BUDGET

THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2013
FINANCIAL PLAN—FISCAL YEAR-END 2013-2017

ON THE COVER – **"Oklahoma Sooner Football"** – on autumn Saturdays, Norman, Oklahoma and Gaylord Family/Owen Memorial Stadium becomes the center of activity in the state of Oklahoma and one of the liveliest places in amateur sports. The Oklahoma Sooners are the most successful college football program of the modern era (the 65 years since World War II) and sport many of the most recognized traditions in sports. Pictured on the cover is OU's official mascot, the Sooner Schooner® driven and administered by the OU RUF/NEX, the oldest university-based spirit organization in the country. The Schooner symbolizes a historic Conestoga wagon, pulled by Shetland ponies, representing a vehicle that may have transported families into the former Indian Territory, including Norman, which was opened for settlement in the first "Oklahoma Land Run" in 1889. Also pictured is The Pride of Oklahoma marching band, and some of the more than 85,000 fans who have sold out Owen Stadium for more than 80 consecutive games over 13 years.

ABOVE and On Divider Pages – The Norman campus of the University of Oklahoma is home to "Heisman Park", a collection of larger-than-life size bronze sculptures of the five Sooner winners of the Heisman Memorial Trophy, awarded annually to "the most outstanding college football player in the country." (Photographs provided by City of Norman Information Technology Division staff, by permission of the University Of Oklahoma Department Of Athletics)

CITY COUNCIL

MAYOR
Cindy Rosenthal

Ward 1	Roger Gallagher	**Ward 5**	Dave Spaulding
Ward 2	Tom Kovach	**Ward 6**	Jim Griffith
Ward 3	Hal Ezzell	**Ward 7**	Linda Lockett
Ward 4	Carol Dillingham	**Ward 8**	Dan Quinn

Presented by:

Steven D. Lewis, City Manager

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THE CITY OF NORMAN

OUR MISSION

"WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE"

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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

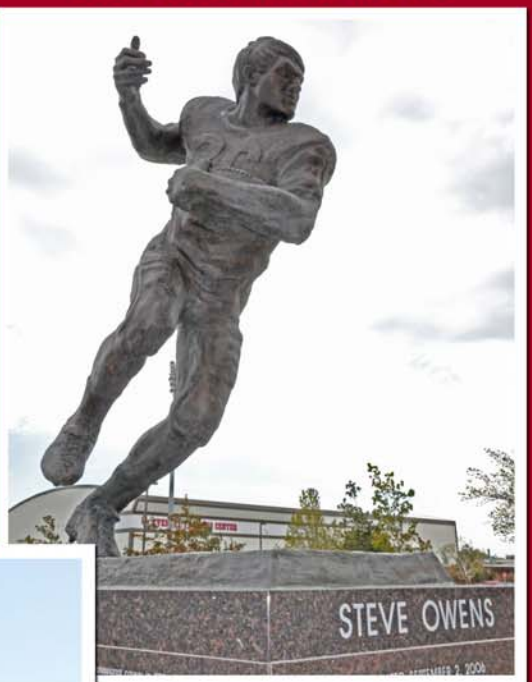
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Norman, Oklahoma, for its annual budget for the fiscal year beginning July 1, 2011.

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.

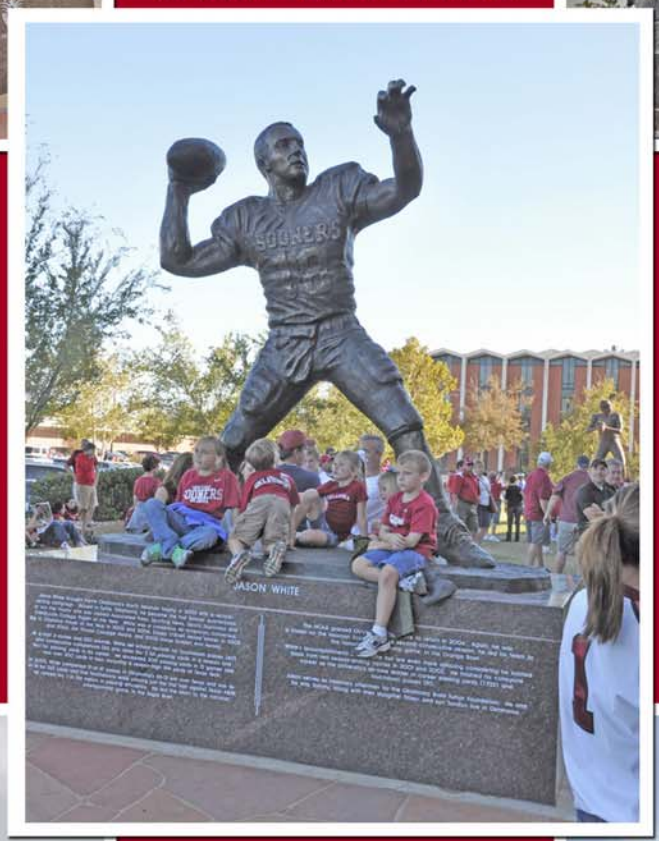
The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Billy Vessels 1952

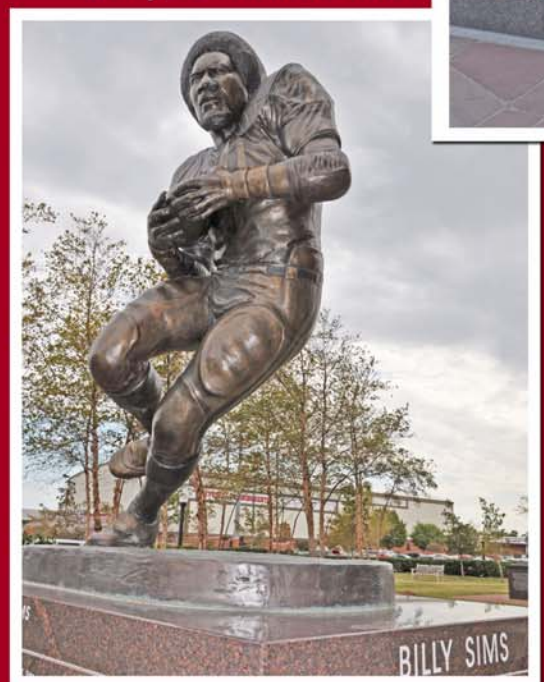
Steve Owens 1969



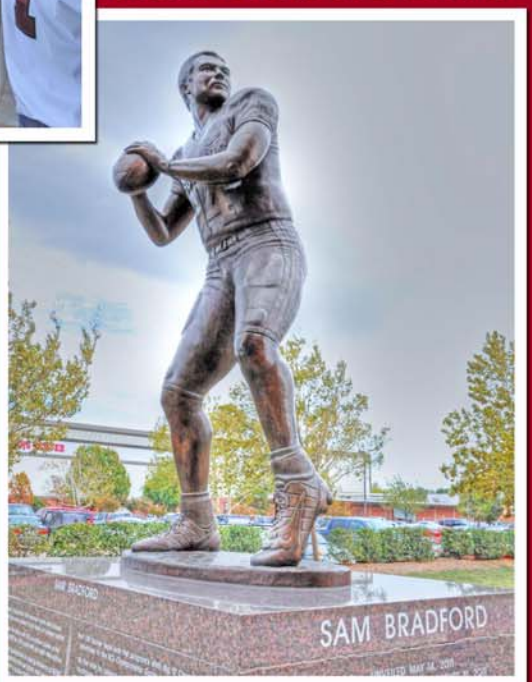
Jason White 2003



Billy Sims 1978



Sam Bradford 2008



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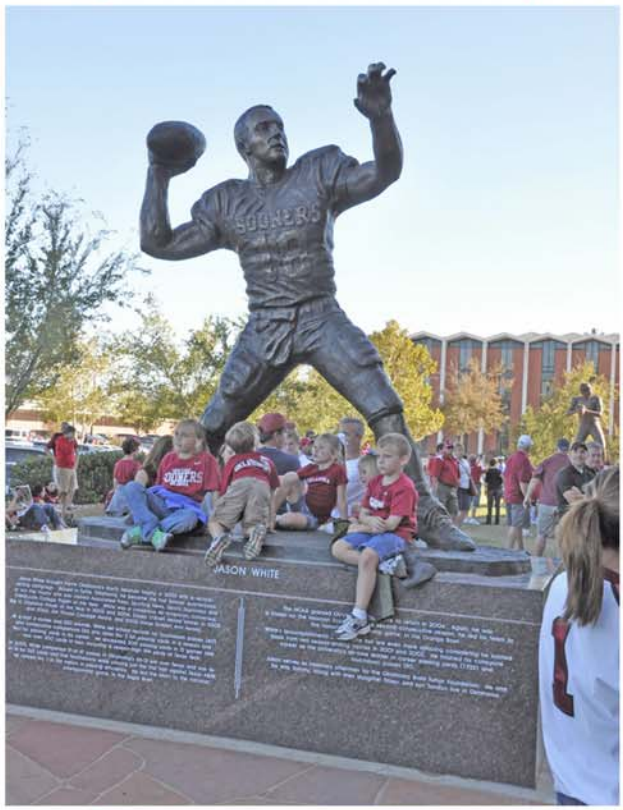


Billy Sims 1978

Sam Bradford 2008

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, 2012

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, 2012 – June 30, 2013 (FYE 2013). 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.

The FYE 2013 budget has been prepared in an environment of slow but steady recovery from the 2008-2010 recessions, but significant challenges remain ahead of us to ensure the stability and long-term sustainability of our General Fund budgetary operations, and to provide necessary improvements and expansion to our utility enterprises.

The total budget for all City of Norman funds for fiscal year ending 2012 was $162,261,633 and for FYE 2013 is $181,580,662. The major increases in the FYE 2013 budget over the FYE 2012 budget are due to increased costs for major capital projects which are anticipated to be undertaken in the Wastewater and Water Utilities.

NATIONAL AND REGIONAL ECONOMIC TRENDS

The United States' economy continued a slow but steady recovery from the 2008-2010 recessions during 2011. Norman's economy has also experienced slower than historic levels of growth, but growth nonetheless. Norman's unemployment rate continues to be below the state and national averages, and Norman's largest employers (the University of Oklahoma, Norman Regional Health System, Johnson Controls/York International, etc.) have maintained their levels of employees. Hitachi Computer Systems completed a large expansion to their Norman distribution facility in 2011. The Oklahoma City Metropolitan Area continues to have one of the healthiest economies in the United States, and growth in petrochemical sectors have buttressed the regional economy and fueled recent growth. It is expected that cutbacks in defense spending will negatively impact the regional economy over the next few years.

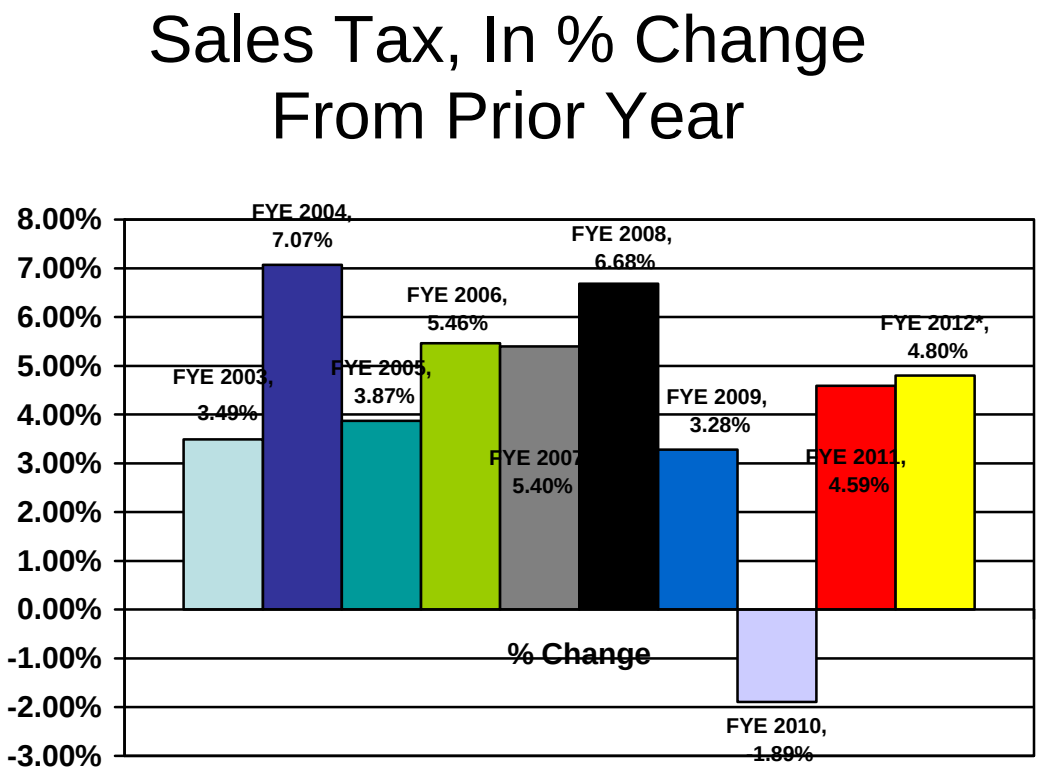
Several macroeconomic trends should be noted for their impact on the Norman economy and the City of Norman's cost of service delivery:

- The world economy, particularly in volatile regions such as Europe (particularly Greece, Spain and Italy), the Middle East (particularly Syria) and North Korea will have the capability of causing economic shocks that will have broad impact on the U.S. and regional economies.

- The aging of the workforce, both nationally, internationally and locally will cause cost increases, particularly related to the provision of health care and retirement. While Norman does not have unmanageable post-retirement benefit liabilities as some public sector employers do, there will be significant costs to provide mandated pension benefits and health care for current and retired employees.

- While federal monetary policy has worked to keep interest rates at historically low levels, several areas of cost inflation, particularly for petroleum-related products and health care, will impact both the national and regional economies, and the City's costs for service delivery.

Norman's sales tax growth patterns are a widely accepted indicator of the health of the local retail economy, and reflect the stable local economy since the 2008-2010 recessions:



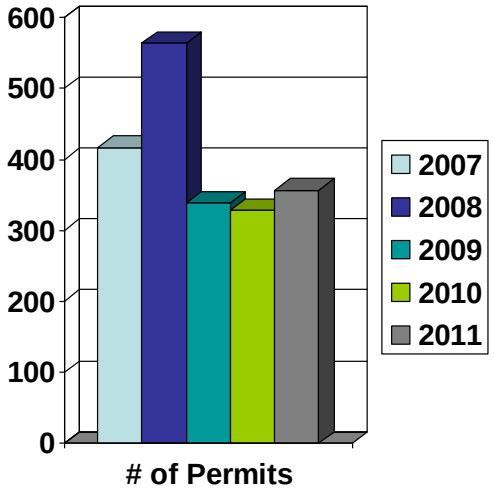
MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2011-2012

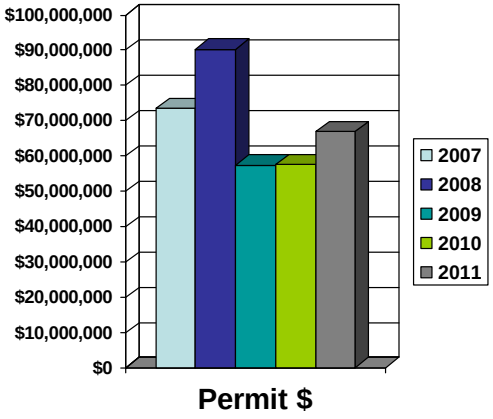
Sales and Use Taxes - The major source of General Fund revenue is sales tax and by its nature, sales tax reflects the overall vitality of the local economy, as discussed above. Use Tax collections have been particularly volatile in fiscal year 2011-2012. This use tax volatility is of particular concern because out-of-state purchases of goods for use in Norman, such as internet purchases and purchases of construction materials for the local home building industry should be captured in use tax collections. The City of Norman will continue to partner with other cities and agencies to monitor use tax collection efforts and legislative trends for the payment of taxes for on-line purchases. In FYE 2013, sales tax revenues are projected to grow by 4.25% from their estimated FYE 2012 levels.

Franchise fees – These are payments made by private utility companies (Oklahoma Gas and Electric, Oklahoma Natural Gas, Cox Cable, etc.) to the City of Norman General Fund for their use of the public rights-of-way. Franchise payments are above last year's collections and budgeted projections for FYE 2012, due primarily to the impact of historic drought conditions during the summer of 2011 on electric utility revenues. Collections are projected to increase by three percent overall in FYE 2013.

Licenses and Permits – These are payments made for obtaining licenses to do business in Norman and for obtaining permits to build structures in Norman. Permit volume and revenues are, therefore, a proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates. Permit values stabilized in FYE 2012 (see graph below) but remain below historic averages (approximately 525 per year). Local homebuilders expect to see growth in this area in the coming months and years.

Single Family Building Permit Data





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 slightly above budget for FYE 2012.

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

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

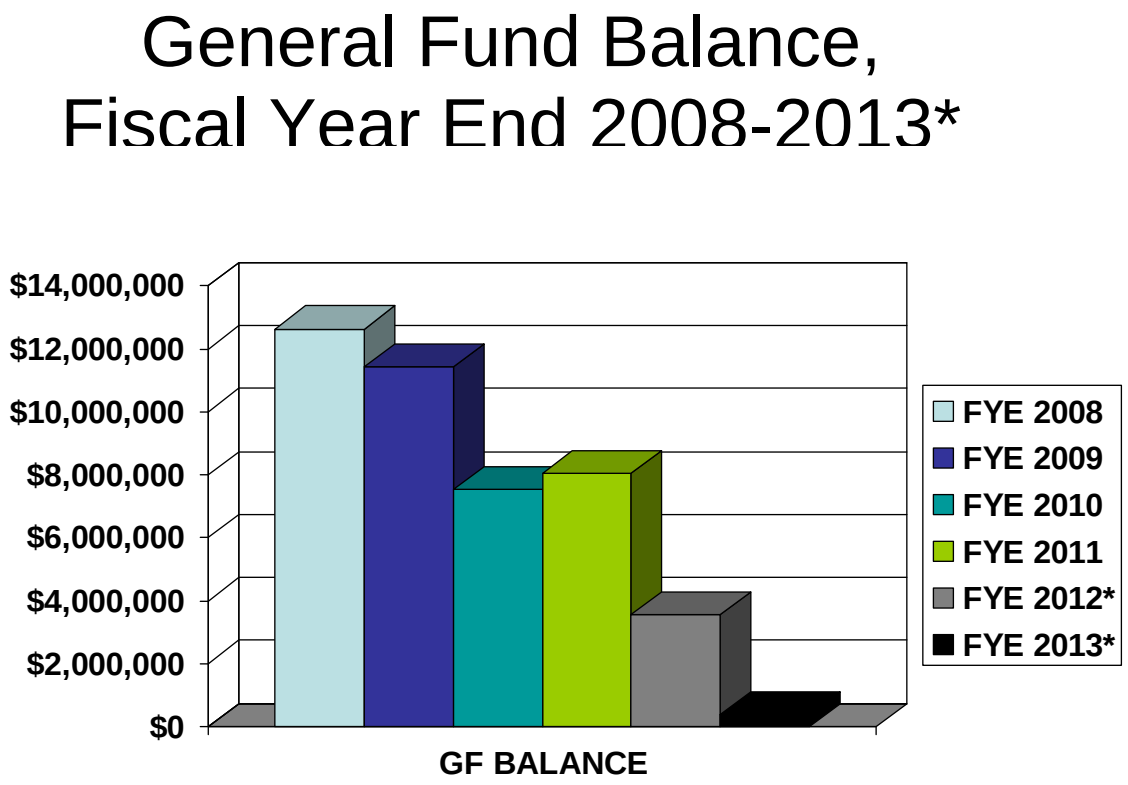
- A natural or man-made disaster, declared by the President of the United States or the Governor of Oklahoma for the Norman area, has been declared which necessitates emergency expenditures to be made above the two percent Emergency Reserve appropriation;

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

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

During fiscal year 2011-2012, the City of Norman made a deposit of $1,500,000 to the Net Revenue Stabilization Fund by transfer from the General Fund. By the City of Norman's adopted reserve ordinance, then, approximately an additional $1,500,000 must be appropriated and held in the Rainy Day Fund by the end of fiscal year 2013-2014.

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:



***PROJECTED**

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 meet the level mandated by City's Reserve Ordinance. Considering the deposits that were made to the Rainy Day Fund in FYE 2012, it is apparent that the austerity measures that have been implemented over the last few years have had a positive financial effect. Current revenue

versus expenditure trends in the General Fund, however, indicate that fund balances will be drawn down in FYE 2013 and in future years. No deposit to the Rainy Day Fund is budgeted in FYE 2013, but further consideration of a deposit will be made by Council after the final FYE 2012 General Fund balance is determined with acceptance of the FYE 2012 Comprehensive Annual Financial Report in December, 2012.

It is expected that in order to meet Reserve Ordinance restrictions and to sustain the financial operations of the General Fund in the near and longer-term, further policy actions will need to be taken. New revenue sources such as the proposed Stormwater Utility (discussed below) will need to be identified or service levels will need to be cut.

FISCAL YEAR 2012-2013 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

The fiscal year 2012-2013 (FYE 2013) General Fund budget is basically a status quo budget, with some service expansion in targeted areas. Several factors continue to indicate, however, that the City of Norman will be unable to continue to provide current levels of service within existing revenues. While the General Fund's major revenue sources have returned to their historic levels of growth, the rate of growth in major General Fund expenditures is higher than revenue growth. Several areas of growth in General Fund-supported services (business liaison, social services, public transportation and library services) will add ongoing costs, as discussed below. While the City of Norman continues to be a relatively small government, the ability to sustain operations within existing revenues in the long term is very questionable.

The proposed FYE 2013 budget includes improved business liaison services through the addition of a Development Coordinator position to the General Fund. This position will be dedicated to improving the effectiveness of the City's services to existing and potential businesses within the City. The Development Coordinator is the only position proposed to be added to the City's General Fund, and no positions are proposed to be deleted from the budget.

The proposed budget responds to the Council's direction to expand the public library services provided to Norman citizens through the funding of a lease agreement with the Pioneer Library System for a new west Norman branch library, and funding to renovate the former Border's Bookstore building near West Main Street. Total funding for the expanded Westside branch library is $131,750, including approximately $65,000 in recurring costs. Funding for the Cleveland Area Rapid Transit (CART) system will also be increased (additional cost of $150,000 per year, to a total annual General Fund budget of $460,500) to maintain current public transportation services. The City will also partially reinstate a contractual expansion to the litter control program.

The Council also directed increases to social services support from the General Fund. Budgeted support to the Social and Voluntary Services Commission's sub-grant program to non-profit agencies will be increased to their FYE 2008 levels, and directed support to the Neighborhood Center after-school program, and programs against homelessness will be increased by $25,000, to a total of $240,000 per year.

A program to perform performance audits of various City operations will be implemented in FYE 2013. Two targeted service areas, fleet management and information technology, will be examined by outside consultants for efficiency and effectiveness, based on objective criteria, and future actions will be recommended for improvement.

The proposed budget includes no cost of living raise assumption for FYE 2013 across the City of Norman organization. The budget assumes merit pay increases for qualified employees. It is also assumed that the improved emphasis on employee wellness implemented in FYE 2012 will result in a lower rate of cost inflation for the City's self-funded health insurance program. Actual changes to the City's employee wage and benefit programs will depend largely on collective bargaining negotiations (approximately 80% of the City's workforce is unionized). The General Fund budget, at this time, assumes that no additional deposit will be made to the Net Revenue Stabilization Fund in FYE 2013. As discussed above, the "Rainy Day" Fund will have to be fully funded in FYE 2014, and next fiscal year's budget will be pressured to meet this requirement if no deposit is made in FYE 2013. As discussed in the Reserve Policy discussion above, the Council will review actual FYE 2012 General Fund balance in early January 2013 to finally determine the financial ability of the General Fund to make a deposit to the Rainy Day Fund.

Public Safety Sales Tax Fund Budget Preparation

In May, 2008, the citizens of Norman approved a temporary ½ percent Public Safety Sales Tax Ordinance (Ordinance O-0708-32), which will be in effect from October 1, 2008 through September 30, 2015. The Public Safety Sales Tax (PSST) will fund 41 additional Police Department personnel and 30 additional Fire Department personnel over the seven-year life of the tax. As directed by the originally-adopted PSST Staffing Plan, two additional Detective positions will be added to the FYE 2013 budget and filled through promotion of existing Police Department staff during FYE 2013. These two positions will bring the total number PSST positions added since FYE 2009 to 67 of the total scheduled additional personnel of 71 (according to the Staffing Plan adopted with the PSST Ordinance, 2 additional Police Department positions will be added in FYE 2014 and 2 additional Police Department positions will be added in FYE 2015).

The PSST Ordinance envisioned the construction and staffing of two additional fire stations from proceeds of the tax. During fiscal year 2011-2012, the last of the additional 30 firefighter personnel (including fire driver/engineer and captain positions) to staff the two additional fire stations were added to the budget. The construction of Fire Station 8, located on 36th Avenue N.W. north of Tecumseh Road, was completed in May, 2011. Bid for the construction of Fire Station 9, to be located on Alameda Street east of 36th Avenue East, was awarded on April 24, 2012 and construction is expected to be completed in the summer of 2013. Funds for the construction of Fire Station 9 have already been transferred from the PSST Fund to the Capital Fund, and construction is expected to be completed within ten percent of the budgeted and transferred funds.

The PSST Ordinance envisioned a fund balance to be built up over the life of the temporary tax, as the possibility exists that the tax would not be renewed to support the additional public safety personnel after the expiration of the tax, and "the excess for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following

criteria: projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure the long-term financial stability of the City; and/or projects or expenditures that provide for the continuity of existing City services."

Council has discussed narrowing the purposes for which PSST Fund balance can be used to a reserve of at least six months of estimated PSST personnel expenditures at the termination of the currently-authorized taxing period (approximately $3,000,000) and for the first two of the criteria approved in the PSST Ordinance ("projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities"). At the March 14, 2011 Council Finance Committee meeting, at which a majority of Council was present, consensus was gained to direct portions of PSST Fund balance in excess of the six-month reserve requirement for high priority projects in furtherance of the purposes directed in the PSST Ordinance. In response to this Council consensus and priority public safety needs identified by the Police Chief and Fire Chief, the proposed FYE 2013 budget includes expenditures of PSST Fund balance for the following one-time capital projects:

- Replace Computer Aided Dispatch & Records Management Systems	$2,330,000
- Replacement of 1993 Fire Pumper (Unit #26)	$ 451,275
- Replacement of 1996 55-Foot Fire Boom Truck (Unit #25)	$ 591,275
- Renovate and Refurbish Smalley Operations Center	$1,127,450

The PSST Fund balance is projected to remain in excess of the six-month personnel expense level after these and all other mandated expenses have been made. In future years, Council will consider referenda to renew the PSST and/or the funding of other critical public safety needs.

Capital Expenditure Budget Preparation

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

Like other full-service municipalities, the City of Norman depends on equipment to deliver vital City services. The City has millions of dollars invested in its fleet of rolling stock and in its automated computer, telephone and radio systems. The replacement of this equipment is an ongoing and high priority budget need. The fiscal year 2012-2013 budget includes $1,647,311 in fleet replacements and $328,150 in computer equipment replacements. Included within this recommended capital outlay budget, funded by the dedicated CST, are the following major replacement items:

- 2002 Stormwater Street Sweeper $275,050
- 1998 Fleet Wrecker Truck $167,060
- 1997 Street Maintenance Backhoe $114,500
- 1998 Stormwater Backhoe $114,500
- 1997 Stormwater Mower $100,500

Several of the vehicles that are recommended to be replaced in FYE 2013 include additional estimated costs to replace the existing vehicles with alternative-fueled vehicles (i.e., compressed natural gas or biodiesel fueled vehicles). The City's higher capital investment in these alternative fuel vehicles is expected to be offset from savings in fuel costs over the life of the equipment. Several of the Police Department vehicles recommended for replacement in FYE 2013 include replacement with four wheel drive vehicles that will be more useful in rural areas of Norman during severe weather events.

The high replacement cost of the vehicles highlighted above illustrates an ongoing challenge for the City's capital budget. The cost of vehicles and other equipment is inflating at a much higher rate than the growth in the dedicated revenue source for vehicle replacement, the Capital Sales Tax. Less than half of the vehicles that were recommended for replacement by the Fleet Maintenance Division, primarily based on their maintenance cost being higher than their replacement cost, could actually be replaced within recommended CST allocations. Further, the 'big ticket" replacements like those above take a large and growing portion of the relatively fixed budget for computer and vehicle replacements. This leaves less funding available for the replacement of just as important "small ticket" equipment such as police cars, parks mowers, and inspector or meter readers vehicles. The FYE 2013 budget recommends replacing two "big ticket" fire trucks with Public Safety Sales Tax revenues. In future years, Council should consider alternative sources for the replacement of other big ticket items, such as funding the replacement of storm water vehicles and equipment through the proposed Stormwater Utility (discussed below).

On September 13, 2011, the City Council approved a $1,065,000 contract for the purchase of property adjacent to the existing Municipal Complex in the 100 block of West Gray Street (referred to as the "Service Experts Building"). Funding was made available from the City's Capital Fund for the purchase. The purchase will enable the City to consolidate municipal operations such as the Facilities Management Division and document storage in a location contiguous to the Municipal Complex, as well as provide options for needed expansions for public parking in downtown Norman. In order to proceed with the development of these parking and storage options, the FYE 2013 budget includes funding for razing the City-owned structure at 121 North Peters and expanding the paved parking lot. Funding has also been programmed in FYE 2014 to demolish City-owned structures at 1 West Gray and 601 Santa Fe Avenue for additional downtown parking and to improve area aesthetics.

On November 8, 2011, the voters of the City of Norman approved the issuance of $3,035,000 in general obligation bonds to pay for expansion of and improvements to the Norman Animal Shelter and Impound Facility. The project will add approximately 11,000 square feet of space to the existing 3,500 square foot Animal Impound Facility, reducing the number of adoptable animals that will have to be euthanized due to lack of animal housing space in the Facility. The improvements are scheduled to be completed in the fall of 2013.

Norman's long-range land use, transportation, zoning and capital planning is guided by the comprehensive "Norman 2025" Plan. Norman 2025 was adopted on November 16, 2004 and was intended to be updated after five years. Funding has been included in the capital budget to complete a comprehensive transportation plan, which is an important step to updating Norman 2025.

Outstanding Operating Budget Issues

Several unresolved issues could have significant impacts on the City of Norman's budget going forward. While no allocations have been made for these issues, our planning should include the possible impact of the issues going forward.

As discussed in the Economic Trends section above, the aging of the workforce worldwide, nationally, regionally and in the City of Norman puts pressure on the ability of employers to pay for financial obligations for defined benefit pension plans. The City of Norman's contributions to its pension, retirement and health care benefit programs are well above average for public or private employers, but the aging of our workforce will compel these costs to rise in the future. While most of the City's workforce is covered by the City's **defined contribution** Norman Employees Retirement System, police and fire personnel are covered by state-statute-mandated **defined benefit** pension plans. These state pension plans have actuarial unfunded liabilities in the tens of millions of dollars, and it is expected that the statutorily-mandated employer contribution will be increased from the current 13 percent (13%) of employee payroll.

As discussed above, the City's capital outlay budget, funded by the dedicated capital sales tax, is significantly impacted by the replacement and purchase of equipment for the storm drainage function. The City's General Fund budget is also significantly invested in the storm water control function. For several years, 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 and erosion, street flooding, 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 can provide a dedicated and stable source of revenue that can be adjusted through charges based on a user's contribution to local storm water runoff. A number of other Oklahoma communities have already implemented this option. For the long-term stability of the General Fund, it is important that the storm water utility be implemented.

UTILITY ENTERPRISE FUNDS

Norman Water Enterprise Utility

The City of Norman operates three utility enterprises: Sanitation, Water, and Water Reclamation (Wastewater or Sewer). Enterprise funds are established to account for the operations of the City that endeavor to operate like private businesses, in that their services are provided to a discrete base of customers, as opposed to the citizenry as a whole, and user fees are charged to those customers at a level that seeks to recover the full costs of providing the services. The budgetary status of the Water and Wastewater Utilities are driven in large part by major capital projects and the FYE 2013 utility enterprise budgets are driven by decisions related to capital projects at the Water Treatment and Water Reclamation Plants.

The Water Enterprise Utility has completed the first phase of a major two-phase expansion and improvement to the Water Treatment facility. The first phase included the installation of a large backup power generator, electrical improvements, the replacement of chemical feeding

equipment, and the installation of a new final clarifier. Phase One improvements also included an enlargement of the raw water supply line from Lake Thunderbird, which effectively expands the treatment capacity of the plant to 17 million gallons per day, and improvements to the water distribution systems which will enable more water to be supplied to Utility customers at higher pressures.

The second phase of improvements to the Water Treatment Plant cannot be undertaken without voter approval of modifications to the water rate structure. These improvements concentrate on federally-mandated treatment improvements for disinfection and on higher levels of treatment for contaminants which are not currently included in federal treatment standards. These improvements are planned to begin in FYE 2014, but will have to continue to be delayed if adequate rate revenues to fund them are not approved by the voters of Norman. The FYE 2013 budget includes funding for final engineering and environment impact studies related to the Phase Two Water Treatment Plant improvements, which are expected to be completed in the summer of 2013, as well as continuing studies related to long-term water supply options for the Utility. The FYE 2013 Water Utility budget removes the assumption of a rate increase to fund the water treatment, distribution and supply issues discussed here, but the projects cannot be pursued without the funding structure in place.

Norman Water Reclamation (Wastewater) Utility

The Norman Water Reclamation (or Sewer, or Wastewater) Utility has completed a major expansion and rehabilitation of the north Norman sewer conveyance facility (Lift Station D) that will serve sewer customers throughout the northern tier of Norman (the Little River watershed). The rehabilitated Lift Station D has a 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. Coupled with the expanded treatment capacity planned at the Norman Water Reclamation Facility (Wastewater Treatment Plant, or "WRF"), the Lift Station D Conveyance facility, along with newly-constructed sewer interceptors, will serve the needs of approved development areas in Norman for many years.

The Water Reclamation Facility is currently treating an average of approximately 11 MG/D, or 92% of its design capacity. Under U.S. Environmental Protection Agency guidelines, when sewage treatment facilities reach 90 percent of their design capacity, plans must be submitted to state regulatory agencies (the Oklahoma Department of Environmental Quality, or ODEQ, is the regulatory agency in Oklahoma) for treatment capacity and effluent quality improvements. Failure to comply with these requirements can result in substantial fines, denial of permits to discharge additional treated sewage, or limiting the number of new customer connections to the utility system.

Under the direction of the Council, acting as Trustees of the Norman Utility Authority, the Norman Water Reclamation Utility has been planning for its next treatment capacity and effluent quality improvements for many years. The Wastewater Utility is undertaking environmental studies and engineering design of an expansion of the WRF located in south central Norman. Preliminary designs for WRF expansion and improvements have been presented to the ODEQ. When completed, these improvements are expected to expand the average daily treatment capacity of the Norman sewer system from 12 to 17 MG/D, and improve the quality of the

treated effluent that is discharged to the Canadian River or reused for irrigation and reuse purposes. The improvements are estimated to cost approximately $53 million.

Following Council consideration, the Water Reclamation Facility improvements will be paid from proceeds of the Wastewater Excise Tax on New Development and ongoing wastewater utility user fees. Financing the portion of the improvements to be paid from the sewer rate base will require a rate increase, which is programmed to be in effect fiscal year 2013-2014. The voters of Norman would have to approve the rate structure next year. There have been no increases to Norman's basic sewer rates for 17 years. Further discussion of the funding of wastewater treatment capacity is given in the City Council Budget Considerations Section below.

Further, the WRF will be positioned to produce treated sewage of a sufficient quality to serve the irrigation and industrial purposes (i.e., cooling towers, etc.) for major commercial customers in the vicinity of the WRF. Providing reclaimed water for these irrigation and industrial purposes will save substantial and valuable drinking water for the customers of Norman's Water Utility.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2013 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, and this is the primary source of revenue for the Capital Fund. By Council budget policy, these dedicated capital sales tax funds are set aside according to the following formula:

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

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

CITY COUNCIL BUDGET CONSIDERATIONS

The City Manager's proposed budget was presented to the City Council in a series of public study sessions on April 19, April 26 and May 3. Extensive further discussion was held related to the Water Reclamation (Wastewater) Fund capital budget and other proposed budget amendments in a Council study session on June 5th. As a result of these discussions, the Council voted amendments to the City Manager's proposed budget prior to their final adoption of the FYE 2013 budget on June 12, 2012:

A re-allocation of $71,500 in funding from a Federal lobbyist to an expanded street sweeping program;

A re-allocation of $33,500 in funding from a Citizen Satisfaction Survey to an expanded litter control program;

Increased allocations of $18,000 for Prisoner Care; $23,000 for municipal election costs; $10,000 for property re-valuation services provided by the Cleveland County Assessor; and $28,596 for Municipal judges salaries;

Allocation of a total of $1,197,500 in Capital Fund balance to projects related to sidewalk improvements; I-35 at Main Street enhancements; bridge maintenance; East Norman library services; tornado damage repair; Municipal Complex site clearance; and Griffin Park parking expansion; and other projects;

Extensive discussion was had by the Council, acting as Trustees of the Norman Utilities Authority (NUA), of an amendment to re-allocate remaining Sewer Sales Tax funding from the treatment capacity expansion project at the existing Water Reclamation Facility (South Plant) to a future Water Reclamation Facility expansion at a site in north Norman. This discussion resulted in the following actions, by amendment to the FYE 2013 budget:

An increased allocation of $4,874,057 (to a total of $12,595,778) in the Water Reclamation Fund capital budget for the (existing) sewer treatment capacity expansion project;

A decreased allocation of $4,874,057 in the Sewer Sales Tax Fund capital budget for the (existing) treatment capacity expansion project. With projected savings from FYE 12 projects partially funded by Sewer Sales Tax funds, a balance of approximately $5.85 million of Sewer Sales Tax funds are available for capacity expansion in the system. A specific project for a Water Reclamation Facility (North Plant) was established in the budget;

Two hundred fifty thousand dollars was appropriated for an engineering report for the North Plant project. Eighty-three thousand of that appropriation was Sewer Sales Tax funds. In addition there is a connotation on the Sewer Sales Tax Fund Summaries (page 103 of the Budget document and page 70 of the Capital Budget document) of the use of the Sewer Sales Tax Fund balance of $5,792,157 set aside for use in future fiscal years;

An increased revenue projection of $4,875,000 in revenue bond proceeds in the Water Reclamation Fund (to a total of $30,675,000) to offset the increased cost of the sewer treatment capacity expansion to be paid from the Water Reclamation Fund;

An increased expenditure of $485,000 (to a total of $2,835,000 per year) for estimated debt service payments from the Water Reclamation Fund for the proposed FYE 2013 Sewer System Revenue Bonds.

In making these amendments to the Water Reclamation and Sewer Sales Tax Fund budgets, the NUA/Council committed to a timeline for progress toward the future construction of the Water Reclamation Facility in North Norman. As discussed in the Utility Enterprise Budget section above, the FYE 2013 Water Reclamation Fund budget and the mandated expansion of and improvements to the (existing) South Water Reclamation Facility are premised on a rate increase to provide adequate funding for the project. It should be noted that utility rate increases must be approved by a vote of the people, pursuant to the Norman City Charter.

SUMMARY

The FYE 2013 budget maintains existing service levels, while adding service levels in targeted areas. Major challenges face the City in providing for the long-term financial stability of the General Fund, and for the ability of the Utility Enterprises to meet their major capital improvement needs. The ability of the City to more adequately address its storm drainage, flood control and water quality needs, as well as a major portion of the General Fund's financial stability, will depend on the successful implementation of the storm water utility which has been under public discussion for many years. The ability of the Norman Water and Water Reclamation (Wastewater) Utilities to provide for needed and legally mandated services will depend on the passage of adequate rate structures to pay for the needed expansions and improvements. Norman's Charter requires that more rate and tax referenda be voted on here than in any other city in the state of Oklahoma, if not the nation. The voters of the City of Norman will be called upon to implement adequate rate structures to pay for these needed improvements, for needed road, drainage and bridge projects, and the voters have proven repeatedly their willingness to tax themselves or provide adequate rates to fund necessary services.

With the leadership of the Council, the approval of our citizens, voters, and community leaders, we believe that we can make major strides in the right directions in FYE 2013. We look forward to working to meet these challenges.

CONCLUSION

The fiscal year 2012-2013 budget was approved in an environment of slow growth and relative stability in Norman. Considerable concern remains, however, related to our ability to maintain these service levels and to provide for necessary service improvements and expansions if adequate funding sources are not approved.

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. Your commitment of time, talent and resources is truly exemplary and representative of the citizens you serve. I also thank our fine staff of professionals and service personnel who have worked tirelessly to prepare this budget in a period of great change and uncertainty. We will continue to diligently work together to bring these exciting programs that have been approved and directed in this budget to fruition and we are most grateful for the opportunity to do so.

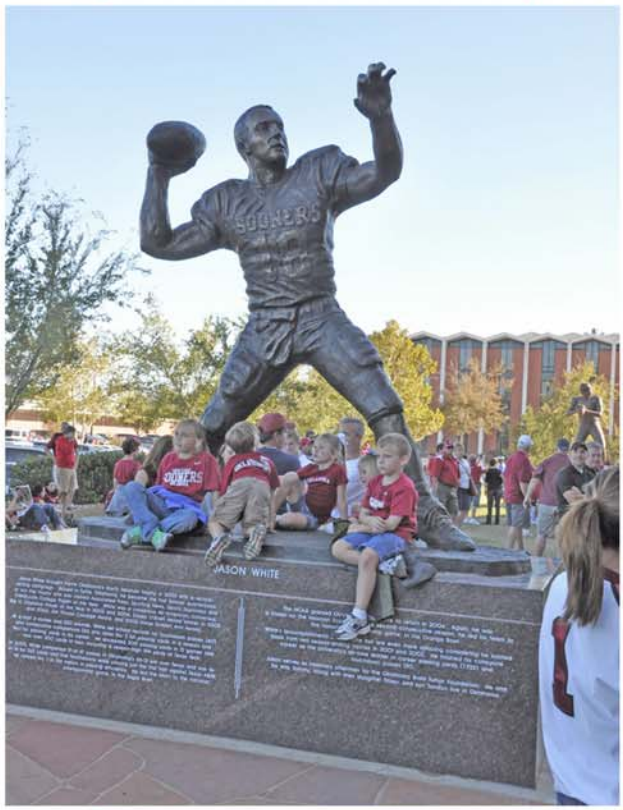
Sincerely,

Steven Lewis
City Manager

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

Sam Bradford 2008

History of Norman, Oklahoma

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 114,976 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.

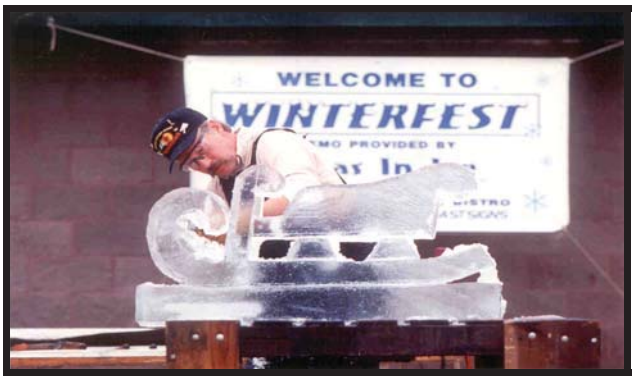
The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman 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 27,149.

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

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

Norman—The City of Festivals

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



Winterfest in December

Medieval Fair held in the Spring

Chocolate Festival in February

Jazz in June Festival

May Fair

Midsummer Night's Fair held in July

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

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

Max Westheimer Airport

Owen Field and Oklahoma Memorial Football Stadium

Easter Egg Hunt at Andrew's Park

Lake Thunderbird

Sam Noble Oklahoma Museum of Natural History

Norman Day at Reave's Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation

Community & Special Use centers	10
Number of developed parks	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
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	24,532	29.6	13,152	4.2
2008	111,543	28,159	28.2	13,546	3.1
2009	112,551	25,244	28.4	14,025	4.7
2010	110,925	24,586	30.4	14,366	5.2
2011	113,169	N/A	N/A	14,644	4.5
2012	114,976	N/A	N/A	15,022	4.5

Sources:

(1) 2003-2009 and 2011 Estimated – City of Norman Planning Department, 2010 – U.S. Census figure, 2012 Estimated – City of Norman Finance Department

(2) 2003-2010 City of Norman Per Capita Income, U.S. Census Bureau; 1-yr. American Community Survey Estimate

(3) 2003-2004 Oklahoma Department of Commerce – Cleveland County Median Age, 2005-2010 U.S. Census; 1-yr. American Community Survey Estimate

(4) Norman Public Schools Accreditation Report

(5) U.S. Department of Labor, Bureau of Labor Statistics - City of Norman unemployment rate, 2012 – First month of calendar year 2012

N/A – Information not currently available

Community Profile

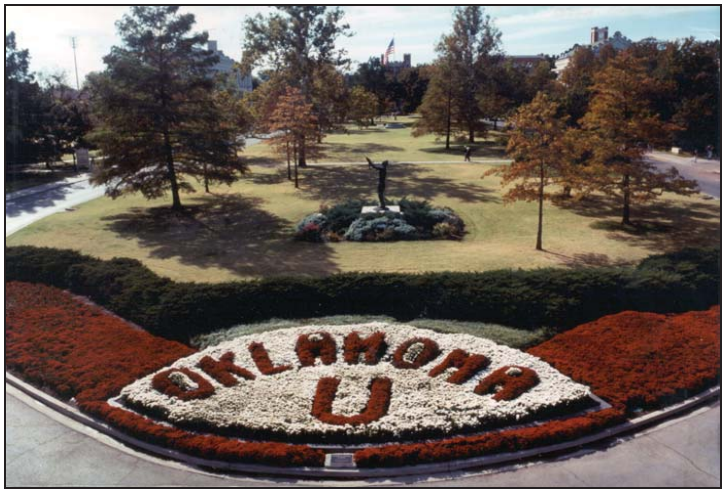
Facilities and services not included in the reporting entity:

Hospitals:

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

Education (2011-2012 School Year):

Total school enrollment – Norman Public Schools	14,543
Number of elementary schools	16
Number of elementary students	7,592
Number of elementary school instructors	490
Number of secondary schools	6
Number of secondary school students	6,951
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

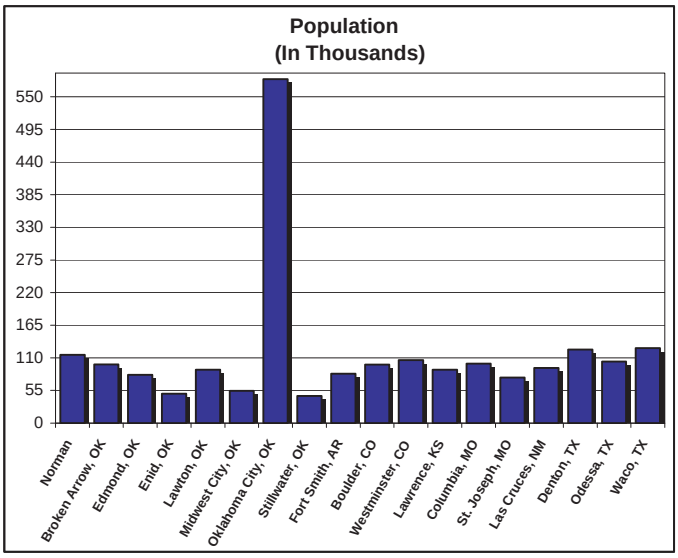
Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	11,932
Norman Regional Hospital	Medical Services	2,600
Norman Public Schools	Education Services	2,112
York International / Johnson Controls	Heating / Air Conditioning	1,118
City of Norman	Government Services	834
Dept of Mental Health & Substance Abuse Services	Mental Health & Substance Abuse Services	578
NOAA National Severe Storm Laboratory	National Weather Services	550
USPS National Center for Employee Development	Government Services	430
Sitel	Business Process Outsourcing	401
Oklahoma Veteran's Center – Norman Division	Medical Services	361
Hitachi	Computer Products	335
Sysco	Food Service Distributor	301

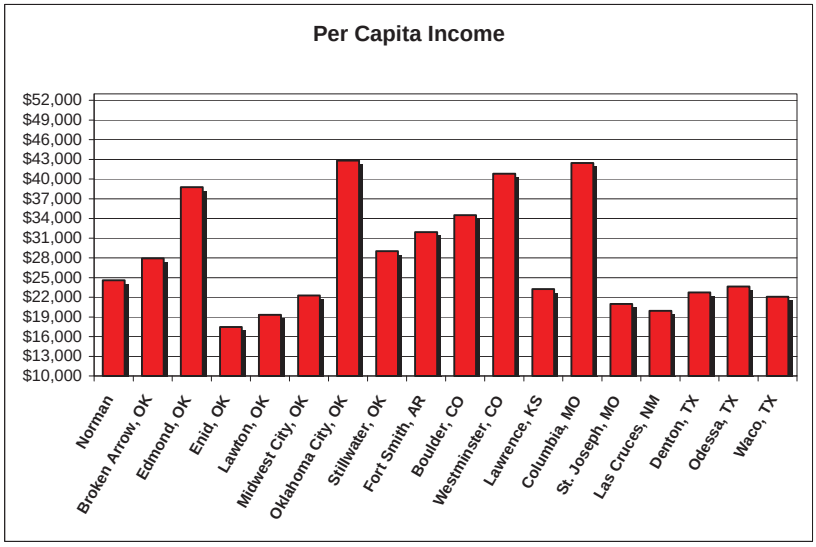
INTER-CITY BENCHMARK COMPARISONS

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

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

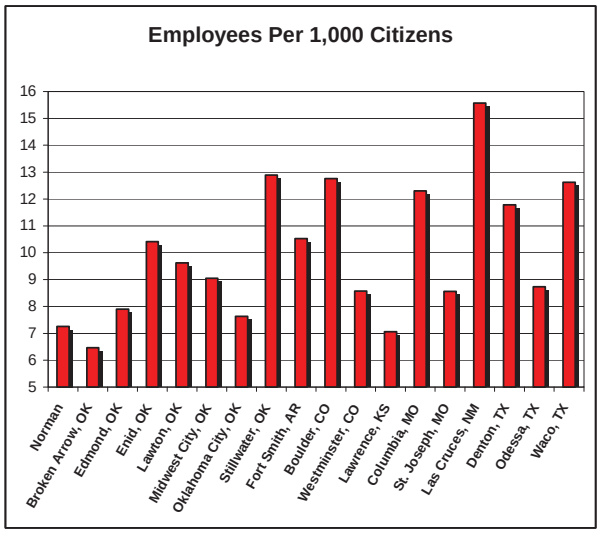
City	Population	Median Age	Square Miles
Norman	**114,976**	**30.4**	**189.5**
Broken Arrow, OK	101,000	35.9	58.0
Edmond, OK	81,405	35.0	87.0
Enid, OK	49,379	36.0	74.1
Lawton, OK	90,091	30.2	57.6
Midwest City, OK	54,371	35.2	28.0
Oklahoma City, OK	580,000	36.2	621.2
Stillwater, OK	45,688	23.9	28.0
Fort Smith, AR	86,209	35.4	92.4
Boulder, CO	97,385	28.7	25.4
Westminster, CO	106,114	35.3	33.7
Lawrence, KS	87,643	26.7	33.6
Columbia, MO	108,207	26.8	63.4
St. Joseph, MO	76,780	36.1	44.0
Las Cruces, NM	92,897	34.0	52.2
Denton, TX	115,662	26.9	94.9
Odessa, TX	103,704	32.3	41.8
Waco, TX	126,217	28.4	105.0





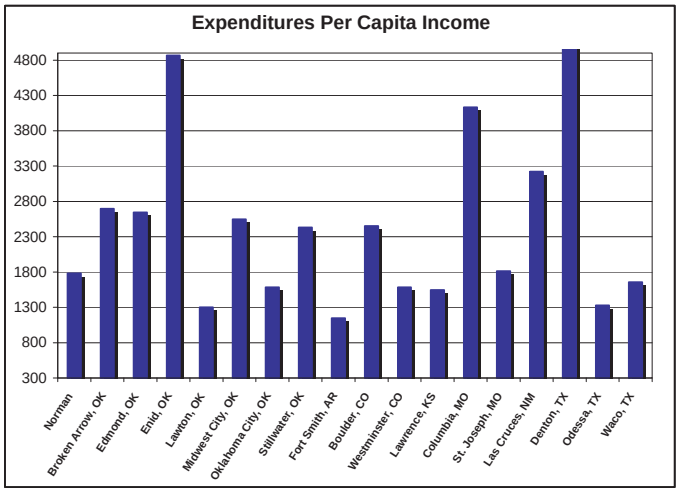
City	Per Capita Income
Norman	**$24,586**
Broken Arrow, OK	$36,741
Edmond, OK	$38,793
Enid, OK	$22,590
Lawton, OK	$19,317
Midwest City, OK	$22,451
Oklahoma City, OK	$42,822
Stillwater, OK	$29,030
Fort Smith, AR	$24,692
Boulder, CO	$33,981
Westminster, CO	$40,814
Lawrence, KS	$23,666
Columbia, MO	$35,793
St. Joseph, MO	$21,002
Las Cruces, NM	$19,943
Denton, TX	$22,291
Odessa, TX	$23,646
Waco, TX	$22,078

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**15,022**	**4.50%**	**Oklahoma Gas & Electric (OG&E), Wal-Mart, Astellas Pharma Technologies, Inc.**
Broken Arrow, OK	16,500	4.20%	Public Service Company, Wal-Mart, Windstream Communications,
Edmond, OK	21,960	4.20%	Southwestern Bell, Oklahoma Natural Gas (ONG), SCI Bryant Square Fund
Enid, OK	7,025	3.10%	Advance Pierre Foods, 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	13,542	5.10%	Sooner Town Center, Oklahoma Gas & Electric (OG&E), Midwest Regional Medical Center
Oklahoma City, OK	43,214	5.90%	Oklahoma Gas & Electric (OG&E), Southwestern Bell, AT&T Mobility LLC
Stillwater, OK	5,771	5.90%	Brunswick Corporation, Quad Graphics, The Links at Stillwater
Fort Smith, AR	13,896	7.70%	Oklahoma Gas & Electric (OG&E), AT&T, Whirlpool
Boulder, CO	13,000	5.70%	IBM Corp., Macerich Twenty Ninth Street, LLC, Public Service Co. of Colorado
Westminster, CO	19,778	8.90%	Avaya, Ball Corporations, Tri-State Generation
Lawrence, KS	11,000	6.00%	Westar Energy, Wal-Mart Real Estate Business Trust, Inland Western Lawrence, LLC
Columbia, MO	17,388	6.20%	State Farm Insurance, Columbia Mall Limited Partnership, TKG Biscayne
St. Joseph, MO	11,200	6.90%	AG Processing Inc., Missouri American Water Co., Belt Highway Investment
Las Cruces, NM	30,013	5.20%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	24,000	5.70%	Columbia Medical Center, Paccar, Inc., Inland Western Denton Crossing
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	**834**	**7.3**
Broken Arrow, OK	653	6.5
Edmond, OK	643	7.9
Enid, OK	514	10.4
Lawton, OK	867	9.6
Midwest City, OK	492	9.0
Oklahoma City, OK	4,426	7.6
Stillwater, OK	589	12.9
Fort Smith, AR	907	10.5
Boulder, CO	1,243	12.8
Westminster, CO	910	8.6
Lawrence, KS	764	7.1
Columbia, MO	1,332	12.3
St. Joseph, MO	657	8.6
Las Cruces, NM	1,447	15.6
Denton, TX	1,363	11.8
Odessa, TX	906	8.7
Waco, TX	1,593	12.6

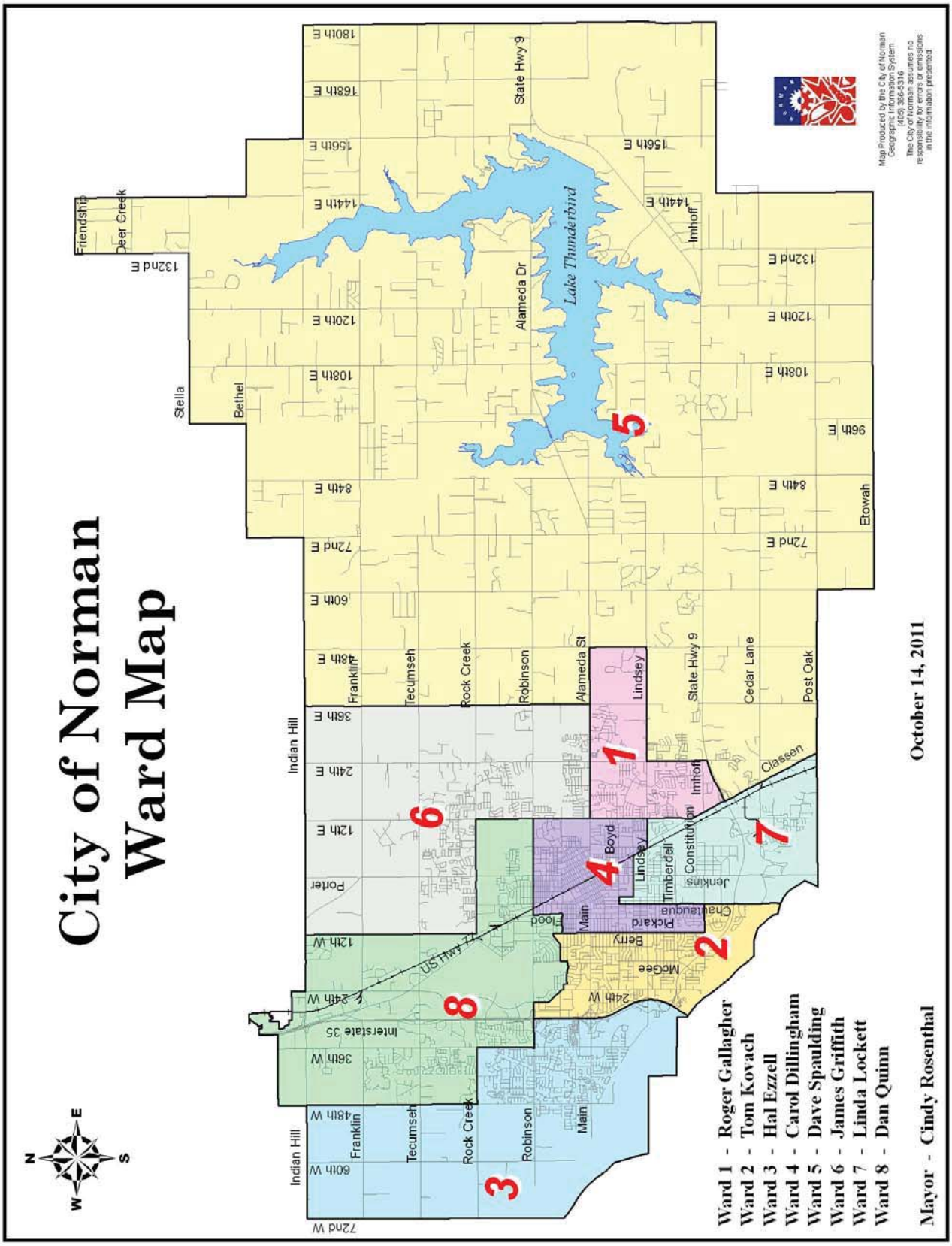
City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$209.80**	**$204.97**	**$1,783**
Broken Arrow, OK	$145.12	$272.46	$2,698
Edmond, OK	$179.80	$215.35	$2,645
Enid, OK	$195.25	$240.35	$4,868
Lawton, OK	$118.41	$117.24	$1,301
Midwest City, OK	$122.14	$138.51	$2,547
Oklahoma City, OK	$919.60	$919.60	$1,586
Stillwater, OK	$93.57	$111.09	$2,432
Fort Smith, AR	$221.50	$98.97	$1,148
Boulder, CO	$231.95	$238.96	$2,454
Westminster, CO	$165.81	$168.18	$1,585
Lawrence, KS	$174.61	$167.30	$1,546
Columbia, MO	$419.60	$447.48	$4,135
St. Joseph, MO	$139.15	$139.15	$1,812
Las Cruces, NM	$254.40	$299.20	$3,221
Denton, TX	$591.26	$587.03	$5,075
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	289
Non-Union	151
Fire Protection:	
Number of Stations	8
Number of fire personnel	163
Number of calls answered (for 2011)	11,336
Number of inspections conducted (for 2011)	2,639
Police Protection:	
Number of stations	1
Number of police personnel (includes emergency communications staff)	231
Number of patrol units	118
Physical arrests (for 2011)	8,629
Traffic violations (for 2011)	15,978
Parking violations (for 2011)	4,848
Number of reported crimes (part one crime index for 2011)	4,286
Calls for service (for 2011)	63,016
Sewerage System:	
Miles of sanitary sewers maintained by the City	477
Miles of storm sewers maintained by the City	136.7
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	549
Number of service connections (includes 743 sprinkler connections)	34,824
Number of fire hydrants	5,339
Daily average production in gallons (for 2011-excluding water purchased from OKC)	13,435,403
Maximum daily capacity of plant in gallons	14,000,000
Number of water wells in operation	29
Street Maintenance:	
Miles of urban streets maintained by the City	517.3
Miles of rural streets maintained by the City	228.9
Number of street lights	6,083
Number of signalized locations	182


City of Norman
Ward Map
October 14, 2011
Ward 1 - Roger Gallagher
Ward 2 - Tom Kovach
Ward 3 - Hal Ezzell
Ward 4 - Carol Dillingham
Ward 5 - Dave Spaulding
Ward 6 - James Griffith
Ward 7 - Linda Lockett
Ward 8 - Dan Quinn
Mayor - Cindy Rosenthal
Lake Thunderbird
Map Produced by the City of Norman Geographic Information System (405) 366-5316
The City of Norman assumes no responsibility for errors or omissions in the information presented
N
E
S
W
Friendship
Deer Creek
Stella
Bethel
Indian Hill
Franklin
Tecumseh
Rock Creek
Robinson
Alameda St
Alameda Dr
State Hwy 9
Lindsey
Cedar Lane
Post Oak
Imhoff
Etowah
Classen
Porter
Boyd
Main
Flood
Berry
McGee
Pickard
Chautauqua
Timberdell
Constitution
Jenkins
US Hwy 77
Interstate 35
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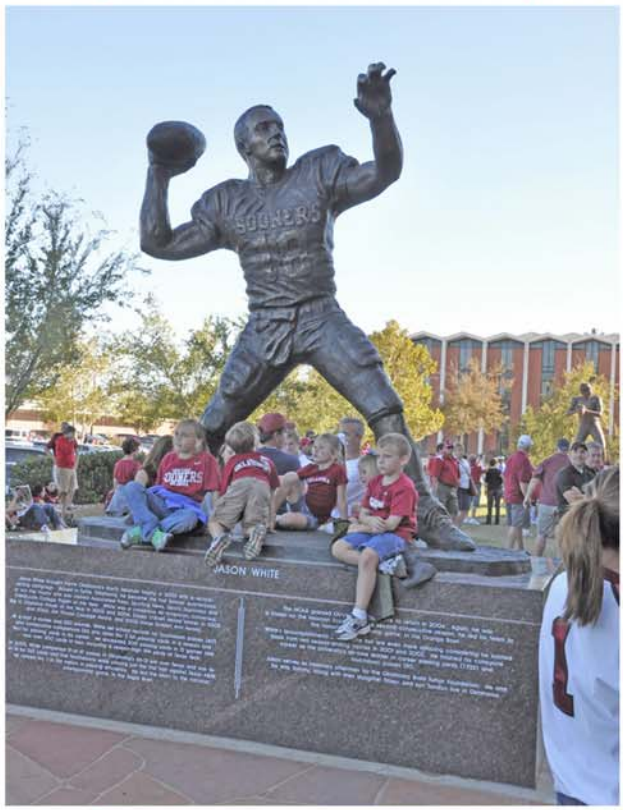
8

