95%
Complete corrected items forwarded to the Clerk’s office for next regular Council meeting, within two weeks.	99%	95%	90%	95%	95%
Perform a timely annual review of population growth and ward boundaries.	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days. In 2010, 29 applications were submitted (28 in 2009), and 971 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	17	17	17	17	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>16</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,427,189	1,446,629	1,434,780	1,487,048	1,374,868
Supplies & Materials	27,180	30,089	30,352	29,259	31,392
Services & Maintenance	14,240	23,440	31,965	26,934	22,925
Capital Equipment	18,232	38,869	37,709	37,709	7,200
Internal Services	14,782	13,240	13,240	11,708	19,775
Subtotal	<u>1,501,623</u>	<u>1,552,267</u>	<u>1,548,046</u>	<u>1,592,658</u>	<u>1,456,160</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,501,623</u></u>	<u><u>1,552,267</u></u>	<u><u>1,548,046</u></u>	<u><u>1,592,658</u></u>	<u><u>1,456,160</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
DEVELOPMENT SERVICES**

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Non-residential permits reviewed within 14 days. FYE 10 average review days: 17	61%	51%	60%	37%	65%
Non-residential permits reviewed within 28 days.	80%	89%	90%	94%	90%
Inspections performed within 48 hours. FYE 10 average review days: 1	99%	99%	99%	97%	99%
Residential permits reviewed within 5 days. FYE 10 average review days: 3	78%	78%	80%	64%	85%
Residential permits reviewed within 2 days	47%	58%	40%	32%	60%

DIVISION SUMMARY

010-4050 GEOGRAPHIC INFORMATION SERVICES

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	1	1	1	1	0
Total Budgeted Positions	5	5	5	5	4

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	412,139	402,437	385,022	399,048	386,249
Supplies & Materials	5,525	6,375	7,469	8,271	6,375
Services & Maintenance	31,556	42,054	41,085	34,618	42,054
Capital Equipment	0	0	1,750	1,750	31,100
Internal Services	8,708	6,739	6,739	6,484	9,971
Subtotal	457,928	457,605	442,065	450,171	475,749
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	457,928	457,605	442,065	450,171	475,749

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	100%	96%	65%	90%	95%
Complete map requests for standard products within 2 days.	100%	94%	65%	90%	95%
Complete all custom requests for data within 1 week or by specified deadline.	100%	92%	70%	82%	85%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%
Provide at least one training per quarter for City employees in use and availability of GIS resources to City staff	n/a	50%	75%	25%	50%

Notes to Results Report:

Because of reduced staffing, items with specific deadlines get priority and other tasks are worked in as staff is available to complete them.

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	8	8	8	8	8
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	743,689	742,986	742,986	770,052	793,148
Supplies & Materials	10,886	15,108	15,177	15,730	16,010
Services & Maintenance	75,228	100,052	115,690	97,480	100,052
Capital Equipment	0	0	0	0	9,000
Internal Services	12,052	9,992	9,992	10,292	17,789
Subtotal	<u>841,856</u>	<u>868,138</u>	<u>883,845</u>	<u>893,554</u>	<u>935,999</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>841,856</u></u>	<u><u>868,138</u></u>	<u><u>883,845</u></u>	<u><u>893,554</u></u>	<u><u>935,999</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
REVITALIZATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
News coverage and other information re: City Codes and Historic Districts. A violation index and ongoing log of cases were maintained; updates of HD Guidelines begun.	32	15	15	9	10
Percent of complaints inspected within 7 working days. (7,468 total complaints in 2010)	99%	99%	99%	99.6%	99%

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

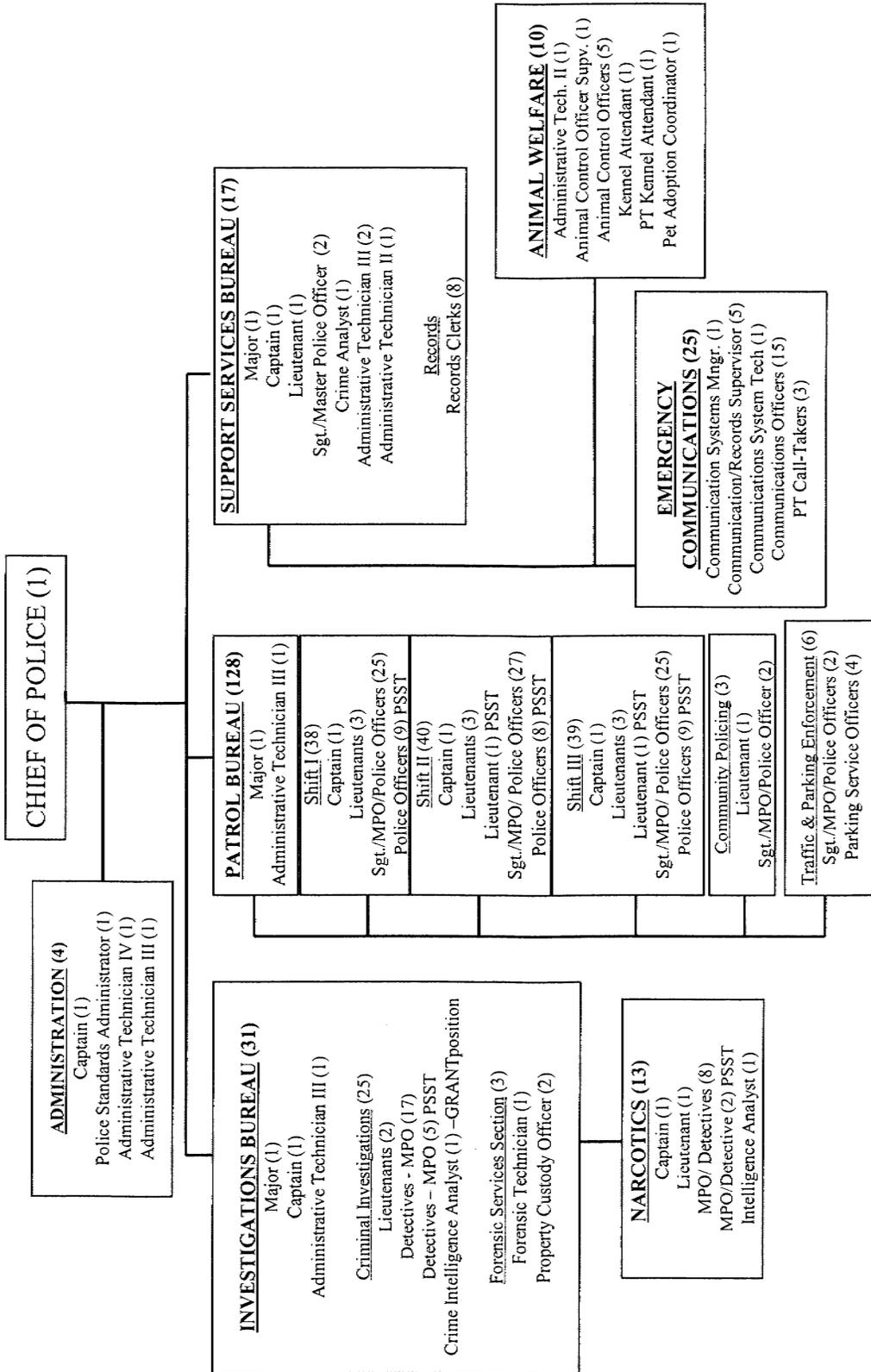
	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percent of violations voluntarily abated after owner notification.	54%	60%	55%	61%	60%
Percent of weed / junk work orders voluntarily abated after work order issued to contractor.	33%	36%	35%	29%	30%
Average time for weed orders to be completed by City contractors.	6 days	5 days	5 days	7 days	6 days
Average number of working days for clean up/ securing measures to be completed by City contractor.	3 days	4 days	4 days	3 days	4 days

Notes to Results Report:

Information provided is for calendar year 2010.

POLICE DEPARTMENT

229 EMPLOYEES



* In FYE 2012 there will be 35 Police positions associated with the 7-year Public Safety Sales Tax (PSST) that was approved on May 13, 2008

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

The Norman Police Department is committed to maintaining and enhancing the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace

DESCRIPTION:

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

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	190	168	168	168	190
Part-time Positions	1	1	1	1	4
Total Budgeted Positions	<u>191</u>	<u>169</u>	<u>169</u>	<u>169</u>	<u>194</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	15,919,450	14,143,935	13,738,935	14,467,597	16,173,416
Supplies & Materials	674,428	751,539	742,031	751,428	837,032
Services & Maintenance	689,855	695,129	694,431	573,478	834,622
Capital Equipment	765,843	767,586	836,682	836,682	676,320
Internal Services	925,388	762,257	762,452	677,177	841,160
Subtotal	<u>18,974,964</u>	<u>17,120,446</u>	<u>16,774,531</u>	<u>17,306,362</u>	<u>19,362,550</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>18,974,964</u></u>	<u><u>17,120,446</u></u>	<u><u>16,774,531</u></u>	<u><u>17,306,362</u></u>	<u><u>19,362,550</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	518,025	490,109	490,109	516,103	519,902
Supplies & Materials	6,213	10,450	7,649	6,495	9,718
Services & Maintenance	104,741	112,909	113,696	86,577	113,324
Capital Equipment	0	27,311	27,311	27,311	0
Internal Services	58,971	48,812	48,812	37,069	49,553
Subtotal	<u>687,950</u>	<u>689,591</u>	<u>687,577</u>	<u>673,555</u>	<u>692,497</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>687,950</u></u>	<u><u>689,591</u></u>	<u><u>687,577</u></u>	<u><u>673,555</u></u>	<u><u>692,497</u></u>

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:

- Utilize Community Oriented Policing to form partnerships with the citizens of Norman through communications with employees, City staff, and individuals within the community.
- Develop new programs which aid in accomplishing the department's mission and have a positive benefit for the community.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 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	\$150	\$165	\$165	\$165	\$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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	9	9	9	9	9
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	556,847	546,136	546,136	575,101	570,697
Supplies & Materials	100,994	118,455	125,055	132,221	124,150
Services & Maintenance	46,652	62,216	65,501	50,489	61,276
Capital Equipment	2,262	86,298	116,435	116,435	65,580
Internal Services	63,998	64,446	64,641	54,541	53,979
Subtotal	<u>770,753</u>	<u>877,551</u>	<u>917,768</u>	<u>928,787</u>	<u>875,682</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>770,753</u></u>	<u><u>877,551</u></u>	<u><u>917,768</u></u>	<u><u>928,787</u></u>	<u><u>875,682</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
ANIMAL WELFARE**

GOALS:

- Continued Spay/Neuter program on all adopted animals.
- Monthly off-site adoption events.
- Microchip of every adopted animal.
- Increase Pet Licensing Compliance

OBJECTIVES:

- Maintains 100% spay/neuter rate of all adopted animals
- Have off-site adoption events at least monthly
- Microchips implanted on every animal adopted from the Norman Animal Shelter
- Increase the number of pet licenses sold

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Spay / Neuter of adopted animals	100%	100%	100%	100%	100%
Off-site adoption events	11	12	12	14	14
Microchip all adopted animals	100%	100%	100%	100%	100%
Increase the number of pet licenses sold	517	2,250	3,000	3,250	4,000

DIVISION SUMMARY

010- 6039 EMERGENCY COMMUNICATIONS

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, 15 Communications Officers, and 3 part-time call-takers.

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	22
Part-time Positions	0	0	0	0	3
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	1,630,330
Supplies & Materials	0	0	0	0	22,651
Services & Maintenance	0	0	0	0	105,370
Capital Equipment	0	0	0	0	8,780
Internal Services	0	0	0	0	25,111
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,792,242</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,792,242</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
EMERGENCY COMMUNICATIONS

GOALS:

- Complete rebanding effort by mid-year 2011.
- Improve EMD QA scores of all employees to at least 95 percent.
- Initiate an internal continuing education program and integrate it into the department's education program.
- Allow the ability for supervisors to supervise.
- Implement a quality assurance program for law enforcement related calls.

OBJECTIVES:

- Reprogram, replace, or retune all existing subscribers and the system.
- Work with the supervisory staff to improve individual performance of EMD.
- Conduct more training classes internally and provide better quality control of work.
- Increase shift minimum to allow supervisors the ability to directly supervise.
- Phase in a call-taker program including with the start of part-time call-takers during the busiest of times.
- Establish a supervisor to evaluate 5-10 specific call types that pose safety issues for police and add to the list until all types of calls are being reviewed. 2-3 calls per operator per month will initially be reviewed with an increase to the types of calls and calls per month as supervisor time permits.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Rebanding radio effort	5%	70%	80%	85%	100%
Improve EMD QA scores	n/a	n/a	n/a	n/a	Operational
Conduct more training classes internally and provide better quality control	n/a	n/a	n/a	n/a	Operational
Increase shift minimum / call-takers	n/a	50%	n/a	0	30
Quality assurance for police	0	0	30%	30%	50%

Notes to Results Report:

Goals 2 and 3 are operational. Goal 5 is also operational. However, the tracking of the objectives can not be measured at this time.

EMD QA – Emergency Medical Dispatcher Quality Assurance

DIVISION SUMMARY

010-6021 INVESTIGATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	26	26	26	26	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>	<u>26</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	2,148,272	2,527,818	2,167,818	2,282,791	2,381,000
Supplies & Materials	45,512	53,376	51,795	48,224	43,115
Services & Maintenance	33,543	45,781	43,058	36,731	43,881
Capital Equipment	61,513	173,555	171,192	171,192	14,400
Internal Services	81,701	64,883	64,883	53,759	66,336
Subtotal	<u>2,370,541</u>	<u>2,865,413</u>	<u>2,498,746</u>	<u>2,592,697</u>	<u>2,548,732</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,370,541</u></u>	<u><u>2,865,413</u></u>	<u><u>2,498,746</u></u>	<u><u>2,592,697</u></u>	<u><u>2,548,732</u></u>

**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 year 2011.
- Maintain a clearance rate of 50% or better on all cases assigned for follow-up investigation for calendar year 2011.
- Maintain the number of assigned cases that remain open beyond 30 days each month at or below 35% of the total number of cases assigned during calendar year 2011.
- Decrease the number of cases not assigned out, with sufficient investigative merit, but inadequate personnel to cover assignments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Average arrest rate for assigned cases	30.2%	23.5%	>25%	25%	>25%
Clearance rate for assigned cases (codes 11 plus 13; minus 12s)	64.76%	66.0%	>50%	50%	>50%
Percent of cases open beyond 30 days	23.85%	27.65%	<35%	35%	<35%
Decrease cases with no follow-up	513	140	>250	170	<250

DIVISION SUMMARY

010-6121 INVESTIGATIONS – Public Safety Sales Tax

MISSION:

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

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

DESCRIPTION:

The Investigations Division provides the resources and expertise required to bring to a successful conclusion, those cases where unassisted follow-up by the first responding officer is not feasible. In some cases, this may require only minimal support and assistance to the field officer to resolve the case. However, the complexity of the investigation and time requirements of some cases requires the assumption of responsibility by detectives. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	188,532	0	0	0	0
Supplies & Materials	154	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	9,445	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>198,131</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>198,131</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,010,793	1,047,950	1,047,950	1,103,529	1,087,606
Supplies & Materials	36,992	44,237	43,199	41,108	51,894
Services & Maintenance	25,957	34,613	33,008	28,158	34,238
Capital Equipment	0	0	28,830	28,830	19,800
Internal Services	85,595	56,781	56,781	53,448	63,940
Subtotal	1,159,337	1,183,581	1,209,768	1,255,073	1,257,478
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,159,337	1,183,581	1,209,768	1,255,073	1,257,478

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
NARCOTICS**

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- To educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- To create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- To improve and maintain the Narcotics Division’s investigative capabilities in the areas of narcotics interdiction, prescription drug diversion, and technical investigations.

OBJECTIVES:

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations.
- Work with Oklahoma Bureau of Narcotics to identify and collaborate with pharmacists.
- Facilitate training opportunities with DIAP (Drug Interdiction Assistance Program), NADDI (National Association of Drug Diversion Investigators), and NATIA (National Technical Investigators Association).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	1,199	642	1,000	800	1,000
Number of cases investigated	90	66	70*	75	70*
Number of presentations / press releases	10	35	25	25	25
Number of hours in specialized training	200	240	240	240	240

Notes to Results Report:

*working longer term cases to identify higher level offenders

DIVISION SUMMARY

010-6130 NARCOTICS - Public Safety Sales Tax

MISSION:

The mission of the Narcotics Division is to conduct specialized sensitive investigations, including but not limited to drug related violations. The division shall seek to identify, arrest, and aid in the successful prosecution of persons or organizations involved in criminal activities or, in the alternative, gain the violators voluntary cooperation to further investigations. The ultimate goal of all investigations is to help maintain a quality of living and working environment for the citizens of Norman.

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

DESCRIPTION:

The Narcotics Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations of drug, vice, or property crimes. In some cases, the division may provide support through advice, equipment, or undercover operatives. Traditionally, however, the division primarily investigates drug-related offenses. Investigators develop cases by means of criminal intelligence, which the division collects, organizes, and evaluates. This division accounts for expenditures associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	0	0	0	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	46,869	0	0	0	0
Supplies & Materials	623	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	3,955	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	51,447	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	51,447	0	0	0	0

DIVISION SUMMARY

010-6022 PATROL

MISSION:

The Patrol Bureau is dedicated to providing the most effective and efficient police services to the community while working in partnership to resolve problems and improve the quality of life in Norman.

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	102	100	100	100	100
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>102</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	8,993,710	8,338,354	8,293,354	8,733,203	8,648,017
Supplies & Materials	382,274	449,233	439,537	442,759	501,174
Services & Maintenance	123,905	121,002	133,999	114,310	122,902
Capital Equipment	249,897	448,422	461,616	461,616	510,535
Internal Services	579,342	478,102	478,102	429,315	518,131
Subtotal	<u>10,329,129</u>	<u>9,835,113</u>	<u>9,806,608</u>	<u>10,181,203</u>	<u>10,300,759</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>10,329,129</u></u>	<u><u>9,835,113</u></u>	<u><u>9,806,608</u></u>	<u><u>10,181,203</u></u>	<u><u>10,300,759</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Community Oriented Policing (COP) enhancement following the guidelines of the annual work plan.
- Implementation of the Citizens Police Academy.
- Implementation of the TEAM program in Norman schools.
- Follow the four (4) guidelines of the Direct Finders Survey relating to Community Policing.

OBJECTIVES:

- Complete all tasks specified in the annual work plan.
- Conduct first Citizen Police Academy to educate and inform Norman community members of the daily operations of the police department.
- Provide as many opportunities for police officers to instruct in a classroom setting with Norman schools.
- Define performance standards to evaluate the four areas of the Direct Finders Survey.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Complete all tasks defined in the annual work plan	n/a	n/a	9	9	9
Actual number of citizens participating in the Citizens Police Academy	n/a	n/a	n/a	n/a	20
Actual number of classes instructed by a police officer for TEAM	n/a	n/a	n/a	n/a	9
Evaluate improvements from the Direct Finder Survey	n/a	n/a	n/a	n/a	100%

DIVISION SUMMARY

010-6122 PATROL – Public Safety Sales Tax

MISSION:

The Patrol Bureau is dedicated to providing the most effective and efficient police services to the community while working in partnership to resolve problems and improve the quality of life in Norman.

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

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	17	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	0	0	0	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,202,707	0	0	0	0
Supplies & Materials	32,313	0	0	0	0
Services & Maintenance	28,068	0	0	0	0
Capital Equipment	422,626	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,685,714	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,685,714	0	0	0	0

DIVISION SUMMARY

010-6015 SUPPORT SERVICES

MISSION:

To provide quality customer service to citizens and City of Norman employees through the gathering and distribution of information and also to facilitate the hiring, training, recruiting, and payroll function of the Police Department.

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	17	17	17	17	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	17	17	17	17

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,253,695	1,193,568	1,193,568	1,256,870	1,335,864
Supplies & Materials	69,352	75,788	74,796	80,621	84,330
Services & Maintenance	318,300	318,608	305,169	257,213	353,631
Capital Equipment	16,146	32,000	31,298	31,298	57,225
Internal Services	55,780	49,233	49,233	49,045	64,110
Subtotal	1,713,274	1,669,197	1,654,064	1,675,047	1,895,160
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	1,713,274	1,669,197	1,654,064	1,675,047	1,895,160

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SUPPORT SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Maintain and enhance a climate of individual accountability and ethical behavior
- Actively promote individual and unit performance improvement

OBJECTIVES:

Records:

- Provide employee customer service and career development training
- Reduce and limit data entry and clerical errors

Statistical Analysis:

- Produce timely, accurate reports, including required and requested data
- Manage/audit RMS and provide user training as needed

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, qualifications and inspections

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	n/a	n/a	n/a	n/a	1% or <
Clerks receiving customer service training	n/a	n/a	n/a	100%	100%
Clerks receiving career development training	n/a	n/a	n/a	n/a	50%
Total number of in-service training hours scheduled for commissioned personnel	24	24	25	25	32
Number of outside courses hosted by training section	2	2	3	3	3
Number of officers qualified on CLEET firearms course prior to June 30	90%	94%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	53%	71%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	2	0	2	2	2
Percentage of applicants contacted by the recruiter within two weeks of testing	n/a	n/a	100%	100%	100%

Notes to Results Report:

N/A = Not available

RMS – Records Management System

DIVISION SUMMARY

010-6115 SUPPORT SERVICES – Public Safety Sales Tax

MISSION:

To provide quality customer service to citizens and City of Norman employees through the gathering and distribution of information and also to facilitate the hiring, training, recruiting, and payroll function of the Police Department.

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

DESCRIPTION:

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

PERSONNEL:

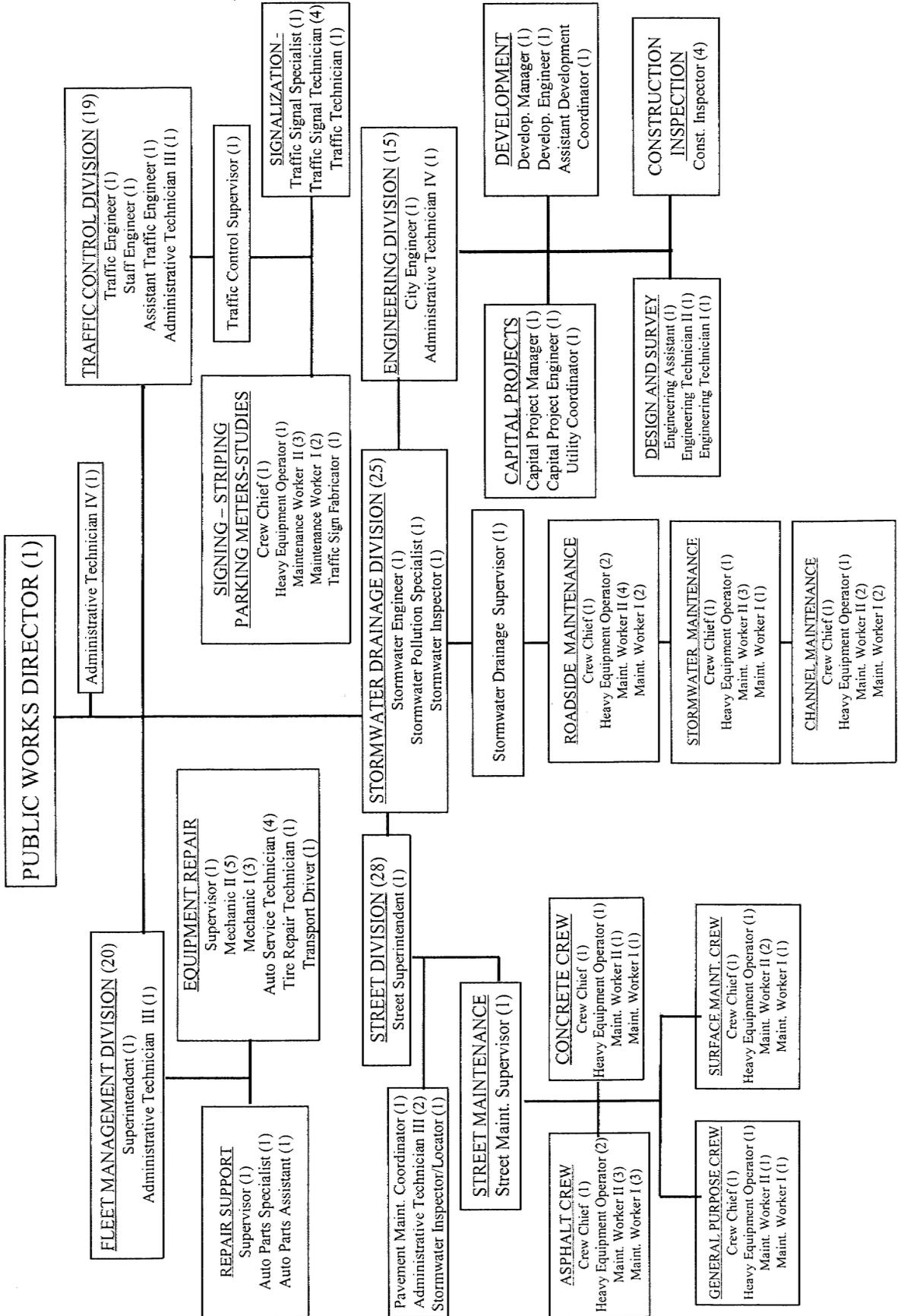
	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	8,689	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>8,689</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>8,689</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	106	106	106	106	106
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>106</u>	<u>106</u>	<u>106</u>	<u>106</u>	<u>106</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	7,631,014	7,455,396	7,398,965	7,740,214	7,627,004
Supplies & Materials	3,516,916	4,291,721	3,960,034	4,010,179	4,632,705
Services & Maintenance	1,786,924	1,650,758	2,385,543	1,970,041	1,655,501
Capital Equipment	792,912	570,774	682,351	682,351	1,584,926
Internal Services	855,890	653,911	653,911	580,774	727,004
Subtotal	<u>14,583,656</u>	<u>14,622,560</u>	<u>15,080,804</u>	<u>14,983,559</u>	<u>16,227,140</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>14,583,656</u></u>	<u><u>14,622,560</u></u>	<u><u>15,080,804</u></u>	<u><u>14,983,559</u></u>	<u><u>16,227,140</u></u>

DIVISION SUMMARY

010-5001 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	231,026	210,182	210,182	219,876	223,490
Supplies & Materials	2,892	4,508	4,893	4,955	4,600
Services & Maintenance	20,310	21,806	20,268	16,738	21,886
Capital Equipment	1,131	0	0	0	0
Internal Services	15,293	13,189	13,189	11,714	15,526
Subtotal	<u>270,653</u>	<u>249,685</u>	<u>248,532</u>	<u>253,283</u>	<u>265,502</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>270,653</u></u>	<u><u>249,685</u></u>	<u><u>248,532</u></u>	<u><u>253,283</u></u>	<u><u>265,502</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS ADMINISTRATION

GOALS:

- Evaluate and identify present and future community needs, establish priorities, formulate long and short range public works plans. Research, develop and implement new strategies for innovative and improved service.
- Ensure all work is performed in conformance with appropriate standards and specifications and maintain an awareness of federal and state regulations as they apply to various areas within the Public Works Department.
- Establish goodwill and resolve/respond to various issues by attending meetings, and through correspondence with various County, State and Federal regulatory agencies, civic and business associations, representatives of the press, City officials, citizens, and other City departments.
- Improve the appearance of the community through implementation of specific projects and programs.
- Implement American Public Works Association (APWA) Accreditation Program with an eye toward “continuous improvement”.

OBJECTIVES:

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, US Highway 77 and Robinson Street Underpass.
- Continue the process of compliance with EPA and ODEQ Phase II Storm Water regulations by fulfilling the requirements of the NPDES permit and educate the community on the new regulations.
- Reduce traffic congestion/delay by monitoring and upgrading current Traffic Signal Timing Program, capital projects and other pro-active traffic system improvements.
- Enhance traffic safety by continuing the Traffic Calming Program.
- Expand the City beautification program started as a litter control program including a right-of-way mowing and edging program through contract services and enhanced street sweeping operations.
- Enhance City’s storm water management and flood control programs through the successful completion of the Storm Water Master Plan.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	n/a	n/a	45%	40%	60%
NPDES permit compliance	Yes	Yes	100%	100%	100%
Implement Storm Water Master Plan	n/a	2%	5%	10%	20%
Number of labor hours spent on litter control	5,000	6,500	0*	0	0
Development of Traffic Congestion Mitigation Plan	n/a	2%	5%	10%	25%
Completion of 2010 Street Bond Program	n/a	5%	20%	20%	40%

Notes to Results Report:

*Litter crew eliminated due to budget constraints

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

DIVISION SUMMARY

010-5010 ENGINEERING

MISSION:

The mission of the Engineering Division is to provide prompt, courteous, skillful, and conscientious service to the citizens of Norman concerning transportation and drainage services.

DESCRIPTION:

The Engineering Division provides for the administration and technical review of public and private improvements within the City. It also helps administer the flood plain permitting process and the storm water prevention program.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	13	14	14	14	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>13</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>13</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,202,802	1,227,400	1,179,242	1,233,630	994,031
Supplies & Materials	27,829	31,710	32,812	33,227	27,357
Services & Maintenance	35,344	53,704	41,646	34,392	54,543
Capital Equipment	20,619	12,300	11,027	11,027	32,515
Internal Services	30,749	23,577	23,577	20,940	51,502
Subtotal	<u>1,317,342</u>	<u>1,348,691</u>	<u>1,288,304</u>	<u>1,333,216</u>	<u>1,159,948</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,317,342</u></u>	<u><u>1,348,691</u></u>	<u><u>1,288,304</u></u>	<u><u>1,333,216</u></u>	<u><u>1,159,948</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 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%	100%	100%	100%	100%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	100%	100%	75%	100%	75%
The review of commercial building permits will be completed within 7 working days, 75% of the time	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-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official 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 higher 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 completes the drafting and awarding of bids relating to the acquisition of new equipment and vehicles.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	177,819	172,078	173,578	181,584	186,106
Supplies & Materials	13,348	20,505	20,048	20,302	21,439
Services & Maintenance	84,027	65,533	60,914	50,304	69,045
Capital Equipment	3,015	0	0	0	1,800
Internal Services	1,418	1,450	1,450	1,288	2,314
Subtotal	<u>279,627</u>	<u>259,566</u>	<u>255,990</u>	<u>253,478</u>	<u>280,704</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>279,627</u></u>	<u><u>259,566</u></u>	<u><u>255,990</u></u>	<u><u>253,478</u></u>	<u><u>280,704</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

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

OBJECTIVES:

- Increase the awareness of City’s personnel in the need to support the preventative maintenance service program for vehicles/equipment so that safety standards are continually met, liabilities are reduced and an overall reduction in maintenance costs can be achieved.
- Work with City divisions to obtain equipment/vehicles that will be utilized to their maximum potential and remove obsolete and under-utilized equipment/vehicles from inventory.
- Draft specifications that combine the needs of the divisions and the financial aspects of the purchase together so as to ensure the most cost-effective purchase.
- Continue to provide a more streamlined process for the replacement of City vehicles/equipment by use of the “Vehicle Replacement Report”.
- Support and assist all divisions with new programs that will help reduce costs and support City policies.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Preventative maintenance program (missed services)	68	88	65	72	70
Capital Equipment/Vehicle - Outlay	\$1,859,659	\$1,859,659	\$2,027,591	\$2,027,591	\$2.5 mil
Sanitation Fund outlay only	\$1,629,122	\$1,629,122	\$842,861	\$895,620	\$900,000
Vehicle Replacement Report					
No. of requests for replacement	74	69	52		83
No. of requests approved for replacement	49	37	41		40

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,167,260	2,684,655	2,495,736	2,527,339	2,986,872
Services & Maintenance	200,523	197,383	214,180	176,875	197,383
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	2,367,782	2,882,038	2,709,916	2,704,214	3,184,255
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,367,782	2,882,038	2,709,916	2,704,214	3,184,255

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 and repairing over 800 pieces of equipment and vehicles, ordering, inventorying and issuing parts and outside repair orders, and tracking warranty; going “on-site” to fix or replace flats; and transporting large equipment to job sites for any City division. The Division also provides an “on-call” technician available anytime the shop is not open to provide wrecker and repair service for any type vehicle/equipment.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,162,321	1,128,478	1,128,478	1,180,525	1,155,557
Supplies & Materials	45,622	41,651	42,649	43,189	65,731
Services & Maintenance	10,749	14,683	16,692	13,785	15,183
Capital Equipment	32,567	121,717	135,325	135,325	19,000
Internal Services	129,648	100,377	100,377	89,150	79,332
Subtotal	<u>1,380,907</u>	<u>1,406,906</u>	<u>1,423,521</u>	<u>1,461,974</u>	<u>1,334,803</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>1,380,907</u></u>	<u><u>1,406,906</u></u>	<u><u>1,423,521</u></u>	<u><u>1,461,974</u></u>	<u><u>1,334,803</u></u>

**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.
- Follow the policies and procedures developed during the APWA accreditation process.
- Develop and install a CNG fuel infrastructure to provide CNG for City owned vehicles and public use.

OBJECTIVES:

- Provide for the health, welfare, and safety of the department’s employees as it relates to personnel, equipment, shop, and environmental safety.
- Increase awareness of personnel in the need to support the Preventative Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- 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, AFSCME contracts, and procedures.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete and under-utilized equipment and vehicles from inventory.
- Create a department culture that fosters and promotes teamwork.
- Maintain, service, and repair vehicles that meet or exceed manufacturer’s specifications to include federal, state, and local regulations.
- Purchase vehicles and equipment that are in the top three of their fuel economy class or alternative fuel.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Fleet staff is committed to keeping up with evolving industry standards and current state laws in relative field.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09	FYE 10	FYE 11		FYE 12
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Yearly productive average (National Standard average is 70%)	84%	80.9%	>70%	81.5%	80%
Number of CNG vehicles	9	16	n/a	23	28

Notes to Results Report:

- ASE – Automotive Service Excellence
- APWA – American Public Works Association
- CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5022 STORM WATER DIVISION

MISSION:

Storm Water Division is responsible for the management, maintenance and construction improvements of bridges, culverts and their associated storm water drainage systems. Storm Water Drainage exists to provide safe, well-drained, durable streets, effective channel maintenance and mowing of right-of-way and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance of drainage systems for flood control purposes.
- Respond to citizen requests.
- Perform erosion control and removal of obstructions from drainage ways.
- Maintenance of approximately 102 miles of storm sewers.
- Provides maintenance to bridges and culverts, and street sweeping.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Provide right-of-way vegetative maintenance.
- Coordinates rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	24	24	24	24	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	24	24	24	25

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,544,761	1,499,584	1,489,811	1,558,523	1,636,595
Supplies & Materials	268,131	409,400	321,848	325,923	445,977
Services & Maintenance	139,194	230,226	170,543	140,839	220,097
Capital Equipment	0	5,400	4,641	4,641	752,455
Internal Services	146,233	140,620	140,620	124,892	168,886
Subtotal	2,098,320	2,285,230	2,127,463	2,154,818	3,224,010
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	2,098,320	2,285,230	2,127,463	2,154,818	3,224,010

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
STORM WATER 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 storm water sewer system.
- Maintain storm water conveyance channel systems.
- Weather related response.
- Maintain clean streets and storm water runoff by sweeping of curb and gutter streets.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Mechanically sweep 500 curb miles per month	75%	695%	50%	75%	75%
Inspect and clean 100% of the urban drainage inlets three times per year	37%	40%	50%	40%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	85%	85%	75%	85%	90%
Mow 148 miles of rural right-of-way, three times per year	100%	100%	100%	100%	100%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year	85%	66%	80%	80%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	50%	14%	50%	35%	50%
Permit all earth disturbing operations over 1 acre in size	75%	100%	80%	100%	90%
Perform erosion control inspections of permitted sites within 30 days	80%	100%	100%	100%	100%
Respond to storm water pollution complaints with 24 hours of the time	50%	90%	100%	90%	90%
Inspect City facilities identified as potential storm water pollution sources	50%	50%	50%	50%	50%

DIVISION SUMMARY

010-5021 STREETS DIVISION

MISSION:

The Street Maintenance Division is responsible for the management, maintenance and construction improvements of streets, alleys, bridges, culverts and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions within approved pavement management criteria. The Street Maintenance Division exists to provide safe, well-drained, durable streets, effective pavement management and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance and construction of street and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt concrete and chip-sealed streets, and aggregate surfaced rural roads.
- Surface and roadside maintenance for approximately 20 miles of aggregate surfaced rural public roads.
- Provides maintenance and reconstruction/repair of the City’s streets and roadways including roadbed drainage and bridges and culverts.
- Provides emergency disaster response related to flooding, winter storms, severe storms and non-hazardous material chemical spills.
- Coordinates rural roadway improvement projects with Cleveland County.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	28	28	28	28	28
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	28	28	28	28	28

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,984,728	1,897,705	1,897,705	1,985,229	2,032,312
Supplies & Materials	778,838	861,135	815,093	825,414	838,804
Services & Maintenance	357,974	60,046	840,118	693,790	61,174
Capital Equipment	638,124	116,350	139,718	139,718	538,400
Internal Services	375,009	302,850	302,850	268,978	328,358
Subtotal	4,134,674	3,238,086	3,995,484	3,913,129	3,799,048
Division Total	4,134,674	3,238,086	3,995,484	3,913,129	3,799,048

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within one day	99%	99%	99%	99%	99%
Patch 100% of all potholes smaller than one cubic foot within 24 hours	100%	100%	95%	100%	95%
Overlay / pave 10 lane-miles per year	100%	92%	100%	100%	95%
Replace 1,160 square yards of concrete pavement panels	100%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	30%	23%	50%	25%	50%
Grade all unpaved public roads eight (8) times a year	100%	100%	80%	100%	100%

DIVISION SUMMARY

010-5023 TRAFFIC CONTROL

MISSION:

The mission of the Traffic Control Division is to provide and maintain the controls necessary for the safe movement of traffic with minimum delay by using nationally accepted standards, guidelines and procedures.

DESCRIPTION:

The Traffic Control Division operates and maintains 170 traffic and pedestrian signals, an estimated 35,000 traffic control signs, 212 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,327,556	1,319,969	1,319,969	1,380,848	1,398,913
Supplies & Materials	212,995	238,157	226,955	229,829	241,925
Services & Maintenance	938,804	1,007,377	1,021,182	843,318	1,016,190
Capital Equipment	97,456	315,007	391,640	391,640	240,756
Internal Services	157,541	71,848	71,848	63,812	81,086
Subtotal	<u>2,734,351</u>	<u>2,952,358</u>	<u>3,031,594</u>	<u>2,909,447</u>	<u>2,978,870</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,734,351</u></u>	<u><u>2,952,358</u></u>	<u><u>3,031,594</u></u>	<u><u>2,909,447</u></u>	<u><u>2,978,870</u></u>

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-stripped 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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 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%

CITY OF NORMAN

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Worker-hours per gallon of traffic paint used	.42	.32	.80	.40	.80
Thermoplastic legend, arrows, stop bars and crosswalks installed	11.59	7.47	4 to 6 installations/day (2-person crew)	5	4 to 6 installations/day (2-person crew)
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%
Response to reports on high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	100%	100%	99% high priority - 90% other signs	100%	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	.00%	.02%	<.01%	<.01%	<.01%
Response to reports on traffic signal malfunctions within one hour	100%	100%	99%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	75%	75%	100%	100%	100%
Collect and evaluate traffic data for traffic calming project requests submitted between January and April, and between August and November, within 60 days of written notice	100%	100%	100%	100%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than seven months from receipt of the neighborhood request	100%	100%	100%	100%	100%

NON-DEPARTMENTAL

The “Non-Departmental” divisions are City Boards, Commissions, and several City funded agencies and programs. All of these are funded in the General Fund. They are designated as “Non-Departmental” because they have City-wide impact and because no City personnel are budgeted in these divisions.

DIVISION SUMMARY

010-4083 BOARD OF ADJUSTMENT

MISSION:

The mission of the Board of Adjustment is to hear and decide appeals 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	314	245	245	245	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	314	245	245	245	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	314	245	245	245	0

DIVISION SUMMARY

010-1086 CHILDREN'S RIGHTS COMMISSION

MISSION:

The Children's Rights Coordinating Commission shall serve as an advisor to the City Council on the issue of children's rights and needs. The Commission educates the Norman community regarding children's needs, as they are relevant to the areas of child welfare.

DESCRIPTION:

The Children's Rights Commission serves as a liaison between the City Council and existing juvenile agencies in order to promote communication. It also serves to educate the Norman community about children's needs.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	276	276	276	276
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	276	276	276	276
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	276	276	276	276

DIVISION SUMMARY

010-3192 EMPLOYEE ASSISTANCE PROGRAM

MISSION:

Provide cost-effective, responsive service that intervenes and helps resolve existing problems that can interfere with an employee's ability to function on the job effectively, efficiently, and safely. Provide a pro-active service that helps prevent problems for the City and employees.

DESCRIPTION:

A comprehensive and confidential program which provides prevention of employee problems through education, assessment and counseling. Coordinates and monitors the alcohol testing and drug test scheduling.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	340	425	425	425	425
Services & Maintenance	24,948	24,949	24,949	24,949	24,949
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>25,288</u>	<u>25,374</u>	<u>25,374</u>	<u>25,374</u>	<u>25,374</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>25,288</u></u>	<u><u>25,374</u></u>	<u><u>25,374</u></u>	<u><u>25,374</u></u>	<u><u>25,374</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	9,077	9,650	9,793	9,793	9,650
Services & Maintenance	3,359	8,526	11,883	11,883	8,526
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>12,436</u>	<u>18,176</u>	<u>21,676</u>	<u>21,676</u>	<u>18,176</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>12,436</u></u>	<u><u>18,176</u></u>	<u><u>21,676</u></u>	<u><u>21,676</u></u>	<u><u>18,176</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	59,874	0
Services & Maintenance	64,526	59,874	59,874	0	59,833
Capital Equipment	0	0	0	10,933	0
Internal Services	10,962	12,310	12,310	0	5,170
Subtotal	<u>75,487</u>	<u>72,184</u>	<u>72,184</u>	<u>70,807</u>	<u>65,003</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>75,487</u></u>	<u><u>72,184</u></u>	<u><u>72,184</u></u>	<u><u>70,807</u></u>	<u><u>65,003</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	300	300	300	300
Services & Maintenance	0	200	200	200	200
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	500	500	500	500
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	500	500	500	500

DIVISION SUMMARY

010-4080 HISTORIC DISTRICT COMMISSION

MISSION:

The mission of the Historic District Commission is to safeguard the heritage of the City by preserving and regulating historic districts, which reflect elements of the City’s cultural, social, political, and architectural history. And to promote the use of the historic districts for the culture, prosperity, education, and welfare of the people of the City and visitors to the City.

DESCRIPTION:

The Historic District Commission makes recommendations to the Planning Commission regarding the designation of historic districts within the City. The Historic District Commission reviews and approves or denies all applications for certificates of appropriateness concerning proposed exterior changes to structures located within the historic districts and develops guidelines to be used in such evaluations. The Commission also makes recommendations regarding the utilization of grants and budgetary appropriations that may be available to promote the preservation of historical, architectural, and archeological resources.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,667	2,684	3,384	2,795	2,684
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	1,667	2,684	3,384	2,795	2,684
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,667	2,684	3,384	2,795	2,684

DIVISION SUMMARY

010-7082 HISTORICAL MUSEUM

MISSION:

The mission of the Historical Museum is to serve as a museum and facility for special research dealing with local history.

DESCRIPTION:

The Norman and Cleveland County Museum is a house owned and maintained by the City of Norman for the purpose of serving as a museum and a facility for specialist research service dealing with local history for the benefit of the citizens of Cleveland County. The day-to-day operations of the museum are managed by the Norman and Cleveland County Historical Society. Currently, the City of Norman is providing the utility costs and a contribution to help with funding for the continued operation of the museum.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	38,285	35,369	35,369	35,369	35,720
Capital Equipment	0	0	0	0	0
Internal Services	2,733	2,904	2,904	2,579	1,346
Subtotal	41,018	38,273	38,273	37,948	37,066
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	41,018	38,273	38,273	37,948	37,066

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	1,779	5,880	5,880	5,880	5,640
Services & Maintenance	15,500	26,460	26,460	21,851	21,500
Capital Equipment	0	0	0	0	0
Internal Services	2,369	2,178	2,178	1,934	12,604
Subtotal	<u>19,649</u>	<u>34,518</u>	<u>34,518</u>	<u>29,665</u>	<u>39,744</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>19,649</u></u>	<u><u>34,518</u></u>	<u><u>34,518</u></u>	<u><u>29,665</u></u>	<u><u>39,744</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	310	310	310	310
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	310	310	310	310
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	310	310	310	310

DIVISION SUMMARY

010-3094 INTERFUND TRANSFERS

MISSION:

Account for and monitor all inter-fund transactions from the General Fund to all other funds.

DESCRIPTION:

An account established to record the subsidies transferred from the General Fund to various funds to cover the costs for which user fees are insufficient.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Rainy Day Fund	0	0	0	0	120,000
Recreation	1,127,037	1,209,352	1,209,352	1,244,630	0
Emergency Communications	1,668,476	1,508,525	1,707,825	1,631,502	0
Seizures and Restitution Fund	0	78,862	78,862	78,862	0
Westwood	134,297	0	0	100,037	46,822
Water	0	0	1,088	1,088	0
Wastewater Excise Fund	184,284	0	0	0	0
Capital Project Fund	394,607	0	25,178	0	0
Subtotal	3,508,701	2,796,739	3,022,305	3,056,119	166,822
Division Total	3,508,701	2,796,739	3,022,305	3,056,119	166,822

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	5,616	8,827	8,827	8,827	8,827
Supplies & Materials	737	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	6,354	10,217	10,217	10,217	10,217
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	6,354	10,217	10,217	10,217	10,217

DIVISION SUMMARY

010-2095 MUNICIPAL ELECTIONS

MISSION:

Pursuant to Article II, Sections 5 and 6, of the Charter of the City of Norman, funds are budgeted to pay for City Council elections and any special elections that are anticipated. City Council Primary elections are held on the third Tuesday of March and General Elections are held on the second Tuesday of April, and Special Elections are held on an as-needed basis.

DESCRIPTION:

The City Clerk's office maintains the Municipal Election funds, which pay for City Council elections and any special elections; makes certain that all required notification is given to the Election Board in a timely manner; and makes certain that all legal notices are served in a timely manner.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	36,043	58,000	58,000	47,898	58,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>36,043</u>	<u>58,000</u>	<u>58,000</u>	<u>47,898</u>	<u>58,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>36,043</u></u>	<u><u>58,000</u></u>	<u><u>58,000</u></u>	<u><u>47,898</u></u>	<u><u>58,000</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	122,202	148,294	148,351	148,351	149,708
Capital Equipment	0	0	0	0	0
Internal Services	124,396	95,931	95,931	85,202	122,276
Subtotal	<u>246,599</u>	<u>244,225</u>	<u>244,282</u>	<u>233,553</u>	<u>271,984</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>246,599</u></u>	<u><u>244,225</u></u>	<u><u>244,282</u></u>	<u><u>233,553</u></u>	<u><u>271,984</u></u>

DIVISION SUMMARY

010-7084 PARK BOARD

MISSION:

The mission of the Board of Parks Commissioners is to assist the Parks and Recreation Department in providing accessible, attractive, enjoyable and safe park facilities and recreational activities to the citizens of Norman.

DESCRIPTION:

The Norman Board of Parks Commissioners is a board organized for the purpose of considering and investigating any matter affecting the development and betterment of park and recreational facilities and policies pertaining thereto, and to make recommendations as it may deem advisable to the City Council concerning the same. It is responsible for making recommendations to the City Council regarding a system of supervised recreation. The Board is specifically authorized to make recommendations to the City concerning the recreation programs and policies of the City.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	267	686	565	565	686
Services & Maintenance	0	106	106	106	106
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	267	792	671	671	792
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	267	792	671	671	792

DIVISION SUMMARY

010-4081 PLANNING COMMISSION

MISSION:

The mission of the Planning Commission is to generally prepare plans for the systematic development and improvement of the City as a place of residence and business, and to make recommendations to the City Council.

DESCRIPTION:

The Planning Commission holds public hearings on all proposed amendments to the City’s long range plan (Norman 2025). It also makes recommendations to the City Council on all proposed rezoning applications and development proposals involving platting and subdivision of land. It reviews and recommends changes to the City’s ordinances involving planning, zoning, building, and subdivision regulations, as well as specific items referred to the Commission by the City Council.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	56	150	150	150	150
Services & Maintenance	908	1,044	1,044	1,044	207
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	965	1,194	1,194	1,194	357
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	965	1,194	1,194	1,194	357

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	6,411	7,075	7,196	7,196	7,433
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>6,411</u>	<u>7,075</u>	<u>7,196</u>	<u>7,196</u>	<u>7,433</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>6,411</u></u>	<u><u>7,075</u></u>	<u><u>7,193</u></u>	<u><u>7,196</u></u>	<u><u>7,433</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	149,097	112,500	116,052	116,052	112,500
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>149,097</u>	<u>112,500</u>	<u>116,052</u>	<u>116,052</u>	<u>112,500</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>149,097</u></u>	<u><u>112,500</u></u>	<u><u>116,052</u></u>	<u><u>116,052</u></u>	<u><u>112,500</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	79,023	71,764	71,764	71,764	71,900
Capital Equipment	0	0	0	0	0
Internal Services	5,027	4,114	4,114	3,654	5,966
Subtotal	<u>84,050</u>	<u>75,878</u>	<u>75,878</u>	<u>75,418</u>	<u>77,866</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>84,050</u></u>	<u><u>75,878</u></u>	<u><u>75,878</u></u>	<u><u>75,418</u></u>	<u><u>77,866</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	30,490	5,000	0	0	5,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	30,490	5,000	0	0	5,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	30,490	5,000	0	0	5,000

Special Revenue Funds

SPECIAL REVENUE FUNDS

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

FUND SUMMARY

TOTAL ART IN PUBLIC PLACES FUND – (28)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	10,799	0	17,921	17,921	12,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	10,799	0	17,921	17,921	12,000
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
Fund Total	10,799	0	17,921	17,921	12,000

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	30,356	31,005	33,180	33,180	31,005
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	30,356	31,005	33,180	33,180	31,005
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Fund Total	30,356	31,005	33,180	33,180	31,005

DIVISION SUMMARY

026-2111 COURT CLEET TRAINING

MISSION:

The disbursement of CLEET funds for court and prosecution training until the fund balance is depleted.

DESCRIPTION:

Disbursement of CLEET funds for court and prosecution training.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	2,231	2,000	4,000	4,000	2,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>2,231</u>	<u>2,000</u>	<u>4,000</u>	<u>4,000</u>	<u>2,000</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>2,231</u></u>	<u><u>2,000</u></u>	<u><u>4,000</u></u>	<u><u>4,000</u></u>	<u><u>2,000</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	28,125	29,005	29,180	29,180	29,005
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>28,125</u>	<u>29,005</u>	<u>29,180</u>	<u>29,180</u>	<u>29,005</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>28,125</u></u>	<u><u>29,005</u></u>	<u><u>29,180</u></u>	<u><u>29,180</u></u>	<u><u>29,005</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Community Development	848,474	929,444	1,518,184	1,518,184	777,779
HOME	969,499	599,304	857,819	857,819	527,597
Emergency Shelter	97,500	0	217,500	217,500	0
Kingsgate Property	111,402	12,109	65,885	65,885	0
Neighborhood Stabilization	0	0	327,856	327,856	0
CDBG-R	229,233	0	0	0	0
SHPRP ARRA Grant	56,430	0	441,819	441,819	0
Fund Total	2,312,539	1,540,857	3,429,063	3,429,063	1,305,376

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	43,556	95,261	80,000	56,809	50,000
Number of households assisted through housing programs	93	90	85	100	85
Awarded contract amounts for homeless Programs	\$290,000	\$772,849	\$300,000	\$386,816	\$300,000
Funding application amounts submitted (not including CDBG and HOME)	n/a	\$1,024,995	\$530,000	\$494,623	\$500,000

Notes to Results Report:

The information provided for units of service and households assisted is from the most recent Consolidated Annual Performance and Evaluation Report – FYE 10

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.

Beginning in FYE 12, the Emergency Communications fund will be combined with the General Fund instead of classified as a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	22	22	22	22	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>22</u>	<u>22</u>	<u>22</u>	<u>22</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,686,482	1,536,004	1,536,004	1,536,004	0
Supplies & Materials	24,205	27,645	29,010	29,010	0
Services & Maintenance	71,413	98,747	117,237	117,237	0
Capital Equipment	12,893	79,000	300,384	300,384	0
Internal Services	17,988	18,203	18,203	18,203	0
Subtotal	<u>1,812,981</u>	<u>1,759,599</u>	<u>2,000,838</u>	<u>2,000,838</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Total	<u><u>1,812,981</u></u>	<u><u>1,759,599</u></u>	<u><u>2,000,838</u></u>	<u><u>2,000,838</u></u>	<u><u>0</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Community Park Improve	14,969	57,000	37,948	37,948	35,000
Neighborhood Park Improve	11,253	0	14,374	14,374	0
Interfund Transfers	32,699	0	0	0	0
Fund Total	58,921	57,000	52,322	52,322	35,000

FUND SUMMARY

TOTAL PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

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

Beginning in FYE 11, Public Safety Sales Tax revenues and expenditures will be funded through Fund 15, Public Safety Sales Tax Fund. Prior to FYE 11, these funds were included in the General Fund.

DESCRIPTION:

The Public Safety Sales Tax Fund accounts for the revenues and expenditures related to the Public Safety Sales Tax. Both Police and Fire Departments have divisions in this Fund to account for the expenditures incurred related to the tax.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	45	45	45	65
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	45	45	45	65

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	3,437,972	3,437,972	3,437,972	5,107,921
Supplies & Materials	0	131,804	130,250	129,320	249,976
Services & Maintenance	0	109,878	112,805	113,505	142,978
Capital Equipment	0	684,280	1,660,471	1,659,502	456,945
Internal Services	0	13,454	13,454	13,454	51,444
Subtotal	0	4,377,388	5,354,952	5,353,753	6,009,264
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	2,990,394	2,990,394	2,990,394	1,003,500
Subtotal	0	2,990,394	2,990,394	2,990,394	1,003,500
Division Total	0	7,367,782	8,345,346	8,344,147	7,012,764

DEPARTMENT SUMMARY

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

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	15	15	15	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>30</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	1,173,140	1,173,140	1,173,140	2,346,275
Supplies & Materials	0	30,603	27,676	20,476	46,613
Services & Maintenance	0	18,338	21,265	19,746	46,828
Capital Equipment	0	315,636	1,150,189	1,150,189	166,570
Internal Services	0	486	486	486	13,541
Subtotal	<u>0</u>	<u>1,538,203</u>	<u>2,372,756</u>	<u>2,364,037</u>	<u>2,619,827</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	2,990,394	2,990,394	2,990,394	1,003,500
Subtotal	<u>0</u>	<u>2,990,394</u>	<u>2,990,394</u>	<u>2,990,394</u>	<u>1,003,500</u>
Division Total	<u><u>0</u></u>	<u><u>4,528,597</u></u>	<u><u>5,363,150</u></u>	<u><u>5,354,431</u></u>	<u><u>3,623,327</u></u>

DIVISION SUMMARY

015-6543 SUPPRESSION – Public Safety Sales Tax Fund

MISSION:

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

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	15	15	15	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>30</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	1,173,140	1,173,140	1,173,140	2,346,275
Supplies & Materials	0	30,603	27,676	27,676	46,613
Services & Maintenance	0	18,338	21,265	21,265	46,828
Capital Equipment	0	315,636	1,150,189	1,150,189	166,570
Internal Services	0	486	486	486	13,541
Subtotal	<u>0</u>	<u>1,538,203</u>	<u>2,372,756</u>	<u>2,372,756</u>	<u>2,619,827</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	2,990,394	2,990,394	2,990,394	1,003,500
Subtotal	<u>0</u>	<u>2,990,394</u>	<u>2,990,394</u>	<u>2,990,394</u>	<u>1,003,500</u>
Division Total	<u><u>0</u></u>	<u><u>4,528,597</u></u>	<u><u>5,363,150</u></u>	<u><u>5,363,150</u></u>	<u><u>3,623,327</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
SUPPRESSION**

GOALS:

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threats of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	447	399	500	450	450
Emergency medical calls answered	7,200	7,305	8,516	7,600	7,700
Average response time (urban area)	4.85 minutes	5.88 minutes	4.8 minutes	5.00 minutes	4.85 minutes
Fire loss per capita	\$28.00	\$38.31	\$28.00	\$32.00	\$28.00
Ratio to national per capita loss	80%	90%	80%	80%	80%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Norman Police Department is committed to maintaining and enhancing the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	30	30	30	35
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>35</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	2,264,832	2,264,832	2,264,832	2,761,646
Supplies & Materials	0	101,201	102,574	108,844	203,363
Services & Maintenance	0	91,540	91,540	93,759	96,150
Capital Equipment	0	368,644	510,282	509,313	290,375
Internal Services	0	12,968	12,968	12,968	37,903
Subtotal	<u>0</u>	<u>2,839,185</u>	<u>2,982,196</u>	<u>2,989,716</u>	<u>3,389,437</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Total	<u><u>0</u></u>	<u><u>2,839,185</u></u>	<u><u>2,982,196</u></u>	<u><u>2,989,716</u></u>	<u><u>3,389,437</u></u>

DIVISION SUMMARY

015-6121 INVESTIGATIONS – Public Safety Sales Tax Fund

MISSION:

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

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

DESCRIPTION:

The Investigations Division provides the resources and expertise required to bring to a successful conclusion, those cases where unassisted follow-up by the first responding officer is not feasible. In some cases, this may require only minimal support and assistance to the field officer to resolve the case. However, the complexity of the investigation and time requirements of some cases requires the assumption of responsibility by detectives. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	430,258	430,258	430,258	487,627
Supplies & Materials	0	2,750	2,980	3,612	4,642
Services & Maintenance	0	2,740	2,740	2,740	0
Capital Equipment	0	63,072	86,491	86,491	0
Internal Services	0	3,934	3,934	1,679	4,533
Subtotal	<u>0</u>	<u>502,754</u>	<u>526,403</u>	<u>524,780</u>	<u>496,802</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>502,754</u></u>	<u><u>526,403</u></u>	<u><u>524,780</u></u>	<u><u>496,802</u></u>

**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 year 2011.
- Maintain a clearance rate of 50% or better on all cases assigned for follow-up investigation for calendar year 2011.
- 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 2011.
- Decrease the number of cases not assigned out, with sufficient investigative merit, but inadequate personnel to cover assignments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Average arrest rate for assigned cases	30.2%	23.5%	>25%	25%	>25%
Clearance rate for assigned cases (codes 11 plus 13; minus 12s)	64.76%	66%	>50%	50%	>50%
Percent of cases open beyond 30 days	23.85%	27.65%	<35%	35%	<35%
Decrease cases with no follow-up	513	140	>250	170	<250

DIVISION SUMMARY

015-6130 NARCOTICS - Public Safety Sales Tax Fund

MISSION:

The mission of the Narcotics Division is to conduct specialized sensitive investigations, including but not limited to drug related violations. The division shall seek to identify, arrest, and aid in the successful prosecution of persons or organizations involved in criminal activities or, in the alternative, gain the violators voluntary cooperation to further investigations. The ultimate goal of all investigations is to help maintain a quality of living and working environment for the citizens of Norman.

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

DESCRIPTION:

The Narcotics Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations of drug, vice, or property crimes. In some cases, the Division may provide support through advice, equipment, or undercover operatives. Traditionally, however, the Division primarily investigates drug-related offenses. Investigators develop cases by means of criminal intelligence, which the Division collects, organizes, and evaluates. This division accounts for expenditures associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	185,616	185,616	185,616	226,795
Supplies & Materials	0	3,825	4,968	5,801	4,611
Services & Maintenance	0	1,450	1,450	1,450	2,160
Capital Equipment	0	36,424	78,023	78,023	0
Internal Services	0	0	0	144	1,328
Subtotal	<u>0</u>	<u>227,315</u>	<u>270,057</u>	<u>271,034</u>	<u>234,894</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>227,315</u></u>	<u><u>270,057</u></u>	<u><u>271,034</u></u>	<u><u>234,894</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
NARCOTICS**

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- To educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- To create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- To improve and maintain the Narcotics Division’s investigative capabilities in the areas of narcotics interdiction, prescription drug diversion, and technical investigations.

OBJECTIVES:

- Assign intelligence reports with merit for follow-up within 5 working days.
- Disseminate information about drug trends through local media and presentations.
- Work with Oklahoma Bureau of Narcotics to identify and collaborate with pharmacists.
- Facilitate training opportunities with DIAP (Drug Interdiction Assistance Program), NADDI (National Association of Drug Diversion Investigators), and NATIA (National Technical Investigators Association).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	1,199	642	1,000	800	1,000
Number of cases investigated	90	66	70*	75	70*
Number of presentations / press releases	10	35	25	25	25
Number of hours in specialized training	200	240	240	240	240

Note to Results Report:

*working longer term cases to identify higher level offenders

DIVISION SUMMARY

015-6122 PATROL – Public Safety Sales Tax Fund

MISSION:

The Patrol Bureau is dedicated to providing the most effective and efficient police services to the community while working in partnership to resolve problems and improve the quality of life in Norman.

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

DESCRIPTION:

The Patrol Bureau is a uniformed force of officers dedicated to protecting and preserving the rights of individuals; promoting public safety within the community; and to working together with citizens in reaching solutions to problems affecting traffic issues, crime and disorder. This division accounts for the Police personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	23	23	23	28
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	23	23	23	28

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	1,648,958	1,648,958	1,648,958	2,047,224
Supplies & Materials	0	94,626	94,626	99,431	194,110
Services & Maintenance	0	73,430	73,430	75,649	80,790
Capital Equipment	0	269,148	345,768	344,799	290,375
Internal Services	0	9,034	9,034	11,145	32,042
Subtotal	0	2,095,196	2,171,816	2,179,982	2,644,541
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	2,095,196	2,171,816	2,179,982	2,644,541

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Community Oriented Policing (COP) enhancement following the guidelines of the annual work plan
- Implementation of the Citizens Police Academy
- Implementation of the TEAM program in Norman schools
- Follow the four (4) guidelines of the Direct Finders Survey relating to community policing

OBJECTIVES:

- Complete all tasks specified in the annual work plan
- Conduct first Citizen Police Academy to educate and inform Norman community members of the daily operations of the police department
- Provide as many opportunities for police officers to instruct in a classroom setting within the Norman schools
- Define performance standards to evaluate the four (4) areas of the Direct Finders Survey

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Complete all tasks defined in the annual work plan	n/a	n/a	9	9	9
Actual number of citizens participating in the Citizens Police Academy	n/a	n/a	n/a	n/a	20
Actual number of classes instructed by a police officer for TEAM	n/a	n/a	n/a	n/a	9
Evaluate improvement from the Direct Finders Survey	n/a	n/a	n/a	n/a	100%

DIVISION SUMMARY

015-6115 SUPPORT SERVICES – Public Safety Sales Tax Fund

MISSION:

To provide quality customer service to citizens and City of Norman employees through the gathering and distribution of information and also to facilitate the hiring, training, recruiting, and payroll function of the Police Department.

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	13,920	13,920	13,920	13,200
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>13,920</u>	<u>13,920</u>	<u>13,920</u>	<u>13,200</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>13,920</u></u>	<u><u>13,920</u></u>	<u><u>13,920</u></u>	<u><u>13,200</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SUPPORT SERVICES

GOALS:

- Provide exceptional service to all customers
- Perform all duties and tasks efficiently, dependably, and courteously
- Maintain and enhance a climate of individual accountability and ethical behavior
- Actively promote individual and unit performance improvement

OBJECTIVES:

Records:

- Provide employee customer service and career development training
- Reduce and limit data entry and clerical errors

Statistical Analysis:

- Produce timely, accurate reports, including required and requested data
- Manage/audit RMS and provide user training as needed

Training and Personnel:

- Develop, deliver, and manage training for entry level and incumbent employees
- Coordinate and manage entry level police officer recruiting and hiring processes
- Coordinate and manage annual firearms training, qualifications and inspections

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	n/a	n/a	n/a	n/a	1% or <
Clerks receiving customer service training	n/a	n/a	n/a	100%	100%
Clerks receiving career development training	n/a	n/a	n/a	n/a	50%
Total number of in-service training hours scheduled for commissioned personnel	24	24	25	25	32
Number of outside courses hosted by training section	2	2	3	3	3
Number of officers qualified on CLEET firearms course prior to June 30	90%	94%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	53%	71%	100%	100%	100%
Number of informational meets held by the Recruiter for applicants	2	0	2	2	2
Percentage of applicants contacted by the Recruiter within two weeks of testing	n/a	n/a	100%	100%	100%

Notes to Results Report:

n/a = not available

RMS – Records Management System

FUND SUMMARY

TOTAL RECREATION FUND (20)

MISSION:

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

DESCRIPTION:

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

Beginning in FYE 12, the Recreation Fund will be combined with the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	7	7	7	7	0
Part-time Positions	13	13	13	13	0
Total Budgeted Positions	20	20	20	20	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	900,948	873,774	889,774	889,774	0
Supplies & Materials	35,995	58,517	60,575	60,575	0
Services & Maintenance	208,119	265,612	261,037	261,037	0
Capital Equipment	14,726	8,500	8,500	8,500	0
Internal Services	59,612	72,146	72,146	72,146	0
Subtotal	1,219,399	1,278,549	1,292,032	1,292,032	0
Capital Projects	0	0	0	0	0
Cost Allocations	367,024	345,735	345,735	345,735	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	367,024	345,735	345,735	345,735	0
Fund Total	1,586,423	1,624,284	1,637,767	1,637,767	0

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.