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



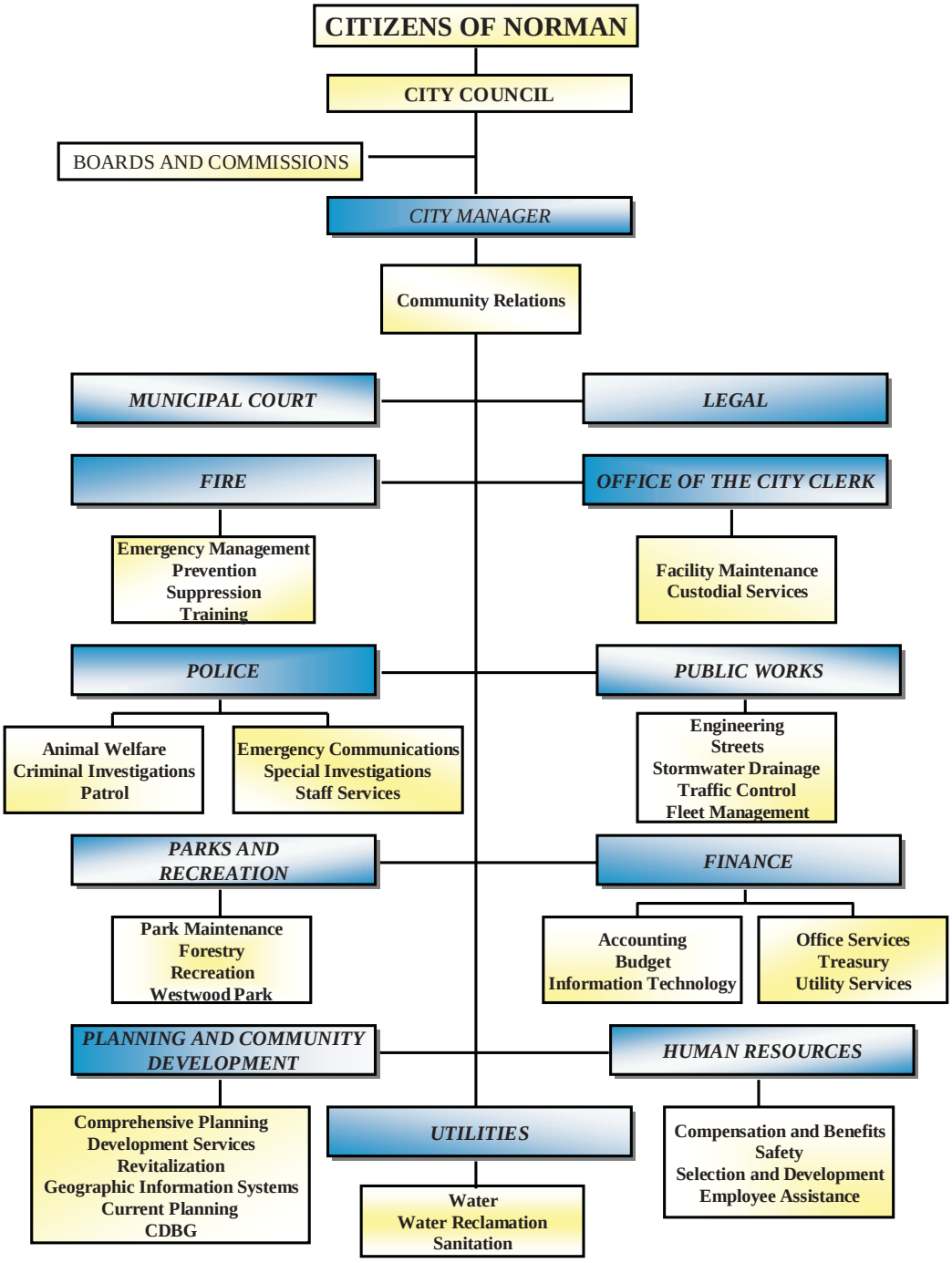
Billy Sims 1978

Sam Bradford 2008

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
Organization Chart


CITIZENS OF NORMAN
CITY COUNCIL
BOARDS AND COMMISSIONS
CITY MANAGER
Community Relations
MUNICIPAL COURT
LEGAL
FIRE
Emergency Management
Prevention
Suppression
Training
OFFICE OF THE CITY CLERK
Facility Maintenance
Custodial Services
POLICE
Animal Welfare
Criminal Investigations
Patrol
Emergency Communications
Special Investigations
Staff Services
PUBLIC WORKS
Engineering
Streets
Stormwater Drainage
Traffic Control
Fleet Management
PARKS AND RECREATION
Park Maintenance
Forestry
Recreation
Westwood Park
FINANCE
Accounting
Budget
Information Technology
Office Services
Treasury
Utility Services
PLANNING AND COMMUNITY DEVELOPMENT
Comprehensive Planning
Development Services
Revitalization
Geographic Information Systems
Current Planning
CDBG
UTILITIES
Water
Water Reclamation
Sanitation
HUMAN RESOURCES
Compensation and Benefits
Safety
Selection and Development
Employee Assistance

PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

FUND	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13
GENERAL	555	533	535	530	559	568	599	558	601	602
PUBLIC SAFETY SALES TAX	0	0	0	0	0	0	0	45	65	67
RECREATION	21	18	18	18	19	20	20	20	0	0
CDBG	7	7	6	6	6	6	6	6	6	6
SPECIAL GRANTS	0	0	0	0	0	0	0	1	1	1
EMERGENCY COMMUNICATION	23	22	22	22	22	22	22	22	0	0
WESTWOOD PARK	9	8	8	8	8	8	8	8	8	8
WATER	50	50	50	50	50	52	52	52	52	52
WATER RECLAMATION	24	24	23	23	23	23	23	21	21	22
SANITATION	50	50	50	52	53	53	53	51	51	51
RISK MANAGEMENT	0	0	0	0	0	0	0	0	1	1
CAPITAL PROJECTS	3	3	3	3	3	3	3	3	3	3
SEWER MAINTENANCE	25	25	25	25	25	25	25	21	21	21
TOTAL	767	740	740	737	768	780	811	808	830	834

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

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

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

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

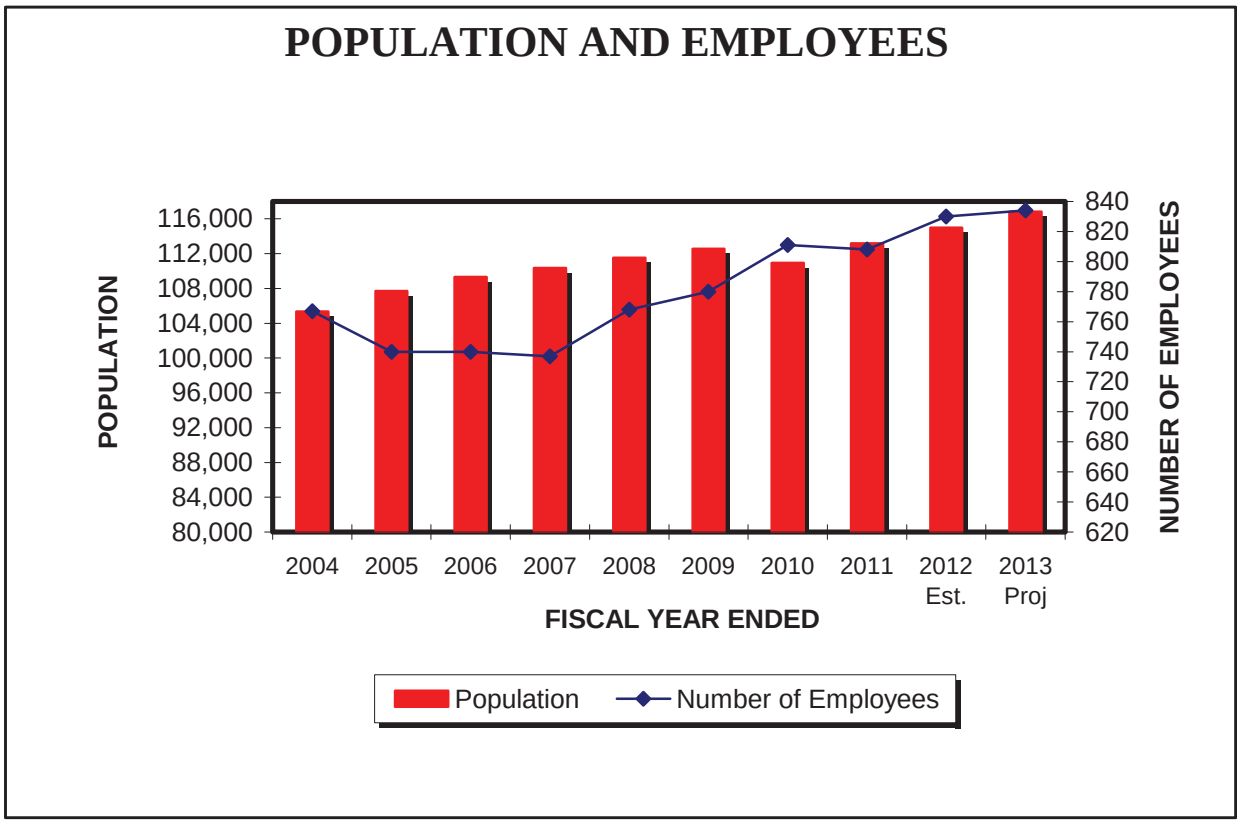
FYE 08 to FYE 09 – Added 2 part-time positions, one in the Legal Department and one in the Water Fund. Added 12 full-time police officer positions associated with the Public Safety Sales Tax. During FYE 08, 2 part-time custodians were added, one in the Recreation Fund and, one in the Water Fund. Four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

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

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

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

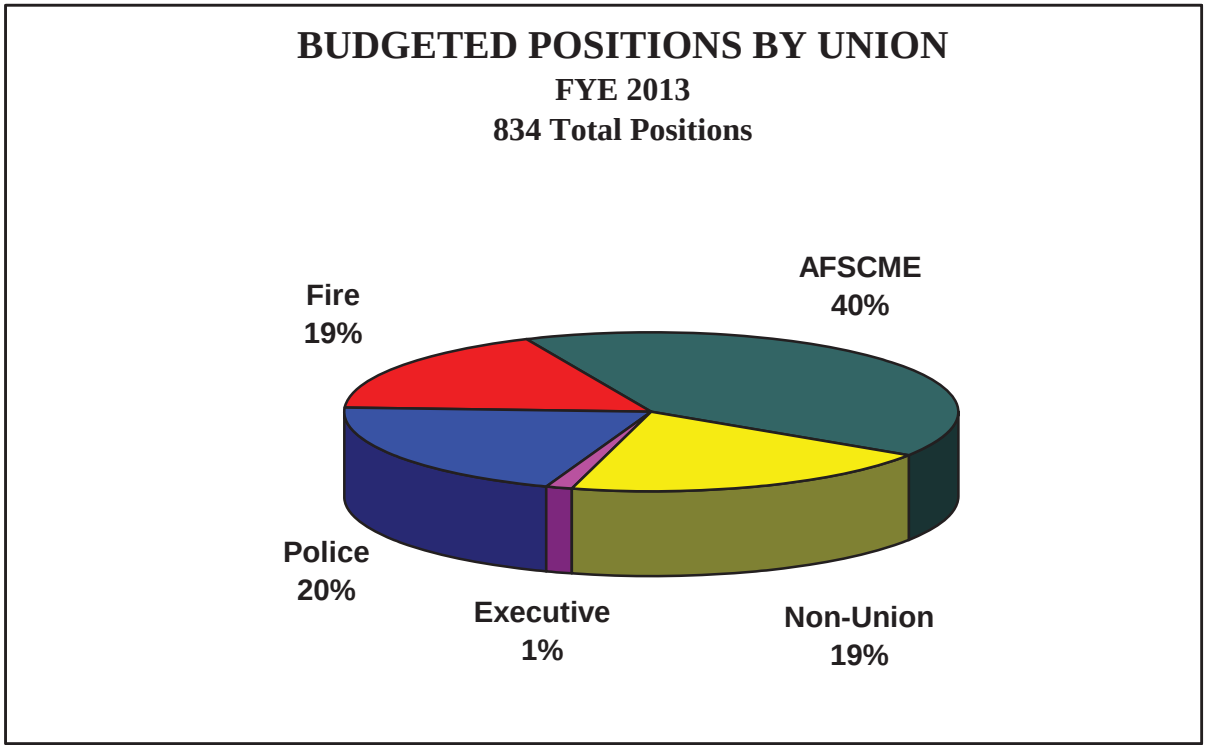
FYE 12 to FYE 13 - Added a Development Coordinator position in the City Manager's Office during FYE 12 - General Fund, Added 2 Detectives in the Public Safety Sales Tax Fund and a Laboratory Technician in the Water Reclamation Fund.



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 2013, the City will employ 834 permanent employees, which is 4 more positions budgeted in FYE 2012. Sixty-seven positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 834 personnel, the City is budgeting 67 more positions than in FY 2004, or an increase of 9%. In 2013, the City of Norman's population is projected to be 116,812, an increase of approximately 11% from 2004.

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 2012-2013, 834 budgeted full-time and permanent part-time employees are proposed for the City of Norman. The majority of personnel (334) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 231 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 174 employees that are non-union members including the executive employees.

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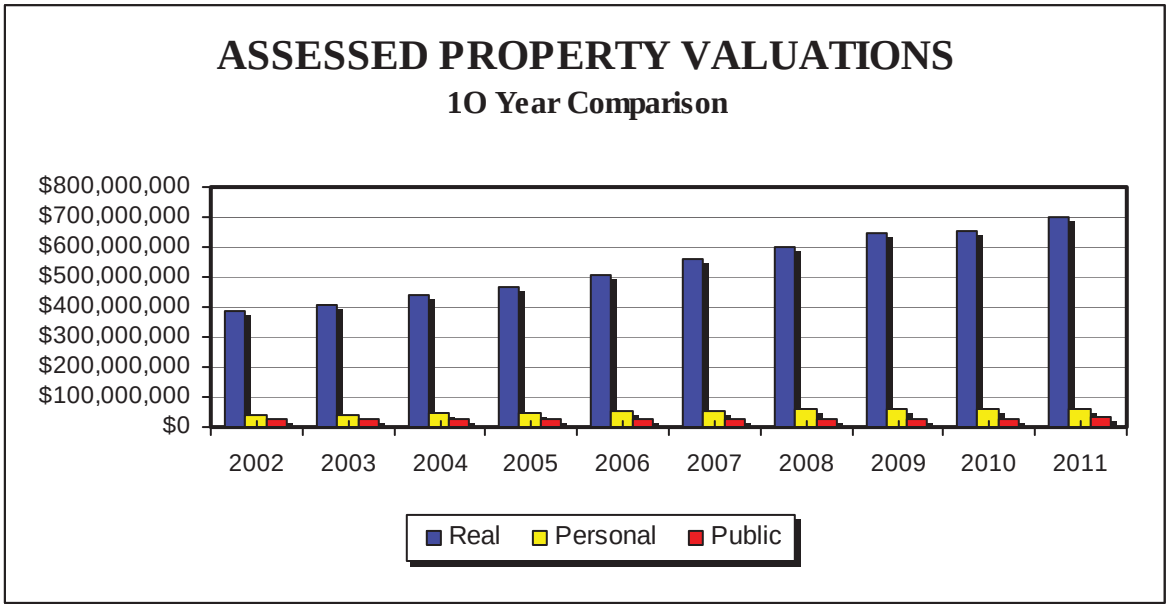
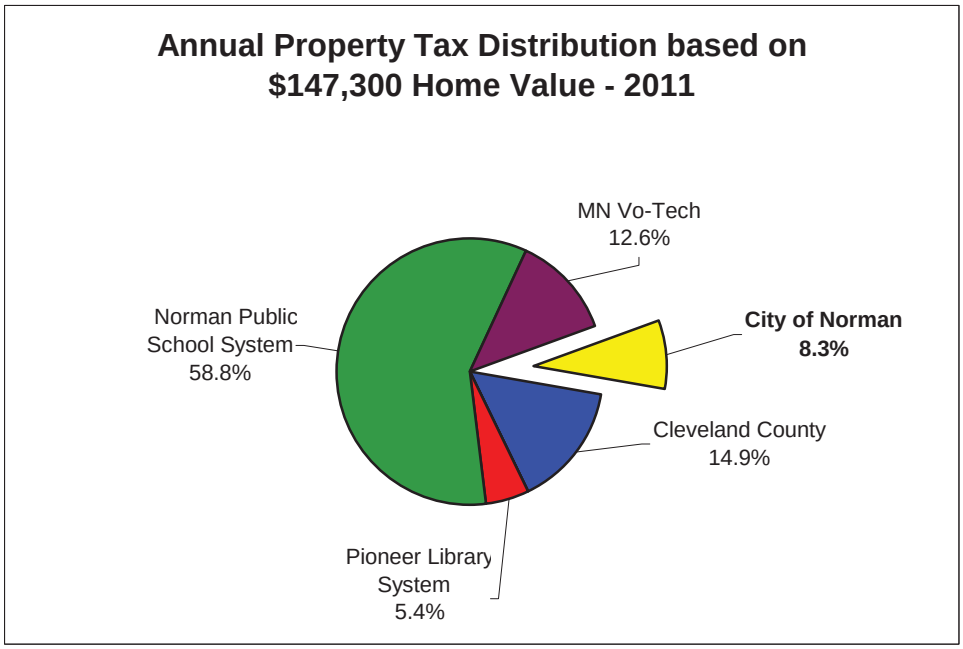
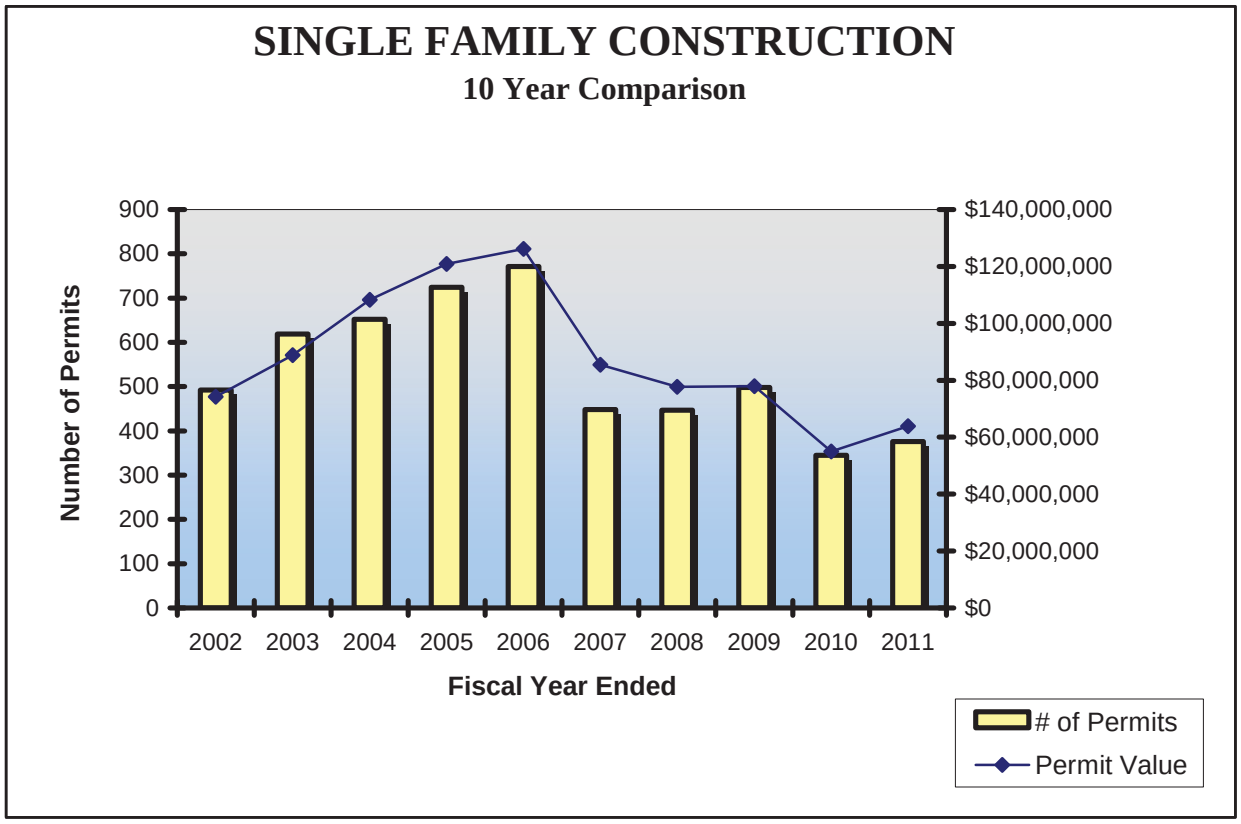


Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgments against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation process as well as the growth factor in the City of Norman. The on-going revaluation process reflects the upswing in real estate values, which began in FYE 1993, and has continued. The City portion of actual property taxes levied in Norman in 2011 was 9.47 mills or $7,321,200 which is 0.947% of the assessed property value in Norman. According to the Norman Economic Development Coalition the median home value in the City of Norman is an estimated $147,300.

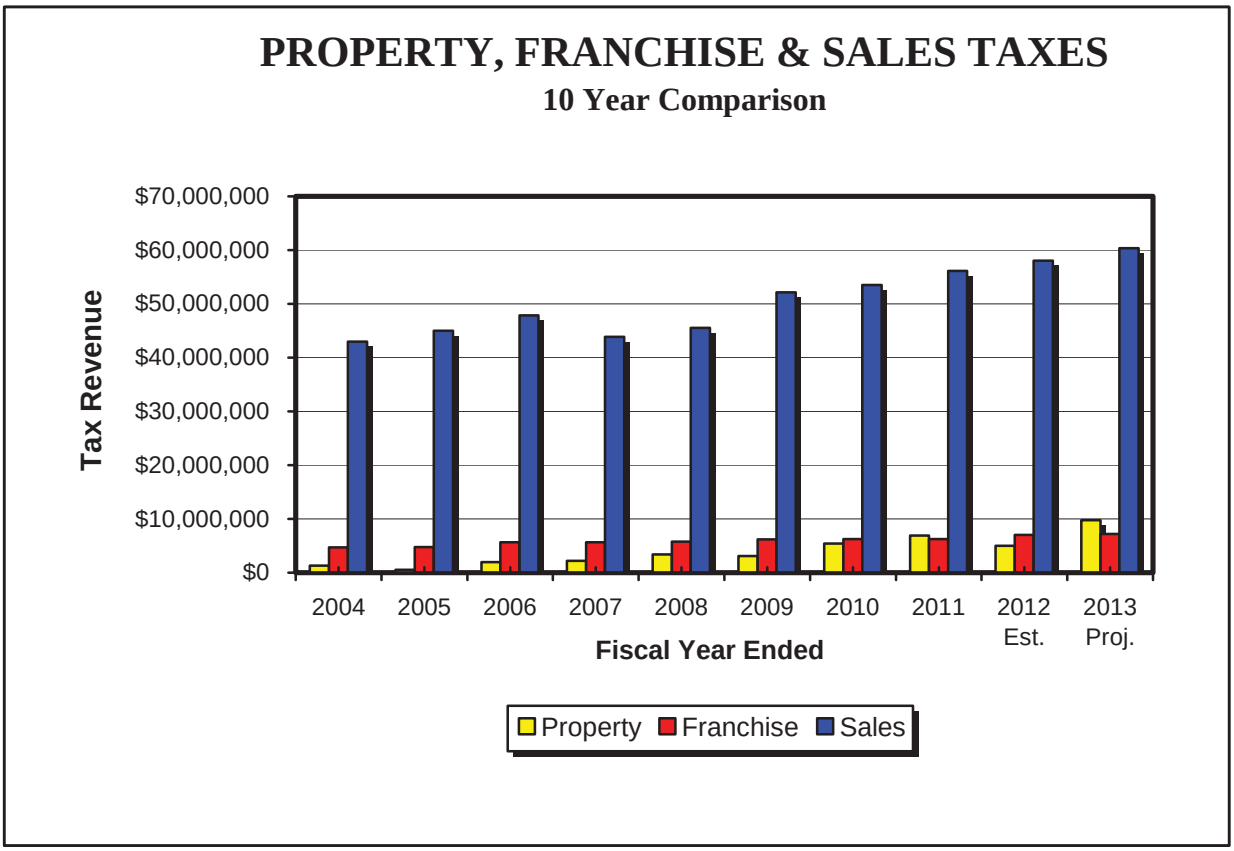
* Real Valuations do not include the homestead exemption





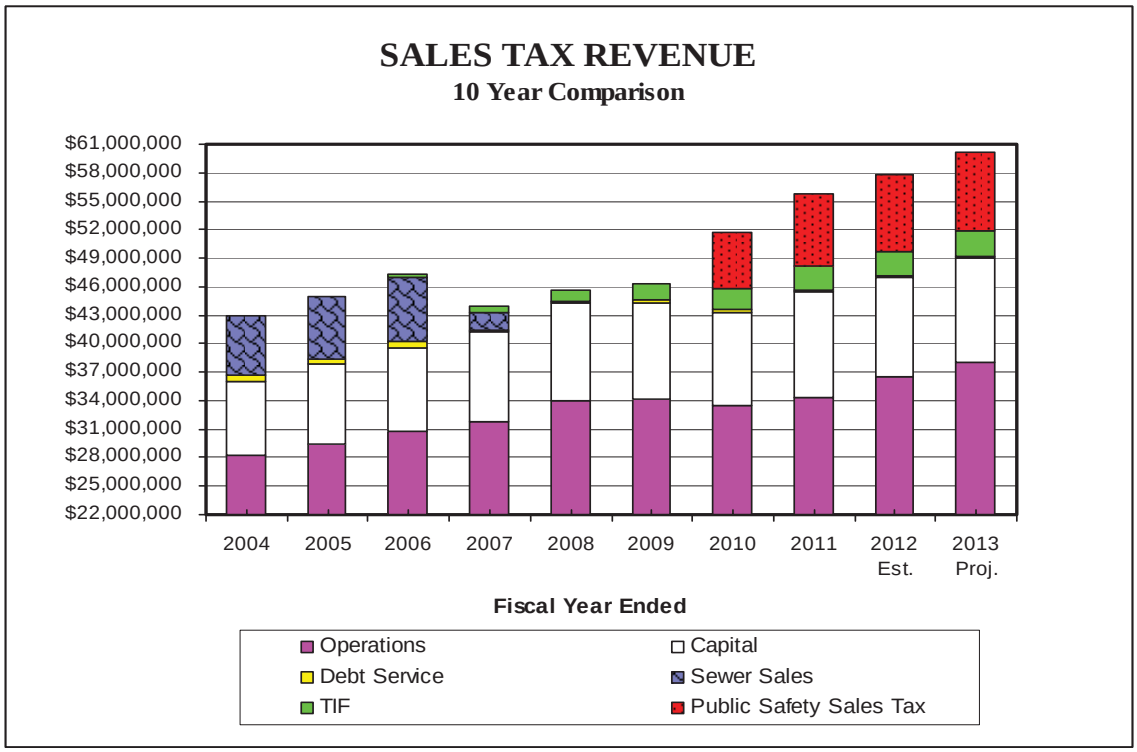
Discussion of the Graph

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.

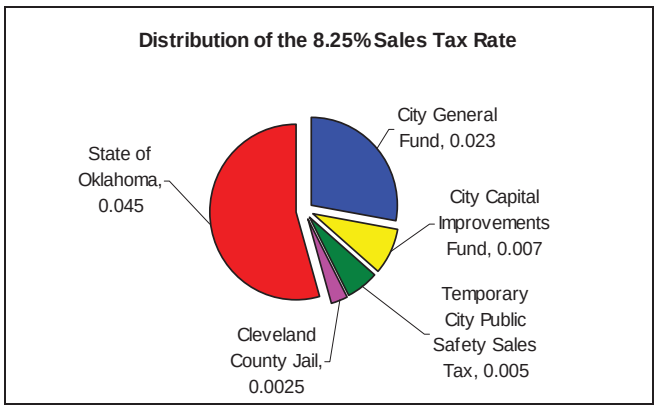


Discussion of the Graph

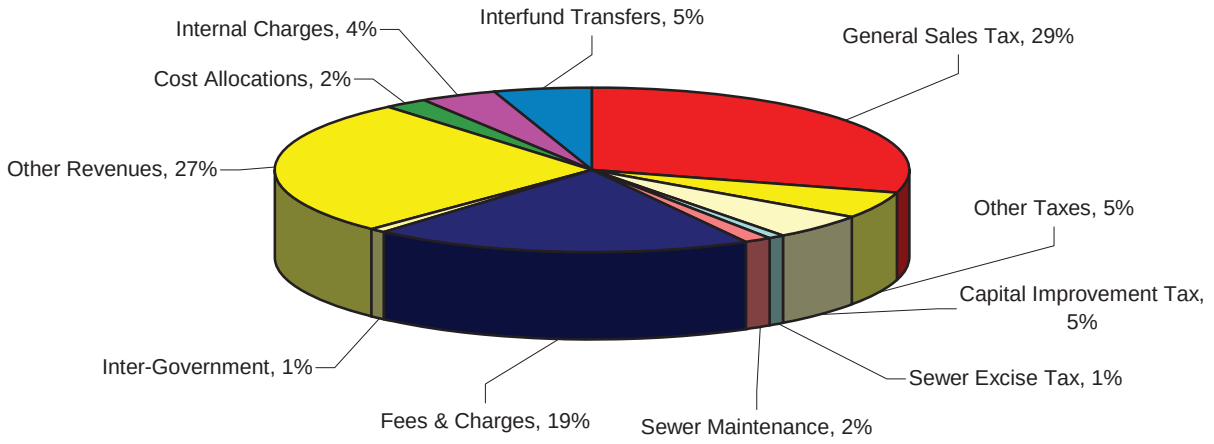
The City of Norman currently has a 3.5% sales tax rate which is the primary source of revenue for General Fund operations and capital expenditures. On August 14, 2001 Norman citizens approved a 1/2 percent, 5- year, sewer sales tax dedicated to fund current capital needs in the City's wastewater system. 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 13 Projected Figures

Operations	$ 38,017,161
Public Safety	8,650,291
Capital	10,931,375
Debt Service (GO Bonds)	250,063
Tax Increment Finance	2,656,279
Total	$60,505,169



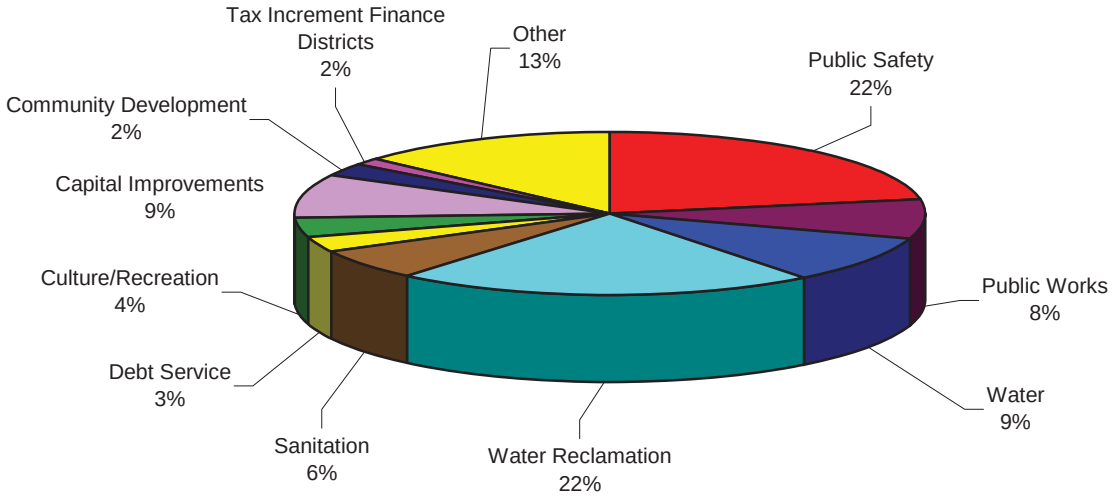
FYE 2013 ALL FUNDS PROJECTED TOTAL REVENUES
$209,801,959



Discussion of the Graph

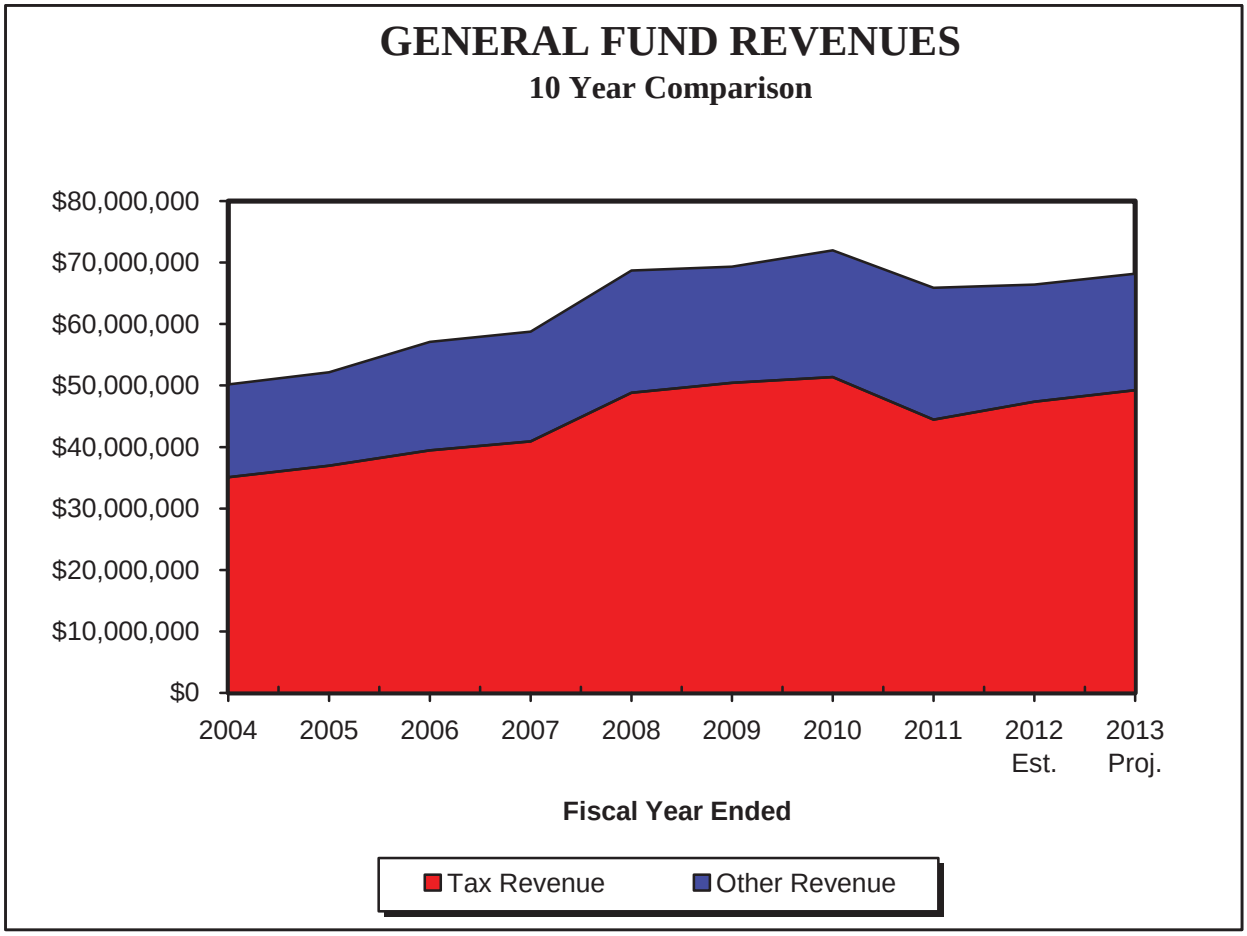
Budgeted revenues for FYE 2013 of $209,801,959 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. The City of Norman is very reliant on sales tax collections for its operations. The "Other Taxes" portion includes the small percentage of property tax the City gets.

FYE 2013 ALL FUNDS PROJECTED TOTAL EXPENDITURES
$204,970,419



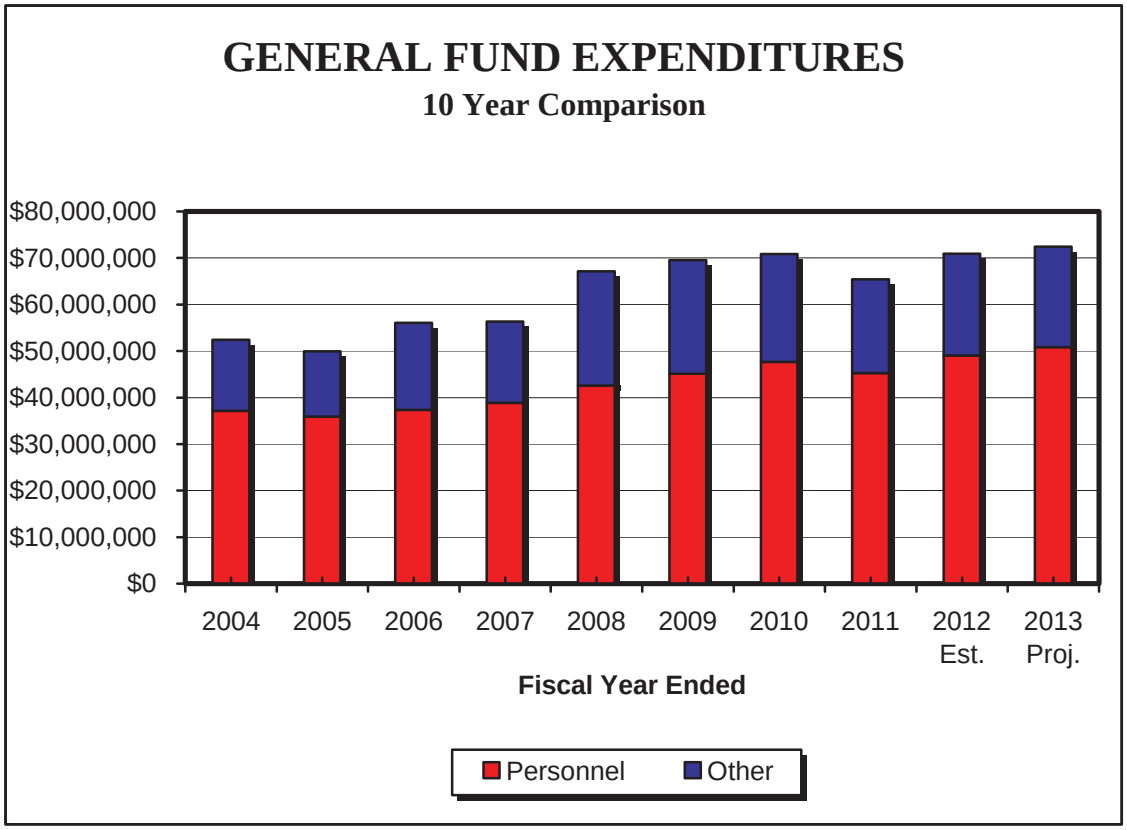
Discussion of the Graph

Budgeted expenditures for FYE 2013 of $204,970,419 are derived from several uses. The largest portion is Public Safety at 22% or $45,496,090. The City of Norman is known for being a safe community and the citizens place a high importance on public safety. Water Reclamation is the next largest portion at 22% or $44,446,182. Tax Increment Finance District and Community Development are the two smallest portions of expenditures at 2% or $3,078,468 and $4,782,880 respectively.



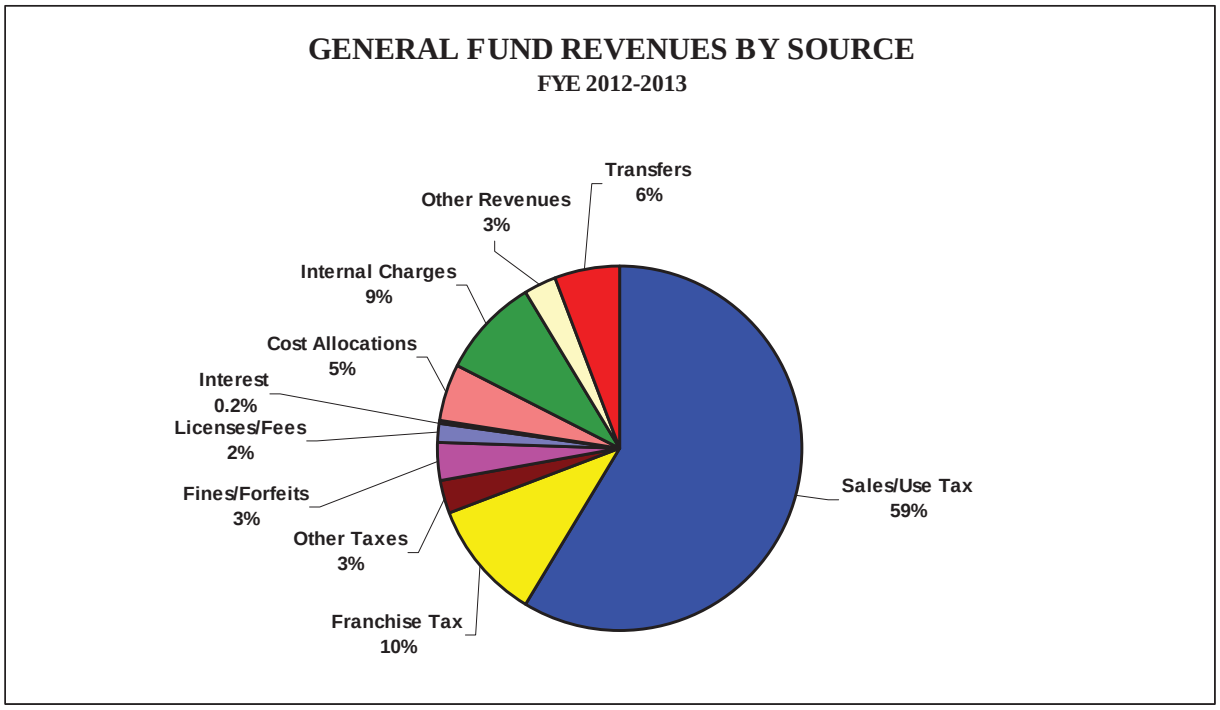
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2004 to an estimated 71% of total revenues in FYE 2012 and a projected 72% in FYE 2013. 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 71% of total General Fund expenditures in FYE 2004 and are projected to comprise about 70% of General Fund expenditures in FYE 2013. 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.

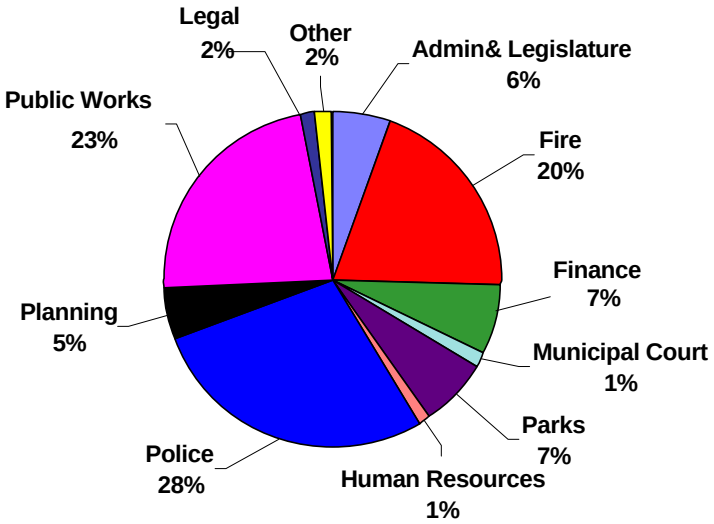


Discussion of the Graph

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

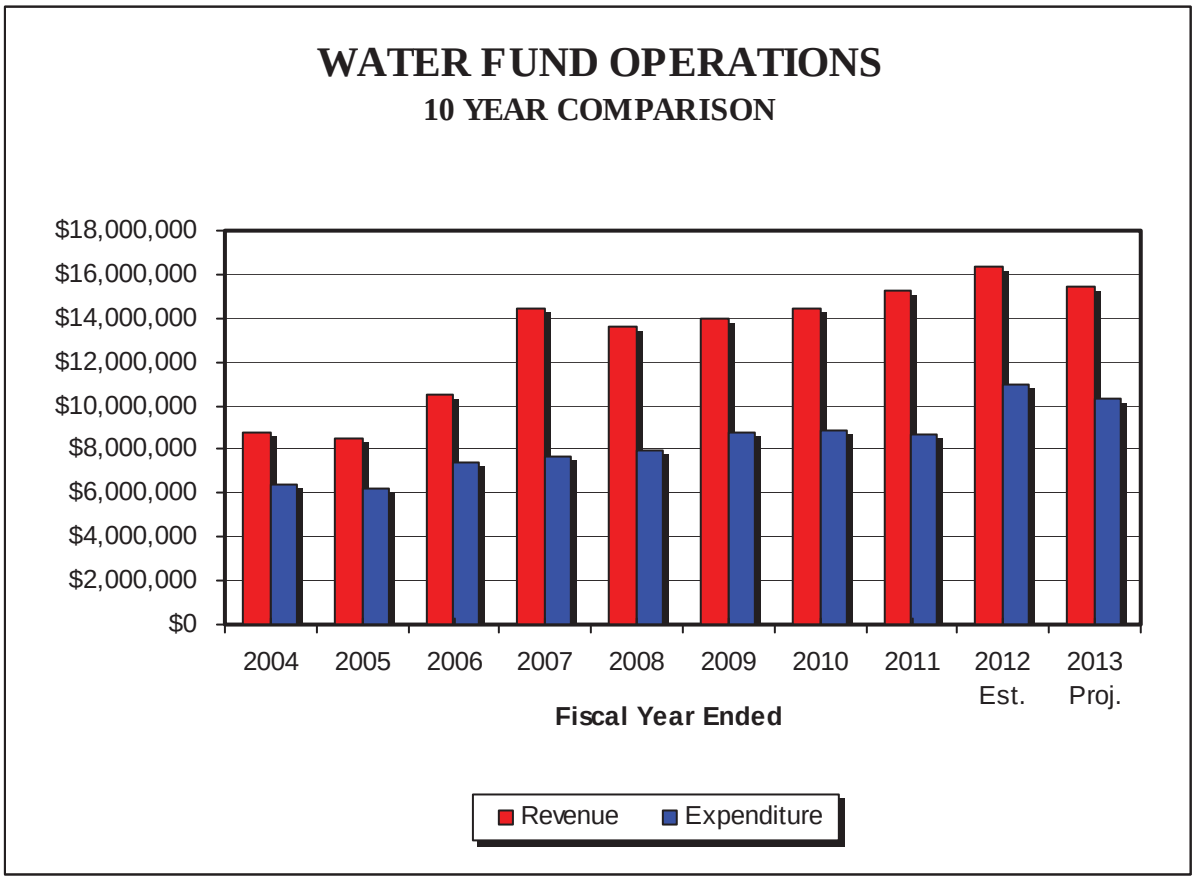
FYE 2012-2013



Discussion of the Graph

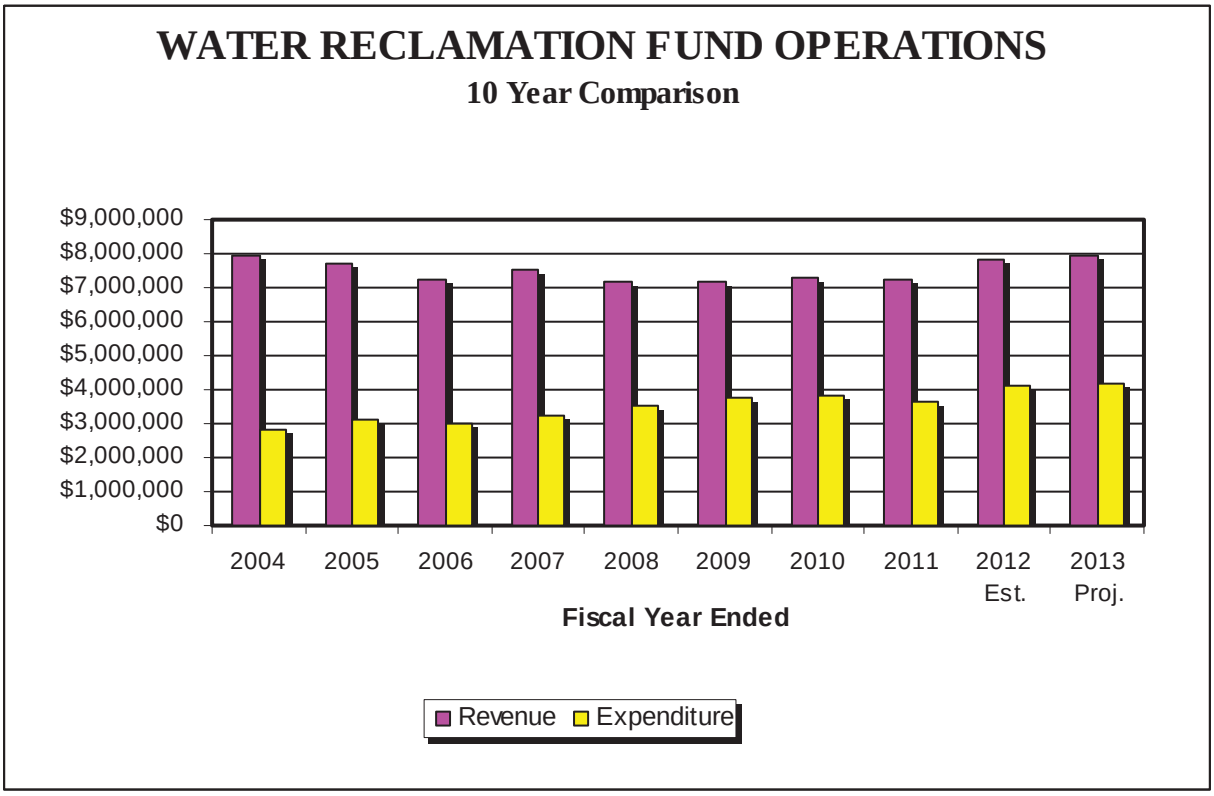
The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $20,035,781 or 28% of total General Fund expenditures. This excludes any expenditures from the Public Safety Sales Tax. The Public Works Department has the next highest amount of General Fund expenditures totaling $16,408,696 or 23% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 71% of General Fund expenditures.

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



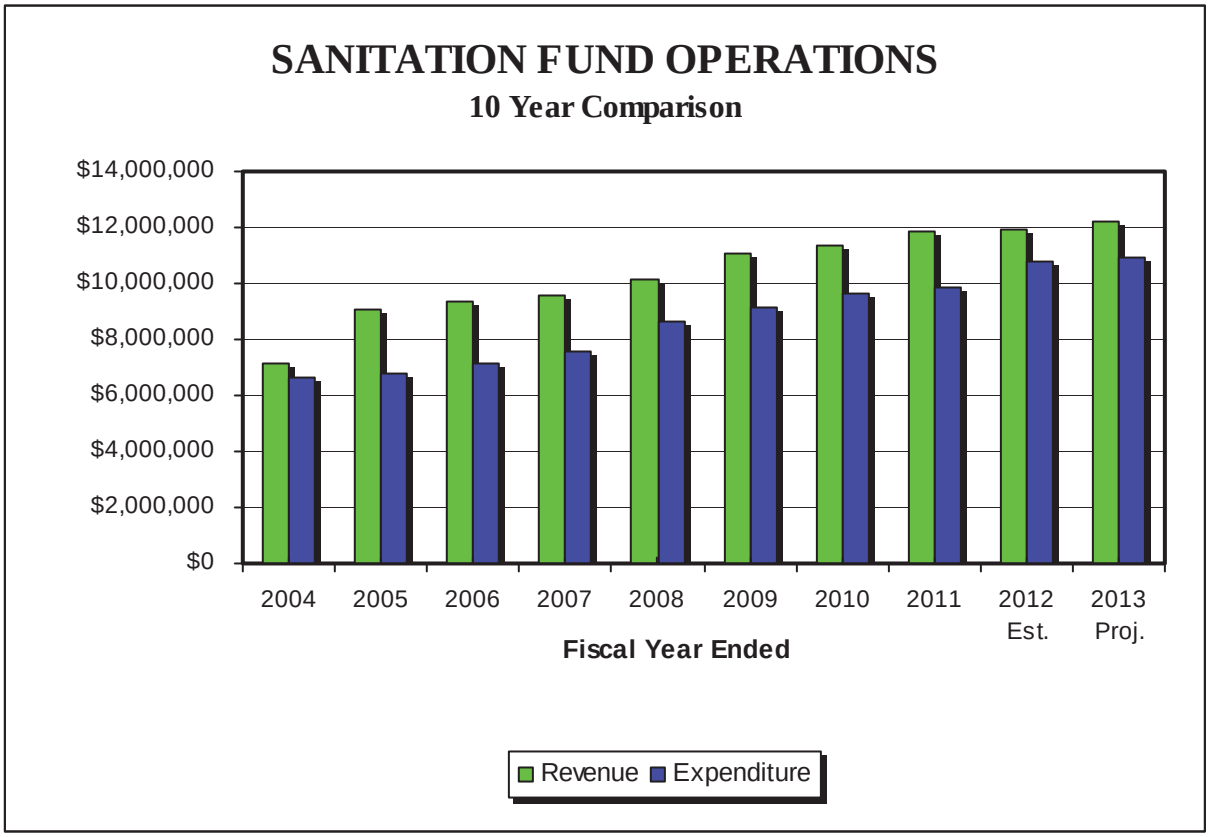
Discussion of the Graph

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



Discussion of the Graph

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



Discussion of the Graph

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

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

	FYE 10 Actual		FYE 11 Actual		FYE 12 Budget		FYE 12 Est.		FYE 13 Proj.
Total Combined Fund Revenues									
Sales Tax	$ 53,529,772	9.0%	$ 58,345,417	-0.6%	$ 58,018,682	3.8%	$ 60,244,334	4.0%	$ 62,637,805
Property Tax	6,111,415	25.7%	7,684,537	-23.9%	5,848,000	0.0%	5,848,000	80.8%	10,575,794
Other Taxes	12,908,319	-20.2%	10,298,017	36.2%	14,022,341	-18.5%	11,427,439	2.4%	11,697,272
Fees,User Charges & Fines	40,774,870	4.5%	42,610,054	3.1%	43,949,806	-0.1%	43,913,017	-1.1%	43,432,128
Federal Funds	5,804,272	-33.6%	3,855,498	-60.8%	1,512,334	231.6%	5,014,193	-61.1%	1,950,417
State Funds	115,396	-16.9%	95,931	-100.0%	-	0.0%	399,577	-100.0%	-
Interest Income	896,658	-15.5%	757,981	11.5%	845,500	0.8%	851,971	-1.8%	836,415
Cost Allocations	5,041,938	1.5%	5,119,455	-15.6%	4,318,953	0.0%	4,318,953	8.9%	4,701,274
Internal Services	6,832,172	-2.6%	6,651,708	190.9%	19,346,497	-60.3%	7,680,544	7.7%	8,272,163
Interfund Transfers	11,626,782	21.0%	14,071,088	-37.2%	8,833,121	95.4%	17,263,784	-39.7%	10,416,320
Bond/Loan Proceeds	6,536,057	184.1%	18,566,525	-18.1%	15,200,000	0.0%	19,854,072	0.0%	42,075,000
Other	1,848,809	69.9%	3,140,757	-56.1%	1,380,011	895.9%	13,743,770	-3.9%	13,207,371
	$ 152,026,460	12.6%	$ 171,196,968	1.2%	$ 173,275,245	10.0%	$ 190,559,654	10.1%	$ 209,801,959
Total Combined Fund Expenditures									
Salary / Benefits	$ 62,030,187	0.4%	$ 62,249,208	7.1%	$ 66,692,643	-0.8%	$ 66,170,479	3.5%	$ 68,495,293
Supplies / Materials	7,805,271	9.8%	8,573,958	20.6%	10,337,351	8.2%	11,188,225	-5.7%	10,546,386
Services / Maintenance	14,735,384	-0.4%	14,675,278	95.1%	28,628,213	-39.0%	17,453,103	10.5%	19,282,749
Internal Services	4,542,240	-13.3%	3,938,552	14.1%	4,491,998	4.0%	4,672,131	7.0%	4,999,368
Capital Equipment	6,254,753	-35.6%	4,029,897	36.4%	5,498,367	39.4%	7,662,965	7.8%	8,262,481
Capital Projects	32,654,637	15.9%	37,834,601	5.2%	39,813,472	107.0%	82,399,324	-40.7%	48,832,291
Interfund Transfers	11,626,782	21.0%	14,071,088	-37.2%	8,833,121	95.4%	17,263,784	-39.7%	10,416,320
Cost Allocation Charges	4,976,542	2.2%	5,088,404	-15.8%	4,284,873	13.1%	4,845,434	-3.7%	4,667,194
Federal Grants	2,596,681	16.7%	3,030,385	-50.1%	1,512,584	255.8%	5,381,770	-63.8%	1,950,417
Debt Service	8,014,837	17.3%	9,403,064	26.9%	11,927,904	-14.4%	10,212,788	47.5%	15,062,108
Other	510,624	108.2%	1,062,893	0.8%	1,071,653	1051.5%	12,340,177	0.9%	12,455,812
	$ 155,747,938	5.3%	$ 163,957,328	11.7%	$ 183,092,179	30.9%	$ 239,590,180	-14.4%	$ 204,970,419
Net Difference	**$ (3,721,478)**		**$ 7,239,640**		**$ (9,816,934)**		**$ (49,030,526)**		**$ 4,831,540**

NET CITY BUDGET
FISCAL YEAR ENDING 2013

FUND	% TOTAL	FYE 13 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 13 BUDGET	NET FYE 12 BUDGET	% CHANGE
General	34.8%	$71,407,364	$0	$4,769,602	$97,623	$66,540,139	$63,912,645	4.1%
Public Safety Sales Tax	5.2%	10,738,480	0	238,998	1,127,450	9,372,032	5,788,441	61.9%
Community Development	0.5%	1,107,303	0	4,961	0	1,102,342	1,301,707	-15.3%
Special Grants	0.4%	843,114	0	0	0	843,114	207,208	306.9%
Room Tax	0.5%	1,064,729	34,080	0	204,209	826,440	826,440	0.0%
Seizures and Restitutions	0.1%	112,629	0	0	0	112,629	109,215	3.1%
Cleet	0.0%	30,705	0	0	0	30,705	31,005	-1.0%
Tax Increment District	0.0%	19,347	0	0	0	19,347	0	0.0%
Art In Public Places	0.0%	12,000	0	0	0	12,000	12,000	0.0%
Westwood Park	0.7%	1,508,339	0	43,808	0	1,464,531	1,457,730	0.5%
Water	9.4%	19,351,113	1,617,041	473,547	675,597	16,584,928	19,712,826	-15.9%
Water Reclamation	12.6%	25,780,302	1,070,488	84,119	4,197,692	20,428,003	5,104,829	300.2%
Sewer Maintenance	3.5%	7,202,609	694,363	344,829	0	6,163,417	4,843,927	27.2%
New Development Excise	4.8%	9,772,102	0	0	0	9,772,102	13,246,330	-26.2%
Sewer Sales Tax Capital	0.8%	1,691,169	0	0	0	1,691,169	1,342,479	26.0%
Sanitation	6.2%	12,680,593	1,285,302	2,311,866	0	9,083,425	9,329,802	-2.6%
Risk Management	7.1%	14,562,654	0	0	0	14,562,654	14,025,760	3.8%
Capital Improvement	8.5%	17,465,997	0	433	3,096,988	14,368,576	11,896,977	20.8%
Park Land and Development	0.1%	115,000	0	0	0	115,000	35,000	228.6%
University North Park TIF	1.5%	3,142,271	0	0	0	3,142,271	4,355,621	100.0%
General Debt Service	3.0%	6,215,838	0	0	870,000	5,345,838	4,721,691	13.2%
G.O. Bonds	0.1%	146,761	0	0	146,761	0	0	0.0%
Arterial Roads Recoupment	0.0%	0	0	0	0	0	0	0.0%
	100.0%	$204,970,419	$4,701,274	$8,272,163	$10,416,320	$181,580,662	$162,261,633	11.9%

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2013 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

		REVENUES				EXPENDITURES					
CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES	REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
GOVERNMENTAL FUNDS											
General	$3,567,241	$64,095,412	$4,064,707	$68,160,119	$72,309,742	$97,623	$72,407,365	($1,000,000)	$71,407,365	(3,247,246)	319,995
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	8,704,568	8,974,743	0	8,974,743	9,611,030	1,127,450	10,738,480	0	10,738,480	(1,763,737)	6,940,831
Room Tax	243,953	1,136,000	0	1,136,000	860,520	204,209	1,064,729	0	1,064,729	71,271	315,224
Seizures and Restitutions	387,576	56,007	0	56,007	112,629	0	112,629	0	112,629	(56,622)	330,954
Cleet	32,876	32,000	0	32,000	30,705	0	30,705	0	30,705	1,295	34,171
Tax Increment District	16,432	2,915	0	2,915	19,347	0	19,347	0	19,347	(16,432)	0
Art in Public Places	3,645	12,000	0	12,000	12,000	0	12,000	0	12,000	0	3,645
Park Land and Development	1,220,291	100,000	0	100,000	115,000	0	115,000	0	115,000	(15,000)	1,205,291
Westwood Park	0	1,128,507	379,832	1,508,339	1,508,339	0	1,508,339	0	1,508,339	0	0
Net Revenue Stabilization	1,500,000	0	0	0			0	0	0	0	1,500,000
GRANT FUNDS											
Community Development	0	1,107,303	0	1,107,303	1,107,303	0	1,107,303	0	1,107,303	0	0
Special Grants	292,351	843,114	0	843,114	843,114	0	843,114	0	843,114	0	292,351
ENTERPRISE FUNDS											
Water	6,917,894	15,516,239	0	15,516,239	18,734,226	675,597	19,409,823	(58,711)	19,351,112	(3,834,873)	3,083,021
Water Reclamation	(1,185,597)	39,330,849	0	39,330,849	21,608,893	4,197,692	25,806,585	(26,283)	25,780,302	13,550,547	12,364,950
Sewer Maintenance	0	3,375,039	3,827,570	7,202,609	7,224,627	0	7,224,627	(22,018)	7,202,609	0	0
New Development Excise	8,274,490	12,900,000	0	12,900,000	9,772,102	0	9,772,102	0	9,772,102	3,127,898	11,402,388
Sewer Sales Tax Capital	7,423,326	60,000	0	60,000	1,691,169	0	1,691,169	0	1,691,169	(1,631,169)	5,792,157
Sanitation	1,800,032	12,210,860	0	12,210,860	12,680,593	0	12,680,593	0	12,680,593	(469,732)	1,330,299
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	(16,191)	14,056,426	870,000	14,926,426	14,562,654	0	14,562,654	0	14,562,654	363,772	347,581
CAPITAL PROJECTS FUND											
Capital Improvements	14,731,594	11,081,375	1,127,450	12,208,825	14,369,009	3,096,988	17,465,997	0	17,465,997	(5,257,172)	9,474,422
University North Park TIF	3,554,426	3,508,779	0	3,508,779	3,142,271	0	3,142,271	0	3,142,271	366,508	3,920,934
Arterial Roads Recoupment	179,009	0	0	0	0	0	0	0	0	0	179,009
DEBT SERVICE FUNDS											
General Debt Service	3,217,654	9,765,794	146,761	9,912,555	5,345,838	870,000	6,215,838	0	6,215,838	3,696,717	6,914,371
G. O. Bonds	54,484	92,277		92,277	0	146,761	146,761	0	146,761	(54,484)	0
GRAND TOTAL ALL FUNDS	$60,920,054	$199,385,639	$10,416,320	209,801,959	$195,661,111	$10,416,320	$206,077,431	($1,107,012)	$204,970,419	$4,831,541	$65,751,594
Less: Interfund Transfers	0	0	(10,416,320)	(10,416,320)	0	(10,416,320)	(10,416,320)	0	(10,416,320)	0	0
Internal Service Charges	0	(8,272,163)		(8,272,163)	(8,272,163)	0	(8,272,163)	0	(8,272,163)	0	0
Cost Allocation Charges	0	(4,701,274)	0	(4,701,274)	(4,701,274)	0	(4,701,274)	0	(4,701,274)	0	0
Total Deductions	$0	($12,973,437)	($10,416,320)	(23,389,757)	($12,973,437)	($10,416,320)	($23,389,757)	$0	($23,389,757)	$0	$0
NET TOTAL ALL FUNDS	$60,920,054	$186,412,202	$0	186,412,202	$182,687,674	$0	$182,687,674	($1,107,012)	$181,580,662	$4,831,541	$65,751,594

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2013

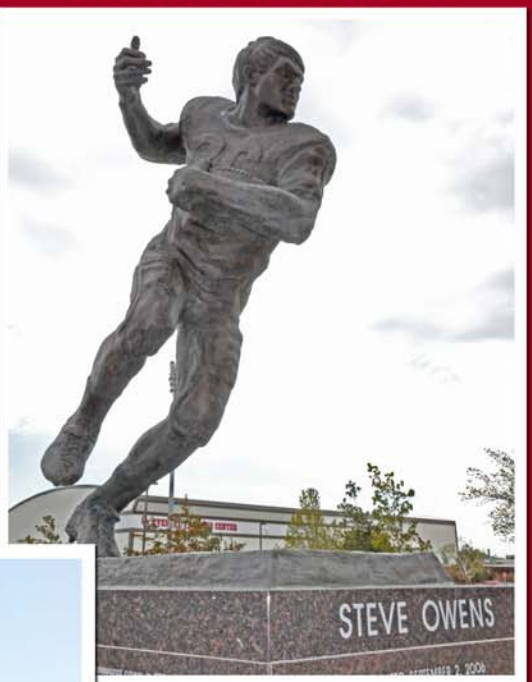
FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	$49,249,403	$4,241,641	$0	$103,000	$1,031,654	$3,349,787	$6,119,927	$4,064,707	$68,160,119	$3,186,059	$71,346,178
Net Revenue Stabilization	0	0	0	0	0	0	0	0	0	0	0
Public Safety Sales Tax	8,974,743	0	0	0	0	0	0	0	8,974,743	0	8,974,743
Community Development	0	0	1,107,303	0	0	0	0	0	1,107,303	0	1,107,303
Special Grants	0	0	843,114	0	0	0	0	0	843,114	0	843,114
Room Tax	1,133,000	0	0	3,000	0	0	0	0	1,136,000	0	1,136,000
Seizures and Restitutions	0	40,507	15,000	500	0	0	0	0	56,007	56,622	112,629
CLEET	0	0	32,000	0	0	0	0	0	32,000	0	32,000
Tax Increment District	0	0	0	2,915	0	0	0	0	2,915	0	2,915
Art in Public Places	0	0	0	0	12,000	0	0	0	12,000	0	12,000
Westwood Park	0	1,121,007	0	7,500	0	0	0	379,832	1,508,339	0	1,508,339
Water	0	14,645,261	0	120,000	0	750,978	0	0	15,516,239	3,829,874	19,346,113
Water Reclamation	0	7,955,340	0	100,000	30,675,000	600,509	0	0	39,330,849	0	39,330,849
Sewer Maintenance	0	3,375,039	0	0	0	0	0	3,827,570	7,202,609	0	7,202,609
New Development	1,300,000	0	0	200,000	11,400,000	0	0	0	12,900,000	0	12,900,000
Sewer Sales Tax Capital	0	0	0	60,000	0	0	0	0	60,000	6,505,226	6,565,226
Sanitation	0	12,180,860	0	30,000	0	0	0	0	12,210,860	469,733	12,680,593
Capital Improvement	10,931,375	0	0	150,000	0	0	0	1,127,450	12,208,825	3,997,977	16,206,802
Park Land and Development	0	85,000	0	15,000	0	0	0	0	100,000	15,000	115,000
Univesity North Park TIF	3,491,279	0	0	17,500	0	0	0	0	3,508,779	0	3,508,779
General Debt Service	9,740,794	0	0	25,000	0	0	0	146,761	9,912,555	0	9,912,555
G.O. Bonds	90,277	0	0	2,000	0	0	0	0	92,277	54,484	146,761
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0	0
Risk Management / Insurance	0	0	0	0	11,904,190	0	2,152,236	870,000	14,926,426	0	14,926,426
	$84,910,871	$43,644,655	$1,997,417	$836,415	$55,022,844	$4,701,274	$8,272,163	$10,416,320	$209,801,959	$18,114,975	$227,916,934
PERCENT TO TOTAL	37.3%	19.1%	0.9%	0.4%	24.1%	2.1%	3.6%	4.6%	92.1%	7.9%	100.0%

CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2013

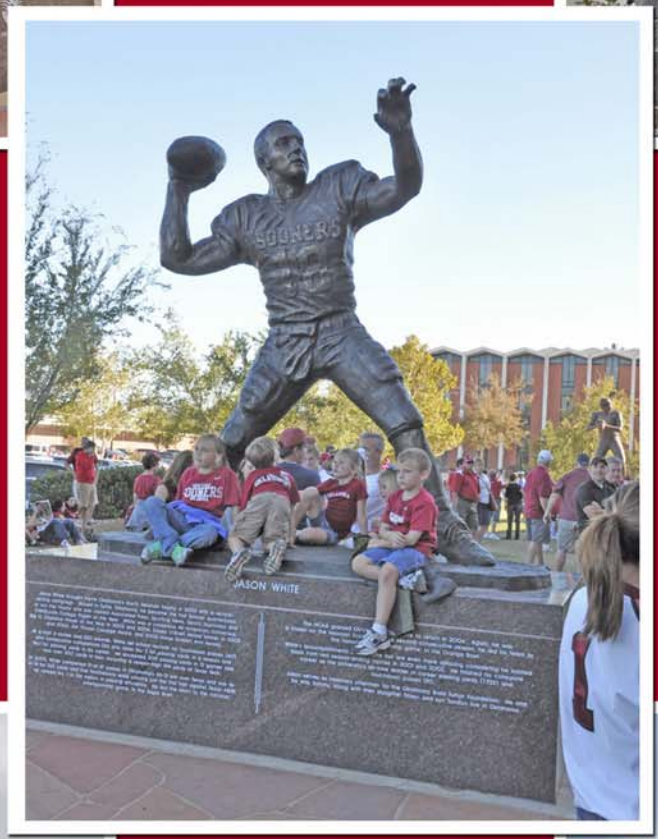
FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	50,865,500	5,037,549	8,618,102	3,018,988	0	4,769,602	0	97,623	(1,000,000)	71,407,364
Public Safety Sales Tax	5,563,377	97,678	152,912	3,558,065	0	238,998	0	1,127,450	0	10,738,480
Community Development	360,764	4,130	697,448	0	40,000	4,961	0	0	0	1,107,303
Special Grants	116,814	1,000	4,500	0	720,800	0	0	0	0	843,114
Room Tax	0	0	826,440	0	0	0	34,080	204,209	0	1,064,729
Seizures & Restitutions	45,429	12,900	54,300	0	0	0	0	0	0	112,629
CLEET	0	0	30,705	0	0	0	0	0	0	30,705
TIF	0	0	0	0	19,347	0	0	0	0	19,347
Art In Public Places	0	0	12,000	0	0	0	0	0	0	12,000
Westwood Park	844,968	120,238	217,116	78,000	0	43,808	0	0	204,209	1,508,339
Water	3,914,071	1,564,802	2,808,923	179,967	5,577,291	473,546	1,617,041	675,597	2,539,875	19,351,113
Water Reclamation	1,752,198	281,697	1,012,527	0	12,939,778	84,119	1,070,488	4,197,692	4,441,803	25,780,302
Sewer Maintenance	1,467,856	99,160	346,076	25,600	4,246,743	344,829	694,363	0	(22,018)	7,202,609
New Development Excise	0	0	1,000	0	8,671,102	0	0	0	1,100,000	9,772,102
Sewer Sales Tax Capital	0	0	0	0	1,691,169	0	0	0	0	1,691,169
Sanitation	3,953,923	77,429	3,331,623	1,401,861	0	2,311,866	1,285,302	0	318,589	12,680,593
Capital Improvement	886,215	0	16,000	0	13,466,361	433	0	3,096,988	0	17,465,997
Park Land & Development	0	0	0	0	115,000	0	0	0	0	115,000
University North Park TIF	0	0	9,971	0	2,105,500	0	0	0	1,026,800	3,142,271
General Debt Service	0	0	0	0	0	0	0	870,000	5,345,838	6,215,838
G.O. Bonds	0	0	0	0	0	0	0	146,761	0	146,761
Risk Management / Insurance	354,197	0	14,208,457	0	0	0	0	0	0	14,562,654
Arterial Roads Recoupment	0	0	0	0	0	0	0	0	0	0
Total	70,125,312	7,296,583	32,348,100	8,262,481	49,593,091	8,272,162	4,701,274	10,416,320	13,955,096	204,970,419

Billy Vessels 1952

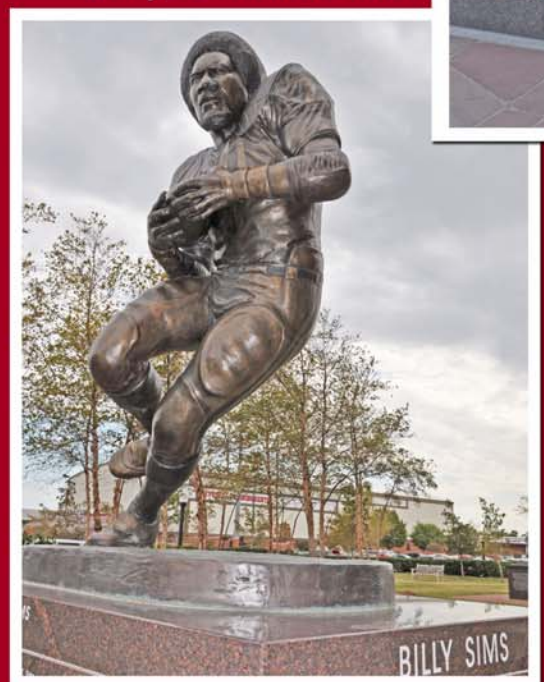
Steve Owens 1969



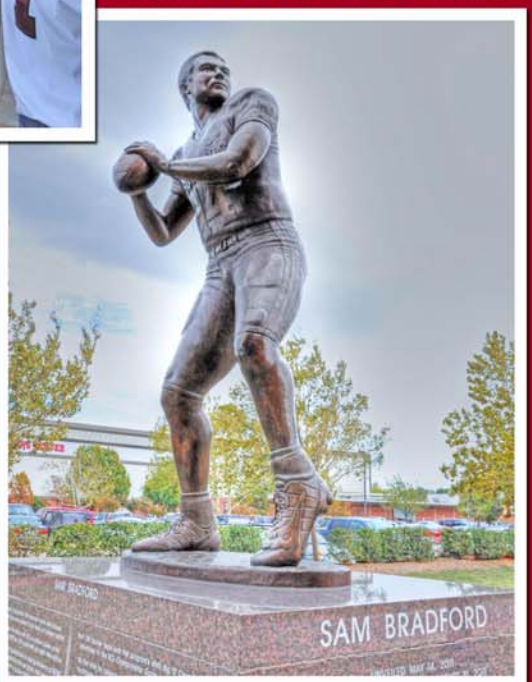
Jason White 2003



Billy Sims 1978



Sam Bradford 2008



FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 13) 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 sic 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 $77,309,000, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

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

Levelized Rates

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

Utility Transfer to General Fund

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

Municipal Budget Act

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

BUDGET CALENDAR

Fiscal Year Ending 2013

August	17	Finance Committee meeting to discuss budget calendar and strategies for FYE 2013
November	16	Finance Committee meeting to discuss budget process for FYE 2013
	22	Council Work Session on Capital Budget to identify Council priorities
December	8	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
January	3-6	Budget Staff meets with individual departments
	6	First Draft Capital Project forms due to Planning
	9	Base Budget Adjustment Requests due
	11	Finance/City Manager begin review of reserve/budget policies
		Health Insurance recommendation
	27	2nd Draft Capital Project forms due to Planning
		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
	15	Preliminary Fund Summaries due
	24	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
	28	Council Retreat - Capital Budget (if necessary)
		Mid-Year Amendments/Adjustments sent to Council
March	2	Updated Dept./Div. Summary forms & Performance Measurement forms due
		Final Capital Project forms due to Planning (last day to make changes)
		Department Head Retreat to prioritize and rank department requests
	5-9	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
	19	Finance begins compilation of budget data
	26	City Manager wrap up and proposal of budget
		Last day to make changes / additions to operating budget
		Capital Project Schedules due to Finance from Planning
April	11	Preliminary Budget to Print Shop
	12	Council & Staff receive preliminary budget document
	17	Council Study Session - Overview, General Fund and Special Revenue Funds
	24	Council Study Session for Enterprise Funds
May	8	Council Study Session for Capital Funds
	11	Publish budget summary in newspaper announcing Public Hearing
	22	Public Hearing at Council meeting
June	5	Council Study Session (if necessary)
	12	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 2013

Note: The above dates are preliminary and may change.

THE BUDGET AND ACCOUNTING PROCESS

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

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

THE BUDGET PROCESS

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

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

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

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

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

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

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

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

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

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

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

FUNDING SOURCES FOR EACH DEPARTMENT

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

BASIS OF ACCOUNTING

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

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

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

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

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

MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

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

SECTION 17-202. PURPOSE OF ACT.

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

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

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

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

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-206. REQUIREMENTS AND CONTENTS OF BUDGET

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

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

   1. The budget shall contain a budget summary;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-214. FUNDS - OPERATING RESERVE

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 3002 – AUDITS (Title 68 Oklahoma Statutes 2001)

A. (Pertains to counties and school districts)

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

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

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

NORMAN IMPLEMENTATION OF MUNICIPAL BUDGET STATUTES

The City of Norman and its related Trusts and Authorities have been in full compliance with Generally Accepted Accounting Principles and the Oklahoma Municipal Budget Act since 1988. Some of the defined terms in Section 17-204 and 17-213 of the Municipal Budget Act are further explained as follows:

"Municipality" is The City of Norman and **"Governing Body"** is the City Council;

"Budget Year" and **"Fiscal Year"** is July 1 through June 30;

"Chief Executive Officer" is the City Manager;

"Personal Services" category expenditures are **"Salaries and Benefit"** category expenditures. These expenditures are generally for payments directly to full and part-time employees of the City, including contributions to retirement and pensions, social security, health insurance, uniform allowances and related expenses.

"Materials and Supplies" category expenditures are generally for consumable goods that are used (or "materially altered" when used) by City employees to provide services to the public and/or our customers (e.g., purchases of pencils, oil filters, chlorine).

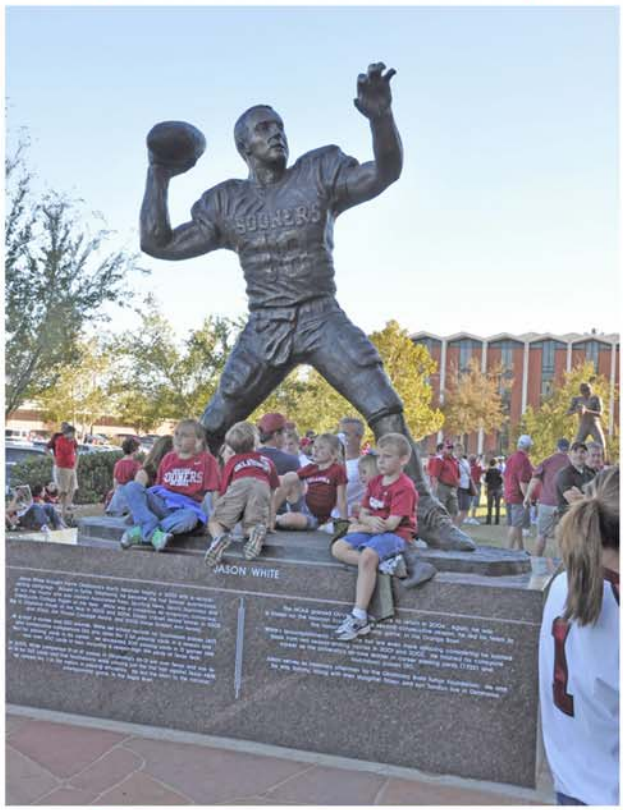
"Other Services and Charges" category expenditures are **"Services and Maintenance"** category expenses, generally for services provided to the City of Norman by outside vendors (e.g., hiring Xerox to fix a City copier; hiring a Spanish interpreter, etc.).

"Internal Service" category expenditures are similar to **"Services and Maintenance"** category expenditures, except that the "vendor" that is providing the services to the City of Norman is another City department. Internal Service "vendors" of the City include the Fleet Management Division (providing centralized fueling and vehicle repair), the Facilities Management Division (providing centralized building repair, custodial and maintenance), the Office Services Division (providing centralized printing and mailing services) and the Risk Management Division (providing worker's compensation, health insurance and property casualty services).

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

Sam Bradford 2008

GENERAL FUND
BUDGET
HIGHLIGHTS

Background

The General Fund is used to account for resources that are utilized for general government activities such as:

- Park and Public Lands Maintenance
- Street Maintenance
- Neighborhood Revitalization and Code Enforcement
- Public Safety and Emergency Response
- Traffic Control
- Public Transportation

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

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

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

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

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

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

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

FYE 13 Budget

The Fiscal Year Ending June 30, 2013 (FYE 13) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 3,567,241
Current Revenues & Interfund Transfers	68,160,119
Total Available Resources	71,727,360
Current Expenditures & Interfund Transfers	(71,407,364)
Estimated Ending Fund Balance	$ 319,995

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, 2011	$ 6,820,581
Encumbrances outstanding	1,220,540
Fund summary cash balance (see page 55)	8,041,121
Current year accruals	5,628,683
Total fund balances – fund balance sheet, June 30, 2011	$ 13,669,804

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. FYE 13 sales tax is being projected at a 4.2% increase over estimated FYE 12 collections, and a 4.2% increase from the FYE 12 Budget. Other revenues such as use tax, franchise fees, and other taxes are projected at a 3% increase from FYE 12 estimated figures. Licenses and permit fees are projected at a 7% increase from FYE 12 estimated figures. Fines and forfeitures are estimated at a 1% increase and service fees and charges are estimated at a 1% increase from FYE 12 estimated figures.

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 13 expenditures are projected based on a line-item analysis within each department. Several cost-containment actions are proposed in the FYE 13 General Fund budget. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but does include merit increases.

Dept / Div	**Added Positions**
City Manager/Community Relations	Development Coordinator

A 1.3% increase in supplies and materials and a 12.6% increase in services and maintenance cost from FYE 12 Budget figures are proposed for FYE 13. Internal service costs were increased by 3.8% from the FYE 12 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 17 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 Water Reclamation Utilities will be based on a rate equal to 5% of the gross operating revenues in each utility. This represents a policy to replicate the payments from private utilities for franchise fees for the use of public rights-of-way. In addition, transfers from the Capital Improvement Fund are made for financing General Fund capital equipment needs.
- 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 13 net expenditures represent an approximate 3.9% increase from FYE 12 Budget. Total expenditures are projected to increase an average of 4.1% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 13, except Internal Services, which is projected at a 2% increase after FYE 13. Salaries and Benefits are projected at a 3% increase from FYE 12 to FYE 13 and a 5% annual increase after FYE 13.

Summary

The FYE 13 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by $3,247,245. Estimated year-end reserves of $319,995 do not meet required reserve levels. The projected FYE 13 year-end fund balance is at a low level. Future actions will need to be taken to bring ongoing revenues in line with expenditures.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$7,544,066	$4,779,896	$8,041,121	$3,567,241	$319,995	($2,846,629)	($6,647,429)	($11,157,712)
Revenues:								
Sales Tax	34,367,068	36,467,301	36,467,301	38,017,161	39,632,890	41,317,288	43,073,273	44,903,887
State Use Tax	1,874,829	1,910,650	1,910,650	1,967,970	2,027,009	2,087,819	2,150,454	2,214,968
Franchise Fees	6,228,264	6,669,250	7,000,000	7,210,000	7,426,300	7,649,089	7,878,562	8,114,919
Other Tax	1,963,038	1,994,439	1,994,439	2,054,272	2,115,900	2,179,377	2,244,758	2,312,101
Fines/Forfeitures	2,489,792	2,209,507	2,209,507	2,231,602	2,253,918	2,276,457	2,276,457	2,276,457
Interest/Investment Income	23,405	100,000	100,000	103,000	106,090	109,273	112,551	112,551
Other Revenues	1,233,940	1,021,440	1,021,440	1,031,654	1,041,971	1,052,391	1,062,915	1,073,544
License/Permit Fees	1,085,867	1,142,470	1,142,470	1,228,895	1,241,184	1,253,596	1,266,132	1,278,793
Service Fees and Charges	506,028	773,410	773,410	781,144	788,955	796,845	804,813	812,861
Cost Allocation Chrgs.	3,862,938	3,207,960	3,207,960	3,349,787	3,383,285	3,417,118	3,451,289	3,485,802
Internal Chrgs.	6,651,708	5,751,507	5,751,507	6,119,927	6,242,326	6,367,172	6,494,515	6,624,406
Subtotal	60,286,877	61,247,934	61,578,684	64,095,412	66,259,828	68,506,425	70,815,719	73,210,288
I/F Transf - Water	662,029	728,903	728,903	675,597	692,234	709,286	726,761	744,670
I/F Transf - Wastewater	335,457	362,865	362,865	370,122	499,665	509,658	519,852	530,249
I/F Transf - Water (Dev. Engineer)	29,973	0	0	0	0	0	0	0
I/F Transf - Wastewater (Dev. Engineer)	29,973	0	0	0	0	0	0	0
I/F Transf - CIP (Outlay)	0	0	0	0	0	0	0	0
I/F Transf - CIP (St Maint)	246,617	0	0	0	0	0	0	0
I/F Transf - CIP (Personnel)	342,652	0	0	0	0	0	0	0
I/F Transf - Debt Service	1,351,496	0	0	0	0	0	0	0
I/F Transf - Capital Outlay	2,439,403	2,799,912	3,737,904	3,018,988	3,147,295	3,281,055	3,420,500	3,565,871
I/F Transf - Capital	0	0	6,575	0	0	0	0	0
I/F Transf - Sanitation (fleet)	58,791	0	0	0	0	0	0	0
I/F Transf - CIP (Eng Design)	23,301	0	0	0	0	0	0	0
I/F Transf - UNP TIF	34,538	0	0	0	0	0	0	0
I/F Transf - Hall Park	25,178	0	0	0	0	0	0	0
I/F Transf - Seiz & Rest	16,000	0	0	0	0	0	0	0
Subtotal	5,595,408	3,891,680	4,836,247	4,064,707	4,339,194	4,499,999	4,667,113	4,840,790
Total Revenue	65,882,285	65,139,614	66,414,931	68,160,119	70,599,022	73,006,424	75,482,832	78,051,078
Expenditures:								
Salary / Benefits	45,258,926	49,389,975	49,042,606	50,865,500	53,408,775	56,079,214	58,883,174	61,827,333
Supplies/Materials	5,269,132	6,436,674	6,398,290	6,523,031	6,588,261	6,654,144	6,720,685	6,787,892
Services/Maintenance	8,074,110	6,461,227	6,946,388	7,277,153	7,349,925	7,423,424	7,497,658	7,572,635
Internal Services	2,581,857	3,162,674	3,178,077	3,284,120	3,349,802	3,416,798	3,485,134	3,554,837
Capital Equipment	2,372,097	2,799,912	3,737,904	3,018,988	3,147,295	3,281,055	3,420,500	3,565,871
Subtotal	63,556,122	68,250,462	69,303,265	70,968,792	73,844,058	76,854,635	80,007,152	83,308,568
Audit Adjustments/Encumbrances	(905,862)	0	0	0	0	0	0	0
I/F Transf - Recreation	1,120,649	0	0	0	0	0	0	0
I/F Transf - Westwood	64,899	46,822	85,546	97,623	121,588	152,589	185,962	221,856
I/F Transf - Emergency Communication	1,389,750	0	0	0	0	0	0	0
I/F Transf - Water Fund	1,088	0	0	0	0	0	0	0
I/F Transf - Sewer Excise Tax Fund	0	0	0	0	0	0	0	0
I/F Transf - Capital Fund	25,178	0	0	0	0	0	0	0
I/F Transfer - Seizures & Rest Fund	89,048	0	0	0	0	0	0	0
I/F Transf - CDBG Fund	44,358	0	0	0	0	0	0	0
I/F Transf - Rainy Day Fund	0	120,000	1,500,000	0	0	0	0	0
Two Percent Reserve	0	1,292,347	0	1,340,949	0	0	0	0
Subtotal	1,829,108	1,459,169	1,585,546	1,438,572	121,588	152,589	185,962	221,856
Total Expenditures	65,385,230	69,709,631	70,888,811	72,407,364	73,965,646	77,007,224	80,193,114	83,530,424
Employee Turnover Savings	0	(1,000,000)	0	(1,000,000)	(200,000)	(200,000)	(200,000)	(200,000)
Internal Charges	0	0	0	0	0	0	0	0
Net Expenditures	65,385,230	68,709,631	70,888,811	71,407,364	73,765,646	76,807,224	79,993,114	83,330,424
Net Difference	497,055	(3,570,017)	(4,473,880)	(3,247,245)	(3,166,625)	(3,800,800)	(4,510,282)	(5,279,346)
Ending Fund Balance	8,041,121	1,209,879	3,567,241	319,995	(2,846,629)	(6,647,429)	(11,157,712)	(16,437,058)
Reserved for encumbrances	1,099,126	0	0	0	0	0	0	0
Reserved for Operations	6,941,995	1,209,879	3,567,241	319,995	(2,846,629)	(6,647,429)	(11,157,712)	(16,437,058)
Reserved for Self Insurance	0	0	0	0	0	0	0	0
Reserve (Deficit)	0	0		0	0	0	0	0
Reserved for Dedicated Public Safety	0	0	0	0	0	0	0	0
Total Reserves	$8,041,121	$1,209,879	$3,567,241	$319,995	($2,846,629)	($6,647,429)	($11,157,712)	($16,437,058)
Note: 3% Operating Reserve surplus (deficit)	$5,051,601	($728,642)	$1,552,713	($1,691,427)	($4,965,180)	($8,853,214)	($13,454,890)	($18,829,994)

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 13 Budget

Council agreed to transfer $1,500,000 into the Net Revenue Stabilization Fund in FYE 12. In FYE 13 there is no budgeted transfer from the General Fund to the Net Revenue Stabilization Fund.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$0	$0	$0	$1,500,000	$1,500,000	$1,500,000	$1,500,000	$1,500,000
Revenues:								
Interest Income	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0
I/F Transf - General Fund	0	120,000	1,500,000	0	0	0	0	0
Subtotal	0	120,000	1,500,000	0	0	0	0	0
Total Revenue	0	120,000	1,500,000	0	0	0	0	0
Expenditures:								
Audit Adjustments/Encumbrances	0	0	0	0	0	0	0	0
I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0	0
Net Expenditures	0	0	0	0	0	0	0	0
Net Difference	0	120,000	1,500,000	0	0	0	0	0
Ending Fund Balance	0	120,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Note:Rainy Day Reserve of 4.5% (deficit)		($2,787,782)		($1,517,134)	($1,677,826)	($1,808,678)	($1,945,768)	($2,089,405)

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 13 Budget

Estimated revenues of $8,974,743 are being projected at a 4.5% increase over estimated FYE 12 collections. Estimated expenditures of $10,738,480 are budgeted in FYE 13.

Two positions will be added during FYE 13 in the Police Department, making a total of 67 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 2013. 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.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$5,968,899	$5,842,824	$6,759,539	$8,704,568	$6,940,831	$9,770,900	$12,565,814	$10,359,596
Revenues:								
Sales Tax - Dedicated Public Safety	8,020,746	8,277,791	8,277,791	8,650,291	9,039,554	9,446,334	4,935,710	0
State Use Tax - Dedicated Public Safety	312,460	315,002	315,002	324,452	334,186	344,212	177,269	0
Interest Income	85,583	0	0	0	0	0	0	0
Subtotal	8,418,789	8,592,793	8,592,793	8,974,743	9,373,740	9,790,546	5,112,979	0
Subtotal	0	0	0	0	0	0	0	0
Total Revenue	8,418,789	8,592,793	8,592,793	8,974,743	9,373,740	9,790,546	5,112,979	0
Expenditures:								
Salary / Benefits - Dedicated Public Safety	3,264,408	5,107,922	4,203,528	5,563,377	5,983,757	6,432,267	6,753,880	0
Supplies/Materials - Dedicated Public Safety	162,563	249,976	209,444	242,904	75,101	75,852	75,852	0
Services/Maintenance - Dedicated Public Safety	55,344	142,978	179,467	152,912	78,673	79,460	79,460	0
Internal Service - Dedicated Public Safety	17,380	51,444	66,836	93,772	95,647	97,560	99,512	0
Capital Equipment - Dedicated Public Safety	1,100,094	456,945	984,989	3,558,065	310,493	310,493	310,493	0
Subtotal	4,599,789	6,009,265	5,644,264	9,611,030	6,543,671	6,995,632	7,319,197	0
Audit Adjustments/Encumbrances	37,960	0	0	0	0	0	0	0
I/F Transf - Capital Fund	2,990,400	1,003,500	1,003,500	1,127,450	0	0	0	0
Subtotal	3,028,360	1,003,500	1,003,500	1,127,450	0	0	0	0
Total Expenditures	7,628,149	7,012,765	6,647,764	10,738,480	6,543,671	6,995,632	7,319,197	0
Net Expenditures	7,628,149	7,012,765	6,647,764	10,738,480	6,543,671	6,995,632	7,319,197	0
Net Difference	790,640	1,580,028	1,945,029	(1,763,737)	2,830,069	2,794,914	(2,206,218)	0
Ending Fund Balance	$6,759,539	$7,422,852	$8,704,568	$6,940,831	$9,770,900	$12,565,814	$10,359,596	$10,359,596

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 13 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.

RECREATION FUND (20)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 PROJECTED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
Beginning Fund Balance	($22,035)	$0	$0	$0	$0	$0
Revenues						
Fees and Charges	424,815	0	0	0	0	0
Interest income	0					
Other Revenues	22,850	0	0	0	0	0
Subtotal	447,665	0	0	0	0	0
I/F Transf - General Fund	1,120,649	0	0	0	0	0
Total Revenues	1,568,314	0	0	0	0	0
Expenditures						
Salaries and Benefits	843,477	0	0	0	0	0
Supplies and Materials	42,765	0	0	0	0	0
Services/Maintenance	195,670	0	0	0	0	0
Internal Service Fund Chgs	102,187	0	0	0	0	0
Cost Allocation Charges	375,719	0	0	0	0	0
Audit adjustments/accruals/Encumb	(4)					
Subtotal	1,559,814	0	0	0	0	0
Capital Equipment	8,500	0	0	0	0	0
Capital Projects	0	0	0	0	0	0
I/F Transfer - Westwood	0	0	0	0	0	0
Total Expenditures	1,568,314	0	0	0	0	0
Employee Turnover Savings	0	0	0	0	0	0
Net Expenditures	1,568,314	0	0	0	0	0
Net Difference	0	0	0	0	0	0
Projected Revenue(shortfall)over	(332,242)	0	0	0	0	0
Ending Fund Balance	($22,035)	$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 $40,239,240 in CDBG-HOME Program Funds (CDBG - $31,438,950 and HOME - $8,800,290) has been allocated to the City of Norman through FYE 12. The FYE 13 Budget includes a grant of $836,500 plus the balance of funds not yet utilized from previous allocations. Also, included are HOME Grants totaling $368,420.

FYE 13 Budget

Expenditures are accounted for based upon program and grant year. Any remaining FYE 11 and FYE 12 funds are expected to be expended in FYE 13. Total revenues are projected at $1,107,303 and total expenditures are projected at $1,107,303.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED
Beginning Fund Balance	$133,973	$68,088	$0	$0
Revenues				
Other Revenues	0	0	0	0
Interest Inc. on Afford. Housing	(288)	0	0	0
Grant Revenue	773,299	777,779	1,613,765	738,883
Home Grant Revenue	516,339	527,573	809,166	368,420
Emergency Shelter	100,000	0	102,517	0
Emergency Shelter	0	0	0	0
CDBG-R	0	0	0	0
Neighborhood Stabilization Grant	134,506	0	0	0
SHPRP ARRA Grant	254,492	0	187,327	0
I/F Transf - General Fund	44,358	0	0	0
Total Revenue	1,822,706	1,305,352	2,712,775	1,107,303
Expenditures				
Community Development 07	21,037	0	52,875	0
Community Development 08	44,196	0	66,180	0
CDBG Housing 08	0	0	0	0
Community Development 09	0	0	100,092	0
CDBG Housing 09	0	0	0	0
Community Development 10	25,031	0	124,262	0
CDBG Housing 10	104,271	0	48,570	0
CDBG-R	0	0	0	0
Community Development 11	318,416	0	201,336	0
CDBG Housing 11	246,170	0	226,554	0
Community Development 12	1,961	346,549	373,033	0
CDBG Housing 12	1,323	413,230	420,863	
Community Development 13	0	0	0	357,096
CDBG Housing 13	0	0	0	381,787
Neighborhood Stabilization Grant	134,506	0	0	0
FY06 Home Grant	0	0	0	0
FY07 Home Grant	0	0	0	0
FY08 Home Grant	97,444	0	0	0
FY09 Home Grant	102,496	0	55,551	0
FY10 Home Grant	386,906	0	223,018	0
FY11 Home Grant	0	527,597	530,597	0
FY12 Home Grant	0			368,420
Emergency Shelter Grant	214,983		102,517	
Accruals/Adjustments	(62,438)		0	
SHPRP ARRA Grant	254,492		187,327	
Kingsgate	65,885	0	0	0
Total Expenditures	1,956,679	1,287,376	2,712,775	1,107,303
Net Difference	(133,973)	17,976	0	0
Ending Fund Balance	0	86,064	0	0
Reserves:				
Reserve for Contingency	0	88,327	0	2,263
Reserve for Affordable Housing	0	(2,263)	0	(2,263)
Total Reserves	$0	$86,064	$0	$0

SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There are four approved grants (at the time of budgeting) in FYE 13 for which the City qualifies.

DUI Enforcement	$ 63,982
Homeland Security / Intelligence Analysis	$ 58,332
Legacy Trail Improvements	$ 544,000
Safe Routes to School	$ 176,800

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 13 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 13 expenditures are anticipated at $58,332.

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 13 expenditures are anticipated to be $544,000.

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 13 expenditures are anticipated to be $176,800.

Other Grants

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

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED
Beginning Fund Balance	$384,940	$327,361	$1,127,341	$292,351
Revenues				
Okla. Highway Grant-DRE Training	25,131	0	34,021	0
County Court DUI Fines	56,580	63,982	63,982	63,982
Local Law Enforcement Grant	0	0	0	0
JAIBG /Peer/Real	0	0	0	0
SHPO/CLG Grant	14,780	0	20,100	0
FEMA Saferoom Grant	0	0	0	0
OK LG Arts Council	0	0	0	0
Highway Tree Program	29,625	0	0	0
Emergency Management Planning Grant	9,120	0	10,268	0
Bullet Proof Vest Grant	3,086	0	11,861	0
Misc. Police Grants	0	0	0	0
Homeland Security	40,795	72,000	318,698	58,332
Legacy Trail Improvements	(13,001)	56,000	315,495	544,000
Traffic & Alcohol Enforcement	73,310	0	95,500	0
Forestry Grant	0	0	0	0
Beautification / Tree Program	0	0	25,000	0
Misc. Parks/Forestry Grants	6,125	0	0	0
Firefighters Assistance	230,849	0	28,913	0
Jag Grant	0	0	32,201	0
Jag Recovery ARRA Grant	0	0	37,259	0
Cops Grant	400,000	0	0	0
Urban Forestry Assistant	0	0	0	0
FEMA Reimbursements	0	0	0	0
ACOG Traffic Data Grant	0	0	18,858	0
ARRA CNG Facility Grant	0	0	1,037,830	0
ACOG CNG Facility Grant	0	0	105,505	0
ACOG Fleet Conversion	0	0	77,622	0
Industrial Pretreatment	0	0	1,000	0
Safe Routes to School	725	15,000	34,900	176,800
'911	0	0	399,982	0
I/F Transf - Capital	834,990	0	507,916	0
Other Revenue/audit accruals	12,816	0	0	0
Subtotal	1,724,931	206,982	3,176,911	843,114
Total Revenue	1,724,931	206,982	3,176,911	843,114
Expenditures				
DUI Enforcement	40,699	63,982	63,982	63,982
Okla. Highway Grant-DRE Training	25,131	0	34,021	0
JAIBG /Peer/Real	0	0	0	0
Local Law Enforcement Grant	0	0	0	0
SHPO/CLG Grant	14,780	0	20,100	0
FEMA Saferoom Grant	0	0	0	0
Bullet Proof Vest Grant	0	0	11,861	0
Misc. Police Grants	0	0	0	0
Homeland Security	0	0	237,240	0
Traffic & Alcohol Enforcement	73,310	0	95,500	0
OK LG Arts Council/Veteran Memorial	0	0	0	0
Audit Adj/Encumbrances	(94,623)	0	0	0
Legacy Trail Improvements	0	56,000	315,495	544,000
Safe Routes to School	0	15,000	34,900	176,800
Beautification / Tree Program	29,625	0	25,000	0
Urban Forestry Assistant	0	0	0	0
Misc Parks/Forestry Grants	10,000	0	0	0
Forestry Grant	0	0	0	0
Jag Grant	33,311	0	32,201	0
Jag ARRA	42,361	0	37,259	0
911	18	0	399,982	0
Intelligence Analysis	61,379	72,226	81,458	58,332
Firefighter Assistance	230,847	0	28,913	0
Highway Tree Program -06	0	0	0	0
Traffic Control	725	0	18,858	0
I-35/Tecumseh Tree Planting	0	0	0	0
Disaster Prepardness	0	0	0	0
ACOG CNG Facility Grant - Fast Fill	393,138	0	1,037,830	0
ACOG CNG Facility Grant - Slow Fill	99,739	0	105,505	0
ACOG Fleet Conversion	10,703	0	77,622	0
Industrail Pretreatment	0	0	1,000	0
Emergency Management Grant	11,387	0	10,268	0
Diaster Preparedness Grant	0	0	0	0
Subtotal	982,530	207,208	2,668,995	843,114
I/F Transf - General	0	0	0	0
I/F Transf - General (Pet License)	0	0	0	0
I/F Transf - Capital	0	0	1,342,906	0
Total Expenditures	982,530	207,208	4,011,901	843,114
Net Difference	742,401	(226)	(834,990)	0
Ending Fund Balance	1,127,341	327,135	292,351	292,351
Reserved for County DUI Program	264,738	248,857	264,738	248,857
Unreserved	862,603	78,278	27,613	43,494
Total Reserves	$1,127,341	$327,135	$292,351	$292,351

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 13 Budget

Revenues from the 4% tax are projected to be $1,133,000, a 0% increase from estimated collections for FYE 12 and a 0% increase from FYE 12 budgeted collections.

Expenditures in FYE 13 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2013
	Revenue
	$1,136,000
Administrative Fee - 3%	$ 34,080
Arts & Humanities - 25%	275,480
Parks Development - 25%	275,480
Convention & Tourism - 50%	550,960
	$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 $6,030,251 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 projected at a 0% increase from the FYE 12 estimate.

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$157,827	$244,590	$240,297	$243,953	$315,224	$396,062	$482,111	$579,313
Revenues								
Taxes	1,068,000	1,133,000	1,133,000	1,133,000	1,166,990	1,202,000	1,238,060	1,275,201
Interest/Investment Income	1,125	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Total Operating Revenues	1,069,125	1,136,000	1,136,000	1,136,000	1,169,990	1,205,000	1,241,060	1,278,201
Expenditures								
Administration	32,109	34,080	34,080	34,080	35,100	36,150	37,232	38,346
Arts & Humanities	243,228	275,480	275,480	275,480	283,723	292,212	300,957	309,964
Parks Capital Projects	0	0	46,675	0	0	0	0	0
Conventions/Visitor Bureau	505,500	550,960	570,960	550,960	567,445	584,425	601,914	619,928
I/F Transf - Westwood	206,964	205,149	205,149	204,209	202,884	206,164	203,754	205,924
Carryover Encumbrances/Audit Adj.	(1,146)	0	0	0	0	0	0	0
Total Expenditures	986,655	1,065,669	1,132,344	1,064,729	1,089,152	1,118,951	1,143,857	1,174,162
Net Difference	82,470	70,331	3,656	71,271	80,838	86,049	97,203	104,039
Ending Fund Balance	240,297	314,921	243,953	315,224	396,062	482,111	579,313	683,353
Reserves:								
Reserved for Administration	3,647	3,647	3,647	3,647	3,647	3,647	3,647	3,647
Reserved for Arts & Humanities	47,309	55,908	47,309	47,309	47,309	47,309	47,309	47,309
Reserved for Parks & Rec.	77,718	156,752	101,374	172,645	253,484	339,532	436,735	540,775
Reserved for Conv. & Tourism	111,623	98,615	91,623	91,623	91,623	91,622	91,622	91,622
Total Reserves	$240,297	$314,921	$243,953	$315,224	$396,062	$482,111	$579,313	$683,353

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING 2013 BUDGET

INCOME:

Norman Arts Council Share of City Room Tax Funds	$275,000
TOTAL INCOME	**$275,000**

EXPENSES:

Organizational Grants:	
Academia Filarmonica (Concert Series 2012-2013)	4,000
Children's Arts Network (Children's Chorus Spring Sing)	2,000
Children's Arts Network (Children's Chorus Winter and Spring Concerts)	1,800
Cimarron Opera (31st Annual Scholastic Opera for 3rd Graders)	2,000
Cimarron Opera (Summer Operetta)	4,500
Cimarron Opera (Villain's Weekend)	3,000
Dreamer Concepts (Films in the Alley)	2,500
Dreamer Concepts (Gallery Exhibits)	4,000
Firehouse Art Center (Creativity Education Play Project)	2,000
Firehouse Art Center (Healing Studio)	4,500
Fred Jones, Jr. Museum of Art (2013 Art Interrupted Exhibition)	4,000
Jacobson Foundation (Hasi Nai: This is Home)	12,000
Jazz in June (30th Anniversary)	12,000
Norman Music Alliance (Norman Music Festival 6)	12,000
Pioneer Library (Art Walk Culture Talks)	5,000
Pioneer Library (The Big Read)	7,000
OU Foundation, Inc. (Medieval Fair)	3,000
OU Music Theatre/(Opera Guild (Developing Young Audiences)	4,950
Performing Arts Studio (Sunday Jazz Concert Series)	1,200
Performing Arts Studio (Summer Breeze Concert Series)	10,000
Performing Arts Studio (Winter Wind Concert Series)	2,000
Sam Noble Museum of Natural History (Beautiful Beats)	8,000
Sooner Theatre of Norman (Theatre Arts Education Series)	4,902
Sooner Theatre of Norman (Main Event Concert Series)	4,500
Sooner Theatre of Norman (Sooner Stage Presents)	4,500
The Preservation Project (Sacred Earth & Healing Arts of Tibet)	4,200
Subtotal	**$129,552**
Collaborative Grant:	
Firehouse Art Center (Center for Children & Families and Norman Public Schools	8,198
Innovation Arts Project:	
Film and Media Studies (Native Crossroads Film Festival)	8,000
Subtotal	**$16,198**

NORMAN ARTS COUNCIL BUDGET (continued):

Norman Arts Council Administration:

Executive Director's Operations Budget	3,500
Salaries	20,000
Insurance	3,000
Communications	3,500
Education	500
Fees & Services	6,200
Printing	2,300
Postage	650
Meeting Expenses	200
Office Supplies	2,050
Subtotal	**$41,250**

Norman Arts Council Programs:

Gallery/Second Friday	4,935
Guest Artist Program (NPS)	4,597
Readers & Writers (NPS)	5,485
Arts Education Programs	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
MAINSITE Gallery Exhibits	9,000
Individual Artists Program	6,000
Subtotal	**$40,000**

Norman Arts Council Promotions:	**$48,000**
TOTAL EXPENSES	**$275,000**

(NPS) - Norman Public Schools

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2013 BUDGET

INCOME:	
Convention & Visitors Bureau Share of City Room Tax Fund	$ 550,000
Advertising Income	1,500
Interest Income	1,500
Special Events	10,000
TOTAL INCOME:	**$ 563,000**
EXPENSES:	
Advertising / Marketing	$ 223,322
Research	2,250
Operations	75,841
Personnel	251,587
Special Events	10,000
TOTAL EXPENSES	**$ 563,000**

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 13 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.

EMERGENCY COMMUNICATIONS FUND (24)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 PROJECTED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
Beginning Fund Balance	$118,262	$0	$0	$0	$0	$0
Revenues						
Norman Regional Hospital	118,183	0	0	0	0	0
911 Revenues- SW Bell	43,688	0	0	0	0	0
Investment income	0	0	0	0	0	0
Miscellanous revenue	10,666	0	0	0	0	0
Cost Allocation	80,846	0	0	0	0	0
Subtotal	253,383	0	0	0	0	0
I/F - General Fund	1,389,750	0	0	0	0	0
Total Revenue	1,643,133	0	0	0	0	0
Expenditures						
Salary/Benefits	1,533,059	0	0	0	0	0
Supplies/Material	14,293	0	0	0	0	0
Services/Maintenance	84,160	0	0	0	0	0
Internal Services	17,796	0	0	0	0	0
Capital Equipment	58,806	0	0	0	0	0
Audit Adj/Encumbrances	53,281	0	0	0	0	0
Total Expenditures	1,761,395	0	0	0	0	0
Net Difference	(118,262)	0	0	0	0	0
Ending Fund Balance	$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 13 Budget

Expenditures for maintenance and operation are proposed at $112,629 on revenues of $56,007. 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 13 – FYE 17.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Restatement								
Beginning Fund Balance	$517,044	$543,058	$593,521	$387,576	$330,954	$346,454	$361,954	$377,454
Revenues								
Federal Seizures & Restitutions	900	6,000	6,000	6,000	6,000	6,000	6,000	6,000
State Seizures & Restitutions	71,487	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Court Fines - Juvenile	43,381	109,215	35,092	40,507	77,000	77,000	77,000	77,000
I/F Transfer - General Fund	89,048	0	0	0	0	0	0	0
Interest/Investment Income	3,009	500	500	500	500	500	500	500
Total Revenues	207,825	124,715	50,592	56,007	92,500	92,500	92,500	92,500
Expenditures								
Audit Adjustments	34	0	0	0	0	0	0	0
Services/Maintenance- Federal	3,888	0	0	0	0	0	0	0
Services/Maintenance- State	30,572	0	32,656	31,600	0	0	0	0
I/F Transfer - General Fund	16,000	0	0	0	0	0	0	0
Capital Equipment- State	2,673	0	0	0	0	0	0	0
Capital Equipment- Federal	7,074	0	146,097	0	0	0	0	0
Juvenile Program	71,107	109,384	77,784	81,029	77,000	77,000	77,000	77,000
Total Expenditures	131,348	109,384	256,537	112,629	77,000	77,000	77,000	77,000
Net Difference	76,477	15,331	(205,945)	(56,622)	15,500	15,500	15,500	15,500
Ending Fund Balance	593,521	558,389	387,576	330,954	346,454	361,954	377,454	392,954
Reserves								
Reserve for Federal Seizures	53,265	60,327	(86,832)	(80,832)	(74,832)	(68,832)	(62,832)	(56,832)
Reserve for State Seizures	540,256	419,369	517,100	495,000	504,500	514,000	523,500	533,000
Reserve for Dedicated Funds	0	78,693	(42,692)	(83,214)	(83,214)	(83,214)	(83,214)	(83,214)
Total Reserves	$593,521	$558,389	$387,576	$330,954	$346,454	$361,954	$377,454	$392,954

CLEET FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

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

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

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

FYE 13 Budget

FYE 13 projected revenues are $32,000 with projected expenditures at $30,705, which uses $0.00 of reserves. This leaves projected ending fund balance of $34,171.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$23,851	$22,671	$31,881	$32,876	$34,171	$35,466	$36,761	$38,056
Revenues								
CLEET for Police Training	26,296	30,000	30,000	30,000	30,000	30,000	30,000	30,000
CLEET for Court Training	1,979	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Misc revenue	244	0	0	0	0	0	0	0
Transfer from GF	0	0	0	0	0	0	0	0
Total Revenues	28,519	32,000	32,000	32,000	32,000	32,000	32,000	32,000
Expenditures								
Police Training	18,964	29,005	29,005	29,005	29,005	29,005	29,005	29,005
Court Training	1,490	2,000	2,000	1,700	1,700	1,700	1,700	1,700
Audit adjustments	35	0	0	0	0	0	0	0
Total Expenditures	20,489	31,005	31,005	30,705	30,705	30,705	30,705	30,705
Net Difference	8,030	995	995	1,295	1,295	1,295	1,295	1,295
Ending Fund Balance	31,881	23,666	32,876	34,171	35,466	36,761	38,056	39,351
Reserves								
Reserve for Police Training	29,415	23,689	30,410	31,405	32,400	33,395	34,390	35,385
Reserve for Court Training	2,466	(23)	2,466	2,766	3,066	3,366	3,666	3,966
Total Reserves	$31,881	$23,666	$32,876	$34,171	$35,466	$36,761	$38,056	$39,351

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 13 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 13 and the fund is proposed to close at completion of those projects.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$131,173	$8,823	$132,311	$16,432	$0	$0	$0	$0
Revenues								
Sales Tax	0	0	0	0	0	0	0	0
Property Tax	0	0	0	0	0	0	0	0
I/F Transfer- General	0	0	0	0	0	0	0	0
I/F Transfer- Capital	0	0	0	0	0	0	0	0
Interest income	1,017	0	6,471	2,915	0	0	0	0
Total Revenues	1,017	0	6,471	2,915	0	0	0	0
Expenditures								
Audit adjustments/encumb	(121)	0	0	0	0	0	0	0
Capital Projects	0	0	122,350	19,347				
Total Expenditures	(121)	0	122,350	19,347	0	0	0	0
Net Difference	1,138	0	(115,879)	(16,432)	0	0	0	0
Ending Fund Balance	$132,311	$8,823	$16,432	$0	$0	$0	$0	$0

ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

FYE 13 Budget

FYE 13 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 $42,935 in contributions since the beginning of FYE 08.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$5,921	$0	$3,645	$3,645	$3,645	$3,645	$3,645	$3,645
Revenues								
Citizen Donations	11,353	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Interest income	0	0	0	0	0	0	0	0
Total Revenues	11,353	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Expenditures								
Audit adjustments/encumb	0	0	0	0	0	0	0	0
Payment to Arts Board	13,629	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total Expenditures	13,629	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Net Difference	(2,276)	0	0	0	0	0	0	0
Ending Fund Balance	$3,645	$0	$3,645	$3,645	$3,645	$3,645	$3,645	$3,645

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 13 Budget

Statement of Revenues and Expenditures

Projected FYE 13 fee revenues have been reduced 1.6% from the FYE 12 budget. Revenues for Westwood Swimming Pool have been estimated based on actual year-to-date receipts in FYE 12. Revenues for Westwood Golf Course are estimated based on actual current experience in green fees.

FYE 13 operating expenditures have been increased 2.7% from the FYE 12 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 $56,000 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 ($204,209 in FYE 13) will be used as a revenue source to the Westwood Fund for the purpose of paying debt service costs. Beginning in FYE 08 the Golf Cart fleet will be replaced on a revolving basis. Council approved the use of Capital Funds to replace the Golf Cart fleet and one piece of equipment for the next five years. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

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

Five Year Outlook

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

Summary

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

WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$0	$0	$14,260	$0	$0	($0)	$0	$0
Operating Revenues:								
Enterprise Fund Fees/Chgs	1,143,973	1,138,700	1,098,819	1,120,795	1,143,211	1,166,075	1,189,397	1,213,185
Service Fees/Chgs	514	206	206	212	218	225	232	239
Total Operating Revenues	1,144,487	1,138,906	1,099,025	1,121,007	1,143,429	1,166,300	1,189,629	1,213,424
Operating Expenditures:								
Salaries and Benefits	798,323	820,231	834,267	844,968	887,216	936,901	989,367	1,044,771
Supplies and Materials	114,120	131,733	129,838	131,286	132,599	133,925	135,264	136,617
Services/Maintenance	218,543	215,992	213,425	217,116	219,287	221,480	223,695	225,932
Internal Service Fund Chgs	67,545	25,272	28,801	32,760	33,415	34,083	34,765	35,460
Cost Allocation Charges	0	0	0	0	0	0	0	0
Employee Turnover Savings	0	0	0	0	0	0	0	0
Total Operating Expenditures	1,198,531	1,193,228	1,206,331	1,226,130	1,272,517	1,326,389	1,383,091	1,442,780
Net Operating Revenue	(54,044)	(54,322)	(107,306)	(105,123)	(129,088)	(160,089)	(193,462)	(229,356)
Other Revenues:								
I/F Transf - Capital Fund - Golf	61,500	96,000	96,000	78,000	61,500	61,500	61,500	61,500
I/F Transf - Capital Fund - Pool	0		0	0	0	0	0	0
I/F Transf - Room Tax	206,964	205,149	205,149	204,209	202,884	206,164	203,754	205,924
I/F Transf - General Fund	64,899	46,822	85,546	97,623	121,588	152,589	185,962	221,856
I/F Transf - Westwood Enterprise Fd	0	0	0	0	0	0	0	0
Interest Income	1,057	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Misc. revenue	0	0	0	0	0	0	0	0
Total Other Revenues	334,420	355,471	394,195	387,332	393,472	427,753	458,716	496,780
Other Expenditures:								
Audit Accruals/Adj/encumbrances	(4,461)	0	0	0	0	0	0	0
Debt Service	206,964	205,149	205,149	204,209	202,884	206,164	203,754	205,924
Capital Projects-GOLF	0	0	0	0	0	0	0	0
Capital Equipment-GOLF	63,613	54,000	54,000	36,000	19,500	19,500	19,500	19,500
Capital Projects-POOL	0	0	0	0	0	0	0	0
Capital Equipment-POOL	0	0	0	0	0	0	0	0
Capital Equipment - Golf Carts	0	42,000	42,000	42,000	42,000	42,000	42,000	42,000
Capital Equipment - Pool	0	0	0	0	0	0	0	0
I/F Transf - Parkland	0	0	0	0	0	0	0	0
Total Other Expenditures	266,116	301,149	301,149	282,209	264,384	267,664	265,254	267,424
Net Revenues (Expenditures)	14,260	0	(14,260)	0	(0)	0	0	(0)
Ending Fund Balance	14,260	0	0	0	(0)	0	0	(0)
Reserves								
Reserve for Operations	95,882	95,458	96,506	98,090	101,801	106,111	110,647	115,422
Reserve for Debt	0	0	0	0	0	0	0	0
Reserve for Capital Project	71,700	65,625	64,800	61,500	61,500	61,500	61,500	61,500
Reserve (Deficit)	(153,322)	(161,083)	(161,306)	(159,590)	(163,301)	(167,611)	(172,147)	(176,922)
Total Reserves	$14,260	$0	$0	$0	($0)	$0	$0	($0)

WATER FUND
BUDGET
HIGHLIGHTS

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 549 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 2012 serves an average of 34,800 customers.

FYE 13 Budget

Statement of Revenues and Expenditures

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

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

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

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

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

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

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

Fiscal year 2013 expenditure projections are based on line-item analyses within the Water Division. Salary and benefit category expenditures are based on authorized staffing levels. The service and maintenance expenditure category includes increases in operating charges from the COMCD. All line items have been reviewed on multiple occasions by Department staff, Finance Department staff and by the City Manager.

Levelized Rate Policy

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

Reserve Policy

Enterprise funds by policy, reserve portions of fund balance as follows:

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

FYE 13 ending fund balance is projected to be $3,083,020 with a reserve deficit of $4,099,889.

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.

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$23,398,867	$11,657,152	$24,117,167	$6,917,894	$3,083,020	($17,801,318)	($16,277,189)	($14,662,735)
Operating Revenues:								
Enterprise Fund Fees/Chgs	13,175,922	14,245,379	14,245,379	13,175,922	13,505,320	13,842,953	14,189,027	14,543,753
Connection Fee	292,255	332,681	332,681	336,008	339,368	342,762	346,190	349,652
Capital Improvement Charge	1,117,726	1,122,110	1,122,110	1,133,331	1,144,664	1,156,111	1,167,672	1,179,349
Cost Allocation	710,190	665,660	665,660	750,978	758,488	766,073	773,734	781,471
Total Operating Revenues	15,296,093	16,365,830	16,365,830	15,396,239	15,747,840	16,107,899	16,476,623	16,854,225
Operating Expenditures:								
Salaries / Benefits	3,470,051	3,792,158	3,882,563	3,914,071	4,109,775	4,315,263	4,531,026	4,757,578
Supplies / Materials	1,337,730	1,679,998	2,447,923	1,696,882	1,713,851	1,730,989	1,748,299	1,765,782
Services / Maintenance	2,035,305	2,739,294	2,790,386	2,808,923	2,837,012	2,865,382	2,894,036	2,922,977
Internal Services	217,886	247,647	271,657	341,466	348,295	355,261	362,366	369,614
Cost Allocations	1,624,336	1,539,147	1,667,410	1,617,041	1,633,211	1,649,544	1,666,039	1,682,699
Employee Turnover Savings	0	(56,882)	(58,238)	(58,711)	(61,647)	(64,729)	(67,965)	(71,364)
Total Operating Expenditures	8,685,308	9,941,362	11,001,701	10,319,672	10,580,498	10,851,711	11,133,802	11,427,286
Net Operating Revenue	6,610,785	6,424,468	5,364,129	5,076,567	5,167,342	5,256,188	5,342,821	5,426,939
Other Revenues:								
Interest Income	106,275	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Other Misc. Revenue	298,629	0	0	0	0	0	0	0
I/F Tranfer - General Fund	1,088	0	0	0	0	0	0	0
Revenue Bond Proceeds	7,961,292	0	705,500	0	0	0	0	0
Bond/lease proceeds	0	0	0	0	0	0	0	0
Grant Revenue	7,946	0	0	0	0	0	0	0
Total Other Revenues	8,375,230	120,000	825,500	120,000	120,000	120,000	120,000	120,000
Other Expenditures:								
Audit Accruals/Adj/Encumbrances	116,743							
Master Conservancy Debt	277,604	279,452	279,452	277,759	277,652	277,546	277,279	275,719
Debt Service - 06 Issue	1,515,531	1,514,131	1,514,131	1,516,431	1,517,331	1,516,831	1,514,931	1,516,531
Debt Service - 10 Issue	423,046	822,900	678,593	804,396	804,396	804,396	804,396	804,396
Capital Projects	773,930	6,359,112	12,967,742	5,427,291	22,650,068	314,000	295,000	238,000
Capital Projects - 06 Issue	5,404,220	2,346,839	6,720,003	150,000	0	0	0	0
Capital Projects - 10 Issue	4,905,290	0	29,903	0	0	0	0	0
Capital Equipment	159,349	370,345	470,175	179,967	230,000	230,000	230,000	230,000
I/F Transf - GF-Development Eng.	29,973	0	0	0	0	0	0	0
I/F Transf - Hallpark fund	0	0	0	0	0	0	0	0
I/F Transf - General Fund	662,029	728,903	728,903	675,597	692,234	709,286	726,761	744,670
I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
Total Other Expenditures	14,267,715	12,421,682	23,388,902	9,031,441	26,171,681	3,852,059	3,848,367	3,809,316
Net Revenues (Expenditures)	718,300	(5,877,214)	(17,199,273)	(3,834,874)	(20,884,339)	1,524,129	1,614,454	1,737,623
Ending Fund Balance	24,117,167	5,779,938	6,917,894	3,083,020	(17,801,318)	(16,277,189)	(14,662,735)	(12,925,112)
Reserves								
Reserve for Operations	694,825	795,309	880,136	825,574	846,440	868,137	890,704	914,183
Reserve for Encumbrances	3,617,044	0	0	0	0	0	0	0
Reserve for Bond Projects - 06 Issue	6,870,003	0	150,000	0	0	0	0	0
Reserve for Bond Projects - 10 Issue	(192,529)	330,090	483,068	483,068	483,068	483,068	483,068	483,068
Reserve for Capital	8,330,820	7,171,590	5,784,872	5,874,267	282,333	266,500	238,000	238,000
Reserve (Deficit) Surplus	4,797,004	(2,517,050)	(380,182)	(4,099,889)	(19,413,160)	(17,894,894)	(16,274,507)	(14,560,363)
Total Reserves	$24,117,167	$5,779,938	$6,917,894	$3,083,020	($17,801,318)	($16,277,189)	($14,662,735)	($12,925,112)

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
FISCAL YEAR ENDING 2013 BUDGET

INCOME:

Operation & Maintenance Assessments	$ 1,907,409
Special Assessments	500,000
Annual Repayment Installment	521,196
TOTAL INCOME	**$ 2,928,605**
(Less energy project interest)	

EXPENSES:

Personnel	$ 579,279
Maintenance	101,500
Utilities	521,300
Insurance & Bonds	23,130
Administrative Supplies	12,000
Professional Services	85,700
State & Federal Services	59,500
Major Equipment Replacement	1,025,000
Debt Repayment	521,196
TOTAL EXPENSES	**$2,928,605**

WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS

Background

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

The City operates a water reclamation treatment facility with a design capacity of 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 477 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman.

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

FYE 13 Budget

Statement of Revenues and Expenditures

FYE 13 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 12. Water reclamation rates, effective since November 1, 1996 are as follows:

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

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

FYE 13 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 13 ending fund balance is projected to be $12,364,950, of which $12,364,950 is used for meeting the Fund's reserve requirements.

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

Transfer Policy

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

Five Year Outlook

Over the next five years net income is projected to increase. The revenue forecast for FYE 2014 assumes a 35% increase to the rate structure, to provide funding for expansion of the Water Reclamation Facility.

Summary

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

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

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$8,854,499	$807,419	$8,118,824	($1,185,597)	$12,364,950	($5,097,054)	($7,767,619)	($8,331,765)
Operating Revenues:								
Enterprise Fund Fees/Chgs	6,710,670	7,257,300	7,257,300	7,402,446	9,993,302	10,193,168	10,397,032	10,604,972
Sewer Replacement Charge	543,486	547,420	547,420	552,894	558,423	564,007	569,647	575,343
Total Operating Revenues	7,254,156	7,804,720	7,804,720	7,955,340	10,551,725	10,757,175	10,966,679	11,180,315
Operating Expenditures:								
Salaries and Benefits	1,536,689	1,692,289	1,729,585	1,752,198	1,839,808	1,931,798	2,028,388	2,129,808
Supplies and Materials	248,256	316,187	330,626	310,828	313,936	317,076	320,246	323,449
Services and Maintenance	780,429	1,002,262	924,577	1,012,527	1,022,652	1,032,879	1,043,208	1,053,640
Internal Services	39,105	52,262	50,375	54,988	56,088	57,210	58,354	59,521
Cost Allocations	1,039,202	900,902	1,102,776	1,070,488	1,081,193	1,092,005	1,102,925	1,113,954
Employee Turnover Savings		(25,384)	(25,944)	(26,283)	(27,597)	(28,977)	(30,426)	(31,947)
Total Operating Expenditures	3,643,681	3,938,518	4,111,995	4,174,746	4,286,080	4,401,990	4,522,695	4,648,424
Net Operating Revenue	3,610,475	3,866,202	3,692,725	3,780,594	6,265,645	6,355,185	6,443,984	6,531,891
Other Revenues:								
Interest Income	75,449	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Bond Proceeds/Grant Reimb.	540,481	0	0	30,675,000	0	0	0	0
Misc. Revenue/Cost Allocation	465,481	445,333	445,333	600,509	606,514	612,579	618,705	624,892
I/F Transf - Hallpark (capacity)	0	0	0	0	0	0	0	0
I/F Transf - Sanitation	0	0	0	0	0	0	0	0
I/F Transf - General Fund	0	0	0	0	0	0	0	0
Total Other Revenues	1,081,411	545,333	545,333	31,375,509	706,514	712,579	718,705	724,892
Other Expenditures:								
Audit Accruals/Adjustments	663,901	0	0	0	0	0	0	0
Debt Service- Ref. 98 (89 Issue)	0	0	0	0	0	0	0	0
Debt Service-05 (95)Rev. Bonds	495,619	483,010	483,010	475,028	461,573	457,548	433,230	251,988
Debt Service-96 SRF Note	141,780	141,304	141,304	140,609	139,901	139,200	69,336	0
Debt Service- Ref. 03 (96 issue)	760,376	761,001	761,001	759,587	761,265	756,135	832,908	831,300
Debt Service-99 SRF Note	259,717	259,150	259,150	257,862	256,600	255,340	254,093	252,819
Debt Service-13 Rev Bds	0	0	0	2,835,000	2,835,000	2,835,000	2,835,000	2,835,000
Capital Projects	1,354,048	230,000	4,719,602	12,939,778	16,849,000	2,095,000	29,000	144,000
Capital Equipment	0	275,000	275,000	0	35,749	35,749	35,749	35,749
I/F Transf - General Fund (Dev. Engineer)	29,973	0	0	0	0	0	0	0
I/F Transf - Sewer Maint Fund 321	1,386,690	2,399,433	6,540,547	3,827,570	2,595,410	2,654,700	2,717,666	2,784,502
I/F Transf - Hallpark	0	0	0	0	0	0	0	0
I/F Transf - General Fund	335,457	362,865	362,865	370,122	499,665	509,658	519,852	530,249
Total Other Expenditures	5,427,561	4,911,763	13,542,479	21,605,556	24,434,163	9,738,330	7,726,834	7,665,607
Net Revenues (Expenditures)	(735,675)	(500,228)	(9,304,421)	13,550,547	(17,462,004)	(2,670,566)	(564,145)	(408,824)
Ending Fund Balance	8,118,824	307,191	(1,185,597)	12,364,950	(5,097,054)	(7,767,619)	(8,331,765)	(8,740,589)
Reserves								
Reserve for Encumbrances	2,272,592	0	0	0	0	0	0	0
Reserve for Operations	291,494	315,081	328,960	333,980	342,886	352,159	361,816	371,874
Reserve for Capital	7,355,276	7,978,195	6,411,356	4,779,250	756,000	86,500	144,000	144,000
Reserve (Deficit) Surplus	(1,800,538)	(7,986,084)	(7,925,913)	7,251,720	(6,195,940)	(8,206,278)	(8,837,581)	(9,256,463)
Total Reserves	$8,118,824	$307,191	($1,185,597)	$12,364,950	($5,097,054)	($7,767,619)	($8,331,765)	($8,740,589)

SEWER MAINTENANCE FUND
BUDGET
HIGHLIGHTS

Background

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

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

FYE 13 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 12 extrapolated for a full year.

FYE 13 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels.

FYE 13 total expenditures are $7,202,609 of which 53% or $3,827,570 is subsidized by the Water Reclamation Fund.

A "worst things first" approach continues to be the basis for determining the priority of projects subject to the approval of the Water Reclamation Implementation Committee. (See CIP FYE 13 – 17 for listing of projects)

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

Reserve Policy

Enterprise funds by policy, reserve portion of Fund Balance as follows:

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

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

SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	($12,899)	$0	$9,901	($0)	($0)	$0	$0	($0)
Operating Revenues:								
Capital Improvement Charge	599,225	661,546	661,546	668,161	674,843	681,591	688,407	695,291
Sewer Maintenance Rate	2,727,263	2,680,077	2,680,077	2,706,878	2,733,947	2,761,286	2,788,899	2,816,788
Total Operating Revenues	3,326,488	3,341,623	3,341,623	3,375,039	3,408,790	3,442,877	3,477,306	3,512,079
Operating Expenditures:								
Salaries and Benefits	1,344,744	1,424,413	1,463,182	1,467,856	1,541,249	1,618,311	1,699,227	1,784,188
Supplies and Materials	163,238	202,279	191,255	203,425	205,459	207,514	209,589	211,685
Services and Maintenance	296,843	345,065	533,199	346,076	349,537	353,032	356,562	360,128
Internal Services	159,829	175,864	176,910	240,564	245,375	250,283	255,288	260,394
Cost Allocations	695,749	618,946	707,161	694,363	701,307	708,320	715,403	722,557
Employee Turnover Savings	0	(21,366)	(21,948)	(22,018)	(23,119)	(24,275)	(25,488)	(26,763)
Total Operating Expenditures	2,660,403	2,745,201	3,049,759	2,930,266	3,019,808	3,113,185	3,210,581	3,312,189
Net Operating Revenue	666,085	596,422	291,864	444,773	388,982	329,692	266,725	199,890
Other Revenues:								
Interest Income	0	0	0	0	0	0	0	0
Misc. Revenue	40	0	0	0	0	0	0	0
I/F Transf - Wastewater Fund 32	1,386,690	2,399,433	6,540,547	3,827,570	2,595,410	2,654,700	2,717,666	2,784,502
Total Other Revenues	1,386,730	2,399,433	6,540,547	3,827,570	2,595,410	2,654,700	2,717,666	2,784,502
Other Expenditures:								
Capital Projects	2,000,201	2,918,000	6,764,457	4,246,743	2,918,000	2,918,000	2,918,000	2,918,000
Capital Equipment	29,814	77,855	77,855	25,600	66,392	66,392	66,392	66,392
Audit Accruals/Adjustments	0	0	0	0	0	0	0	0
Total Other Expenditures	2,030,015	2,995,855	6,842,312	4,272,343	2,984,392	2,984,392	2,984,392	2,984,392
Total Revenues	4,713,218	5,741,056	9,882,170	7,202,609	6,004,200	6,097,577	6,194,972	6,296,581
Total Expenditures	4,690,418	5,741,056	9,892,071	7,202,609	6,004,200	6,097,577	6,194,973	6,296,581
Net Revenues (Expenditures)	22,800	0	(9,901)	0	0	0	(1)	0
Ending Fund Balance	$9,901	$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 water reclamation system. The tax imposed is collected at the time a building permit is issued for all construction and based upon the square footage as set forth in the permit as follows:

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

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

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

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

FYE 13 Budget

Statement of Revenues and Expenditures

Revenues have been estimated on historic building permit records applied to excise tax regulations (i.e., projections are based on revenues that would accrue if past building patterns in an "average" year are continued), and are projected at $1,300,000 for FYE 13.

Capital Projects of $8.7 million for design of Water Reclamation Facility expansion and improvements are funded in FYE 13.