Beginning in FYE 12, Youth Baseball & Softball will be combined with the General Fund.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	33,602	41,423	41,423	41,423	0
Supplies & Materials	5,169	15,827	16,013	16,013	0
Services & Maintenance	1,805	9,795	9,795	9,795	0
Capital Equipment	0	6,500	6,500	6,500	0
Internal Services	0	0	0	0	0
Subtotal	40,576	73,545	73,731	73,731	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	40,576	73,545	73,731	73,731	0

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.

Beginning in FYE 12, Recreation Programs will be combined with the General Fund.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	6	6	6	6	0
Part-time Positions	11	11	11	11	0
Total Budgeted Positions	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	766,159	718,655	734,655	734,655	0
Supplies & Materials	29,480	40,412	42,284	42,284	0
Services & Maintenance	199,981	248,473	243,898	243,898	0
Capital Equipment	13,553	2,000	2,000	2,000	0
Internal Services	51,361	63,987	63,987	63,987	0
Subtotal	<u>1,060,534</u>	<u>1,073,527</u>	<u>1,086,824</u>	<u>1,086,824</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	367,024	345,735	345,735	345,735	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>367,024</u>	<u>345,735</u>	<u>345,735</u>	<u>345,735</u>	<u>0</u>
Division Total	<u><u>1,427,558</u></u>	<u><u>1,419,262</u></u>	<u><u>1,432,559</u></u>	<u><u>1,432,559</u></u>	<u><u>0</u></u>

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.

Beginning in FYE 12, the Senior Citizen’s Citizen Center will be combined with the General Fund.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	0
Part-time Positions	2	2	2	2	0
Total Budgeted Positions ³	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	101,187	113,696	113,696	113,696	0
Supplies & Materials	1,345	2,278	2,278	2,278	0
Services & Maintenance	6,333	7,344	7,344	7,344	0
Capital Equipment	1,173	0	0	0	0
Internal Services	8,250	8,159	8,159	8,159	0
Subtotal	<u>118,289</u>	<u>131,477</u>	<u>131,477</u>	<u>131,477</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>118,289</u></u>	<u><u>131,477</u></u>	<u><u>131,477</u></u>	<u><u>131,477</u></u>	<u><u>0</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	886,787	729,683	748,728	778,933	826,440
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	886,787	729,683	748,728	778,933	826,440
Capital Projects	0	0	0	0	0
Cost Allocation	30,229	30,090	28,415	30,090	34,080
Debt Service	0	0	0	0	0
Interfund Transfers	207,164	205,714	205,714	205,714	205,149
Subtotal	237,393	235,804	234,129	235,804	239,229
Fund Total	1,124,180	965,487	982,857	1,014,737	1,065,669

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	30,229	30,090	28,415	30,090	34,080
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	30,229	30,090	28,415	30,090	34,080
Division Total	30,229	30,090	28,415	30,090	34,080

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	288,014	243,228	243,228	243,228	275,480
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	288,014	243,228	243,228	243,228	275,480
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	288,014	243,228	243,228	243,228	275,480

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	598,773	486,455	505,500	535,705	550,960
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>598,773</u>	<u>486,455</u>	<u>505,500</u>	<u>535,705</u>	<u>550,960</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>598,773</u></u>	<u><u>486,455</u></u>	<u><u>505,500</u></u>	<u><u>535,705</u></u>	<u><u>550,960</u></u>

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 12 - FYE 16 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	207,164	205,714	205,714	205,714	205,149
Subtotal	<u>207,164</u>	<u>205,714</u>	<u>205,714</u>	<u>205,714</u>	<u>205,149</u>
Division Total	<u><u>207,164</u></u>	<u><u>205,714</u></u>	<u><u>205,714</u></u>	<u><u>205,714</u></u>	<u><u>205,149</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	39,452	39,452	39,452	42,184
Supplies & Materials	0	4,900	13,900	13,900	12,900
Services & Maintenance	53,234	33,300	62,901	62,901	54,300
Capital Equipment	19,855	0	11,147	11,147	0
Internal Services	0	0	0	0	0
Subtotal	<u>73,089</u>	<u>77,652</u>	<u>127,400</u>	<u>127,400</u>	<u>109,384</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	16,000	16,000	0
Subtotal	<u>0</u>	<u>0</u>	<u>16,000</u>	<u>16,000</u>	<u>0</u>
Fund Total	<u><u>73,089</u></u>	<u><u>77,652</u></u>	<u><u>143,400</u></u>	<u><u>143,400</u></u>	<u><u>109,384</u></u>

DIVISION SUMMARY

25 – FEDERAL SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	7,926	7,926	0
Capital Equipment	0	0	7,074	7,074	0
Internal Services	0	0	0	0	0
Subtotal	0	0	15,000	15,000	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	15,000	15,000	0

DIVISION SUMMARY

25- 2235 JUVENILE PROGRAMS

MISSION:

It is the mission of the Juvenile Division of the Legal Department to promote education, prevention and accountability for juvenile offenders rather than only punishment thereby preventing juvenile offenders from becoming more deeply involved in the juvenile justice system thus saving taxpayers money and preventing more citizens from becoming victims of crime.

DESCRIPTION:

The Juvenile Division of the Legal Department provides a variety of programs to juvenile offenders to help them become more accountable for their actions by promoting education and prevention. These programs include a tobacco education class, a juvenile community service program and a life skills program. All programs have been developed to support intervention efforts aimed at protecting youthful offenders from risk factors that could possibly lead the juvenile to continued misbehavior. As a leader in juvenile outreach programs, the Juvenile Division provides staff, materials and additional support to focus on prevention, rehabilitation and education of Norman’s juvenile offenders which, in the long term, statistics prove will make our community safer.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	39,452	39,452	39,452	42,184
Supplies & Materials	0	4,900	4,900	4,900	4,900
Services & Maintenance	0	30,700	30,700	30,700	30,700
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>75,052</u>	<u>75,052</u>	<u>75,052</u>	<u>77,784</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>75,052</u></u>	<u><u>75,052</u></u>	<u><u>75,052</u></u>	<u><u>77,784</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

- Develop tool to educate parents on tobacco usage within family units
- Expand number of agencies that partner with the City to allow juvenile community service
- Enhance REAL curriculum to encourage independent practice of skills

OBJECTIVES:

- Draft Educational brochure that illustrates correlation regarding familial tobacco usage
- Establish process for distributing brochure to parents and juveniles
- Establish a database of local agencies for community service projects
- Develop reporting mechanism to report information to agencies
- Contact new agencies for new community service projects
- Update REAL curriculum to include two tasks that encourage independent practice of skills

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Distribute brochure regarding familial tobacco usage and its impact on juveniles to parents of all juveniles with tobacco related charges	n/a	n/a	n/a	n/a	50%
Develop database of community agencies for community service projects and track contacts with agencies	n/a	n/a	n/a	n/a	50%
Develop reporting mechanism to report community service provided to agencies	n/a	n/a	n/a	n/a	50%
Review REAL curriculum to include tasks for juveniles to utilize and report on independent of scheduled classes and track their response to these tasks	n/a	n/a	n/a	n/a	50%

Notes to Results Report:

REAL – Real Experience About Life Program

DIVISION SUMMARY

25 – STATE SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	9,000	9,000	8,000
Services & Maintenance	53,234	2,600	24,275	24,275	23,600
Capital Equipment	15,815	0	4,073	4,073	0
Internal Services	0	0	0	0	0
Subtotal	69,049	2,600	37,348	37,348	31,600
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	16,000	16,000	0
Subtotal	0	0	16,000	16,000	0
Division Total	69,049	2,600	53,348	53,348	31,600

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	156,451	110,783	187,787	187,787	112,015
Supplies & Materials	33,366	1,000	40,723	40,723	17,693
Services & Maintenance	174,998	3,500	151,442	151,442	6,500
Capital Equipment	58,508	0	806,616	806,616	0
Internal Services	0	0	0	0	0
Subtotal	<u>423,324</u>	<u>115,283</u>	<u>1,186,568</u>	<u>1,186,568</u>	<u>136,208</u>
Capital Projects	21,820	0	1,234,956	1,234,956	71,000
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>21,820</u>	<u>0</u>	<u>1,234,956</u>	<u>1,234,956</u>	<u>71,000</u>
Fund Total	<u><u>445,144</u></u>	<u><u>115,283</u></u>	<u><u>2,421,524</u></u>	<u><u>2,421,524</u></u>	<u><u>207,208</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	106,299	0	122,350	122,350	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	106,299	0	122,350	122,350	0
Fund Total	106,299	0	122,350	122,350	0

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (29)

MISSION:

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs and the Westwood Park Complex.

*Beginning in FYE 2010, the Westwood Park Fund will be classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	792,305	712,495	712,495	777,486	820,231
Supplies & Materials	110,816	136,786	135,137	135,137	131,733
Services & Maintenance	224,924	215,328	215,638	215,638	215,992
Capital Equipment	75,138	61,500	63,613	63,613	96,000
Internal Services	103,579	76,182	76,182	76,182	25,272
Subtotal	<u>1,306,762</u>	<u>1,202,291</u>	<u>1,203,065</u>	<u>1,268,056</u>	<u>1,289,228</u>
Capital Projects	3,102	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	212,816	205,714	205,714	205,714	205,149
Interfund Transfers	0	0	0	0	0
Subtotal	<u>215,918</u>	<u>205,714</u>	<u>205,714</u>	<u>205,714</u>	<u>205,149</u>
Fund Total	<u><u>1,522,680</u></u>	<u><u>1,408,005</u></u>	<u><u>1,408,779</u></u>	<u><u>1,473,770</u></u>	<u><u>1,494,377</u></u>

DIVISION SUMMARY

029-7032 WESTWOOD GOLF COURSE

MISSION:

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

DESCRIPTION:

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	192,402	128,476	128,476	193,467	203,365
Supplies & Materials	6,046	7,557	7,557	7,557	7,607
Services & Maintenance	198,627	195,741	195,860	195,860	196,405
Capital Equipment	0	0	0	0	1,800
Internal Services	73,277	46,484	46,484	46,484	2,421
Subtotal	470,352	378,258	378,377	443,368	411,598
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	470,352	378,258	378,377	443,368	411,598

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF COURSE

GOALS:

- To grow the game of golf and create future interest in Westwood as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman citizens and citizens from across the state.
- To continue to improve the course and provide an excellent golf facility with outstanding customer service and satisfaction.
- To increase revenue by increasing regular rounds of golf played, memberships, association activity and tournament play.
- To create junior, women's and couples play.

OBJECTIVES:

- Continue to improve membership programs and promote the men's, women's and junior associations to increase customer loyalty and frequency of play by implementing current trend indicators in the golf industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, association members and all players informed by emailing notices and having greater website ability becoming more proactive to the informational needs of the golfing community.
- Promote the game of golf through our professional teaching staff that has knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- Promote junior clinics and the Junior Golf Academy.
- Implement the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	34,053	34,825	37,251	35,421	37,769
Men's & Women's Associations	21	28	24	22	25
Outside tournaments	49	40	49	49	49
Junior Academy Participants	92	75	100	100	100
Regular annual memberships	4	3	4	4	7
Regular annual membership w/range balls	2	0	2	2	1
Regular annual membership w/cart	7	4	4	5	6
Regular annual membership w/cart & w/range	12	4	5	4	8
Senior annual membership	0	0	0	1	1
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	5	1	1	3	4
Senior annual membership w/cart & w/range	1	1	1	1	2
Junior annual membership	1	1	1	1	1
Junior summer membership	3	5	11	4	4
Range only membership	3	1	2	2	2
Additional family member	n/a	6	5	5	5

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

DIVISION SUMMARY

029-7031 WESTWOOD PARK MAINTENANCE

MISSION:

To provide a quality championship golfing facility which will be an asset to the Norman community, as well as an attraction for out of town visitors.

DESCRIPTION:

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The facility is a 137-acre complex, which includes an 18-hole championship golf course, 8 lighted tennis courts, a park with playground and pavilion, a 250-space parking lot and a swim complex. The golf course has approximately 65 acres of intensely maintained turf. There are five full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	475,524	472,643	472,643	472,643	500,222
Supplies & Materials	77,668	95,966	93,916	93,916	90,863
Services & Maintenance	12,194	5,686	5,877	5,877	5,686
Capital Equipment	65,957	61,500	63,613	63,613	81,700
Internal Services	16,344	15,674	15,674	15,674	15,584
Subtotal	<u>647,686</u>	<u>651,469</u>	<u>651,723</u>	<u>651,723</u>	<u>694,055</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>647,686</u></u>	<u><u>651,469</u></u>	<u><u>651,723</u></u>	<u><u>651,723</u></u>	<u><u>694,055</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
WESTWOOD PARK MAINTENANCE**

GOALS:

- To maintain a high level of customer satisfaction with the golf course operations.
- To maintain a golf cart fleet that is comfortable, easy to operate, safe and trouble free for the customer.
- To maintain putting greens and other turf areas that are consistent, have a good pace and allow for healthy vigorous turf.
- To provide a safe working environment for Westwood staff.
- To collect customer satisfaction data by customer surveys.

OBJECTIVES:

- Provide a program for customer comments.
- Produce vigorous turf using good cultural practices, as well as an integrated pest management system.
- Conduct regular safety meetings and training sessions.
- Initiate renovation projects.
- Monitor and improve quality of turf on the golf course.
- Achieve 95% customer satisfaction level.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	98%	99.6%	100%	99.4%	100%
Turf quality*	8.3	8.1	8.5	8.4	8.5
Customer satisfaction (scale of 1-5)**	n/a	4.4	4.0	4.2	4.0

Notes to Results Report:

*Turf quality is expressed as a Stimp Measurement. This measure is the industry scale to compare the pace of greens. This data is collected every Friday, weather permitting.

**Customer satisfaction surveys were initiated in FYE 2010

DIVISION SUMMARY

029-7033 WESTWOOD POOL

MISSION:

Westwood Water Park is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through manager and lifeguard teamwork, training, responsiveness and professionalism.

DESCRIPTION:

The Westwood Water Complex provides a swim facility that includes an Olympic size swimming pool, diving pool, toddler pool, wading pool and double flume water slide during the summer months for use by the general public.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	118,788	111,376	111,376	111,376	116,644
Supplies & Materials	27,102	33,263	33,664	33,664	33,263
Services & Maintenance	14,103	13,901	13,901	13,901	13,901
Capital Equipment	9,180	0	0	0	12,500
Internal Services	13,958	14,024	14,024	14,024	7,267
Subtotal	<u>183,132</u>	<u>172,564</u>	<u>172,965</u>	<u>172,965</u>	<u>183,575</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>183,132</u></u>	<u><u>172,564</u></u>	<u><u>172,965</u></u>	<u><u>172,965</u></u>	<u><u>183,575</u></u>

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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	\$19,242	0*	\$20,000	\$10,000	\$10,000
Number of swim lessons sold	768	820	700	800	800
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	28,510	29,800	31,000	30,000	31,000

Notes to Results Report:

*In FYE 10 a chlorination equipment upgrade and new chlorine/safety requirements increased expenditures.

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 12 - FYE 16 for a detailed analysis of Westwood Capital Projects.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	3,102	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	3,102	0	0	0	0
Division Total	3,102	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	212,816	205,714	205,714	205,714	205,149
Interfund Transfers	0	0	0	0	0
Subtotal	<u>212,816</u>	<u>205,714</u>	<u>205,714</u>	<u>205,714</u>	<u>205,149</u>
Division Total	<u><u>212,816</u></u>	<u><u>205,714</u></u>	<u><u>205,714</u></u>	<u><u>205,714</u></u>	<u><u>205,149</u></u>

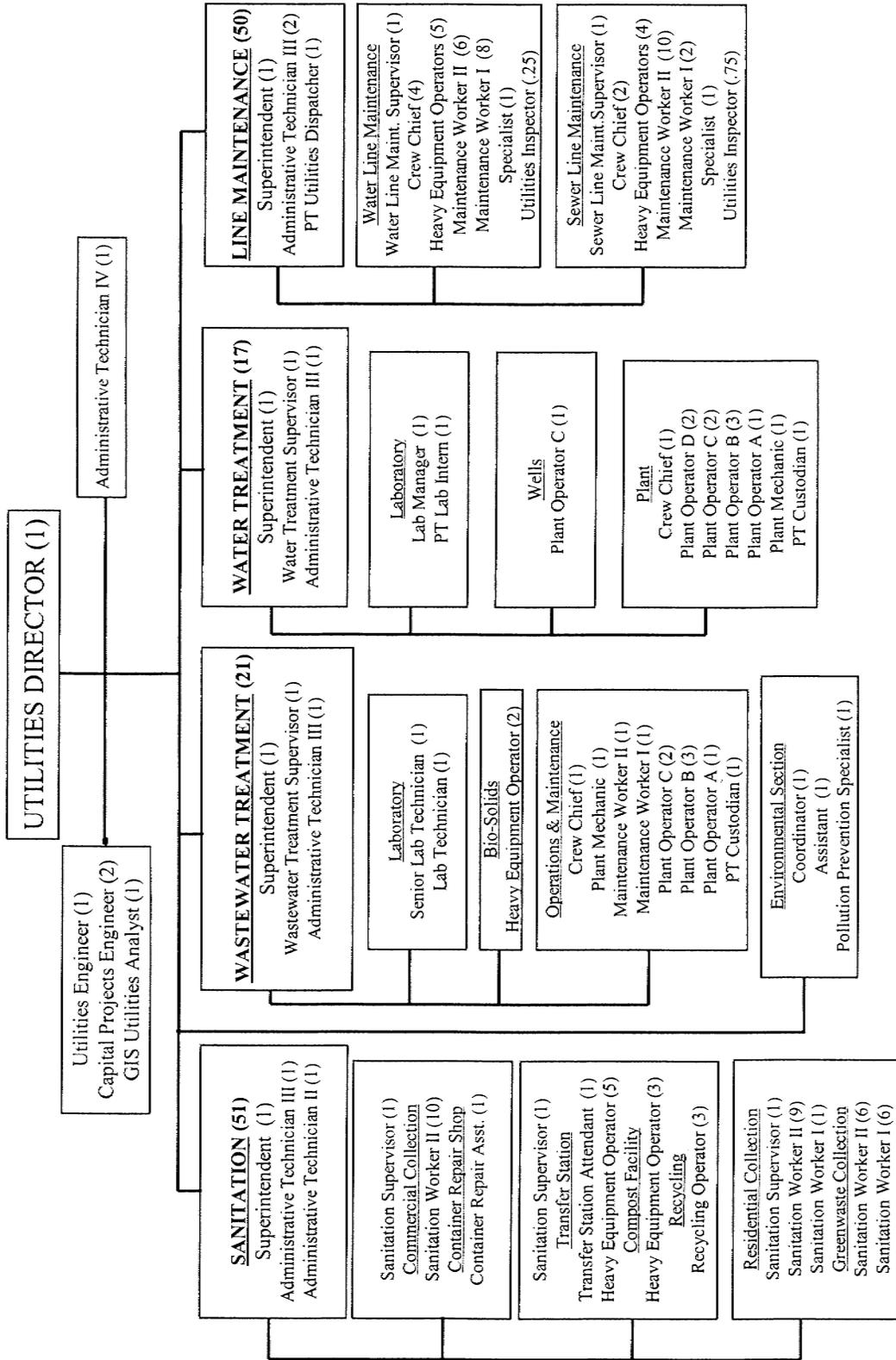
Enterprise Funds

ENTERPRISE FUNDS

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

UTILITIES DEPARTMENT

145 EMPLOYEES



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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	149	141	141	141	141
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	<u>153</u>	<u>145</u>	<u>145</u>	<u>145</u>	<u>145</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	10,440,849	10,002,096	10,002,096	10,002,096	10,760,391
Supplies & Materials	2,609,131	3,249,433	3,264,405	3,494,389	3,518,593
Services & Maintenance	5,979,643	6,969,551	7,274,283	7,272,772	7,313,733
Capital Equipment	2,665,028	1,339,319	1,420,325	1,420,325	2,145,510
Internal Services	1,417,714	1,126,190	1,192,198	1,126,190	1,252,608
Subtotal	<u>23,112,365</u>	<u>22,686,589</u>	<u>23,153,307</u>	<u>23,315,772</u>	<u>24,990,835</u>
Capital Projects	15,687,799	13,487,213	63601498	57,210,854	25,332,451
Cost Allocation	4,609,518	4,356,120	4,398,275	4,356,120	4,284,873
Debt Service	3,852,176	5,002,853	5,026,480	5,026,480	6,147,332
Interfund Transfers	3,430,899	2,481,554	2,481,554	7,883,193	3,491,201
Subtotal	<u>27,580,392</u>	<u>25,327,740</u>	<u>75,507,807</u>	<u>74,476,647</u>	<u>39,255,857</u>
Department Total	<u><u>50,692,757</u></u>	<u><u>48,014,329</u></u>	<u><u>98,661,114</u></u>	<u><u>97,792,419</u></u>	<u><u>64,246,692</u></u>

**DEPARTMENT SERVICE EFFORTS
AND ACCOMPLISHMENTS**
UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
- Improve services and minimize costs for our water, wastewater, and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
- Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements
- Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.

OBJECTIVES:

- Protect the Environment:
 1. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
 2. Eliminate sewer overflows during construction.
 3. Eliminate discharges of chlorinated water to draining systems.
 4. Implement construction related Best Management Practices to protect storm waters.
- Improve Utility Services and Minimize Costs:
 1. Consider adopted land use plan during planning phase for future projects.
 2. Expand wastewater treatment plant (WWTP) capacities in advance of development in order to maintain the quality of effluent discharged and avoid 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.

CITY OF NORMAN

3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
 4. Inform the public regarding changes to regulations and the impact on the cost of our services.
 5. Establish and maintain tracking system for customer complaints and requests for information.
 6. Increase knowledge of employees so they advance into higher positions.
- Provide a safe workplace:
 1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries
 2. Maximize OSHA compliance by CIP contractors and City staff
 3. Ensure submission of and compliance with Traffic Control Plans
 4. Reduce citizen complaints during construction

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
1. For Construction Projects:					
a. Project completed within contract time, 90% of the time.	60%	100%	90%	78%	90%
b. Final project costs to be less than 110% of the original contract amount, 90% of the time	90%	83%	90%	89%	90%
2. Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	81%	81%	90%	90%	90%
3. Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	100%	100%	100%	100%	100%
4. Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	3	2	3	1	3
5. Respond to citizen complaints or requests for information within 1 working day after receipt, 90% of the time.	95%	96%	90%	97%	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)	5% (dry) 25% (wet)	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	53	51	51	51	51
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>53</u>	<u>51</u>	<u>51</u>	<u>51</u>	<u>51</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	3,764,361	3,546,791	3,546,791	3,546,791	3,851,531
Supplies & Materials	1,017,719	1,200,123	970,915	1,199,429	1,320,129
Services & Maintenance	2,743,071	3,069,362	3,072,304	3,071,425	3,226,112
Capital Equipment	2,315,545	1,047,321	1,074,485	1,074,485	1,422,310
Internal Services	818,333	716,255	776,040	716,255	776,835
Subtotal	<u>10,659,030</u>	<u>9,579,852</u>	<u>9,440,535</u>	<u>9,608,385</u>	<u>10,596,917</u>
Capital Projects	630,494	0	3,023,240	3,023,240	461,500
Cost Allocations	1,318,103	1,227,559	1,269,714	1,227,559	1,225,878
Debt Service	345,373	314,281	317,231	317,231	315,575
Interfund Transfers	58,348	55,066	55,066	55,066	0
Subtotal	<u>2,352,318</u>	<u>1,596,906</u>	<u>4,665,251</u>	<u>4,623,096</u>	<u>2,002,953</u>
Fund Total	<u><u>13,011,348</u></u>	<u><u>11,176,758</u></u>	<u><u>14,105,786</u></u>	<u><u>14,231,481</u></u>	<u><u>12,599,870</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	236,324	234,572	234,572	234,572	249,880
Supplies & Materials	6,192	5,397	5,307	5,307	5,853
Services & Maintenance	39,794	41,919	43,684	43,684	48,650
Capital Equipment	1,505	4,790	11,590	11,590	0
Internal Services	<u>23,935</u>	<u>26,759</u>	<u>26,759</u>	<u>26,759</u>	<u>16,614</u>
Subtotal	<u>307,750</u>	<u>313,437</u>	<u>321,912</u>	<u>321,912</u>	<u>320,997</u>
Capital Projects	0	0	0	0	0
Cost Allocation	56,329	52,058	52,058	52,508	52,605
Debt Service	0	0	0	0	0
Interfund Transfers	<u>58,348</u>	<u>55,066</u>	<u>55,066</u>	<u>55,066</u>	<u>0</u>
Subtotal	<u>114,677</u>	<u>107,124</u>	<u>107,124</u>	<u>107,124</u>	<u>52,605</u>
Division Total	<u><u>422,427</u></u>	<u><u>420,561</u></u>	<u><u>429,036</u></u>	<u><u>429,036</u></u>	<u><u>373,602</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	36,026	36,644	37,254	37,579	38,322
Total annual tons collected	96,679	94,964	94,011	96,108	99,341
Total annual disposal cost	\$1,418,095	\$1,569,392	\$1,545,039	\$1,664,543	\$1,766,088
Total vehicle accidents per year*	23	28*	1	6	0

Notes to Results Report:

* This includes minor incidents such as windshields, etc.

DIVISION SUMMARY

033-5562 SANITATION / COMMERCIAL COLLECTION

MISSION:

The mission of the Sanitation/Commercial Collection Division is to ensure quality sanitation services to the businesses in the City of Norman.

DESCRIPTION:

The Commercial Section is responsible to collect and dispose of commercial waste from the dumpsters throughout the community and to stay in compliance with all State and Federal regulations.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	13	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>13</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	862,078	824,541	824,541	824,541	878,444
Supplies & Materials	224,597	276,771	228,746	276,225	308,012
Services & Maintenance	18,902	17,570	17,331	18,116	19,757
Capital Equipment	941,176	62,170	62,170	62,170	84,450
Internal Services	169,336	153,385	148,605	153,385	186,729
Subtotal	<u>2,216,089</u>	<u>1,334,437</u>	<u>1,281,393</u>	<u>1,334,437</u>	<u>1,477,392</u>
Capital Projects	0	0	0	0	0
Cost Allocation	225,094	208,007	213,793	208,007	210,181
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>225,094</u>	<u>208,007</u>	<u>213,793</u>	<u>208,007</u>	<u>210,181</u>
Division Total	<u><u>2,441,183</u></u>	<u><u>1,542,444</u></u>	<u><u>1,495,186</u></u>	<u><u>1,542,444</u></u>	<u><u>1,687,573</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
SANITATION / COMMERCIAL COLLECTION**

GOALS:

- To provide a safe, effective and efficient collection system for Commercial Solid waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events
- Provide vehicle accident and personal injury prevention training.
- Continue monitoring the customer base so as to provide effective and efficient Commercial Solid waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,292	2,343	2,394	2,383	2,423
Annual tons collected	43,122	41,399	39,241	39,511	41,344
Annual disposal cost	\$764,984	\$734,334	\$696,135	\$700,530	\$755,355
Reduction of vehicle accidents	8	11	0	4	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	0%	1.8%	0%	.8%	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	279,749	257,487	257,487	257,487	276,842
Supplies & Materials	57,007	55,385	49,573	55,168	78,551
Services & Maintenance	8,311	9,524	8,755	9,741	11,856
Capital Equipment	213,630	0	0	0	0
Internal Services	27,931	23,954	41,139	23,954	41,670
Subtotal	<u>586,627</u>	<u>346,350</u>	<u>356,954</u>	<u>346,350</u>	<u>407,435</u>
Capital Projects	0	0	0	0	0
Cost Allocation	136,283	135,448	148,661	135,448	122,338
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>136,283</u>	<u>135,448</u>	<u>148,661</u>	<u>135,448</u>	<u>122,338</u>
Division Total	<u><u>722,910</u></u>	<u><u>481,798</u></u>	<u><u>505,615</u></u>	<u><u>481,798</u></u>	<u><u>531,257</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	8,747	9,685	8,885	9,620	9,909
vs.					
Compost/mulch generated	8,782	9,058	6,756	8,712	8,793
Savings from landfill (cost avoidance)	\$134,614	\$171,029	\$156,409	\$175,757	\$186,487
Length of time to mature compost	12 mos.	Available Year Round	Available Year Round	Available Year Round	Available Year Round

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

033-5071 SANITATION / FLEET MANAGEMENT

MISSION:

- To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years, and interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	61,108
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	61,108
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	61,108

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	13	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>13</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	708,174	738,287	738,287	738,287	789,032
Supplies & Materials	104,615	125,198	101,149	124,647	150,895
Services & Maintenance	142,588	166,145	166,696	166,696	166,545
Capital Equipment	0	234,990	228,190	228,190	556,000
Internal Services	93,325	75,512	89,412	75,512	149,771
Subtotal	<u>1,048,702</u>	<u>1,340,132</u>	<u>1,323,734</u>	<u>1,333,332</u>	<u>1,812,243</u>
Capital Projects	0	0	0	0	0
Cost Allocation	472,753	436,861	449,019	436,861	441,434
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>472,753</u>	<u>436,861</u>	<u>449,019</u>	<u>436,861</u>	<u>441,434</u>
Division Total	<u><u>1,521,455</u></u>	<u><u>1,776,993</u></u>	<u><u>1,772,753</u></u>	<u><u>1,770,193</u></u>	<u><u>2,253,677</u></u>

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / GREEN WASTE

GOALS:

- To provide a safe, effective and efficient collection system for residential yard waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events
- Provide vehicle accident and injury prevention training.
- Continue monitoring the customer base to provide effective and efficient yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	33,734	34,301	34,860	35,196	35,899
Annual tons collected	4,890	5,489	4,900	5,000	5,500
Saving from landfill (cost avoidance)	\$86,749	\$97,320	\$86,926	\$88,650	\$100,485
Percent hours lost to OJI (hours lost/total hours worked)	.2%	5%	0%	6%	0%
Chargeable vehicle accidents per year	9	7	0	0	0
Reduce average number of complaints per route per year	17	33	5	18	5
Average number of households per route per day	1,125	1,143	1,162	1,173	1,197

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	210,495	209,561	209,561	209,561	225,591
Supplies & Materials	39,197	51,187	32,963	51,187	44,267
Services & Maintenance	884,259	959,740	959,740	959,740	1,109,940
Capital Equipment	22,529	25,000	52,164	52,164	25,000
Internal Services	19,924	19,282	22,287	19,282	20,552
Subtotal	<u>1,176,404</u>	<u>1,264,770</u>	<u>1,276,715</u>	<u>1,291,934</u>	<u>1,425,350</u>
Capital Projects	0	0	0	0	0
Cost Allocation	37,387	34,555	35,514	34,555	34,915
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>37,387</u>	<u>34,555</u>	<u>35,514</u>	<u>34,555</u>	<u>34,915</u>
Division Total	<u><u>1,213,791</u></u>	<u><u>1,299,325</u></u>	<u><u>1,312,229</u></u>	<u><u>1,326,489</u></u>	<u><u>1,460,265</u></u>