Five Year Outlook

Excise tax revenues are projected at a flat level from FYE 12 Estimated to FYE 13, and at a 10%, 9%, and 8% increase in years FYE 14 through FYE 16, respectively. The downturn in the local and national residential and commercial construction industry has negatively impacted Sewer Excise Tax revenue in FYE 11 and FYE 12. It is anticipated that construction will return to historic patterns beginning in FYE 2013-2014. Projected bond proceeds of $11,400,000 are budgeted in FYE 2013 for the anticipated expansion of the Wastewater Treatment Plant.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$12,588,909	$564,349	$13,089,163	$8,274,490	$11,402,388	$792,388	$1,491,388	$632,545
Operating Revenues:								
Excise Tax - Residential	916,118	1,600,000	1,000,000	1,000,000	1,100,000	1,200,000	1,300,000	1,300,000
Excise Tax - Commercial	122,597	400,000	300,000	300,000	350,000	400,000	400,000	400,000
Total Operating Revenues	1,038,715	2,000,000	1,300,000	1,300,000	1,450,000	1,600,000	1,700,000	1,700,000
Total Operating Expenditures	0	0	0	0	0	0	0	0
Net Operating Revenue	1,038,715	2,000,000	1,300,000	1,300,000	1,450,000	1,600,000	1,700,000	1,700,000
Other Revenues:								
Interest Income	107,423	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Bond Proceeds/Grant Reimb.	719,254	15,200,000	0	11,400,000	0	0	0	0
SRF Loan Proceeds	3,046,592	0	0	0	0	0	0	0
I/F Transf - General Fund	0	0	0	0	0	0	0	0
Transfer From Sewer Sales Tax	0	0	0	0	0	0	0	0
Total Other Revenues	3,873,269	15,400,000	200,000	11,600,000	200,000	200,000	200,000	200,000
Other Expenditures:								
Debt Service	35,421	1,570,809	0	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Services & maintenance	872	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Capital Projects	4,375,437	11,674,521	6,313,673	8,671,102	11,159,000	0	1,657,843	0
Total Other Expenditures	4,411,730	13,246,330	6,314,673	9,772,102	12,260,000	1,101,000	2,758,843	1,101,000
Net Revenues (Expenditures)	500,254	4,153,670	(4,814,673)	3,127,898	(10,610,000)	699,000	(858,843)	799,000
Ending Fund Balance	$13,089,163	$4,718,019	$8,274,490	$11,402,388	$792,388	$1,491,388	$632,545	$1,431,545

SEWER SALES TAX FUND
BUDGET
HIGHLIGHTS

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

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

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

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

FYE 13 Budget

Statement of Revenues and Expenditures

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

$1.6 million in interceptor capital projects are programmed in FYE 13 and $83,000 is programmed for the North Water Reclamation Facility engineering report.

Five Year Outlook

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

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$8,363,122	$1,267,479	$7,771,588	$7,423,326	$5,792,157	$4,292,157	$4,292,157	$0
Operating Revenues:								
Sales Tax	0	0	0	0	0	0	0	0
Use Tax	0	0	0	0	0	0	0	0
Total Operating Revenues	0	0	0	0	0	0	0	0
Total Operating Expenditures	0	0	0	0	0	0	0	0
Net Operating Revenue	0	0	0	0	0	0	0	0
Other Revenues:								
Interest Income	69,394	75,000	75,000	60,000	0	0	0	0
Misc. Revenue/Grant Reimbursements	0	0	0	0	0	0	0	0
Total Other Revenues	69,394	75,000	75,000	60,000	0	0	0	0
Other Expenditures:								
Audit Accruals/Adj/Encumbrances								
Capital Projects	660,928	1,342,479	423,262	1,691,169	1,500,000	0	4,292,157	0
I/F Transfer - Develop Excise Fd	0	0	0					
Total Other Expenditures	660,928	1,342,479	423,262	1,691,169	1,500,000	0	4,292,157	0
Net Revenues (Expenditures)	(591,534)	(1,267,479)	(348,262)	(1,631,169)	(1,500,000)	0	(4,292,157)	0
Ending Fund Balance - Reserved for use to meet current needs in accordance with the tax imposing Ordinances	$7,771,588	$0	$7,423,326	$5,792,157	$4,292,157	$4,292,157	$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 Size	Base Rate	After	Rate cu. yd.
Commercial Customers	2 cu. yds.	52.12	8 cu. yds.	7.04
	3 cu. yds.	66.34	12 cu. yds.	5.95
	4 cu. yds.	78.17	16 cu. yds.	5.15
	6 cu. yds.	97.12	24 cu. yds.	4.48
	8 cu. yds.	113.71	32 cu. yds.	4.07

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

FYE 13 Budget

Statement of Revenues and Expenditures

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

FYE 13 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by Utilities Department staff, Finance Department staff and the City Manager.

No Capital projects are scheduled in FYE 13.

Reserve Policy

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

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

The FYE 13 ending fund balance is projected to be $1,330,299, which does not meet the operations and Capital Reserve requirements discussed above by $1,146,512.

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.

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$5,029,444	$2,427,963	$3,990,281	$1,800,032	$1,330,299	($268,455)	($909,439)	($1,561,818)
Operating Revenues:								
Enterprise Fund Fees/Chgs	11,575,228	11,742,000	11,742,000	11,976,840	12,216,377	12,460,704	12,709,918	12,964,117
Other Revenue	312,636	202,000	202,000	204,020	206,060	208,121	210,202	212,304
Total Operating Revenues	11,887,864	11,944,000	11,944,000	12,180,860	12,422,437	12,668,825	12,920,120	13,176,421
Operating Expenditures:								
Salaries / Benefits	3,693,513	3,851,531	3,937,328	3,953,923	4,151,619	4,359,200	4,577,160	4,806,018
Supplies / Materials	1,221,861	1,320,129	1,350,958	1,437,597	1,451,973	1,466,493	1,481,158	1,495,970
Services / Maintenance	2,869,117	3,226,112	3,220,221	3,331,623	3,262,368	3,293,992	3,293,992	3,293,992
Internal Services	734,967	776,835	899,475	951,698	970,732	990,147	1,009,950	1,030,149
Cost Allocations	1,353,398	1,225,878	1,368,087	1,285,302	1,298,155	1,311,137	1,324,248	1,337,490
Total Operating Expenditures	9,872,856	10,400,485	10,776,069	10,960,143	11,134,847	11,420,969	11,686,508	11,963,619
Net Operating Revenue	2,015,008	1,543,515	1,167,931	1,220,717	1,287,590	1,247,856	1,233,612	1,212,802
Other Revenue:								
Interest Income	(3,939)	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Bond Proceeds	0	0	0	0	0	0	0	0
Total Other Revenue	(3,939)	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Other Expenditures:								
Audit Accruals/Adjustments	60,474	0	0	0	0	0	0	0
Capital Equipment	227,877	1,422,310	2,021,042	1,401,861	1,600,000	1,600,000	1,600,000	1,600,000
Debt Service - New Issue	314,281	315,575	315,575	318,589	316,344	318,840	315,991	317,970
Debt Service - Automated Equip.	0	0	0	0	0	0	0	0
Capital Projects	2,388,809	461,500	1,051,563	0	1,000,000	0	0	0
Bond Issue Costs	0	0	0	0	0	0	0	0
I/F Transfer - Wastewater	0	0	0	0	0	0	0	0
I/F Transfer - Fleet Maint.	58,791	0	0	0	0	0	0	0
Total Other Expenditures	3,050,232	2,199,385	3,388,180	1,720,450	2,916,344	1,918,840	1,915,991	1,917,970
Net Revenues (Expenditures)	(1,039,163)	(625,870)	(2,190,249)	(469,733)	(1,598,754)	(640,984)	(652,379)	(675,168)
Ending Fund Balance	3,990,281	1,802,093	1,800,032	1,330,299	(268,455)	(909,439)	(1,561,818)	(2,236,986)
Reserves								
Reserve for Operations	789,828	832,039	862,086	876,811	890,788	913,678	934,921	957,090
Reserve for Debt	0	0	0	0	0	0	0	0
Reserve for Capital	1,644,581	1,550,465	1,560,372	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
Reserve (Deficit) Surplus	1,555,872	(580,411)	(622,426)	(1,146,512)	(2,759,243)	(3,423,117)	(4,096,739)	(4,794,076)
Total Reserves	$3,990,281	$1,802,093	$1,800,032	$1,330,299	($268,455)	($909,439)	($1,561,818)	($2,236,986)

RISK MANAGEMENT FUND
BUDGET
HIGHLIGHTS

Background

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

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The projected cost in FYE 13 is $1,658,400.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 13 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 13 Budget

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

Five Year Outlook

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

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

RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$0	($439,230)	($439,230)	($16,191)	$347,581	$729,054	$1,126,587	$1,984,062
Revenues								
Int Svs Ch - W/C	0	1,519,905	1,519,905	1,708,152	1,793,560	1,883,238	1,958,567	1,958,567
Int Svs Ch - Risk		367,940	380,680	404,963	418,929	434,273	450,329	467,130
Int Svs Ch - Unemployment		39,121	28,452	39,121	39,512	39,907	40,306	40,709
Int Svs Ch - Health Ins Prem - City	0	9,726,043	9,726,043	9,726,043	10,431,181	11,187,442	11,998,531	12,358,487
Health Ins Premiums - Employee		1,941,981	1,941,981	2,178,147	2,336,063	2,505,427	2,687,071	2,767,683
Other Revenues	0	0	0	0	0	0	0	0
I/F Transfer - Debt Service	0	870,000	870,000	870,000	870,000	870,000	870,000	870,000
Total Revenues	0	14,464,990	14,467,061	14,926,426	15,889,245	16,920,287	18,004,804	18,462,577
Expenditures								
Salary / Benefits - Risk		250,069	250,789	265,590	278,870	292,813	307,454	322,826
Salary / Benefits - Health Ins		87,110	86,390	88,607	93,037	97,689	102,574	107,702
Services / Maintenance	0	117,871	129,891	138,673	140,060	141,460	142,875	144,304
Judgments / Claims	0	870,000	870,000	870,000	870,000	870,000	870,000	870,000
Workers' Comp Pymts	0	1,500,000	1,509,884	1,658,400	1,724,736	1,793,725	1,865,474	1,940,093
Unemployment Claims	0	39,121	28,452	39,121	39,512	39,907	40,306	40,709
Health Insurance Claims	0	9,831,649	9,930,437	9,980,089	10,778,496	11,640,776	12,106,407	12,590,663
Health Insurance Fees		1,329,940	1,238,179	1,522,174	1,583,061	1,646,383	1,712,239	1,780,728
Audit Accruals / Adjustments	0	0	0	0	0	0	0	0
Total Expenditures	0	14,025,760	14,044,022	14,562,654	15,507,772	16,522,754	17,147,329	17,797,027
Net Difference	0	439,230	423,039	363,772	381,473	397,533	857,475	665,550
Ending Fund Balance	0	0	(16,191)	347,581	729,054	1,126,587	1,984,062	2,649,612
Reserves:								
Reserved for Health Insurance	0	(19,905)	(26,212)	287,108	599,757	907,778	1,672,161	2,319,237
Reserved for Unemployment	0	0	0	0	0	0	0	0
Reserved for Workers' Comp		19,905	10,021	59,773	128,597	218,109	311,201	329,675
Total Reserves	0	0	(16,191)	346,881	728,354	1,125,887	1,983,362	2,648,912
Targeted Reserves:								
Reserve for Health Insurance	0	2,457,912	1,655,073	1,663,348	1,796,416	1,940,129	2,017,734	2,098,444
Reserve for Workers Comp		229,845	251,647	276,400	287,456	298,954	310,912	323,349
Total Targeted Reserves	$0	$2,687,757	$1,890,529	$1,939,748	$2,083,872	$2,239,084	$2,328,647	$2,421,793

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) 2013-2017. 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 2013-2017 document.

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

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

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

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

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

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

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

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 13, 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.

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

FYE 13 Budget

The FYE 13 Budget shows total projected resources available, including beginning fund balance, of $26,940,419 and total expenditures projected at $17,465,997 with an ending fund balance of $9,474,422. Sales tax is projected at 4.2% increase from FYE 12 estimate and at an average 4.2% growth rate in years FYE 13 through FYE 17. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2013 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2013 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 2013-2017 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about $10,000 per year, "slight" is defined as operating expenses will increase between about $10,001 and $50,000 per year, "moderate" is operating expenses will increase between about $50,001 and $100,000 per year, and "high" is operating expenses will increase more than $100,001 per year.

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

Summary

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

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$22,485,616	$5,330,713	$25,064,185	$14,731,594	$9,474,422	$4,310,063	($3,834,158)	($3,261,701)
Revenues:								
Sales Tax	11,323,112	10,725,600	10,725,600	11,181,438	11,656,649	12,152,057	12,668,519	13,206,931
Allocated to Debt Service	(238,338)	(250,188)	(250,188)	(250,063)	0	0	0	0
Interest/Investment Income	146,035	150,000	150,000	150,000	150,000	150,000	150,000	150,000
GO Bond Interest Income	33,826	0	0	0	0	0	0	0
Robinson Grade Advance Reimb.	0	0	0	0	0	0	0	0
Donations/Other	(14,093)	8,000	812,950	0	106,000	414,681	0	8,700
Subtotal	11,250,542	10,633,412	11,438,362	11,081,375	11,912,649	12,716,738	12,818,519	13,365,631
I/F Transf - General	0	0	0	0	0	0	0	0
I/F Transf - PSST Fund	2,990,400	1,003,500	1,003,500	1,127,450	0	0	0	0
I/F Transf - Westwood (RT)		0	0	0	0	0	0	0
I/F Transf - Parkland	35,000	0	0	0	0	0	0	0
I/F Transf - Special Grant Fund		0	1,342,906	0	0	0	0	0
I/F Transf - Hall Park	25,274	0	0	0	0	0	0	0
Adjusted Recapture/Bond costs		0	0	0	0	0	0	0
Bond Proceeds	6,250,000	0	19,148,572	0	0	0	0	0
ODOT Reimb - Robinson Underpass	1,092,332	0	0	0	0	0	0	0
Total Revenue	21,643,548	11,636,912	32,933,340	12,208,825	11,912,649	12,716,738	12,818,519	13,365,631
Expenditures:								
Salary and Benefits	0	836,956	846,371	886,215	930,526	977,052	1,025,905	1,077,200
Services and Maintenance	0	16,375	16,375	16,433	16,597	16,763	16,931	17,100
Capital Outlay (Transfer)	2,439,403	2,799,912	3,737,904	3,018,988	3,147,295	3,281,055	3,420,500	3,565,871
Capital Outlay (carryover)	0	0	0	0	0	0	0	0
Street Maintenance	1,357,187	1,511,240	4,417,559	1,493,633	2,820,156	2,440,377	2,440,377	2,440,377
Capital Projects (See Detail)	5,420,038	5,221,485	18,715,126	7,558,829	6,714,722	9,918,705	5,175,850	1,130,000
Maintenance of Facilities	359,836	678,050	1,079,772	492,500	165,000	105,000	105,000	105,000
Paygo (Bond Projects - 05 Election)	547,434	0	1,211,623	0	0	0	0	0
Federal Advance Projects - 05 Election	0	0	0	0	0	0	0	0
New Bond Projects - 05 Election	4,078,555	0	2,213,458	0	0	0	0	0
New Bond Projects - 10 Election	2,632,849	3,633,246	6,993,728	3,921,399	3,221,212	4,060,506	0	0
New Bond Projects - 99 Election	0	0	278,759	0	0	0	0	0
New Bond Projects - 11 Election	0	0	3,033,426	0	0	0	0	0
New Bond Projects - 92 Election	0	0	0	0	0	0	0	0
Bond Issue Cost	49,005	0	111,339	0	0	0	0	0
CIP Engineer	506,018	0	0	0	0	0	0	0
Audit Accruals/Adj/Encumbrances	165,594	0	0	0	0	0	0	0
Subtotal	17,555,919	14,697,264	42,655,440	17,387,997	17,015,508	20,799,458	12,184,563	8,335,548
I/F Transf - GF (St. Maint. Drainage Labor	246,617	0	0	0	0	0	0	0
I/F Transf - GF (Personnel)	342,652	0	0	0	0	0	0	0
I/F Transf - GF (Eng. Asst.)	23,301	0	0	0	0	0	0	0
I/F Transf - GF (St. Maint. Bd Mgr.)	0	0	0	0	0	0	0	0
I/F Transf - GF	0	0	6,575	0	0	0	0	0
I/F Transf - TIF	0	0	0	0	0	0	0	0
I/F Transf - Special Grant Fund	834,990	0	507,916	0	0	0	0	0
I/F Transf - Westwood - Golf	61,500	96,000	96,000	78,000	61,500	61,500	61,500	61,500
I/F Transf - Westwood - Pool	0	0	0	0	0	0	0	0
Total Expenditures	19,064,979	14,793,264	43,265,931	17,465,997	17,077,008	20,860,958	12,246,063	8,397,048
Net Difference	2,578,569	(3,156,352)	(10,332,591)	(5,257,172)	(5,164,359)	(8,144,221)	572,457	4,968,583
Ending Fund Balance	25,064,185	2,174,361	14,731,594	9,474,422	4,310,063	(3,834,158)	(3,261,701)	1,706,882
Reserves:								
General Contingency	792,618	750,792	750,792	782,701	815,965	850,644	886,796	924,485
Reserve for New Bond Proceeds - 05 Elect	2,573,303	462,470	359,845	359,845	359,845	359,845	359,845	359,845
Reserve for New Bond Proceeds - 10 Elect	3,581,533	0	11,674,192	7,752,793	4,531,581	471,075	471,075	471,075
Reserve for New Bond Proceeds - 99 Elect	0	0	0	0	0	0	0	0
Reserve for New Bond Proceeds - 11 Elect	0	0	0	0	0	0	0	0
Reserve for Encumbrances	6,855,315	0	0	0	0	0	0	0
Available for New Projects	11,261,416	961,099	1,946,765	579,083	(1,397,328)	(5,515,722)	(4,979,417)	(48,523)
Total Reserves	$25,064,185	$2,174,361	$14,731,594	$9,474,422	$4,310,063	($3,834,158)	($3,261,701)	$1,706,882

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 13 Budget

There are revenues of $100,000 estimated in FYE 13, which include fees of $85,000.

There is a fund balance of $1,205,291 projected at the end of FYE 13 that may be utilized for the purposes discussed in the Park Land Ordinance.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$1,324,805	$1,335,983	$1,335,981	$1,220,291	$1,205,291	$1,200,291	$1,300,291	$1,400,291
Revenues								
Interest/Investment Income	11,245	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Community Park Fees	30,675	40,000	40,000	45,000	45,000	45,000	45,000	45,000
Neighborhood Park Fees	20,850	25,000	25,000	40,000	40,000	40,000	40,000	40,000
In-Lieu of/Other	3,894	0	0	0	0	0	0	0
Total Revenue	66,664	80,000	80,000	100,000	100,000	100,000	100,000	100,000
Expenditures								
Community Park Projects	10,408	35,000	191,540	0	35,000	0	0	0
Neighborhood Park Projects	10,203	0	4,150	115,000	70,000	0	0	0
Parkland acquisition	0	0	0	0	0	0	0	0
I/F Transf - Room Tax	0	0	0	0	0	0	0	0
I/F Transf - Capital	35,000	0	0	0	0	0	0	0
I/F Transf - GF	0	0	0	0	0	0	0	0
Services & maintenance	0	0	0	0	0	0	0	0
Audit Accruals/Adjustments	(123)	0	0	0	0	0	0	0
Total Expenditures	55,488	35,000	195,690	115,000	105,000	0	0	0
Net Difference	11,176	45,000	(115,690)	(15,000)	(5,000)	100,000	100,000	100,000
Ending Fund Balance	1,335,981	1,380,983	1,220,291	1,205,291	1,200,291	1,300,291	1,400,291	1,500,291
Reserves								
Reserve for Community Parks	121,776	(11,286)	(29,764)	15,236	25,236	70,236	115,236	160,236
Reserve for Neighborhood Parks	476,078	496,042	496,928	421,928	391,928	431,928	471,928	511,928
Reserve for Park Land	738,127	896,227	753,127	768,127	783,127	798,127	813,127	828,127
Total Reserves	$1,335,981	$1,380,983	$1,220,291	$1,205,291	$1,200,291	$1,300,291	$1,400,291	$1,500,291

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 was 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 13 Budget

All revenues have been collected. No expenditures are planned in FYE 13.

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

	FYE 11 ACTUAL
Beginning Fund Balance	$25,446
Revenues	
Interest/Investment Income	0
Assessment charges	0
I/F Transf - Wastewater fund	0
I/F Transf - Water fund	0
Other revenue (acquired cash & assets)	0
I/F Transf - General Fund	0
Bond proceeds	0
Total Revenue	0
Expenditures	
Capital Projects	0
I/F Transf - Water fund	0
I/F Transf - Wastewater fund (capacity)	0
Debt Service	0
I/F Transf - Capital fund	0
I/F Transf - General Fund	25,446
Total Expenditures	25,446
Net Difference	0
Ending Fund Balance	$0

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

The University North Park Tax Increment Finance District (UNP TIF) Fund is a Capital Fund established to account for the 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 13 Budget

In Fiscal Year 2013, several businesses will be up and running, producing an estimated $2,656,279 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 13. An important component is the Interstate Drive East Extension budgeted for $2,105,500. The timing and status of other approved TIF projects will be reviewed in relation to the development of the UNP area.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$2,866,753	$3,768,551	$5,892,909	$3,554,426	$3,920,934	$6,498,796	$9,113,735	$11,720,414
Revenues								
Sales Tax	2,029,355	2,547,990	2,547,990	2,656,279	2,769,171	2,886,861	3,009,552	3,137,458
Sales Tax - Economic Dev	405,871	0	0	0	0	0	0	0
Interest Income	17,772	17,500	17,500	17,500	17,500	17,500	17,500	17,500
Property Tax	783,679	835,000	835,000	835,000	835,000	835,000	835,000	835,000
Bond Proceeds	1,308,641	0	0	0	0	0	0	0
Loan Procees	0	0	0	0	0	0	0	0
Misc Income	0	0	0	0	0	0	0	0
Subtotal	4,545,318	3,400,490	3,400,490	3,508,779	3,621,671	3,739,361	3,862,052	3,989,958
I/F Transf - Capital	0							
Total Revenue	4,545,318	3,400,490	3,400,490	3,508,779	3,621,671	3,739,361	3,862,052	3,989,958
Expenditures								
Services /Maintenance	9,971	9,971	9,971	9,971	10,071	10,171	10,273	10,376
Transfer to GF	34,538	0	0	0	0	0	0	0
Transfer to Capital Fund	0	0	0	0	0	0	0	0
Capital Projects	1,175,983	3,402,000	4,785,352	2,105,500				
Debt Service - Series 2007	251,748	943,650	943,650	1,026,800	1,033,738	1,114,250	1,245,100	1,365,200
Audit adjustments	46,922	0	0	0	0	0	0	0
Total Expenditures	1,519,162	4,355,621	5,738,973	3,142,271	1,043,809	1,124,421	1,255,373	1,375,576
Net Difference	3,026,156	(955,131)	(2,338,483)	366,508	2,577,862	2,614,939	2,606,679	2,614,382
Ending Fund Balance	$5,892,909	$2,813,420	$3,554,426	$3,920,934	$6,498,796	$9,113,735	$11,720,414	$14,334,797

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, 2011, 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	$ 500,000	.5% - 10%
Combined Purpose Bonds of 2005A	June 1, 2025	6,170,000	3.5% - 4.5%
Combined Purpose Bonds of 2007A	June 1, 2027	6,160,000	3.8% - 4.25%
Combined Purpose Bonds of 2007B	June 1, 2012	670,000	4%
Combined Purpose Bonds of 2008A	Dec. 1, 2018	4,635,000	3.375% - 4.25 %
Combined Purpose Bonds of 2008B	Dec. 1, 2013	4,110,000	3.25% - 3.625%
Combined Purpose Bonds of 2010	Sept. 1, 2015	$6,250,000	1% - 1.5%
Total		$ 28,495,000	

Tax Increment Authority Debt	Final Maturity	Outstanding Balance	Interest Rate
TIF Revenue Note of 2009	Sept. 1, 2028	$5,789,454	Variable

Enterprise Fund Debt	Final Maturity	Outstanding Balance	Interest Rate
Annual Repayment Installment on Lake Thunderbird (COMCD)	Aug. 2016	$ 1,061,001	2.74%
Revenue Bond – Refunding Series 2005	Nov. 1, 2019	2,880,000	3.25% - 4%
Water Reclamation OWRB SRF Note	Aug. 15, 2015	622,461	.5%
Water Reclamation Revenue Refunding Bonds 2003	Nov. 1, 2016	4,190,000	2.25% - 4%
Water Reclamation OWRB SRF Note	Sept. 15, 2019	2,114,103	.5%
NUA Utility Revenue Bonds Series 2006	June 30, 2027	17,800,000	3.87% - 5.0%
NMA Sanitation Notes	Oct. 1, 2024	3,400,000	3.45%
NMA Recreational Facilities Revenue Bonds Series 2002	June 1, 2022	1,610,000	3.5% - 6.125%
Clean Water OWRB SRF Note	*	3,067,160	2.91%
Drinking Water OWRB SRF Note	*	9,823,484	3.28%
Total		$46,568,209	
Grand Total			**$52,357,663**

*20 years after construction completed

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

THE CITY OF NORMAN

PLEDGED REVENUE COVERAGE
NORMAN UTILITIES AUTHORITY
LAST TEN FISCAL YEARS
(DOLLARS IN THOUSANDS)

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE	DEBT SERVICE REQUIREMENT PRINCIPAL	INTEREST	TOTAL	(3) COVERAGE RATIO
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
2011	30,345	11,793	18,552	1,807	1,354	3,161	5.87

(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, 2011 Comprehensive Annual Financial Report, p. 107

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, 2011

Assessed Valuation:		
Net Assessed Value		$773,094,000
Section 26 limitation:		
10% of net assessed value	$ 77,309,000	
Section 27 limitation:		
30% of net assessed value		$231,928,000
Debt applicable to limitation:		
Total general bonded debt	$ 28,495,000	
Less amount available for payment	(3,669,000)	
Total debt applicable to limitation	$ 24,826,000	
Legal debt margin		$207,102,000

Source: City of Norman, 2011 Comprehensive Annual Financial Report, p. 106

FYE 13 Budget

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

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$2,347,969	$2,570,122	$3,483,015	$3,217,654	$6,914,371	$4,472,792	$3,833,330	$1,366,948
Revenues:								
Property Tax	6,900,858	5,013,000	5,013,000	9,740,794	8,368,510	8,380,198	6,442,381	6,304,183
Interest/Investment Income	31,463	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Assessment District-HP	56,392	12,356	12,356	0	0	0	0	0
Subtotal	6,988,713	5,050,356	5,050,356	9,765,794	8,393,510	8,405,198	6,467,381	6,329,183
I/F Transf - 92 & 95 Bonds	225,070	200,537	275,973	146,761	0	0	0	0
Total Revenue	7,213,783	5,250,893	5,326,329	9,912,555	8,393,510	8,405,198	6,467,381	6,329,183
Expenditures								
Principal Payments	3,670,000	3,680,000	3,680,000	4,570,000	9,125,000	7,455,000	7,465,000	5,930,000
Interest Payments	955,707	950,228	950,228	774,293	838,544	718,115	597,218	488,601
Agents Fees	1,800	1,545	1,545	1,545	1,545	1,545	1,545	1,545
Assessment District-HP	93,470	89,918	89,918	0	0	0	0	0
Audit Accruals/Adjustments	6,264	0	0	0	0	0	0	0
Subtotal	4,727,241	4,721,691	4,721,691	5,345,838	9,965,089	8,174,660	8,063,763	6,420,146
I/F Transf - Insurance	1,351,496	870,000	870,000	870,000	870,000	870,000	870,000	870,000
Total Expenditures	6,078,737	5,591,691	5,591,691	6,215,838	10,835,089	9,044,660	8,933,763	7,290,146
Net Difference	1,135,046	(340,798)	(265,362)	3,696,717	(2,441,579)	(639,462)	(2,466,382)	(960,963)
Ending Fund Balance	3,483,015	2,229,325	3,217,654	6,914,371	4,472,792	3,833,330	1,366,948	405,985
Reserve for Debt Service	3,310,002	2,096,796	3,085,125	6,781,842	4,340,263	3,700,801	1,234,419	273,456
Reserve for Assessment District-HP	173,013	132,529	132,529	132,529	132,529	132,529	132,529	132,529
Total Reserves	$3,483,015	$2,229,325	$3,217,654	$6,914,371	$4,472,792	$3,833,330	$1,366,948	$405,985

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

Background

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

FYE 13 Budget

A total of $146,761 will be transferred to the General Debt Service Fund. FYE 13 tax revenues are $90,277.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED
Beginning Fund Balance	$51,651	$51,651	$78,269	$54,484	$0	$0	$0
Revenues							
Interest/Investment Income	1,374	2,000	2,000	2,000	0	0	0
Audit Accruals/Adjustments	0	0	0	0	0	0	0
Sales Tax	250,314	250,188	250,188	90,277	0	0	0
Total Revenues	251,688	252,188	252,188	92,277	0	0	0
Expenditures							
I/F Transf - Gen Debt Service	225,070	200,537	275,973	146,761	0	0	0
Total Expenditures	225,070	200,537	275,973	146,761	0	0	0
Net Difference	26,618	51,651	(23,785)	(54,484)	0	0	0
Ending Fund Balance	78,269	103,302	54,484	0	0	0	0
Reserve for Debt Service	$78,269	$103,302	$54,484	$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 13 Budget

The FYE 13 Budget shows a beginning fund balance of $179,009. No expenditures are projected to be made for FYE 13 Capital Projects.

Summary

The Capital Improvements Project Plan, FYE 2013 – 2017 discusses planned recoupment projects in detail.

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

	FYE 11 ACTUAL	FYE 12 BUDGET	FYE 12 ESTIMATED	FYE 13 ADOPTED	FYE 14 PROJECTED	FYE 15 PROJECTED	FYE 16 PROJECTED	FYE 17 PROJECTED
Beginning Fund Balance	$840,204	$145,358	$494,610	$179,009	$179,009	$179,009	$179,009	$179,009
Revenues								
Reimbursements/Interest	33,651	0	0	0	0	0	0	0
I/F Transf - Capital Fund	0	0	0	0	0	0	0	0
Total Revenues	33,651	0	0	0	0	0	0	0
Expenditures								
Capital Projects	379,245	0	315,601	0	0	0	0	0
Audit Adjustments	0	0	0	0	0	0	0	0
Total Expenditures	379,245	0	315,601	0	0	0	0	0
Net Difference	(345,594)	0	(315,601)	0	0	0	0	0
Ending Fund Balance	$494,610	$145,358	$179,009	$179,009	$179,009	$179,009	$179,009	$179,009

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 13 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 April 1, 2012, the Plan included 12 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

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

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

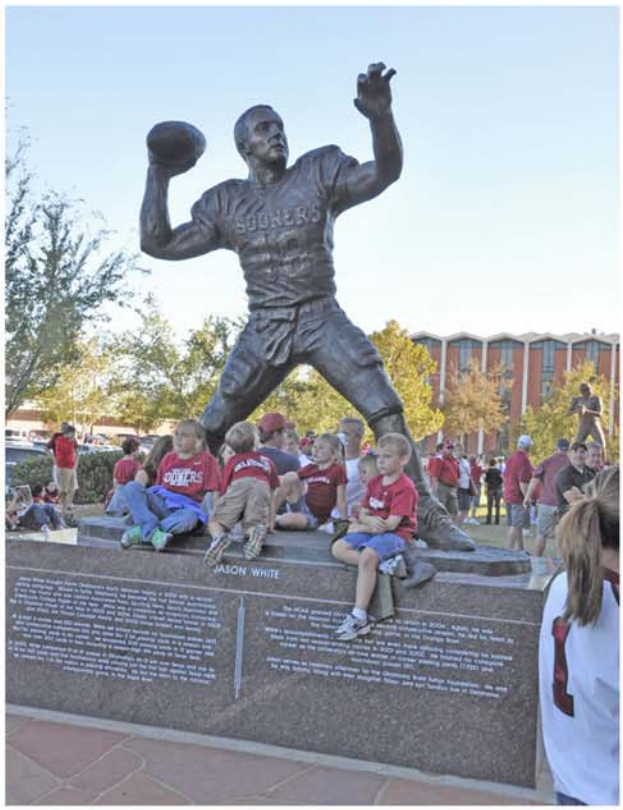
Oklahoma Police Pension and Retirement System

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.

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

Sam Bradford 2008

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:

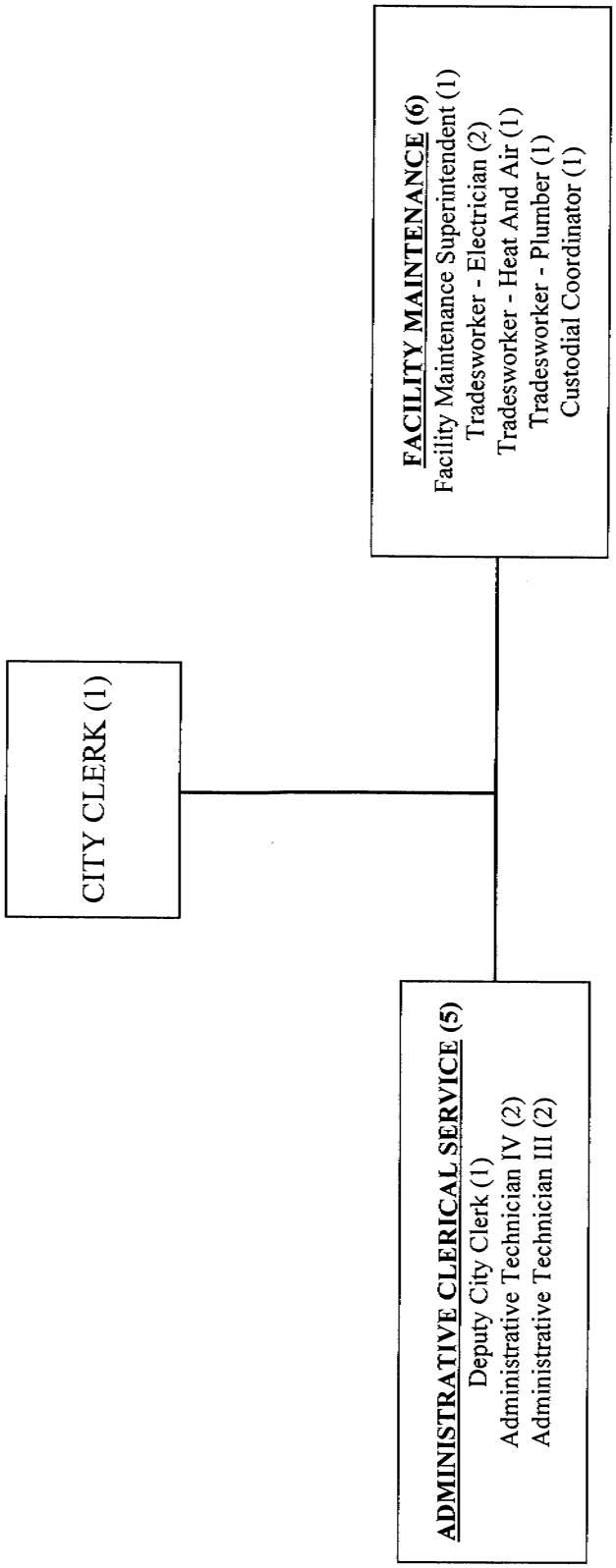
	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	556	585	585	586	586
Part-time Positions	3	18	18	18	18
Total Budgeted Positions	559	603	603	604	604

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	45,258,926	49,389,975	49,485,825	49,042,606	50,865,500
Supplies & Materials	5,269,132	6,436,674	6,466,993	6,398,290	6,523,031
Services & Maintenance	8,074,110	7,753,574	8,276,077	6,946,388	8,618,105
Internal Services	2,581,857	3,162,674	3,162,874	3,178,077	3,284,120
Capital Equipment	2,372,097	2,799,912	3,737,904	3,737,904	3,018,988
Subtotal	63,556,122	69,542,809	71,129,673	69,303,265	72,309,744
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,734,970	166,822	1,563,308	1,585,546	97,623
Audit Adjust/Encumbrances	(905,862)	0	0	0	0
Subtotal	1,829,108	166,822	1,563,308	1,585,546	97,623
Fund Total	65,385,230	69,709,631	72,692,981	70,888,811	72,407,364

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	893,294	840,090	830,090	799,455	844,866
Supplies & Materials	106,891	98,468	108,683	108,348	105,508
Services & Maintenance	182,757	200,923	199,493	198,458	219,945
Internal Services	20,850	24,714	24,714	25,089	25,494
Capital Equipment	163	0	0	0	22,700
Subtotal	1,203,955	1,164,195	1,162,980	1,131,350	1,218,513
Department Total	1,203,955	1,164,195	1,162,980	1,131,350	1,218,513

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	431,141	442,835	442,835	397,031	445,981
Supplies & Materials	5,374	7,468	6,983	6,983	7,468
Services & Maintenance	48,972	53,723	52,223	50,559	63,996
Internal Services	11,628	14,487	14,487	12,717	12,856
Capital Equipment	132	0	0	0	1,800
Subtotal	497,247	518,513	516,528	467,290	532,101
Division Total	497,247	518,513	516,528	467,290	532,101

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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 five days in advance of the meeting	100%	100%	100%	99%	99%
Percentage of Council items indexed and distributed within three days of Council action.	100%	100%	100%	100%	100%
Percentage of minutes prepared within 3 days of Council meeting	98%	98%	95%	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	6	13	15	15	19

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	104,559	27,150	27,150	31,962	29,316
Supplies & Materials	1,826	2,298	2,228	1,839	2,085
Services & Maintenance	8,563	11,938	13,697	14,326	20,687
Internal Services	2,116	2,282	2,282	2,439	1,818
Capital Equipment	0	0	0	0	10,700
Subtotal	117,064	43,668	45,357	50,566	64,606
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	117,064	43,668	45,357	50,566	64,606

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

New software program anticipated for FYE 13 Budget that would allow for more accurate measurements for Division.

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	66,311	71,671	61,671	62,912	54,618
Supplies & Materials	38,824	31,199	41,885	41,355	36,000
Services & Maintenance	106,962	107,898	107,898	107,898	107,898
Internal Services	2,194	1,581	1,581	1,652	2,458
Capital Equipment	0	0	0	0	3,200
Subtotal	214,291	212,349	213,035	213,817	204,174
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	214,291	212,349	213,035	213,817	204,174

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY CUSTODIAL SERVICES

GOALS:

- Plan and coordinate custodial functions with the outside contractor as well as internal jobs to have minimum of disruption during working hours.
- Anticipate needs for janitorial supplies for all departments to eliminate return trips 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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time needed products are available	100%	99%	99%	90%	90%
Percentage of time inventory is adequate	100%	95%	100%	100%	100%
Percentage of time the above-referenced City facilities' janitorial needs are well maintained	n/a	85%	99%	80%	99%

Notes to Results Report:

New software program anticipated for FYE 13 Budget that would allow for more accurate measurements for Division.

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	291,283	298,434	298,434	307,550	314,951
Supplies & Materials	60,867	57,503	57,587	58,171	59,955
Services & Maintenance	18,260	27,364	25,675	25,675	27,364
Internal Services	4,912	6,364	6,364	8,281	8,362
Capital Equipment	31	0	0	0	7,000
Subtotal	375,353	389,665	388,060	399,677	417,632
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	375,353	389,665	388,060	399,677	417,632

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE

GOALS:

- Provide quality maintenance and repair service to City facilities.
- Assist all City departments and divisions in new and remodel projects.
- Accomplish work in a timely manner.
- Provide technical assistance to management to make informed decisions.
- Work in a safe and Code compliant manner.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

New software program anticipated for FYE 13 Budget that would allow for more accurate measurements for Division.

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	11,249	11,626	47,344	47,344	11,626
Supplies & Materials	7,994	12,302	11,917	11,917	14,302
Services & Maintenance	759,485	2,069,861	1,931,634	726,475	2,145,304
Internal Services	5,097	3,955	3,955	4,370	4,693
Capital Equipment	26,106	0	29,623	29,623	1,800
Subtotal	809,931	2,097,744	2,024,473	819,729	2,177,725
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	809,931	2,097,744	2,024,473	819,729	2,177,725

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 13 General Fund allocation to the City Council includes funding in the amount of $822,500 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

Campus Area Rapid Transit (CART) - $460,500
Norman Economic Development Coalition (NEDC) - $125,000
Federal Consultant - $71,500
Center for Children & Families, Inc. (CCFI) - $90,000
Association of Central Oklahoma Governments (ACOG) – Membership – $60,000
Kiwanis Kruiser - $7,500
Great American West/89er Day Parade - $5,000
Performing Arts Studio - $3,000

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	11,249	11,626	47,344	47,344	11,626
Supplies & Materials	7,028	10,094	9,709	9,709	12,094
Services & Maintenance	757,975	*2,066,561	1,928,334	723,175	*2,142,004
Internal Services	5,097	3,955	3,955	4,370	4,693
Capital Equipment	26,106	0	29,623	29,623	1,800
Subtotal	807,455	2,092,236	2,018,965	814,221	2,172,217
Division Total	807,455	2,092,236	2,018,965	814,221	2,172,217

*FYE 13 includes a 2% Emergency Reserve of $1,340,949 and FYE 12 included a 2% Emergency Reserve of $1,292,347.

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:

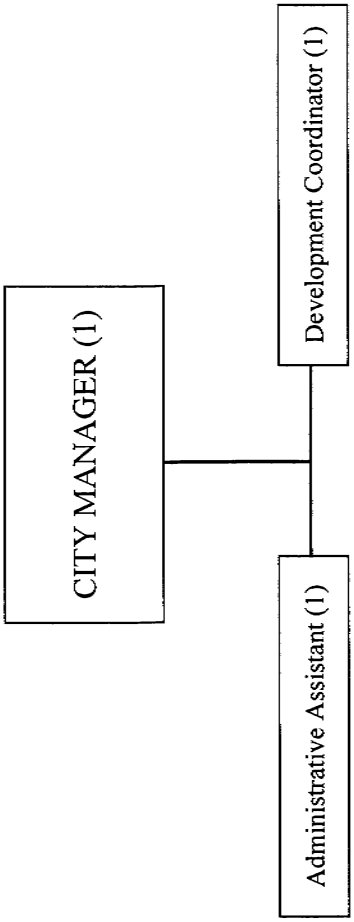
	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	966	2,208	2,208	2,208	2,208
Services & Maintenance	1,510	3,300	3,300	3,300	3,300
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,476	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	2,476	5,508	5,508	5,508	5,508

OFFICE OF THE CITY MANAGER

3 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	2	2	2	2	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	3

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	316,859	324,497	324,497	326,989	424,886
Supplies & Materials	1,613	4,557	4,427	4,427	4,582
Services & Maintenance	35,837	43,230	40,745	39,878	44,722
Internal Services	14,625	14,718	14,718	23,530	29,027
Capital Equipment	5,431	18,554	18,554	18,554	118,254
Subtotal	374,365	405,556	402,941	413,378	621,471
Capital Projects	0	0	0	0	0
Cost Allocations	0	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	374,365	405,556	402,941	413,378	621,471

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	316,859	324,497	324,497	326,989	328,056
Supplies & Materials	1,613	1,568	2,092	2,092	1,568
Services & Maintenance	9,379	13,463	13,723	12,856	14,955
Internal Services	14,425	14,652	14,652	23,467	28,937
Capital Equipment	5,431	18,554	18,554	18,554	118,254
Subtotal	347,707	372,734	373,518	383,958	491,770
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	347,707	372,734	373,518	383,958	491,770

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

- Should a proposition be placed before the voters, the Staff will develop and support a public outreach effort on a 2012 General Obligation Street Bond Package. The proposed program is a hybrid package of storm water and transportation projects.
- Monitor Fire Station No. 9 construction which is anticipated to break ground later this spring and be completed in the early summer of 2013. The hiring process will commence this summer and graduate the class with fifteen PSST positions in the spring of 2013.
- The Crime Free Multi-Housing Program is a crime prevention program designed to reduce crimes, drugs, and gangs on apartment properties. Property managers and the individual properties can become certified after completing training in each of three phases. The anticipated benefits are reduced police calls for service, a more stable resident base, and reduced exposure to civil liability. The program is in the early stages of being rolled out.
- Continue to evaluate and consider water source alternatives for long-term water supply as a part of updating the City's Strategic Water Supply Plan.
- Continue to work with intergovernmental stakeholders at the local and state level and the business community to prepare proposed rules, options and regulations for water re-use.
- The existing five year contract with Recycle America (Waste Management) will expire in March 2013. Planning is underway to begin the RFP (Request for Proposal) process to re-bid this contract. As was done in 2007, the City of Norman will prepare cost estimates and prepare a bid to provide similar recycling services that would be provided by the City.
- With Council approval to expand proactive code enforcement city wide, staff will begin an information effort to make citizens aware of the change that will begin March 15, 2012.
- Staff will prepare a work program for the 2030 Land Use Plan to determine the elements of the Plan that are needed, to create the basis for any required RFP's, to identify tasks that can best be completed through a consultant and those that can be completed by staff.

- The Development Services Division will continue to modify procedures to allow for technology changes to improve the building permit and inspection processes. Equipping the inspection staff with better technology in the field to provide better customer service will be completed.
- Westwood Golf Course staff will be working to create new tournaments and events that are designed to bring in additional players and revenue. Business and corporate outings will be an area of primary focus.
- Provide a comprehensive Customer Service Program to all employees and assist them in continuing to reinforce customer service standards.
- Guide implementation of the recently negotiated Wellness Program, working closely with Union representatives to encourage employee participation.
- Staff and assist Charter Review Commission, as needed

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	96,830
Supplies & Materials	0	2,989	2,335	2,335	3,014
Services & Maintenance	26,458	29,767	27,022	27,022	29,767
Internal Services	200	66	66	63	90
Capital Equipment	0	0	0	0	0
Subtotal	26,658	32,822	29,423	29,420	129,701
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	26,658	32,822	29,423	29,420	129,701

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY RELATIONS

GOALS:

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

OBJECTIVES:

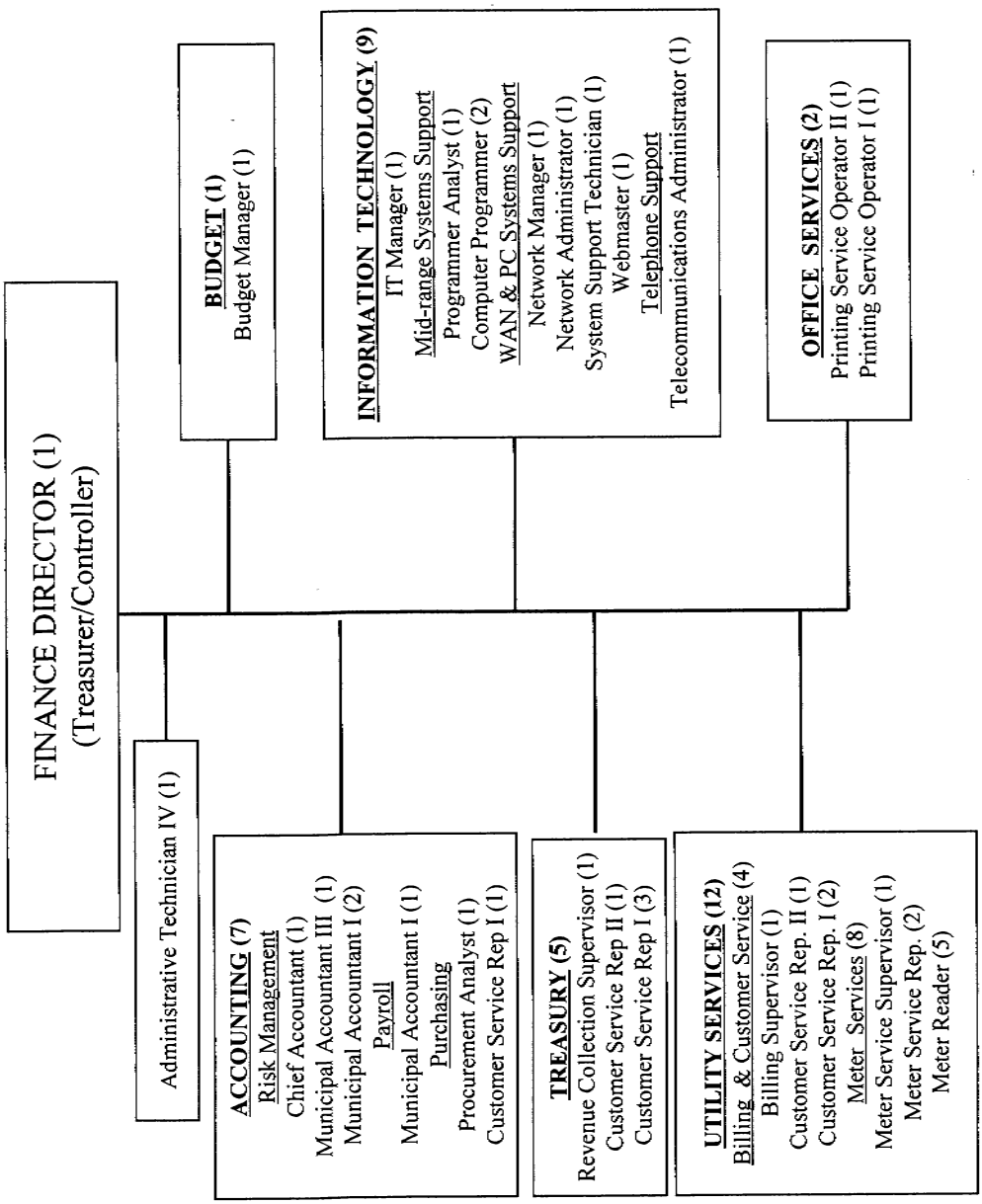
- Alert the news media to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Alert City employees to significant news and public affairs events by means of news releases, conferences, and telephone contact.
- Receive feedback from employees concerning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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of press releases	190	190	200	200	200
Number of visits on the City of Norman website	46,000	48,000	49,000	49,000	49,111
Number of Norman News members	890	930	900	998	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	38	38	38	38	38
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	38	38	38	38	38

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	3,377,467	2,919,172	2,919,172	2,999,849	3,040,468
Supplies & Materials	91,361	107,758	103,300	103,838	104,423
Services & Maintenance	2,402,339	1,119,383	1,190,798	1,189,884	1,159,216
Internal Services	97,875	112,292	112,292	110,283	118,360
Capital Equipment	650,620	44,200	301,378	301,378	423,018
Subtotal	6,619,662	4,302,805	4,626,940	4,705,232	4,845,485
Capital Projects	0	0	0	0	0
Cost Allocations	0	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	6,619,662	4,302,805	4,626,940	4,705,232	4,845,485

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	562,409	494,756	494,756	510,342	518,025
Supplies & Materials	1,293	3,072	2,707	2,707	3,072
Services & Maintenance	250,667	139,836	162,559	162,559	137,236
Internal Services	9,115	11,378	11,378	8,997	10,684
Capital Equipment	0	0	0	0	9,000
Subtotal	823,484	649,042	671,400	684,605	678,017
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	823,484	649,042	671,400	684,605	678,017

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Accounting and Financial Reporting:					
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	19	20	21	21	22

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

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

DIVISION SUMMARY

010-3001 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	226,522	233,620	233,620	239,345	239,761
Supplies & Materials	867	880	880	880	880
Services & Maintenance	21,438	30,158	30,248	29,360	32,003
Internal Services	40,596	44,206	44,206	42,081	45,308
Capital Equipment	2,850	0	0	0	0
Subtotal	292,273	308,864	308,954	311,666	317,952
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	292,273	308,864	308,954	311,666	317,952

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

DIVISION SUMMARY

010-3030 BUDGET

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	93,440	97,160	97,160	99,917	103,016
Supplies & Materials	364	480	749	749	480
Services & Maintenance	4,089	5,012	4,743	4,743	5,012
Internal Services	4,484	4,058	4,058	3,174	4,159
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	102,377	108,510	108,510	110,383	112,667
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	102,377	108,510	108,510	110,383	112,667

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	20	21	22	22	23
City Manager's Proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	72 days	77 days	70 days	78 days	70 days
Respond to requests for information within required time limit, 95% of the time	95%	98%	95%	98%	95%
Number of Training Workshops conducted/ attended	1/0	6/0	2/2	1/3	2/2
Number of budget transfer requests annually	1,491	1,750	1,150	1,160	1,100
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	95%	95%	95%	95%	95%
Actual revenues received vs. budget	-11%	+10%	n/a	+10%	0%
Actual expenditures vs. budget	-17%	+3%	n/a	+30%	0%

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 570 Windows based personal computers, including the Police Patrol Division's Mobile Display Terminal (MDT) laptop computers and Fire Department's MDT laptop computers, are currently being supported. These services include electronic mail support, Internet access support, web page design and maintenance, software consulting and programming support, PC network management services, personal computer technical support, IBM ISERIES systems management and operations services, and telecommunication systems and equipment management, troubleshooting, and consulting services.

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	883,332	897,825	897,825	927,838	940,434
Supplies & Materials	27,888	44,549	39,932	39,926	44,511
Services & Maintenance	327,559	329,528	371,300	371,467	352,345
Internal Services	17,302	20,890	20,890	23,145	22,608
Capital Equipment	619,402	30,100	282,542	282,542	389,662
Subtotal	1,875,483	1,322,892	1,612,489	1,644,918	1,749,560
Division Total	1,875,483	1,322,892	1,612,489	1,644,918	1,749,560

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.
  - improve overall network performance by installing and utilizing network monitoring and analysis devices
- Implement a Windows user interface for the Sungard Public Sector applications on the IBM iSeries system.
- Upgrade the City's document archiving software.
- Enhance the email archiving and retrieving capabilities to be inline with Federal and industry standards.
- Upgrade the City's Microsoft Exchange server hardware and software to the latest version.
- Install Animal Welfare Facility Management software and related hardware.
- Implement a mobile computing solution for the Development Services Building Inspectors.
- Expand the network file and application server virtualization capacity.
- Upgrade Microsoft Office software suite on all City-owned computers to the most current version.
- Initiate phase one of a desktop computer virtualization program.
- Install a new fire suppression system in the City's main computer room.
- Implement a time and attendance tracking system that will integrate with the City's current payroll system software.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	102,630	113,569	113,569	118,154	120,539
Supplies & Materials	32,509	25,540	25,540	25,540	25,540
Services & Maintenance	107,935	90,336	90,816	90,623	110,107
Internal Services	472	1,384	1,384	1,384	1,534
Capital Equipment	0	0	0	0	14,941
Subtotal	243,546	230,829	231,309	235,701	272,661
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	243,546	230,829	231,309	235,701	272,661

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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	100%	n/a	n/a	n/a
Reduce outside printing costs by specified percentage	n/a	8%	25%	8%	10%
Complete requests for services by the scheduled completion date and time a specified percentage of the time	85%	95%	100%	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, Westwood Golf, Planning/Development Service and the Transfer Station.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	339,407	351,477	351,477	358,727	359,450
Supplies & Materials	1,903	3,400	3,400	3,400	3,400
Services & Maintenance	318,934	270,301	272,426	272,426	270,301
Internal Services	6,902	8,462	8,462	6,663	7,526
Capital Equipment	0	0	4,736	4,736	0
Subtotal	667,146	633,640	640,501	645,952	640,677
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	667,146	633,640	640,501	645,952	640,677

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TREASURY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	20	80	20	80
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	24 hours	40 hours	24 hours	24 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	707,110	730,765	730,765	745,526	759,243
Supplies & Materials	26,537	29,837	30,092	30,636	26,540
Services & Maintenance	251,316	254,212	257,531	257,531	252,212
Internal Services	19,004	21,914	21,914	24,839	26,541
Capital Equipment	28,368	12,300	12,300	12,300	9,415
Subtotal	1,032,335	1,049,028	1,052,602	1,070,832	1,073,951
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,032,335	1,049,028	1,052,602	1,070,832	1,073,951

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of routes read on time (every 28 to 31 days)	62%	57%	68%	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%	0.5%	0.5%	0.5%	0.5%	0.5%
Ratio of accounts eligible for cutoff to accounts actually cutoff	50%	50%	50%	80%	85%
Average number of meters read per month	36,108	35,881	35,000	35,900	36,522
Number of meters equipped with the AMR system	1,429	1,840	2,000	2,200	2,300
Average number of accounts annually	440,000	450,000	470,000	500,000	510,000
Number of accounts turned off for non-payment	13,250	15,000	18,000	20,000	22,000
Accounts turned over to collection agency	1,820	1,900	2,100	2,400	2,500
Number of customer service calls received	61,000	57,000	67,000	70,000	75,000
Number of meter boxes cleaned	120	110	125	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 is accounted for in the Risk Management – Internal Service Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	46,633	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	46,633	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	46,633	0	0	0	0

DIVISION SUMMARY

010-3002 WORKERS' COMPENSATION

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

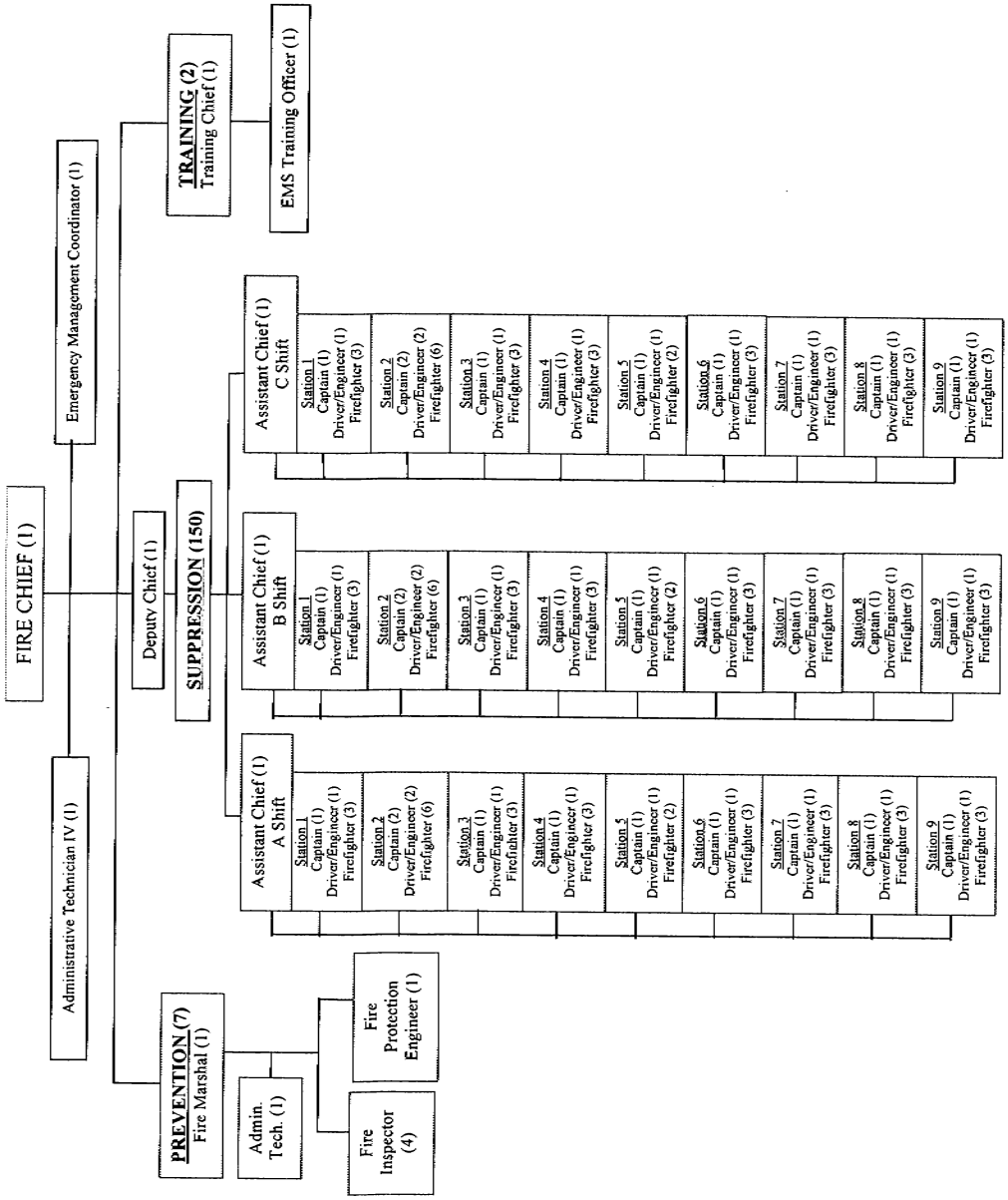
	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	415,984	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,120,401	0	0	1,175	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,536,385	0	0	1,175	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	1,536,385	0	0	1,175	0

FIRE DEPARTMENT

163 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	133	133	133	133	133
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	133	133	133	133

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	11,909,336	12,557,288	12,556,069	12,778,284	12,729,261
Supplies & Materials	296,237	305,074	322,910	355,688	296,171
Services & Maintenance	186,968	254,851	250,491	235,220	238,598
Internal Services	500,444	732,719	732,719	733,426	802,516
Capital Equipment	559,803	219,437	215,800	215,800	389,635
Subtotal	13,452,788	14,069,369	14,077,989	14,318,418	14,456,181
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	13,452,788	14,069,369	14,077,989	14,318,418	14,456,181

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	374,202	385,909	385,909	397,749	398,190
Supplies & Materials	16,412	14,828	14,828	18,157	15,798
Services & Maintenance	88,011	109,039	110,347	95,076	110,156
Internal Services	16,765	26,653	26,653	29,418	49,180
Capital Equipment	0	5,000	5,000	5,000	0
Subtotal	495,390	541,429	542,737	545,400	573,324
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	495,390	541,429	542,737	545,400	573,324

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Hazmat Team:					
Training	100%	100%	100%	100%	100%
Equipment	100%	100%	100%	100%	100%

Notes to Results Report:

EMT-P – Emergency Medical Technician-Paramedic

DIVISION SUMMARY

010-6444 EMERGENCY MANAGEMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	84,392	88,191	88,191	92,195	94,943
Supplies & Materials	6,590	8,527	9,257	9,073	8,791
Services & Maintenance	2,025	6,448	5,668	5,668	6,198
Internal Services	3,291	3,052	3,052	6,282	9,778
Capital Equipment	6,203	0	0	0	1,800
Subtotal	102,501	106,218	106,168	113,218	121,510
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	102,501	106,218	106,168	113,218	121,510

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

DIVISION SUMMARY

010-6442 PREVENTION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	638,940	702,734	702,734	634,871	739,645
Supplies & Materials	25,472	19,173	23,635	23,273	18,437
Services & Maintenance	6,481	10,665	10,675	10,675	10,865
Internal Services	22,303	27,258	27,258	18,558	17,804
Capital Equipment	33,370	27,130	27,199	27,199	0
Subtotal	726,566	786,960	791,501	714,576	786,751
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	726,566	786,960	791,501	714,576	786,751

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of public education events conducted	100%	119	100%	120	120
Number of personnel fully certified	4	4	5	4	5
Code Enforcement inspections	2,718	2,701	3,400	2,700	3,400
Number of plans reviewed	100%	455	100%	450	450
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	100%	90%	90%	90%	95%

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	120	120	120	120	120
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	120	120	120	120	120

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	10,700,168	11,172,960	11,171,741	11,437,701	11,282,888
Supplies & Materials	244,270	254,499	267,343	297,244	245,166
Services & Maintenance	88,133	124,429	119,531	119,531	107,059
Internal Services	453,148	669,714	669,714	676,024	722,132
Capital Equipment	516,206	187,307	183,601	183,601	387,835
Subtotal	12,001,925	12,408,909	12,411,930	12,714,101	12,745,080
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	12,001,925	12,408,909	12,411,930	12,714,101	12,745,080

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	399	622	450	575	500
Emergency medical calls answered	7,305	7,832	7,700	7,800	7,800
Average response time (urban area)	5.88 minutes	5.58 minutes	4.85 minutes	5.50 minutes	5.00 minutes
Fire loss per capita	$38.31	$60.74	$28.00	$30.00	$28.00
Ratio to national per capita loss	90%	106%	80%	85%	80%
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-6441 TRAINING

MISSION:

Develop and maintain a highly skilled workforce.

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	111,634	207,494	207,494	215,768	213,595
Supplies & Materials	3,493	8,047	7,847	7,941	7,979
Services & Maintenance	2,318	4,270	4,270	4,270	4,320
Internal Services	4,937	6,042	6,042	3,144	3,622
Capital Equipment	4,024	0	0	0	0
Subtotal	126,406	225,853	225,653	231,123	229,516
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	126,406	225,853	225,653	231,123	229,516

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

- Provide essential job skill training to all Department members to assure a high level of proficiency.
- Expand local training opportunities.
- Maintain a certified Firefighter I facility.
- Train and provide necessary credential for new EMS Training Officer.

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:

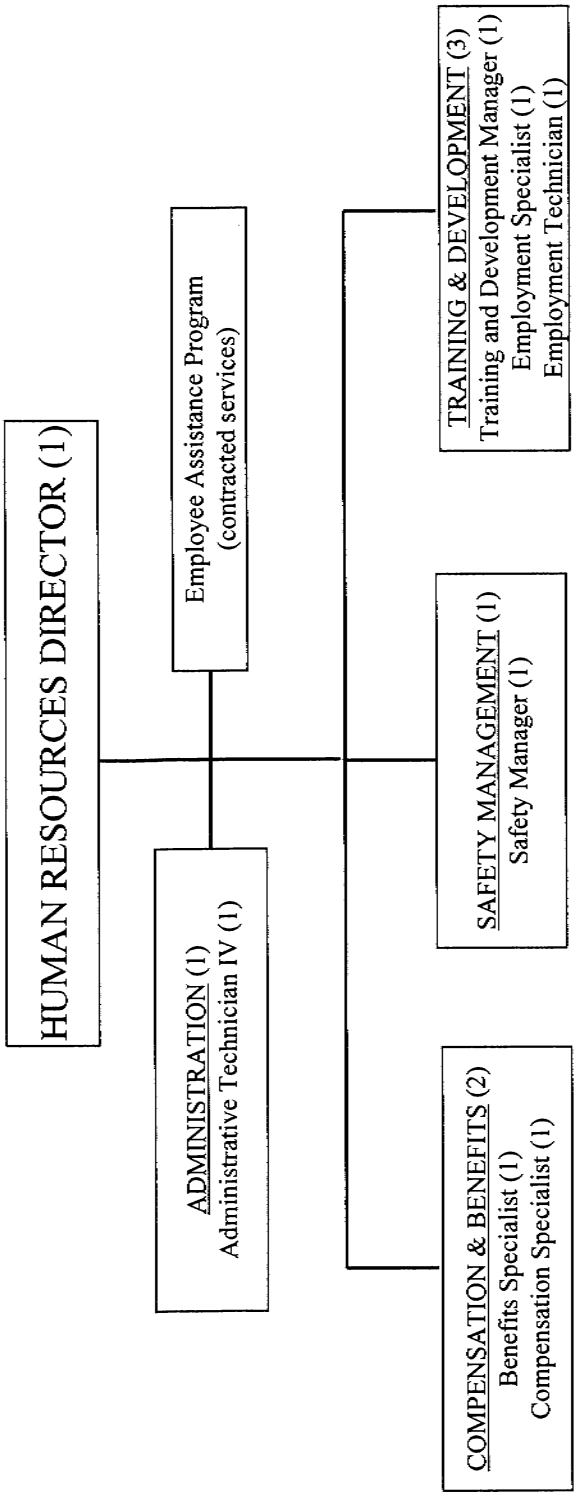
	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	21,219	22,861	25,000	25,000	25,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	90	90	95	90	100
Total EMT-B members	90	90	90	98	118

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	619,7859	574,268	574,268	526,276	592,374
Supplies & Materials	19,660	23,673	21,247	21,247	25,453
Services & Maintenance	111,261	144,536	162,218	161,619	194,582
Internal Services	37,710	27,366	27,366	54,668	62,868
Capital Equipment	6,534	16,200	24,268	24,268	1,800
Subtotal	794,950	786,043	809,367	788,078	877,077
Capital Projects	0	0	0	0	0
Cost Allocations	0	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	794,950	786,043	809,367	788,078	877,077

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	519,732	519,993	519,993	469,505	536,834
Supplies & Materials	16,228	16,000	14,203	14,203	16,900
Services & Maintenance	101,925	124,201	131,760	131,161	136,247
Internal Services	37,710	27,366	27,366	54,668	62,868
Capital Equipment	6,534	16,200	24,268	24,268	1,800
Subtotal	682,129	703,760	717,590	693,805	754,649
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	682,129	703,760	717,590	693,805	754,649

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

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

OBJECTIVES:

- Reduce non-conformances related to human resource policies, practices and procedures and employment law through management/supervisory training and counseling.
- Reduce grievances through union and management consultation.
- Recruit, hire and promote highly qualified individuals for entry level and key positions.
- Conduct an active benefits communication program.
- Improve job performance utilizing an evaluation system that provides for year-round action planning and coaching opportunities.
- Conduct programs in leadership development, maintenance/plant operator/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 Environmental Management Systems project team.
- Provide employee special events and programs that enhance employee engagement and community involvement.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved prior to arbitration to number of grievances.	80%	94%	85%	92%	92%
# of grievances / % total employees	25 / 3.3%	16 / 2.1%	12 / 1.5%	13 / 1.7%	13 / 1.7%
Percent of new hires successfully completing six-month probation	93%	100%	98%	98%	98%
Percent of promotions successfully completing 60-day probation	100%	100%	100%	100%	100%
Percent of total claims for generic drugs vs. brand name	60.0%	62.7%	62.0%	66.1%	69.1%
Cost savings to health plan due to increase in generic drug utilization	$23,622	$93,800	$33,746	$145,403	$132,645
Ratio of number of employees showing improvement in individual job performance directly related to performance evaluation action planning and coaching	91%	93%	91%	93%	93%
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$57,350	$49,920	$62,500	$60,480	$72,000
Number of training hours provided in the Computer Training Lab	4,588	3,328	5,000	4,032	4,800
Website utilization/average number of visits per month					
to Human Resources site:	1,418	2,132	1,100	3,240	3,750
to Job Posting Site:	4,151	1,428	4,100	2,544	3,000
Percent of Environmental Management Plans implemented	35%	35%	55%	45%	55%
Percent of employees participating in special events and programs	86%	88%	60%	90%	90%

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	100,054	54,275	54,275	56,771	55,540
Supplies & Materials	3,431	7,673	7,044	7,044	8,553
Services & Maintenance	9,336	20,335	30,458	30,458	58,335
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	112,821	82,283	91,777	94,273	122,428
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	112,821	82,283	91,777	94,273	122,428

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:

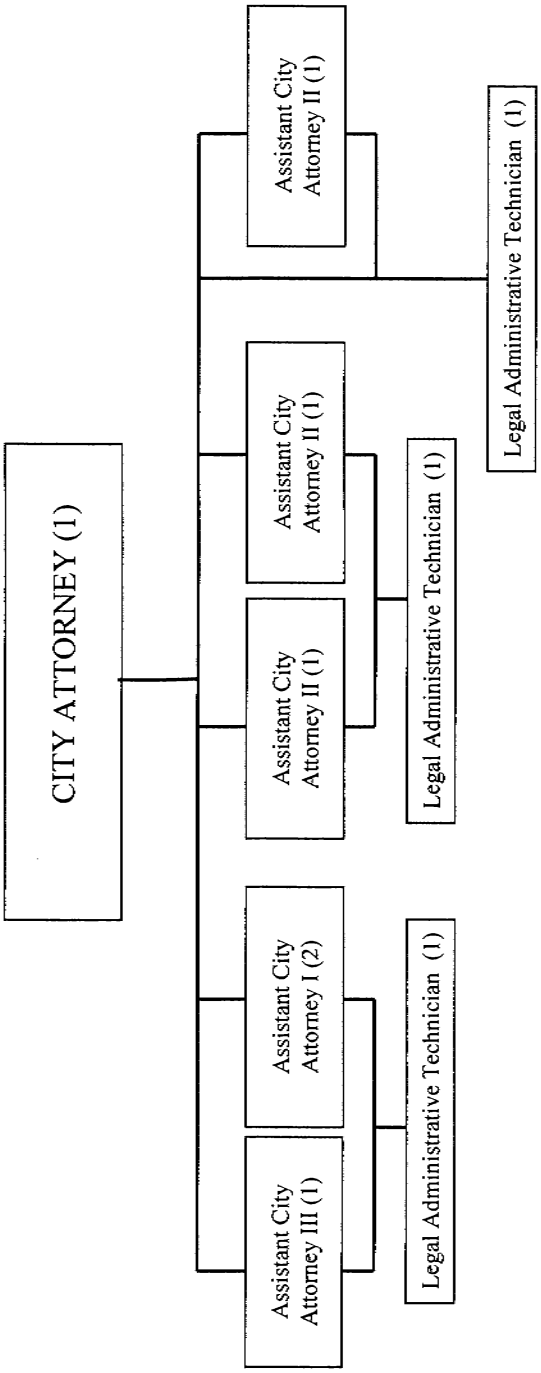
- Conduct regulatory compliance/hazard assessment inspections on every City building several times per year.
- Mentor safety committees and departmental safety observers to ensure that they are trained in correct / safe work practices in trenching and shoring operations, traffic safety, operational risk assessment, job safety analysis, vehicle operation and regulatory compliance.
- Provide formal instruction to operations for employees to ensure that they are trained in correct trenching and shoring operations, confined space operations, traffic safety, operational risk assessment, vehicle operation, and regulatory compliance.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Train 80 persons per year in CPR / first aid	70	70	80	10	80
Inspect all work centers annually	30	30	30	36	30
Conduct safety meetings, job site assessments and instructional programs, to lower the incidents of on-the-job injuries	158 meetings	158 meetings	165 meetings	161 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	935,100	908,108	908,108	879,631	901,917
Supplies & Materials	11,711	15,684	10,185	10,185	15,684
Services & Maintenance	1,085,753	187,980	243,715	241,626	188,436
Internal Services	16,523	21,185	21,185	17,980	18,706
Capital Equipment	0	1,800	1,800	1,800	12,600
Subtotal	2,049,087	1,134,757	1,184,993	1,151,222	1,137,343
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	2,049,087	1,134,757	1,184,993	1,151,222	1,137,343

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	935,100	908,108	908,108	879,631	901,917
Supplies & Materials	11,711	15,684	10,185	10,185	15,684
Services & Maintenance	317,823	187,980	243,715	241,626	188,436
Internal Services	16,523	21,185	21,185	17,980	18,706
Capital Equipment	0	1,800	1,800	1,800	12,600
Subtotal	1,281,157	1,134,757	1,184,993	1,151,222	1,137,343
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,281,157	1,134,757	1,184,993	1,151,222	1,137,343

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	50%	10%	75%	10%	50%
Process payment of tort claims within 30 business days of receipt of departmental response	95%	85%	95%	85%	95%
Develop database to track workers' compensation cases	50%	50%	50%	50%	50%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%	100%	95%	95%
Attend Continuing Legal Education seminars and workshops that focus on specific issues facing the City of Norman and areas of specialty for staff	95%	95%	95%	95%	95%
Develop database to track requests for legal opinions, legal research and/or legal services	50%	50%	50%	10%	35%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	60%	60%	75%	60%	75%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	n/a	60%	70%	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 is accounted for in the Risk Management – Internal Service Fund.

PERSONNEL:

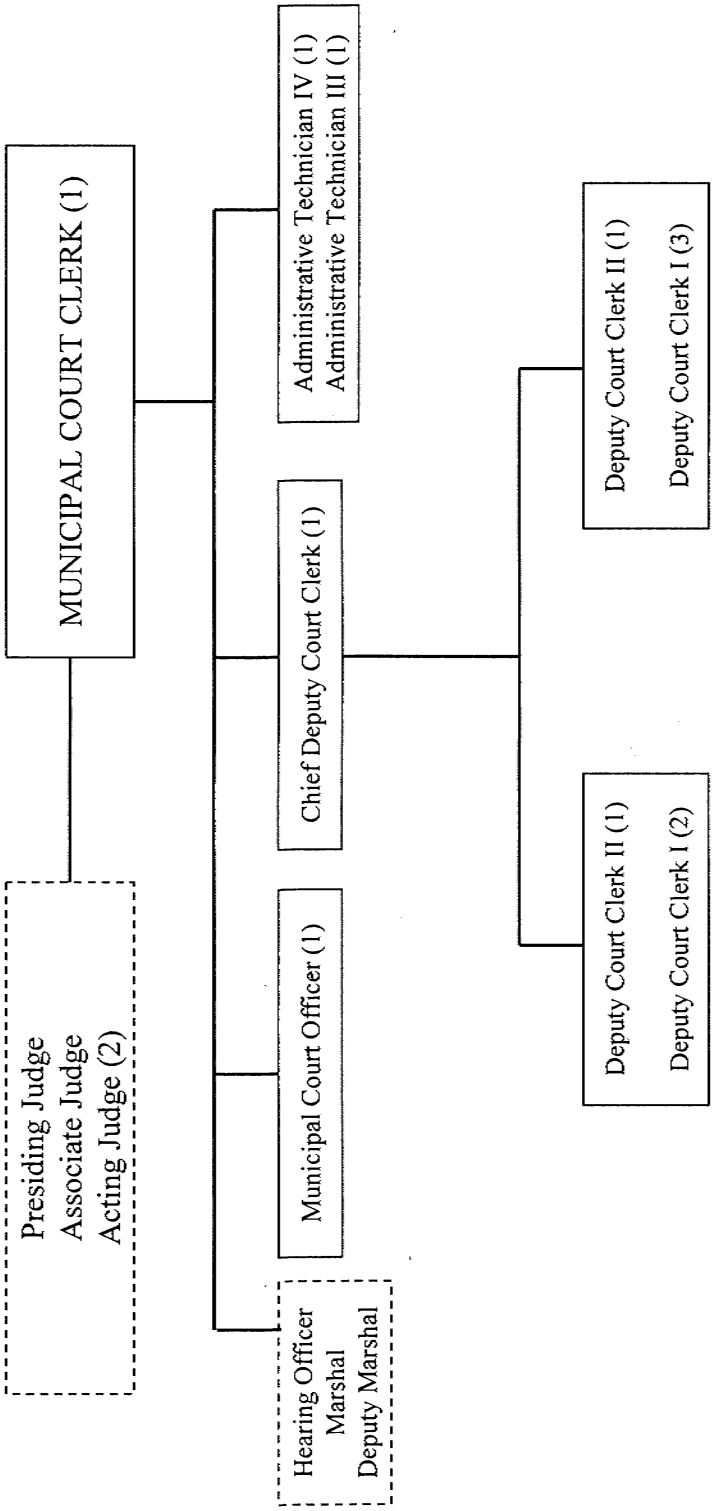
	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	767,930	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	767,930	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	767,930	0	0	0	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	846,935	906,144	906,144	933,781	964,940
Supplies & Materials	13,946	9,860	10,777	10,246	11,320
Services & Maintenance	36,642	56,924	58,958	58,753	54,842
Internal Services	24,944	30,522	30,522	27,394	30,448
Capital Equipment	2,110	34,245	45,045	45,045	5,000
Subtotal	924,577	1,037,695	1,051,446	1,075,219	1,066,550
Capital Projects	0	0	0	0	0
Cost Allocations	0	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	924,577	1,037,695	1,051,446	1,075,219	1,066,550

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

MUNICIPAL COURT

GOALS:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

OBJECTIVES:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

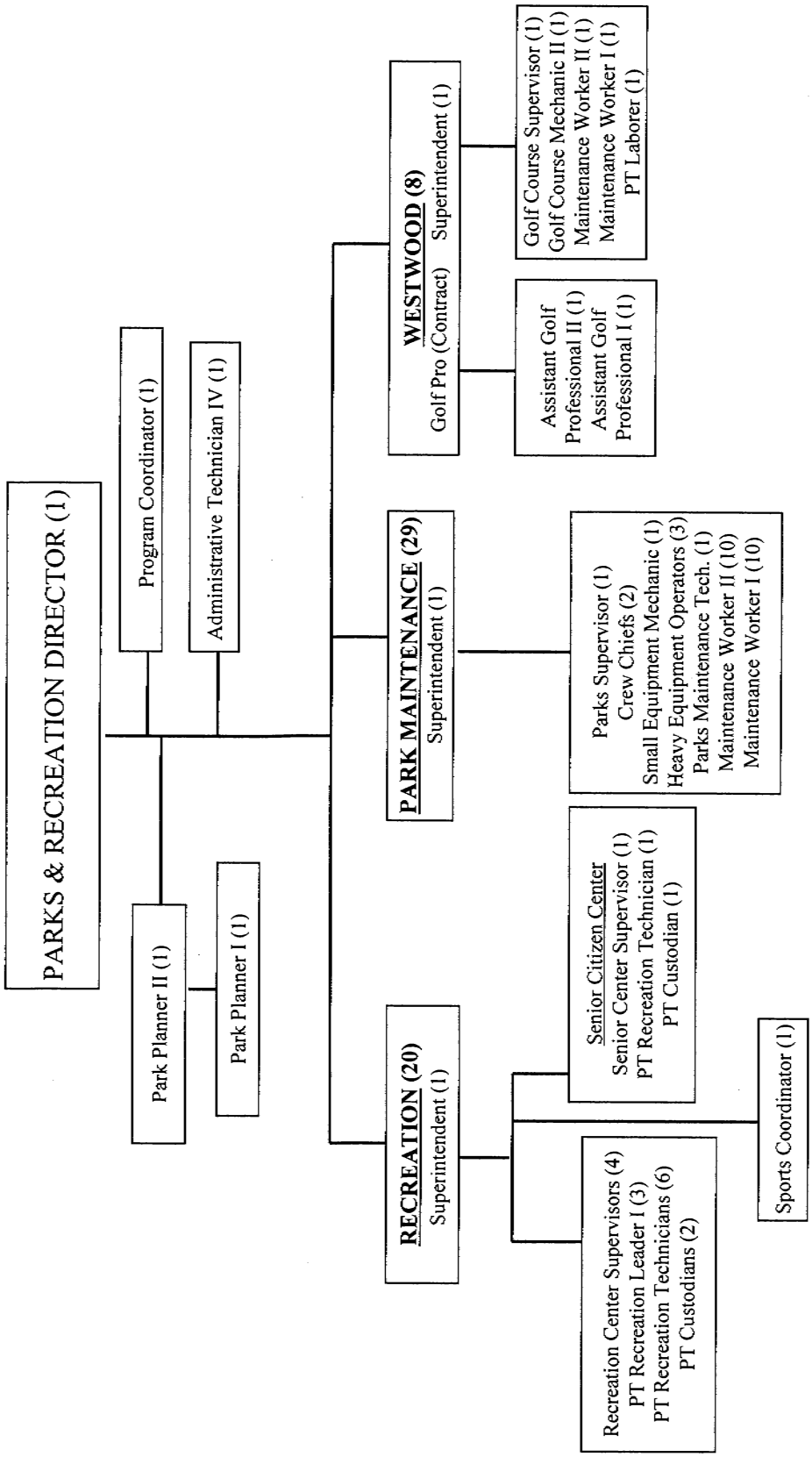
	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Access to Justice:					
Percentage of court sessions that are public by law conducted in open court preceded by pre-arraignment statement	100%	100%	100%	100%	100%
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	3	5	8	5	5
Expedition and Timeliness:					
Cases disposed of within 90 days	96%	96%	96%	96%	96%
Administrative Deferred Sentence Program	436	502	450	402	450
Disposition rate of traffic and non-traffic cases	96%	100%	98%	92%	98%
Recovered costs for prisoner care	26%	22%	30%	23%	25%
Equality, Fairness and Integrity:					
Assignment of court appointed attorneys for indigent defendants within 48 hours of approval	100%	100%	100%	100%	100%
Ratio of warrants served to warrants issued	93%	88%	88%	84%	88%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
Independence and Accountability:					
Provide employee diversity training sessions	3	4	2	2	2
Produce brochures and videos on court information	0	0	0	0	4
Public Trust and Confidence:					
Number of Community Outreach Events (Law Day for Youth)	1	1	1	1	1
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)	42	60	52	60	60

Notes to Results Report:

Tracked by fiscal year.

PARKS & RECREATION DEPARTMENT

62 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PARKS DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	34	41	41	41	41
Part-time Positions	0	13	13	13	13
Total Budgeted Positions	34	54	54	54	54

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	2,204,923	3,412,676	3,411,652	3,348,896	3,492,456
Supplies & Materials	200,113	313,078	314,464	291,755	303,989
Services & Maintenance	167,769	411,641	437,959	402,768	419,735
Internal Services	200,748	367,316	367,316	354,552	400,319
Capital Equipment	98,133	151,530	150,340	150,340	108,524
Subtotal	2,871,686	4,656,241	4,681,731	4,548,311	4,725,023
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	2,871,686	4,656,241	4,681,731	4,548,311	4,725,023

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	449,547	371,195	371,195	385,800	389,634
Supplies & Materials	5,074	5,647	5,490	5,490	5,597
Services & Maintenance	142,383	148,988	149,188	143,503	156,263
Internal Services	16,488	18,563	18,563	14,035	14,956
Capital Equipment	0	0	0	0	0
Subtotal	613,492	544,393	544,436	548,828	566,450
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	613,492	544,393	544,436	548,828	566,450

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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	315,604	320,029	323,184	321,084	323,979

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,810	11,243	8,038	8,038	9,743
Services & Maintenance	8,594	10,021	17,151	17,151	11,521
Internal Services	587	573	573	246	207
Capital Equipment	19,317	0	0	0	0
Subtotal	32,308	21,837	25,762	25,435	21,471
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	32,308	21,837	25,762	25,435	21,471

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of citizens advised regarding tree issues: civic groups and individual	*	*	*	*	*
Number of trees planted through the *NeighborWoods* program, in parks and other public spaces and hazardous tree replacements. Total numbers beginning FYE 2009 include Apache Foundation free tree giveaways	1,886	1,212	1,000	1,000	1,000
Public Works Brookhaven Creek Improvements project installed trees in the Prairie Creek Park area in FYE 11	n/a	204	n/a	n/a	n/a
Castlerock Park ODOT Tree Grant FYE 2012	n/a	n/a	66	66	n/a

Notes to Results Report:
*Forestry staff position eliminated in FYE 2010

ODOT – Oklahoma Department of Transportation

DIVISION SUMMARY

010-7010 PARKS MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	29	29	29	29	29
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	29	29	29	29	29

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,706,455	2,037,203	2,037,203	1,927,786	2,071,989
Supplies & Materials	191,229	237,720	241,553	219,325	229,965
Services & Maintenance	16,788	15,125	16,173	16,173	14,825
Internal Services	183,673	244,888	244,888	211,638	242,234
Capital Equipment	78,816	123,100	121,910	121,910	108,524
Subtotal	2,176,961	2,658,036	2,661,727	2,496,832	2,667,537
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,176,961	2,658,036	2,661,727	2,496,832	2,667,537

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection, athletic field maintenance frequency	80%	85%	80%	85%	90%
On the job injuries	11	6	5	8	8

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	0	6	6	6	6
Part-time Positions	0	11	11	11	11
Total Budgeted Positions	0	17	17	17	17

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	34,072	839,678	838,654	866,167	857,464
Supplies & Materials	0	40,363	40,557	40,076	40,579
Services & Maintenance	4	219,708	237,648	208,982	219,377
Internal Services	0	92,525	92,525	113,889	126,717
Capital Equipment	0	28,430	28,430	28,430	0
Subtotal	34,076	1,220,704	1,237,814	1,257,544	1,244,137
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	34,076	1,220,704	1,237,814	1,257,544	1,244,137

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	192,600	196,200	194,000	197,000	197,000
Tennis lessons, open court and tournament participants	21,388	24,460	22,500	22,500	23,000
Daddy-Daughter Dance participants	2,442	2,812	3,000	3,000	3,100
Total recreation revenue	$436,447	$446,843	$420,025	$436,900	$437,225

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	0	1	1	1	1
Part-time Positions	0	2	2	2	2
Total Budgeted Positions3	0	3	3	3	3

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	3,972	121,272	121,272	125,815	130,041
Supplies & Materials	0	2,278	2,278	2,278	2,278
Services & Maintenance	0	7,804	7,804	6,964	7,754
Internal Services	0	10,767	10,767	14,744	16,205
Capital Equipment	0	0	0	0	0
Subtotal	3,972	142,121	142,121	149,801	156,278
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	3,972	142,121	142,121	149,801	156,278

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 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Annual senior fee program revenue	$14,761	$13,962	$15,000	$13,000	$13,500
Annual participants including congregate meals program and special events	30,800	30,692	32,000	31,000	31,000

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	10,877	43,328	43,328	43,328	43,328
Supplies & Materials	0	15,827	16,548	16,548	15,827
Services & Maintenance	0	9,995	9,995	9,995	9,995
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	10,877	69,150	69,871	69,871	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	10,877	69,150	69,871	69,871	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:

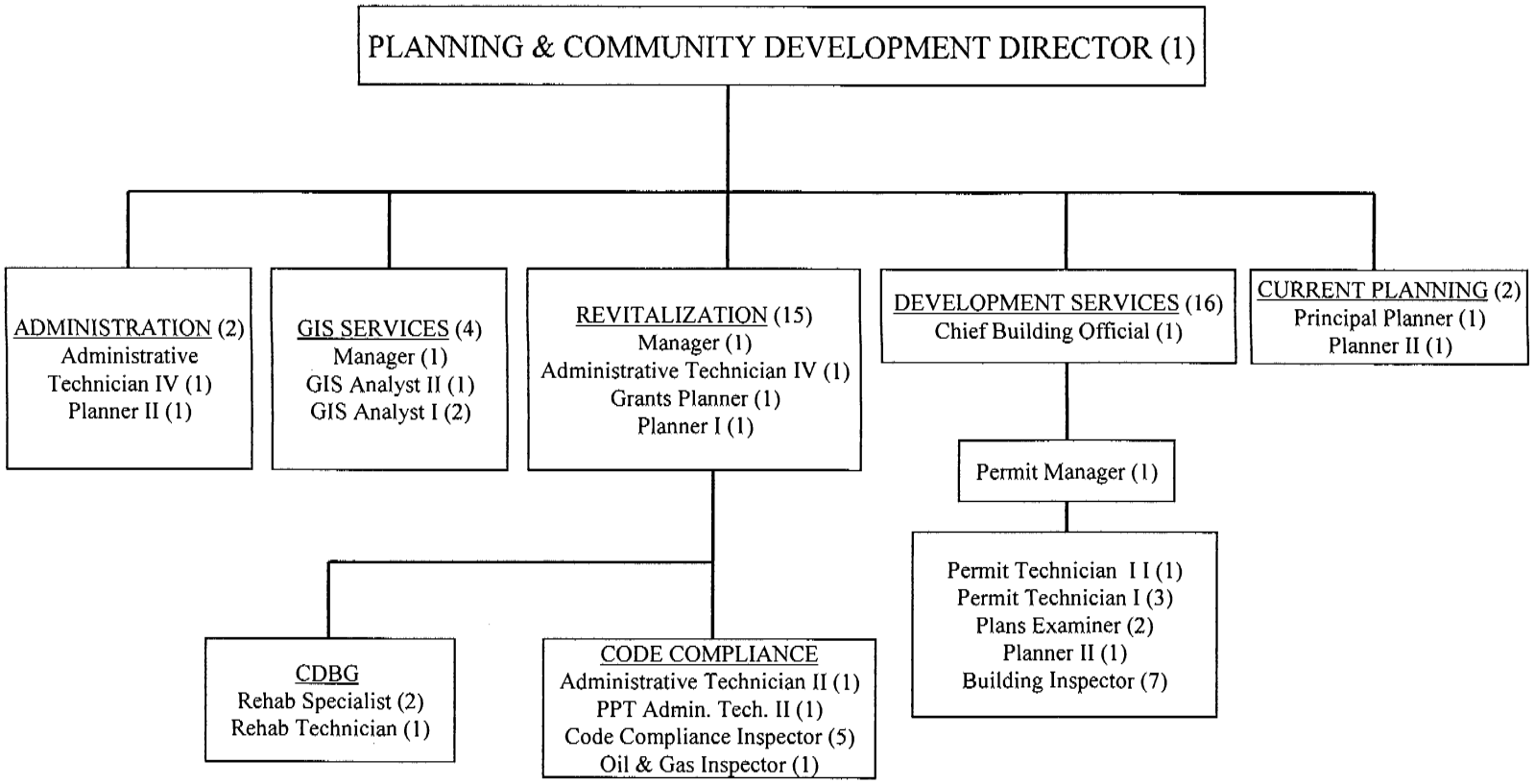
	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of expenditures	$7,426	*$175	$5,000	$5,000	$5,000
Number of youth participants	1,694	1,974	1,700	1,900	1,900

Notes to Results Report:

*During FYE 2011, ball field signs were replaced due to their age and windstorm damage; also in FYE 2011, a larger volume of baseball and softball equipment was replaced due to age off-setting the revenue.

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	33	33	33	33	33
Part-time Positions	2	1	1	1	1
Total Budgeted Positions	35	34	34	34	34

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	2,812,327	3,126,859	3,126,859	2,943,412	3,251,327
Supplies & Materials	41,856	58,242	63,806	60,759	57,997
Services & Maintenance	152,340	215,270	236,961	235,226	226,667
Internal Services	91,958	112,361	112,361	97,796	100,488
Capital Equipment	28,070	52,700	66,515	66,515	35,557
Subtotal	3,126,551	3,565,432	3,606,502	3,403,708	3,672,036
Department Total	3,126,551	3,565,432	3,606,502	3,403,708	3,672,036

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	269,287	216,880	216,880	223,719	229,074
Supplies & Materials	3,209	4,240	5,330	5,233	4,266
Services & Maintenance	36,082	47,791	49,497	47,762	49,495
Internal Services	59,179	63,138	63,138	52,065	53,428
Capital Equipment	3,780	3,600	3,600	3,600	0
Subtotal	371,537	335,649	338,445	332,379	336,263
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	371,537	335,649	338,445	332,379	336,263

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

DIVISION SUMMARY

010-4053 CURRENT PLANNING

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	1	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	3	3	3	3

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	228,970	355,714	355,714	364,262	366,317
Supplies & Materials	0	225	225	225	75
Services & Maintenance	300	2,448	2,448	2,448	2,448
Internal Services	163	1,688	1,688	1,576	1,740
Capital Equipment	1,551	1,800	1,800	1,800	0
Subtotal	230,984	361,875	361,875	370,311	370,580
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	230,984	361,875	361,875	370,311	370,580

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Items processed by the Planning Commission within 31 days of receipt. In 2011, the Commission reviewed 104 items, a 10% decrease from 2010 (115 items)	95%	95%	95%	90%	95%
Complete, corrected items forwarded to the Clerk's office for next regular Council meeting, within two weeks.	95%	95%	90%	95%	95%
Perform a timely annual review of population growth and ward boundaries.	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days. In 2011, 34 applications were submitted and 1,359 notifications were mailed (29 in 2010 with 971 notifications).	100%	100%	100%	95%	95%
Board of Adjustment applications received, newspaper and mailed notices processed within three business days. In 2011, 19 applications were submitted and 671 notifications were mailed (19 in 2010 and with 515 notifications).	100%	100%	95%	95%	95%
Greenbelt Enhancement Statements received, staff report and agenda prepared within five working days.	n/a	95%	95%	95%	95%

Notes to Results Report:

All measurements are calculated on a calendar year basis.

DIVISION SUMMARY

010-4051 DEVELOPMENT SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	17	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	16	16	16	16

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,238,306	1,374,868	1,374,868	1,241,671	1,413,436
Supplies & Materials	21,391	31,392	35,698	32,912	31,393
Services & Maintenance	14,273	22,925	36,193	36,193	31,165
Internal Services	12,964	19,775	19,775	18,627	19,616
Capital Equipment	22,739	7,200	20,065	20,065	0
Subtotal	1,309,673	1,456,160	1,486,599	1,349,468	1,495,610
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,309,673	1,456,160	1,486,599	1,349,468	1,495,610

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days. FYE 11 average review days: 21	51%	25%	65%	57%	65%
Non-residential permits reviewed within 28 days.	89%	72%	90%	95%	90%
Residential permits issued within 1 hour. FYE 11 average review days: 4	0%	0%	85%	90%	95%
Residential permits issued within 2 days	58%	30%	60%	90%	100%
Inspections performed within 48 hours. FYE 11 average review days: 1	99%	97%	99%	98%	99%

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	4	4	4	4	4
Part-time Positions	1	0	0	0	0
Total Budgeted Positions	5	4	4	4	4

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	329,366	386,249	386,249	329,045	398,291
Supplies & Materials	5,751	6,375	6,375	6,375	6,375
Services & Maintenance	31,644	42,054	44,054	44,054	42,054
Internal Services	8,132	9,971	9,971	9,966	10,074
Capital Equipment	0	31,100	32,850	32,850	2,000
Subtotal	374,893	475,749	479,499	422,290	458,794
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	374,893	475,749	479,499	422,290	458,794

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

GEOGRAPHIC INFORMATION SERVICES

GOALS:

- To maintain accurate and complete records of the land aspects of the City of Norman including physical improvements, legal entities, and administrative districts to support decision making and policy implementation.
- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among databases that have a geographic component to improve the City's reporting and planning capacity.
- To improve access to GIS data from other offices throughout the City to expedite the retrieval of information and maximize its use.

OBJECTIVES:

- Maintain zoning maps and all atlases as current information.
- Produce all appropriate informational maps and reports through the GIS system.
- Provide support to facilitate the integration of databases, to reduce duplication of effort and promote efficiency.
- Reduce the time it takes to integrate final plats and as-builts into the database.
- Improve access opportunities to digital GIS resources by City staff in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	96%	97%	95%	83%	95%
Complete map requests for standard products within 2 days.	94%	96%	95%	88%	90%
Complete all custom requests for data within 1 week or by specified deadline.	92%	95%	85%	90%	90%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%
Provide at least one training per quarter for City employees in use and availability of GIS resources to City staff	50%	100%	50%	50%	50%

Notes to Results Report:

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	746,398	793,148	793,148	784,715	844,209
Supplies & Materials	11,505	16,010	16,178	16,014	15,888
Services & Maintenance	70,041	100,052	104,769	104,769	101,505
Internal Services	11,520	17,789	17,789	15,562	15,630
Capital Equipment	0	9,000	8,200	8,200	33,557
Subtotal	839,464	935,999	940,084	929,260	1,010,789
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	839,464	935,999	940,084	929,260	1,010,789

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

REVITALIZATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
News coverage and other information re: City Codes and Historic Districts. A violation index and ongoing log of cases were maintained.	15	9	10	12	10
Percent of complaints inspected within 7 working days. (5,903 total complaints in 2011)	99%	99.6%	99%	99.4%	99%
Percent of violations voluntarily abated after owner notification	60%	61%	60%	54.9%	58%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Percent of weed / junk work orders voluntarily abated after work order issued to contractor.	36%	29%	30%	20%	25%
Average time for weed orders to be completed by City contractors.	5 days	7 days	6 days	5 days	6 days
Average number of working days for clean up/ securing measures to be completed by City contractor.	4 days	3 days	4 days	6 days	4 days

Notes to Results Report:

Information provided is for calendar year 2011

POLICE DEPARTMENT

231 EMPLOYEES

CHIEF OF POLICE (1)

ADMINISTRATION (9)
Deputy Police Chief (1)
Captain (1)
Police Standards Administrator (1)
Administrative Technician IV (1)
Administrative Technician III (2)

Statistical Analysis Section (3)
Crime Analyst (1)
Crime Intelligence Analyst (1) –GRANT position
Drug Intelligence Analyst (1)

PATROL (129)
Major (1)
Administrative Technician III (1)

Shift I (39)
Captain (1)
Lieutenants (3)
Sgt./MPO/Police Officers (26)
Police Officers (9) PSST

Shift II (42)
Captain (1)
Lieutenants (3)
Lieutenant (1) PSST
Sgt./MPO/ Police Officers (28)
Police Officers (9) PSST

Shift III (38)
Captain (1)
Lieutenants (3)
Lieutenant (1) PSST
Sgt./MPO/ Police Officers (25)
Police Officers (8) PSST

Community Services (2)
Lieutenant (1)
Sgt./MPO/Police Officer (1)

Traffic & Parking Enforcement (6)
Sgt./MPO/Police Officers (2)
Parking Service Officers (4)

CRIMINAL INVESTIGATIONS (30)
Captain (1)
Administrative Technician III (1)
Lieutenants (2)
Detectives – MPO/Sgt. (16)
Detectives – MPO (7) PSST

Forensic Services Section (3)
Forensic Technician (1)
Property Custody Officer (2)

SPECIAL INVESTIGATIONS (12)
Captain (1)
Lieutenant (1)
MPO/ Detectives (8)
MPO/Detective (2) PSST

STAFF SERVICES (15)
Major (1)
Captain (1)
Lieutenant (1)
Sgt./Master Police Officer (2)
Administrative Technician III (1)
Administrative Technician II (1)

Records
Records Clerks (8)

ANIMAL WELFARE (10)
Administrative Tech. II (1)
Animal Control Officer Supv. (1)
Animal Control Officers (5)
Kennel Attendant (1)
PT Kennel Attendant (1)
Pet Adoption Coordinator (1)

EMERGENCY COMMUNICATIONS (25)
Communication Systems Mngr. (1)
Communication/Records Supervisor (5)
Communications System Tech (1)
Communications Officers (15)
PT Call Takers (3)

* In FYE 2013 there will be 37 Police positions associated with the 7-year Public Safety Sales Tax (PSST) that was approved on May 13, 2008

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	168	190	190	190	190
Part-time Positions	1	4	4	4	4
Total Budgeted Positions	169	194	194	194	194

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	13,971,969	16,173,416	16,173,416	16,681,342	16,648,122
Supplies & Materials	632,741	837,032	861,263	824,060	859,857
Services & Maintenance	672,481	834,622	849,013	831,376	854,475
Internal Services	751,469	841,160	841,160	862,459	793,519
Capital Equipment	595,483	676,320	989,109	989,109	879,808
Subtotal	16,624,143	19,362,550	19,713,961	20,188,346	20,035,781
Capital Projects	0	0	0	0	0
Cost Allocations	0	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	16,624,143	19,362,550	19,713,961	20,188,346	20,035,781

DIVISION SUMMARY

010-6010 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	5	5	5	5	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	10

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	578,838	519,902	519,902	536,466	937,564
Supplies & Materials	5,498	9,718	10,681	10,036	9,230
Services & Maintenance	95,618	113,324	114,443	107,442	116,877
Internal Services	42,547	49,553	49,553	52,045	54,951
Capital Equipment	23,741	0	0	0	1,800
Subtotal	746,242	692,497	694,579	705,989	1,120,422
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	746,242	692,497	694,579	705,989	1,120,422

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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	$185	$192	$192	$197

DIVISION SUMMARY

010-6070 ANIMAL WELFARE

MISSION:

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

DESCRIPTION:

Animal Welfare Division consists of an Animal Welfare Supervisor, 5 Animal Welfare officers, an Administrative Technician, a kennel attendant, a part-time kennel attendant, and a pet adoption coordinator. Employees are on duty seven days a week and on call 24 hours a day.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	9	9	9	9	9
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	502,441	570,697	570,697	587,507	585,777
Supplies & Materials	91,715	124,150	128,776	121,249	130,210
Services & Maintenance	48,763	61,276	70,052	63,383	61,526
Internal Services	63,259	53,979	53,979	62,346	53,627
Capital Equipment	1,569	65,580	130,268	130,268	57,527
Subtotal	707,747	875,682	953,772	964,753	888,667
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	707,747	875,682	953,772	964,753	888,667

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Continue spay/neuter on all adopted animals.
- Monthly off-site adoption events.
- Microchip every adopted animal.
- Increase pet licensing compliance

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Spay / neuter of adopted animals	100%	100%	100%	100%	100%
Off-site adoption events	12	14	14	14	12
Microchip all adopted animals	100%	100%	100%	100%	100%
Increase the number of pet licenses sold	2,250	2,444	4,000	3,750	5,500

DIVISION SUMMARY

010-6021 CRIMINAL INVESTIGATIONS

MISSION:

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

DESCRIPTION:

The Criminal 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	26	26	26	26	23
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	26	26	26	26	23

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	2,055,974	2,381,000	2,381,000	2,447,778	2,193,975
Supplies & Materials	43,403	43,115	48,417	60,805	56,845
Services & Maintenance	33,032	43,881	43,962	43,962	43,881
Internal Services	56,792	66,336	66,336	63,402	66,386
Capital Equipment	149,333	14,400	13,266	13,266	5,000
Subtotal	2,338,534	2,548,732	2,552,981	2,629,213	2,366,087
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,338,534	2,548,732	2,552,981	2,629,213	2,366,087

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Investigate crimes committed in the City of Norman for the purpose of identifying, arresting and prosecuting offenders.
- Review all offense reports to connect crimes and offenders.
- Analyze crime statistics to identify trends and coordinate proactive crime prevention responses.
- Build relationships with businesses, organizations and citizens.

OBJECTIVES:

- Maintain a division average arrest rate for assigned cases at or above 25% for calendar year 2012.
- Maintain a clearance rate of 50% or better on all cases assigned for follow-up investigation.
- 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.
- Decrease the number of cases not assigned out, with sufficient investigative merit, but inadequate personnel to cover assignments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Average arrest rate for assigned cases	23.5%	25.4%	>25%	25%	>25%
Clearance rate for assigned cases (codes 11 plus 13; minus 12s)	66.0%	68.6%	>50%	50%	>50%
Percent of cases open beyond 30 days	27.65%	30.9%	<35%	35%	<35%
Decrease cases with no follow-up	140	127	<250	100	<100

DIVISION SUMMARY

010-6039 EMERGENCY COMMUNICATIONS

MISSION:

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

DESCRIPTION:

The Communications Division 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	0	22	22	22	22
Part-time Positions	0	3	3	3	3
Total Budgeted Positions	0	25	25	25	25

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	54,034	1,630,330	1,630,330	1,677,197	1,673,455
Supplies & Materials	0	22,651	26,627	26,841	22,702
Services & Maintenance	0	105,370	105,907	105,907	105,370
Internal Services	0	25,111	25,111	25,150	26,588
Capital Equipment	0	8,780	169,668	169,668	104,600
Subtotal	54,034	1,792,242	1,957,643	2,004,763	1,932,715
Capital Projects	0	0	0	0	0
Cost Allocations	0	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	54,034	1,792,242	1,957,643	2,004,763	1,932,715

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Complete rebanding effort by mid-year 2013.
- 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 educations 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.
- Establish procedures with new recorder to better score and track quality.
- 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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Rebanding radio effort	5%	70%	100%	85%	100%
Improve EMD QA scores	n/a	n/a	operational	n/a	Operational
Conduct more training classes internally and provide better quality control	n/a	n/a	operational	n/a	Operational
Increase shift minimum / call-takers	50%	n/a	30%	40%	80%
Quality assurance for police	0	0	50%	30%	50%

Notes to Results Report:

Goals 2 and 3 are operational. Goal 5 is also operational; however, the tracking of the objectives can be measured at this time.

EMD QA – Emergency Medical Dispatcher Quality Assurance

DIVISION SUMMARY

010-6022 PATROL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	100	100	100	100	101
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	100	100	100	100	101

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	8,658,319	8,648,017	8,648,017	8,947,510	9,040,031
Supplies & Materials	377,598	501,174	503,479	456,793	497,597
Services & Maintenance	124,127	122,902	124,318	124,318	121,452
Internal Services	471,415	518,131	518,131	526,527	458,140
Capital Equipment	375,007	510,535	586,158	586,158	580,374
Subtotal	10,006,466	10,300,759	10,380,103	10,641,306	10,697,594
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	10,006,466	10,300,759	10,380,103	10,641,306	10,697,594

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Increase partnerships in the community.
- Proactive problem solving efforts.
- Public safety education.

OBJECTIVES:

- Develop new and expand current programs that assist in the building of partnerships and educating the community.
- Implementation of the Problem Oriented Policing concept.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement and public education.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Develop new crime prevention programs through partnership building	0	2	>2	3	3
Problem oriented policing training for all commissioned officers	0	0	50%	50%	100%
Increase traffic citations and warnings	n/a	n/a	n/a	n/a	5% increase

DIVISION SUMMARY

010-6030 SPECIAL INVESTIGATIONS

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

DESCRIPTION:
The Special Investigations Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations of drug, vice, or property crimes. In some cases, the Division may provide support through advice, equipment, or undercover operatives. Traditionally, however, the Division primarily investigates drug-related offenses. Investigators develop cases by means of criminal intelligence, which the Division collects, organizes, and evaluates.

PERSONNEL:

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	863,981	1,087,606	1,087,606	1,112,269	1,024,115
Supplies & Materials	48,000	51,894	52,699	57,598	51,477
Services & Maintenance	30,956	34,238	33,675	33,675	34,238
Internal Services	60,584	63,940	63,940	69,617	67,091
Capital Equipment	27,424	19,800	17,742	17,742	59,407
Subtotal	1,030,945	1,257,478	1,255,662	1,290,901	1,236,328
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,030,945	1,257,478	1,255,662	1,290,901	1,236,328

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- To educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- To create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- To improve and maintain the Narcotics Division's investigative capabilities in the areas of 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 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	642	469	1,000	800	1,000
Number of cases investigated	39	66	70*	75	70*
Number of presentations / press releases	35	35	25	25	25
Number of hours in specialized training	240	240	240	240	240

Notes to Results Report:
*working longer term cases to identify higher level offenders

DIVISION SUMMARY

010-6015 STAFF SERVICES

MISSION:

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

DESCRIPTION:

The Staff Services Division consists of two sections: the Records Section and the Personnel and Training Section.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	17	17	17	17	15
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	17	17	17	15

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,258,382	1,335,864	1,335,864	1,372,615	1,193,205
Supplies & Materials	66,527	84,330	90,584	90,738	91,796
Services & Maintenance	339,985	353,631	356,656	352,689	371,131
Internal Services	56,872	64,110	64,110	63,372	66,736
Capital Equipment	18,409	57,225	72,007	72,007	71,100
Subtotal	1,740,175	1,895,160	1,919,221	1,951,421	1,793,968
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,740,175	1,895,160	1,919,221	1,951,421	1,793,968

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF 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

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:

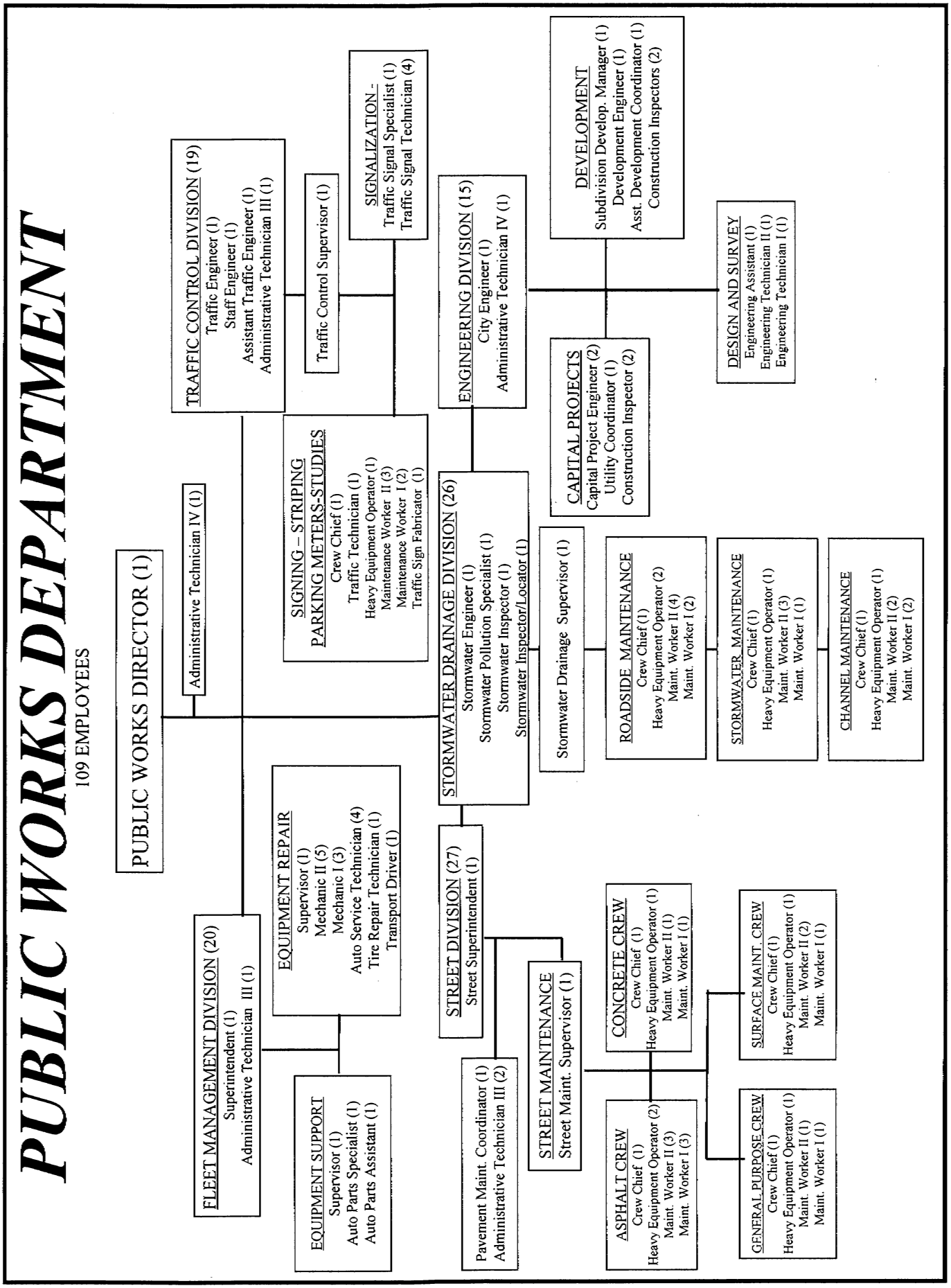
	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	n/a	.05%	1% or <	1% or <	1% or <
Clerks receiving customer service training	n/a	100%	100%	100%	100%
Clerks receiving career development training	n/a	0%	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	24	25	32	32	32
Number of outside courses hosted by training section	2	6	4	4	4
Number of officers qualified on CLEET firearms course prior to June 30	94%	100%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	71%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	0	2	2	2	2
Percentage of applicants contacted by the recruiter within two weeks of testing	n/a	100%	100%	100%	100%

Notes to Results Report:
Chronic personnel shortage prevented accomplishment of clerk professional development training. Statistical Analysis Section relocated under of Office of Professional Standards February 2012. Thus the listed goals/objectives previously listed for that section are moot: 1) produce timely, accurate reports, including required and requested data; and 2) manage/audit RMS and provide user training as needed.

NPD – Norman Police Department
N/A = Not available

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	106	106	106	106	106
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	106	106	106	106	106

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	7,355,536	7,627,004	7,699,379	7,768,520	7,954,430
Supplies & Materials	3,832,638	4,632,705	4,615,093	4,576,899	4,705,554
Services & Maintenance	1,773,538	1,655,501	2,106,303	2,067,651	1,964,433
Internal Services	674,687	727,004	727,204	728,452	763,987
Capital Equipment	399,647	1,584,926	1,895,472	1,895,472	1,020,292
Subtotal	14,036,046	16,227,140	17,043,451	17,036,994	16,408,696
Capital Projects	0	0	0	0	0
Cost Allocations	0	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	14,036,046	16,227,140	17,043,451	17,036,994	16,408,696

DIVISION SUMMARY

010-5001 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	217,155	223,490	223,490	229,536	231,995
Supplies & Materials	5,467	4,600	7,774	7,774	4,600
Services & Maintenance	13,570	21,886	21,559	19,843	22,045
Internal Services	14,195	15,526	15,526	14,982	16,129
Capital Equipment	0	0	0	0	0
Subtotal	250,387	265,502	268,349	272,135	274,769
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	250,387	265,502	268,349	272,135	274,769

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 (60th Avenue NW), Robinson Street Underpass, Downtown Streetscape, and Legacy Trail.
- Continue the process of compliance with EPA and ODEQ Phase II Storm Water regulations by fulfilling the requirements of the NPDES permit and educate the community on the new regulations.
- Reduce traffic congestion/delay by monitoring and upgrading current Traffic Signal Timing Program, capital projects and other pro-active traffic system improvements.
- Retain the City beautification program started as a litter control program including a right-of-way mowing and edging program through contract services and enhanced street sweeping operations.
- Enhance City's storm water management and flood control programs through the successful completion of the Storm Water Master Plan.
- Assist the community in its desire to improve appearance and appeal of the University of Oklahoma including the development of a citywide Wayfinding Program.
- Develop the City's first comprehensive Transportation Plan "Moving Forward".
- Assist in the June 2012 G.O. Bond election for Transportation/Storm Water Projects and, if approved, begin implementation of program.
- Enhance Compressed Natural Gas (CNG) Fueling Program with marketing and interlocal agreements.
- Complete a Fleet System Management Analysis to address efficiency and budget issues.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	n/a	20%	45%	40%	70%
NPDES permit compliance	Yes	Yes	100%	100%	100%
Implement Storm Water Master Plan	2%	5%	10%	10%	35%
Number of labor hours spent on litter control*	6,500	0	0	0	0

PERFORMANCE MEASUREMENTS - RESULTS REPORT: (continued)

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
Development of Traffic Congestion Mitigation Plan	2%	5%	10%	15%	35%
Completion of 2010 Street Bond Program	5%	20%	40%	40%	60%
Completion of comprehensive Transportation Plan	n/a	0%	5%	5%	90%
Completion of Wayfinding Plan	n/a	0%	20%	20%	100%

Notes to Results Report:

*Litter Control Program suspended in FYE 11 and FYE 12 due to budget conditions; however, this program will be reinstated in FYE 13

NPDES – National Pollutant Discharge Elimination System
EPA – Environmental Protection Agency
ODEQ – Oklahoma Department of Environmental Quality
G.O. – General Obligation

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,093,299	994,031	994,031	1,029,808	1,019,934
Supplies & Materials	32,626	27,357	34,526	36,715	26,725
Services & Maintenance	33,106	54,543	48,166	48,125	52,719
Internal Services	44,410	51,502	51,502	47,788	53,796
Capital Equipment	9,087	32,515	34,357	34,357	66,782
Subtotal	1,212,528	1,159,948	1,162,582	1,196,793	1,219,956
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,212,528	1,159,948	1,162,582	1,196,793	1,219,956

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	100%	100%	80%	100%	80%
Complete projects on time, 75% of the time	100%	100%	75%	100%	75%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	95%	95%	90%	95%	90%
Addresses will be assigned within 5 working days, 70% of the time	100%	100%	70%	100%	70%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	70%	100%	70%
Public requests for information will be provided within 2 hours, 70% of the time	99.8%	99.8%	70%	100%	70%
Will inspect all active projects once a day, 90% of the time	100%	100%	90%	100%	90%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	100%	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	90%	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. Fleet uses a computer program, Faster Asset Solutions, which tracks mechanic productivity, repair types, work orders, parts issued, inventory, diesel fuel, unleaded fuel, compressed natural gas fuel and equipment replacement needs.

DESCRIPTION:

There are 20 employees within the Fleet Management Administration and Repair Divisions. We provide the administrative, logistical and mechanical support to all other City departments who operate City owned equipment/vehicles. Fleet staff is responsible for establishing budget figures for the coming fiscal year with regards to the internal fuel and parts accounts. Fleet Management staff establishes capital funds for vehicle/equipment purchases. The division completes the drafting and awarding of bids relating to the acquisition of new equipment and vehicles.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	175,396	186,106	186,106	191,246	196,062
Supplies & Materials	21,027	21,439	20,004	19,996	21,426
Services & Maintenance	50,734	69,045	73,354	57,632	62,454
Internal Services	1,649	2,314	2,514	2,874	3,081
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	248,806	280,704	283,778	273,548	283,023
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	248,806	280,704	283,778	273,548	283,023

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

- Provide support services to all City divisions.
- Right-size the organization for long term sustainability.
- Fuel management and regulatory compliance.
- Pilot/demo/evaluate new vehicle and equipment technologies.
- Create a department culture that fosters and promotes teamwork.
- Create a department culture that fosters and promotes teamwork.

OBJECTIVES:

- Increase the awareness of City's personnel in the need to support the preventative maintenance service program for vehicles/equipment so that safety standards are continually met, liabilities are reduced and an overall reduction in maintenance costs can be achieved.
- Purchase vehicles and equipment following the guidelines of the City's Alternative Fuel Program.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete, under-utilized equipment and vehicles from inventory.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Preventative maintenance program:					
(missed services)	88	65	72	72	70
(completed services)	958	928	900	867	900
Capital Equipment/Vehicle - Outlay	$1,859,659	$2,027,591	$3.9 mil	$3.9 mil	$5.5 mil
Sanitation Fund outlay only	$1,629,122	$842,861	$1.2 mil	$1.2 mil	$1.2 mil
Vehicle Replacement Report:					
No. of requests for replacement	69	52	82	82	70
No. of requests approved for replacement	37	41	53	53	50
No. of requests deferred for replacement	32	11	29	29	20
Fuel Report:					
Diesel / gallons dispensed	339,875	340,732	340,000	342,500	316,176
Unleaded gasoline / gallons dispensed	313,952	252,798	260,000	279,000	255,844
Compressed natural gas / gallons dispensed	12,007	25,883	28,000	28,066	29,000
Compressed natural gas sold to public:					
Gallons	n/a	n/a	18,000	18,000	48,000
Dollars	n/a	n/a	$26,082	$26,082	$70,000

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	2,492,811	2,986,872	3,005,903	3,005,903	3,042,160
Services & Maintenance	161,049	197,383	301,557	302,206	287,597
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	2,653,860	3,184,255	3,307,460	3,308,109	3,329,757
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,653,860	3,184,255	3,307,460	3,308,109	3,329,757

DIVISION SUMMARY

010-5071 FLEET REPAIR SERVICES

MISSION:

The mission of Fleet Repair is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other automotive-related equipment are available, dependable, and safe to operate.

DESCRIPTION:

The Fleet Repair Division has maintained the Automotive Service of Excellence (ASE) Certified Blue Seal program certification since 2008. Employees are responsible for maintaining and repairing over 800 pieces of equipment and vehicles, ordering, inventorying and issuing parts and outside repair orders, and tracking warranty; going "on-site" to fix or replace flats; and transporting large equipment to job sites for any City division. The Division also provides an "on-call" technician available anytime the shop is not open to provide wrecker and repair service for any type vehicle/equipment.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,148,889	1,155,557	1,155,557	1,190,073	1,191,021
Supplies & Materials	50,168	65,731	66,929	67,180	64,132
Services & Maintenance	14,529	15,183	16,417	16,417	40,983
Internal Services	100,377	79,332	79,332	79,332	37,245
Capital Equipment	6,284	19,000	148,039	148,039	187,860
Subtotal	1,320,247	1,334,803	1,466,274	1,501,041	1,521,241
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,320,247	1,334,803	1,466,274	1,501,041	1,521,241

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES

GOALS:

- Provide safe and reliable repairs to all internal divisions.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-hours for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 75% of repairs in 24 hours and 25% of repairs in 48 hours.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Number of CNG vehicles	16	23	28	33	38
Yearly productive average (national standard average is 70%)	80.9%	81.5%	80%	80%	80%
Benchmark repair standards average compared to industrial standards	-0.10%	-0.13%	0.00%	-0.15%	-0.10%
Preventive services completed	958	928	900	867	900
Work orders completed	5,762	5,458	5,500	4,905	6,000
Work order requests completed in 24 hours	3,636	3,491	3,500	3,024	4,000
Work order requests completed in 48 hours	538	503	550	501	600
Yearly field service repairs	637	611	615	425	650

Notes to Results Report:

ASE – Automotive Service Excellence
CNG – Compressed Natural Gas

DIVISION SUMMARY

010-5022 STORM WATER DIVISION

MISSION:

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

DESCRIPTION:

- Provide for the management, maintenance of drainage systems for flood control purposes.
- Respond to citizen requests.
- Perform erosion control and removal of obstructions from drainage ways.
- Maintenance of approximately 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	24	25	25	25	26
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	25	25	25	26

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,539,193	1,636,595	1,708,970	1,657,026	1,861,578
Supplies & Materials	292,665	445,977	438,480	406,055	432,039
Services & Maintenance	182,160	220,097	410,419	409,437	376,941
Internal Services	153,646	168,886	168,886	162,225	255,277
Capital Equipment	4,617	752,455	752,455	752,455	546,350
Subtotal	2,172,281	3,224,010	3,479,210	3,387,198	3,472,185
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	2,172,281	3,224,010	3,479,210	3,387,198	3,472,185

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.
- Manage storm water conveyance channel systems.
- Weather related response.
- Maintain clean streets and storm water runoff by sweeping of curb and gutter streets.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Mechanically sweep 500 curb miles per month	69%	75%	75%	80%	75%
Inspect and clean 100% of the urban drainage inlets three times per year	40%	40%	50%	30%	50%
Mow 15 miles of urban right-of-way, eight (8) times per year	85%	85%	90%	90%	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	66%	80%	90%	90%	90%
Apply chemical vegetative control to 100 urban/rural ROW-miles, one (1) time per year	14%	35%	50%	35%	50%
Permit all earth disturbing operations over 1 acre in size	100%	100%	90%	90%	90%
Perform erosion control inspections of permitted sites within 30 days	100%	100%	100%	100%	100%
Respond to storm water pollution complaints with 24 hours of the time	90%	90%	90%	95%	90%
Inspect City facilities identified as potential storm water pollution sources	50%	50%	50%	75%	50%

Notes to Results Report:

ROW – Right-of-Way

DIVISION SUMMARY

010-5021 STREETS DIVISION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	28	28	28	28	27
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	28	28	28	28	27

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,886,106	2,032,312	2,032,312	2,032,110	2,023,323
Supplies & Materials	744,764	838,804	751,911	746,937	875,726
Services & Maintenance	414,826	61,174	151,231	150,195	62,964
Internal Services	292,305	328,358	328,358	348,056	311,903
Capital Equipment	121,946	538,400	539,743	539,743	114,500
Subtotal	3,459,947	3,799,048	3,803,555	3,817,041	3,388,416
Division Total	3,459,947	3,799,048	3,803,555	3,817,041	3,388,416

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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%	95%	95%
Overlay / pave 10 lane-miles per year	92%	100%	95%	100%	95%
Replace 1,160 square yards of concrete pavement panels	100%	100%	100%	100%	100%
Grade all unpaved alleys two (2) times per year	23%	25%	50%	20%	50%
Grade all unpaved public roads eight (8) times a year	100%	100%	100%	100%	100%

DIVISION SUMMARY

010-5023 TRAFFIC CONTROL

MISSION:

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

DESCRIPTION:

The Traffic Control Division operates and maintains 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,295,498	1,398,913	1,398,913	1,438,721	1,430,517
Supplies & Materials	193,110	241,925	289,566	286,339	238,746
Services & Maintenance	903,564	1,016,190	1,083,600	1,063,796	1,058,729
Internal Services	68,105	81,086	81,086	73,195	86,556
Capital Equipment	257,713	240,756	419,078	419,078	104,800
Subtotal	2,717,990	2,978,870	3,272,243	3,281,129	2,919,348
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,717,990	2,978,870	3,272,243	3,281,129	2,919,348

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAFFIC CONTROL

GOALS:

- Provide a transportation system that allows the safe, orderly and predictable movement of all traffic, motorized and non-motorized.
- Provide and maintain the control, guidance and warning devices necessary for the efficient movement of people and goods.
- Respond to citizen requests in a courteous, timely and efficient manner.
- Provide prompt assistance to other City Departments and Divisions.
- Ensure employee safety.

OBJECTIVES:

- Investigate traffic problems reported by the public in a timely manner.
- Complete traffic studies in a timely manner.
- Review plans in a timely manner.
- Maintain high quality pavement markings on roadways with more than 1,000 vehicles per day on average. Stripe high traffic volume roadways (with more than 10,000 vehicles per day) utilizing thermoplastic which is re-striped every 4 to 6 years depending on wear. All other roadways with more than 1,000 vehicles per day are striped annually utilizing waterborne paint.
- Respond to damaged traffic control signs in a timely manner.
- Respond to traffic signal malfunctions in a timely manner.
- Perform preventive maintenance on all traffic signal and parking meter equipment.
- Provide a safe working environment for all employees.
- Maintain traffic signal timing plans for coordination of urban arterials on closed loop systems.
- Respond to neighborhood requests for traffic calming projects.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%

PERFORMANCE MEASUREMENTS - RESULTS REPORT: Continued

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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 instal-lations/ day (2-person crew)	5	4 to 6 instal-lations/ day (2-person crew)
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%
Response to reports on high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	100%	100%	99% high priority - 90% other signs	100%	99% high priority - 90% other signs
Percent of work hours lost due to on-the-job injuries	.00%	.02%	<.01%	<.01%	<.01%
Response to reports on traffic signal malfunctions within one hour	100%	100%	100%	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	181	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	181	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	181	0	0	0	0

DIVISION SUMMARY

010-1086 CHILDREN'S RIGHTS COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	276	276	276	276
Internal Services	0	0	0	0	0
Capital Equipment	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	425	425	425	425
Services & Maintenance	24,948	24,949	24,949	24,949	24,949
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	24,948	25,374	25,374	25,374	25,374
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	24,948	25,374	25,374	25,374	25,374

DIVISION SUMMARY

010-1091 EMPLOYEE TRAINING / DEVELOPMENT

MISSION:

To provide educational and training programs for all employees to enhance job skills and increase their opportunities for advancement.

DESCRIPTION:

The Employee Training and Development Program is used to provide various training programs for all City employees. This includes supervisory training as well as skills training for clerical employees.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	7,629	9,650	9,796	9,796	9,650
Services & Maintenance	11,266	8,526	8,038	8,038	8,526
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	18,895	18,176	17,834	17,834	18,176
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	18,895	18,176	17,834	17,834	18,176

DIVISION SUMMARY

010-7081 FIREHOUSE ART CENTER

MISSION:

The mission of the Firehouse Art Center is to serve as a vehicle for the visual arts to the citizens of Norman.

DESCRIPTION:

The Firehouse Art Center is a building owned and maintained by the City of Norman for the purpose of promoting and providing an opportunity for the visual arts to the citizens of Norman. The Firehouse Art Center, Inc. manages the day-to-day operations of the Firehouse. The City of Norman is currently providing funding for the utilities and a contribution to help allow continued operation of the center.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	57,963	59,833	59,833	71,685	93,716
Internal Services	6,154	5,170	5,170	6,015	6,528
Capital Equipment	0	0	0	0	0
Subtotal	64,117	65,003	65,003	77,700	100,244
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	64,117	65,003	65,003	77,700	100,244

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	300	300	300	300
Services & Maintenance	0	200	200	200	200
Internal Services	0	0	0	0	0
Capital Equipment	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,108	2,684	2,684	2,684	2,684
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,108	2,684	2,684	2,684	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	1,108	2,684	2,684	2,684	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	34,788	35,720	35,720	36,642	39,443
Internal Services	1,665	1,346	1,346	1,903	1,791
Capital Equipment	0	0	0	0	0
Subtotal	36,453	37,066	37,066	38,545	41,234
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	36,453	37,066	37,066	38,545	41,234

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	3,893	5,640	5,640	5,640	5,640
Services & Maintenance	20,000	21,500	21,500	21,500	21,500
Internal Services	9,855	12,604	12,604	7,329	6,558
Capital Equipment	0	0	0	0	0
Subtotal	33,748	39,744	39,744	34,469	33,698
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	33,748	39,744	39,744	34,469	33,698

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	310	310	310	310
Internal Services	0	0	0	0	0
Capital Equipment	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Rainy Day Fund	0	120,000	1,500,000	1,500,000	0
Recreation	1,120,649	0	0	0	0
Emergency Communications	1,389,750	0	0	0	0
Seizures and Restitution Fund	89,048	0	0	0	0
Westwood Fund	64,899	46,822	46,822	85,546	97,623
Water Fund	1,088	0	0	0	0
Wastewater Excise Fund	0	0	0	0	0
Capital Project Fund	25,178	0	0	0	0
CDBG Fund	44,358	0	0	0	0
Insurance Fund	0	0	16,486	0	0
Subtotal	2,734,970	166,822	1,563,308	1,585,546	97,623
Division Total	2,734,970	166,822	1,563,308	1,585,546	97,623

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	4,150	8,827	8,827	8,827	8,827
Supplies & Materials	623	1,390	1,924	1,924	1,390
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	4,773	10,217	10,751	10,751	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	4,773	10,217	10,751	10,751	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	45,385	58,000	60,000	60,000	59,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	45,385	58,000	60,000	60,000	59,000
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	45,385	58,000	60,000	60,000	59,000

DIVISION SUMMARY

010-2080 NORMAN PUBLIC LIBRARY

MISSION:

Pursuant to a contract with the Norman Public Library entered into on July 24, 1962, the City has agreed to provide building maintenance and custodial services for the Norman branch of the Pioneer Library System.