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	\$103,357	\$180,306	\$136,249	\$225,401	\$232,163
Revenue earned for set fee of cardboard containers	\$69,442	\$78,077	\$78,077	\$65,970	\$67,949
Total tons of waste recycled (drop centers)	1,785	2,110	2,101	2,190	2,256
Total tons of waste recycled (curbside)	3,555	3,570	4,638	3,374	3,475
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	170	193	185	170	175
Aluminum	18	22	20	22	23
Steel Cans	26	28	28	32	33
Plastic	103	107	109	117	121
Cardboard	1,185	1,500	1,502	1,595	1,643
Newspaper	225	200	194	175	180
Mixed Office Paper	57	61	62	80	82
Savings of landfill cost avoidance (drop centers)	\$34,640	\$37,439	\$38,385	\$39,917	\$42,458
Savings of landfill cost avoidance (curbside)	\$53,775	\$61,913	\$82,278	\$61,643	\$65,400

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	874,205	741,107	741,107	741,107	791,576
Supplies & Materials	280,441	361,159	297,935	358,659	365,515
Services & Maintenance	41,111	13,165	16,865	16,865	13,365
Capital Equipment	1,021,857	112,500	112,500	112,500	418,060
Internal Services	367,708	319,015	326,280	319,015	227,566
Subtotal	<u>2,585,321</u>	<u>1,546,946</u>	<u>1,494,687</u>	<u>1,548,146</u>	<u>1,816,082</u>
Capital Projects	0	0	0	0	0
Cost Allocation	277,708	256,629	263,772	256,629	259,316
Debt Service	0	0	0	0	0
Interfund Transfers		0	0	0	0
Subtotal	<u>277,708</u>	<u>256,629</u>	<u>263,772</u>	<u>256,629</u>	<u>259,316</u>
Division Total	<u><u>2,863,029</u></u>	<u><u>1,803,575</u></u>	<u><u>1,758,459</u></u>	<u><u>1,804,775</u></u>	<u><u>2,075,398</u></u>

**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 accident and personal injury prevention training.
- Continue monitoring the customer base to provide effective and efficient Residential Solid Waste collection.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	33,734	34,301	34,860	35,196	35,899
Annual tons collected	27,855	28,144	26,745	28,263	28,546
Annual disposal cost	\$494,148	\$498,993	\$474,456	\$501,103	\$521,535
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0%	0%
Chargeable vehicle accidents per year	6	10	1	2	0
Reduce average number of complaints per route per year	72	61	30	52	30
Average number of households per route per day	843	858	872	880	897

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-5563 SANITATION / WASTE DISPOSAL

MISSION:

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

DESCRIPTION:

The Transfer Station Section is responsible for maintaining the Transfer facility, weighing loads and transporting municipal solid waste to the landfill within 48 hours from the time of the receipt of the municipal solid waste.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	577,987	541,236	541,236	541,236	579,058
Supplies & Materials	305,670	325,026	255,242	325,586	367,036
Services & Maintenance	1,608,106	1,861,299	1,859,233	1,859,233	1,855,999
Capital Equipment	114,849	607,871	607,871	607,871	338,800
Internal Services	116,174	98,348	121,558	98,348	133,933
Subtotal	<u>2,722,786</u>	<u>3,433,780</u>	<u>3,385,140</u>	<u>3,432,274</u>	<u>3,274,826</u>
Capital Projects	0	0	0	0	0
Cost Allocation	112,549	104,001	106,897	104,001	105,089
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>112,549</u>	<u>104,001</u>	<u>106,897</u>	<u>104,001</u>	<u>105,089</u>
Division Total	<u><u>2,835,335</u></u>	<u><u>3,537,781</u></u>	<u><u>3,492,037</u></u>	<u><u>3,536,275</u></u>	<u><u>3,379,915</u></u>

**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 five 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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	91,789	89,475	89,111	91,108	93,841
Disposal Cost	\$1,418,095	\$1,569,392	\$1,545,039	\$1,664,543	\$1,766,088
Quantity of municipal solid waste received at transfer station outside of route collections	3,230	3,251	2,606	2,471	2,545
Miles driven per year (transport trucks)	179,900	175,280	177,590	185,080	190,932

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 12 - FYE 16 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	630,494	0	3,023,240	3,023,240	461,500
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	630,494	0	3,023,240	3,023,240	461,500
Division Total	630,494	0	3,023,240	3,023,240	461,500

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	345,373	314,281	317,231	317,231	315,575
Interfund Transfers	0	0	0	0	0
Subtotal	<u>345,373</u>	<u>314,281</u>	<u>317,231</u>	<u>317,231</u>	<u>315,575</u>
Division Total	<u><u>345,373</u></u>	<u><u>314,281</u></u>	<u><u>317,231</u></u>	<u><u>317,231</u></u>	<u><u>315,575</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	22	20	20	20	20
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>23</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,652,677	1,598,052	1,598,052	1,598,052	1,692,289
Supplies & Materials	173,694	193,867	253,560	252,660	316,187
Services & Maintenance	973,829	952,556	1,002,318	1,003,218	1,002,262
Capital Equipment	31,544	0	0	0	275,000
Internal Services	35,446	29,347	29,347	29,347	52,262
Subtotal	<u>2,867,189</u>	<u>2,773,822</u>	<u>2,883,277</u>	<u>2,883,277</u>	<u>3,338,000</u>
Capital Projects	422,203	1,092,000	4,777,288	3,724,805	230,000
Cost Allocations	1,016,393	1,005,771	1,005,771	1,005,771	900,902
Debt Service	1,682,495	1,658,384	1,658,384	1,658,384	1,644,465
Interfund Transfers	232,818	1,694,595	1,694,595	7,112,715	2,762,298
Subtotal	<u>3,353,909</u>	<u>5,450,750</u>	<u>9,136,038</u>	<u>13,501,675</u>	<u>5,537,665</u>
Fund Total	<u><u>6,221,098</u></u>	<u><u>8,224,572</u></u>	<u><u>12,019,315</u></u>	<u><u>16,384,952</u></u>	<u><u>8,875,665</u></u>

DIVISION 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	323,076	318,008	318,008	318,008	302,263
Supplies & Materials	5,275	8,314	8,750	8,750	7,883
Services & Maintenance	24,018	38,542	27,969	27,969	46,556
Capital Equipment	2,124	0	0	0	0
Internal Services	3,516	3,451	3,451	3,451	2,785
Subtotal	<u>358,009</u>	<u>368,315</u>	<u>358,178</u>	<u>358,178</u>	<u>359,487</u>
Capital Projects	0	0	0	0	0
Cost Allocations	534,395	556,491	556,491	556,491	455,407
Debt Service	0	0	0	0	0
Interfund Transfers	232,818	1,694,595	1,694,595	7,112,715	2,762,298
Subtotal	<u>767,213</u>	<u>2,251,086</u>	<u>2,251,086</u>	<u>7,669,206</u>	<u>3,217,705</u>
Division Total	<u><u>1,125,222</u></u>	<u><u>2,619,401</u></u>	<u><u>2,609,264</u></u>	<u><u>8,027,384</u></u>	<u><u>3,577,192</u></u>

**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.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory analysis.

OBJECTIVES:

- Improve energy conservation through enhanced operator and maintenance input.
- Continue providing safety training for all staff members.
- Provide training for operators and maintenance staff for license upgrades.
- Facilitate cross-training by giving employees time to cross-train in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	6	6	8	8	8
Employees cross-trained	n/a	n/a	n/a	n/a	2

Notes to Results Report:

Water quality is linked to seasonal changes in influent temperatures, pH, dissolved oxygen and aeration basin operation. A proactive approach to process changes will enhance the quality of the effluent.

As the 2011 Energy Project begins, electrical consumption at aeration basin will be reduced by 35% the first year.

DIVISION 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	166,201	150,794	150,794	150,794	161,994
Supplies & Materials	33,130	38,959	99,133	99,133	184,902
Services & Maintenance	351,344	215,159	166,233	166,233	215,159
Capital Equipment	0	0	0	0	200,000
Internal Services	13,053	9,643	9,643	9,643	15,793
Subtotal	563,728	414,555	425,803	425,803	777,848
Capital Projects	0	0	0	0	0
Cost Allocations	67,175	63,366	63,366	63,366	62,423
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	67,175	63,366	63,366	63,366	62,423
Division Total	630,903	477,921	489,169	489,169	840,271

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
WASTEWATER / BIO-SOLIDS**

GOALS:

- To comply with all Environmental Protection Agency’s and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- To increase the number of hours of informal training.
- Train employees on the use of new sludge dewatering equipment.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Note to Results Report:

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

DIVISION SUMMARY

032-5010 WASTEWATER / ENGINEERING

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years, an interfund transfer from the Wastewater Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning in FYE 12, this cost is directly charged to this Wastewater division.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	31,375
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	31,375
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	31,375

DIVISION 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	280,783	277,169	277,169	277,169	289,042
Supplies & Materials	7,078	14,564	14,989	14,989	14,459
Services & Maintenance	117,308	133,549	182,633	182,633	135,052
Capital Equipment	0	0	0	0	0
Internal Services	3,598	3,416	3,416	3,416	4,722
Subtotal	408,766	428,698	478,207	478,207	443,275
Capital Projects	0	0	0	0	0
Cost Allocations	143,351	135,767	135,767	135,767	132,565
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	143,351	135,767	135,767	135,767	132,565
Division Total	552,117	564,465	613,974	613,974	575,840

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
WASTEWATER / ENVIRONMENTAL SECTION**

GOALS:

- Comply with the requirements of the Federal General Pretreatment Regulations at 40 CFR, Part 403.
- Comply with the pretreatment requirements in Part II, Section D of the City’s OPDES Permit.
- Establish programs that will assist citizens in reducing pollutants.
- Recover costs for excessive strength waste, laboratory analysis, and other program expenses.

OBJECTIVES:

- Maintain an up-to-date industrial user database.
- Monitor industrial user compliance with pretreatment regulations.
- Monitor POTW treatment plant influent and effluent for pollutants listed at 40 CFR, Part 122, Appendix D, Tables II and III.
- Administer the Best Management Programs for silver dischargers and fats, oil and grease dischargers.
- Publicize and conduct an annual Household Hazardous Waste Collection event.
- Maintain coordination with Storm Water Program Coordinator to ensure pollution prevention in receiving stream.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Permitted industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	100%	100%	100%	100%	100%
Required licensed food establishments to participate in fats, oil and grease program	100%	100%	100%	100%	100%
Waste silver dischargers to participate in the Silver Program	100%	100%	100%	100%	100%
Revenue collected	\$103,003	\$97,995	\$92,000	\$95,000	\$92,000
Compliance with Oklahoma water quality standards for Norman’s segment of the Canadian River	100%	100%	100%	100%	100%

Notes to Results Report:

- CFR – Code of Federal Regulations
- OPDES – Oklahoma Pollutant Discharge Elimination System
- POTW – Publicly Owned Treatment Works

DIVISION 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	2	2	2	2

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	166,061	157,224	157,224	157,224	168,818
Supplies & Materials	13,100	18,170	21,068	21,068	18,370
Services & Maintenance	2,198	8,840	8,844	8,844	9,640
Capital Equipment	0	0	0	0	1,800
Internal Services	44	10	10	10	0
Subtotal	181,403	184,244	187,146	187,146	198,628
Capital Projects	0	0	0	0	0
Cost Allocations	79,837	73,507	73,507	73,507	73,288
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	79,837	73,507	73,507	73,507	73,288
Division Total	261,240	257,751	260,653	260,653	271,916

**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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percent compliance with QC standards	100%	100%	100%	95.8%	100%
Number of deficiencies on ODEQ annual inspection	0	0	0	0	0

Notes to Results Report:

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

DIVISION SUMMARY

032-5546 WASTEWATER / OPERATIONS & MAINTENANCE

MISSION:

The Operations and Maintenance Division provides support to the Wastewater Treatment Facility by safely performing operational process control and process equipment maintenance tasks as required to protect the City’s facility investments and ensure OPDES (Oklahoma Pollutant Discharge Elimination System) discharge permit compliance.

DESCRIPTION:

Provides safe, efficient, cost effective and proper process operations and equipment maintenance services for the City of Norman’s Wastewater Treatment Facility.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	11	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>12</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>
	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	701,712	694,857	694,857	694,857	738,797
Supplies & Materials	115,112	113,860	109,620	108,720	90,573
Services & Maintenance	478,961	556,466	616,639	617,539	595,855
Capital Equipment	29,420	0	0	0	73,200
Internal Services	15,235	12,827	12,827	12,827	28,962
Subtotal	<u>1,340,439</u>	<u>1,378,010</u>	<u>1,433,943</u>	<u>1,433,943</u>	<u>1,527,387</u>
Capital Projects	0	0	0	0	0
Cost Allocation	191,635	176,640	176,640	176,640	177,219
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>191,635</u>	<u>176,640</u>	<u>176,640</u>	<u>176,640</u>	<u>177,219</u>
Division Total	<u><u>1,532,074</u></u>	<u><u>1,554,650</u></u>	<u><u>1,610,583</u></u>	<u><u>1,610,583</u></u>	<u><u>1,704,606</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
WASTEWATER / OPERATIONS & MAINTENANCE

GOALS:

- Provide operators with on-going process control training.
- Add to overall plant certification credibility.
- Keep excessive utility usage to a minimum.
- Increase efficiency of the work order program.

OBJECTIVES:

- Hold training sessions as needed to review safety, operations, sludge thickening/dewatering, and process control issues.
- Give at least one staff member the opportunity to upgrade ODEQ license.
- Monitor areas of excessive utility usage, and determine how to mediate that situation.
- Train two (2) personnel in the work order program.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters, which include CBOD, TSS, Ammonia, and D.O. total of four (4) parameters each month	100%	100%	100%	100%	100%
Maximum average of daily Kwh's of electrical usage in the biological treatment process	15,000	15,000	15,000	17,000	*17,000
Number of training hours per employee	12	12	12	12	18

Notes to Results Report:

*The addition of the centrifuge operations has added 2,000 kWh to the daily average.

As the 2011 Energy Project begins, electrical consumption at aeration basins will be reduced by 35% in the first year of operation.

ODEQ – Oklahoma Department of Environmental Quality

DMR – Discharge Monitoring Report

CBOD – Carbonaceous Bio-Chemical Oxygen Demand

TSS – Total Suspended Solids

D.O. – Dissolved Oxygen

DIVISION SUMMARY

032 - WASTEWATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Wastewater Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 12 - FYE 16 for a detailed analysis of Wastewater Fund Capital Operations.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	422,203	1,092,000	4,777,288	3,724,805	230,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	422,203	1,092,000	4,777,288	3,724,805	230,000
Division Total	422,203	1,092,000	4,777,288	3,724,805	230,000

DIVISION SUMMARY

032-5549 WASTEWATER / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Wastewater Fund.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	1,682,495	1,658,384	1,658,384	1,658,384	1,644,465
Interfund Transfers	0	0	0	0	0
Subtotal	1,682,495	1,658,384	1,658,384	1,658,384	1,644,465
Division Total	1,682,495	1,658,384	1,658,384	1,658,384	1,644,465

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 466 miles of sanitary sewer mains, sixteen sewage pumping stations, and 10,885 manholes. Personnel are on duty from 8:00 a.m. to midnight Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	25	21	21	21	21
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>25</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,378,371	1,329,477	1,329,477	1,598,052	1,424,413
Supplies & Materials	170,431	199,052	201,723	252,660	202,279
Services & Maintenance	273,772	340,982	485,110	1,003,218	345,065
Capital Equipment	161,041	24,059	30,518	0	77,855
Internal Services	217,525	157,588	163,811	29,347	175,864
Subtotal	<u>2,201,141</u>	<u>2,051,158</u>	<u>2,210,639</u>	<u>2,883,277</u>	<u>2,225,476</u>
Capital Projects	380,148	1,918,265	7,269,720	7,193,720	2,918,000
Cost Allocation	677,631	643,426	643,426	643,426	618,946
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>1,057,779</u>	<u>2,561,691</u>	<u>7,913,146</u>	<u>7,837,146</u>	<u>3,536,946</u>
Fund Total	<u><u>3,258,920</u></u>	<u><u>4,612,849</u></u>	<u><u>10,123,785</u></u>	<u><u>10,042,400</u></u>	<u><u>5,762,422</u></u>

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 466 miles of sanitary sewer mains, sixteen sewage pumping stations, and 10,885 manholes. Personnel are on duty from 8:00 a.m. to midnight Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	24	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>24</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,295,713	1,261,168	1,261,168	1,261,168	1,352,221
Supplies & Materials	168,882	196,719	199,390	199,390	199,624
Services & Maintenance	273,010	338,882	483,010	483,848	342,965
Capital Equipment	161,041	24,059	30,518	30,518	77,855
Internal Services	217,525	157,588	163,811	157,588	175,864
Subtotal	<u>2,116,172</u>	<u>1,978,416</u>	<u>2,137,897</u>	<u>2,132,512</u>	<u>2,148,529</u>
Capital Projects	0	0	0	0	0
Cost Allocation	677,631	643,426	643,426	643,426	618,946
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>677,631</u>	<u>643,426</u>	<u>643,426</u>	<u>643,426</u>	<u>618,946</u>
Division Total	<u><u>2,793,803</u></u>	<u><u>2,621,842</u></u>	<u><u>2,781,323</u></u>	<u><u>2,775,938</u></u>	<u><u>2,767,475</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SEWER MAINTENANCE FUND / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 75% of 12” and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,900,000 feet of sewer main
- CCTV a minimum of 400,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Respond to 95% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.26 hr	.30 hr	.25 hr	.50 hr	.25 hr
Percent hours lost due to OJI per 1,000 hours worked	.003	.005	0	.027	0
Feet of sewer line cleaned	1,406,673	1,553,843	1,900,000	1,500,000	1,900,000
Feet of sewer line roots mechanically removed	89,859	122,738	80,000	94,212	80,000
Feet of sewer pipe treated for roots	105,035	112,657	100,000	108,690	100,000
Feet of sewer pipe CCTV inspected	372,211	433,638	400,000	372,000	400,000
Number of sanitary sewer overflows	55	43	50	50	50
Lift station preventative maintenance hours	5,024 hrs	2,843 hrs	3,200 hrs	2,500 hrs	3,200 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	4,287	662	3,000	4,291	3,000
Number of service requests responded to	361	397	500	457	500

Notes to Results Report:

SSO – Sanitary Sewer Overflows
 OJI – On-the-Job Injuries
 CCTV – Closed Circuit Television

DIVISION SUMMARY

321-5553 UTILITIES INSPECTION

MISSION:

Provide quality control for the City of Norman’s Water and 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	68,200	68,309	68,309	68,309	72,192
Supplies & Materials	1,548	2,333	2,333	2,333	2,655
Services & Maintenance	762	2,100	2,100	2,100	2,100
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	70,510	72,742	72,742	72,742	76,947
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	70,510	72,742	72,742	72,742	76,947

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
SEWER MAINTENANCE FUND / UTILITIES INSPECTION

GOALS:

- To ensure all work is performed and completed in accordance with City of Norman standards and specifications.
- To provide the City of Norman with an efficient and effective water and wastewater distribution system.
- Improve method of informing citizens of pending construction.
- Improve method of tracking customer inquiries.

OBJECTIVES:

- Maintain accurate log of daily activity and construction progress.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Educate and inform public of construction activities through City of Norman website.
- Implement CityWorks into customer inquiry.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	98%	97%	90%	97%	90%
Respond to public requests for information within 4 working hours – 80% of the time	96%	97%	80%	96%	90%

DIVISION SUMMARY

321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

MISSION:

To account for capital projects funded by the Sewer Line Maintenance Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 12 – FYE 16 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	380,148	1,918,265	7,269,720	7,193,720	2,918,000
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	380,148	1,918,265	7,269,720	7,193,720	2,918,000
Division Total	380,148	1,918,265	7,269,720	7,193,720	2,918,000

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	1,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
Capital Projects	2,715,667	3,828,000	12,838,736	12,838,736	11,674,521
Cost Allocations	0	0	0	0	0
Debt Service	8,853	405,264	405,264	405,264	1,570,809
Interfund Transfers	0	0	0	0	0
Subtotal	<u>2,724,520</u>	<u>4,233,264</u>	<u>13,244,000</u>	<u>13,244,000</u>	<u>13,245,330</u>
Fund Total	<u><u>2,724,520</u></u>	<u><u>4,233,264</u></u>	<u><u>13,244,000</u></u>	<u><u>13,244,000</u></u>	<u><u>13,246,330</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	1,243,487	4,154,000	7,170,643	7,170,463	1,342,479
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,740,800	0	0	0	0
Subtotal	<u>3,984,287</u>	<u>4,154,000</u>	<u>7,170,643</u>	<u>7,170,463</u>	<u>1,342,479</u>
Fund Total	<u><u>3,984,287</u></u>	<u><u>4,154,000</u></u>	<u><u>7,170,643</u></u>	<u><u>7,170,463</u></u>	<u><u>1,342,479</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	49	49	49	49	49
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	3,645,440	3,527,776	3,527,776	3,527,776	3,792,158
Supplies & Materials	1,247,288	1,656,391	1,838,207	1,840,577	1,679,998
Services & Maintenance	1,988,971	2,606,651	2,714,551	2,712,181	2,739,294
Capital Equipment	156,897	267,939	315,322	315,322	370,345
Internal Services	346,410	223,000	223,000	223,000	247,647
Subtotal	<u>7,385,006</u>	<u>8,281,757</u>	<u>8,618,856</u>	<u>8,618,856</u>	<u>8,829,442</u>
Capital Projects	10,295,800	2,494,948	28,521,871	23,259,890	8,705,951
Cost Allocations	1,597,391	1,479,364	1,479,364	1,479,364	1,539,147
Debt Service	1,815,455	2,624,924	2,645,601	2,645,601	2,616,483
Interfund Transfers	398,933	731,893	731,893	715,412	728,903
Subtotal	<u>14,107,579</u>	<u>7,331,129</u>	<u>33,378,729</u>	<u>28,100,267</u>	<u>13,590,484</u>
Fund Total	<u><u>21,492,585</u></u>	<u><u>15,612,886</u></u>	<u><u>41,997,585</u></u>	<u><u>36,719,123</u></u>	<u><u>22,419,926</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	617,096	603,595	603,595	603,595	638,414
Supplies & Materials	4,665	10,297	10,896	10,896	10,047
Services & Maintenance	36,175	47,306	48,055	48,055	47,362
Capital Equipment	3,629	31,150	31,150	31,150	0
Internal Services	11,972	10,664	10,664	10,664	14,731
Subtotal	673,536	703,012	704,360	704,360	710,554
Capital Projects	0	0	0	0	0
Cost Allocation	157,376	144,959	144,959	144,959	152,452
Debt Service	0	0	0	0	0
Interfund Transfers	398,933	731,893	731,893	715,412	728,903
Subtotal	556,309	876,852	876,852	860,371	881,355
Division Total	1,229,845	1,579,864	1,581,212	1,564,731	1,591,909

Note:

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

DIVISION SUMMARY

031-5010 WATER / ENGINEERING

MISSION:

To provide quality utility service to our customers in the most efficient and professional manner possible.

DESCRIPTION:

In previous years, an Interfund transfer from the Water Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning FYE 12, this cost is directly charged to this Water division.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	31,375
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	31,375
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	31,375

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	*41,783	41,527	41,527	41,527	44,606
Supplies & Materials	1,246	1,400	1,400	1,400	1,400
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	43,030	42,927	42,927	42,927	46,006
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	43,030	42,927	42,927	42,927	46,006

*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-built and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Provide support to GIS and Utilities applications, particularly CityWorks work order management system.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	55%	50%	60%	50%	50%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Complete all custom requests for model runs or information within 1 week or by specified deadline	100%	100%	99%	99%	99%
Provide technical support to assist line maintenance staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:
GIS – Geographic Information Systems

DIVISION SUMMARY

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operating and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	223,830	218,665	218,665	218,665	229,890
Supplies & Materials	1,927	3,949	6,154	6,154	3,730
Services & Maintenance	66,346	85,165	83,095	83,095	76,342
Capital Equipment	0	2,395	2,395	2,395	5,400
Internal Services	3,449	3,109	3,109	3,109	3,942
Subtotal	<u>295,552</u>	<u>313,283</u>	<u>313,418</u>	<u>313,418</u>	<u>319,304</u>
Capital Projects	0	0	0	0	0
Cost Allocation	94,431	86,976	86,976	86,976	91,471
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>94,431</u>	<u>86,976</u>	<u>86,976</u>	<u>86,976</u>	<u>91,471</u>
Division Total	<u><u>389,983</u></u>	<u><u>400,259</u></u>	<u><u>400,394</u></u>	<u><u>400,394</u></u>	<u><u>410,775</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
WATER / LINE MAINTENANCE ADMINISTRATION

GOALS:

- Manage the water and sewer maintenance sections in such a manner as to provide optimum services to the citizens of Norman.
- Arrange for annual training of all Division personnel to ensure compliance with State of Oklahoma licensing procedures and statutes.
- Adhere to state and federal guidelines for data collection and reporting.
- Publish annual CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman within established deadline.
- Process all Division-received invoices within 3 working days of receipt.
- Complete capital projects within the fiscal year
- Manage the history of maintenance, repairs, and customer service requests utilizing the CityWorks asset management program of the City.
- Continue to place a great emphasis on the proper management of its water and sewer system network.

OBJECTIVES:

- Provide adequate training for all personnel.
- Provide efficient and effective assistance to citizens in resolving complaints.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines
- Collect and arrange data monthly for annual published report.
- Process all invoices when received to meet payment authorization schedule.
- Maintain an organized project meeting schedule to review the status of all Line Maintenance Division capital projects.
- Process all daily work report data utilizing work order system through the CityWorks program.
- Reduce lost time due to injuries through monthly safety training meetings.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer complaints handled in 1 day	18	18	20	17	19
% 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	100	90	100	125	125
% of invoices processed for payment authorization within 1 day of receipt	100%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
Total division training hours	1,170	1,100	1,200	1,200	1,200
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	n/a	100%	100%	90%	90%

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 536 miles of water lines and associated 5,158 fire hydrants and 7,976 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 36,217 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	25	25	25	25	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	1,555,657	1,524,934	1,524,934	1,524,934	1,648,755
Supplies & Materials	375,510	412,536	421,973	421,973	419,045
Services & Maintenance	62,225	58,756	59,076	59,076	58,756
Capital Equipment	100,341	179,323	206,858	206,858	180,085
Internal Services	282,826	176,182	176,182	176,182	137,658
Subtotal	<u>2,376,558</u>	<u>2,351,731</u>	<u>2,389,023</u>	<u>2,389,023</u>	<u>2,444,299</u>
Capital Projects	11,947	0	0	0	0
Cost Allocation	787,228	725,084	725,084	725,084	762,552
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>799,175</u>	<u>725,084</u>	<u>725,084</u>	<u>725,084</u>	<u>762,552</u>
Division Total	<u><u>3,175,733</u></u>	<u><u>3,076,815</u></u>	<u><u>3,114,107</u></u>	<u><u>3,114,107</u></u>	<u><u>3,206,851</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS
WATER / LINE MAINTENANCE**

GOALS:

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City’s infrastructure.
- Implement residential Automatic Meter Reading (AMR) water meter installation.
- Maintain a comprehensive valve and fire hydrant maintenance program.
- Provide a stable and safe working environment.
- Expedient and quality installation of materials necessary to provide quality service to the citizens we serve.

OBJECTIVES:

- Minimize disruptions in customer service, by effectively maintaining the water distribution system, water towers, and fire hydrants.
- Respond to customer service requests within 30 minutes during business hours.
- Install new meters and services in an expedient and efficient manner. (National benchmark is 15.6 hours per set; City of Norman is less than 12 hours).
- Respond to 95% of Oklahoma One-Call System, Inc. locate calls for contractors and citizens of Norman within 48 hours.
- Install 600 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 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	1.97 hours	1.95 hours	2.30 hours	2.30 hours	2.30 hours
Number of AMR meters installed	546	539	600	600	600
Service calls completed	4,346	4,313	4,300	4,300	4,000
Number of locates completed	3,589	3,757	3,500	3,600	3,600
Number of valves exercised	1,368	1,883	2,000	2,000	2,000
Percent hours lost to OJI per 1,000 hours worked	3.26%	0%	2%	.01%	0.01%
Fire hydrants maintained	1,290	4,193	4,300	5,100	5,100
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	3,490 ft	5,070 ft	4,155 ft	4,155 ft	4,560 ft
Feet of “hot soils” (corrosive soils) pipe replaced	5,055 ft	4,634 ft	2,745 ft	3,445 ft	2,550 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	287,892	278,042	278,042	278,042	295,668
Supplies & Materials	3,905	4,851	5,571	5,571	4,899
Services & Maintenance	629,576	38,372	40,912	40,912	42,363
Capital Equipment	8,712	0	0	0	5,400
Internal Services	42,529	26,836	26,836	26,836	87,226
Subtotal	<u>972,614</u>	<u>348,101</u>	<u>351,361</u>	<u>351,361</u>	<u>435,556</u>
Capital Projects	0	0	0	0	0
Cost Allocation	558,356	522,345	522,345	522,345	532,672
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>558,356</u>	<u>522,345</u>	<u>522,345</u>	<u>522,345</u>	<u>532,672</u>
Division Total	<u><u>1,530,970</u></u>	<u><u>870,446</u></u>	<u><u>873,706</u></u>	<u><u>873,706</u></u>	<u><u>968,228</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**
WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Total hours lost to OJI (safety)	24	374	0	35.5	0
Safety training sessions held (safety)	13	12	12	6	12
Tours conducted (public education)	7	16	9	6	9
Number of people on tours	129	232	120	124	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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	109,330	106,733	106,733	106,733	105,963
Supplies & Materials	44,057	36,512	36,614	36,614	37,580
Services & Maintenance	48,766	32,715	34,330	34,330	33,435
Capital Equipment	27,971	7,000	7,000	7,000	0
Internal Services	2,173	2,609	2,609	2,609	329
Subtotal	<u>232,297</u>	<u>185,569</u>	<u>187,286</u>	<u>187,286</u>	<u>177,307</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>232,297</u></u>	<u><u>185,569</u></u>	<u><u>187,286</u></u>	<u><u>187,286</u></u>	<u><u>177,307</u></u>

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Evaluate and carry out new chemical and bacterial testing regulations.
- Respond to customer complaints and inquiries in a professional and timely manner.

OBJECTIVES:

- Bacteriological Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples and submit them to a laboratory for analysis in the requested time frame.
- Submit all data to regulatory agencies on time.
- Read published information on upcoming regulations and relevant research.
- Fully document all complaints and inquiries in writing and respond to each situation appropriately.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	100%	100%	100%	99%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	98%	98%	100%	100%	100%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	0	14	0	0	0
WTP and Water Well sample collection	100%	100%	100%	98%	100%

Notes to Results Report:

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

DIVISION SUMMARY

031-5534 WATER / TREATMENT PLANT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	666,982	657,549	657,549	657,549	677,381
Supplies & Materials	789,006	1,107,446	1,270,101	1,270,101	1,123,833
Services & Maintenance	1,020,884	1,870,978	1,972,968	1,972,968	1,853,288
Capital Equipment	9,115	0	0	0	152,460
Internal Services	1,134	966	966	966	503
Subtotal	2,487,121	3,636,939	3,901,584	3,901,584	3,807,465
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	2,487,121	3,636,939	3,901,584	3,901,584	3,807,465

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT

GOALS:

- Provide the City with safe, clean water.
- Operate the water plant and water wells to meet demand and maximize water quality.
- Maintain the water plant in good operating condition.

OBJECTIVES:

- Maintain tap turbidity below 0.10 NTU.
- Work with contractor to keep plant operational as much as possible during plant expansion construction.
- Operate the water production facilities to meet water demand.
- Continue use of maintenance database to capture more of the maintenance activities.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 11 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)**	88.58%	88.89%	95%	25.55%	100%
Percent of bacterial water samples passing (quality)	99.82%	99.67%	99.5%	99.84%	99.5%
Number of complaints on water quality or pressure	31	94	80	95	80
Water production, million gallons per day*					
Average day	12.42	11.78	13.50	13.32	14.00
Maximum day	23.28	22.12	29.92	22.24	28.00

Notes to Results Report:

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

**NTU, or Nephelometer 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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	1	1	1	1	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	0

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	101,273	96,731	96,731	96,731	120,106
Supplies & Materials	26,973	79,400	85,498	85,498	79,464
Services & Maintenance	124,253	472,700	475,456	475,456	627,089
Capital Equipment	7,130	48,071	67,919	67,919	27,000
Internal Services	2,327	2,634	2,634	2,634	3,258
Subtotal	261,956	699,536	728,238	728,238	856,917
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	261,956	699,536	728,238	728,238	856,917

**DIVISION SERVICE EFFORTS
AND ACCOMPLISHMENTS**

WATER / WATER WELLS

GOALS:

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

OBJECTIVES:

- Continue to use the maintenance database to track routine and emergency maintenance work.
- Perform all scheduled maintenance the same week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 09 ACTUAL	FYE 10 ACTUAL	FYE 11 PLAN	FYE 12 ESTIMATE	FYE 12 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	86%	96%	90%	95%	90%
Percentage of time well production is in the “target” range	1.37%	29%	90%	21.9%	90%

Notes to Results Reports:

“Target range” for well production are goals designed to both reduce the amount we exceed the allocation of water from Lake Thunderbird and minimize the amount of water purchased from Oklahoma City. The target is to achieve at least 4.0 MGD from the well field all year round, and more in the peak demand period, if possible. “Target range” operation was not in effect until March 2009. Target was changed in January 2010 based on new information to the 4.0 MGD average.