DESCRIPTION:

The Building Maintenance Division of the City Clerk's Department performs preventive maintenance programs to reduce repairs and provides quality custodial service to the Norman Public Library.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	113,216	149,708	149,765	120,638	281,258
Internal Services	121,308	122,276	122,276	117,496	112,898
Capital Equipment	0	0	0	0	0
Subtotal	234,524	271,984	272,041	238,134	394,156
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	234,524	271,984	272,041	238,134	394,156

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	231	686	686	686	686
Services & Maintenance	0	106	106	106	106
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	231	792	792	792	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	231	792	792	792	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	5	150	150	150	100
Services & Maintenance	1,437	207	250	250	257
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,442	357	400	400	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	1,442	357	400	400	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 is also made available to morning Amtrak passengers.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	5,950	7,433	7,433	7,296	8,476
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	5,950	7,433	7,433	7,296	8,476
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	5,950	7,433	7,433	7,296	8,476

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	116,052	112,500	121,000	121,000	150,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	116,052	112,500	121,000	121,000	150,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	116,052	112,500	121,000	121,000	150,000

DIVISION SUMMARY

010-7083 SOONER THEATRE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	70,667	71,900	71,900	76,880	91,446
Internal Services	5,945	5,966	5,966	5,335	5,920
Capital Equipment	0	0	0	0	0
Subtotal	76,612	77,866	77,866	82,215	97,366
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	76,612	77,866	77,866	82,215	97,366

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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

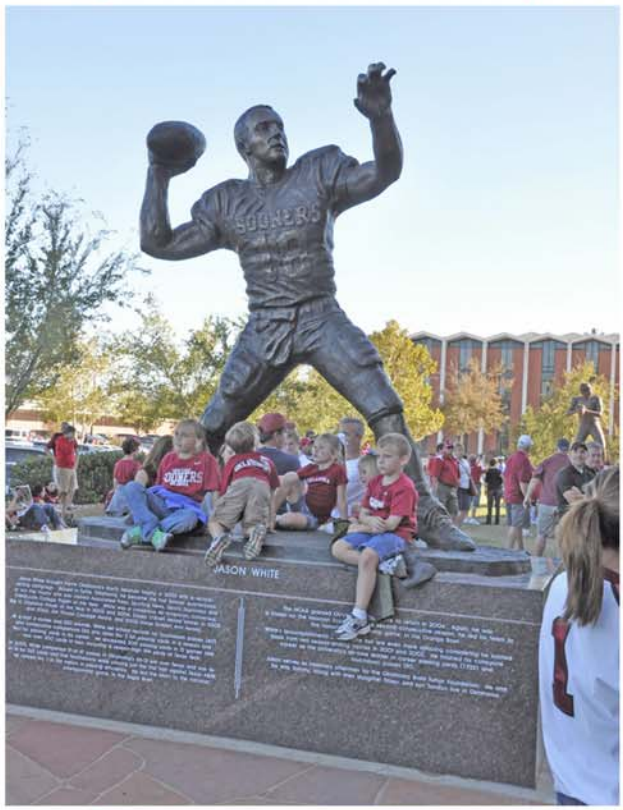
EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	4,000	5,000	5,000	5,000	125,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	4,000	5,000	5,000	5,000	125,000
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	4,000	5,000	5,000	5,000	125,000

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

Sam Bradford 2008

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	13,629	12,000	12,000	12,000	12,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	13,629	12,000	12,000	12,000	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	13,629	12,000	12,000	12,000	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	20,454	31,005	31,005	31,005	30,705
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	20,454	31,005	31,005	31,005	30,705
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	35	0	0	0	0
Subtotal	35	0	0	0	0
Fund Total	20,489	31,005	31,005	31,005	30,705

DIVISION SUMMARY

026-2111 COURT CLEET TRAINING

MISSION:

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

DESCRIPTION:

Disbursement of CLEET funds for court and prosecution training.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,490	2,000	2,000	2,000	1,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	1,490	2,000	2,000	2,000	1,700
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	1,490	2,000	2,000	2,000	1,700

DIVISION SUMMARY

026-6034 POLICE CLEET TRAINING

MISSION:

Established to account for revenue derived by provision of state law to be utilized for law enforcement education and training.

DESCRIPTION:

To provide law enforcement education and training, where appropriate.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	18,964	29,005	29,005	29,005	29,005
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	18,964	29,005	29,005	29,005	29,005
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	18,964	29,005	29,005	29,005	29,005

FUND SUMMARY

TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)

MISSION:

The mission of the Community Development Fund is to account for the resources allocated to the Community Development Block Grant (CDBG) and related federal and state programs. Projects included in the grants must meet the criteria of activities that either primarily benefit low-to-moderate income persons, or prevent or eliminate slums or blight.

DESCRIPTION:

The Community Development Fund is a special revenue fund established to account for resources from a variety of federal programs funded by the Department of Housing & Urban Development. The fund activities include preparation and submission of grants, implementation and management of projects, monitoring of activities, and record keeping and reporting. Fund divisions reflect multi-year funding as well as different grant programs.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Community Development	762,405	759,779	1,598,592	1,613,765	738,884
HOME	586,846	527,597	809,166	809,166	368,420
Emergency Shelter	214,983	0	102,517	102,517	0
Kingsgate Property	65,885	0	0	0	0
Neighborhood Stabilization	134,506	0	0	0	0
CDBG-R	0	0	0	0	0
SHPRP ARRA Grant	254,492	0	187,327	187,327	0
Audit Adjust/Encumbrances	(62,438)	0	0	0	0
Fund Total	1,956,679	1,287,376	2,697,602	2,712,775	1,107,304

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of social services units of service provided	95,261	56,809	50,000	165,417	50,000
Number of households assisted through housing programs	90	100	85	91	90
Awarded contract amounts for homeless Programs	$772,849	$386,816	$300,000	$361,746	$300,000
Funding application amounts submitted (not including CDBG and HOME)	$1,024,995	$494,623	$500,000	$511,746	$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 11

CDBG – Community Development Block Grant

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 is combined with the General Fund instead of classified as a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	22	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	22	0	0	0	0

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,533,061	0	0	0	0
Supplies & Materials	14,294	0	0	0	0
Services & Maintenance	84,159	0	0	0	0
Internal Services	17,795	0	0	0	0
Capital Equipment	58,806	0	0	0	0
Subtotal	1,708,115	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
Audit Adjust/Encumbrances	53,281				
Subtotal	53,281	0	0	0	0
Fund Total	1,761,396	0	0	0	0

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Community Park Improve	10,408	35,000	226,540	191,540	0
Neighborhood Park Improve	10,203	0	4,150	4,150	115,000
Interfund Transfers	35,000	0	0	0	0
Audit Adjust/Encumbrances	(123)	0	0	0	0
Fund Total	55,488	35,000	230,690	195,690	115,000

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 is 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	45	65	65	50	67
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	45	65	65	50	67

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	3,264,408	5,107,921	5,092,736	4,203,528	5,563,377
Supplies & Materials	162,562	249,976	245,224	209,444	242,904
Services & Maintenance	55,344	142,978	183,428	179,467	152,912
Internal Services	17,379	51,444	51,444	66,836	93,772
Capital Equipment	1,100,095	456,945	984,989	984,989	3,558,065
Subtotal	4,599,788	6,009,264	6,557,821	5,644,264	9,611,030
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,990,400	1,003,500	1,003,500	1,003,500	1,127,450
Audit Adjust/Encumbrances	37,960				
Subtotal	3,028,360	1,003,500	1,003,500	1,003,500	1,127,450
Division Total	7,628,148	7,012,764	7,561,321	6,647,764	10,738,480

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	15	30	30	15	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	15	30	30	15	30

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	994,425	2,346,275	2,345,235	1,361,962	2,488,407
Supplies & Materials	15,492	46,613	46,313	44,713	68,987
Services & Maintenance	8,440	46,828	56,743	52,782	59,569
Internal Services	486	13,541	13,541	8,541	23,757
Capital Equipment	703,869	166,570	609,053	609,053	1,105,715
Subtotal	1,722,712	2,619,827	3,070,885	2,077,051	3,746,435
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,990,400	1,003,500	1,003,500	1,003,500	0
Subtotal	2,990,400	1,003,500	1,003,500	1,003,500	0
Division Total	4,713,112	3,623,327	4,074,385	3,080,551	3,746,435

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	15	30	30	15	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	15	30	30	15	30

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	994,425	2,346,275	2,345,235	1,361,962	2,488,407
Supplies & Materials	15,492	46,613	46,313	44,713	68,987
Services & Maintenance	8,440	46,828	56,743	52,782	59,569
Internal Services	486	13,541	13,541	8,541	23,757
Capital Equipment	703,869	166,570	609,053	609,053	1,105,715
Subtotal	1,722,712	2,619,827	3,070,885	2,077,051	3,746,435
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	2,990,400	1,003,500	1,003,500	1,003,500	0
Subtotal	2,990,400	1,003,500	1,003,500	1,003,500	0
Division Total	4,713,112	3,623,327	4,074,385	3,080,551	3,746,435

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	399	622	450	575	500
Emergency medical calls answered	7,305	7,832	7,700	7,800	7,800
Average response time (urban area)	5.88 minutes	5.58 minutes	4.85 minutes	5.50 minutes	5 minutes
Fire loss per capita	$38.31	$60.74	$28.00	$30.00	$28.00
Ratio to national per capita loss	90%	106%	80%	85%	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	30	35	35	35	37
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	35	35	35	37

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	2,269,983	2,761,646	2,747,501	2,841,566	3,074,970
Supplies & Materials	147,070	203,363	198,911	164,731	173,917
Services & Maintenance	46,904	96,150	126,685	126,685	93,343
Internal Services	16,894	37,903	37,903	58,295	70,015
Capital Equipment	396,224	290,375	375,936	375,936	2,452,350
Subtotal	2,877,075	3,389,437	3,486,936	3,567,213	5,864,595
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	1,127,450
Subtotal	0	0	0	0	1,127,450
Department Total	2,877,075	3,389,437	3,486,936	3,567,213	6,992,045

DIVISION SUMMARY

015-6121 CRIMINAL INVESTIGATIONS – Public Safety Sales Tax Fund

MISSION:

The Criminal 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 Criminal Investigations Division – Public Safety Sales Tax is funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

The Criminal 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	5	5	5	5	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	7

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	504,647	487,627	487,627	500,582	668,071
Supplies & Materials	3,979	4,642	4,872	3,920	3,594
Services & Maintenance	3,465	0	1,585	1,585	0
Internal Services	1,592	4,533	4,533	3,703	4,228
Capital Equipment	77,623	0	2,502	2,502	0
Subtotal	591,306	496,802	501,119	512,292	675,893
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	591,306	496,802	501,119	512,292	675,893

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Investigate crimes committed in the City of Norman for the purpose of identifying, arresting and prosecuting offenders.
- Review all offense reports to connect like crimes and offenders.
- Analyze crime statistics to identify trends and coordinate proactive crime prevention responses.
- Build relationships with businesses, organizations and citizens.

OBJECTIVES:

- Maintain a division average arrest rate for assigned cases at or above 25% for calendar year 2012.
- Maintain a clearance rate of 50% or better on all cases assigned for follow-up investigation.
- 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.
- Decrease the number of cases not assigned out, with sufficient investigative merit, but inadequate personnel to cover assignments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Average arrest rate for assigned cases	23.5%	25.4%	>25%	25%	>25%
Clearance rate for assigned cases (codes 11 plus 13; minus 12s)	66.0%	68.6%	>50%	50%	>50%
Percent of cases open beyond 30 days	27.65%	30.9%	<35%	35%	<35%
Decrease cases with no follow-up	140	127	>100	100	<100

DIVISION SUMMARY

015-6122 PATROL – Public Safety Sales Tax Fund

MISSION:

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

Beginning in FYE 11, the Patrol Bureau – Public Safety Sales Tax is funded through 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	23	28	28	28	28
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	23	28	28	28	28

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,555,681	2,047,224	2,033,190	2,109,939	2,176,488
Supplies & Materials	138,163	194,110	189,428	156,329	166,691
Services & Maintenance	40,183	80,790	108,671	108,671	77,983
Internal Services	15,136	32,042	32,042	52,682	63,645
Capital Equipment	276,785	290,375	340,231	340,231	122,350
Subtotal	2,025,948	2,644,541	2,703,562	2,767,852	2,607,157
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	2,025,948	2,644,541	2,703,562	2,767,852	2,607,157

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Increase partnerships in the community.
- Proactive problem solving efforts.
- Public safety education.

OBJECTIVES:

- Develop new and expand current programs that assist in the building of partnerships and educating the community.
- Implementation of the Problem Oriented Policing concept.
- Reduce motor vehicle accidents in the City of Norman by increased traffic enforcement and public education.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Develop new crime prevention programs through partnership building	0	2	>2	3	3
Problem oriented policing training for all commissioned officers	0	0	50%	50%	100%
Increase traffic citations and warnings	n/a	n/a	n/a	n/a	5% increase

DIVISION SUMMARY

015-6130 SPECIAL INVESTIGATIONS - Public Safety Sales Tax Fund

MISSION:

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

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

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	209,658	226,795	226,684	231,045	230,411
Supplies & Materials	4,928	4,611	4,611	4,482	3,632
Services & Maintenance	1,796	2,160	2,929	2,929	2,160
Internal Services	165	1,328	1,328	1,910	2,142
Capital Equipment	41,818	0	33,203	33,203	0
Subtotal	258,365	234,894	268,755	273,569	238,345
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	258,365	234,894	268,755	273,569	238,345

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- To respond to intelligence reports in a timely manner to determine merit and appropriately allocate resources.
- To educate the citizens of Norman about the health, safety, and property concerns associated with illegal use of narcotics, especially prescription drug abuse.
- To create partnerships to prohibit the diversion of legal drugs, specifically with medical professionals and pharmacists.
- To improve and maintain the Special Investigations 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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports received	642	469	1,000	800	1,000
Number of cases investigated	39	66	70*	75	70*
Number of presentations / press releases	35	35	25	25	25
Number of hours in specialized training	240	240	240	240	240

Note to Results Report:

*working longer term cases to identify higher level offenders

DIVISION SUMMARY

015-6115 STAFF SERVICES – Public Safety Sales Tax Fund

MISSION:

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

Beginning in FYE 11, the Staff Services Division – Public Safety Sales Tax is funded through Fund 015, Public Safety Sales Tax Fund.

DESCRIPTION:

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

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	1,460	13,200	13,500	13,500	13,200
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	2,330,000
Subtotal	1,460	13,200	13,500	13,500	2,343,200
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	1,127,450
Subtotal	0	0	0	0	1,127,450
Division Total	1,460	13,200	13,500	13,500	3,470,650

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF 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

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Limit identified data entry/clerical errors to 1% or less of totals	n/a	.05	1% or <	1% or <	1% or <
Clerks receiving customer service training	n/a	100%	100%	100%	100%
Clerks receiving career development training	n/a	0	50%	50%	50%
Total number of in-service training hours scheduled for commissioned personnel	24	25	32	32	32
Number of outside courses hosted by training section	2	6	4	4	4
Number of officers qualified on CLEET firearms course prior to June 30	94%	100%	100%	100%	100%
Number of officers qualified on the NPD firearms course prior to October 31	71%	100%	100%	100%	100%
Number of informational meetings held by the Recruiter for applicants	0	2	2	2	2
Percentage of applicants contacted by the Recruiter within two weeks of testing	n/a	100%	100%	100%	100%

Notes to Results Report:

Chronic personnel shortage prevented accomplishment of clerk professional development training.

Statistical Analysis Section relocated under Office of Professional Standards February 2012. Thus the below listed goals/objectives previously listed for that section are moot: 1) produce timely, accurate reports, including required and requested data; 2) manage/audit RMS and provide user training as needed.

n/a = not available
NPD – Norman Police Department

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 is combined with the General Fund instead of a Special Revenue Fund due to GASB 54 requirements.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	7	0	0	0	0
Part-time Positions	13	0	0	0	0
Total Budgeted Positions	20	0	0	0	0

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	843,476	0	0	0	0
Supplies & Materials	42,767	0	0	0	0
Services & Maintenance	195,671	0	0	0	0
Internal Services	102,188	0	0	0	0
Capital Equipment	8,500	0	0	0	0
Subtotal	1,192,602	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	375,719	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(4)				
Subtotal	375,715	0	0	0	0
Fund Total	1,568,317	0	0	0	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 is combined with the General Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	29,331	0	0	0	0
Supplies & Materials	11,050	0	0	0	0
Services & Maintenance	4,911	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	6,500	0	0	0	0
Subtotal	51,792	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	51,792	0	0	0	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 is combined with the General Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	6	0	0	0	0
Part-time Positions	11	0	0	0	0
Total Budgeted Positions	17	0	0	0	0

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	714,793	0	0	0	0
Supplies & Materials	30,547	0	0	0	0
Services & Maintenance	183,904	0	0	0	0
Internal Services	92,293	0	0	0	0
Capital Equipment	2,000	0	0	0	0
Subtotal	1,023,537	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	375,719	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	375,719	0	0	0	0
Division Total	1,399,256	0	0	0	0

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 is combined with the General Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	1	0	0	0	0
Part-time Positions	2	0	0	0	0
Total Budgeted Positions3	3	0	0	0	0

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	99,352	0	0	0	0
Supplies & Materials	1,170	0	0	0	0
Services & Maintenance	6,856	0	0	0	0
Internal Services	9,895	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	117,273	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	117,273	0	0	0	0

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	748,728	826,440	848,115	846,440	826,440
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	748,728	826,440	848,115	846,440	826,440
Capital Projects	0	0	0	46,675	0
Cost Allocation	32,109	34,080	34,080	34,080	34,080
Debt Service	0	0	0	0	0
Interfund Transfers	206,964	205,149	205,149	205,149	204,209
Audit/Adjust/Encumbrances	(1,146)		0	0	0
Subtotal	237,927	239,229	239,229	285,904	238,289
Fund Total	986,655	1,065,669	1,087,344	1,132,344	1,064,729

DIVISON SUMMARY

023-3040 ROOM TAX - ADMINISTRATION

MISSION:

Efficiently receipt and collect room tax revenues.

DESCRIPTION:

Administers the receipt and collection of room tax revenues. Reference is made in the Financial Summary Section for the determination of the appropriation amount for the administration charge.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	32,109	34,080	34,080	34,080	34,080
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	32,109	34,080	34,080	34,080	34,080
Division Total	32,109	34,080	34,080	34,080	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	243,228	275,480	275,480	275,480	275,480
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	243,228	275,480	275,480	275,480	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	243,228	275,480	275,480	275,480	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	505,500	550,960	570,960	570,960	550,960
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	505,500	550,960	570,960	570,960	550,960
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	505,500	550,960	570,960	570,960	550,960

DIVISION SUMMARY

23 - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 13 - FYE 17 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	1,675	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	1,675	0	0
Capital Projects	0	0	0	46,675	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	206,964	205,149	205,149	205,149	204,209
Subtotal	206,964	205,149	205,149	251,824	204,209
Division Total	206,964	205,149	206,824	251,824	204,209

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	40,329	42,184	42,184	42,184	45,429
Supplies & Materials	13,174	12,900	12,200	12,200	12,900
Services & Maintenance	52,065	54,300	56,056	56,056	54,300
Internal Services	0	0	0	0	0
Capital Equipment	9,747	0	146,097	146,097	0
Subtotal	115,315	109,384	256,537	256,537	112,629
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	16,000	0	0	0	0
Audit Adjust/Encumbrances	34				
Subtotal	16,034	0	0	0	0
Fund Total	131,349	109,384	256,537	256,537	112,629

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	3,888	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	7,074	0	146,097	146,097	0
Subtotal	10,962	0	146,097	146,097	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	10,962	0	146,097	146,097	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	40,329	42,184	42,184	42,184	45,429
Supplies & Materials	3,695	4,900	4,200	4,200	4,900
Services & Maintenance	28,139	30,700	31,400	31,400	30,700
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	72,163	77,784	77,784	77,784	81,029
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	72,163	77,784	77,784	77,784	81,029

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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	50%	0%	50%
Develop database of community agencies for community service projects and track contacts with agencies	n/a	n/a	50%	35%	50%
Develop reporting mechanism to report community service provided to agencies	n/a	n/a	50%	35%	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	50%	n/a	50%

Notes to Results Report:

REAL – Real Experience About Life Program

The REAL Program was held in partnership with Moore-Norman Technology Center. Due to their enrollment, we were advised during FYE 2012 that their location was no longer available to us. We have suspended this program at the current time.

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	9,479	8,000	8,000	8,000	8,000
Services & Maintenance	20,038	23,600	24,656	24,656	23,600
Internal Services	0	0	0	0	0
Capital Equipment	2,673	0	0	0	0
Subtotal	32,190	31,600	32,656	32,656	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	16,000	0	0	0	0
Subtotal	16,000	0	0	0	0
Division Total	48,190	31,600	32,656	32,656	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	147,389	112,015	196,812	196,812	116,814
Supplies & Materials	23,958	17,693	85,544	85,544	1,000
Services & Maintenance	92,696	6,500	130,135	130,135	4,500
Internal Services	0	0	0	0	0
Capital Equipment	290,594	0	737,774	737,774	0
Subtotal	554,637	136,208	1,150,265	1,150,265	122,314
Capital Projects	522,502	71,000	1,498,830	1,518,730	720,800
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	1,342,906	0
Audit Adjust/Encumbrances	(94,623)	0	0	0	0
Subtotal	427,879	71,000	1,498,830	2,861,636	720,800
Fund Total	982,516	207,208	2,649,095	4,011,901	843,114

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	122,350	122,350	19,347
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(121)	0	0	0	0
Subtotal	(121)	0	122,350	122,350	19,347
Fund Total	(121)	0	122,350	122,350	19,347

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 is 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	7	7	7	7	7
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	798,324	820,231	820,231	834,267	844,968
Supplies & Materials	114,120	131,733	130,961	129,838	131,286
Services & Maintenance	218,543	215,992	218,080	213,425	217,116
Internal Services	67,546	25,272	25,272	28,801	32,760
Capital Equipment	63,613	96,000	96,000	96,000	78,000
Subtotal	1,262,146	1,289,228	1,290,544	1,302,331	1,304,130
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	206,964	205,149	205,149	205,149	204,209
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	(4,461)	0	0	0	0
Subtotal	202,503	205,149	205,149	205,149	204,209
Fund Total	1,464,649	1,494,377	1,495,693	1,507,480	1,508,339

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	193,320	203,365	203,365	206,715	207,033
Supplies & Materials	6,820	7,607	7,367	7,367	7,607
Services & Maintenance	199,515	196,405	196,800	192,145	197,529
Internal Services	46,876	2,421	2,421	2,158	1,970
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	446,531	411,598	411,753	410,185	414,139
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	446,531	411,598	411,753	410,185	414,139

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 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	34,825	36,422	35,421	35,459	37,754
Men's & Women's Associations	28	28	22	25	25
Outside tournaments	49	39	49	45	45
Junior Academy Participants	75	87	100	100	100
Regular annual memberships	3	4	4	4	4
Regular annual membership w/range balls	0	0	2	2	2
Regular annual membership w/cart	4	10	5	10	10
Regular annual membership w/cart & w/range	4	10	4	10	10
Senior annual membership	0	1	1	1	1
Senior annual membership w/range	0	0	0	0	0
Senior annual membership w/cart	1	7	3	8	8
Senior annual membership w/cart & w/range	1	2	1	2	2
Junior annual membership	1	2	1	2	2
Junior summer membership	5	2	4	4	4
Range only membership	1	2	2	2	2
Additional family member	6	9	5	9	9
Annual trail fee membership	n/a	1	n/a	1	1

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	484,226	500,222	500,222	510,908	514,729
Supplies & Materials	82,207	90,863	89,642	88,519	90,416
Services & Maintenance	4,203	5,686	7,379	7,379	5,686
Internal Services	12,826	15,584	15,584	16,658	17,504
Capital Equipment	63,613	81,700	81,700	81,700	78,000
Subtotal	647,075	694,055	694,527	705,164	706,335
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	647,075	694,055	694,527	705,164	706,335

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Golf cart availability rate	99.6%	99.2%	100%	99.6%	100%
Turf quality*	8.1	8.3	8.5	8.1	8.5
Customer satisfaction (scale of 1-5)**	4.4	4.3	4.0	4.4	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	120,778	116,644	116,644	116,644	123,206
Supplies & Materials	25,093	33,263	33,952	33,952	33,263
Services & Maintenance	14,825	13,901	13,901	13,901	13,901
Internal Services	7,844	7,267	7,267	9,985	10,275
Capital Equipment	0	12,500	12,500	12,500	0
Subtotal	168,540	183,575	184,264	186,982	180,645
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	168,540	183,575	184,264	186,982	180,645

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	0*	$36,399	$10,000	$15,000	$15,000
Number of swim lessons sold	820	742	800	760	780
Number of accidents requiring EMS services	0	0	0	0	0
Total season attendance	29,800	28,053	31,000	29,000	29,000

Notes to Results Report:

*In FYE 10 a chlorination equipment upgrade and new chlorine/safety requirements increased expenditures.

EMS – Emergency Medical Services

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 13 - FYE 17 for a detailed analysis of Westwood Capital Projects.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	0	0	0	0

DIVISION SUMMARY

029 - WESTWOOD / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Westwood Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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

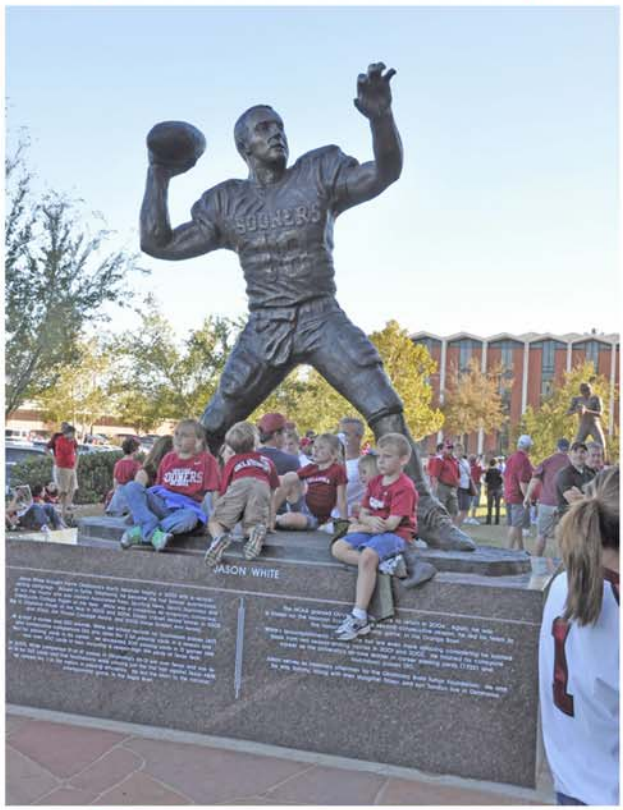
EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	3,011
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	3,011
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	206,964	205,149	205,149	205,149	204,209
Interfund Transfers	0	0	0	0	0
Subtotal	206,964	205,149	205,149	205,149	204,209
Division Total	206,964	205,149	205,149	205,149	207,220

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

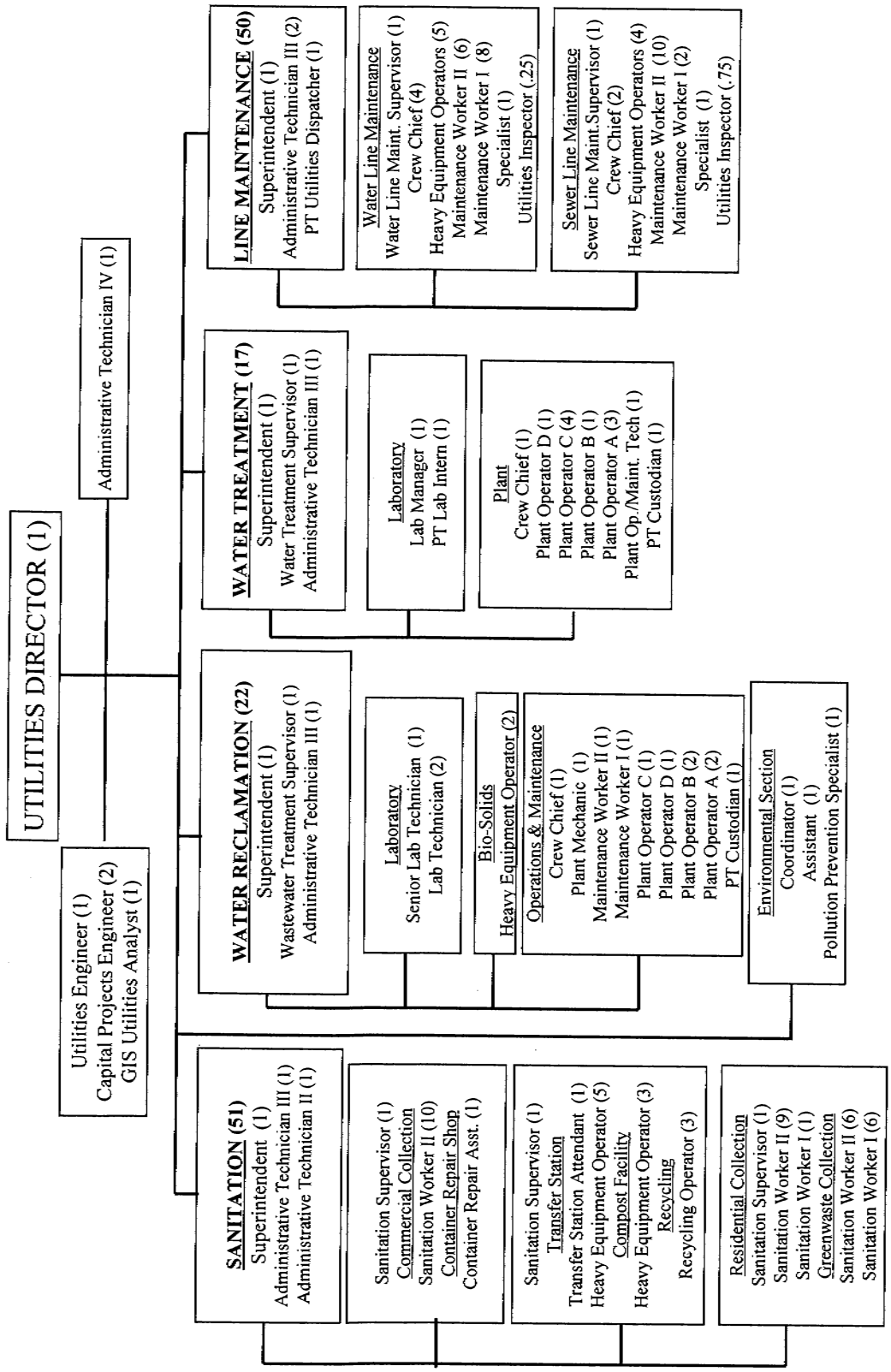
Sam Bradford 2008

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

146 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 Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, the Sewer Sales Tax Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	141	141	141	141	142
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	145	145	145	145	146

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	10,044,996	10,760,391	10,760,391	11,012,658	11,088,048
Supplies & Materials	2,971,089	3,518,593	4,299,119	4,320,762	3,648,732
Services & Maintenance	5,982,569	7,313,733	7,655,928	7,469,383	7,500,149
Internal Services	1,151,781	1,252,608	1,252,608	1,398,417	1,588,716
Capital Equipment	417,041	2,145,510	2,844,072	2,844,072	1,607,428
Subtotal	20,567,476	24,990,835	26,812,118	27,045,292	25,433,073
Capital Projects	21,862,862	25,332,451	59,852,578	38,990,205	33,126,083
Cost Allocation	4,712,685	4,284,873	4,284,873	4,845,434	4,667,194
Debt Service	4,223,375	6,147,332	6,147,332	4,432,216	8,485,261
Interfund Transfers	2,502,913	3,491,201	3,491,201	7,632,315	4,873,289
Audit Adjust/Encumbrances	841,118	0	0	0	0
Subtotal	34,142,953	39,255,857	73,775,984	55,900,170	51,151,827
Department Total	54,710,429	64,246,692	100,588,102	82,945,462	76,584,900

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
- Improve services and minimize costs for our water, water reclamation and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
- Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements.
- Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.

OBJECTIVES:

- Protect the Environment**:**
  1. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
  2. Eliminate sewer overflows during construction.
  3. Eliminate discharges of chlorinated water to draining systems.
  4. Implement construction related Best Management Practices to protect storm waters.

- Improve Utility Services and Minimize Costs**:**
  1. Consider adopted land use plan during planning phase for future projects.
  2. Expand Water Reclamation Treatment Facility (WRTF) capacities in advance of development in order to maintain the quality of effluent discharged and avoid any WRTF bypass of wastewater.
  3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and water reclamation collection systems to keep pace with development.
  4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
  5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
  6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
  7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
  8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
  9. Perform customer satisfaction surveys following construction completion.

- Increase Knowledge of the General Public**:**
  1. Inform the public regarding the need for utility improvements prior to and during implementation.
  2. Educate our customers regarding available technologies and the advantages of implementation.

3. Expand the discussion of treated effluent reuse for irrigation, process water and educate the public regarding the advantages of indirect reuse as a water supply.
4. Inform the public regarding changes to regulations and the impact on the cost of our services.
5. Establish and maintain tracking system for customer complaints and requests for information.
6. Increase knowledge of employees so they advance into higher positions.

- Provide a safe workplace:
  1. Minimize Capital Improvement Projects (CIP) construction related accidents or injuries
  2. Maximize OSHA compliance by CIP contractors and City staff
  3. Ensure submission of and compliance with Traffic Control Plans
  4. Reduce citizen complaints during construction

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
1. For Construction Projects:					
a. Project completed within contract time, 90% of the time.	100%	78%	90%	75%	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%	82%	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.	2	2	2	3	2
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)

Notes:

OSHA – Occupational Safety & Health Administration
CIP – Capital Improvement Projects

FUND SUMMARY

TOTAL SANITATION FUND (33)

MISSION:

The mission of the Sanitation Division is to ensure quality sanitation services to the citizens and businesses in the City of Norman. The Sanitation Division is committed to keeping the City of Norman clean and environmentally safe for the citizens of Norman.

DESCRIPTION:

The Sanitation Division's primary responsibility is to collect all municipal solid waste and to dispose of or recycle in compliance with Federal and State regulations.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	51	51	51	51	51
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	51	51	51	51	51

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	3,693,515	3,851,531	3,851,531	3,937,328	3,953,923
Supplies & Materials	1,221,862	1,320,129	1,321,576	1,350,958	1,437,597
Services & Maintenance	2,869,119	3,226,112	3,226,140	3,220,221	3,331,623
Internal Services	734,964	776,835	776,835	899,475	951,698
Capital Equipment	227,877	1,422,310	2,021,042	2,021,042	1,401,861
Subtotal	8,747,337	10,596,917	11,197,124	11,429,024	11,076,702
Capital Projects	2,388,809	461,500	1,095,930	1,051,563	0
Cost Allocations	1,353,398	1,225,878	1,225,878	1,368,087	1,285,302
Debt Service	314,281	315,575	315,575	315,575	318,589
Interfund Transfers	58,791	0	0	0	0
Audit Adjust/Encumbrances	60,474	0	0	0	0
Subtotal	4,175,753	2,002,953	2,637,383	2,735,225	1,603,891
Fund Total	12,923,090	12,599,870	13,834,507	14,164,249	12,680,593

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	241,754	249,880	249,880	257,192	261,061
Supplies & Materials	5,428	5,853	5,114	4,561	5,760
Services & Maintenance	39,681	48,650	49,395	46,372	50,633
Internal Services	18,071	16,614	16,614	15,552	16,052
Capital Equipment	0	0	0	0	3,824
Subtotal	304,934	320,997	321,003	323,677	337,330
Capital Projects	0	0	0	0	0
Cost Allocation	58,091	52,605	52,605	57,034	54,602
Debt Service	0	0	0	0	0
Interfund Transfers	58,791	0	0	0	0
Subtotal	116,882	52,605	52,605	57,034	54,602
Division Total	421,816	373,602	373,608	380,711	391,932

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Total number sanitation accounts (residential and commercial)	36,644	37,398	38,322	37,766	38,117
Total annual tons collected	94,964	94,609	95,534	94,716	96,170
Total annual disposal cost	$1,569,392	$1,576,178	$1,664,543	$1,607,571	$1,655,798
Total vehicle accidents per year*	28	15	0	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	851,823	878,444	878,444	897,857	906,326
Supplies & Materials	289,185	308,012	309,907	303,292	357,627
Services & Maintenance	19,641	19,757	31,391	29,431	17,684
Internal Services	139,260	186,729	186,729	209,926	211,191
Capital Equipment	62,170	84,450	84,450	84,450	341,390
Subtotal	1,362,079	1,477,392	1,490,921	1,524,956	1,834,218
Capital Projects	0	0	0	0	0
Cost Allocation	232,122	210,181	210,181	227,881	218,163
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	232,122	210,181	210,181	227,881	218,163
Division Total	1,594,201	1,687,573	1,701,102	1,752,837	2,052,381

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,343	2,381	2,423	2,416	2,431
Annual tons collected	41,399	41,980	41,344	42,568	43,164
Annual disposal cost	$734,004	$766,975	$755,355	$777,717	$788,606
Reduction of vehicle accidents	11	11	0	2	0
Percent of hours lost to on-the-job injuries (hours lost/total hours worked)	1.8%	1.7%	0%	.14%	0%

Notes to Results Report:

OJI – on-the-job injury

DIVISION SUMMARY

033-5565 SANITATION / COMPOST OPERATIONS

MISSION:

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

DESCRIPTION:

The Compost Section is responsible to provide a site for the deposit of yard waste from residential collections as well as private yard companies, processing yard waste into compost and then releasing the compost back to citizens/customers.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	297,232	276,842	276,842	282,695	285,768
Supplies & Materials	68,117	78,551	78,447	89,289	103,492
Services & Maintenance	9,173	11,856	12,224	11,288	12,412
Internal Services	36,748	41,670	41,670	30,176	31,666
Capital Equipment	0	0	0	0	0
Subtotal	411,270	407,435	409,183	413,448	433,338
Capital Projects	0	0	0	0	0
Cost Allocation	134,717	122,338	122,338	171,615	139,853
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	134,717	122,338	122,338	171,615	139,853
Division Total	545,987	531,257	531,521	585,063	573,191

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	9,685	9,063	9,620	6,641	6,973
vs.					
Compost/mulch generated	9,058	8,849	8,712	7,317	7,684
Savings from landfill (cost avoidance)	$171,029	$177,795	$175,757	$120,007	$126,007
Length of time to mature compost	Available Year Round	Available 8 mos thru out the year	Available Year Round	Available Year Round	Available Year Round

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

033-5071 SANITATION / FLEET MANAGEMENT

MISSION:

- To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years, and interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	61,108	61,108	61,108	62,258
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	61,108	61,108	61,108	62,258
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	61,108	61,108	61,108	62,258

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	680,196	789,032	789,032	807,995	810,769
Supplies & Materials	124,822	150,895	150,386	137,331	151,820
Services & Maintenance	169,071	166,545	167,054	167,054	165,075
Internal Services	84,743	149,771	149,771	147,863	146,122
Capital Equipment	131	556,000	783,987	783,987	0
Subtotal	1,058,963	1,812,243	2,040,230	2,044,230	1,273,786
Capital Projects	0	0	0	0	0
Cost Allocation	487,494	441,434	441,434	478,609	458,197
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	487,494	441,434	441,434	478,609	458,197
Division Total	1,546,457	2,253,677	2,481,664	2,522,839	1,731,983

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	34,301	35,017	35,899	35,350	35,686
Annual tons collected	5,489	5,765	5,500	6,053	6,357
Saving from landfill (cost avoidance)	$97,320	$105,327	$100,485	$110,588	$116,142
Percent hours lost to OJI (hours lost/total hours worked)	5%	0.6%	0%	0.6%	0%
Chargeable vehicle accidents per year	7	0	0	4	0
Reduce average number of complaints per route per year	33	19	5	8	0
Average number of households per route per day	1,143	1,167	1,197	1,178	1,190

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	214,568	225,591	225,591	229,768	232,375
Supplies & Materials	46,983	44,267	44,436	62,560	52,367
Services & Maintenance	985,151	1,109,940	1,110,024	1,110,024	1,220,740
Internal Services	19,776	20,552	20,552	20,262	25,808
Capital Equipment	37,726	25,000	38,400	38,400	25,000
Subtotal	1,304,204	1,425,350	1,439,003	1,461,014	1,556,290
Capital Projects	0	0	0	0	0
Cost Allocation	38,552	34,915	34,915	37,855	36,241
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	38,552	34,915	34,915	37,855	36,241
Division Total	1,342,756	1,460,265	1,473,918	1,498,869	1,592,531

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables	$180,306	$275,513	$225,401	$307,293	$316,512
Revenue earned for set fee of cardboard containers	$78,077	$82,400	$65,970	$98,814	$101,778
Total tons of waste recycled (drop centers)	2,110.44	2,588.14	2,190	2,920	3,008
Collect the following quantities (tons) of recyclable materials: (drop centers)					
Glass	193	193.29	170	206	212
Aluminum	21.6	20.24	22	17	18
Steel Cans	28.35	30.74	32	29	30
Plastic	107.38	116.9	117	120	124
Cardboard	1,499.65	1,893.06	1,595	2,096	2,159
Newspaper	199.53	166.12	175	181	186
Mixed Office Paper	60.93	167.8	80	272	280
Savings of landfill cost avoidance (drop centers)	$37,439	$45,832	$39,917	$53,356	$54,957
Total tons of waste recycled (curbside)	3,570	3,077	3,374	2,990	3,080
Collect the following quantities (tons) of recyclable materials: (curbside)					
Glass	517	518.5	531	534	550
Aluminum	70	70	72	72	74
Steel Cans	209.7	210.1	215	217	224
Plastic	587	588	603	606	624
Newspaper	1,792.2	1,386	1,602	1,280	1,318
Mixed Office Paper	393.4	304	351	281	289
Savings of landfill cost avoidance (curbside)	$61,913	$52,412	$61,643	$53,305	$54,904

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	810,284	791,576	791,576	809,891	803,358
Supplies & Materials	361,017	365,515	365,991	371,636	392,551
Services & Maintenance	16,935	13,365	12,999	12,999	9,480
Internal Services	321,318	227,566	227,566	307,270	324,149
Capital Equipment	91,850	418,060	418,060	418,060	509,647
Subtotal	1,601,404	1,816,082	1,816,192	1,919,856	2,039,185
Capital Projects	0	0	0	0	0
Cost Allocation	286,372	259,316	259,316	281,153	269,164
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	286,372	259,316	259,316	281,153	269,164
Division Total	1,887,776	2,075,398	2,075,508	2,201,009	2,308,349

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	34,301	35,017	35,899	35,350	35,686
Annual tons collected	28,144	28,073	28,546	27,750	27,754
Annual disposal cost	$498,993	$512,893	$521,535	$506,993	$507,066
Percent hours lost to OJI (hours lost/total hours worked)	0%	0%	0%	0%	0%
Chargeable vehicle accidents per year	10	4	0	0	0
Reduce average number of complaints per route per year	61	58	30	44	30
Average number of households per route per day	858	875	897	884	892

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	584,515	579,058	579,058	590,822	592,008
Supplies & Materials	326,310	367,036	367,295	382,289	373,980
Services & Maintenance	1,629,467	1,855,999	1,843,053	1,843,053	1,855,599
Internal Services	115,048	133,933	133,933	168,426	196,710
Capital Equipment	36,000	338,800	696,145	696,145	522,000
Subtotal	2,691,340	3,274,826	3,619,484	3,680,735	3,540,297
Capital Projects	0	0	0	0	0
Cost Allocation	116,050	105,089	105,089	113,940	109,082
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	116,050	105,089	105,089	113,940	109,082
Division Total	2,807,390	3,379,915	3,724,573	3,794,675	3,649,379

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	89,475	88,845	91,108	87,990	90,630
Disposal Cost	$1,569,392	$1,576,178	$1,664,543	$1,607,571	$1,655,798
Quantity of municipal solid waste received at transfer station outside of route collections	19,932	18,791	20,144	18,345	18,895
Miles driven per year (transport trucks)	175,280	183,470	185,080	169,190	174,266
Tons of household waste disposed of during spring & fall cleanup	2,158	1,118*	n/a	2,160	2,225

Notes to Results Report:
*Spring of FYE 11 household waste was not collected curbside. It was for drop off only at the Transfer Station.

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Sanitation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 13 - FYE 17 for a detailed analysis of Sanitation Fund Capital Operations.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	2,388,809	461,500	1,095,930	1,051,563	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,388,809	461,500	1,095,930	1,051,563	0
Division Total	2,388,809	461,500	1,095,930	1,051,563	0

DIVISION SUMMARY

033 – SANITATION / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Sanitation Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	314,281	315,575	315,575	315,575	318,589
Interfund Transfers	0	0	0	0	0
Subtotal	314,281	315,575	315,575	315,575	318,589
Division Total	318,281	315,575	315,575	315,575	318,589

FUND SUMMARY

TOTAL WATER RECLAMATION FUND (32)

MISSION:

The mission of the Water Reclamation Division is to transport and treat all wastewater, received into the City's sewer system, to a sufficient quality that no negative environmental impact will occur to the South Canadian River and agricultural application site.

DESCRIPTION:

The Water Reclamation Division's responsibility is to transport and treat all wastewater discharged into the City of Norman's sewer system, to a sufficient quality before discharging it into the South Canadian River. In FYE 02, the Water Reclamation Fund reorganized into 5 separate cost centers. Effective October 1, 2002, a new Sewer Maintenance Fund was created to account for the revenues and operations of the previous Sewer Line Maintenance cost center.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	20	20	20	20	21
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	21	21	21	21	22

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,536,689	1,692,289	1,692,289	1,729,585	1,752,198
Supplies & Materials	248,256	316,187	329,773	330,626	310,828
Services & Maintenance	780,429	1,002,262	1,071,947	924,577	1,012,527
Internal Services	39,102	52,262	52,262	50,375	54,988
Capital Equipment	0	275,000	275,000	275,000	0
Subtotal	2,604,476	3,338,000	3,421,271	3,310,163	3,130,541
Capital Projects	1,354,048	230,000	2,533,202	4,719,602	12,939,778
Cost Allocations	1,039,202	900,902	900,902	1,102,776	1,070,488
Debt Service	1,657,492	1,644,465	1,644,465	1,644,465	4,468,086
Interfund Transfers	1,752,120	2,762,298	2,762,298	6,903,412	4,197,692
Audit Adjust/Encumbrances	663,901	0	0	0	0
Subtotal	6,466,763	5,537,665	7,840,867	14,370,255	22,676,044
Fund Total	9,071,239	8,875,665	11,262,138	17,680,418	25,806,585

DIVISON SUMMARY

032-5541 WATER RECLAMATION / ADMINISTRATION

MISSION:

To provide environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

To provide administration and oversight of the Water Reclamation Divisions. The Water Reclamation Division is organized as reflected below:

- Administration
- Laboratory
- Bio-solids
- Operations & Maintenance

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	294,404	302,263	302,263	309,674	301,787
Supplies & Materials	7,297	7,883	16,531	16,417	7,946
Services & Maintenance	23,912	46,556	37,908	37,908	46,556
Internal Services	2,296	2,785	2,785	3,827	4,103
Capital Equipment	0	0	0	0	0
Subtotal	327,909	359,487	359,487	367,826	360,392
Capital Projects	0	0	0	0	0
Cost Allocations	539,439	455,407	455,407	598,862	577,925
Debt Service	0	0	0	0	0
Interfund Transfers	1,752,120	2,762,298	2,762,298	6,903,412	4,197,692
Subtotal	2,291,559	3,217,705	3,217,705	7,502,274	4,775,617
Division Total	2,619,468	3,577,192	3,577,192	7,870,100	5,136,009

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ADMINISTRATION

GOALS:

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory analysis.

OBJECTIVES:

- Improve energy conservation through enhanced operator and maintenance input.
- Continue providing safety training for all staff members.
- Provide training for operators and maintenance staff for license upgrades.
- Facilitate cross-training by giving employees time to cross-train in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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	2	2	3	2	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 25% the first year.

DIVISON SUMMARY

032-5545 WATER RECLAMATION / BIO-SOLIDS

MISSION:

To provide a high quality and environmentally sound bio-solids recycling service to permitted landowners.

DESCRIPTION:

The Bio-Solids Division provides support to the wastewater treatment facility by safe handling, transportation and disposal of the treated bio-solids.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	157,104	161,994	161,994	164,808	165,005
Supplies & Materials	104,952	184,902	188,417	189,793	184,077
Services & Maintenance	116,240	215,159	233,385	233,385	215,159
Internal Services	12,927	15,793	15,793	11,314	12,390
Capital Equipment	0	200,000	200,000	200,000	0
Subtotal	391,223	777,848	799,589	799,300	576,631
Capital Projects	0	0	0	0	0
Cost Allocations	69,041	62,423	62,423	70,260	68,618
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	69,041	62,423	62,423	70,260	68,618
Division Total	460,264	840,271	862,012	869,560	645,249

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / 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 bio-solids removal equipment.*

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain compliance with the City's ODEQ approved Sludge Management Plan.
- Hold more safety classes along with more in-house training session on related equipment.
- Provide time for the proper training of the new bio-solids equipment.*

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
PSRP requirements met	100%	100%	100%	100%	100%
Number of training hours per employee	12	12	12	12	16

Note to Results Report:

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

*Assuming that this equipment will be in place within the FYE 13 time frame.

DIVISON SUMMARY

032-5010 WATER RECLAMATION / ENGINEERING

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years, an interfund transfer from the Water Reclamation Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning in FYE 12, this cost is directly charged to this Water Reclamation division.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	31,375	31,375	31,375	33,615
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	31,375	31,375	31,375	33,615
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	31,375	31,375	31,375	33,615

DIVISON SUMMARY

032-5543 WATER RECLAMATION / ENVIRONMENTAL SECTION

MISSION:

- To help protect human health, the environment, and the publicly owned treatment works.
- To help ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To be proactive in waste reduction.
- To assist citizens, businesses and the City government in preventing pollution.
- Act as the Utilities Department representative on environmental issues.

DESCRIPTION:

The Environmental Section provides support to the Water Reclamation Treatment Facility, Line Maintenance Division, and Sanitation Division by monitoring and controlling pollutants that could cause harm to employees, citizens, environment and City property. This Section also assists other divisions in helping them maintain compliance with environmental permits and requirements.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	274,740	289,042	289,042	295,771	296,210
Supplies & Materials	5,586	14,459	14,054	13,913	14,447
Services & Maintenance	122,883	135,052	182,986	182,986	134,902
Internal Services	5,008	4,722	4,722	4,790	5,089
Capital Equipment	0	0	0	0	0
Subtotal	408,217	443,275	490,804	497,460	450,648
Capital Projects	0	0	0	0	0
Cost Allocations	145,042	132,565	132,565	150,932	146,192
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	145,042	132,565	132,565	150,932	146,192
Division Total	553,259	575,840	623,369	648,392	596,840

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ENVIRONMENTAL SECTION

GOALS:

- Comply with the requirements of the Federal General Pretreatment Regulations at 40 CFR, Part 403.
- Comply with the pretreatment requirements in Part II, Section D of the City's OPDES Permit.
- Establish programs that will assist citizens in reducing pollutants.
- Recover costs for excessive strength waste, laboratory analysis, and other program expenses.

OBJECTIVES:

- Maintain an up-to-date industrial user database.
- Monitor industrial user compliance with pretreatment regulations.
- Monitor POTW treatment plant influent and effluent for pollutants listed at 40 CFR, Part 122, Appendix D, Tables II and III.
- Administer the Best Management Programs for silver dischargers and fats, oil and grease dischargers.
- Publicize and conduct an annual Household Hazardous Waste Collection event.
- Maintain coordination with Storm Water Program Coordinator to ensure pollution prevention in receiving stream.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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 participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Waste silver dischargers participating in the Silver Program	100%	100%	100%	100%	100%
Revenue collected	$97,995	$106,790	$92,000	$92,000	$85,800
Compliance with Oklahoma water quality standards for Norman's segment of the Canadian River	100%	100%	100%	100%	100%

Notes to Results Report:

CFR – Code of Federal Regulations
OPDES – Oklahoma Pollutant Discharge Elimination System
POTW – Publicly Owned Treatment Works

DIVISON SUMMARY

032-5544 WATER RECLAMATION / LABORATORY

MISSION:

To provide cost effective, reliable, timely laboratory data that meets the requirements of the U.S. Environmental Protection Agency and the Oklahoma Department of Environmental Quality for bio-solids application, discharge monitoring reports, and facility process control.

DESCRIPTION:

The Laboratory Division provides support to the Water Reclamation Facility by performing laboratory analysis for effective process control, water quality assessment, and data computation for DEQ Discharge Monitoring Reports. This division also manages the Sludge Management Program and provides our regulatory agencies documentation as needed.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	2	2	2	2	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	3

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	167,407	168,818	168,818	173,176	236,501
Supplies & Materials	14,597	18,370	23,042	23,042	18,370
Services & Maintenance	6,293	9,640	9,640	9,640	9,640
Internal Services	1	0	0	1	0
Capital Equipment	0	1,800	1,800	1,800	0
Subtotal	188,298	198,628	203,300	207,659	264,511
Capital Projects	0	0	0	0	0
Cost Allocations	83,740	73,288	73,288	84,378	82,104
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	83,740	73,288	73,288	84,378	82,104
Division Total	272,038	271,916	276,588	292,037	346,615

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / 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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Percent compliance with QC standards	100%	95.8%	100%	100%	100%
Number of deficiencies on ODEQ annual inspection	0	0	0	0	0

Notes to Results Report:

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

DIVISION SUMMARY

032-5546 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

The Operations and Maintenance Division provides support to the Water Reclamation Facility by safely performing operational process control and process equipment maintenance tasks as required to protect the City's facility investments and ensure OPDES (Oklahoma Pollutant Discharge Elimination System) discharge permit compliance.

DESCRIPTION:

Provides safe, efficient, cost effective and proper process operations and equipment maintenance services for the City of Norman's Water Reclamation Facility.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	671,840	738,797	738,797	754,781	719,080
Supplies & Materials	115,824	90,573	87,729	87,461	85,988
Services & Maintenance	511,101	595,855	605,239	457,869	606,270
Internal Services	18,870	28,962	28,962	30,443	33,406
Capital Equipment	0	73,200	73,200	73,200	0
Subtotal	1,317,635	1,527,387	1,533,927	1,403,754	1,444,744
Capital Projects	0	0	0	0	0
Cost Allocation	201,940	177,219	177,219	198,344	195,649
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	201,940	177,219	177,219	198,344	195,649
Division Total	1,519,575	1,704,606	1,711,146	1,602,098	1,640,393

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / OPERATIONS & MAINTENANCE

GOALS:

- Provide operators with on-going process control training.
- Add to overall plant certification credibility.
- Increase efficiency of unscheduled work order program.
- Increase efficiency of storm holding pond capacity.

OBJECTIVES:

- Hold training sessions as needed to review safety, operations, and process control procedures.
- Give at least two staff member the opportunity to upgrade ODEQ license.
- Hold training sessions on Antero work order program and make unscheduled work order forms more accessible.
- Effectively communicate pumping procedures from storm holding ponds and adhere to wasting schedule.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 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%
Number of training hours per employee	12	12	18	18	24*
Total number of unscheduled work orders completed	216	298	336	336	400
Difference (in hours) between W.A.S. decant returned from S.H.P and W.A.S. sent to S.H.P.	38	69	**100	**100	150

Notes to Results Report:

*Increase is projected due to more safety briefings along with the addition of the quarterly operator meeting.

**Two S.H.P. cells are scheduled to be cleaned out late FYE 2012 by contractor.

ODEQ – Oklahoma Department of Environmental Quality
DMR – Discharge Monitoring Report
CBOD – Carbonaceous Bio-Chemical Oxygen Demand
TSS – Total Suspended Solids
D.O. – Dissolved Oxygen
S.H.P. – Storm Holding Pond
W.A.S. – Waste Activated Sludge

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 13 - FYE 17 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	2,789	2,789	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	2,789	2,789	0
Capital Projects	1,354,048	230,000	2,533,202	4,719,602	12,939,778
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	1,354,048	230,000	2,533,202	4,719,602	12,939,778
Division Total	1,354,048	230,000	2,535,991	4,722,391	12,939,778

DIVISION SUMMARY

032-5549 WATER RECLAMATION / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Water Reclamation Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	1,657,492	1,644,465	1,644,465	1,644,465	4,468,086
Interfund Transfers	0	0	0	0	0
Subtotal	1,657,492	1,644,465	1,644,465	1,644,465	4,468,086
Division Total	1,657,492	1,644,465	1,644,465	1,644,465	4,468,086

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 477 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,176 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	21	21	21	21	21
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	21	21	21	21	21

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,344,743	1,424,413	1,424,413	1,463,182	1,467,856
Supplies & Materials	163,239	202,279	202,103	191,255	203,425
Services & Maintenance	296,842	345,065	533,564	533,199	346,076
Internal Services	159,829	175,864	175,864	176,910	240,564
Capital Equipment	29,814	77,855	77,855	77,855	25,600
Subtotal	1,994,467	2,225,476	2,413,799	2,442,401	2,283,521
Capital Projects	2,000,200	2,918,000	8,093,692	6,764,457	4,246,743
Cost Allocation	695,749	618,946	618,946	707,161	694,363
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0		0	0	0
Subtotal	2,695,950	3,536,946	8,712,638	7,471,618	4,941,106
Fund Total	4,690,417	5,762,422	11,126,437	9,914,019	7,224,627

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 477 miles of sanitary sewer mains, sixteen sewage pumping stations, and 11,176 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	20

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,268,072	1,352,221	1,352,221	1,389,142	1,394,149
Supplies & Materials	160,983	199,624	199,448	188,412	200,685
Services & Maintenance	296,111	342,965	531,464	531,099	343,976
Internal Services	159,829	175,864	175,864	176,910	240,564
Capital Equipment	29,814	77,855	77,855	77,855	25,600
Subtotal	1,914,809	2,148,529	2,336,852	2,363,418	2,204,974
Capital Projects	0	0	0	0	0
Cost Allocation	695,749	618,946	618,946	707,161	694,363
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	695,749	618,946	618,946	707,161	694,363
Division Total	2,610,558	2,767,475	2,955,798	3,070,579	2,899,337

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 1,700,000 feet of sewer main
- CCTV a minimum of 350,000 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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (business hours)	.30 hr	.34 hr	.25 hr	.35 hr	.40 hr
% hours lost due to OJI per 1,000 hours worked	.005	2.93	0	3.20	0
Feet of sewer line cleaned	1,553,843	1,347,334	1,900,000	1,600,000	1,700,000
Feet of sewer line roots mechanically removed	122,738	102,057	80,000	50,000	60,000
Feet of sewer pipe treated for roots	112,657	108,690	100,000	112,081	100,000
Feet of sewer pipe CCTV inspected	433,638	409,701	400,000	335,500	350,000
Number of SSOs*	43	55	50	48	45
Lift station preventive maintenance hours	2,843 hrs	2,518 hrs	3,200 hrs	3,000 hrs	3,200 hrs
Safety training per employee per year	12 hrs	12 hrs	12 hrs	12 hrs	12 hrs
Number of locates completed	662	4,500	3,000	4,500	4,200
Number of service requests responded to	397	450	500	455	450

Notes to Results Report:

SSO – Sanitary Sewer Overflows*
OJI – On-the-Job Injuries
CCTV – Closed Circuit Television

DIVISION SUMMARY

321-5553 UTILITIES INSPECTION

MISSION:

Provide quality control for the City of Norman's Water and Water Reclamation Capital Improvements Program while considering the best interest of the City of Norman, its citizens and the contractors performing the work.

DESCRIPTION:

Responsible for inspecting all stages of construction to identify problems and to ensure compliance with federal and state laws, City specifications, codes and regulations. Prepare necessary reports and maintain a daily log of construction activities. Advise and confer with citizens, contractors, engineers and City personnel concerning requirements, standards and/or changes that may be necessary for compliance with construction codes, specifications and regulations.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	69,757	72,192	72,192	74,040	73,707
Supplies & Materials	2,256	2,655	2,655	2,843	2,740
Services & Maintenance	731	2,100	2,100	2,100	2,100
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	72,744	76,947	76,947	78,983	78,547
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	72,744	76,947	76,947	78,983	78,547

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	97%	96%	90%	97%	95%
Respond to public requests for information within 4 working hours – 80% of the time	97%	95%	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 13 – FYE 17 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	2,000,200	2,918,000	8,093,692	6,764,457	4,246,743
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	2,000,200	2,918,000	8,093,692	6,764,457	4,246,743
Division Total	2,000,200	2,918,000	8,093,692	6,764,457	4,246,743

FUND SUMMARY

TOTAL NEW DEVELOPMENT EXCISE FUND (322)

MISSION:

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

DESCRIPTION:

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	872	1,000	1,000	1,000	1,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	872	1,000	1,000	1,000	1,000
Capital Projects	4,375,437	11,674,521	19,988,193	6,313,673	8,671,102
Cost Allocations	0	0	0	0	0
Debt Service	35,421	1,570,809	1,570,809	0	1,100,000
Interfund Transfers	0	0	0	0	0
Audit Adjust/Encumbrances	0	0	0	0	0
Subtotal	4,410,858	13,245,330	21,559,002	6,313,673	9,771,102
Fund Total	4,411,730	13,246,330	21,560,002	6,314,673	9,772,102

FUND SUMMARY

TOTAL SEWER SALES TAX FUND (323)

MISSION:

To account for and monitor capital projects associated with the imposition of a half-cent, 5-year dedicated Sewer Sales Tax.

DESCRIPTION:

Effective October 1, 2001, a half-cent, 5-year dedicated Sewer Sales Tax was levied and is collected upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code to meet current capital needs in the City's Water Reclamation System. This Sewer Sales Tax ended September 30, 2006.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	660,928	1,342,479	7,300,294	423,262	1,691,169
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	660,928	1,342,479	7,300,294	423,262	1,691,169
Fund Total	660,928	1,342,479	7,300,294	423,262	1,691,169

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	49	49	49	49	49
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	52	52	52	52	52

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	3,470,049	3,792,158	3,792,158	3,882,563	3,914,071
Supplies & Materials	1,337,732	1,679,998	2,445,667	2,447,923	1,696,882
Services & Maintenance	2,035,307	2,739,294	2,823,277	2,790,386	2,808,923
Internal Services	217,886	247,647	247,647	271,657	341,466
Capital Equipment	159,350	370,345	470,175	470,175	179,967
Subtotal	7,220,324	8,829,442	9,778,924	9,862,704	8,941,309
Capital Projects	11,083,440	8,705,951	20,841,267	19,717,648	5,577,291
Cost Allocations	1,624,336	1,539,147	1,539,147	1,667,410	1,617,041
Debt Service	2,216,181	2,616,483	2,616,483	2,472,176	2,598,586
Interfund Transfers	692,002	728,903	728,903	728,903	675,597
Audit Adjust/Encumbrances	116,743	0	0	0	0
Subtotal	15,732,702	13,590,484	25,725,800	24,586,137	10,468,515
Fund Total	22,953,026	22,419,926	35,504,724	34,448,841	19,409,824

DIVISION SUMMARY

031-5530 WATER / UTILITIES DEPARTMENT ADMINISTRATION

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system and sanitation services for the City of Norman.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	617,894	638,414	638,414	656,430	662,778
Supplies & Materials	5,307	10,047	10,855	11,355	10,501
Services & Maintenance	29,399	47,362	46,814	43,713	46,968
Internal Services	13,949	14,731	14,731	17,380	20,017
Capital Equipment	17,539	0	0	0	0
Subtotal	684,088	710,554	710,814	728,878	740,264
Capital Projects	0	0	0	0	0
Cost Allocation	160,097	152,452	152,452	163,484	158,814
Debt Service	0	0	0	0	0
Interfund Transfers	692,002	728,903	728,903	728,903	675,597
Subtotal	852,099	881,355	881,355	892,387	834,411
Division Total	1,536,187	1,591,909	1,592,169	1,621,265	1,574,675

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	31,375	31,375	31,375	33,615
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	31,375	31,375	31,375	33,615
Capital Projects	0	0	0	0	0
Cost Allocation	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	31,375	31,375	31,375	33,615

DIVISION SUMMARY

031-5533 WATER / UTILITIES MODELING

MISSION:

To maintain the water and wastewater computer models in order to determine the impact of rehabilitation and new development upon the City's utility infrastructure; to maintain accurate and complete information relating to the City's water and water reclamation infrastructure.

DESCRIPTION:

The Division provides maps, analyses, and model runs of water and wastewater infrastructure for the Department of Utilities. The Division also provides technical support for the CityWorks work order tracking program and assistance in integrating information from the camera inspection vehicle into the City's GIS. The Division is also the primary resource for utility facility inventory tracking as required by GASB34.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	43,041	44,606	44,606	46,792	46,490
Supplies & Materials	1,335	1,400	1,400	1,400	1,400
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	44,376	46,006	46,006	48,192	47,890
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	44,376	46,006	46,006	48,192	47,890

*Beginning FYE 08, Salary split between Water and Water Reclamation Funds.

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / UTILITIES MODELING

GOALS:

- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among utility databases having a geographic component to improve the City's reporting and planning capacity.

OBJECTIVES:

- Maintain water and wastewater models.
- Produce all appropriate informational maps and reports through the GIS system.
- Maintain water and water reclamation atlases as current information.
- Reduce the time between receipt of as-built and integration of utility improvements into the Utility GIS database; work with line maintenance field personnel to increase accuracy of Utility GIS database.
- Provide support to GIS and Utilities applications, particularly CityWorks work order management system.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Update new subdivision, water and sewer information into database within 1 month of receipt of as-built of the final plat	50%	33%	60%	70%	60%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Complete all custom requests for model runs or information within 1 week or by specified deadline	100%	100%	99%	99%	99%
Provide technical support to assist line maintenance staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:

Delayed progress on as-built data entry due to an increased focus on water reclamation model data development and the loss of the Planning/GIS Intern and GIS Analyst I positions.

GIS – Geographic Information Systems

DIVISION SUMMARY

031-5550 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operation and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	220,472	229,890	229,890	239,606	246,731
Supplies & Materials	3,040	3,730	4,453	4,434	3,798
Services & Maintenance	62,786	76,342	76,392	77,660	86,739
Internal Services	2,445	3,942	3,942	4,692	5,423
Capital Equipment	0	5,400	5,400	5,400	0
Subtotal	288,743	319,304	320,077	331,792	342,691
Capital Projects	0	0	0	0	0
Cost Allocation	96,065	91,471	91,471	98,089	95,287
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	96,065	91,471	91,471	98,089	95,287
Division Total	384,808	410,775	411,548	429,881	437,978

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer complaints handled in 1 day	18	18	19	20	20
% of state and federal regulatory compliance reports mailed out of the office within 5 days	100%	100%	100%	100%	100%
CMOM manual completion and distribution to ODEQ by July 1	Complete	Complete	Complete	Complete	Complete
Number of staff hours per CMOM reporting period	90	130	125	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	1,100	1,200	1,200	1,200	1,200
% of daily work reports entered into CityWorks database system for asset tracking within 3 days	100%	90%	90%	85%	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 550 miles of water lines and associated 5,339 fire hydrants and 8,585 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 37,264 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	1,505,920	1,648,755	1,648,755	1,679,207	1,708,642
Supplies & Materials	367,092	419,045	424,441	426,513	415,811
Services & Maintenance	74,570	58,756	62,699	62,699	58,756
Internal Services	167,460	137,658	137,658	133,354	158,925
Capital Equipment	94,867	180,085	255,151	255,151	51,267
Subtotal	2,209,909	2,444,299	2,528,704	2,556,924	2,393,401
Capital Projects	0	0	0	0	0
Cost Allocation	800,808	762,552	762,552	817,729	794,376
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	800,808	762,552	762,552	817,729	794,376
Division Total	3,010,717	3,206,851	3,291,256	3,374,653	3,187,777

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE

GOALS:

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City's infrastructure.
- Implement residential Automatic Meter Reading (AMR) water meter installation.
- Maintain a comprehensive valve and fire hydrant maintenance program.
- Provide a stable and safe working environment.

OBJECTIVES:

- Minimize disruptions in customer service, by effectively maintaining the water distribution system, water towers, and fire hydrants.
- Respond to customer service requests within 30 minutes during business hours.
- Install new meters and services in an efficient manner. (National benchmark is 15.6 hours per set; City of Norman is less than 12 hours).
- Respond to 95% of Oklahoma One-Call System, Inc. locate calls for contractors and citizens of Norman within 48 hours.
- Install 600 AMR meters per year.
- Reduce on-the-job injuries through safety and education.
- Replace 10,000 linear feet of pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10	FYE 11	FYE 12		FYE 13
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on	1.95 hours	1.95 hours	2.30 hours	2.30 hours	2.30 hours
Number of AMR meters installed	539	316	500	500	500
Service calls completed	4,313	4,285	4,300	4,300	4,000
Number of locates completed	3,757	5,747	4,000	4,200	4,400
Number of valves exercised	1,883	1,468	2,000	4,000	4,000
Percent hours lost to OJI per 1,000 hours worked	0	2.09%	1%	1%	0.11%
Fire hydrants maintained	4,193	3,577	4,200	5,337	5,337
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	5,070 ft	4,300 ft	6,400 ft	6,420 ft	4,500 ft
Feet of "hot soils" (corrosive soils) pipe replaced	4,634 ft	3,588 ft	2,000 ft	2,600 ft	3,000 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	287,646	295,668	295,668	302,790	303,141
Supplies & Materials	4,257	4,899	5,141	4,842	4,785
Services & Maintenance	39,876	42,363	70,795	68,921	42,363
Internal Services	29,423	87,226	87,226	109,408	150,440
Capital Equipment	0	5,400	5,400	5,400	0
Subtotal	361,202	435,556	464,230	491,361	500,729
Capital Projects	0	0	0	0	0
Cost Allocation	567,366	532,672	532,672	588,108	568,564
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	567,366	532,672	532,672	588,108	568,564
Division Total	928,568	968,228	996,902	1,079,469	1,069,293

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 and refine the water production model designed to meet daily water demand.
- Stay within the allocation for water from Lake Thunderbird.
- Protect water levels and water quality in the wells.
- Minimize water production costs
- Minimize reliance on water from Oklahoma City
- Retain higher skilled, cross-trained workers.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Total hours lost to OJI (safety)	374	38	0	0	0
Safety training sessions held (safety)	12	11	12	12	12
Tours conducted (public education)	16	6	9	6	9
Number of people on tours	232	108	120	60	120
Job related training (personnel hours)	n/a	n/a	60	60	60
Cross training (personnel hours)	n/a	n/a	24	24	24
Percent Thunderbird water allocation used	98.45%	87.83%	<100%	95.03%	<100%

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

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	110,554	105,963	105,963	108,857	110,909
Supplies & Materials	35,077	37,580	37,682	37,646	37,850
Services & Maintenance	37,294	33,435	40,159	40,159	33,435
Internal Services	707	329	329	581	561
Capital Equipment	4,492	0	0	0	0
Subtotal	188,124	177,307	184,133	187,243	182,755
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	188,124	177,307	184,133	187,243	182,755

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.
- Develop a database to assist with this effort.
- 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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Microbiological sample collection	100%	99%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to	98%	93%	100%	95%	100%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	14	14	0	0	0
WTP and Water Well sample collection	100%	99%	100%	99%	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Full-time Positions	10	11	11	11	11
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	12	12	12	12

EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	597,657	677,381	677,381	697,400	682,370
Supplies & Materials	884,401	1,123,833	1,882,533	1,882,630	1,143,636
Services & Maintenance	1,178,760	1,853,288	1,896,221	1,832,686	1,868,928
Internal Services	1,021	503	503	3,903	4,401
Capital Equipment	1,539	152,460	152,460	152,460	101,700
Subtotal	2,663,378	3,807,465	4,609,098	4,569,079	3,801,035
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	2,663,378	3,807,465	4,609,098	4,569,079	3,801,035

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.
- 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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)**	88.89%	72.02%	95%	75%	75%
Percent of bacterial water samples passing (quality)	99.67%	99.75%	99.5%	99.8%	99.5%
Number of complaints on water quality or pressure	94	23	80	50	80
Water production, million gallons per day*					
Average day	11.78	13.06	15.52	14.50	15.80
Maximum day	22.12	22.29	31.04	23.94	31.61

Notes to Results Report:

*Water production predictions (plan and estimate) are based on the CH2M Hill Master Water Plan. Water usage figures in recent years have been below predictions.

**NTU, or Nephlometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time. Plant expansion construction activities have limited our ability to meet this goal. We expect to return to normal when Phase II of the expansion is finished.

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	101,120	120,106	120,106	120,106	119,395
Supplies & Materials	37,223	79,464	79,162	79,103	79,101
Services & Maintenance	610,617	627,089	629,538	663,889	671,075
Internal Services	2,881	3,258	3,258	2,339	1,699
Capital Equipment	40,913	27,000	51,764	51,764	27,000
Subtotal	792,754	856,917	883,828	917,201	898,270
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	792,754	856,917	883,828	917,201	898,270

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 10 ACTUAL	FYE 11 ACTUAL	FYE 12 PLAN	FYE 12 ESTIMATE	FYE 13 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	96%	88%	90%	91%	92%
Percentage of time well production is in the "target" range (currently greater than 4.0 MGD)	29%	73.7%	90%	75.82%	90%

Notes to Results Reports:

Well #43 was unavailable most of the past several years due to intermittent pumping of large amounts of sand. We installed a turbidimeter to monitor the sand and automatic controls to divert the water outside through the blow off pipe when the turbidity exceeds a high limit and the well is now back in production. This should improve the percent availability of the wells in future 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. FYE 2010 was the first full year of this program. The target was changed in January 2010 based on new information to the 4.0 MGD average. This target will be updated as conditions change (increased population and water demand, higher or lower well field capacity, etc.).

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 13 - FYE 17 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	2,005	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	11,083,440	8,705,951	20,841,267	19,717,648	5,577,291
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	11,083,440	8,705,951	20,841,267	19,717,648	5,577,291
Division Total	11,085,445	8,705,951	20,841,267	19,717,648	5,577,291

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	2,216,181	2,616,483	2,616,483	2,472,176	2,598,586
Interfund Transfers	0	0	0	0	0
Subtotal	2,216,181	2,616,483	2,616,483	2,472,176	2,598,586
Division Total	2,216,181	2,616,483	2,616,483	2,472,176	2,598,586

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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

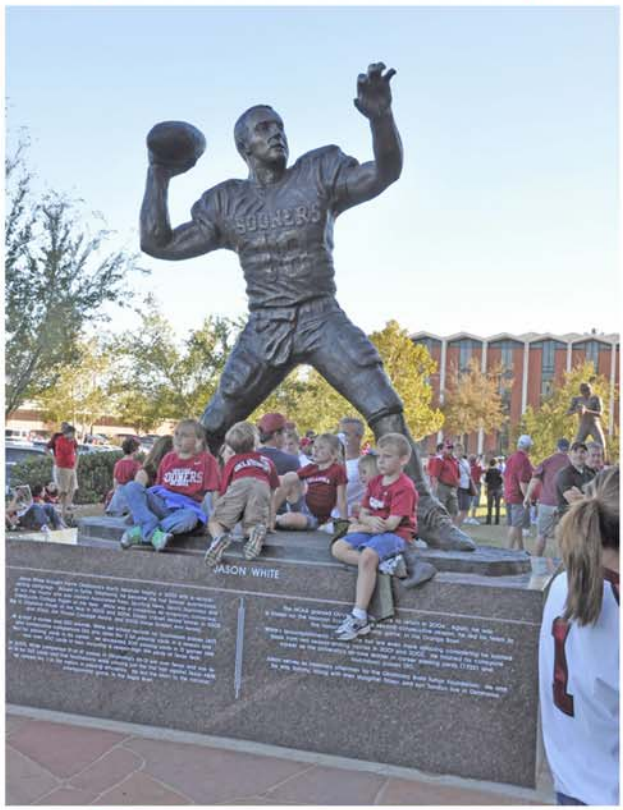
EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	659	659	659	659
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	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	0	659	659	659	659

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

Sam Bradford 2008

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	880,800	883,550	767,609	912,118
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	13,144,961	13,153,731	13,276,413	13,650,536
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	14,025,761	14,037,281	14,044,022	14,562,654
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Department Total	0	14,025,761	14,037,281	14,044,022	14,562,654

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	86,390	86,390	86,390	88,607
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	11,161,590	11,161,590	11,168,616	11,502,263
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	11,247,980	11,247,980	11,255,006	11,590,870
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	11,247,980	11,247,980	11,255,006	11,590,870

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	870,000	870,000	870,000	870,000
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	870,000	870,000	870,000	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	870,000	870,000	870,000	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	250,789	250,789	250,789	265,590
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	117,871	129,891	129,891	138,673
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	368,660	380,680	380,680	404,263
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	368,660	380,680	380,680	404,263

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	38,621	38,621	27,952	38,621
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	500	500	500	500
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	39,121	39,121	28,452	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	39,121	39,121	28,452	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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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

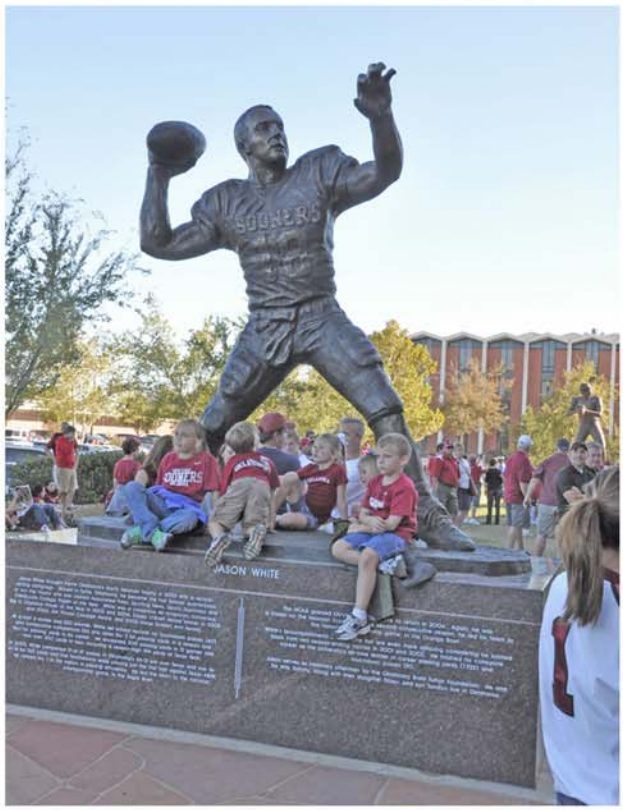
EXPENDITURES:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	505,000	507,750	402,478	519,300
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	995,000	991,750	1,107,406	1,139,100
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	1,500,000	1,499,500	1,509,884	1,658,400
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	1,500,000	1,499,500	1,509,884	1,658,400

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

Sam Bradford 2008

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 13 - FYE 17 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	493,027	836,956	836,956	846,371	886,215
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12,624	16,000	16,000	16,000	16,000
Internal Services	368	375	375	375	433
Capital Equipment	0	0	0	0	0
Subtotal	506,019	853,331	853,331	862,746	902,648
Capital Projects	14,395,902	11,044,021	34,285,912	37,943,451	13,466,361
Cost Allocations	0	0	0	0	0
Debt Service	49,005	0	0	111,339	0
Interfund Transfers	3,948,462	2,895,912	2,982,104	4,348,395	3,096,988
Audit Adjust/Encumbrances	165,594	0	0	0	0
Subtotal	18,558,963	13,939,933	37,268,016	42,403,185	16,563,349
Fund Total	19,064,982	14,793,264	38,121,347	43,265,931	17,465,997

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	493,027	661,962	661,962	671,377	698,252
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	368	375	375	375	433
Capital Equipment	0	0	0	0	0
Subtotal	493,395	662,337	662,337	671,752	698,685
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	493,395	662,337	662,337	671,752	698,685

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	81,447	81,447	81,447	87,944
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	81,447	81,447	81,447	87,944
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	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	81,447	81,447	81,447	87,944

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	93,547	93,547	93,547	100,019
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	93,547	93,547	93,547	100,019
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	0	0	0	0	0
Division Total	0	93,547	93,547	93,547	100,019

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 13 - FYE 17 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Internal Services	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	14,395,902	11,044,021	34,285,912	37,943,451	13,466,361
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	3,948,462	2,895,912	2,982,104	4,348,395	3,096,988
Subtotal	18,344,364	13,939,933	37,268,016	42,291,846	16,563,349
Division Total	18,344,364	13,939,933	37,268,016	42,291,846	16,563,349

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	25,446	0	0	0	0
Subtotal	25,446	0	0	0	0
Fund Total	25,446	0	0	0	0

FUND SUMMARY

TOTAL UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)

MISSION:

Established to account for revenue generated from the University North Park Development Tax Increment District.

DESCRIPTION:

To account for the increment of sales and property taxes generated from Tax Increment District Two, University North Park.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	9,971	9,971	9,971	9,971	9,971
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	9,971	9,971	9,971	9,971	9,971
Capital Projects	1,175,982	3,402,000	4,785,352	4,785,352	2,105,500
Cost Allocations	0	0	0	0	0
Debt Service	251,748	943,650	943,650	943,650	1,026,800
Interfund Transfers	34,538	0	0	0	0
Audit Adjust/Encumbrances	46,922	0	0	0	0
Subtotal	1,509,190	4,345,650	5,729,002	5,729,002	3,132,300
Fund Total	1,519,161	4,355,621	5,738,973	5,738,973	3,142,271

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	379,245	0	315,601	315,601	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Subtotal	379,245	0	315,601	315,601	0
Fund Total	379,245	0	315,601	315,601	0

SPECIAL GRANTS FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2016 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
022-9503-435	TR0071	CNG Fastfill Station	529,914	529,914	0	0	0	0	0	0
022-9503-435	TR0078	CNG Slowfill Station	105,505	105,505	0	0	0	0	0	0
022-9813-452	PR0122	Highway Tree Grant High Meadows	0	0	0	0	0	0	0	0
022-9813-452	PR0125	Highway Tree Grant -Castlerock	25,000	25,000	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
022-9097-452	TR0082	Legacy Trail Multi Modal Path Extension	56,000	56,000	544,000	0	0	0	0	0
022-9082-431	TR0081	Safe Routes to School - Kennedy	19,900	19,900	176,800	0	0	0	0	0
	TOTAL SPECIAL REVENUE FUND 22 PROJECTS		**995,814**	**995,814**	**720,800**	**0**	**0**	**0**	**0**	**0**

CAMPUS CORNER TAX INCREMENT DISTRICT FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
027-9368-431	TF0001	Campus Corner Revitalization	122,350	122,350	19,347	0	0	0	0	0
		TOTAL TAX INCREMENT FINANCE FUND 27 PROJECTS	**122,350**	**122,350**	**19,347**	**0**	**0**	**0**	**0**	**0**

WESTWOOD FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 Projected	FYE 2015 Projected	FYE 2016 Projected	FYE 2017 Projected	Beyond 5 Years
EXPENDITURES										
		CAPITAL PROJECTS - GOLF								
029-	WG	No projects scheduled	0	0	0	0	0	0	0	0
		Subtotal GOLF	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		CAPITAL PROJECTS - POOL								
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**

WATER FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
		ARSENIC TREATMENT								
031-9345-462	WA0009	Arsenic Related Well Modifications	0	0	0	1,410,568	0	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**	**1,410,568**	**0**	**0**	**0**	**0**
		WATER DISTRIBUTION SYSTEM								
031-9360-462	WA0292	Water Distribution Improvements-Segment F	94,458	94,458	0	0	0	0	0	0
031-9360-462	WA	WDSI Segment G	0	0	0	421,000	0	0	0	0
		Subtotal Water Distribution System Projects	**94,458**	**94,458**	**0**	**421,000**	**0**	**0**	**0**	**0**
		WATER TOWERS								
031-9354-462	WA0039	Water Tower Maint - Boyd Tower	616,000	616,000	0	0	0	0	0	0
031-9354-462	WA0189	Water Tower Maint - Cascade Tower	0	0	440,000	0	0	0	0	0
031-9354-462	WA0294	Water Tower Maint - Hall Park	35,000	35,000	0	350,000	0	0	0	0
031-9354-462	WA0182	Water Tower Maint - Lindsey Tower	0	0	0	200,000	0	0	0	0
031-9354-462	WA0040	Water Tower Maint - Robinson Tower	164,000	164,000	0	0	0	0	0	0
031-9354-462	WA0293	Water Towers - SW or SE	2,800,000	2,800,000	0	0	0	0	0	0
		Subtotal Water Tower Projects	**3,615,000**	**3,615,000**	**440,000**	**550,000**	**0**	**0**	**0**	**0**
		WATER WELL AND DISTRIBUTION SYSTEM								
031-9380-462	WA0295	Cleveland County Detention Center Infrastructure	50,000	25,000	0	0	0	0	0	0
031-9353-462	WA0026	Rebuild Well Houses	25,000	4,295	0	0	0	0	0	0
031-9939-462	WA0296	Water Well #23 Modifications *	40	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	16,252	0	0	0	0	0	0
		Subtotal Water Well and Distribution System Projects	**235,040**	**175,547**	**0**	**0**	**0**	**0**	**0**	**0**
		URBAN SERVICE AREA WATER LINES								
		FYE 2011 Lines								
031-9343-462	WA0153	Cruce St:Flood to Chautauqua	6,202	920	0	0	0	0	0	0
		FYE 2012 Lines								
031-9343-462	WA0166	Crawford Ave: Ridge Rd to Crystal Cir	70,000	70,000	0	0	0	0	0	0
031-9343-462	WA0167	Crystal Cir: Porter to end	42,000	42,000	0	0	0	0	0	0
031-9343-462	WA0168	Falcon Ct:Crawford Ave to end of cul de sac	27,000	27,000	0	0	0	0	0	0
031-9343-462	WA0169	Skylark: Crawford Ave to end of cul de sac	27,000	27,000	0	0	0	0	0	0
031-9343-462	WA0170	Wren: Falcon Ct to Skylark	12,000	12,000	0	0	0	0	0	0
031-9343-462	WA0171	Chandelier Dr: Crystal Cir to Crystal Bend to end	37,800	37,800	0	0	0	0	0	0
		FYE 2013 Lines								
031-9343-462	WA308	High Meadows: 12th NE to Northcliff Ave	0	0	76,000	0	0	0	0	0
031-9343-462	WA309	Westfield: High Meadows to cul-de-sac	0	0	12,000	0	0	0	0	0
031-9343-462	WA310	Wind Hill Rd: High Meadows to cul-de-sac	0	0	18,000	0	0	0	0	0
031-9343-462	WA311	Peach Tree Ln: Glen Oaks Dr to Dalewood Pl	0	0	56,000	0	0	0	0	0
031-9343-462	WA312	Dalewood Pl: Peach Tree Ln to Clearwater	0	0	18,000	0	0	0	0	0
		FYE 2014 Lines								
031-9343-462	WA	Comanche:Porter to Jones	0	0	0	56,000	0	0	0	0
031-9343-462	WA	Crawford:Main to Comanche	0	0	0	16,000	0	0	0	0
031-9343-462	WA	Peters: Main to Gray	0	0	0	16,000	0	0	0	0
031-9343-462	WA	Peters: Main to Eufaula	0	0	0	36,000	0	0	0	0
		FYE 2015 Lines								
031-9343-462	WA	Iowa St: Berry to Flood	0	0	0	0	68,000	0	0	0
031-9343-462	WA	Barbour: Woods to Iowa	0	0	0	0	68,000	0	0	0
031-9343-462	WA	Rancho Dr: Alameda to Creston Way	0	0	0	0	48,000	0	0	0
031-9343-462	WA	Woodsboro Ct: Crossroads to cul de sac	0	0	0	0	30,000	0	0	0
		FYE 2016 Lines								
031-9343-462	WA	Vida Way: N Crawford to Stubbeman	0	0	0	0	0	69,000	0	0
031-9343-462	WA	Iowa St: Flood to Berry	0	0	0	0	0	63,000	0	0
031-9343-462	WA	Garfield: Lindsey to Stinson	0	0	0	0	0	45,500	0	0
031-9343-462	WA	Madison: Pickard to end of cul-de-sac	0	0	0	0	0	17,500	0	0
		FYE 2017 Lines								
031-9343-462	WA	Kingswood Dr: Meadowood Blvd to dead end	0	0	0	0	0	0	18,000	0
031-9343-462	WA	Richardson Dr: Kingswood Dr to Dunham Dr	0	0	0	0	0	0	40,000	0
031-9343-462	WA	Smalley Dr: Meadowood Blvd to end of cul de sac	0	0	0	0	0	0	28,000	0
031-9343-462	WA	Smalley Cir: Smalley Dr to end of cul de sac	0	0	0	0	0	0	28,000	0
031-9343-462	WA	Wellston Cir: Meadowood Blvd to end of cul de sac	0	0	0	0	0	0	24,000	0
		Subtotal Urban Service Area Water Line Projects	**222,002**	**216,720**	**180,000**	**124,000**	**214,000**	**195,000**	**138,000**	**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**
		WATER TREATMENT PLANT								
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	24,903	0	0	0	0	0	0
031-9939-462	WA0303	WTP Laboratory Roof and HVAC	330,000	252,610	0	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	**494,684**	**401,197**	**0**	**0**	**0**	**0**	**0**	**0**

WATER FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
031-9939-462		Water Treatment Plant Upgrade Phases 1 & 2								
	WA0132	High Service Line Repair(PayGo)	66,190	16,979	0	0	0	0	0	0
	WB0132	**High Service Line Repair (SRF & grant)**	77,916	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0133	Replace Control System (PayGo)	510	0	0	0	0	0	0	0
	WB0133	**Replace Control System(SRF & grant)**	19,224	**19,224**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0272	Taste and Odor (PayGo)	910,828	16,849	0	0	0	0	0	0
	WA0273	Filters (PayGo) *	1	0	0	0	0	0	0	0
	WB0273	**Filters (SRF & grant)**	99,045	**10,679**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0275	Clarifier (PayGo)	3,025	0	0	0	0	0	0	0
	WB0275	**Clarifier (SRF & Grant)**	17,670	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0276	Residuals Upgrade (PayGo)	175,500	0	0	0	0	0	0	0
	WA0277	Lime Slakers (PayGo)	10,502	9,701	0	0	0	0	0	0
	WB0277	**Lime Slakers (SRF & grant)**	816	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0278	Generator (PayGo)	77,274	10,980	0	0	0	0	0	0
	WB0278	**Generator (SRF & grant)**	1,527	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0280	Large Clarifier Repaint (PayGo)	3,805	3,106	0	0	0	0	0	0
	WB0280	**Large Clarifier Repaint (SRF & grant)**	843	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0281	Ammonia Feed (PayGo)	112,500	0	0	0	0	0	0	0
	WA0284	Recarb Basin Rehab (PayGo)	3,530	2,831	0	0	0	0	0	0
	WB0284	**Recarb Basin Rehab (SRF & grant)**	1,660	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0285	Alum Feed (PayGo)	48,246	0	0	0	0	0	0	0
	WB0285	**Alum Feed (SRF & grant)**	293	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0286	Chlorine (PayGo)	281,250	0	0	0	0	0	0	0
	WA0288	Chemical Feed Building (PayGo)	9,229	8,493	0	0	0	0	0	0
	WB0288	**Chemical Feed Building (SRF & grant)**	805	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	WA0290	New Storage Area w/I New Building (PayGo)	34,500	0	0	0	0	0	0	0
		WTP Improvements Phase 2	0	1,667,951	0	16,978,700	0	0	0	0
	WB0291	**WTP Phase 1: Improvement (SRF & grant)**	49,300	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Subtotal WTP Upgrade Ph 1 & 2	**2,005,989**	**1,766,793**	**0**	**16,978,700**	**0**	**0**	**0**	**0**
		Subtotal Water Treatment Plant Projects	**2,500,673**	**2,167,990**	**0**	**16,978,700**	**0**	**0**	**0**	**0**
		HOT SOILS WATER LINE REPAIR PROGRAM								
		FYE 2012 Lines								
031-9344-462	WA0158	Delancey Dr: From Central Parkway to Newbury Drive	50,000	50,000	0	0	0	0	0	0
031-9344-462	WA0159	Inglewood Dr: From Central Parkway to Newbury Drive	50,000	50,000	0	0	0	0	0	0
		FYE 2013 Lines								
031-9344-462	WA0313	Sandpiper Ln: Porter to War Bird Dr	0	0	48,000	0	0	0	0	0
031-9344-462	WA0314	Oriole Dr: Sandpiper Ln to Wilderness Dr	0	0	31,000	0	0	0	0	0
031-9344-462	WA0315	Summer Dr: 22nd Ave NE to Kara Ct	0	0	21,000	0	0	0	0	0
		FYE 2014 Lines								
031-9344-462	WA	Buckingham Dr: 36th NW to Brownwood Ln	0	0	0	65,000	0	0	0	0
031-9344-462	WA	Brownwood Ln: 36th NW to Buckingham Dr	0	0	0	35,000	0	0	0	0
		FYE 2015 Lines								
031-9344-462	WA	Cimarron Dr: Tropicana to 2804 Cimarron Dr	0	0	0	0	50,000	0	0	0
031-9344-462	WA	Camela St: Tropicana Ave to Cimarron Dr	0	0	0	0	20,000	0	0	0
031-9344-462	WA	Knolwood St: Overbrook Dr to 2801 Tropicana Ave	0	0	0	0	30,000	0	0	0
		FYE 2016 Lines								
031-9344-462	WA	Drawbridge Ln: Castlerock Rd to Stonehurst to Castlerock Rd	0	0	0	0	0	32,000	0	0
031-9344-462	WA	Burgundy Ct: Peppertree Pl to cul-de-sac	0	0	0	0	0	18,000	0	0
031-9344-462	WA	Woodsboro Dr: Crossroads Blvd to Pheasand Run Rd	0	0	0	0	0	50,000	0	0
		FYE 2017 Lines								
031-9344-462	WA	Pheasant Run Rd: Crossroad Blvd to Quail Hollow Dr	0	0	0	0	0	0	50,000	0
031-9344-462	WA	Greenwood Dr: Pheasant Run Rd to dead end at Green Ct	0	0	0	0	0	0	50,000	0
		OTHER WATER PROJECTS								
031-9642-462	WA0089	Arc Flash Safety *	23,542	23,542	0	0	0	0	0	0
031-9939-462	WA0192	WTP Return Pump Station	0	0	80,000	0	0	0	0	0
031-9540-419	BG0244	Fleet/Line Maintenance A/C Replacement	2,463	2,463	0	0	0	0	0	0
031-9540-419	EF1005	Fleet/Line Maintenance Roof Replacement *	15,084	15,084	0	0	0	0	0	0
031-9365-419	BG0025	Fleet/Line Maintenance gas line replacement	0	0	5,000	0	0	0	0	0
031-9683-462	WA0149	Hall Park W/L Replacement	405,707	405,707	0	0	0	0	0	0
031-9353-462	WA0131	High Pressure Plane Upgrade	568,412	568,412	0	0	0	0	0	0
031-9727-462	WA0191	Highway 9 Water Line Relocations	0	0	1,253,000	0	0	0	0	0
031-9987-462	TR0082	Legacy Trail MM Path Ext	6,700	6,650	0	0	0	0	0	0
031-9365-419	BG0023	Line Maintenance Bay Windows	6,000	5,667	0	0	0	0	0	0
031-9064-462	WA0220	Main E: Carter to 12th NE WL Relocation	26,895	0	0	0	0	0	0	0
031-9360-462	WA0173	Master Meters Installation	250,000	250,000	0	0	0	0	0	0
031-9079-431	TR0238	Robinson & 12th NE Water Line Relocation	110,000	0	0	0	0	0	0	0
031-9552-462	WA0157	Robinson/12thNE Waterline	158,918	158,918	0	0	0	0	0	0
031-9225-462	WA0022	Robinson: Northcliff to 24th NE Water Line Replacement	7,926	0	0	0	0	0	0	0
031-9942-462	WA0175	USGS Study	150,000	150,000	0	0	0	0	0	0
031-9196-462	WA0174	Water Supply Plan Update	300,000	385,947	0	0	0	0	0	0
031-9360-462	WA0172	Waterline Replacement: 2701 E Imhoff Road	46,000	46,000	0	0	0	0	0	0
031-9360-462	WA0184	24" Waterline (Seg D,SH 9:24th SW to Jenkins)	0	984,180	1,729,291	1,592,800	0	0	0	0
031-9521-462	WA0305	Waterline Replacement: Berry Road	2,149,000	2,149,000	1,500,000	0	0	0	0	0
031-9521-462	WA0306	Waterline Replacement: Flood Avenue	0	0	0	1,473,000	0	0	0	0
031-9642-462	WA0193	Well Arch Flash Safety	0	0	140,000	0	0	0	0	0
		Subtotal Other Water Projects	**4,326,647**	**5,251,570**	**4,807,291**	**3,165,800**	**100,000**	**100,000**	**100,000**	**0**
		SUBTOTAL PAYGO WATER PROJECTS	**12,470,181**	**12,997,646**	**5,427,291**	**22,650,068**	**314,000**	**295,000**	**238,000**	**0**

WATER FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
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
031-9360-462	WB0184	24" Waterline (Seg D,SH 9:24th SW to Jenkins)	3,617,459	2,633,279	0	0	0	0	0	0
031-9345-462	WB0127	Water Well # 51 to #61 (Design 11 wells)	46,491	0	0	0	0	0	0	0
031-9345-462	WB0109	Water Well #46	50	50	0	0	0	0	0	0
031-9345-462	WB0110	Water Well #47	1,000	1,000	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	1,000	1,000	0	0	0	0	0	0
031-9345-462	WB0128	FYE 07 12" Water Line	239,789	0	0	0	0	0	0	0
031-9345-462	WB0114	Water Well #51	23,968	1,629	0	0	0	0	0	0
031-9345-462	WB0115	Water Well #52	62,135	12,692	0	0	0	0	0	0
031-9345-462	WB0117	Water Well #54	26,851	1,629	0	0	0	0	0	0
031-9345-462	WB0118	Water Well #55	31,020	1,629	0	0	0	0	0	0
031-9345-462	WB0138	Monitor Wells	39,635	0	0	0	0	0	0	0
031-9345-462	WB0119	Water Well #56	35,117	2,629	0	0	0	0	0	0
031-9345-462	WB0120	Water Well #57	46,629	11,139	0	0	0	0	0	0
031-9345-462	WB0121	Water Well #58	41,979	1,544	0	0	0	0	0	0
031-9345-462	WB0122	Water Well #59	31,165	0	0	0	0	0	0	0
031-9345-462	WB0123	Water Well #60	35,045	17,196	0	0	0	0	0	0
031-9345-462	WB0124	Water Well #61	16,606	530	0	0	0	0	0	0
031-9345-462	WB0139	Monitor Wells #56-61	46,491	0	0	0	0	0	0	0
031-9345-462	WB0140	FYE 08 12" Water Line	1,117,169	1,117,169	0	0	0	0	0	0
031-9345-462	WB0141	FYE 08 16" Water Line	227,968	227,968	0	0	0	0	0	0
031-9345-462	WB0185	FYE 10 12" Water Line (Bond)	416,064	416,064	0	0	0	0	0	0
031-9345-462	WB0186	FYE 10 16" Water Line	432,436	432,436	0	0	0	0	0	0
031-9345-462	WB0297	Water Well Telemetry	0	0	150,000	0	0	0	0	0
031-9356-462	WB0051	WTP Raw Waterline (Phase I)	1,763,995	1,763,995	0	0	0	0	0	0
		Subtotal Bond Expenses for 2006 Water Bond Projects	**8,376,487**	**6,720,003**	**150,000**	**0**	**0**	**0**	**0**	**0**
		TOTAL ALL WATER FUND 31 PROJECTS	**20,846,668**	**19,717,649**	**5,577,291**	**22,650,068**	**314,000**	**295,000**	**238,000**	**0**

WATER RECLAMATION FUNDS
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
032-9337-432	WW0042	Wastewater Flow Monitoring	203,974	203,974	0	0	0	0	0	0
032-	WW0039	Environmental Bldg Foundation	512	0	0	0	0	0	0	0
032-	WW	Westside Lift Station Roof Replacement	0	0	0	0	0	0	36,000	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	577,686	577,686	0	0	0	0	0	0
032-	WW	WWTP Blower Building Roof Replacement	0	0	0	0	0	0	108,000	0
032-9911-432	WW0044	WWTP Canadian River TMDL/WLA	48,784	48,784	5,000	0	0	0	0	0
032-9677-432	WW0061	WWTP Centrifuge Rm Heater *	45,597	45,597	0	0	0	0	0	0
032-	WW	WWTP Chlorine Bldg Roof Replacement	0	0	0	62,000	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
032-	WW	WWTP Effluent Re-Use System	0	0	0	500,000	2,095,000	0	0	0
032-9911-432	WW0050	WWTP Effluent Truck Wash	0	0	289,000	0	0	0	0	0
032-9677-432	WW0198	WWTP MCB Upper Roof	0	0	50,000	0	0	0	0	0
032-	WW0046	WWTP Mod Hdwk Screening Conveyor	41,903	0	0	0	0	0	0	0
032-9911-432	WW0047	WWTP North Digester Boiler(s) Replacement	381,072	381,072	0	0	0	0	0	0
032-9677-432	WW0066	WWTP North PC Roof	43,000	43,000	0	0	0	0	0	0
032-	WW	WWTP Paint Shop Roof	0	0	0	28,000	0	0	0	0
032-	WW0065	South Water Reclamation Facility Improvements Ph 2	0	2,186,400	12,595,778	16,259,000	0	0	0	0
032-9911-432	WW0052	WWTP SCADA Improvements	906,089	906,089	0	0	0	0	0	0
032-	WW	WWTP Shop Building Roof Replacement	0	0	0	0	0	29,000	0	0
032-9677-432	WW0067	WWTP SHP Bldg Roof	27,000	27,000	0	0	0	0	0	0
032-9677-432	WW0068	WWTP Street Lighting	160,000	160,000	0	0	0	0	0	0
		TOTAL WATER RECLAMATION FUND 32 PROJECTS	**2,575,617**	**4,719,602**	**12,939,778**	**16,849,000**	**2,095,000**	**29,000**	**144,000**	**0**

SEWER MAINTENANCE FUNDS
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
321-9540-419	EF1005	Fleet/Line Maintenance Roof Replacement *	15,084	15,084	0	0	0	0	0	0
321-9450-419	BG0244	Fleet/Line Maint A/C Replacement	2,463	2,463	0	0	0	0	0	0
321-9365-419	BG0024	Line Maintenance Generator *	975	975	0	0	0	0	0	0
321-9365-419	BG0023	Line Maintenance Windows	6,000	6,000	0	0	0	0	0	0
321-9649-432	WW0062	Sewer Maint Royal Oaks Force Main Rehab	273,000	273,000	0	0	0	0	0	0
321-9234-432	WW0063	Sewer Lift Station Rehab 2011: Ashton Grove	16,658	16,166	0	0	0	0	0	0
321-9234-432	WW0069	Sewer Lift Station Rehab 2012: Sutton Place	30,000	30,000	0	0	0	0	0	0
321-9234-432	WW0199	Sewer Lift Station Rehab 2013: Vo Tech	0	0	30,000	0	0	0	0	0
321-9234-432	WW	Sewer Lift Station Rehab 2014: Royal Oaks	0	0	0	30,000	0	0	0	0
321-9234-432	WW	Sewer Lift Station Rehab 2015: Hall Park South	0	0	0	0	30,000	0	0	0
321-9234-432	WW	Sewer Lift Station Rehab 2016 Tecumseh	0	0	0	0	0	30,000	0	0
321-9234-432	WW	Sewer Lift Station Rehab 2017: Hall Park North	0	0	0	0	0	0	30,000	0
321-9338-432	WW0049	Sewer Maint Plan FYE 2009	1,328,743	0	0	0	0	0	0	0
321-9338-432	WW0055	Sewer Maint Plan FYE 2010	2,117,004	2,117,004	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
321-9338-432	WW0070	Sewer Maint Plan FYE 2012	2,511,500	2,511,500	0	0	0	0	0	0
321-9338-432	WW0200	Sewer Maint Plan FYE 2013	0	0	4,111,743	0	0	0	0	0
321-9338-432	WW	Sewer Maint Plan FYE 2014	0	0	0	2,788,000	0	0	0	0
321-9338-432	WW	Sewer Maint Plan FYE 2015	0	0	0	0	2,788,000	0	0	0
321-9338-432	WW	Sewer Maint Plan FYE 2016	0	0	0	0	0	2,788,000	0	0
321-9338-432	WW	Sewer Maint Plan FYE 2017	0	0	0	0	0	0	2,788,000	0
321-9365-419	BG0025	Fleet/Line Maint Natural Gas Line Replacement	0	0	5,000	0	0	0	0	0
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	**8,093,692**	**6,764,457**	**4,246,743**	**2,918,000**	**2,918,000**	**2,918,000**	**2,918,000**	**0**

NEW DEVELOPMENT EXCISE FUNDS
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
322-9048-432	WW0302	Industrial Interceptor	55,412	31,075	0	0	0	0	0	0
322-9048-432	WW0267	Interceptor/SE Bishop-P2B	1,072,186	1,072,186	0	0	0	0	0	0
322-9048-432	WW0120	Interceptor/Woodcrest	1,730,742	1,730,742	0	0	0	0	0	0
322-9048-432	WW0303	Lift Station D Expansion	1,578,802	1,578,804	0	0	0	0	0	0
322-9048-432	WW0210	Little River Interceptor	98,562	580	0	0	0	0	0	0
322-9048-432	WW0175	Northwest Interceptor	40,149	0	0	0	0	0	0	0
322-9049-432	WW0204	North Water Reclamation Facility	0	0	167,000	0	0	1,657,843	0	77,300,000
322-9048-432	WW0262	Tecumseh Interceptor	151,294	175,631	0	0	0	0	0	0
322-9048-432	WW0065	South Water Reclamation Facility Improvements Ph 2	15,399,176	1,724,655	8,504,102	11,159,000	0	0	0	0
		TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS	**20,126,323**	**6,313,673**	**8,671,102**	**11,159,000**	**0**	**1,657,843**	**0**	**77,300,000**

SEWER SALES TAX FUNDS
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 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 ^^	1,445,773	134,032	1,311,741	0	0	0	0	0
323-9048-432	WW0303	Lift Station D Expansion	34,033	34,034	0	0	0	0	0	0
323-9048-432	WW0210	Little River Interceptor	148,249	0	0	0	0	0	0	0
323-9048-432	WW0275	Lower Westside Interceptor	92,260	0	0	0	0	0	0	0
323-9048-432	WW0175	Northwest Interceptor	362,595	7,770	0	0	0	0	0	0
323-9049-432	WW0204	North Water Reclamation Facility	0	0	83,000	1,500,000	0	4,292,157	0	0
323-9048-432	WW0262	Tecumseh Interceptor ^^	340,194	43,766	296,428	0	0	0	0	0
323-9048-432	WW0189	Vo Tech Interceptor	5,745	5,745	0	0	0	0	0	0
323-9048-432	WW0065	South Water Reclamation Facility Improvements Ph 2	5,366,670	97,807	0	0	0	0	0	0
323-9976-432	WW0252	WWTP Sludge Handling Facilities *	59,904	59,904	0	0	0	0	0	0
		TOTAL SEWER SALES TAX FUND 323 PROJECTS	**7,895,627**	**423,262**	**1,691,169**	**1,500,000**	**0**	**4,292,157**	**0**	**0**

SANITATION FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
033-9975-432	SA0004	Campus Corner Compactors	41,010	0	0	0	0	0	0	0
033-9975-432	SA0008	Cottages of Norman Compactors	3,177	0	0	0	0	0	0	0
033-	SA	Material Recovery Facility	0	0	0	1,000,000	0	0	0	0
033-9975-432	SA0010	East Norman Recycle Center	61,500	61,500	0	0	0	0	0	0
033-9975-432	SA0006	Recycling Center Fairgrounds *	80	0	0	0	0	0	0	0
033-9975-432	SA0007	Roof Repair 1317 DaVinci *	100	0	0	0	0	0	0	0
033-9975-432	SA0009	Sanit Cont Maint Facility	400,000	400,000	0	0	0	0	0	0
033-9975-432	SA0002	Transfer Station Expansion	331,313	331,313	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	**1,095,930**	**1,051,563**	**0**	**1,000,000**	**0**	**0**	**0**	**0**

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
I. CAPITAL OUTLAY (Approximately 27% by Formula)										
050-3090-419	n.a.	**Capital Outlay #**	3,737,904	3,737,904	3,018,988	3,147,295	3,281,055	3,420,500	3,565,871	0
****SUBTOTAL CAPITAL OUTLAY**			**3,737,904**	**3,737,904**	**3,018,988**	**3,147,295**	**3,281,055**	**3,420,500**	**3,565,871**	**0**
II. STREET MAINTENANCE (Approximately 25% by Formula)										
050-9369-431		Alley Repair Program FYE 2009	98,077	98,077	0	0	0	0	0	0
050-9369-431		Alley Repair Program FYE 2010	150,000	150,000	0	0	0	0	0	0
050-9369-431		Alley Repair Program FYE 2014-2017	0	0	0	190,000	200,000	200,000	200,000	0
		Asphalt Pavement Maintenance FYE07								
050-9511-431	SC0352	36th NW: Franklin-N Limits	51,190	51,190	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
		Asphalt Pavement Maintenance FYE09								
050-9511-431	SC0422	DaVinci: Pasteur-Fire Sta 7	82,550	82,550	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	SC0451	Porter: Rock Creek to Tecumseh	45,017	45,017	0	0	0	0	0	0
050-9511-431	SC0452	Findlay: Acres to Frank	83,850	83,850	0	0	0	0	0	0
050-9511-431	SC0453	Main: Porter to Carter	38,863	38,863	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	13,934	13,934	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
		Asphalt Pavt Maint FYE 2012								
050-9511-431	SC0521	Tecumseh: 48 NW - N Interstate Dr West	82,685	82,685	0	0	0	0	0	0
050-9511-431	SC0522	Lindsey: Shadowridge Ridge Dr - Ed Noble	56,938	56,938	0	0	0	0	0	0
050-9511-431	SC0523	24 NW: Boardwalk to Tee Dr	20,117	20,117	0	0	0	0	0	0
050-9511-431	SC0540	IMS	10,000	10,000	0	0	0	0	0	0
		Asphalt Pavt Maint FYE 2013								
050-9511-431	SC0541	Urban Street Surface Sealing	0	0	260,133	0	0	0	0	0
050-9511-431	SC0542	IMS Infrastructure Data Collection/Testing	0	0	10,000	0	0	0	0	0
		Asphalt Pavt Maint FYE 2014-2017	0	0	0	783,656	833,877	833,877	833,877	0
050-9511-431		Robinson: 24th NE - 60th NE	0	0	0	365,000	0	0	0	0
050-9511-431		North Base City Facility Paving	0	0	0	120,000	0	0	0	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 FYE10								
050-9692-431	SC0457	36th Ave SW: Main to Western View Dr	61,821	61,821	0	0	0	0	0	0
050-9692-431	SC0459	72nd Ave SE: Cedar Lane to Etowah Rd	85,382	85,382	0	0	0	0	0	0
		Asphalt Paver Patch FYE11								
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
		Asphalt Paver Patch FYE 2012								
050-9692-431	SC0524	Ed Noble Parkway: Main - Lindsey	185,000	185,000	0	0	0	0	0	0
050-9692-431	SC0525	200-300 Blk Norman Center Court	46,000	46,000	0	0	0	0	0	0
050-9692-431	SC0526	3000 Block William Pereira	30,000	30,000	0	0	0	0	0	0
050-9692-431	SC0527	IMS	10,000	10,000	0	0	0	0	0	0
		Asphalt Paver Patch FYE 2013								
050-9692-431	SC0543	Inglewood Dr: Central Pkwy - Newberry Dr	0	0	150,000	0	0	0	0	0
050-9692-431	SC0544	Cruce St: Berry Rd - Broad Ln	0	0	40,000	0	0	0	0	
050-9692-431	SC0545	Broad Ln: Cruce St - Boyd St	0	0	49,000	0	0	0	0	0
050-9692-431	SC0546	IMS Infrastructure Data Collection/Testing	0	0	10,000	0	0	0	0	0
050-9692-431	SC	Asphalt Paver Patch FYE 2014-2017	0	0	0	271,000	271,000	271,000	271,000	0
		Concrete Pavement Maintenance FYE09								
050-9718-431	SC0433	Brooks: Classen-W of RR	10,495	10,495	0	0	0	0	0	0
050-9718-431	SC0436	Brandywine:Candlewood-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	26th 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: Infraastructure Data Collection/Testing	10,000	10,000	0	0	0	0	0	0
		Concrete Pavement Maintenance FYE 2012			0	0	0	0	0	
050-9718-431	SC0528	Parsons St: Elm - Chautauqua	150,000	150,000	0	0	0	0	0	0
050-9718-431	SC0529	Hemphill Dr: 24 NW - 26 NW	120,500	120,500	0	0	0	0	0	0
050-9718-431	SC0530	IMS	10,000	10,000	0	0	0	0	0	0
		Concrete Pavement Maintenance FYE 2013								
050-9718-431	SC0547	Dorchester Dr: Highland Pkwy area	0	0	115,500	0	0	0	0	0
050-9718-431	SC0548	Boyd Street	0	0	150,000	0	0	0	0	0
050-9718-431	SC0549	IMS: Infraastructure Data Collection/Testing	0	0	10,000	0	0	0	0	0

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
050-9718-431	SC	Concrete Pavement Maintenance FYE 2014-2017	0	0	0	300,500	300,500	300,500	300,500	0
050-9051-431	SC0438	Concrete Valley Gutter Project FYE 09	18,607	18,607	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	75,000	75,000	0	0	0	0	0	0
050-9051-431	SC	Concrete Valley Gutter Proj FYE 2013	0	0	0	0	0	0	0	0
050-9051-431	SC	Concrete Valley Gutter Project FYE 2014-2017	0	0	0	75,000	75,000	75,000	75,000	0
050-9686-431	SC0470	Crack Seal FYE 2010	50,297	50,297	0	0	0	0	0	0
050-9686-431	SC0507	Crack Seal FYE 2011	190,000	190,000	0	0	0	0	0	0
050-9686-431	SC0532	Crack Seal FYE 2012	200,000	200,000	0	0	0	0	0	0
050-9686-431	SC0550	Crack Seal FYE 2013	0	0	200,000	0	0	0	0	0
050-9686-431	SC	Crack Seal FYE 2014-2017	0	0	0	200,000	225,000	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	SC0410	Rich: Porter-Crawford	20,214	20,214	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-	Force Account Drainage Materials FYE10								
050-9906-431	SC0471	Rolling Meadows Place: Storm sewer installation	18,702	18,702	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	7,421	7,421	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	14,818	14,818	0	0	0	0	0	0
050-9906-431	SC0510	Yorktown Circle	50,000	50,000	0	0	0	0	0	0
		Force Account Drainage Materials FYE 2012								
050-9906-431	SC0533	Vicksburg Channel Liner Repair	85,000	85,000	0	0	0	0	0	0
050-9906-431	SC0534	Sutton Wilderness Dam Rehab	50,000	50,000	0	0	0	0	0	0
		Force Account Drainage Materials FYE 2013								
050-9906-431	SC0551	2348 Blue Court Storm Sewer Extension	0	0	30,000	0	0	0	0	0
050-9906-431	SC0552	Anitol to the East Storm Sewer Extension	0	0	105,000	0	0	0	0	0
050-9906-431	SC	Force Account Drainage Materials FYE 2014-2017	0	0	0	135,000	135,000	135,000	135,000	0
		Rural Roads Improvements FYE 09								
050-9696-431	SC0443	Imhoff: Hwy 9 - 132nd SE	15,243	15,243	0	0	0	0	0	0
		Rural Roads Improvements FYE 2010								
050-9696-431	SC0479	168th NE: Rock Creek to Tecumseh	55,000	55,000	0	0	0	0	0	0
		Rural Roads Improvements FYE 2011								
050-9696-431	SC0511	Bethel Road: 96th NE to 108th NE	82,000	82,000	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: Infraastructure Data Collection/Testing *	752	752	0	0	0	0	0	0
		Rural Roads Improvements FYE 2012								
050-9696-431	SC0535	Cedar Ln: 1/2 Mi E of 24 SE - 48 SE	240,000	240,000	0	0	0	0	0	0
050-9696-431	SC0536	Alameda: 168 E - 180 E	100,000	100,000	0	0	0	0	0	0
050-9696-431	SC0537	120 NE: 1/2 Mi N of Lindsey to End	30,000	30,000	0	0	0	0	0	0
050-9696-431	SC0538	IMS	10,000	10,000	0	0	0	0	0	0
		Rural Roads Imprvts FYE 2013								0
050-9696-431	SC0553	156th NE: SH9 - Tecumseh Rd	0	0	150,000	0	0	0	0	0
050-9696-431	SC0554	108th NE: Rock Creek Rd - Franklin Rd	0	0	204,000	0	0	0	0	0
050-9696-431	SC0555	IMS Infrastructure Data Collection/Testing	0	0	10,000	0	0	0	0	0
050-9696-431	SC	Rural Roads Imprvts FYE 2014-2017	0	0	0	380,000	400,000	400,000	400,000	0
		Subtotal Street Maintenance Projects	**4,417,559**	**4,417,559**	**1,493,633**	**2,820,156**	**2,440,377**	**2,440,377**	**2,440,377**	**0**
050-5090-419	SC-Maint	Transfer to GF - Street & Drainage Labor #	0	0	0	0	0	0	0	0
		Subtotal Transfer to GF for Labor	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		****SUBTOTAL ALL STREET MAINTENANCE**	**4,417,559**	**4,417,559**	**1,493,633**	**2,820,156**	**2,440,377**	**2,440,377**	**2,440,377**	**0**
		25% Formula Amount	2,681,400	2,681,400	2,795,360	2,914,162	3,038,014	3,167,130	3,301,733	0
		Unused formula amount	(1,736,159)	(1,736,159)	1,301,727	94,006	597,637	726,753	861,356	0
III. MAINTENANCE OF EXISTING FACILITIES 5%										
		MAINTENANCE OF EXISTING FACILITIES (preventive maintenance needs, special reduction FY2011-2015 for Bldg Maint Needs Project)								
050-9677-419	EF0157	12th Ave Rec Restroom Ren	11,000	11,000	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	EF0120	City Hall Building A Improvements	199,335	253,024	112,500	0	0	0	0	0
050-9677-419	EF0146	City Hall Security Improvements	45,000	45,000	0	0	0	0	0	0
050-9677-419	EF0082	East Radio Tower Repair *	64	64	0	0	0	0	0	0
050-9677-419	EF0156	Falls/Lakeview Septic Tank	1,908	1,908	0	0	0	0	0	0
050-9677-419	EF0150	Fire Station #6 - Restoration & Repairs	20,000	20,000	0	0	0	0	0	0
050-9677-419	EF0134	Fire Station 1 Repair	25,490	25,490	15,000	0	0	0	0	0
050-9677-419	EF0135	Fire Station 2 Remodel	33,955	33,955	0	0	0	0	0	0
050-9677-419	EF0147	Fire Station 5 Replace two overhead doors	4,900	4,900	0	0	0	0	0	0
050-9677-419	EF0144	Fire Station 6 Repairs *	321	321	0	0	0	0	0	0
050-9677-419	EF0159	Fire Station 6 Truck Room Painting	0	0	4,000	0	0	0	0	0
050-9677-419	EF0122	Firehouse Art Center Improvements	106,053	106,053	0	0	0	0	0	0
050-9677-419	EF0148	Griffin Park Silo & Mural Repainting	30,000	30,000	0	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	2,273	2,273	0	0	0	0	0	0
050-9677-419	EF	Library Furniture Replacement	0	0	0	10,000	0	0	0	0
050-9677-419	EF0123	Moore-Lindsay Historic House Repairs	78,706	78,706	61,000	0	0	0	0	0
050-9677-419	EF0124	Park Fence Maintenance	20,122	20,122	15,000	0	25,000	25,000	25,000	0
050-9677-419	EF0143	Park Maintenance Fiber Optic Con *	29	29	0	0	0	0	0	0
050-9677-419	EF0012	Park Parking Lots & Sidewalks Maintenance	38,022	38,022	40,000	40,000	40,000	40,000	40,000	0
050-9677-419	EF0062	Park Playground Maintenance	6,000	6,000	10,000	10,000	10,000	10,000	10,000	0
050-9677-419	EF0145	Police - Basement break room remodel	7,500	7,500	0	0	0	0	0	0
050-9677-419	EF0153	Police Comm UPS	78,750	78,750	0	0	0	0	0	0
050-9677-419	EF0154	Police Range Safety Wall Repair	12,000	12,000	0	0	0	0	0	0
050-9677-419	EF0149	Police-Door Installation at Animal Welfare	5,500	5,500	0	0	0	0	0	0
050-9677-419	EF	Recreation Center Interior Renovations (kitchens and paint gyms)	0	0	0	75,000	0	0	0	0
050-9677-419	EF0160	Roof Replacement at Irving Gym	0	0	120,000	0	0	0	0	0
050-9677-419	EF0161	Senior Center Basement & Bathroom Remodel	0	0	75,000	0	0	0	0	0
050-9677-419	EF0151	Senior Center Elevator Compliance Upgrades	10,000	10,000	0	0	0	0	0	0

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
050-9677-419	EF0128	Sooner Theatre Improvements	175,000	175,000	0	0	0	0	0	0
050-9677-419	EF0017	Sports Field Relamping	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0
050-9677-419	EF0139	Three Recreation Center Ventilation Repairs	7,836	7,836	0	0	0	0	0	0
050-9677-419	EF0162	Westwood Grille Fire Supression & Vent Hood Replacement		0	10,000	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	EF0152	Westwood Tennis Center Rooftop HVAC Replacement	6,000	6,000	0	0	0	0	0	0
050-9677-419	EF0140	Whittier and Irving Restroom Repairs	29,014	29,014	0	0	0	0	0	0
050-9677-419	EF0111	William Morgan Park Boardwalk Repair	2,533	2,533	0	0	0	0	0	0
050-9677-419	EF0020	zMaintenance of Existing Facilities Contingency	6,577	6,577	20,000	20,000	20,000	20,000	20,000	0
		**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES	1,026,083	1,079,772	492,500	165,000	105,000	105,000	105,000	0
		5% Formula Amount	536,280	536,280	559,072	582,832	607,603	633,426	660,347	
		Special Reduction for Building Maintenance Project	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
		Amount (Overspent) or Underspent	(589,803)	(643,492)	(33,428)	317,832	402,603	428,426	455,347	
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO										
		TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING								
050-9076-431	TR0061	12th SE & Triad Village Signal	45,000	45,000	0	0	0	0	0	0
050-9076-431	TR0086	Tecumseh & 48th Ave NW New Signal	0	0	20,000	0	0	0	0	0
050-9539-431	TR0087	Highway 9 Utilities24th - 36th	0	0	43,710	0	0	0	0	0
050-9539-431	TR0088	Highway 9 Utilities36th - 72nd	0	0	36,169	0	0	0	0	0
050-9535-431	TR0068	ODOT Audit Adjustments	100,000	100,000	100,000	100,000	0	0	0	0
050-9076-431	TR0236	24th SE and Meadowood Blvd Signal	10,000	10,000	0	0	0	0	0	0
050-9079-431	TR0232	36th NW and Brookhollow Signal	2,343	2,343	0	0	0	0	0	0
050-9079-431	TR0231	36th NW and Quail Drive Signal	16,405	16,405	0	0	0	0	0	0
050-9076-431	TR0228	36th NW and Rock Creek Signal	35,705	35,705	0	0	0	0	0	0
050-9076-431	TR0079	Alameda/Findlay Signal	15,000	15,000	0	0	0	0	0	0
050-9076-431	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	29,310	29,310	0	0	0	0	0	0
050-9907-431	TR0007	Alameda: Andover to 1/2 mi E of 24th E	19,943	19,943	0	0	0	0	0	0
050-9687-431	TR0058	Boyd/Pickard Intersection	9,002	9,002	0	0	0	0	0	591,600
050-	TR	24th NE Widening: Alameda to Robinson*	0	0	0	0	450,000	2,365,850	0	0
050-9552-432	TR0089	24th SE Widening - Lindsey to Alameda*	0	0	475,000	500,500	2,381,600	0	0	0
050-9352-431	TR0063	Bridge Replacement Franklin 1/2 mi W of 12th NW*	731,316	731,316	30,000	395,000	640,000	0	0	0
050-9352-431	TR0062	Bridge Replacement Main 1/2 mi W of 36th SW*	707,510	707,510	0	122,000	1,465,000	0	0	0
050-9079-431	TR0235	Cedar Ln: 12th Ave SE to Classen Blvd*	284,677	284,677	825,000	475,000	625,855	0	0	0
050-9076-431	TR0057	Classen Blvd Signals	100,000	100,000	0	200,000	0	0	0	0
050-9381-431	TR0071	CNG Fastfill Station	302,918	302,918	0	0	0	0	0	0
050-9381-431	TR0078	CNG Slowfill Station	188,537	188,537	0	0	0	0	0	0
050-9300/9400	TR0047	Downtown Streetscape Improvements	0	0	120,000	442,622	0	0	0	0
050-9076-431	TR0064	Flood Ave & Venture Drive Signal	15,810	15,810	0	0	0	0	30,000	0
050-9583-431	TR0245	I-35/Main Street Interchange Enhancements	0	175,000	175,000	0	0	0	0	0
050-9079-431	TR0080	Indian Hills Road Signals	100,000	100,000	0	200,000	0	0	0	0
050-9688-431	TR0082	Legacy Trail Multi Modal Path Extension	14,000	14,000	136,000	0	0	0	0	0
050-9082-431	TR0072	Longfellow-Jefferson Safe Route to School	209,269	209,269	0	0	0	0	0	0
050-9081-431	TR0075	Main Street Roadway Lighting Design	22,057	22,057	0	0	0	0	0	0
050-9376-431	TC0014	One-way/Two-way Frt Study	9,998	9,998	0	0	0	0	0	0
050-9366-431	TR0243	Porter Ave Gap Paving Rock Crk to Tec	304,817	304,817	0	0	0	0	0	0
050-9161-431	TR0019	Railroad Corridor Safety	84,538	84,538	0	0	0	0	0	0
050-9161-431	TR0066	Railroad Quiet Zone	50,000	50,000	0	0	0	1,240,000	0	0
050-9950-433	TR0084	Regional Transit Alternative Analaysis Study	31,000	31,000	0	0	0	0	0	0
050-9081-431	TR0083	Roadway Lighting: Jenkins, SH9 and Constitution	10,000	10,000	0	0	0	0	0	0
050-9079-431	TR0238	Robinson/12th NE Signal & Intersection	849,118	849,118	0	0	0	0	0	0
050-9079-431	TR0059	Rock Creek @ 12th NW & Trailwoods Signal	100,000	100,000	0	0	286,250	0	0	0
050-9082-431	TR0081	Safe Routes to School - Kennedy	22,500	22,500	0	0	0	0	0	0
050-9067-431	TR0223	SH 9 & 24th Ave SW Signal/Inters	5,089	5,089	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
050-9067-431	TR0240	SH 9 and 12th SE Signal/Roadway	134,400	134,400	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 36th Ave SE Signal	5,000	5,000	0	0	0	0	0	0
050-9664-431	TR0054	Tecumseh & 60th Streets Widening Phase II	325,951	325,951	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
050-9076-431	TR	US 77 (Classen) & Post Oak Signal	0	0	0	15,000	30,000	0	0	0
050-9079-431	TR0239	US 77 (Classen) and Imhoff	665,826	665,826	0	0	0	0	0	0
		Subtotal Transp w/ Fed'l Funds	**6,362,115**	**6,537,115**	**1,960,879**	**2,450,122**	**5,878,705**	**3,605,850**	**30,000**	**591,600**
		TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING								
050-9687-431	TC0254	Bridge Maintenance Program for bridges >20' in length	0	0	150,000	150,000	150,000	150,000	150,000	0
050-9052-431	TC0242	Citywide Sidewalk Reconstruction FYE 2011	38,197	38,197	0	0	0	0	0	0
050-9052-431	TC0245	Citywide Sidewalk Reconstruction FYE 2012	51,464	51,464	0	0	0	0	0	0
050-9052-431	TC0250	Citywide Sidewalk Reconstruction FYE 2013	0	0	50,000	0	0	0	0	0
050-9052-431	TC	Citywide Sidewalk Reconstruction FYE 2014-2017	0	0	0	50,000	50,000	50,000	50,000	0
050-9373-431	CD0001	Community/Neighborhood Improvements	248,769	248,769	50,000	100,000	100,000	100,000	100,000	0
050-9716-431	TC0237	Downtown Area Sidewalks & Curbs FYE10	26,673	26,673	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
050-9716-431	TC0246	Downtown Area Sidewalks & Curbs FYE12	51,383	51,383	0	0	0	0	0	0
050-9716-431	TC0251	Downtown Area Sidewalks & Curbs FYE13	0	0	50,000	0	0	0	0	0
050-9716-431	TC	Downtown Area Sidewalks & Curbs FYE14-2017	0	0	0	50,000	50,000	50,000	50,000	0
050-9370-431	SC0515	Driveway Repair Program FYE 2011	22,289	22,289	0	0	0	0	0	0
050-9370-431	SC0539	Driveway Repair Program FYE 2012	25,000	25,000	0	0	0	0	0	0
050-9370-431	SC0556	Driveway Repair Program FYE 2013	0	0	25,000	0	0	0	0	0
050-9370-431	SC	Driveway Repair Program FYE 2014-2017	0	0	0	25,000	25,000	25,000	25,000	0
050-9712-431	TC0252	Porter Sidewalk: Acres-Johnson	0	0	50,000	0	0	0	0	0
050-9082-431	TC0253	Porter/Acres Pedestrian Crossing Design	0	0	20,000	0	0	0	0	0
050-9712-431	TC0255	Sidewalk 24th NW: Robinson - UNP shopping area	0	0	32,000	0	0	0	0	0
050-9316-431	TC0238	Sidewalk Accessibility	30,363	30,363	25,000	25,000	30,000	30,000	30,000	0
050-9316-431	TC0017	Sidewalk Accessibility FYE 09 *	999	999	0	0	0	0	0	0
050-9317-431	TC0249	Sidewalk Prog Schools & Arterials	70,000	70,000	70,000	70,000	80,000	80,000	80,000	0
050-9317-431	TC0244	Sidewalk Prog Schools & Arterials FYE 2011	70,000	70,000	0	0	0	0	0	0
050-9712-431	TC0258	Sidewalk: 500 Block of 48th Ave NW gap	0	0	20,000	0	0	0	0	0
050-9712-431	TC0256	Sidewalk: Brooks: Jenkins - Classen	0	0	50,000	0	0	0	0	0