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 12 - FYE 16 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	10,295,800	2,494,948	28,521,871	23,259,890	8,705,951
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	10,295,800	2,494,948	28,521,871	23,259,890	8,705,951
Division Total	10,295,800	2,494,948	28,521,871	23,259,890	8,705,951

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	1,815,455	2,624,924	2,645,601	2,645,601	2,616,483
Interfund Transfers	0	0	0	0	0
Subtotal	<u>1,815,455</u>	<u>2,624,924</u>	<u>2,645,601</u>	<u>2,645,601</u>	<u>2,616,483</u>
Division Total	<u><u>1,815,455</u></u>	<u><u>2,624,924</u></u>	<u><u>2,645,601</u></u>	<u><u>2,645,601</u></u>	<u><u>2,616,483</u></u>

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	26	659	659	659	659
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	26	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	26	659	659	659	659

**Internal Service
Fund**

INTERNAL SERVICE FUNDS

The Internal Service Funds account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

DEPARTMENT SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

To administer an effective citywide Risk Management program that assists departments in developing employees motivated to work safely in a safe environment.

DESCRIPTION:

The Risk Management / Insurance Fund accounts for health insurance claims against the City including judgments and claims, workers' compensation and unemployment compensation.

Beginning in FYE 12, this function becomes Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	880,800
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	13,144,961
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	14,025,761
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	0	0	0	0	14,025,761

DIVISION SUMMARY

043-3005 HEALTH INSURANCE

MISSION:

Account for and monitor all expenditures related to employee health insurance.

DESCRIPTION:

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

Beginning in FYE 12, this function becomes a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	86,390
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	11,161,590
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,247,980</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>11,247,980</u></u>

DIVISION SUMMARY

043-2251 JUDGMENTS AND CLAIMS

MISSION:

Account for and monitor all expenditures related to judgments and claims.

DESCRIPTION:

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

Beginning in FYE 12, this function becomes a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	870,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	870,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	870,000

DIVISION SUMMARY

043-3004 – RISK MANAGEMENT ADMINISTRATION

MISSION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

DESCRIPTION:

To develop, implement and administer insurance and occupational health and safety programs that affect City employees and other assets.

Beginning in FYE 12, this function becomes a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	250,789
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	117,871
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	368,660
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	368,660

DIVISION SUMMARY

043-3003 - UNEMPLOYMENT COMPENSATION

MISSION:

To account for and monitor all unemployment compensation related expenditures.

DESCRIPTION:

An account established to record all unemployment compensation related expenditures throughout the fiscal year. The expenditures consist of unemployment benefits paid to separated City employees.

Beginning in FYE 12, this function becomes a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund, an internal service proprietary fund.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	38,621
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	500
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	39,121
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	39,121

DIVISION SUMMARY

043-3002 WORKERS' COMPENSATION

MISSION:

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

DESCRIPTION:

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

Beginning in FYE 12, this function becomes a division of Fund 43 – Risk Management / Insurance Fund, an internal service proprietary fund.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	505,000
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	995,000
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	1,500,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	1,500,000

Capital Projects Funds

CAPITAL PROJECTS FUND

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

FUND SUMMARY

TOTAL CAPITAL PROJECTS FUND (50)

MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent (\$.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 12 - FYE 16 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	558,248	482,210	482,210	482,210	836,956
Supplies & Materials	0	0	0	0	0
Services & Maintenance	15,347	0	0	0	16,000
Capital Equipment	0	0	0	0	0
Internal Services	375	368	368	368	375
Subtotal	<u>573,969</u>	<u>482,578</u>	<u>482,578</u>	<u>482,578</u>	<u>853,331</u>
Capital Projects	15,266,719	17,109,890	36,002,480	36,246,513	11,044,021
Cost Allocations	0	0	0	223,421	0
Debt Service	0	223,421	223,421	0	0
Interfund Transfers	2,844,433	3,549,577	4,385,306	5,327,932	2,895,912
Subtotal	<u>18,111,152</u>	<u>20,882,888</u>	<u>40,611,207</u>	<u>41,797,866</u>	<u>13,939,933</u>
Fund Total	<u><u>18,685,121</u></u>	<u><u>21,365,466</u></u>	<u><u>41,093,785</u></u>	<u><u>42,280,444</u></u>	<u><u>14,793,264</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	558,248	482,210	482,210	482,210	661,962
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	375	368	368	368	375
Subtotal	<u>558,623</u>	<u>482,578</u>	<u>482,578</u>	<u>482,578</u>	<u>662,337</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Division Total	<u><u>558,623</u></u>	<u><u>482,578</u></u>	<u><u>482,578</u></u>	<u><u>482,578</u></u>	<u><u>662,337</u></u>

DIVISION SUMMARY

050-2030 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

MISSION:

The mission of this Division is to account for the Facility Maintenance Superintendent who manages existing facility and maintenance projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Facility Maintenance Superintendent who manages Capital Projects .

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	81,447
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	81,447
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	81,447

DIVISION SUMMARY

050-7070 CAPITAL PROJECTS / PARKS PERSONNEL

MISSION:

The mission of this Division is to account for two (2) Parks Personnel who manage park related capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Parks Personnel who manage Capital Projects.

PERSONNEL:

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

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	93,547
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	93,547
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	93,547

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 12 - FYE 16 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	15,266,719	17,109,890	36,002,480	36,246,513	11,044,021
Cost Allocations	0	0	0	0	0
Debt Service	0	223,421	223,421	223,421	0
Interfund Transfers	2,844,433	3,549,577	4,385,306	5,327,932	2,895,912
Subtotal	<u>18,111,152</u>	<u>20,882,888</u>	<u>40,611,207</u>	<u>41,797,866</u>	<u>13,939,933</u>
Division Total	<u><u>18,111,152</u></u>	<u><u>20,882,888</u></u>	<u><u>40,611,207</u></u>	<u><u>41,797,866</u></u>	<u><u>13,939,933</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	25,178	25,178	0
Subtotal	<u>0</u>	<u>0</u>	<u>25,178</u>	<u>25,178</u>	<u>0</u>
Fund Total	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>25,178</u></u>	<u><u>25,178</u></u>	<u><u>0</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	9,972	0	9,971
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>9,972</u>	<u>0</u>	<u>9,971</u>
Capital Projects	1,489,118	820,000	2,168,930	1,417,057	3,402,000
Cost Allocations	0	0	0	0	0
Debt Service	112,487	943,650	171,528	943,650	943,650
Interfund Transfers	0	0	34,538	0	0
Subtotal	<u>1,601,605</u>	<u>1,763,650</u>	<u>2,374,996</u>	<u>2,360,707</u>	<u>4,345,650</u>
Fund Total	<u><u>1,601,605</u></u>	<u><u>1,763,650</u></u>	<u><u>2,384,968</u></u>	<u><u>2,360,707</u></u>	<u><u>4,355,621</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	75,380	107,800	694,846	694,846	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	<u>75,380</u>	<u>107,800</u>	<u>694,846</u>	<u>694,846</u>	<u>0</u>
Fund Total	<u><u>75,380</u></u>	<u><u>107,800</u></u>	<u><u>694,846</u></u>	<u><u>694,846</u></u>	<u><u>0</u></u>

CITY OF NORMAN

**SPECIAL GRANTS FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	022-9813-452	PR0114	36th/Ed Noble Plant Replacements	315	315	0	0	0	0	0	0
	022-9503-435	TR0071	CNG Fastfill Station	945,000	945,000	0	0	0	0	0	0
	022-9503-435	TR0078	CNG Slowfill Station	183,298	183,298	0	0	0	0	0	0
	022-9813-452	PR0119	Griffin HWY Tree Grant	19,096	19,096	0	0	0	0	0	0
	022-9813-452	PR0122	Highway Tree Grant High Meadows	11,050	11,050	0	0	0	0	0	0
	022-9834-452	PR0044	Legacy S Ext/Campus-Duffy	259,495	259,495	0	0	0	0	0	0
10a	022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension		0	56,000	544,000	0	0	0	0
10b	022-9082-431	TR0081	Safe Routes to School- Kennedy	0	0	15,000	180,000	0	0	0	0
TOTAL SPECIAL REVENUE FUND 22 PROJECTS				1,418,254	1,418,254	71,000	724,000	0	0	0	0

CITY OF NORMAN

**CAMPUS CORNER TAX INCREMENT DISTRICT FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	027-9368-431	TF0001	Campus Corner Revitalization	122,350	122,350	0	0	0	0	0	0
TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS				122,350	122,350	0	0	0	0	0	0

CITY OF NORMAN

**WESTWOOD FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond Projected
EXPENDITURES											
<u>CAPITAL PROJECTS - GOLF</u>											
029-	WG		No projects scheduled	0	0	0	0	0	0	0	0
			Subtotal GOLF	0	0	0	0	0	0	0	0
<u>CAPITAL PROJECTS - POOL</u>											
029-	WP		No projects scheduled	0	0	0	0	0	0	0	0
			Subtotal POOL	0	0	0	0	0	0	0	0
TOTAL WESTWOOD PARK FUND 29 PROJECTS				0	0	0	0	0	0	0	0

CITY OF NORMAN

**WATER FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
ARSENIC TREATMENT											
16	031-9345-462	WA0009	Arsenic Related Well Modifications	0	0	0	0	1,410,568	0	0	0
	031-9345-462	WA0253	Arsenic Treatment - Well 31 Arsenic Removal	259,527	259,527	0	0	0	0	0	0
Subtotal Arsenic Treatment Projects				259,527	259,527	0	0	1,410,568	0	0	0
WATER DISTRIBUTION SYSTEM											
	031-9360-462	WA	24" WL (Seg D, SH9-Jenkins)	0	0	0	0	0	0	0	0
	031-9360-462	WA0292	Water Distribution Improvements-Segment F	188,100	188,100	0	0	0	0	0	0
	031-9345-462	WA0307	Water Supply Lines Phase 2 (PayGo) 12" & 16"	0	0	0	0	0	0	0	0
17	031-9360-462	WA	WDSI Segment G	0	0	0	0	0	0	435,000	0
Subtotal Water Distribution System Projects				188,100	188,100	0	0	0	0	435,000	0
WATER TOWERS											
18	031-9354-462	WA0039	Water Tower Maint - Boyd Tower	540,000	540,000	100,000	0	0	0	0	0
19	031-9354-462	WA	Water Tower Maint - Cascade Tower	0	0	0	440,000	0	0	0	0
20	031-9354-462	WA0294	Water Tower Maint - Hall Park	35,000	35,000	0	0	350,000	0	0	0
21	031-9354-462	WA0182	Water Tower Maint - Lindsey Tower	0	0	0	0	200,000	0	0	0
	031-9354-462	WA0040	Water Tower Maint - Robinson Tower	164,000	164,000	0	0	0	0	0	0
22	031-9354-462	WA0293	Water Towers - SW or SE	100,000	100,000	2,700,000	0	0	0	0	0
Subtotal Water Tower Projects				839,000	839,000	2,800,000	440,000	550,000	0	0	0
WATER WELL AND DISTRIBUTION SYSTEM											
	031-9380-462	WA0295	Cleveland County Detention Center Infrastructure	50,000	50,000	0	0	0	0	0	0
	031-9353-462	WA0026	Rebuild Well Houses	25,000	25,000	0	0	0	0	0	0
	031-9939-462	WA0296	Water Well #23 Modifications	15,000	15,000	0	0	0	0	0	0
	031-9345-462	WA0102	Water Well #41	0	0	0	0	0	0	0	0
	031-9345-462	WA0103	Water Well #42	0	0	0	0	0	0	0	0
	031-9345-462	WA0104	Water Well #43	0	0	0	0	0	0	0	0
	031-9353-462	WA0297	Water Well Telemetry	100,000	100,000	0	0	0	0	0	0
	031-9939-462	WA0298	Water Wells (Plugging)	30,000	30,000	0	0	0	0	0	0
	031-9642-462	WA0150	Well Variable Speed Pump Trial	30,000	30,000	0	0	0	0	30,000	0
Subtotal Water Well and Distribution System Projects				250,000	250,000	0	0	0	0	0	0
URBAN SERVICE AREA WATER LINES											
FYE 2011 Lines											
	031-9343-462	WA0151	Flood Ave: Cruce St to Brooks St	25,730	25,730	0	0	0	0	0	0
	031-9343-462	WA0152	Clement St: Flood to end	7,906	7,906	0	0	0	0	7,906	0
	031-9343-462	WA0153	Cruce St: Flood to Chautauqua	28,125	28,125	0	0	0	0	0	0
	031-9343-462	WA0154	Nebraska: Berry to Barbour	39,100	39,100	0	0	0	0	0	0
	031-9343-462	WA0155	Barbour: Iowa to Glenwood	34,375	34,375	0	0	0	0	0	0
FYE 2012 Lines											
	031-9343-462	WA166	Crawford Ave: Ridge Rd to Crystal Cir	0	0	70,000	0	0	0	0	0
	031-9343-462	WA167	Crystal Cir: Porter to end	0	0	42,000	0	0	0	0	0
	031-9343-462	WA168	Falcon Ct: Crawford Ave to end of cul de sac	0	0	27,000	0	0	0	0	0
	031-9343-462	WA169	Skylark: Crawford Ave to end of cul de sac	0	0	27,000	0	0	0	0	0
	031-9343-462	WA170	Wren: Falcon Ct to Skylark	0	0	12,000	0	0	0	0	0
	031-9343-462	WA171	Chandelier Dr: Crystal Cir to Crystal Bend to end	0	0	37,800	0	0	0	0	0
FYE 2013 Lines											
	031-9343-462	WA	High Meadows: 12th NE to Northcliff Ave	0	0	0	76,000	0	0	0	0
	031-9343-462	WA	Westfield: High Meadows to cul-de-sac	0	0	0	12,000	0	0	0	0
	031-9343-462	WA	Wind Hill Rd: High Meadows to cul-de-sac	0	0	0	18,000	0	0	0	0
	031-9343-462	WA	Peach Tree Ln: Glen Oaks Dr to Dalewood Pl	0	0	0	56,000	0	0	0	0
	031-9343-462	WA	Dalewood Pl: Peach Tree Ln to Clearwater	0	0	0	18,000	0	0	0	0
FYE 2014 Lines											
	031-9343-462	WA	Comanche: Porter to Jones	0	0	0	0	56,000	0	0	0
	031-9343-462	WA	Crawford: Main to Comanche	0	0	0	0	16,000	0	0	0
	031-9343-462	WA	Peters: Main to Gray	0	0	0	0	16,000	0	0	0
	031-9343-462	WA	Peters: Main to Eufaula	0	0	0	0	36,000	0	0	0
FYE 2015 Lines											
	031-9343-462	WA	Iowa St: Berry to Flood	0	0	0	0	0	68,000	0	0
	031-9343-462	WA	Barbour: Woods to Iowa	0	0	0	0	0	68,000	0	0
	031-9343-462	WA	Rancho Dr: Alameda to Creston Way	0	0	0	0	0	48,000	0	0
	031-9343-462	WA	Woodsboro Ct: Crossroads to cul de sac	0	0	0	0	0	30,000	0	0
FYE 2016 Lines											
	031-9343-462	WA	Vida Way: N Crawford to Stubbeman	0	0	0	0	0	0	69,000	0
	031-9343-462	WA	Iowa St: Flood to Berry	0	0	0	0	0	0	63,000	0
	031-9343-462	WA	Garfield: Lindsey to Stinson	0	0	0	0	0	0	45,500	0
	031-9343-462	WA	Madison: Pickard to end of cul-de-sac	0	0	0	0	0	0	17,500	0
Subtotal Urban Service Area Water Line Projects				135,236	135,236	215,800	180,000	124,000	214,000	195,000	0
DUCTILE IRON WATER LINES											
	031-9360-462	WA0187	Pendleton Drive Area: Ductile WL Replacement	1,001,700	1,001,700	0	0	0	0	0	0
	031-9360-462	WA0041	Applecreek Apts Ductile Iron Water Line Replacement	215,134	215,134	0	0	0	0	0	0
Subtotal Ductile Iron Water Lines Projects				1,216,834	1,216,834	0	0	0	0	0	0

CITY OF NORMAN

WATER FUND
FYE 12 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
DUCTILE IRON WATER LINES											
	031-9360-462	WA0187	Pendleton Drive Area: Ductile WL Replacement	1,001,700	1,001,700	0	0	0	0	0	0
	031-9360-462	WA0041	Applecreek Apts Ductile Iron Water Line Replacement	215,134	215,134	0	0	0	0	0	0
Subtotal Ductile Iron Water Lines Projects				1,216,834	1,216,834	0	0	0	0	0	0
WATER TREATMENT PLANT											
24	031-	WA	10 PPB Blending at WTP	0	0	0	0	0	0	0	1,722,000
	031-9353-462	WA0027	Upgrade SCADA System	5,059	5,059	0	0	0	0	0	0
	031-9677-462	WA0156	WTP Admin Lighting	41,000	41,000	0	0	0	0	0	0
25	031-9939-284	WA	WTP Expansion Phase 2	0	0	0	16,233,700	0	0	0	0
27	031-9939-462	WA0303	WTP Laboratory Roof and HVAC	31,049	31,049	298,951	0	0	0	0	0
	031-9356-462	WA0188	WTP: SE Ok Prelim Report	118,625	118,625	0	0	0	0	0	0
Subtotal WTP Other Projects				195,733	195,733	298,951	16,233,700	0	0	0	1,722,000
26	031-9939-462	Water Treatment Plant Upgrade Phases 1 & 2									
	WA0132	High Service Line Repair(PayGo)		130,083	130,083	0	0	0	0	0	0
	WB0132	High Service Line Repair (SRF & grant)		1,198,299	1,198,299	0	0	0	0	0	0
	WA0133	Replace Control System (PayGo)		15,516	15,516	0	0	0	0	0	0
	WB0133	Replace Control System(SRF & grant)		234,652	234,652	0	0	0	0	0	0
	WA0272	Taste and Odor (PayGo)		967,032	967,032	0	0	0	0	0	0
	WB0272	Taste and Odor (SRF & grant)		1,389,108	1,389,108	0	0	0	0	0	0
	WA0273	Filters (PayGo)		28,328	28,328	0	0	0	0	0	0
	WB0273	Filters (SRF & grant)		136,289	136,289	0	0	0	0	0	0
	WA0275	Clarifier (PayGo)		68,201	68,201	0	0	0	0	0	0
	WB0275	Clarifier (SRF & Grant)		925,117	925,117	0	0	0	0	0	0
	WA0276	Residuals Upgrade (PayGo)		175,500	175,500	0	0	0	0	0	0
	WA0277	Lime Slakers (PayGo)		32,492	32,492	0	0	0	0	0	0
	WB0277	Lime Slakers (SRF & grant)		816	816	0	0	0	0	0	0
	WA0278	Generator (PayGo)		98,764	98,764	0	0	0	0	0	0
	WB0278	Generator (SRF & grant)		714,499	714,499	0	0	0	0	0	0
	WA0279	Small Clarifiers (PayGo)		0	0	0	0	0	0	0	0
	WA0280	Large Clarifier Repaint (PayGo)		11,469	11,469	0	0	0	0	0	0
	WB0280	Large Clarifier Repaint (SRF & grant)		312,843	312,843	0	0	0	0	0	0
	WA0281	Ammonia Feed (PayGo)		112,500	112,500	0	0	0	0	0	0
	WA0282	Clearwell Repair (PayGo)		0	0	0	0	0	0	0	0
	WA0284	Recarb Basin Rehab (PayGo)		9,946	9,946	0	0	0	0	0	0
	WB0284	Recarb Basin Rehab (SRF & grant)		55,870	55,870	0	0	0	0	0	0
	WA0285	Alum Feed (PayGo)		51,546	51,546	0	0	0	0	0	0
	WB0285	Alum Feed (SRF & grant)		293	293	0	0	0	0	0	0
	WA0286	Chlorine (PayGo)		281,250	281,250	0	0	0	0	0	0
	WA0287	Fluoride (PayGo)		0	0	0	0	0	0	0	0
	WA0288	Chemical Feed Building (PayGo)		28,481	28,481	0	0	0	0	0	0
	WB0288	Chemical Feed Building (SRF & grant)		656,238	656,238	0	0	0	0	0	0
	WA0289	Filter Building (PayGo)		0	0	0	0	0	0	0	0
	WA0290	New Storage Area w/ New Building (PayGo)		34,500	34,500	0	0	0	0	0	0
	WB0291	WTP Phase 1: Improvement (SRF & grant)		49,300	49,300	0	0	0	0	0	0
Subtotal WTP Upgrade Ph 1 & 2				7,718,932	7,718,932	0	0	0	0	0	0
Subtotal Water Treatment Plant Projects				7,914,665	7,914,665	298,951	16,233,700	0	0	0	1,722,000
28	HOT SOILS WATER LINE REPAIR PROGRAM										
FYE 2011 Lines											
	031-9344-462	WA0086	Central Parkway: from NE 12 to end	50,000	50,000	0	0	0	0	0	0
	031-9344-462	WA0087	Newbury Dr: from NE 12th to end	50,000	50,000	0	0	0	0	0	0
FYE 2012 Lines											
	031-9344-462	WA0158	Delancey Dr: From Central Parkway to Newbury Drive	0	0	50,000	0	0	0	0	0
	031-9344-462	WA0159	Inglewood Dr: From Central Parkway to Newbury Drive	0	0	50,000	0	0	0	0	0
FYE 2013 Lines											
	031-9344-462	WA	Sandpiper Ln: Porter to War Bird Dr	0	0	0	48,000	0	0	0	0
	031-9344-462	WA	Oriole Dr: Sandpiper Ln to Wilderness Dr	0	0	0	31,000	0	0	0	0
	031-9344-462	WA	Summer Dr: 22nd Ave NE to Kara Ct	0	0	0	21,000	0	0	0	0
FYE 2014 Lines											
	031-9344-462	WA	Buckingham Dr: 36th NW to Brownwood Ln	0	0	0	0	65,000	0	0	0
	031-9344-462	WA	Brownwood Ln: 36th NW to Buckingham Dr	0	0	0	0	35,000	0	0	0
FYE 2015 Lines											
	031-9344-462	WA	Cimarron Dr: Tropicana to 2804 Cimarron Dr	0	0	0	0	0	50,000	0	0
	031-9344-462	WA	Camela St: Tropicana Ave to Cimarron Dr	0	0	0	0	0	20,000	0	0
	031-9344-462	WA	Knolwood St: Overbrook Dr to 2801 Tropicana Ave	0	0	0	0	0	30,000	0	0
FYE 2016 Lines											
	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock Rd	0	0	0	0	0	0	32,000	0
	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	0	0	0	18,000	0
	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasant Run Rd	0	0	0	0	0	0	50,000	0
OTHER WATER PROJECTS											
	031-9642-462	WA0089	Arc Flash Safety	25,000	25,000	0	0	0	0	0	0
29	031-9987-462	TR0087	Cascade Sidewalk - Legacy Trail	0	0	6,700	0	0	0	0	0

CITY OF NORMAN

**WATER FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
WATER TREATMENT PLANT											
24	031-	WA	10 PPB Blending at WTP	0	0	0	0	0	0	0	1,722,000
		WA0027	Upgrade SCADA System	5,059	5,059	0	0	0	0	0	0
		031-9677-462	WTP Admin Lighting	41,000	41,000	0	0	0	0	0	0
25	031-9939-284	WA	WTP Expansion Phase 2	0	0	0	16,233,700	0	0	0	0
27	031-9939-462	WA0303	WTP Laboratory Roof and HVAC	31,049	31,049	298,951	0	0	0	0	0
		031-9356-462	WTP: SE Ok Prelim Report	118,625	118,625	0	0	0	0	0	0
Subtotal WTP Other Projects				195,733	195,733	298,951	16,233,700	0	0	0	1,722,000
26	031-9939-462	Water Treatment Plant Upgrade Phases 1 & 2									
		WA0132	High Service Line Repair(PayGo)	130,083	130,083	0	0	0	0	0	0
		WB0132	High Service Line Repair (SRF & grant)	1,198,299	1,198,299	0	0	0	0	0	0
		WA0133	Replace Control System (PayGo)	15,516	15,516	0	0	0	0	0	0
		WB0133	Replace Control System(SRF & grant)	234,652	234,652	0	0	0	0	0	0
		WA0272	Taste and Odor (PayGo)	967,032	967,032	0	0	0	0	0	0
		WB0272	Taste and Odor (SRF & grant)	1,389,108	1,389,108	0	0	0	0	0	0
		WA0273	Filters (PayGo)	28,328	28,328	0	0	0	0	0	0
		WB0273	Filters (SRF & grant)	136,289	136,289	0	0	0	0	0	0
		WA0275	Clarifier (PayGo)	68,201	68,201	0	0	0	0	0	0
		WB0275	Clarifier (SRF & Grant)	925,117	925,117	0	0	0	0	0	0
		WA0276	Residuals Upgrade (PayGo)	175,500	175,500	0	0	0	0	0	0
		WA0277	Lime Slakers (PayGo)	32,492	32,492	0	0	0	0	0	0
		WB0277	Lime Slakers (SRF & grant)	816	816	0	0	0	0	0	0
		WA0278	Generator (PayGo)	98,764	98,764	0	0	0	0	0	0
		WB0278	Generator (SRF & grant)	714,499	714,499	0	0	0	0	0	0
		WA0279	Small Clarifiers (PayGo)	0	0	0	0	0	0	0	0
		WA0280	Large Clarifier Repaint (PayGo)	11,469	11,469	0	0	0	0	0	0
		WB0280	Large Clarifier Repaint (SRF & grant)	312,843	312,843	0	0	0	0	0	0
		WA0281	Ammonia Feed (PayGo)	112,500	112,500	0	0	0	0	0	0
		WA0282	Cleanwell Repair (PayGo)	0	0	0	0	0	0	0	0
		WA0284	Recarb Basin Rehab (PayGo)	9,946	9,946	0	0	0	0	0	0
		WB0284	Recarb Basin Rehab (SRF & grant)	55,870	55,870	0	0	0	0	0	0
		WA0285	Alum Feed (PayGo)	51,546	51,546	0	0	0	0	0	0
		WB0285	Alum Feed (SRF & grant)	293	293	0	0	0	0	0	0
		WA0286	Chlorine (PayGo)	281,250	281,250	0	0	0	0	0	0
		WA0287	Fluoride (PayGo)	0	0	0	0	0	0	0	0
		WA0288	Chemical Feed Building (PayGo)	28,481	28,481	0	0	0	0	0	0
		WB0288	Chemical Feed Building (SRF & grant)	656,238	656,238	0	0	0	0	0	0
		WA0289	Filter Building (PayGo)	0	0	0	0	0	0	0	0
		WA0290	New Storage Area w/ New Building (PayGo)	34,500	34,500	0	0	0	0	0	0
		WB0291	WTP Phase 1: Improvement (SRF & grant)	49,300	49,300	0	0	0	0	0	0
Subtotal WTP Upgrade Ph 1 & 2				7,718,932	7,718,932	0	0	0	0	0	0
Subtotal Water Treatment Plant Projects				7,914,665	7,914,665	298,951	16,233,700	0	0	0	1,722,000
28	HOT SOILS WATER LINE REPAIR PROGRAM										
FYE 2011 Lines											
	031-9344-462	WA0086	Central Parkway: from NE 12 to end	50,000	50,000	0	0	0	0	0	0
	031-9344-462	WA0087	Newbury Dr: from NE 12th to end	50,000	50,000	0	0	0	0	0	0
FYE 2012 Lines											
	031-9344-462	WA0158	Delancey Dr: From Central Parkway to Newbury Drive	0	0	50,000	0	0	0	0	0
	031-9344-462	WA0159	Inglewood Dr: From Central Parkway to Newbury Drive	0	0	50,000	0	0	0	0	0
FYE 2013 Lines											
	031-9344-462	WA	Sandpiper Ln: Porter to War Bird Dr	0	0	0	48,000	0	0	0	0
	031-9344-462	WA	Oriole Dr: Sandpiper Ln to Wilderness Dr	0	0	0	31,000	0	0	0	0
	031-9344-462	WA	Summer Dr: 22nd Ave NE to Kara Ct	0	0	0	21,000	0	0	0	0
FYE 2014 Lines											
	031-9344-462	WA	Buckingham Dr: 36th NW to Brownwood Ln	0	0	0	0	65,000	0	0	0
	031-9344-462	WA	Brownwood Ln: 36th NW to Buckingham Dr	0	0	0	0	35,000	0	0	0
FYE 2015 Lines											
	031-9344-462	WA	Cimarron Dr: Tropicana to 2804 Cimarron Dr	0	0	0	0	0	50,000	0	0
	031-9344-462	WA	Camela St: Tropicana Ave to Cimarron Dr	0	0	0	0	0	20,000	0	0
	031-9344-462	WA	Knolwood St: Overbrook Dr to 2801 Tropicana Ave	0	0	0	0	0	30,000	0	0
FYE 2016 Lines											
	031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock Rd	0	0	0	0	0	0	32,000	0
	031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	0	0	0	18,000	0
	031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasant Run Rd	0	0	0	0	0	0	50,000	0
OTHER WATER PROJECTS											
	031-9642-462	WA0089	Arc Flash Safety	25,000	25,000	0	0	0	0	0	0
29	031-9987-462	TR0087	Cascade Sidewalk - Legacy Trail	0	0	6,700	0	0	0	0	0
30	031-	WA	Cedar Lane: 12th SE to Classen Water Line	0	0	0	80,000	0	0	0	0
	031-9540-419	EF1005	Fleet/Line Maintenance Roof Replacement	76,000	76,000	0	0	0	0	0	0
31	031-9683-462	WA0149	Hall Park W/L Replacement	320,868	320,868	125,000	0	0	0	0	0
32	031-9353-462	WA0131	High Pressure Plane Upgrade	229,537	229,537	349,000	0	0	0	0	0
33	031-9360-462	WA0172	Imhoff Waterline	0	0	46,000	0	0	0	0	0
34	031-9365-419	BG0023	Line Maintenance Bay Windows	0	0	6,000	0	0	0	0	0
35	031-9365-419	BG0024	Line Maintenance Generator	0	0	17,500	0	0	0	0	0
	031-9064-462	WA0220	Main E: Carter to 12th NE W/L Relocation	26,895	26,895	0	0	0	0	0	0

CITY OF NORMAN

**WATER FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
36	031-9360-462	WA0173	Master Meters Installation	0	0	250,000	0	0	0	0	0
37	031-9079-431	TR0238	Robinson & 12th NE Water Line Relocation	0	0	110,000	0	0	0	0	0
	031-9225-462	WA0022	Robinson: Northcliff to 24th NE Water Line Replacem	7,926	7,926	0	0	0	0	0	0
	031-9552-431	WA0244	Rock Creek WL Relocation Cost Sharing	175,918	175,918	0	0	0	0	0	0
38	031-9196-462	WA0174	Update Water Supply Plan	0	0	300,000	0	0	0	0	0
39	031-9942-462	WA0175	USGS Study	0	0	150,000	0	0	0	0	0
40	031-9521-462	WA0305	Waterline Replacement: Berry Road	1,567,000	1,567,000	582,000	0	0	0	0	0
41	031-9521-462	WA0306	Waterline Replacement: Flood Avenue	0	0	0	909,000	0	0	0	0
Subtotal Other Water Projects				2,529,144	2,529,144	2,042,200	1,089,000	100,000	100,000	100,000	0
SUBTOTAL PAYGO WATER PROJECTS				13,332,506	13,332,506	5,356,951	17,942,700	2,184,568	314,000	730,000	1,722,000
WATER BOND PROJECTS Series 2006											
	031-9345-462	WB0134	42" Waterline (Segment A, WTP to 24th NE) (Bonds)	75,525	75,525	0	0	0	0	0	0
42	031-9360-462	WB0184	24" Waterline (Seg D,SH 9:24th SW to Jenkins)	268,459	268,459	3,349,000	0	0	0	0	0
	031-9345-462	WB0102	Water Well #41	0	0	0	0	0	0	0	0
	031-9345-462	WB0127	Water Well # 51 to #61 (Design 11 wells)	63,946	63,946	0	0	0	0	0	0
	031-9345-462	WB0107	Water Well #44	1,000	1,000	0	0	0	0	0	0
	031-9345-462	WB0108	Water Well #45	1,000	1,000	0	0	0	0	0	0
	031-9345-462	WB0109	Water Well #46	1,000	1,000	0	0	0	0	0	0
	031-9345-462	WB0110	Water Well #47	13,804	13,804	0	0	0	0	0	0
	031-9345-462	WB0111	Water Well #48	900	900	0	0	0	0	0	0
	031-9345-462	WB0112	Water Well #49	2,724	2,724	0	0	0	0	0	0
	031-9345-462	WB0113	Water Well #50	0	0	0	0	0	0	0	0
	031-9345-462	WB0128	FYE 07 12" Water Line	239,789	239,789	0	0	0	0	0	0
	031-9345-462	WB0114	Water Well #51	116,592	116,592	0	0	0	0	0	0
	031-9345-462	WB0115	Water Well #52	150,135	150,135	0	0	0	0	0	0
	031-9345-462	WB0116	Water Well #53	0	0	0	0	0	0	0	0
	031-9345-462	WB0117	Water Well #54	119,475	119,475	0	0	0	0	0	0
	031-9345-462	WB0118	Water Well #55	123,644	123,644	0	0	0	0	0	0
	031-9345-462	WB0138	Monitor Wells	39,635	39,635	0	0	0	0	0	0
	031-9345-462	WB0119	Water Well #56	130,841	130,841	0	0	0	0	0	0
	031-9345-462	WB0120	Water Well #57	134,998	134,998	0	0	0	0	0	0
	031-9345-462	WB0121	Water Well #58	135,689	135,689	0	0	0	0	0	0
	031-9345-462	WB0122	Water Well #59	135,768	135,768	0	0	0	0	0	0
	031-9345-462	WB0123	Water Well #60	136,057	136,057	0	0	0	0	0	0
	031-9345-462	WB0124	Water Well #61	121,279	121,279	0	0	0	0	0	0
	031-9345-462	WB0139	Monitor Wells #56-61	41,090	41,090	0	0	0	0	0	0
	031-9345-462	WB0140	FYE 08 12" Water Line	1,939,510	1,939,510	0	0	0	0	0	0
	031-9345-462	WB0141	FYE 08 16" Water Line	377,918	377,918	0	0	0	0	0	0
	031-9345-462	WB0185	FYE 10 12" Water Line (Bond)	609,544	609,544	0	0	0	0	0	0
	031-9345-462	WB0186	FYE 10 16" Water Line	759,545	759,545	0	0	0	0	0	0
	031-9345-462	WB0135	Water Well #62	0	0	0	0	0	0	0	0
	031-9345-462	WB0136	Water Well #63	0	0	0	0	0	0	0	0
	031-9345-462	WB0137	Water Well #64	0	0	0	0	0	0	0	0
	031-9356-462	WB0051	WTP Raw Waterline (Phase I)	4,187,518	4,187,518	0	0	0	0	0	0
Subtotal Bond Expenses for 2006 Water Bond Projects				9,927,385	9,927,385	3,349,000	0	0	0	0	0
TOTAL ALL WATER FUND 31 PROJECTS				23,259,891	23,259,891	8,705,951	17,942,700	2,184,568	314,000	730,000	1,722,000

CITY OF NORMAN

**WASTEWATER FUNDS
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	032-9911-432	WW0039	Environmental Services Building Foundation Repair	512	512	0	0	0	0	0	0
	032-9163-432	TR0010	Flood/Acres Intersection Sewer Lines	2,483	2,483	0	0	0	0	0	0
	032-9337-432	WW0042	Wastewater Flow Monitoring	399,229	399,229	0	0	0	0	0	0
	032-9911-432	WW0052	Wastewater SCADA Improvements	1,165,083	1,165,083	0	0	0	0	0	0
46	032-	WW	WWTP AB Diffusers	0	0	0	0	0	270,000	0	0
	032-9677-432	WW0056	WWTP Admin Bldg Lighting	32,000	32,000	0	0	0	0	0	0
	032-9911-432	WW0043	WWTP Aeration Basin Blower VFD	1,038,042	1,038,042	0	0	0	0	0	0
	032-9911-432	WW0044	WWTP Canadian River TMDL/WLA	239,536	239,536	0	0	0	0	0	0
47	032-	WW	WWTP Chlorine Bldg Roof Replacement	0	0	0	0	55,000	0	0	0
48	032-	WW	WWTP Class 'A' Sludge Improvements	0	0	0	0	0	1,078,000	5,390,000	0
	032-9939-432	WW0057	WWTP Dewatered Sludge Storage Basin Roof	31,800	31,800	0	0	0	0	0	0
	032-9363-432	WW0008	WWTP Digester Cover Improvements	40,498	40,498	0	0	0	0	0	0
49	032-9911-432	WW0040	WWTP Digester Gas Storage Sphere	0	0	0	0	0	1,356,000	0	0
	032-9911-432	WW0078	WWTP Effluent Flow Measurement	270	270	0	0	0	0	0	0
	032-9911-432	WW0058	WWTP Effluent Re-Use at Compost Facility	108,000	108,000	0	0	0	0	0	0
50	032-	WW	WWTP Effluent Re-Use System	0	0	0	0	2,595,000	0	0	0
51	032-9911-432	WW0050	WWTP Effluent Truck Wash	0	0	0	275,000	0	0	0	0
52	032-	WW	WWTP MCB Upper Roof	0	0	0	50,000	0	0	0	0
	032-9911-432	WW0046	WWTP Modify Headworks Screw Conveyor	94,403	94,403	0	0	0	0	0	0
	032-9677-432	WW0059	WWTP North & South Digester Control Room Roof Replacem	53,888	53,888	0	0	0	0	0	0
	032-9911-432	WW0047	WWTP North Digester Boiler(s) Replacement	475,947	475,947	0	0	0	0	0	0
53	032-9677-432	WW0066	WWTP North PC Roof	0	0	43,000	0	0	0	0	0
54	032-	WW	WWTP Paint Shop Roof	0	0	0	0	28,000	0	0	0
55	032-9677-432	WW0067	WWTP SHP Bldg Roof	0	0	27,000	0	0	0	0	0
	032-9677-432	WW0061	WWTP Centrifuge Rm Heater	45,597	45,597	0	0	0	0	0	0
56	032-9677-432	WW0068	WWTP Street Lighting	0	0	160,000	0	0	0	0	0
TOTAL WASTEWATER FUND 32 PROJECTS				3,727,288	3,727,288	230,000	325,000	2,678,000	2,704,000	5,390,000	0

CITY OF NORMAN

**SEWER MAINTENANCE FUNDS
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	321-9540-419	EF1005	Fleet/Line Maintenance Roof Replacement	76,000	76,000	0	0	0	0	0	0
60	321-9363-419	BG0023	Line Maintenance Generator	0	0	17,500	0	0	0	0	0
61	321-9365-419	BG0024	Line Maintenance Windows	0	0	6,000	0	0	0	0	0
62	321-9649-432	WW0062	Sewer Maint Royal Oaks Force Main Rehab	20,000	20,000	253,000	0	0	0	0	0
	321-9234-432	WW0063	Sewer Lift Station Rehab 2011: Ashton Grove	30,000	30,000	0	0	0	0	0	0
63	321-9234-432	WW0069	Sewer Lift Station Rehab 2012: Sutton Place	0	0	30,000	0	0	0	0	0
63	321-9234-432	WW	Sewer Lift Station Rehab 2013: Vo Tech	0	0	0	30,000	0	0	0	0
63	321-9234-432	WW	Sewer Lift Station Rehab 2014: Royal Oaks	0	0	0	0	30,000	0	0	0
63	321-9234-432	WW	Sewer Lift Station Rehab 2015: Hall Park South	0	0	0	0	0	30,000	0	0
63	321-9234-432	WW	Sewer Lift Station Rehab 2016 Tecumseh	0	0	0	0	0	0	30,000	0
	321-9338-432	WW0049	Sewer Maint Plan FYE 2009	2,662,351	2,662,351	0	0	0	0	0	0
	321-9338-432	WW0055	Sewer Maint Plan FYE 2010	2,689,104	2,689,104	0	0	0	0	0	0
	321-9338-432	WW0064	Sewer Maint Plan FYE 2011	1,692,265	1,692,265	0	0	0	0	0	0
64	321-9338-432	WW0070	Sewer Maint Plan FYE 2012	0	0	2,511,500	0	0	0	0	0
65	321-9338-432	WW	Sewer Maint Plan FYE 2013	0	0	0	2,788,000	0	0	0	0
66	321-9338-432	WW	Sewer Maint Plan FYE 2014	0	0	0	0	2,788,000	0	0	0
67	321-9338-432	WW	Sewer Maint Plan FYE 2015	0	0	0	0	0	2,788,000	0	0
68	321-9338-432	WW	Sewer Maint Plan FYE 2016	0	0	0	0	0	0	2,788,000	0
69	321-9974-432	WW0248	SS Emergency Repairs #	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0
TOTAL SEWER MAINTENANCE FUND 321 PROJECTS				7,269,720	7,269,720	2,918,000	2,918,000	2,918,000	2,918,000	2,918,000	0

CITY OF NORMAN

**NEW DEVELOPMENT EXCISE FUNDS
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimate	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	322-9048-432	WW0302	Industrial Interceptor	55,412	55,412	0	0	0	0	0	0
	322-9048-432	WW0267	Interceptor/SE Bishop-P2B	1,079,575	1,079,575	0	0	0	0	0	0
	322-9048-432	WW0120	Interceptor/Woodcrest	1,743,667	1,743,667	0	0	0	0	0	0
	322-9048-432	WW0303	Lift Station D Expansion	5,619,842	5,619,832	0	0	0	0	0	0
	322-9048-432	WW0210	Little River Interceptor	240,745	240,745	0	0	0	0	0	0
	322-9048-432	WW0175	Northwest Interceptor	104,461	104,461	0	0	0	0	0	0
	322-9048-432	WW0091	Replace Lift D Force Main	15,696	15,696	0	0	0	0	0	0
	322-9048-432	WW0278	Summit Valley Interceptor	44	44	0	0	0	0	0	0
	322-9048-432	WW0262	Tecumseh Interceptor	151,294	151,294	0	0	0	0	0	0
74	322-9048-432	WW0065	WWTP Improvements (South) Phase 2	3,828,000	3,828,000	11,674,521	0	0	0	0	0
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS				12,838,736	12,838,726	11,674,521	0	0	0	0	0

CITY OF NORMAN

**SEWER SALES TAX FUNDS
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
		323-9048-432	WW0302 Industrial Interceptor	40,204	40,204	0	0	0	0	0	0
		323-9048-432	WW0267 Interceptor/SE Bishop-P2B	1,453,464	1,453,464	0	0	0	0	0	0
		323-9048-432	WW0303 Lift Station D Expansion	177,841	177,841	0	0	0	0	0	0
		323-9048-432	WW0210 Little River Interceptor	289,163	289,163	0	0	0	0	0	0
		323-9048-432	WW0275 Lower Westside Interceptor	96,942	96,942	0	0	0	0	0	0
		323-9048-432	WW0175 Northwest Interceptor	479,897	479,897	0	0	0	0	0	0
		323-9048-432	WW0091 Replace Lift D Force Main	18,753	18,753	0	0	0	0	0	0
		323-9048-432	WW0262 Tecumseh Interceptor	342,694	342,694	0	0	0	0	0	0
		323-9048-432	WW0189 Vo Tech Interceptor	5,745	5,745	0	0	0	0	0	0
78		323-9048-432	WW0065 WWTP Improvements (South) Phase 2	4,154,000	4,154,000	1,342,479	0	0	0	0	0
		323-9976-432	WW0252 WWTP Sludge Handling Facilities	111,940	111,940	0	0	0	0	0	0
TOTAL SEWER SALES TAX FUND 323 PROJECTS				7,170,643	7,170,643	1,342,479	0	0	0	0	0

CITY OF NORMAN

**SANITATION FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	033-9975-432	SA0004	Campus Corner Compactors	41,010	41,010	0	0	0	0	0	0
82	033-9975-432	SA0009	Container Maintenance Facility	0	0	400,000					0
	033-9975-432	SA0008	Cottages of Norman Compactors	3,177	3,177	0	0	0	0	0	0
83	033-	SA	Material Recovery Facility		0	0		1,000,000			0
84	033-9975-432	SA0010	Recycling Center for East Norman		0	61,500	0	0	0	0	0
	033-9975-432	SA0006	Recycling Center Fairgrounds	80	80	0	0	0	0	0	0
	033-9975-432	SA0007	Roof Repair 1317 DaVinci	100	100	0	0	0	0	0	0
	033-9975-432	SA0002	Transfer Station Expansion	2,720,123	2,720,123	0	0	0	0	0	0
	033-9975-432	SA0005	Transfer Station Renovation	258,750	258,750	0	0	0	0	0	0
TOTAL SANITATION FUND 33 PROJECTS				3,023,240	3,023,240	461,500	0	1,000,000	0	0	0

CITY OF NORMAN

CAPITAL FUND
FYE 12 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 yrs Projected
EXPENDITURES											
I. CAPITAL OUTLAY 27%											
95	050-3090-419	n.a.	Capital Outlay (Formula) #	3,608,865	3,608,865	2,799,912	3,018,988	3,147,295	3,281,055	3,420,500	0
			**SUBTOTAL CAPITAL OUTLAY	3,608,865	3,608,865	2,799,912	3,018,988	3,147,295	3,281,055	3,420,500	0
II. STREET MAINTENANCE 25%											
	050-9369-431	SC0418	Alley Repair Program FYE 2009	150,000	150,000	0	0	0	0	0	0
	050-9369-431	SC0486	Alley Repair Program FYE 2010	150,000	150,000	0	0	0	0	0	0
96	050-9369-431	SC	Alley Repair Program FYE 2013-2016	0	0	0	190,000	190,000	200,000	200,000	0
			Asphalt Pavement Maintenance FYE07								
	050-9511-431	SC0352	36th NW: Franklin-N Limits	77,094	77,094	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE08								
	050-9511-431	SC0384	Historical House: Peters/Jones	18,105	18,105	0	0	0	0	0	0
	050-9511-431	SC0386	Alameda: Twin Bridges-108th NE	45,708	45,708	0	0	0	0	0	0
	050-9511-431	SC0392	Sussex Pl: 36th NW/W end	0	0	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE09								
	050-9511-431	SC0420	Villa Dr: Alameda-Creston	0	0	0	0	0	0	0	0
	050-9511-431	SC0421	Rancho Dr: Alameda-Creston	0	0	0	0	0	0	0	0
	050-9511-431	SC0422	DaVinci: Pasteur-Fire Sta 7	82,560	82,560	0	0	0	0	0	0
	050-9511-431	SC0423	Alameda Plz:Alameda St-24 NE	37,553	37,553	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE10								
	050-9511-431	SC0450	Asp Ave: Duffy to Boyd	0	0	0	0	0	0	0	0
	050-9511-431	SC0451	Porter: Rock Creek to Tecumseh	45,017	45,017	0	0	0	0	0	0
	050-9511-431	SC0452	Findlay: Acres to Frank	85,000	85,000	0	0	0	0	0	0
	050-9511-431	SC0453	Main: Porter to Carter	160,000	160,000	0	0	0	0	0	0
	050-9511-431	SC0454	48th NE: Rock Creek to Franklin	250,800	250,800	0	0	0	0	0	0
	050-9511-431	SC0455	Alameda Dr: at Porter Intersection	49,717	49,717	0	0	0	0	0	0
	050-9511-431	SC0456	IMS Infrastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0
			Asphalt Pavement Maintenance FYE11								
	050-9511-431	SC0487	60th NE: Alameda to Robinson	104,500	104,500	0	0	0	0	0	0
	050-9511-431	SC0488	Franklin: 48th NW to 60th NW	120,000	120,000	0	0	0	0	0	0
	050-9511-431	SC0489	24th NW: Indian Hills Rd to 1/2 Mile south	50,000	50,000	0	0	0	0	0	0
	050-9511-431	SC0491	Indian Hills Rd: Interstate Drive East to 24th NW	62,000	62,000	0	0	0	0	0	0
	050-9511-431	SC0492	48th NW: Saddleback to Tecumseh	171,172	171,172	0	0	0	0	0	0
	050-9511-431	SC0493	North Porter Gap Paving	44,000	44,000	0	0	0	0	0	0
	050-9511-431	SC0495	Acres: Berry to Flood	25,000	25,000	0	0	0	0	0	0
	050-9511-431	SC0496	IMS Infrastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0
97			Asphalt Pavt Maint FYE 2012								
	050-9511-431	SC0521	Tecumseh: 48 NW - N Interstate Dr West	0	0	82,685	0	0	0	0	0
	050-9511-431	SC0522	Lindsey: Shadowidge Ridge Dr - Ed Noble	0	0	56,938	0	0	0	0	0
	050-9511-431	SC0523	24 NW: Boardwalk to Tee Dr	0	0	20,117	0	0	0	0	0
	050-9511-431	SC0540	IMS	0	0	10,000	0	0	0	0	0
97	050-9511-431	SC	Asphalt Pavt Maint FYE 2013-2016	0	0	0	755,133	783,656	833,877	833,877	0
			Asphalt Paver Patch FYE06								
	050-9692-431	SC0320	24th NW: Franklin-Hwy 77	28,250	28,250	0	0	0	0	0	0
			Asphalt Paver Patch FYE08								
	050-9692-431	SC0394	N Inters: Ed Noble-NW Blvd	46,058	46,058	0	0	0	0	0	0
			Asphalt Paver Patch FYE10								
	050-9692-431	SC0457	36th Ave SW: Main to Western View Dr	75,000	75,000	0	0	0	0	0	0
	050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd	109,324	109,324	0	0	0	0	0	0
	050-9692-431	SC0460	IMS Infrastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0
			Asphalt Paver Patch FYE11								
	050-9692-431	SC0517	108th NE: Alameda to Rock Creek Rd	84,500	84,500	0	0	0	0	0	0
	050-9692-431	SC0518	84th NE: Franklin Rd to Indian Hills Rd	75,000	75,000	0	0	0	0	0	0
	050-9692-431	SC0519	96th NE: Stella Rd to Bethel Rd	71,500	71,500	0	0	0	0	0	0
	050-9692-431	SC0520	IMS: Infrastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0
99			Asphalt Paver Patch FYE 2012								
	050-9692-431	SC0524	Ed Noble Parkway: Main - Lindsey	0	0	185,000	0	0	0	0	185,000
	050-9692-431	SC0525	200-300 Blk Norman Center Court	0	0	46,000	0	0	0	0	0
	050-9692-431	SC0526	3000 Block William Pereira	0	0	30,000	0	0	0	0	0
	050-9692-431	SC0527	IMS	0	0	10,000	0	0	0	0	0
99	050-9692-431	SC	Asphalt Paver Patch FYE 2013-2016	0	0	0	249,000	271,000	271,000	271,000	0
			Concrete Pavement Maintenance FYE08								
	050-9718-431	SC0404	Boyd/Oklahoma/Melissa	111,583	111,583	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE09								
	050-9718-431	SC0433	Brooks: Classen-W of RR	21,580	21,580	0	0	0	0	0	0
	050-9718-431	SC0434	Brooks: Flood-Pickard	12,673	12,673	0	0	0	0	0	0
	050-9718-431	SC0435	Peters: Telstar-Ridge Rd	8,597	8,597	0	0	0	0	0	0
	050-9718-431	SC0436	Brandywine:Canlewood-Beaumont	1,979	1,979	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE10								
	050-9718-431	SC0461	Lahoma: Boyd to Brooks	22,800	22,800	0	0	0	0	0	0
	050-9718-431	SC0462	Regent St: East of Berry Rd	19,000	19,000	0	0	0	0	0	0
	050-9718-431	SC0463	28th Ave NW at Parkway, panel replacement	88,500	88,500	0	0	0	0	0	0
	050-9718-431	SC0464	Crawford Ave: Ridge Rd to Minosa	57,200	57,200	0	0	0	0	0	0
	050-9718-431	SC0465	Barwick Dr: 36th NW to Brookhaven Blvd	6,000	6,000	0	0	0	0	0	0
	050-9718-431	SC0466	Brooks: BNSF to Jenkins	34,300	34,300	0	0	0	0	0	0
	050-9718-431	SC0467	Willow Rock Rd: Crossroads Blvd to Quail Hollow Dr	8,000	8,000	0	0	0	0	0	0
	050-9718-431	SC0468	Pheasant Run: Crossroads Blvd to Quail Hollow Dr	9,200	9,200	0	0	0	0	0	0
			Concrete Pavement Maintenance FYE 2011								
	050-9718-431	SC0497	Dale: Porter to Crawford	30,000	30,000	0	0	0	0	0	0
	050-9718-431	SC0498	Hughbert: Porter to Crawford	30,000	30,000	0	0	0	0	0	0
	050-9718-431	SC0499	Sequoyah Trail: Rock Creek to 9th Ave NE	56,000	56,000	0	0	0	0	0	0
	050-9718-431	SC0500	900 Block Barbour Avenue	30,000	30,000	0	0	0	0	0	0
	050-9718-431	SC0501	1400 Block Lincoln Avenue	10,000	10,000	0	0	0	0	0	0
	050-9718-431	SC0502	Boyd Street: Ponca to Oklahoma	60,000	60,000	0	0	0	0	0	0
	050-9718-431	SC0503	300 Block Overton: Panel Replacement	24,000	24,000	0	0	0	0	0	0
	050-9718-431	SC0504	Westchester: South side at Main Street	30,000	30,000	0	0	0	0	0	0
	050-9718-431	SC0505	IMS: Infrastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0

CITY OF NORMAN

CAPITAL FUND
FYE 12 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 yrs Projected	
EXPENDITURES												
101			Concrete Pavement Maintenance FYE 2012									
	050-9718-431	SC0528	Parsons St. Elm - Chautauqua	0	0	150,000	0	0	0	0	0	
	050-9718-431	SC0529	Hemphill Dr. 24 NW - 26 NW	0	0	120,500	0	0	0	0	0	
	050-9718-431	SC0530	IMS	0	0	10,000	0	0	0	0	0	
101	050-9718-431	SC	Concrete Pavement Maintenance FYE 2013-2016			0	275,500	300,500	300,500	300,500	0	
	050-9051-431	SC0389	Concrete Valley Gutter Project FYE 07	8,015	8,015	0	0	0	0	0	0	
	050-9051-431	SC0438	Concrete Valley Gutter Project FYE 09	43,187	43,187	0	0	0	0	0	0	
	050-9051-431	SC0485	Concrete Valley Gutter Proj FYE 2010	36,527	36,527	0	0	0	0	0	0	
	050-9051-431	SC0506	Concrete Valley Gutter Proj FYE 2011	50,000	50,000	0	0	0	0	0	0	
	050-9051-431	SC0531	Concrete Valley Gutter Proj FYE 2012	0	0	75,000	0	0	0	0	0	
103	050-9051-431	SC	Concrete Valley Gutter Project FYE 2013-2016			0	75,000	75,000	75,000	75,000	0	
103	050-9686-431	SC0470	Crack Seal FYE 2010	155,000	155,000	0	0	0	0	0	0	
	050-9686-431	SC0507	Crack Seal FYE 2011	190,000	190,000	0	0	0	0	0	0	
104	050-9686-431	SC0532	Crack Seal FYE 2012	0	0	200,000	0	0	0	0	0	
104	050-9686-431	SC	Crack Seal FYE 2013-2016			0	200,000	200,000	225,000	225,000	0	
			Force Account Drainage Materials FYE 08									
	050-9906-431	SC0408	Merkle Crk. Crestmont-Big L	39,500	39,500	0	0	0	0	0	0	
	050-9906-431	SC0409	Porter: Alameda-Johnson	0	0	0	0	0	0	0	0	
	050-9906-431	SC0410	Rich: Porter-Crawford	34,800	34,800	0	0	0	0	0	0	
	050-9906-431	SC0411	Boyd&Flood:SW corner inlet	0	0	0	0	0	0	0	0	
			Force Account Drainage Materials FYE 09									
	050-9906-431	SC0440	1806 Lakehurst - Storm sewer Extension	35,000	35,000	0	0	0	0	0	0	
		SC0471-475	Force Account Drainage Materials FYE10									
	050-9906-431	SC0471	Rolling Meadows Place. Storm sewer installation	30,000	30,000	0	0	0	0	0	0	
	050-9906-431	SC0472	Carter Ave. Rich St south	25,000	25,000	0	0	0	0	0	0	
	050-9906-431	SC0473	Imhoff Channel Liner Repair: Frank to Acres	10,000	10,000	0	0	0	0	0	0	
	050-9906-431	SC0474	Pedestrian Hand/Safety Railing Upgrades	10,000	10,000	0	0	0	0	0	0	
			Force Account Drainage Materials FYE 2011									
	050-9906-431	SC0508	Eufaula Street and College Avenue	35,000	35,000	0	0	0	0	0	0	
	050-9906-431	SC0509	Sandpiper Lane	50,000	50,000	0	0	0	0	0	0	
	050-9906-431	SC0510	Yorktown Circle	50,000	50,000	0	0	0	0	0	0	
105			Force Account Drainage Materials FYE 2012									
	050-9906-431	SC0533	Vicksburg Channel Liner Repair	0	0	85,000	0	0	0	0	0	
	050-9906-431	SC0534	Sutton Wilderness Dam Rehab	0	0	50,000	0	0	0	0	0	
105	050-9906-431	SC	Force Account Drainage Materials FYE 2013-2016			0	135,000	135,000	135,000	135,000	0	
			Rural Roads Improvements FYE 09									
	050-9696-431	SC0443	Imhoff: Hwy 9 - 132nd SE	35,141	35,141	0	0	0	0	0	0	
			Rural Roads Improvements FYE 2010									
	050-9696-431	SC0478	72th NE: Indian Hill Rd to Bethel Rd	63,000	63,000	0	0	0	0	0	0	
	050-9696-431	SC0479	168th NE: Rock Creek to Tecumseh	55,000	55,000	0	0	0	0	0	0	
	050-9696-431	SC0483	IMS Infrastructure Data Collection/Testing	4,051	4,051	0	0	0	0	0	0	
			Rural Roads Improvements FYE 2011									
	050-9696-431	SC0511	Bethel Road: 96th NE to 106th NE	82,000	82,000	0	0	0	0	0	0	
	050-9696-431	SC0512	180th NE: North of Franklin 0.5 mile	31,046	31,046	0	0	0	0	0	0	
	050-9696-431	SC0513	60th NE: Robinson to Franklin	242,000	242,000	0	0	0	0	0	0	
	050-9696-431	SC0514	IMS: Infrastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0	
107			Rural Roads Improvements FYE 2012									
	050-9696-431	SC0535	Cedar Ln: 1/2 Mi E of 24 SE - 46 SE	0	0	240,000	0	0	0	0	0	
	050-9696-431	SC0536	Alameda: 168 E - 180 E	0	0	100,000	0	0	0	0	0	
	050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	0	0	30,000	0	0	0	0	0	
	050-9696-431	SC0538	IMS	0	0	10,000	0	0	0	0	0	
107	050-9696-431	SC	Rural Roads Imprvts FYE 2013-2016			0	364,000	380,000	400,000	400,000	0	
			Subtotal Street Maintenance Projects	4,263,527	4,263,527	1,511,240	2,243,633	2,335,156	2,440,377	2,440,377	0	
	050-5090-419	SC-Maint	Transfer to GF - Street & Drainage Labor #	463,328	463,328	0	0	0	0	0	0	
			Subtotal Transfer to GF for Labor	463,328	463,328	0	0	0	0	0	0	
			**SUBTOTAL ALL STREET MAINTENANCE	4,726,855	4,726,855	1,511,240	2,243,633	2,335,156	2,440,377	2,440,377	0	
III. MAINTENANCE OF EXISTING FACILITIES 5%												
108			MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs, special reduction FY2011-2015 for Bldg Maint Needs Project)									
	050-9677-419	EF0132	12th Ave Gym Exterior Painting	34,488	34,488	0	0	0	0	0	0	
	050-9677-419	EF0133	12th Ave Gym Light Replacement	25,562	25,562	0	0	0	0	0	0	
	050-9677-419	EF0096	Andrews Rental Bldg Renov	38,645	38,645	0	0	0	0	0	0	
	050-9677-419	EF0145	Police - Basement break room remodel	0	0	7,500	0	0	0	0	0	
	050-9677-419	EF0120	City Hall Building A Improvements	65,768	65,768	135,000	0	0	0	0	0	
	050-9677-419	EF0146	City Hall Security Improvements	0	0	45,000	0	0	0	0	0	
	050-9677-419	EF0082	East Radio Tower Repair	64	64	0	0	0	0	0	0	
	050-9677-419	EF0134	Fire Station 1 Repair	3,000	3,000	31,000	15,000	0	0	0	0	
	050-9677-419	EF0135	Fire Station 2 Remodel	21,881	21,881	18,000	0	0	0	0	0	
	050-9677-419	EF0147	Fire Station 5 Replace two overhead doors	0	0	4,900	0	0	0	0	0	
	050-9677-419	EF0144	Fire Station 6 Repairs	20,000	20,000	0	0	0	0	0	0	
	050-9677-419	EF	Fire Station 6 Truck Room Painting	0	0	0	4,000	0	0	0	0	
	050-9677-419	EF0122	Firehouse Art Center: Improvements	106,458	106,458	0	0	0	0	0	0	
	050-9677-419	EF0112	Firehouse Art Wtr Dmg Rpr	0	0	0	0	0	0	0	0	
	050-9677-419	EF0100	Griffin Maintenance Bldg Heat/Water	11	11	0	0	0	0	0	0	
	050-9677-419	EF0148	Griffin Park Silo & Mural Repainting	0	0	30,000	0	0	0	0	0	
	050-9677-419	EF0130	HVAC Commissioning	11,900	11,900	0	0	0	0	0	0	
	050-9677-419	EF0129	HWH Replacements	18,125	18,125	0	0	0	0	0	0	
	050-9677-419	EF0039	Lindsey Yard Facility 5 Year Maint Program	0	0	0	0	0	0	0	0	
	050-9677-419	EF0123	Moore-Lindsay Historic House Repairs	123,056	123,056	18,400	51,000	0	0	0	0	
	050-9677-419	EF0124	Park Fence Maintenance	15,000	15,000	15,000	15,000	0	25,000	25,000	0	
	050-9677-419	EF0143	Park Maintenance Fiber Optic Con	7,379	7,379	0	0	0	0	0	0	
	050-9677-419	EF0012	Park Parking Lots & Sidewalks/Maintenance	33,916	33,916	30,000	30,000	30,000	30,000	30,000	0	
	050-9677-419	EF0062	Park Playground Maintenance	6,362	6,362	6,000	6,000	6,000	6,000	6,000	0	
	050-9677-419	EF0136	Police-classroom A Roof & Exterior	19,806	19,806	0	0	0	0	0	0	
	050-9677-419	EF0149	Police-Door Installation at Animal Welfare	0	0	5,800	0	0	0	0	0	
	050-9677-419	EF	Recreation Center Interior Renovations	0	0	0	0	60,000	0	0	0	
	050-9677-419	EF	Roof Replacement at Irving Gym	0	0	0	120,000	0	0	0	0	
	050-9677-419	EF0126	Santa Fe Depot Exterior Paint and Glazing	2,793	2,793	0	0	0	0	0	0	
	050-9677-419	EF	Senior Center Basement & Bathroom: Remodel	0	0	0	75,000	0	0	0	0	
	050-9677-419	EF0137	Senior Center Lower HVAC	40,287	40,287	0	0	0	0	0	0	
	050-9677-419	EF0127	Senior Center Reroofing	1,908	1,908	0	0	0	0	0	0	
	050-9677-419	EF	Senior Center Upper HVAC Replacement	0	0	0	0	30,000	0	0	0	
	050-9677-419	EF0128	Sooner Theatre Improvements	58,500	58,500	175,000	0	0	0	0	0	
	050-9677-419	EF0017	Sports Field Relamping	14,108	14,108	10,000	10,000	10,000	10,000	10,000	0	
	050-9677-419	EF0138	Sutton Park Parking Lot Drainage	10,000	10,000	0	0	0	0	0	0	
	050-9677-419	EF	Three Recreation Center Exterior Paint & Gutters	0	0	0	0	30,000	0	0	0	
	050-9677-419	EF0139	Three Recreation Center Ventilation Repairs	28,608	28,608	0	0	0	0	0	0	
	050-9677-419	EF0024	Training Center AV Cabinet	1,715	1,715	0	0	0	0	0	0	
	050-9677-419	EF0110	Westwood Pro Shop Roof Replacement	1,650	1,650	0	0	0	0	0	0	
	050-9677-419	EF0140	Whittier and Irving Restroom: Repairs	25,000	25,000	0	0	0	0	0	0	
	050-9677-419	EF0111	William Morgan Park Boardwalk Repair	4,237	4,237	0	0	0	0	0	0	
	050-9677-419	EF0150	Fire Station #6 - Restoration & Repairs	0	0	20,000	0	0	0	0	0	

CITY OF NORMAN

CAPITAL FUND
FYE 12 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 yrs Projected	
EXPENDITURES												
	050-9677-419	EF	Fire Station #1 - Installation of Door Openers	0	0	0	0	0	0	0	0	
	050-9677-419	EF0151	Senior Center Elevator Compliance Upgrades	0	0	10,000	0	0	0	0	0	
	050-9677-419	EF0152	Westwood Tennis Center Rooftop HVAC Replacement	0	0	6,000	0	0	0	0	0	
	050-9677-419	EF0153	Police Comm UPS	0	0	78,750	0	0	0	0	0	
	050-9677-419	EF0154	Police Range Safety Wall Repair	0	0	12,000	0	0	0	0	0	
	050-9677-419	EF0020	Maintenance of Existing Facilities Contingency	28,953	28,953	20,000	20,000	20,000	20,000	20,000	0	
	**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			769,200	769,200	678,050	346,000	186,000	91,000	91,000	0	
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO (special reduction 2006-2010 to fund shortfall in 2005 GOB projects)												
TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING												
	050-9079-431	TR0060	12th NE & Tecumseh Road Signal	5,000	5,000	0	0	0	0	0	0	
	050-9170-431	TR0002	12th NE and Moore Drive Signal	1,184	1,184	0	0	0	0	0	0	
	050-9076-431	TR0061	12th SE & Triad Village Signal	45,000	45,000	0	0	0	0	0	0	
109	050-	TR	24th NE Widening: Alameda to Robinson*	0	0	0	0	0	450,000	2,365,850	0	
	050-9079-431	TR0233	24th NW and Boardwalk Signal & Intersection	1,084	1,084	0	0	0	0	0	0	
	050-9076-431	TR0236	24th SE and Meadowood Blvd Signal	10,000	10,000	0	0	0	0	0	0	
110	050-	TR	24th SE Widening - Lindsey to Alameda*	0	0	0	475,000	500,500	2,381,600	0	0	
	050-9079-431	TR0232	38th NW and Brookhollow Signal	36,543	36,543	0	0	0	0	0	0	
	050-9079-431	TR0231	38th NW and Quail Drive Signal	37,500	37,500	0	0	0	0	0	0	
	050-9076-431	TR0228	38th NW and Rock Creek Signal	35,705	35,705	0	0	0	0	0	0	
111	050-9076-431	TR0079	Alameda/Findlay Signal	0	0	15,000	0	0	0	0	0	
112	050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	15,000	15,000	14,310	0	0	0	0	0	
	050-9907-431	TR0007	Alameda: Andover to 1/2 mi E of 24th E	26,414	26,414	0	0	0	0	0	0	
	050-9667-431	TR0058	Boyd/Pickard Intersection	9,002	9,002	0	0	0	0	0	591,600	
113	050-9302-431	TR0016	Bridge Replacement Franklin 1/2 mi W of 12th NW*	152,876	152,876	578,440	250,000	640,000	0	0	0	
114	050-9302-431	TR0062	Bridge Replacement Main 1/2 mi W of 38th SW*	225,860	225,860	535,000	122,000	1,465,000	0	0	0	
115	050-9079-431	TR0235	Cedar Ln: 12th Ave SE to Classen Blvd*	350,630	350,630	0	825,000	475,000	625,855	0	0	
116	050-9076-431	TR0057	Classen Blvd Signals	100,000	100,000	0	200,000	0	0	0	0	
	050-9380-431	TR0070	Cleveland County Detention Center TIA	5,000	5,000	0	0	0	0	0	0	
117	050-9381-431	TR0071	CNG Fastfill Station	228,700	228,700	97,235	0	0	0	0	0	
	050-9381-431	TR0078	CNG Slowfill Station	183,299	183,299	0	0	0	0	0	0	
118	050-9300/9400	TR0047	Downtown Streetscape Improvements	0	0	0	120,000	442,622	0	0	0	
	050-9378-431	SC0448	Design-Federal Stimulus Resurfacing	0	0	0	0	0	0	0	0	
	050-9076-431	TR0077	Flood & Franklin Traffic Signal	58,380	58,380	0	0	0	0	0	0	
	050-9076-431	TR0064	Flood Ave & Venture Drive Signal	15,810	15,810	0	0	0	0	0	30,000	
	050-9376-431	TC0014	One-way/Two-way Frt Study	16,670	16,670	0	0	0	0	0	0	
119	050-9079-431	TR0080	Indian Hills Road Signals	0	0	100,000	200,000	0	0	0	0	
	050-9082-431	TR0072	Longfellow/Jefferson Safe Route to School	214,595	214,595	0	0	0	0	0	0	
	050-9302-431	TR0016	Main Downtown Improvements - Enhancement #	181	181	0	0	0	0	0	0	
	050-9299-431	TR0015	Main Downtown Improvements - Roadway #	408	408	0	0	0	0	0	0	
	050-9081-431	TR0075	Main Street Roadway Lighting Design	50,000	50,000	0	0	0	0	0	0	
	050-9535-431	TR0068	ODOT Audit Adjustments	41,901	41,901	0	0	0	0	0	0	
	050-9076-431	TR0045	Porter and Sandpiper Traffic Signal	5,000	5,000	0	0	0	0	0	0	
120	050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec	104,173	104,173	162,100	0	0	0	0	0	
	050-9165-431	TR0018	Porter: Robinson to Rock Creek	28,737	28,737	0	0	0	0	0	0	
	050-9161-431	TR0019	Railroad Corridor Safety	84,538	84,538	0	0	0	0	0	0	
121	050-9161-431	TR0066	Railroad Quiet Zone	50,000	50,000	0	0	0	1,240,000	0	0	
122	050-9950-433	TR0084	Regional Transit Alternative Analysis Study	0	0	31,000	0	0	0	0	0	
	050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	624,728	624,728	0	0	0	0	0	0	
	050-9166-431	TR0020	Robinson: Brookhaven to 48th NW	957	957	0	0	0	0	0	0	
	050-9225-431	TR0021	Robinson: Northhuff to 24th NE	23,361	23,361	0	0	0	0	0	0	
123	050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	100,000	100,000	0	113,600	0	0	0	0	
	050-9077-431	TR0223	SH 9 & 24th Ave SW Signal/Inters	5,069	5,069	0	0	0	0	0	0	
	050-9079-431	TR0067	SH 9 & Imhoff Intersection Widening	15,800	15,800	0	0	0	0	0	0	
124	050-9067-431	TR0240	SH 9 and 12th SE Signal/Roadway	40,000	40,000	94,400	0	0	0	0	0	
	050-9312-431	TR0026	SH 9 and Berry Road Signal	5,000	5,000	0	0	0	0	0	0	
	050-9688-431	TR0073	SH 9 Multi-modal Path	750,000	750,000	0	0	0	0	0	0	
	050-9076-431	TR0076	State Highway 9 and 38th Ave SE Signal	5,000	5,000	0	0	0	0	0	0	
	050-9664-431	TR0054	Tecumseh & 60th Streets Widening Phase II	298,948	298,948	0	0	0	0	0	0	
	050-9076-431	TR0074	Tecumseh Rd & Journey Pkwy/NR Pkwy Signal	34,276	34,276	0	0	0	0	0	0	
	050-9079-431	TR0056	Tecumseh Traffic Signals	5,000	5,000	0	0	0	0	0	0	
125	050-9082-431	TR0081	Safe Routes to School - Kennedy	0	0	22,500	0	0	0	0	0	
126	050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension	0	0	14,000	136,000	0	0	0	0	
127	050-9081-431	TR0083	Roadway Lighting - Jenkins, SH9 and Constitution	0	0	10,000	0	0	0	0	0	
	050-9079-431	TR0239	US 77 (Classen) and Imhoff	716,460	716,460	0	0	0	0	0	0	
128	050-9076-431	TR	US 77 (Classen) & Post Oak Signal	0	0	0	0	15,000	30,000	0	0	
	Subtotal Transp w/ Fed'l Funds			4,763,829	4,763,829	1,663,985	2,441,600	3,538,122	4,727,455	2,365,850	621,600	
TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING												
	050-9084-431	TC0231	Alameda/72nd Intersection	67,522	67,522	0	0	0	0	0	0	
	050-9052-431	TC0006	Citywide Sidewalk Reconstruction FYE 07	1,924	1,924	0	0	0	0	0	0	
	050-9052-431	TC0234	Citywide Sidewalk Reconstruction FYE 08	12,530	12,530	0	0	0	0	0	0	
	050-9052-431	TC0015	Citywide Sidewalk Reconstruction FYE 09	13,028	13,028	0	0	0	0	0	0	
	050-9052-431	TC0236	Citywide Sidewalk Reconstruction FYE 2010	38,713	38,713	0	0	0	0	0	0	
	050-9052-431	TC0242	Citywide Sidewalk Reconstruction FYE 2011	75,000	75,000	0	0	0	0	0	0	
129	050-9052-431	TC0245	Citywide Sidewalk Reconstruction FYE 2012-2015	0	0	50,000	50,000	50,000	50,000	50,000	50,000	
130	050-9373-431	CD0001	Community/Neighborhood Improvements	153,694	153,694	100,000	100,000	100,000	100,000	100,000	0	
	050-9716-431	TC0237	Downtown Area Sidewalks & Curbs FYE10	50,000	50,000	0	0	0	0	0	0	
	050-9716-431	TC0243	Downtown Area Sidewalks & Curbs FYE11	50,000	50,000	0	0	0	0	0	0	
131	050-9716-431	TC0246	Downtown Area Sidewalks & Curbs FYE12-2015	0	0	50,000	50,000	50,000	50,000	50,000	0	
	050-9716-431	TC0235	Downtown Sidewalks & Curbs FYE 08 #	1,332	1,332	0	0	0	0	0	0	
	050-9716-431	TC0016	Downtown Sidewalks & Curbs FYE 09	30,549	30,549	0	0	0	0	0	0	
	050-9370-431	SC0101	Driveway Repair Program FYE 07 #	2,304	2,304	0	0	0	0	0	0	
	050-9370-431	SC0447	Driveway Repair Program FYE 09 #	0	0	0	0	0	0	0	0	
	050-9370-431	SC0484	Driveway Repair Program FYE 2010	18,286	18,286	0	0	0	0	0	0	
	050-9370-431	SC0515	Driveway Repair Program FYE 2011	25,000	25,000	0	0	0	0	0	0	
132	050-9370-431	SC0539	Driveway Repair Program FYE 2012-2015	0	0	25,000	25,000	25,000	25,000	25,000	0	
	050-9316-431	TC0019	Sidewalk 09 New Freedom Grant	15,385	15,385	0	0	0	0	0	0	
	050-9316-431	TC0241	Sidewalk 10 New Freedom Grant	88,535	88,535	0	0	0	0	0	0	
	050-9316-431	TC0017	Sidewalk Accessibility FYE 09	20,162	20,162	0	0	0	0	0	0	
133	050-9316-431	TC0238	Sidewalk Accessibility FYE 2010-2015	48,187	48,187	25,000	25,000	25,000	30,000	30,000	0	
	050-9317-431	TC0012	Sidewalk Prog Schools & Arterials FYE 08	20,184	20,184	0	0	0	0	0	0	
	050-9317-431	TC0018	Sidewalk Prog Schools & Arterials FYE 09	37,181	37,181	0	0	0	0	0	0	
	050-9317-431	TC0239	Sidewalk Prog Schools & Arterials FYE 2010	2,591	2,591	0	0	0	0	0	0	
	050-9317-431	TC0244	Sidewalk Prog Schools & Arterials FYE 2011	70,000	70,000	0	0	0	0	0	0	
134	050-9317-431	TC0249	Sidewalk Prog Schools & Arterials FYE 2012-2015	0	0	70,000	70,000	70,000	80,000	80,000	0	
135	050-9073-431	TC0230	Traffic Calming	227,443	227,443	0	100,000	100,000	100,000	100,000	0	
136	050-9056-431	TC0248	Transportation Master Plan Scoping Study	0	0	30,000	0	0	0	0	250,000	
	050-9082-431	TC0240	Truman Elementary School Zone	19,363	19,363	0	0	0	0			

CITY OF NORMAN

CAPITAL FUND
FYE 12 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 yrs Projected
EXPENDITURES											
BUILDINGS AND GROUNDS											
137	050-	BG	Apparatus/Equipment Maintenance and Storage	0	0	0	625,000	0	0	0	0
139	050-9540-419	EF1004	Building Maintenance - Lighting	598,000	598,000	300,000	0	0	0	0	0
140	050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	1,813,313	1,813,313	50,000	78,000	41,000	50,000	50,000	0
141	050-9540-419	EF1002	Building Maintenance - Roofs	1,154,000	1,154,000	570,000	730,000	439,000	0	0	0
	050-9644-419	BG0180	City Hall Sidewalk Repairs #	4,050	4,050	0	0	0	0	0	0
142	050-	BG	Council Chambers Audio/Visual Upgrade	0	0	0	500,000	0	0	0	0
	050-9534-431	WS0002	Debris Management Plan	5,000	5,000	0	0	0	0	0	0
143	050-9365-419	BG0003	Facility Maintenance & Municipal Storage Facility	0	0	0	0	450,000	0	0	0
	050-9377-419	FT0002	Fire Station 8 Westside	1,937,767	1,937,767	0	0	0	0	0	0
144	050-9377-419	FT0003	Fire Station 9 Eastside	2,840,394	2,840,394	0	1,003,500	0	0	0	0
145	050-9365-419	BG0024	Fleet/Line Maintenance Backup Generator	0	0	35,000	0	0	0	0	0
	050-9533-419	BG0021	GIS-Digital Aerial Photo	95,559	95,559	0	0	0	0	0	0
146	050-9175-452	PR0040	Greenbelt Acquisition	562,336	562,336	0	50,000	50,000	50,000	50,000	0
	050-9365-419	BG0019	Municipal Court Interim Building	840	840	0	0	0	0	0	0
147	050-9365-419	BG0008	Municipal Judicial Center	14,000	14,000	0	0	286,000	2,860,000	0	178,000
148	050-	BG	Norman Public Library	0	0	0	0	0	0	0	49,500,000
149	050-	BG	Police - Animal Welfare Impound Building	0	0	0	0	0	0	0	2,975,000
	050-9209-419	BG0035	Renovations of Buildings A, B & C #	58,632	58,632	0	0	0	0	0	0
150	050-	BG	Retrofit Two Additional Bays at Fleet Shop	0	0	0	65,000	0	0	0	0
151	050-9540-419	EF1001	Smalley Center	65,000	65,000	899,000	0	120,000	0	0	0
152	050-	BG	Street Division North Base Facility	0	0	0	0	0	0	475,000	0
	050-9092-419	BG0242	Trench Rescue Training	17,623	17,623	0	0	0	0	0	0
			Subtotal Buildings and Grounds	9,166,514	9,166,514	2,857,500	2,048,000	1,386,000	2,960,000	575,000	52,651,000
PARKS AND RECREATION											
	050-9050-452	PR0211	Andrews Park Improvements	800	800	0	0	0	0	0	0
153	050-9973-452	PR0088	Basketball Court Replacements	20,000	20,000	20,000	20,000	20,000	20,000	20,000	0
	050-9813-452	PR0037	Beautification-City/ODOT	4,717	4,717	0	0	0	0	0	0
	050-9926-452	PR0052	Bicycle Plan-Bike Paths	130,532	130,532	0	0	0	0	0	0
	050-9177-431	PR0118	E Main Round About Art Base	25,000	25,000	0	0	0	0	0	0
	050-9639-452	PC0004	Griffin Irrigation Lake	178,994	178,994	0	0	0	0	0	0
	050-9639-452	PR0103	Griffin Park Parking Lot Expansion	22,683	22,683	0	0	0	0	0	0
	050-9834-452	PR0044	Legacy South Extension: Campus-Duffy	76,261	76,261	0	0	0	0	0	0
	050-9943-452	PR0120	Legacy Trail Improvements	54,000	54,000	0	0	0	0	0	0
	050-9965-452	PR0117	NE Lions Improvements	73,298	73,298	0	0	0	0	0	0
	050-9973-452	PR0121	Eastwood & Walnut Ridge Parks	90,000	90,000	0	0	0	0	0	0
	050-9702-452	PR0090	Crestland Park Improvements	3,045	3,045	0	0	0	0	0	0
154	050-9922-431	PR0123	Little Axe Improvements	0	0	65,000	80,000	160,000	100,000	0	0
155	050-9375-452	PR0106	Park Playground Additions	20,000	20,000	20,000	20,000	20,000	20,000	20,000	0
	050-9071-452	PR0086	Park Playground Additions-Faculty Heights #	41	41	0	0	0	0	0	0
156	050-9973-452	PR0013	Park Site Amenities and Furnishings	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
157	050-9973-452	PR0014	Playground Mulch	15,000	15,000	25,000	25,000	25,000	25,000	25,000	0
	050-9205-452	PR0115	Reaves Park Drainage & Parking	63,567	63,567	0	0	0	0	0	0
	050-9205-452	PR0109	Reaves Softball Building replacement	2	2	0	0	0	0	0	0
158	050-9618-452	PR0095	Rotary Park Improvements	55,821	55,821	120,000	0	0	0	0	0
	050-9737-452	PR0055	Southlake Park Improvements	40,000	40,000	0	0	0	0	0	0
	050-9059-452	PR0053	Splash Pad	9,782	9,782	0	0	0	0	0	0
	050-9364-451	WT0003	Tennis Shop Expansion	1,441	1,441	0	0	0	0	0	0
159	050-9985-452	PR0124	Trail Replacements Hall Park Greenbelt	0	0	80,000	32,000	70,000	0	0	0
160	050-9966-452	PR0212	Tree Program - Matching Funds	26,755	26,755	10,000	10,000	10,000	10,000	10,000	0
	050-9374-452	WP0002	Westwood Pool Painting	50,000	50,000	0	0	0	0	0	0
	050-9329-452	PR0110	Westwood Shelter Replacement	10,965	10,965	0	0	0	0	0	0
			Subtotal Parks & Recreation	1,002,684	1,002,684	350,000	197,000	315,000	185,000	85,000	0
STORMWATER DRAINAGE AND STORM SEWER SYSTEMS											
	050-9641-431	DR0202	Brookhaven Creek Maintenance #	9,732	9,732	0	0	0	0	0	0
	050-9968-431	DR0010	Brookhaven Crk.RobtCrossards	168,500	168,500	0	0	0	0	0	0
	050-9968-431	DR0058	Hall Park Dam Repair	180,000	180,000	0	0	0	0	0	0
	050-9967-431	DR0011	Drainage - Misc Annual Projects FYE 09	26,222	26,222	0	0	0	0	0	0
	050-9967-431	DR0056	Drainage - Misc Annual Projects FYE 2010	34,000	34,000	0	0	0	0	0	0
	050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2011	35,000	35,000	0	0	0	0	0	0
161	050-9967-431	DR	Drainage - Misc Annual Projects FYE 2012-2015	0	0	0	45,000	45,000	45,000	45,000	0
	050-9968-431	DR0057	Drainage Projects FYE 2010	250,000	250,000	0	0	0	0	0	0
	050-9968-431	DR0014	Drainage Projects FYE 2011	120,000	120,000	0	0	0	0	0	0
162	050-9968-431	DR	Drainage Projects FYE 2012-2015	0	0	0	285,000	270,000	275,000	280,000	0
	050-9968-431	DR0004	Drainage Projects FYE07-BishopCk.Linn-Apache #	54,522	54,522	0	0	0	0	0	0
	050-9968-431	DR0012	Drainage Projects FYE09	245,000	245,000	0	0	0	0	0	0
	050-9214-431	DR0054	Stormwater Master Plan #	19,428	19,428	0	0	0	0	0	0
	050-9968-431	DR0015	Tecumseh/36th NW - channel	85,000	85,000	0	0	0	0	0	0
	050-9968-431	DR0001	Ten Mile Flat Flood Plain #	0	0	0	0	0	0	0	0
			Subtotal Drainage	1,227,404	1,227,404	0	310,000	315,000	320,000	325,000	0
			**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)	17,249,344	17,249,344	5,221,485	5,416,600	5,974,122	8,627,455	3,785,850	53,522,600
V. TRANSFERS											
	050-5090-491	na	Transfer to Special Grant Fund	834,990	834,990	0	0	0	0	0	0
	050-5090-491	na	Services and Maintenance	0	0	16,375	16,539	16,704	16,871	17,040	0
	050-5090-491	na	Transfer To Westwood Golf #	61,500	61,500	96,000	61,500	61,500	61,500	61,500	0
			**SUBTOTAL TRANSFERS	896,490	896,490	112,375	78,039	78,204	78,371	78,540	0
VI. SALARIES AND BENEFITS											
163	050-	na	Capital Personnel #	0	0	836,956	1,507,455	1,582,826	1,661,968	1,745,067	0
	050-5011-429	na	Transfer to GF for CIP Engineers @ 100% #	482,578	482,578	0	0	0	0	0	0
	050-5011-429	na	Transfer to GF for Capital Personnel @ <100%#	335,521	335,521	0	0	0	0	0	0
	050-5090-491	na	Transfer to GF for Eng Asst @ 25% #	23,728	23,728	0	0	0	0	0	0
			**SUBTOTAL SALARIES AND BENEFITS	841,827	841,827	836,956	1,507,455	1,582,826	1,661,968	1,745,067	0

CITY OF NORMAN

CAPITAL FUND
FYE 12 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 yrs Projected
EXPENDITURES											
VII. BOND PROJECTS (March 29, 2005 Referendum)											
Proposition 1 (\$10,025,000 less \$173,499 actual issue costs)											
Proposition 1 Issuance Cost (GOB)				0	0	0	0	0	0	0	0
050-9065-431	BP0203		Robinson RR Grade Separation (GOB)	807,516	807,516	0	0	0	0	0	0
050-9065-431	TR0203		Robinson RR Grade Separation (PayGo)	529,547	529,547	0	0	0	0	0	0
050-9065-431	TR0203		Robinson RR Grade Separation (Federal)	0	0	0	0	0	0	0	0
050-9065-431	BP0226		Duffy RR Crossing and Realignment (GOB)	69,501	69,501	0	0	0	0	0	0
050-9065-431	TR0226		Duffy RR Crossing and Realignment (PayGo)	33,449	33,449	0	0	0	0	0	0
SUBTOTAL GOB COSTS PROP. 1				877,017	877,017	0	0	0	0	0	0
not recaptured											
reimbursed											
SUBTOTAL PAYGO COSTS PROP. 1				562,996	562,996	0	0	0	0	0	0
SUBTOTAL FED'L SHARE ADVANCE				0	0	0	0	0	0	0	0
Proposition 2 (\$9,275,000 less \$86,496 actual issue costs)											
Proposition 2 Issuance Cost (GOB)				0	0	0	0	0	0	0	0
050-9201-431	BP0004		24th: Imhoff to Lindsey Widening (GOB)	0	0	0	0	0	0	0	0
050-9201-431	TR0004		24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0	0
078-9201-431	AR0004		24th: Imhoff to Lindsey Widening (PayGo)	0	0	0	0	0	0	0	0
050-9310-431	BP0013		Jenkins and Imhoff Signal (GOB)	0	0	0	0	0	0	0	0
050-9310-431	TR0013		Jenkins and Imhoff Signal (PayGo)	6,150	6,150	0	0	0	0	0	0
050-9552-431	BP0235		Lindsey: Jenkins to Classen Widening (GOB)	1,121,839	1,121,839	0	0	0	0	0	0
050-9311-431	TR0234		Lindsey: Jenkins to Classen Widening (PayGo)	738,664	738,664	0	0	0	0	0	0
050-9311-431	BP0014		Lindsey: Oakhurst to 24th E Widening (GOB)	0	0	0	0	0	0	0	0
050-9311-431	TR0014		Lindsey: Oakhurst to 24th E Widening (PayGo)	9,585	9,585	0	0	0	0	0	0
078-9311-431	AR0014		Lindsey: Oakhurst to 24th E Widening (PayGo)	0	0	0	0	0	0	0	0
078-9311-431	AR0014		Lindsey: Oakhurst to 24th E Widening (GOB)	0	0	0	0	0	0	0	0
050-9064-431	BP0220		Main East Carter to 12th Ave Widening (GOB)	15,901	15,901	0	0	0	0	0	0
050-9064-431	TR0220		Main East Carter to 12th Ave Widening (PayGo)	99,758	99,758	0	0	0	0	0	0
050-9079-431	BP0229		Main/36th W Signal & Intersection (GOB)	103	103	0	0	0	0	0	0
050-9079-431	TR0229		Main/36th W Signal & Intersection (PayGo)	319,818	319,818	0	0	0	0	0	0
050-9552-431	BP0044		Rock Creek: Porter to 12th NE Widening (GOB)	55,263	55,263	0	0	0	0	0	0
050-9552-431	TR0044		Rock Creek: Porter to 12th NE Widening (PayGo)	53,023	53,023	0	0	0	0	0	0
incl 5078 recap				1,193,106	1,193,106	0	0	0	0	0	0
not recaptured				1,226,998	1,226,998	0	0	0	0	0	0
not recaptured				0	0	0	0	0	0	0	0
SUBTOTAL GOB COSTS PROP. 2				1,193,106	1,193,106	0	0	0	0	0	0
SUBTOTAL PAYGO COSTS PROP. 2				1,226,998	1,226,998	0	0	0	0	0	0
SUBTOTAL FUND 78 COSTS PROP. 2				0	0	0	0	0	0	0	0
Proposition 3 (10,950,000 less \$165,801 actual issue costs)											
Proposition 3 Issuance Cost (GOB)				0	0	0	0	0	0	0	0
050-9371-431	BP0050		Rural Roads Improvements (GOB)	0	0	0	0	0	0	0	0
050-9401-431	BP multi		Urban Asphalt Pavement Reconstruction (GOB)	2,091,041	2,091,041	0	0	0	0	0	0
050-9393-431	BP multi		Urban Concrete Pavement Reconstruction (GOB)	2,017,181	2,017,181	0	0	0	0	0	0
SUBTOTAL GOB COSTS PROP. 3				4,108,222	4,108,222	0	0	0	0	0	0
Proposition 4 (1,580,000 less 8,327 actual issue costs)											
Proposition 4 Issuance Cost (GOB)				0	0	0	0	0	0	0	0
050-9088-419	BG0238		Fire Station 3 Relocation (PayGo)	0	0	0	0	0	0	0	0
050-9088-419	BP0238		Fire Station 3 Relocation (GOB)	2,770	2,770	0	0	0	0	0	0
SUBTOTAL GOB COSTS PROP. 4				2,770	2,770	0	0	0	0	0	0
not recaptured				0	0	0	0	0	0	0	0
SUBTOTAL PAYGO COSTS PROP. 4				0	0	0	0	0	0	0	0
Subtotal 2005 GOB Bond Issuance Costs				0	0	0	0	0	0	0	0
Subtotal 2005 GOB Fund 50				6,181,115	6,181,115	0	0	0	0	0	0
Subtotal 2005 GOB Fund 78				0	0	0	0	0	0	0	0
Subtotal PayGo Fund 50				1,789,994	1,789,994	0	0	0	0	0	0
Subtotal PayGo Fund 50 (RR Grade Advances)				0	0	0	0	0	0	0	0
Subtotal PayGo Fund 78				0	0	0	0	0	0	0	0
VIII. BOND PROJECTS (March 2, 2010 Referendum)											
Proposition 1 (\$19,000,000 less \$431,000 issue costs)											
Proposition 1 Issuance Cost (GOB)				172,421	172,421	0	258,579	0	0	0	0
164	050-9401-431	BP0300-0305	Urban Asphalt Pavement				1,734,346	1,379,990	1,777,506	0	0
		BP0300	Jamestown Estates No. 3	280,897	280,897						
		BP0301	Northridge Industrial Park	210,000	210,000						
		BP0302	Prairie Creek No. 7	497,000	497,000						
		BP0303	Grandview Estates North	400,000	400,000						
		BP0304	Tecumseh Rd - North 3300 Block	100,000	100,000						
		BP0305	Main St - Willow Grove	175,000	175,000						
		BP0332	Vicksburg Village Addition			500,000					
		BP0333	Fowler Addition			460,000					
		BP0334	Blue Lakes Addition			548,116					
168	050-9393-431	BP0306-0310	Urban Concrete Pavement				972,171	817,859	868,011	0	0
		BP0306	Boyd St. Classen Blvd - 12th E	157,895	157,895						
		BP0307	Oakhurst Addition	197,368	197,368						
		BP0308	Brooks St. 24 SW - McGee Dr	35,527	35,527						
		BP0309	Edgemere Addition	177,632	177,632						
		BP0310	Hetherington Heights	295,731	295,731						
		BP0335	Starbrook Addition			47,368					
		BP0336	Castlerock Addition			197,368					
		BP0337	Brookhaven Addition			197,368					
		BP0338	Park Central Addition			216,516					
		BP0339	Pickard East of Lindsey			59,212					
		BP0340	Heatherington Heights Addition			157,895					
174	050-9371-431	BP0311	Rural Road Reconstruction	439,792	439,792	439,792	439,792	407,541	472,044	0	0
176	050-9385-431	BP0312	Road Reconstruction	827,491	827,491	809,611	713,394	615,822	842,945	0	0
Proposition 2 (\$2,250,000 less \$51,039 issue costs)											
Proposition 2 Issuance Cost (GOB)				51,000	51,000	0	0	0	0	0	0
050-9386-419	BP0313		Outdoor Warning	2,199,000	2,199,000	0	0	0	0	0	0
Subtotal 2010 GOB Bond Issuance Costs				223,421	223,421	0	258,579	0	0	0	0
Subtotal 2010 GOB Fund 50				5,993,333	5,993,333	3,633,246	3,859,703	3,221,212	4,060,506	0	0
TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES				42,280,444	42,280,444	14,793,264	16,728,997	16,524,815	20,240,732	11,561,334	53,522,600

CITY OF NORMAN

CAPITAL FUND
FYE 12 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 yrs Projected
EXPENDITURES											
174	050-9371-431	BP0311	Rural Road Reconstruction		439,792	439,792	439,792	407,541	472,044	0	0
176	050-9385-431	BP0312	Road Reconstruction		827,491	809,611	713,394	615,822	942,945	0	0
Proposition 2 (\$2,250,000 less \$51,039 issue costs)											
Proposition 1 Issuance Cost (GOB)					51,000	0	0	0	0	0	0
050-9386-419		BP0313	Outdoor Warning		2,199,000	0	0	0	0	0	0
Subtotal GOB Bond Issuance Costs					223,421	0	258,579	0	0	0	0
Subtotal GOB Fund 50					5,993,333	3,633,246	3,859,703	3,221,212	4,060,506	0	0
TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES					41,279,902	13,984,070	17,452,997	16,524,815	20,240,732	11,561,334	54,375,634
RESERVE - NEW REVENUE CONTINGENCY					717,500	750,792	782,701	815,965	850,644	886,796	0
REVENUES											
I. NEW SALES TAX REVENUE (rev 2-10-11)					10,250,000	10,725,600	11,181,438	11,656,649	12,152,057	12,668,519	0
II. GOB PROCEEDS (2005 REFERENDUM)											
PROPOSITION 1 GOB PROCEEDS					0	0	0	0	0	0	0
PROPOSITION 2 GOB PROCEEDS					0	0	0	0	0	0	0
PROPOSITION 3 GOB PROCEEDS					0	0	0	0	0	0	0
PROPOSITION 4 GOB PROCEEDS					0	0	0	0	0	0	0
Subtotal GOB Proceeds					0	0	0	0	0	0	0
Interest Earned (not adj for bnk expenses)											0
ODOT Reimbursement for GOB Expenses											0
III. GOB PROCEEDS (2010 REFERENDUM)											
PROPOSITION 1 GOB PROCEEDS					7,600,000	0	11,400,000	0	0	0	0
PROPOSITION 2 GOB PROCEEDS					2,250,000	0	0	0	0	0	0
Subtotal GOB Proceeds					9,850,000	0	11,400,000	0	0	0	0
IV. INTERFUND TRANSFERS AND SPECIAL (generally, to be budgeted when revenues actually received)											
Water Fund	TR0058		Boyd/Pickard Intersection		0	0	0	0	0	0	38,500
Westwood Fund	WG0112		Irrigation Well		0	0	0	0	0	0	165,000
PSST	FT0002/0003		Fire Stations 8 and 9 //		2,990,394	0	0	0	0	0	1,003,500
Fund 54	DR		Hall Park Dam Repair		25,178	0	0	0	0	0	0
ODOT	BP/TR0203		Robinson Grade Separation (Fedl Share reimbursements)		1,092,332	0	0	0	0	0	0
Subtotal Interfund Transfers and Special					4,107,904	0	0	0	0	0	1,207,000
IV. DONATIONS/OTHER (generally, to be budgeted when revenues actually received)											
BNSF	TR0019		Railroad Safety (claims submitted in 2001)		0	0	0	0	0	0	263,997
Merchants	TR0047		Downtown Streetscape Improvements		0	0	0	0	0	0	75,000
OCC Grant	DR0010		Drainage Project FYE10		60,000	0	0	0	0	0	0
ODOT	TR0047		Downtown Streetscape Improvements (reimbursement)		0	0	0	0	0	0	1,270,622
ODOT	TR		Kennedy Safe Routes to School (reimbursement)		0	15,000	180,000	0	0	0	0
ODOT	TR/PR		Legacy Trail Multi Modal Path Extension (reimbursement)		0	56,000	544,000	0	0	0	0
ODOT	TR0072		Longfellow-Jefferson Safe Route to School		200,600	0	0	0	0	0	0
ODOT	TR0073		State Highway 9 Multimodal Path		600,000	0	0	0	0	0	0
Private	TR0061		12th & Triad Village Signal		0	0	0	0	0	0	7,871
Private	TR		12th NE & Rock Creek Road Signal		0	0	0	0	0	0	42,000
Private	TR0060		12th NE & Tecumseh Road Signal		0	0	0	0	0	0	107,836
Private	TR0235		12th SE & Cedar Ln Signal & Intersection		0	0	0	0	0	0	81,700
Private	TR0236		24th SE and Meadowood Blvd Signal		0	0	0	0	0	0	13,000
Private	TR		36th NW & Franklin Signal		0	0	0	0	0	0	23,800
Private	TR0228		36th NW and Rock Creek Signals		0	0	0	0	0	0	23,550
Private	TR0005		36th NW: Robinson to Tecumseh		0	0	0	0	0	0	48,960
Private	TR0005		36th NW: Robinson to Tecumseh		0	0	0	0	0	0	3,168
Private	TR0235		Cedar Ln: 12th Ave SE to Classen Blvd*		0	0	0	0	260,000	0	0
Private	TR0057		Classen Blvd Signals		50,000	0	100,000	0	0	0	0
Private	TR0064		Flood Ave & Venture Drive Signal		4,350	0	0	0	0	0	8,700
Private	TR		Indian Hill Road Signals		0	0	0	0	0	0	150,000
Private	TR0059		Rock Creek @ 12th NW & Trailwood		50,000	0	0	0	0	0	113,600
Private	TR		State Highway 9 and 36th SE Signal		0	0	0	0	0	0	41,000
Private	PR0099		Summit Lakes Park Improvements		0	0	0	0	0	0	15,000
Private	TR0074		Tecumseh & Journey Pkwy/NRH Pkwy Signal		30,000	0	0	0	0	0	0
Private	TR		US 77 (Classen Blvd) & Post Oak Signal		0	0	0	6,000	11,556	0	0
Private	TR0237		Alameda/Summit Lakes Blvd/Lochwood Dr Signal		0	0	0	0	0	0	16,000
Private	TR0240		State Highway 9 and 12th SE Signal		8,000	8,000	0	0	0	0	0
Private	TR0074		Tecumseh & Journey Pkwy/NRH Pkwy Signal		15,000	0	0	0	0	0	0
Private	TR0239		US 77 and Imhoff Signal and Intersection		0	0	0	0	0	0	143,540
Subtotal Donations/Other					1,017,950	79,000	824,000	6,000	271,556	0	2,449,344

CITY OF NORMAN

**PARK LAND AND DEVELOPMENT FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
COMMUNITY PARKS											
	052-9050-452	PR0211	Andrews Park Improvements	5,540	5,540	0	0	0	0	0	0
181	052-9639-432	PC0014	Griffin Park Fishing Pier	0	0	35,000	0	0	0	0	0
	052-9674.452	PC0003	Saxon Park Improvements	10,408	10,408	0	0	0	0	0	0
	052-9205-452	PC0013	Volleyball Court Improvements	22,000	22,000	0	0	0	0	0	0
Subtotal Community Parks				37,948	37,948	35,000	0	0	0	0	0
NEIGHBORHOOD PARKS											
	052-7042-253	PR0250	Kevin Gottshall	2,392	2,392	0	0	0	0	0	0
	052-7042-253	PR0251	Walnut Ridge	630	630	0	0	0	0	0	0
	052-7042-253	PR0252	Eastwood Park	315	315	0	0	0	0	0	0
182	052-	PR	Eaglecliff Park Improvements #	0	0	0	28,000	0	0	0	0
	052-7042-452	PR0253	High Meadows-Concrete Walk	760	760	0	0	0	0	0	0
183	052-7042-452	PR0254	Lions Memorial Park Upgrades	10,277	10,277	0	22,000	0	0	0	0
184	052-	PR	New Park Development-Links Nbhds#	0	0	0	65,000	0	0	0	0
			New Park Development-Cedar Lane & Summit Valley Nbhds #	0	0	0	0	70,000	0	0	0
Subtotal Neighborhood Parks				14,374	14,374	0	115,000	70,000	0	0	0
TOTAL PARK DEVELOPMENT FUND 52 PROJECTS				52,322	52,322	35,000	115,000	70,000	0	0	0

CITY OF NORMAN

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	057-9510-431	UT0098	UNP Legacy Park & Trail #	39,120	39,120	0	0	0	0	0	7,946,742
	057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
	057-9510-431	UT008	Economic Development	435,202	435,202	0	0	0	0	0	8,250,000
	057-9510-431	UT	Eng/Legal/Prof Fees	0	0	0	0	0	0	0	1,750,000
	057-9510-431	UT	Contingency	0	0	0	0	0	0	0	175,000
	057-9510-431	UT0004	Developer Reimbursement	765,150	765,150	0	0	0	0	0	0
	057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
	057-9510-431	UT0003	Rock Creek Road Overpass #	97,515	97,515	0	0	0	0	0	2,647,567
	057-9510-431	UT0001	24th NW Conf Ctr Dr Sig #	7,348	7,348	0	0	0	0	0	0
	057-9510-431	UT0002	I35 Frontage/24NW Improvements #	0	0	0	0	0	0	0	0
	057-9536-431	UT0005	24th & Rock Creek Intersection #	723,938	723,938	0	0	0	0	0	0
188	057-9537-451	UT0006	Legacy Pk Dr & 24th Intersection #	3,457	3,457	500,000	0	0	0	0	0
189	057-9541-431	UT0007	Robinson/I35 NE Ramp Project	97,200	97,200	2,902,000	0	0	0	0	0
	057-9510-431	UT0099	UNP Transportation Improvements #	0	0	0	0	0	0	0	9,550,601
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS				2,168,930	2,168,930	3,402,000	0	0	0	0	47,319,910

CITY OF NORMAN

**ARTERIAL ROADS RECOUPMENT FUND
FYE 12 Capital Improvement Projects Budget**

Pg #	Acct No	Project Number	Project Name	FYE 11 Adopted	FYE 11 Estimated	FYE 12 Adopted	FYE 13 Projected	FYE 14 Projected	FYE 15 Projected	FYE 16 Projected	Beyond 5 Years
EXPENDITURES											
	078-9366-431	AR0243	Porter Gap Paving: Rock Crk-Tecumseh	494,900	494,900	0	0	0	0	0	0
	078-9517-431	AR0003	Rock Creek Overpass and Roadway	1,761	1,761	0	0	0	0	0	0
	078-9517-431	UT0003	Rock Creek Overpass and Roadway	189,100	189,100	0	0	0	0	0	0
	078-9964-431	AR0057	Tecumseh Road Phase III	9,085	9,085	0	0	0	0	0	0
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS				694,846	694,846	0	0	0	0	0	0

Outstanding Debt

OUTSTANDING DEBT

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

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

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

FUND SUMMARY

TOTAL GENERAL DEBT SERVICE FUNDS (60 / 74)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	24	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>24</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	3,823,817	4,720,560	4,720,560	4,720,560	4,721,691
Interfund Transfers	1,345,323	500,000	500,000	500,000	870,000
Subtotal	<u>5,169,140</u>	<u>5,220,560</u>	<u>5,220,560</u>	<u>5,220,560</u>	<u>5,591,691</u>
Fund Total	<u><u>5,169,164</u></u>	<u><u>5,220,560</u></u>	<u><u>5,220,560</u></u>	<u><u>5,220,560</u></u>	<u><u>5,591,691</u></u>

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 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

EXPENDITURES:

	FYE 10 ACTUAL	FYE 11 ORIGINAL	FYE 11 REVISED	FYE 11 ESTIMATE	FYE 12 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	257,563	252,313	252,313	252,313	200,537
Subtotal	<u>257,563</u>	<u>252,313</u>	<u>252,313</u>	<u>252,313</u>	<u>200,537</u>
Fund Total	<u><u>257,563</u></u>	<u><u>252,313</u></u>	<u><u>252,313</u></u>	<u><u>252,313</u></u>	<u><u>200,537</u></u>

CITY OF NORMAN

1992 GENERAL OBLIGATION BONDS
60-3050

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
1993-1994	4,340,000		465,000	465,000	4,340,000
1994-1995	4,340,000		310,000	310,000	4,340,000
1995-1996	4,340,000	90,000	305,500	395,500	4,250,000
1996-1997	4,250,000	250,000	288,500	538,500	4,000,000
1997-1998	4,000,000	250,000	263,500	513,500	3,750,000
1998-1999	3,750,000	250,000	238,500	488,500	3,500,000
1999-2000	3,500,000	250,000	213,500	463,500	3,250,000
2000-2001	3,250,000	250,000	188,500	438,500	3,000,000
2001-2002	3,000,000	250,000	163,500	413,500	2,750,000
2002-2003	2,750,000	250,000	138,500	388,500	2,500,000
2003-2004	2,500,000	250,000	113,500	363,500	2,250,000
2004-2005	2,250,000	250,000	90,219	340,219	2,000,000
2005-2006	2,000,000	250,000	68,656	318,656	1,750,000
2006-2007	1,750,000	250,000	50,688	300,688	1,500,000
2007-2008	1,500,000	250,000	36,313	286,313	1,250,000
2008-2009	1,250,000	250,000	21,938	271,938	1,000,000
2009-2010	1,000,000	250,000	7,563	257,563	750,000
2010-2011	750,000	250,000	313	250,313	500,000

To be Paid

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

CITY OF NORMAN

WATER FUND
31-5549

Name: Utility Revenue Bonds, Series 2006
 Issuer: Norman Utilities Authority
 Trustee:
 Amount: \$20,700,000
 Interest: 3.875% - 5.00%
 Dated: December 1, 2006
 Retired: December 1, 2026
 Source of Funds: Revenue Generated from NUA

Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2006-2007	20,700,000	0	352,555	352,555	20,700,000
2007-2008	20,700,000	680,000	832,531	1,512,531	20,020,000
2008-2009	20,020,000	710,000	804,731	1,514,731	19,310,000
2009-2010	19,310,000	740,000	775,731	1,515,731	18,570,000
2010-2011	18,570,000	770,000	745,531	1,515,531	17,800,000
To be Paid					
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	

CITY OF NORMAN

**2005A GENERAL OBLIGATION BONDS
60-3050**

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$8,370,000
 Interest: 3.5% - 4.50%
 Dated: June 1, 2005
 Retired: June 1, 2025
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	8,370,000	0	340,998	340,998	8,370,000
2006-2007	8,370,000	440,000	340,998	780,998	7,930,000
2007-2008	7,930,000	440,000	323,398	763,398	7,490,000
2008-2009	7,490,000	440,000	305,798	745,798	7,050,000
2009-2010	7,050,000	440,000	290,398	730,398	6,610,000
2010-2011	6,610,000	440,000	274,998	714,998	6,170,000

To be Paid

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

CITY OF NORMAN

2007A GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$7,300,000
 Interest: 3.8% - 4.25%
 Dated: June 1, 2007
 Retired: June 1, 2027
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2007-2008	7,300,000	0	301,850	301,850	7,300,000
2008-2009	7,300,000	380,000	301,850	681,850	6,920,000
2009-2010	6,920,000	380,000	285,700	665,700	6,540,000
2010-2011	6,540,000	380,000	269,550	649,550	6,160,000

To be Paid

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

CITY OF NORMAN

2007B GENERAL OBLIGATION BONDS
60-3050

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2007-2008	2,650,000	0	106,000	106,000	2,650,000
2008-2009	2,650,000	660,000	106,000	766,000	1,990,000
2009-2010	1,990,000	660,000	79,600	739,600	1,330,000
2010-2011	1,330,000	660,000	53,200	713,200	670,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	670,000	670,000	26,800	696,800	0
		2,650,000	371,600	3,021,600	

CITY OF NORMAN

2008A GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$5,210,000
 Interest: 3.375% - 4.25%
 Dated: December 1, 2008
 Retired: December 1, 2018
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	5,210,000	0	301,950	301,950	5,210,000
2010-2011	5,210,000	575,000	191,597	766,597	4,635,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	4,635,000	575,000	172,191	747,191	4,060,000
2012-2013	4,060,000	575,000	152,425	727,425	3,485,000
2013-2014	3,485,000	575,000	130,863	705,863	2,910,000
2014-2015	2,910,000	575,000	107,863	682,863	2,335,000
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000
2017-2018	1,185,000	575,000	37,784	612,784	610,000
2019-2020	610,000	610,000	12,963	622,963	0
		5,210,000	1,254,002	6,464,002	

CITY OF NORMAN

2008B GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$5,475,000
 Interest: 3.25% -3.625%
 Dated: December 1, 2008
 Retired: December 1, 2013
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	5,475,000	0	283,347	283,347	5,475,000
2010-2011	5,475,000	1,365,000	166,050	1,531,050	4,110,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	4,110,000	1,365,000	120,834	1,485,834	2,745,000
2012-2013	2,745,000	1,365,000	73,913	1,438,913	1,380,000
2013-2014	1,380,000	1,380,000	25,013	1,405,013	0
		5,475,000	669,157	6,144,157	

CITY OF NORMAN

**2009 DWSRF - WATER TREATMENT PLAN IMPROVEMENTS
31-5539**

Name: Norman Utilities Authority DWSRF Note
 Issuer: Norman Utilities Authority
 Trustee: None
 Amount: \$12,000,000
 Interest: 3.28%
 Dated: June 1, 2011
 Retired: December 1, 2030
 Source of Funds: Revenue Generated from NUA

Paid

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

2011-2012	12,000,000	432,820	390,080	822,900	11,567,180
2012-2013	11,567,180	447,133	375,767	822,900	11,120,047
2013-2014	11,120,047	461,919	360,981	822,900	10,658,128
2014-2015	10,658,128	477,195	345,705	822,900	10,180,933
2015-2016	10,180,933	492,975	329,925	822,900	9,687,958
2016-2017	9,687,958	509,277	313,623	822,900	9,178,681
2017-2018	9,178,681	526,119	296,781	822,900	8,652,562
2018-2019	8,652,562	543,517	279,383	822,900	8,109,045
2019-2020	8,109,045	561,490	261,410	822,900	7,547,555
2020-2021	7,547,555	580,058	242,842	822,900	6,967,497
2021-2022	6,967,497	599,240	223,660	822,900	6,368,257
2022-2023	6,368,257	619,057	203,843	822,900	5,749,200
2023-2024	5,749,200	639,528	183,372	822,900	5,109,672
2024-2025	5,109,672	660,676	162,224	822,900	4,448,996
2025-2026	4,448,996	682,524	140,376	822,900	3,766,472
2026-2027	3,766,472	705,095	117,805	822,900	3,061,377
2027-2028	3,061,377	728,411	94,489	822,900	2,332,966
2028-2029	2,332,966	752,499	70,401	822,900	1,580,467
2029-2030	1,580,467	777,383	45,517	822,900	803,084
2030-2031	803,084	803,084	19,810	822,894	0

 12,000,000 4,457,994 16,457,994

CITY OF NORMAN

2010 GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose
 Issuer: City of Norman
 Trustee: J.P. Morgan Chase
 Amount: \$6,250,000
 Interest: 1.00% - 1.50%
 Dated: September 1, 2010
 Retired: September 1, 2015
 Source of Funds: Property Tax (mill levy)

Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	6,250,000	0	117,218	117,218	6,250,000
To be Paid					
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	6,250,000	1,560,000	66,445	1,626,445	4,690,000
2013-2014	4,690,000	1,560,000	46,945	1,606,945	3,130,000
2014-2015	3,130,000	1,560,000	30,955	1,590,955	1,570,000
2015-2016	1,570,000	1,570,000	11,383	1,581,383	0
		6,250,000	272,945	6,522,945	

CITY OF NORMAN

**ANNUAL REPAYMENT INSTALLMENT ON LAKE THUNDERBIRD
31-5039**

Name: Central Oklahoma Master Conservancy District
 Issuer: Bureau of Reclamation
 Amount: \$4,083,149
 Interest: 2.742%
 Dated: June 30, 1974
 Retired: August 2016
 Source of Funds: Water Fund

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
1986-1987	3,674,649	47,638	100,750	148,388	3,627,011
1987-1988	3,627,011	52,358	45,728	98,086	3,574,653
1988-1989	3,574,653	56,760	43,534	100,294	3,517,893
1989-1990	3,517,893	61,507	41,584	103,091	3,456,386
1990-1991	3,456,386	66,384	39,146	105,530	3,390,002
1991-1992	3,390,002	71,150	38,953	110,103	3,318,852
1992-1993	3,318,852	76,292	91,003	167,295	3,242,560
1993-1994	3,242,560	80,883	88,911	169,794	3,161,677
1994-1995	3,161,677	85,844	86,693	172,537	3,075,833
1995-1996	3,075,833	90,921	84,339	175,260	2,984,912
1996-1997	2,984,912	95,913	81,846	177,759	2,888,999
1997-1998	2,888,999	100,819	79,216	180,035	2,788,180
1998-1999	2,788,180	105,859	76,452	182,311	2,682,321
1999-2000	2,682,321	110,103	73,549	183,652	2,572,218
2000-2001	2,572,218	115,195	70,530	185,725	2,457,023
2001-2002	2,457,023	119,491	67,372	186,863	2,337,532
2002-2003	2,337,532	124,149	64,095	188,244	2,213,383
2003-2004	2,213,383	128,448	60,691	189,139	2,084,935
2004-2005	2,084,935	132,884	57,169	190,053	1,952,051
2005-2006	1,952,051	137,219	53,525	190,744	1,814,832
2006-2007	1,814,832	141,652	49,763	191,415	1,673,180
2007-2008	1,673,180	146,227	45,879	192,106	1,526,953
2008-2009	1,526,953	150,683	41,869	192,552	1,376,270
2009-2010	1,376,270	155,282	37,737	193,019	1,220,988
2010-2011	1,220,988	159,987	33,479	193,466	1,061,001

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	1,061,001	164,841	29,093	193,934	896,160
2012-2013	896,160	169,585	24,573	194,158	726,575
2013-2014	726,575	174,458	19,923	194,381	552,117
2014-2015	552,117	179,466	15,139	194,605	372,651
2015-2016	372,651	184,387	10,218	194,605	188,264
2016-2017	188,264	188,264	5,162	193,426	0
		3,674,649	1,657,921	5,332,570	

CITY OF NORMAN

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	4,780,000	0	110,742	110,742	4,780,000
2006-2007	4,780,000	375,000	160,019	535,019	4,405,000
2007-2008	4,405,000	380,000	147,750	527,750	4,025,000
2008-2009	4,025,000	380,000	135,400	515,400	3,645,000
2009-2010	3,645,000	380,000	123,050	503,050	3,265,000
2010-2011	3,265,000	385,000	110,619	495,619	2,880,000

To be Paid

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	

CITY OF NORMAN

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

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2003-2004	7,740,000	0	104,059	104,059	7,740,000
2004-2005	7,740,000	150,000	248,055	398,055	7,590,000
2005-2006	7,590,000	550,000	240,180	790,180	7,040,000
2006-2007	7,040,000	550,000	227,118	777,118	6,490,000
2007-2008	6,490,000	560,000	213,243	773,243	5,930,000
2008-2009	5,930,000	565,000	198,756	763,756	5,365,000
2009-2010	5,365,000	580,000	182,860	762,860	4,785,000
2010-2011	4,785,000	595,000	165,376	760,376	4,190,000

To be Paid

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	

CITY OF NORMAN

1995 NORMAN UTILITIES AUTHORITY SRF NOTE
32-5549

Name: Norman Utilities Authority SRF Note
 Issuer: Norman Utilities Authority
 Amount: \$2,720,000
 Interest: .5% Fee
 Dated: December 15, 1995
 Retired: August 15, 2015
 Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
1995-1996	2,720,000	22,667	2,153	24,820	2,697,333
1996-1997	2,697,333	138,325	13,535	151,860	2,559,008
1997-1998	2,559,008	138,325	12,796	151,121	2,420,684
1998-1999	2,420,684	138,325	12,095	150,420	2,282,359
1999-2000	2,282,359	138,325	11,394	149,719	2,144,034
2000-2001	2,144,034	138,325	10,722	149,047	2,005,709
2001-2002	2,005,709	138,325	9,991	148,316	1,867,385
2002-2003	1,867,385	138,325	9,290	147,615	1,729,060
2003-2004	1,729,060	138,325	8,589	146,913	1,590,735
2004-2005	1,590,735	138,325	7,909	146,234	1,452,410
2005-2006	1,452,410	138,325	7,186	145,511	1,314,085
2006-2007	1,314,085	138,325	6,485	144,810	1,175,761
2007-2008	1,175,761	138,325	5,784	144,108	1,037,436
2008-2009	1,037,436	138,325	5,097	143,422	899,111
2009-2010	899,111	138,325	4,381	142,706	760,786
2010-2011	760,786	138,325	3,680	142,005	622,462

To be Paid

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

CITY OF NORMAN

2000 NORMAN UTILITIES AUTHORITY SRF NOTE
32-5549

Name: Norman Utilities Authority SRF Note
 Issuer: Norman Utilities Authority
 Amount: \$4,850,000
 Interest: .5% Fee
 Dated: June 21, 2000
 Retired: September 15, 2019
 Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2000-2001	4,850,000	248,718	17,740	266,458	4,601,282
2001-2002	4,601,282	248,718	23,013	271,731	4,352,564
2002-2003	4,352,564	248,718	21,752	270,470	4,103,846
2003-2004	4,103,846	248,718	20,547	269,265	3,855,128
2004-2005	3,855,128	248,718	19,231	267,949	3,606,410
2005-2006	3,606,410	248,718	17,970	266,688	3,357,692
2006-2007	3,357,692	248,718	16,709	265,427	3,108,974
2007-2008	3,108,974	248,718	15,490	264,208	2,860,256
2008-2009	2,860,256	248,718	14,187	262,905	2,611,539
2009-2010	2,611,539	248,718	12,926	261,644	2,362,821

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2010-2011	2,362,821	248,718	11,666	260,384	2,114,103
2011-2012	2,114,103	248,718	10,432	259,150	1,865,385
2012-2013	1,865,385	248,718	9,144	257,862	1,616,667
2013-2014	1,616,667	248,718	7,883	256,601	1,367,949
2014-2015	1,367,949	248,718	6,622	255,340	1,119,231
2015-2016	1,119,231	248,718	5,375	254,093	870,513
2016-2017	870,513	248,718	4,100	252,818	621,795
2017-2018	621,795	248,718	2,840	251,557	373,077
2018-2019	373,077	248,718	1,579	250,297	124,359
2019-2020	124,359	124,359	318	124,677	0
		4,850,000	239,524	5,089,524	

CITY OF NORMAN

SANITATION FUND
33-5567

Name: Sanitation System Revenue Note, Series 2010
 Issuer: Norman Municipal Authority
 Trustee: BancFirst
 Amount: \$3,590,000
 Interest: 3.45%
 Dated: March 25, 2010
 Retired: October 1, 2024
 Source of Funds: Revenue Generated from NMA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	3,590,000	190,000	124,281	314,281	3,400,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	3,400,000	200,000	115,575	315,575	3,200,000
2012-2013	3,200,000	210,000	108,589	318,589	2,990,000
2013-2014	2,990,000	215,000	101,344	316,344	2,775,000
2014-2015	2,775,000	225,000	93,840	318,840	2,550,000
2015-2016	2,550,000	230,000	85,991	315,991	2,320,000
2016-2017	2,320,000	240,000	77,970	317,970	2,080,000
2017-2018	2,080,000	245,000	68,690	313,690	1,835,000
2018-2019	1,835,000	255,000	61,151	316,151	1,580,000
2019-2020	1,580,000	265,000	52,268	317,268	1,315,000
2020-2021	1,315,000	275,000	43,039	318,039	1,040,000
2021-2022	1,040,000	285,000	33,465	318,465	755,000
2022-2023	755,000	295,000	23,546	318,546	460,000
2023-2024	460,000	305,000	13,283	318,283	155,000
2024-2025	155,000	155,000	2,674	157,674	0
		3,400,000	881,425	4,281,425	

CITY OF NORMAN

WESTWOOD FUND
030-7034

Name: Recreational Facilities Revenue Bonds, Series 2002
 Issuer: Norman Municipal Authority
 Trustee: Arvest Trust Company, N.A., Norman
 Amount: \$2,315,000
 Interest: 3.50% - 6.125%
 Dated: June 28, 2002
 Retired: June 1, 2022
 Source of Funds: Revenue Generated from Westwood Enterprise

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2002-2003	0	0	128,096	128,096	2,315,000
2003-2004	2,315,000	75,000	128,096	203,096	2,240,000
2004-2005	2,240,000	75,000	125,471	200,471	2,165,000
2005-2006	2,165,000	80,000	122,471	202,471	2,085,000
2006-2007	2,085,000	85,000	119,031	204,031	2,000,000
2007-2008	2,000,000	90,000	115,121	205,121	1,910,000
2008-2009	1,910,000	95,000	110,711	205,711	1,815,000
2009-2010	1,815,000	100,000	105,914	205,914	1,715,000
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
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
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		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.

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

BASIN – An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOLOGICAL OXYGEN DEMAND (BOD) – A standard measure of wastewater strength that quantifies the oxygen consumed in a stated period of time, usually 5 days and at 20°C.

BIOLOGICAL PROCESS – The process by which the metabolic activities of bacteria and other microorganisms break down complex organic materials to simple, more stable substances.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. Biosolids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BUDGET - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGETARY CONTROL - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is \$1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

CAPITAL OUTLAY - Expenditures that result in the acquisition of or additions to fixed assets.

CAPITAL PROJECT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for financial resources segregated for the acquisition, construction or other improvement related to Capital Facilities other than those accounted for in Enterprise Funds and Trust Funds.

CBOD – Carbonaceous Biochemical Oxygen Demand

CDBG – Community Development Block Grant Program

CFR – Code of Federal Regulations

CLEET – Council on Law Enforcement Education and Training

CNG – Compressed Natural Gas Vehicles

COLLECTION SYSTEM – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

CONNECTION FEE – Previously known as the tap fee, was first developed in 1970. A charge for sewer or water connection based upon the size of the service line leading into and to be utilized for the furnishing of water or sewer to any user or structure. Monies received from the connection charge are evenly divided between the City of Norman’s Water and Wastewater Funds. Collected fees are used to fund activities performed in both the water and sewer utility systems.

CORE AREA – Boundaries are officially Berry Road on the west, Robinson on the north, 12th Avenue on the east, and Constitution / Imhoff extended on the south.

COST ALLOCATION - Distribution of costs of centrally provided support services such as management, accounting, purchasing, payroll, information services, and legal.

DEBT SERVICE - The City's obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

DEFICIT - The excess of the liabilities of a fund over its assets, or the excess of expenditures over revenues during an accounting period.

DEPARTMENT - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION – The decrease in value of physical assets due to use and passage of time.

DEQ – Department of Environmental Quality

DIVISION - A sub-section of a Department which carries out a specific line of work assigned to the Department.

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

DTMF – Dual-tone-multi-frequency or “touch-tone”

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

EFFLUENT – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

EID (Environmental Information Document)– The document which provides the basic information about a project and its environmental effects.

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

ENCUMBRANCE - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA – Environmental Protection Agency

EXCISE TAX – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

EXPENDITURES (EXPENSES) - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FACE VALUE (PAR, PRINCIPAL) – The full amount of an investment security, usually appearing on the face of the instrument.

FIDUCIARY FUNDS (TRUST & AGENCY FUNDS) – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

FISCAL YEAR - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

FT – Full-time (employee)

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - Fund balance is the excess of assets over liabilities.

FUND BALANCE - RESERVED FOR DEBT SERVICE - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO) - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

HEADWORKS – The initial structure and devices located at the receiving end of a water or wastewater treatment plant.

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

I / I – An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.

IMPACT FEES – Fees collected from developers and set aside to help fund infrastructure adjustments within the community. Monies to be used as the development further impacts the municipality.

INFILTRATION – Groundwater that enters into the sanitary sewer through defects in the pipes and manholes such as cracks, separated joints, deteriorated manhole components, building foundation drains, and defective service laterals.

INFLOW – Surface stormwater that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

INTERCEPTOR – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

INTERGOVERNMENTAL REVENUE - Grants, entitlements and cost reimbursements from another federal, state or local government.

ISO – International Organization for Standardization standards

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

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

MSW – Municipal Solid Waste

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NMA – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

NPDES – National Pollutant Discharge Elimination System

NTU – Nephelometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, along side or beyond the boundaries of a developer's new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government's debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

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

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

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

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – Trial Total Disability (payments)

USE TAX – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF is the Norman Wastewater Utility's version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF will expire at the point that sufficient funds have been generated to pay the portion of the costs of the improvements attributable to new development (\$6,192,039).

ZERO-BASED BUDGETING – The process of preparing an operating plan or budget that starts with no authorized funds. Each activity to be funded must be justified every time a new budget is prepared.

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One of 5 E-3 Sentry Airborne Warning and Control Systems (AWACS) aircraft based at Tinker Air Force Base in Oklahoma City, Oklahoma returning from supporting operations Enduring and Iraqi Freedom. (US Air Force photo by Airman K.L. Kimbrell)



An E-3 Sentry Airborne Warning and Control Systems (AWACS) aircraft based at Tinker Air Force Base in Oklahoma City, Oklahoma, flies a mission. (U.S. Air Force photo by Tech. Sgt. John K. McDowell)

ABOVE - Many Norman residents are civilian employees or serve in the U.S. Air Force, U.S. Navy or other units at Tinker Air Force Base, the largest employer in the State of Oklahoma. TAFB is home to the largest Air Logistics Center in the U.S. Air Force Materiel Command, the Oklahoma City Air Logistics Center. The private-sector ALC is joined by the U.S. Air Force's 76th Maintenance Wing in providing maintenance, modification and program command for some of the most sophisticated military aircraft in the U.S. arsenal, including the E-3 Sentry Airborne Warning and Control Systems (AWACS) aircraft, which are based at TAFB. Photos from Tinker Air Force Base web page

BACK COVER and DIVIDER PAGES – Vietnam Veterans Memorial - On July 4, 2010 the annual Norman Day Celebration in Reeves Park served as the centerpiece of the Oklahoma statewide Vietnam Veterans Memorial Celebration. Thousands of citizens, performers, armed forces personnel and other dignitaries were present at the events on July 4 and on November 6, 2010. A highlight of the event was the display of the Dignity Memorial Vietnam Veteran's Wall, a traveling replica of the Vietnam Memorial Wall in Washington D.C. For its support of the Vietnam Veteran's Celebration, the City of Norman was awarded the first Oklahoma Medal of Freedom by the Adjutant General of the Oklahoma National Guard.

Photos: Capt. Geogg Legler, Oklahoma National Guard Office of Public Affairs