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
050-9712-431	TC0257	Sidewalk: Elmwood: Brookside Dr - Pickard Ave	0	0	34,000	0	0	0	0	0
050-9073-431	TC0230	Traffic Calming	90,464	90,464	40,000	100,000	100,000	100,000	100,000	0
050-9056-431	TC0248	Transportation Master Plan	0	0	300,000	0	0	0	0	0
050-9056-431	TC0248	Transportation Master Plan Scoping Study	42,920	42,920	0	0	0	0	0	0
050-9082-431	TC0240	Truman Elementary School Zone	3,479	3,479	0	0	0	0	0	0
		Subtotal Transp City Funds Only	**822,000**	**822,000**	**966,000**	**570,000**	**585,000**	**585,000**	**585,000**	**0**
		BUILDINGS AND GROUNDS								
050-9533-419	BG0037	Aerial Photography	0	0	100,000	0	0	0	0	0
050-	BG	Apparatus/Equipment Maintenance and Storage	0	0	0	730,000	0	0	0	0
050-9540-419	BG0026	Building C Generator/UPS Upgrade	0	0	200,000	0	0	0	0	0
050-9540-419	EF1004	Building Maintenance - Lighting	717,365	717,365	0	0	0	0	0	0
050-9540-419	EF1003	Building Maintenance - Mechanical/HVAC	1,827,792	1,827,792	78,000	41,000	50,000	50,000	50,000	0
050-9540-419	EF1002	Building Maintenance - Roofs	868,043	868,043	730,000	439,000	0	0	0	0
050-9365-419	BG0027	Council Chambers Audio/Visual Upgrade	0	0	400,000	350,000	0	0	0	0
050-9534-431	WS0002	Debris Management Plan	5,000	5,000	0	0	0	0	0	0
050-9365-419	BG0162	Demolition of Granary Site	0	0	125,000	0	0	0	0	0
050-9365-419	BG	Demolition of 1 West Gray	0	0	0	125,000	0	0	0	0
050-9365-419	BG0028	Downtown Parking Lot Expansion	0	0	100,000	0	0	0	0	0
050-9377-419	FT0002	Fire Station 8 Westside	130,769	130,769	0	0	0	0	0	0
050-9377-419	FT0003	Fire Station 9 Eastside	3,815,140	3,815,140	0	0	0	0	0	0
050-9365-419	BG0024	Fleet/Line Maintenance Backup Generator	975	975	0	0	0	0	0	0
050-9365-419	BG0025	Fleet/Line maintenance natural gas line replacement	0	0	15,000	0	0	0	0	0
050-9533-419	BG0021	GIS-Digital Aerial Photo	73,890	73,890	0	0	0	0	0	0
050-9365-419	BG0245	Gray Street Properties	1,650,000	1,650,000	600,000	0	0	0	0	0
050-9175-452	PR0040	Greenbelt Acquisition	204,836	204,836	0	50,000	50,000	50,000	50,000	0
050-9365-419	BG0008	Municipal Judicial Center	14,000	14,000	0	286,000	2,860,000	0	0	176,000
050-	BP	Norman Animal Shelter (11 Election)	0	3,033,426	0	0	0	0	0	0
050-	BP	Norman Public Library Improvements (99 Election)	0	278,759	0	0	0	0	0	0
050-	BG	Norman Public Library New Building	0	0	0	0	0	0	0	49,500,000
050-9209-419	BG0035	Renovations of Buildings A, B & C #	1,395	1,395	0	0	0	0	0	0
050-9387-419	BG0036	Repairs to tornado damaged parks and buildings	0	0	114,000	0	0	0	0	0
050-9525-419	BG0032	Replace Fire Bay Doors Fire Stations 2 & 4	0	0	12,000	0	0	0	0	0
050-9965-419	BG0029	Retrofit Two Additional Bays at Fleet Shop	0	0	75,000	0	0	0	0	0
050-9540-419	EF1001	Smalley Center	36,130	36,130	1,127,450	563,600	0	0	0	0
050-	BG	Street Division North Base Facility	0	0	0	0	0	475,000	0	0
050-9390-419	BG0038	Temporary Eastside Library Service Point	0	0	25,000	0	0	0	0	0
050-9389-419	BG0031	Treasury Area Safety Project	0	0	30,000	0	0	0	0	0
050-9092-419	BG0242	Trench Rescue Training	12,505	12,505	0	0	0	0	0	0
		Subtotal Buildings and Grounds	**9,357,840**	**12,670,025**	**3,731,450**	**2,584,600**	**2,960,000**	**575,000**	**100,000**	**49,676,000**
		PARKS AND RECREATION								
050-9050-452	PR0211	Andrews Park Improvements	800	800	0	0	0	0	0	0
050-9973-452	PR0068	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	3,250	3,250	0	0	0	0	0	0
050-9926-452	PR0052	Bicycle Plan-Bike Paths	74,350	74,350	0	0	0	0	0	0
050-9973-452	PR0121	Eastwood & Walnut Ridge Parks	44,962	44,962	0	0	0	0	0	0
050-9639-452	PR0133	Griffin Park Bleachers	0	0	58,000	0	0	0	0	0
050-9639-452	PR0134	Griffin Park Irrigation	0	0	25,000	0	0	0	0	0
050-9639-452	PR0103	Griffin Park Parking Lot Expansion	22,683	22,683	85,000	0	0	0	0	0
050-9985-452	PR0126	Hall Park Greenbelt Drain	9,389	9,389	0	0	0	0	0	0
050-9834-452	PR0044	Legacy South Extension: Campus-Duffy	69,971	69,671	0	0	0	0	0	0
050-9943-452	PR0120	Legacy Trail Improvements	54,000	54,000	0	0	0	0	0	0
050-9441-452	PR0021	Lightning Detection System Replacement	0	0	73,000	0	0	0	0	0
050-9922-452	PR0131	Little Axe Ballfield Water Fountains	0	0	2,500	0	0	0	0	0
050-9922-431	PR0123	Little Axe Improvements	65,000	65,000	80,000	160,000	100,000	0	0	0
050-9965-452	PR0117	NE Lions Improvements	73,298	73,298	0	0	0	0	0	0
050-9375-452	PR0106	Park Playground Additions	68,004	68,004	20,000	20,000	20,000	20,000	20,000	0
050-9973-452	PR0013	Park Site Amenities and Furnishings	10,019	10,019	10,000	10,000	10,000	10,000	10,000	0
050-9973-452	PR0014	Playground Mulch	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0
050-9205-452	PR0115	Reaves Park Drainage & Parking	79,544	79,544	0	0	0	0	0	0
050-9205-452	PR0127	Reaves Park Softball Building Replacement	0	0	175,000	0	0	0	0	0
050-9375-452	PR0132	Replant Landscape Medians	0	0	50,000	0	0	0	0	0
050-9618-452	PR0095	Rotary Park Improvements	175,582	175,582	0	0	0	0	0	0
050-9737-452	PR0055	Southlake Park Improvements	40,000	40,000	0	0	0	0	0	0
050-9985-452	PR0124	Trail Replacements Hall Park Greenbelt	80,000	80,000	32,000	70,000	0	0	0	0
050-9966-452	PR0212	Tree Program - Matching Funds	27,351	27,351	10,000	10,000	10,000	10,000	10,000	0
050-9329-452	PR0110	Westwood Shelter Replacement	4,547	4,547	0	0	0	0	0	0
		Subtotal Parks & Recreation	**947,750**	**947,450**	**665,500**	**315,000**	**185,000**	**85,000**	**85,000**	**0**
		STORMWATER DRAINAGE AND STORM SEWER SYSTEMS								
050-9968-431	DR0014	Bishop Creek Erosion Corr	120,000	120,000	0	0	0	0	0	0
050-9641-431	DR0202	Brookhaven Creek Maintenance #	9,732	9,732	0	0	0	0	0	0
050-9968-431	DR0010	Brookhaven Crk:Rob/Crossrds	60,037	60,037	0	0	0	0	0	0
050-9967-431	DR0011	Drainage - Misc Annual Projects FYE 09 *	499	499	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
050-9967-431	DR0013	Drainage - Misc Annual Projects FYE 2013	0	0	45,000	0	0	0	0	0
050-9967-431	DR	Drainage - Misc Annual Projects FYE 2014-2017	0	0	0	45,000	45,000	45,000	45,000	0

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
050-9968-431	DR0004	Drainage Projects FYE07-BishopCk:Linn-Apache #	6,406	6,406	0	0	0	0	0	0
050-9968-431	DR0012	Drainage Projects FYE 09	245,000	245,000	0	0	0	0	0	0
050-9968-431	DR0057	Drainage Projects FYE 10	250,000	250,000	0	0	0	0	0	0
050-9968-431	DR0059	Drainage Projects FYE13-Sutton Wilderness Dam	0	0	190,000	750,000	0	0	0	0
050-9968-431	DR	Drainage Projects FYE14-Creston Way/Schulze Dr	0	0	0	0	265,000	0	0	0
050-9968-431	DR	Drainage Projects FYE 2016-2017	0	0	0	0	0	280,000	285,000	0
050-9968-431	DR0058	Hall Park Dam Repair	220,964	220,964	0	0	0	0	0	0
050-9214-431	DR0054	Stormwater Master Plan #	18,083	18,083	0	0	0	0	0	0
050-9968-431	DR0015	Tecumseh/36th NW - channel	85,000	85,000	0	0	0	0	0	0
		Subtotal Drainage	**1,050,721**	**1,050,721**	**235,000**	**795,000**	**310,000**	**325,000**	**330,000**	**0**
		****SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)**	**18,540,426**	**22,027,311**	**7,558,829**	**6,714,722**	**9,918,705**	**5,175,850**	**1,130,000**	**50,267,600**
V. TRANSFERS										
050-5090-491	na	Transfer to Special Grants Fund	0	507,916	0	0	0	0	0	0
050-5090-491	na	Transfer to GF for 24th Ave SE @ Reagan Elementary New Signal	6,575	6,575	0	0	0	0	0	0
050-5090-491	na	Transfer to GF Services and Maintenance #	16,375	16,375	16,433	16,597	16,763	16,931	17,100	0
050-5090-491	na	Transfer To Westwood Golf #	96,000	96,000	78,000	61,500	61,500	61,500	61,500	0
		****SUBTOTAL TRANSFERS**	**118,950**	**626,866**	**94,433**	**78,097**	**78,263**	**78,431**	**78,600**	**0**
VI. SALARIES AND BENEFITS										
050-	na	Capital Personnel #	836,956	846,371	886,215	930,526	977,052	1,025,905	1,077,200	0
		****SUBTOTAL SALARIES AND BENEFITS**	**836,956**	**846,371**	**886,215**	**930,526**	**977,052**	**1,025,905**	**1,077,200**	**0**
VII. BOND PROJECTS (March 29, 2005 Referendum)										
		Proposition 1								
		Proposition 1 Issuance Cost (GOB)	0	0	0	0	0	0	0	0
050-9065-431	BP0203	Robinson RR Grade Separation (GOB)	*597,324*	597,324	0	0		0	0	0
050-9065-431	TR0203	Robinson RR Grade Separation (PayGo)	*450,441*	450,441	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	666,825	666,825	0	0	0	0	0	0
	not recaptured	SUBTOTAL PAYGO COSTS PROP. 1	483,890	483,890	0	0	0	0	0	0
	reimbursed	SUBTOTAL FED'L SHARE ADVANCE	0	0	0	0	0	0	0	0
		Proposition 2								
		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)	*12,270*	12,270	0	0	0	0	0	0
050-9311-431	TR0234	Lindsey: Jenkins to Classen Widening (PayGo)	*566,774*	566,774	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)	*7,085*	7,085	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)	*96,696*	96,696	0	0	0	0	0	0
050-9079-431	BP0229	Main/36th W Signal & Intersection (GOB)	0	111,036	0	0	0	0	0	0
050-9079-431	TR0229	Main/36th W Signal & Intersection (PayGo)	0	0	0	0	0	0	0	0
050-9552-431	BP0044	Rock Creek:Porter to 12th NE Widening (GOB)	*49,717*	49,717	0	0	0	0	0	0
050-9552-431	TR0044	Rock Creek:Porter to 12th NE Widening (PayGo)	*51,028*	51,028	0	0	0	0	0	0
	incl 50/78 recap	**SUBTOTAL GOB COSTS PROP. 2**	**77,888**	**188,924**	**0**	**0**	**0**	**0**	**0**	**0**
	not recaptured	**SUBTOTAL PAYGO COSTS PROP. 2**	**727,733**	**727,733**	**0**	**0**	**0**	**0**	**0**	**0**
	not recaptured	**SUBTOTAL FUND 78 COSTS PROP. 2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Proposition 3								
		Proposition 3 Issuance Cost (GOB)	0	0						0
050-9371-431	BP0050	Rural Roads Improvements (GOB)	0	0						0
050-9401-431	BP multi	Urban Asphalt Pavement Reconstruction (GOB)	0	0						0
	BP0255	26th: b/Boardwalk & Tee								
	BP0317	Abilene Cr: Pendleton-West	*5,511*	5,511						
	BP0293	Acres: b/Carter & Stewart								
	BP0136	Apache: Carter-Cook								
	BP0252	Apache: b/Pickard & Berry								
	BP0299	Apache: b/Porter & Carter								
	BP0139	Aniol: Apache-Symmes								
	BP0155	Ash Ct: Ash Ln - N end								
	BP0158	Ash Ln: Branchwood-Caddo								
	BP0148	Baker St: Rhoades-Ladbrook	*67,390*	67,390						
	BP0157	Bass Ct: Ash Ln-N end								
	BP0330	Boyd: Classen-University	*191,745*	191,745						
	BP0154	Branchwood Dr: BrwdCt-N end								
	BP0324	Bryant Cr: Robinson/N end	*48,437*	48,437						
	BP0316	Buckhorn: Remington-Pendleton	*26,778*	26,778						
	BP0328	Burgundy: Peppertree-E end	*5,456*	5,456						
	BP0326	Candlewood: Brandywine-W end	*24,578*	24,578						
	BP0140	Carter: Robinson-Main								
	BP0162	Cobble Cir: Brookhaven-W end								
	BP0291	Cockrel: b/Carter & Acres								

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
	BP0343	Colonial Estates South 2	80,034	80,034						
	BP0296	Commanche: b/Carter & Cook								
	BP0254	Commanche: b/Pickard & Berry								
	BP0295	Commanche: b/Ponca & Stewart								
	BP0160	Cord Cir: Brookhaven-W end								
	BP0266	Crawford: b/Frank & Robinson								
	BP0321	Creekview: Clearwater-W end	*3,480*	3,480						
	BP0319	Creekview: Clearwater-Clearwater	*14,161*	14,161						
	BP0322	Creekview Place: Clearwater-W end	*26,811*	26,811						
	BP0098	Creston Way: b/Reed and Tollie Dr								
	BP0251	Cruce: b/Flood & Pickard								
	BP0257	Da Vinci: B/Mendell & Past	*16,200*	16,200						
	BP0318	Dalewood: Clearwater-Peach Tree	*10,751*	10,751						
	BP0101	DeBarr: Boyd/Duffy	*7,563*	7,563						
	BP0143	Edwards Ct: Rhoades-S end	*9,218*	9,218						
	BP0142	Edwards: Rhoades-Winston	*15,085*	15,085						
	BP0138	Eufaula: Carter-Reed								
	BP0112	Evergreen Cr: N end/S end								
	BP0264	Frank: b/Peters & West end								
	BP0331	Fritzlan: 24th SW-West end	*17,615*	17,615						
	BP0292	Gray: b/Porter & Stewart								
	BP0163	Havenbrook: 36th NE - W end								
	BP0267	Hayes: b/Carter & Cockrell								
	BP0258	Hayes: b/Stubberman & Porter								
	BP0167	Hoover: Chautauqua - Pickard								
	BP0265	Hughbert: b/Crawford & West end								
	BP0290	Hughbert: b/Porter & Carter								
	BP0325	Hughbert/Utah: Berry/Acres	*40,099*	40,099						
	BP0126	Interstate Dr W: Franklin-Indian Hill								
	BP0164	Ives Way: E end - W end								
	BP0329	Jenkins: Lndsey-Constitution	*119,948*	119,948						
	BP0261	Johnson: b/Peters & Fay								
	BP0262	Julia: b/Johnson & Rich								
	BP0105	Madra:: b/South Lake Blvd and Shadow								
	BP0323	McFarland: Pickard/W end	*17,626*	17,626						
	BP0100	Monnett: Boyd/Duffy	*29,946*	29,946						
	BP0259	Mosier: b/Stubberman & Porter								
	BP0260	Pasteur: b/DaVinci & Einstein	*1,662*	1,662						
	BP0320	Peach Tree: Dalewood-Glen Oaks	*32,725*	32,725						
	BP0327	Peppertree: Candlewood-Beaumont	*17,285*	17,285						
	BP0111	Piney Oak: Quail/Red Oak								
	BP0145	Portland Ct: Rhoades-S end	*5,181*	5,181						
	BP0144	Portland: Rhoades-Ramsey	*24,644*	24,644						
	BP0146	Ramesy: Rhoades-Portland	*12,412*	12,412						
	BP0147	Ramsey Ct: Rhoades-S end	*8,647*	8,647						
	BP0110	Red Oaks? Piney Oak/Quail								
	BP0298	Reed: b/Symmes & Main								
	BP0315	Remington: Pendleton-Buckhorn	*12,412*	12,412						
	BP0159	Resh Ct: Branchwood-E end								
	BP0149	Rhoades Ct: Rhoades Dr - N end	*7,117*	7,117						
	BP0263	Rich: b/Jones & Peters								
	BP0156	Rye Rd: Ash Ln-Rambling Oak								
	BP0106	Sierra: Rising Hill/Lyric								
	BP0292	Stewart: b/Main & Carter								
	BP0137	Symmes: Carter-Reed								
	BP0253	Symmes: b/Pickard & Berry								
	BP0297	Symmes: b/Porter & Carter								
	BP0256	Tee: b/26th & 24th NW								
	BP0099	Tollie: N end/S end								
	BP0161	Tudor Cir: Brookhaven-W end								
	BP0141	Winston: Rhoades-Edwards	*24,336*	24,336						
	BP0314	Wylie Rd: Leslie to Lindsey	*78,643*	78,643						
050-9393-431	BP multi	Urban Concrete Pavement Reconstruction (GOB)								
	BP0168	Arkansas: 12th SE-Virginia								
	BP0174	Barkley: Boyd - Brooks								
	BP0181	Birch: Pickard - Fairfield								
	BP0276	Brooks: b/Flood & College								
	BP0275	Brooks: b/Jenkins & RR								
	BP0186	Burnt Oak: Oakhurst - Oakcliff								
	BP0185	Camden Way: Wylie - Rosedale								
	BP0123	College: Lindsey/Delta	*71,304*	71,304						
	BP0178	Crawford: Ridge Rd - Mimosa								
	BP0278	Dakota: B/Flood & University	*37,021*	37,021						
	BP0125	Denison: Berry/Barbour	*60,483*	60,483						
	BP0176	Eddington: Monnett - E end								
	BP0122	Elm: Lindsey/Delta	*14,764*	14,764						
	BP0183	Fairfield: McCall - Willow								
	BP0272	Fenwick: b/Rambling&North	*15,075*	15,075						
	BP0270	George: b/Lindsey & Stinson								
	BP0184	Grover: Berry - Hall								
	BP0172	Hidden Hill: 36th NW - Danfield								
	BP0124	High Meadows: 12th NW/Northcliff	*79,023*	79,023						

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
	BP0274	Hoover: b/Chautauqua & Maple	*21,180*	21,180						
	BP0169	Idaho: Texas - Virginia								
	BP0170	Louisiana: Texas - Virginia								
	BP0280	Meadowood: b/24th & Kingwood	*52,593*	52,593						
	BP0182	McCall: Pickard - Chautauqua								
	BP0177	McCullough: Monnett - E end								
	BP0171	Missouri: 12th SE - Virginia								
	BP0175	Morningside: Alameda - Schulz								
	BP0180	Oakbrook: Pickard - Fairfield								
	BP0187	Oakhill: Oakcliff - Burnt Oak								
	BP0269	Parkway: b/Interstate & 26th								
	BP0268	Ponca: b/Frank & Hughbert								
	BP0271	Riverside: b/24th & Storeridge								
	BP0279	Smalley: b/Dunham & North								
	BP0173	Stanton: Morren - Atterberry								
	BP0277	University: b/Gray & Comanche								
	BP0273	Walnut: b/Robinhood & Walnut								
	BP0179	Willow Ln: Pickard - Fairfield								
		SUBTOTAL GOB COSTS PROP. 3	**1,354,939**	**1,354,939**	**0**	**0**	**0**	**0**	**0**	**0**
		Proposition 4								
		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	**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	**2,102,422**	**2,213,458**	**0**	**0**	**0**	**0**	**0**	**0**
		Subtotal 2005 GOB Fund 78	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Subtotal PayGo Fund 50	**1,211,623**	**1,211,623**	**0**	**0**	**0**	**0**	**0**	**0**
		Subtotal PayGo Fund 50 (RR Grade Advanced)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Subtotal Paygo Fund 78	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
VIII. BOND PROJECTS (March 2, 2010 Referendum)										
		Proposition 1								
		Proposition 1 Issuance Cost (GOB)	141,058	111,339	0	0	0	0	0	0
		Urban Asphalt Pavement								
050-9401-431	BP0300	Jamestown Estates No. 3	*280,766*	280,766	0	0	0	0	0	0
050-9401-431	BP0301	Northridge Industrial Park	*210,000*	210,000	0	0	0	0	0	0
050-9401-431	BP0302	Prairie Creek No. 7	*497,000*	497,000	0	0	0	0	0	0
050-9401-431	BP0303	Grandview Estates North	*400,000*	400,000	0	0				
050-9401-431	BP0304	Tecumseh Rd - North 3300 Block	*100,000*	100,000	0	0	0	0	0	0
050-9401-431	BP0305	Main St - Willow Grove	*175,000*	175,000	0	0	0	0	0	0
050-9401-431	BP0332	Vicksburg Village Addition	*500,000*	500,000	0	0	0	0	0	0
050-9401-431	BP0333	Fowler Addition	*460,000*	460,000	0	0	0	0	0	0
050-9401-431	BP0334	Blue Lakes Addition	*548,116*	548,116	0	0	0	0	0	0
050-9401-431	BP345-347	Urban Asphalt Pavement 2013	*0*	0	1,734,347	0	0	0	0	0
050-9401-431		Urban Asphalt Pavement 2014	*0*	0	0	1,379,990	0	0	0	0
050-9401-431		Urban Asphalt Pavement 2015	*0*	0	0	0	1,777,506	0	0	0
		Urban Concrete Pavement 2011								
050-9393-431	BP0306	Boyd St: Classen Blvd - 12th E	*157,764*	157,764	0	0	0	0	0	0
050-9393-431	BP0307	Oakhurst Addition	*7,796*	7,796	0	0	0	0	0	0
050-9393-431	BP0308	Brooks St: 24 SW - McGee Dr	*35,527*	35,527	0	0	0	0	0	0
050-9393-431	BP0309	Edgemere Addition	*177,632*	177,632	0	0	0	0	0	0
050-9393-431	BP0310	Hetherington Heights	*295,731*	295,731	0	0	0	0	0	0
		Urban Concrete Pavement 2012								
050-9393-431	BP0335	Starbrook Addition	*47,368*	47,368	0	0	0	0	0	0
050-9393-431	BP0336	Castlerock Addition	*197,368*	197,368	0	0	0	0	0	0
050-9393-431	BP0337	Brookhaven Addition	*197,368*	197,368	0	0	0	0	0	0
050-9393-431	BP0338	Park Central Addition	*216,516*	216,516	0	0	0	0	0	0
050-9393-431	BP0339	Pickard East of Lindsey	*59,212*	59,212	0	0	0	0	0	0
050-9393-431	BP0340	Heatherington Heights Addition	*157,895*	157,895	0	0	0	0	0	0
050-9393-431	BP348-351	Urban Concrete Pavement 2013	*0*	0	1,033,866	0	0	0	0	0
050-9393-431	BP	Urban Concrete Pavement 2014	*0*	0	0	817,859	0	0	0	0
050-9393-431	BP	Urban Concrete Pavement 2015	*0*	0	0	0	868,011	0	0	0
050-9371-431	BP0341	Rural Road Improvements 2012	*439,792*	439,792	0	0	0	0	0	0
050-9371-431	BP0352	Rural Road Improvements 2013	*0*	0	439,792	0	0	0	0	0
050-9371-431	BP	Rural Road Improvements 2014	*0*	0	0	407,541	0	0	0	0
050-9371-431	BP	Rural Road Improvements 2015	*0*	0	0	0	472,044	0	0	0
050-9385-431	BP0312	Road Reconstruction 2011	*816,057*	816,057	0	0	0	0	0	0
050-9385-431	BP0342	Road Reconstruction 2012	*809,611*	809,611	0	0	0	0	0	0
050-9385-431	BP0353	Road Reconstruction 2013	*0*	0	713,394	0	0	0	0	0
050-9385-431	BP	Road Reconstruction 2014	*0*	0	0	615,822	0	0	0	0
050-9385-431	BP	Road Reconstruction 2015	*0*	0	0	0	942,945	0	0	0

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
		Proposition 2								
		Proposition 1 Issuance Cost (GOB)	33,358	0	0	0	0	0	0	0
050-9386-419	BP0313	Outdoor Warning	*207,209*	207,209	0	0	0	0	0	0
		Subtotal 2010 GOB Bond Issuance Costs	**174,416**	**111,339**	**0**	**0**	**0**	**0**	**0**	**0**
		Subtotal 2010 GOB Fund 50	**6,993,728**	**6,993,728**	**3,921,399**	**3,221,212**	**4,060,506**	**0**	**0**	**0**
		TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	**39,160,067**	**43,265,931**	**17,465,997**	**17,077,008**	**20,860,958**	**12,246,063**	**8,397,048**	**50,267,600**
		RESERVE - NEW REVENUE CONTINGENCY	750,792	750,792	782,701	815,965	850,644	886,796	924,485	0
REVENUES										
I. NEW SALES TAX REVENUE (rev 2-22-11)			10,725,600	10,725,600	11,181,438	11,656,649	12,152,057	12,668,519	13,206,931	0
II. GOB PROCEEDS (NOV 8, 2011 REFERENDUM)										
		Norman Animal Shelter	0	3,033,426	0	0	0	0	0	0
		Subtotal GOB Proceeds	**0**	**3,033,426**	**0**	**0**	**0**	**0**	**0**	**0**
III. GOB PROCEEDS (2010 REFERENDUM)										
		PROPOSITION 1 GOB PROCEEDS	3,600,000	15,086,387	0	0	0	0	0	0
		PROPOSITION 2 GOB PROCEEDS	0	0	0	0	0	0	0	0
		Subtotal GOB Proceeds	**3,600,000**	**15,086,387**	**0**	**0**	**0**	**0**	**0**	**0**
IV. GOB PROCEEDS (1999 REFERENDUM)										
		Norman Public Library Improvements	0	278,759	0	0	0	0	0	0
		Subtotal GOB Proceeds	**0**	**278,759**	**0**	**0**	**0**	**0**	**0**	**0**
IV. INTERFUND TRANSFERS AND SPECIAL (generally, to be budgeted when revenues actually received)										
Water Fund	TR0058	Boyd/Pickard Intersection	0	0	0	0	0	0	0	38,500
Westwood Fun	WG0112	Irrigation Well	0	0	0	0	0	0	0	165,000
PSST	FT0002/000	Fire Stations 8 and 9	1,003,500	1,003,500	0	0	0	0	0	0
Fund 54	DR	Hall Park Dam Repair	0	0	0	0	0	0	0	0
ODOT	BP/TR0203	Robinson Grade Separation (Fedl Share reimbursements)	0	0	0	0	0	0	0	0
		Subtotal Interfund Transfers and Special	**1,003,500**	**1,003,500**	**0**	**0**	**0**	**0**	**0**	**203,500**
IV. DONATIONS/OTHER (generally, to be budgeted when revenues actually received)										
Private	TR0061	12th & Triad Village Signal	0	0	0	0	0	0	0	7,871
Private	TR	12th NE & Rock Creek Road Signal	0	0	0	0	0	0	0	42,000
Private	TR0060	12th NE & Tecumseh Road Signal	0	0	0	0	0	0	0	107,836
Private	TR0235	12th SE & Cedar Ln Signal & Intersection	0	0	0	0	0	0	0	81,700
Private	TR0236	24th SE and Meadowood Blvd Signal	0	0	0	0	0	0	0	13,000
Private	TR	36th NW & Franklin Signal	0	0	0	0	0	0	0	23,800
Private	TR0228	36th NW and Rock Creek Signals	0	0	0	0	0	0	0	23,550
Private	TR0005	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	0	48,960
Private	TR0005	36th NW: Robinson to Tecumseh	0	0	0	0	0	0	0	3,168
Private	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	0	0	0	0	0	0	0	7,050
Private	TR0235	Cedar Ln: 12th Ave SE to Classen Blvd	0	0	0	0	260,000	0	0	0
Private	TR0057	Classen Blvd Signals	0	0	0	100,000	0	0	0	0
ODOC Grant	TR0071&78	CNG Facility (transfer from Fund 22)	0	1,342,906	0	0	0	0	0	0
Merchants	TR0047	Downtown Streetscape Improvements	0	0	0	0	0	0	0	75,000
ODOT	TR0047	Downtown Streetscape Improvements (reimbursement)	0	0	0	0	0	0	0	1,270,622
OCC Grant	DR0010	Drainage Project FYE10	0	0	0	0	0	0	0	60,000
Private	TR0064	Flood Ave & Venture Drive Signal	0	4,350	0	0	0	0	8,700	0
Loan		Gray Street Property	0	750,000	0	0	0	0	0	0
Private	TR	Indian Hill Road Signals	0	0	0	0	0	0	0	150,000
ODOT	TR0072	Longfellow-Jefferson Safe Route to School	200,600	200,600	0	0	0	0	0	0
BNSF	TR0019	Railroad Safety (claims submitted in 2001)	0	0	0	0	0	0	0	263,997
Private	TR0059	Rock Creek @ 12th NW & Trailwood	0	0	0	0	143,125	0	0	113,600
PSST	EF1001	Smalley Center Renovations	0	0	1,127,450	0	0	0	0	0
Private	TR0240	State Highway 9 and 12th SE Signal	8,000	8,000	0	0	0	0	0	44,000
Private	TR	State Highway 9 and 36th SE Signal	0	0	0	0	0	0	0	41,000
ODOT	TR0073	State Highway 9 Multimodal Path	600,000	600,000	0	0	0	0	0	0
Private	PR0099	Summit Lakes Park Improvements	0	0	0	0	0	0	0	15,000
Private	TR0074	Tecumseh & Journey Pkwy/NRH Pkwy Signal	0	0	0	0	0	0	0	45,000
Private	TR	US 77 (Classsen Blvd) & Post Oak Signal	0	0	0	6,000	11,556	0	0	0
Private	TR0239	US 77 and Imhoff Signal and Intersection	0	0	0	0	0	0	0	143,540
		Subtotal Donations/Other	**808,600**	**2,905,856**	**1,127,450**	**106,000**	**414,681**	**0**	**8,700**	

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

PROPOSED 2012 GOB Projects

If referendum is approved, budget will be amended.

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 PROJECTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Federal Share
	BP	12th Ave SE Widening: SH9 to Cedar Lane	0	0	308,000	225,300	513,214		0	2,080,000
	BP	24th East Widening: Lindsey to Robinson	0	0	880,000	2,205,300	1,756,300		0	7,025,200
	BP	36th NW Widening: Tecumseh to Indian Hills	0	0	1,335,000	934,500	480,000	4,936,000	0	8,420,000
	BP	Alameda Street Safety Project	0	0	230,000	0	0	0	0	910,000
	BP	Bridge Replacement Franklin Rd 1/2 mi W 12th NW	731,316	paygo TR0063	425,000	640,000	0	0	0	2,560,000
	BP	Bridge Replacement Main St: Local Bridge No. 016	707,510	paygo TR0062	155,000	1,465,000	0	0	0	1,585,000
	BP	Cedar Ln: 12th Ave SE to 24th Ave SE	284,677	paygo TR0235	1,300,000	1,420,000	0	0	0	5,680,000
	BP	Lindsey SW Widening: 24th Ave SW to Berry Rd	0	0	844,740	122,325	1,135,680	1,407,900	0	8,500,000
			1,723,503	**0**	**5,477,740**	**7,012,425**	**3,885,194**	**6,343,900**	**0**	**36,760,200**

CAPITAL FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 yrs PROJECTED
EXPENDITURES										
UNPROGRAMMED NEW REQUESTS										
	Parks	12th Avenue Recreation Center A/C	0	50,000	0	0	0	0	0
	Parks	12th Avenue Recreation Center gym painting	0	0	0	0	15,000	0	0
	Parks	12th Avenue Recreation Center Playground	0	0	60,000	0	0	0	0
	Parks	12th Avenue Recreation Center Sports Court	0	140,000	0	0	0	0	0
	Public Works	12th Ave NE & Indian Hills Rd Signal	0	15,000	0	0	0	0	0
	Public Works	24th Ave NE and High Meadows Dr Intersection	0	0	0	0	0	40,000	110,000
	Public Works	24th Avenue NW & Tee Drive Signal	0	150,000	130,000	300,000	0	0	0
	Public Works	36th Ave NW & Crail Dr Traffic Signal	0	0	0	0	0	40,000	120,000
	Parks	Andrews Park Electrical Service Upgrades	0	10,000	0	0	0	0	0
	Parks	Beautification Throughout the City	0	40,000	35,000	45,000	50,000	0	0
	City Clerk	Building A HVAC Upgrade	0	0	620,000	0	0	0	0
	Parks	City-wide Disc Golf Improvements	0	0	0	35,000	0	0	0
	Public Works	Citywide Pavement Overlays	0	0	240,000	0	0	0	0
	Planning	Demolition of Granary Site and 1 West Gray	0	0	250,000	0	0	0	0
	Public Works	Downtown Multi-Space Parking Meters	0	0	360,000	0	0	0	0
	Parks	Eagle Cliff Park Improvements	0	60,000	0	0	0	0	0
	Fire	EOC/Training Center Rehab	0	10,200	0	0	0	0	0
	Public Works	Erosion and Storm Water Pollution Abatement	0	10,000	10,000	10,000	10,000	10,000	0
	Parks	Falls-Lakeview Park Road	0	145,000	0	0	0	0	0
	Fire	Fire - EOC Training Center	0	5,800	0	0	0	0	0
	Fire	Fire Station 1 Concrete replacement	0	67,000	0	0	0	0	0
	Fire	Fire Station 1 Rehab	0	3,725	0	0	0	0	0
	Fire	Fire Station 2 concrete replacement	0	73,000	0	0	0	0	0
	Fire	Fire Station 2 Rehab	0	17,880	0	0	0	0	0
	Public Works	Fleet Facility Improvements - windows	0	45,000	0	0	0	0	0
	Parks	Griffin Park Trail Replacement and Reconstru ction	0	120,000	120,000	0	0	0	0
	Parks	Lions Memorial Park Upgrades	0	60,000	0	0	0	0	0
	Parks	Lions Park Tennis Court Repairs	0	112,000	0	0	0	0	0
	Parks	New Park Development	0	40,000	140,000	0	0	0	0
	Parks	Park Electrical Services Maintenance	0	0	5,000	5,000	5,000	5,000	0
	Parks	Park Shelter & Restroom Maintenance	0	10,000	10,000	10,000	10,000	10,000	0
	Parks	Park Shelters	0	40,000	40,000	0	40,000	40,000	0
	Police	PD Fencing for generator and property custody	0	7,500	0	0	0	0	0
	Police	Police Animal Welfare backup power	0	150,000	0	0	0	0	0
	Police	Police Animal Welfare Chain Link Fencing	0	34,000	0	0	0	0	0
	Police	Police Building B Feasibility Study	0	40,000	0	0	0	0	0
	Police	Police Range Safety Lighting	0	25,000	0	0	0	0	0
	Police	Police Range Target Systems	0	100,000	0	0	0	0	0
	Police	Police Training Facility Automatic Gate Opener	0	15,000	0	0	0	0	0
	Parks	Recreation Center basketball goal replacements	0	12,000	0	0	0	0	0
	Public Works	Robinson Street Bridge Aesthetics	0	0	0	0	30,000	450,000	0
	Public Works	Rock Creek Widening: 36th NW to Grandview	0	210,000	25,000	285,000	420,800	0	0
	Parks	Russel Bates Park Renovation	0	0	0	0	85,000	0	0
	Parks	Santa Fe Depot Repairs (basement, platform lights & trim, hall bathroom)	0	0	0	57,000	0	0	0
	Parks	Senior Center Floor Replacement & Painting	0	0	58,000	0	0	0	0
	Parks	Senior Center tuck point and/or repaint exterior	0	0	0	46,000	0	0	0
	Parks	Sooner Theater Sign and Marquee Repairs	0	0	0	20,000	0	0	0
	Public Works	Southside Fueling Facility	0	500,000	0	0	0	0	0
	Public Works	Tecumseh Street Bridge Aesthetics	0	0	0	0	30,000	450,000	0
	Parks	Tennis Court Resurface at Rotary & 12th Avenue	0	0	25,000	0	0	0	0
	Parks	Trail Improvements at Royal Oaks & Eastridge Park	0	45,000	30,000	75,000	0	0	0
	Parks	Westwood Tennis Center Court Plexipave Overlay	0	60,000	0	0	0	0	0
	Parks	Whittier & Irving Rec Centers' tile floor replacement	0	0	32,000	0	0	0	0
			0	2,423,105	2,190,000	888,000	695,800	1,045,000	230,000

UNPROGRAMMED - NO CITY FUNDS - 100% FEDERAL FUNDS

Fedl Funding	Fedl Fiscal Year	
$ 204,000	FFY13 TIP	Boyd Street Sidewalks - Classen to Barkley
$ 306,000	FFY13 TIP	Citywide Delineation - Phase 2 Pavement Markings
$ 204,000	FFY13 TIP	Jenkins and Stinson New Signal (OU funding design @ $10,000)
$ 426,400	FFY14 TIP	School Zones Flashers Upgrade
$ 260,000	FFY14 TIP	State Highway 9, Jenkins to John Saxon Blvd Signal Interconnect
$ 530,000	FFY11	State Highway 9 Signal Upgrades - Bikes and Peds
$ 408,910	FFY12 TIP	Traffic Signal Flashing Yellow Arrow Upgrade
$ 532,980	FFY16 TIP	Traffic Signal Upgrades Citywide - Emergency Vehicle Pre Emption
$ 193,320	FFY16 TIP	Traffic Signal Upgrades Citywide - Signal Modifications
$ 546,372	FFY16 TIP	Traffic Signal Upgrades Citywide - Video Detection
$ 998,400	FFY14 TIP	Lindsey, Constitution, Imhoff, alameda-Resurface
$ 424,000	FFY15 TIP	Jenkins and Brooks Signal & Interconnect

PARK LAND AND DEVELOPMENT FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
		COMMUNITY PARKS								
052-9050-452	PR0211	Andrews Park Improvements	5,540	5,540	0	0	0	0	0	0
052-9639-432	PC0014	Griffin Park Fishing Pier #	35,000	0	0	35,000	0	0	0	0
052-9639-432	PC0015	Griffin Park Soccer Building	10,000	10,000	0	0	0	0	0	0
052-9639-432	PC0016	Griffin Trail Improvements	92,000	92,000	0	0	0	0	0	0
052-9674.452	PC0003	Saxon Park Improvements	62,000	62,000	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	**226,540**	**191,540**	**0**	**35,000**	**0**	**0**	**0**	**0**
		NEIGHBORHOOD PARKS								
052-7042-452	PR0250	Kevin Gottshall	2,392	2,392	0	0	0	0	0	0
052-7042-452	PR0130	Eaglecliff Park Improvements	0	0	28,000	0	0	0	0	0
052-7042-452	PR0253	High Meadows-Concrete Walk	760	760	0	0	0	0	0	0
052-7042-452	PR0254	Lions Memorial Park Upgrades	998	998	22,000	0	0	0	0	0
052-7042-452	PR0129	New Park Development-Links Park	0	0	25,000	0	0	0	0	0
052-7042-452	PR0128	New Park Development-Highland Village Park	0	0	40,000	0	0	0	0	0
052-7042-452	PR	New Park Development-Cedar Park	0	0	0	35,000	0	0	0	0
052-7042-452	PR	New Park Development-Summit Valley	0	0	0	35,000	0	0	0	0
		Subtotal Neighborhood Parks	**4,150**	**4,150**	**115,000**	**70,000**	**0**	**0**	**0**	**0**
		TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**230,690**	**195,690**	**115,000**	**105,000**	**0**	**0**	**0**	**0**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
057-9536-431	UT0005	24th & Rock Creek Intersection	820,186	820,186	0	0	0	0	0	0
057-9510-431	UT0001	24th NW Conf Ctr Dr Sig #	0	0	0	0	0	0	0	0
057-9510-431	UT	Contingency	0	0	0	0	0	0	0	175,000
057-9510-431	UT	Cultural Facilities & Other Infrastructure	0	0	0	0	0	0	0	8,750,000
057-9510-431	UT0004	Developer Reimbursement	0	0	0	0	0	0	0	0
057-9510-431	UT0008	Economic Development	390,626	390,626	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	UT0002	I35 Frontage/24NW Improvements #	0	0	0	0	0	0	0	0
057-9545-431	UT0009	Interstate Drive East Extension	0	0	2,105,500	0	0	0	0	0
057-9537-451	UT0006	Legacy Pk Dr & 24th IntersectioN	503,457	503,457	0	0	0	0	0	0
057-9510-431	UT	Lifestyle Center	0	0	0	0	0	0	0	8,250,000
057-9541-431	UT0007	RobinsonI35 NE Ramp Project	2,946,350	2,946,350	0	0	0	0	0	0
057-9517-431	UT0003	Rock Creek Road Overpass	85,612	85,612	0	0	0	0	0	2,647,567
057-9510-431	UT0098	UNP Legacy Park & Trail	39,121	39,121	0	0	0	0	0	7,946,742
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			**4,785,352**	**4,785,352**	**2,105,500**	**0**	**0**	**0**	**0**	**47,319,910**

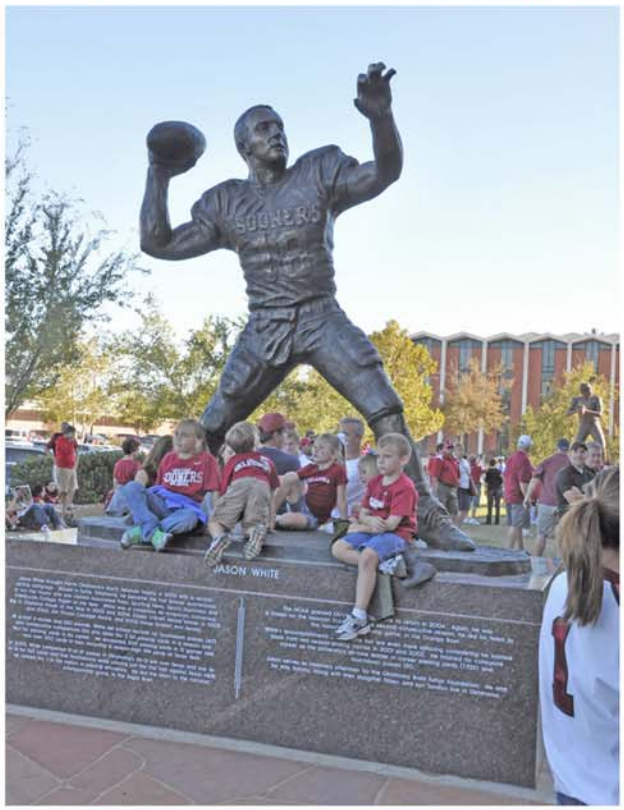
ARTERIAL ROADS RECOUPMENT FUND
FYE 13 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2012 BUDGET	FYE 2012 ESTIMATED	FYE 2013 ADOPTED	FYE 2014 PROJECTED	FYE 2015 PROJECTED	FYE 2016 PROJECTED	FYE 2017 PROJECTED	Beyond 5 Years
EXPENDITURES										
078-9366-431	AR0243	Porter Gap Paving: Rock Crk-Tecumseh	115,655	115,655	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			**315,601**	**315,601**	**0**	**0**	**0**	**0**	**0**	**0**

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



Billy Sims 1978

Sam Bradford 2008

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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	12	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	12	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	4,720,965	4,721,691	4,721,691	4,721,691	5,345,838
Interfund Transfers	1,351,496	870,000	870,000	870,000	870,000
Audit Adjust/Encumbrances	6,264	0	0	0	0
Subtotal	6,078,725	5,591,691	5,591,691	5,591,691	6,215,838
Fund Total	6,078,737	5,591,691	5,591,691	5,591,691	6,215,838

FUND SUMMARY

TOTAL COMBINED PURPOSE 1992 BOND FUND (64)

MISSION:

Bonds issued December 1992 for the purpose of certain street improvements and construction of a fire station and training center all within the City of Norman.

DESCRIPTION:

Account for and monitor funds allocated from sales tax revenues to be used for payment of principal and interest for the 1992 Combined Purpose Bond.

PERSONNEL:

	FYE 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 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 11 ACTUAL	FYE 12 ORIGINAL	FYE 12 REVISED	FYE 12 ESTIMATE	FYE 13 ADOPTED
Salaries & Benefits	0	0	0	0	0
Supplies & Materials	0	0	0	0	0
Services & Maintenance	0	0	0	0	0
Internal Services	0	0	0	0	0
Capital Equipment	0	0	0	0	0
Subtotal	0	0	0	0	0
Capital Projects	0	0	0	0	0
Cost Allocations	0	0	0	0	0
Debt Service	0	0	0	0	0
Interfund Transfers	225,070	200,537	200,537	275,973	146,761
Subtotal	225,070	200,537	200,537	275,973	146,761
Fund Total	225,070	200,537	200,537	275,973	146,761

1992 GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street and alley improvements, and new Fire Station #7
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
2011-2012	500,000	250,000	188	250,188	250,000

To be Paid

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

WATER FUND
31-5549

Name: Utility Revenue Bonds, Series 2006
Issuer: Norman Utilities Authority
Trustee:
Amount: $20,700,000
Interest: 3.875% - 5.00%
Dated: December 1, 2006
Retired: December 1, 2026
Source of Funds: Revenue Generated from NUA

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
Paid					
2006-2007	20,700,000	0	352,555	352,555	20,700,000
2007-2008	20,700,000	680,000	832,531	1,512,531	20,020,000
2008-2009	20,020,000	710,000	804,731	1,514,731	19,310,000
2009-2010	19,310,000	740,000	775,731	1,515,731	18,570,000
2010-2011	18,570,000	770,000	745,531	1,515,531	17,800,000
2011-2012	17,800,000	800,000	714,131	1,514,131	17,000,000
To be Paid					
2012-2013	17,000,000	835,000	681,431	1,516,431	16,165,000
2013-2014	16,165,000	870,000	647,331	1,517,331	15,295,000
2014-2015	15,295,000	905,000	611,831	1,516,831	14,390,000
2015-2016	14,390,000	940,000	574,931	1,514,931	13,450,000
2016-2017	13,450,000	980,000	536,531	1,516,531	12,470,000
2017-2018	12,470,000	1,025,000	491,306	1,516,306	11,445,000
2018-2019	11,445,000	1,075,000	438,806	1,513,806	10,370,000
2019-2020	10,370,000	1,125,000	390,134	1,515,134	9,245,000
2020-2021	9,245,000	1,170,000	345,669	1,515,669	8,075,000
2021-2022	8,075,000	1,215,000	298,700	1,513,700	6,860,000
2022-2023	6,860,000	1,265,000	249,100	1,514,100	5,595,000
2023-2024	5,595,000	1,315,000	197,500	1,512,500	4,280,000
2024-2025	4,280,000	1,370,000	143,800	1,513,800	2,910,000
2025-2026	2,910,000	1,425,000	87,900	1,512,900	1,485,000
2027-2028	1,485,000	1,485,000	29,700	1,514,700	0
		20,700,000	9,949,883	30,649,883	

2005A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements, and new fire station (relocate Station #3)
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$8,370,000
Interest:	3.5% - 4.50%
Dated:	June 1, 2005
Retired:	June 1, 2025
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2005-2006	8,370,000	0	340,998	340,998	8,370,000
2006-2007	8,370,000	440,000	340,998	780,998	7,930,000
2007-2008	7,930,000	440,000	323,398	763,398	7,490,000
2008-2009	7,490,000	440,000	305,798	745,798	7,050,000
2009-2010	7,050,000	440,000	290,398	730,398	6,610,000
2010-2011	6,610,000	440,000	274,998	714,998	6,170,000
2011-2012	6,170,000	440,000	259,598	699,598	5,730,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	5,730,000	440,000	244,198	684,198	5,290,000
2013-2014	5,290,000	440,000	226,598	666,598	4,850,000
2014-2015	4,850,000	440,000	208,998	648,998	4,410,000
2015-2016	4,410,000	440,000	189,198	629,198	3,970,000
2016-2017	3,970,000	440,000	171,598	611,598	3,530,000
2017-2018	3,530,000	440,000	153,998	593,998	3,090,000
2018-2019	3,090,000	440,000	136,398	576,398	2,650,000
2019-2020	2,650,000	440,000	118,138	558,138	2,210,000
2020-2021	2,210,000	440,000	98,338	538,338	1,770,000
2021-2022	1,770,000	440,000	78,538	518,538	1,330,000
2022-2023	1,330,000	440,000	58,738	498,738	890,000
2023-2024	890,000	440,000	38,938	478,938	450,000
2024-2025	450,000	450,000	19,688	469,688	0
		8,370,000	3,879,540	12,249,540	

2007A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$7,300,000
Interest:	3.8% - 4.25%
Dated:	June 1, 2007
Retired:	June 1, 2027
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2007-2008	7,300,000	0	301,850	301,850	7,300,000
2008-2009	7,300,000	380,000	301,850	681,850	6,920,000
2009-2010	6,920,000	380,000	285,700	665,700	6,540,000
2010-2011	6,540,000	380,000	269,550	649,550	6,160,000
2011-2012	6,160,000	380,000	253,400	633,400	5,780,000

To be Paid

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

2008A GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For various street improvements
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$5,210,000
Interest:	3.375% - 4.25%
Dated:	December 1, 2008
Retired:	December 1, 2018
Source of Funds:	Property Tax (mill levy)

Paid

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	4,060,000	575,000	152,425	727,425	3,485,000
2013-2014	3,485,000	575,000	130,863	705,863	2,910,000
2014-2015	2,910,000	575,000	107,863	682,863	2,335,000
2015-2016	2,335,000	575,000	84,863	659,863	1,760,000
2016-2017	1,760,000	575,000	61,503	636,503	1,185,000
2017-2018	1,185,000	575,000	37,784	612,784	610,000
2019-2020	610,000	610,000	12,963	622,963	0
		5,210,000	1,254,002	6,464,002	

2008B GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For city-wide pavement reconstruction
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$5,475,000
Interest:	3.25% -3.625%
Dated:	December 1, 2008
Retired:	December 1, 2013
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2009-2010	5,475,000	0	283,347	283,347	5,475,000
2010-2011	5,475,000	1,365,000	166,050	1,531,050	4,110,000
2011-2012	4,110,000	1,365,000	120,834	1,485,834	2,745,000

To be Paid

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

2009 DWSRF - WATER TREATMENT PLANT IMPROVEMENTS
31-5539

Name:	Norman Utilities Authority DWSRF Note
Issuer:	Norman Utilities Authority
Trustee:	None
Amount:	$12,000,000
Interest:	3.28%
Dated:	June 1, 2011
Retired:	December 1, 2030
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	12,000,000	432,820	390,080	822,900	11,567,180

To be Paid

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

2010 GENERAL OBLIGATION BONDS
60-3050

Name:	Combined Purpose: For city-wide pavement reconstruction and outdoor warning sirens
Issuer:	City of Norman
Trustee:	J.P. Morgan Chase
Amount:	$6,250,000
Interest:	1.00% - 1.50%
Dated:	September 1, 2010
Retired:	September 1, 2015
Source of Funds:	Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2011-2012	6,250,000	0	117,218	117,218	6,250,000

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	

ANNUAL REPAYMENT INSTALLMENT ON LAKE THUNDERBIRD
31-5039

Name: Central Oklahoma Master Conservancy District
Issuer: Bureau of Reclamation
Amount: $4,083,149
Interest: 2.742%
Dated: June 30, 1974
Retired: August 2016
Source of Funds: Water Fund

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
1986-1987	3,674,649	47,638	100,750	148,388	3,627,011
1987-1988	3,627,011	52,358	45,728	98,086	3,574,653
1988-1989	3,574,653	56,760	43,534	100,294	3,517,893
1989-1990	3,517,893	61,507	41,584	103,091	3,456,386
1990-1991	3,456,386	66,384	39,146	105,530	3,390,002
1991-1992	3,390,002	71,150	38,953	110,103	3,318,852
1992-1993	3,318,852	76,292	91,003	167,295	3,242,560
1993-1994	3,242,560	80,883	88,911	169,794	3,161,677
1994-1995	3,161,677	85,844	86,693	172,537	3,075,833
1995-1996	3,075,833	90,921	84,339	175,260	2,984,912
1996-1997	2,984,912	95,913	81,846	177,759	2,888,999
1997-1998	2,888,999	100,819	79,216	180,035	2,788,180
1998-1999	2,788,180	105,859	76,452	182,311	2,682,321
1999-2000	2,682,321	110,103	73,549	183,652	2,572,218
2000-2001	2,572,218	115,195	70,530	185,725	2,457,023
2001-2002	2,457,023	119,491	67,372	186,863	2,337,532
2002-2003	2,337,532	124,149	64,095	188,244	2,213,383
2003-2004	2,213,383	128,448	60,691	189,139	2,084,935
2004-2005	2,084,935	132,884	57,169	190,053	1,952,051
2005-2006	1,952,051	137,219	53,525	190,744	1,814,832
2006-2007	1,814,832	141,652	49,763	191,415	1,673,180
2007-2008	1,673,180	146,227	45,879	192,106	1,526,953
2008-2009	1,526,953	150,683	41,869	192,552	1,376,270
2009-2010	1,376,270	155,282	37,737	193,019	1,220,988
2010-2011	1,220,988	159,987	33,479	193,466	1,061,001
2011-2012	1,061,001	164,841	29,093	193,934	896,160

To be Paid

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

WATER RECLAMATION FUND
32-5549

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

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
Paid					
2005-2006	4,780,000	0	110,742	110,742	4,780,000
2006-2007	4,780,000	375,000	160,019	535,019	4,405,000
2007-2008	4,405,000	380,000	147,750	527,750	4,025,000
2008-2009	4,025,000	380,000	135,400	515,400	3,645,000
2009-2010	3,645,000	380,000	123,050	503,050	3,265,000
2010-2011	3,265,000	385,000	110,619	495,619	2,880,000
2011-2012	2,880,000	385,000	98,010	483,010	2,495,000
To be Paid					
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	

WATER RECLAMATION FUND
32-5549

Name:	Utility Revenue Bonds, Refunding Series 2003
Issuer:	Norman Utilities Authority
Trustee:	Arvest Trust Company, N.A., Norman
Amount:	$7,740,000
Interest:	2.25% - 4.00%
Dated:	December 1, 2003
Retired:	November 1, 2016
Source of Funds:	Revenue Generated from NUA

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
Paid					
2003-2004	7,740,000	0	104,059	104,059	7,740,000
2004-2005	7,740,000	150,000	248,055	398,055	7,590,000
2005-2006	7,590,000	550,000	240,180	790,180	7,040,000
2006-2007	7,040,000	550,000	227,118	777,118	6,490,000
2007-2008	6,490,000	560,000	213,243	773,243	5,930,000
2008-2009	5,930,000	565,000	198,756	763,756	5,365,000
2009-2010	5,365,000	580,000	182,860	762,860	4,785,000
2010-2011	4,785,000	595,000	165,376	760,376	4,190,000
2011-2012	4,190,000	615,000	146,001	761,001	3,575,000
To be Paid					
2012-2013	3,575,000	635,000	124,588	759,588	2,940,000
2013-2014	2,940,000	660,000	101,265	761,265	2,280,000
2014-2015	2,280,000	680,000	76,135	756,135	1,600,000
2015-2016	1,600,000	785,000	47,908	832,908	815,000
2016-2017	815,000	815,000	16,300	831,300	0
		7,740,000	2,091,843	9,831,843	

1995 NORMAN UTILITIES AUTHORITY SRF NOTE
32-5549

Name:	Norman Utilities Authority SRF Note
Issuer:	Norman Utilities Authority
Amount:	$2,720,000
Interest:	.5% Fee
Dated:	December 15, 1995
Retired:	August 15, 2015
Source of Funds:	Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
1995-1996	2,720,000	22,667	2,153	24,820	2,697,333
1996-1997	2,697,333	138,325	13,535	151,860	2,559,008
1997-1998	2,559,008	138,325	12,796	151,121	2,420,684
1998-1999	2,420,684	138,325	12,095	150,420	2,282,359
1999-2000	2,282,359	138,325	11,394	149,719	2,144,034
2000-2001	2,144,034	138,325	10,722	149,047	2,005,709
2001-2002	2,005,709	138,325	9,991	148,316	1,867,385
2002-2003	1,867,385	138,325	9,290	147,615	1,729,060
2003-2004	1,729,060	138,325	8,589	146,913	1,590,735
2004-2005	1,590,735	138,325	7,909	146,234	1,452,410
2005-2006	1,452,410	138,325	7,186	145,511	1,314,085
2006-2007	1,314,085	138,325	6,485	144,810	1,175,761
2007-2008	1,175,761	138,325	5,784	144,108	1,037,436
2008-2009	1,037,436	138,325	5,097	143,422	899,111
2009-2010	899,111	138,325	4,381	142,706	760,786
2010-2011	760,786	138,325	3,680	142,005	622,462
2011-2012	622,462	138,325	2,979	141,304	484,137

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2012-2013	484,137	138,325	2,284	140,609	345,812
2013-2014	345,812	138,325	1,576	139,901	207,487
2014-2015	207,487	138,325	875	139,200	69,162
2015-2016	69,162	69,162	174	69,336	0
		2,720,000	138,975	2,858,975	

2000 NORMAN UTILITIES AUTHORITY SRF NOTE
32-5549

Name: Norman Utilities Authority SRF Note
Issuer: Norman Utilities Authority
Amount: $4,850,000
Interest: .5% Fee
Dated: June 21, 2000
Retired: September 15, 2019
Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2000-2001	4,850,000	248,718	17,740	266,458	4,601,282
2001-2002	4,601,282	248,718	23,013	271,731	4,352,564
2002-2003	4,352,564	248,718	21,752	270,470	4,103,846
2003-2004	4,103,846	248,718	20,547	269,265	3,855,128
2004-2005	3,855,128	248,718	19,231	267,949	3,606,410
2005-2006	3,606,410	248,718	17,970	266,688	3,357,692
2006-2007	3,357,692	248,718	16,709	265,427	3,108,974
2007-2008	3,108,974	248,718	15,490	264,208	2,860,256
2008-2009	2,860,256	248,718	14,187	262,905	2,611,539
2009-2010	2,611,539	248,718	12,926	261,644	2,362,821
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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	.5% Fee	Total Payment	Principal Ending Balance
2012-2013	1,865,385	248,718	9,144	257,862	1,616,667
2013-2014	1,616,667	248,718	7,883	256,601	1,367,949
2014-2015	1,367,949	248,718	6,622	255,340	1,119,231
2015-2016	1,119,231	248,718	5,375	254,093	870,513
2016-2017	870,513	248,718	4,100	252,818	621,795
2017-2018	621,795	248,718	2,840	251,557	373,077
2018-2019	373,077	248,718	1,579	250,297	124,359
2019-2020	124,359	124,359	318	124,677	0
		4,850,000	239,524	5,089,524	

SANITATION FUND
33-5567

Name: Sanitation System Revenue Note, Series 2010
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $3,590,000
Interest: 3.45%
Dated: March 25, 2010
Retired: October 1, 2024
Source of Funds: Revenue Generated from NMA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2010-2011	3,590,000	190,000	124,281	314,281	3,400,000
2011-2012	3,400,000	200,000	115,575	315,575	3,200,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	3,200,000	210,000	108,589	318,589	2,990,000
2013-2014	2,990,000	215,000	101,344	316,344	2,775,000
2014-2015	2,775,000	225,000	93,840	318,840	2,550,000
2015-2016	2,550,000	230,000	85,991	315,991	2,320,000
2016-2017	2,320,000	240,000	77,970	317,970	2,080,000
2017-2018	2,080,000	245,000	68,690	313,690	1,835,000
2018-2019	1,835,000	255,000	61,151	316,151	1,580,000
2019-2020	1,580,000	265,000	52,268	317,268	1,315,000
2020-2021	1,315,000	275,000	43,039	318,039	1,040,000
2021-2022	1,040,000	285,000	33,465	318,465	755,000
2022-2023	755,000	295,000	23,546	318,546	460,000
2023-2024	460,000	305,000	13,283	318,283	155,000
2024-2025	155,000	155,000	2,674	157,674	0
		3,590,000	1,005,706	4,595,706	

WESTWOOD FUND
030-7034

Name: Recreational Facilities Revenue Bonds, Series 2002
Issuer: Norman Municipal Authority
Trustee: Arvest Trust Company, N.A., Norman
Amount: $2,315,000
Interest: 3.50% - 6.125%
Dated: June 28, 2002
Retired: June 1, 2022
Source of Funds: Revenue Generated from Westwood Enterprise

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2002-2003	0	0	128,096	128,096	2,315,000
2003-2004	2,315,000	75,000	128,096	203,096	2,240,000
2004-2005	2,240,000	75,000	125,471	200,471	2,165,000
2005-2006	2,165,000	80,000	122,471	202,471	2,085,000
2006-2007	2,085,000	85,000	119,031	204,031	2,000,000
2007-2008	2,000,000	90,000	115,121	205,121	1,910,000
2008-2009	1,910,000	95,000	110,711	205,711	1,815,000
2009-2010	1,815,000	100,000	105,914	205,914	1,715,000
2010-2011	1,715,000	105,000	100,714	205,714	1,610,000
2011-2012	1,610,000	110,000	95,149	205,149	1,500,000

To be Paid

Fiscal Year	Beginning Balance	Principal	Interest	Total Payment	Ending Balance
2012-2013	1,500,000	115,000	89,209	204,209	1,385,000
2013-2014	1,385,000	120,000	82,884	202,884	1,265,000
2014-2015	1,265,000	130,000	76,164	206,164	1,135,000
2015-2016	1,135,000	135,000	68,754	203,754	1,000,000
2016-2017	1,000,000	145,000	60,924	205,924	855,000
2017-2018	855,000	150,000	52,369	202,369	705,000
2018-2019	705,000	160,000	43,181	203,181	545,000
2019-2020	545,000	170,000	33,381	203,381	375,000
2020-2021	375,000	180,000	22,969	202,969	195,000
2021-2022	195,000	195,000	11,944	206,944	0
		2,315,000	1,692,553	4,007,553	

2012A GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For Norman Public Library equipment and improvements
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $290,000
Interest: 2%
Dated: March 1, 2012
Retired: March 1, 2014
Source of Funds: Property Tax (mill levy)

Paid

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	290,000	0	5,800	5,800	290,000
2013-2014	290,000	290,000	5,800	295,800	0
		290,000	11,600	301,600	

2012B GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For street resurfacing projects
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $15,000,000
Interest: .05% to 2%
Dated: March 1, 2012
Retired: March 1, 2017
Source of Funds: Property Tax (mill levy)

Paid

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	15,000,000	0	144,375	144,375	15,000,000
2013-2014	15,000,000	3,750,000	144,375	3,894,375	11,250,000
2014-2015	11,250,000	3,750,000	142,500	3,892,500	7,500,000
2015-2016	7,500,000	3,750,000	140,625	3,890,625	3,750,000
2016-2017	3,750,000	3,750,000	75,000	3,825,000	0
		15,000,000	646,875	15,646,875	

2012C GENERAL OBLIGATION BONDS
60-3050

Name: Combined Purpose: For expansion and improvements to the Norman Animal Shelter and Impound Facility
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $3,035,000
Interest: 1% to 2%
Dated: March 1, 2012
Retired: March 1, 2017
Source of Funds: Property Tax (mill levy)

Paid

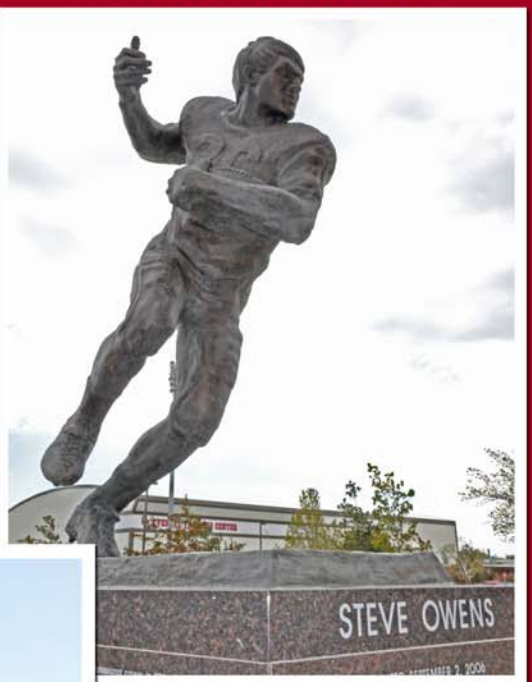
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance

To be Paid

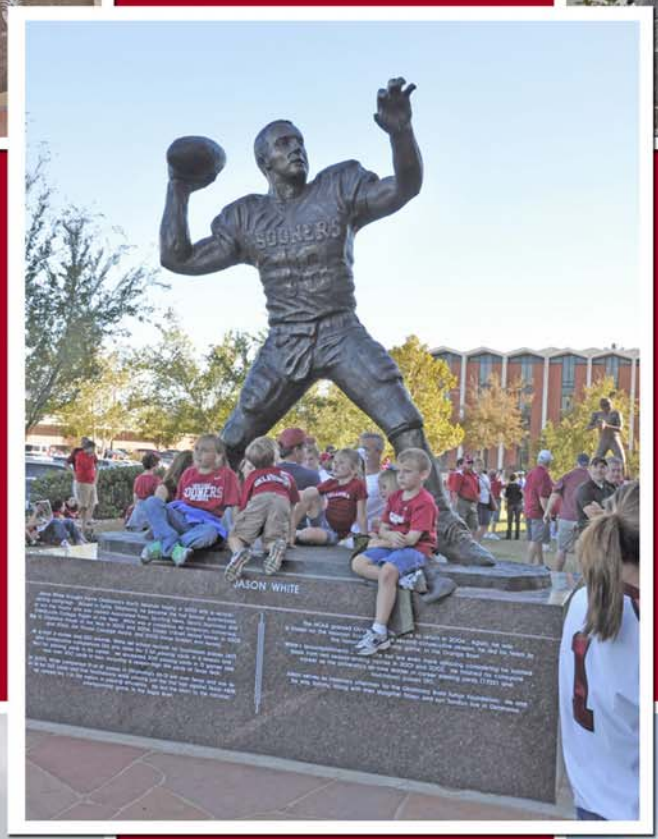
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	3,035,000	0	37,850	37,850	3,035,000
2013-2014	3,035,000	750,000	37,850	787,850	2,285,000
2014-2015	2,285,000	750,000	22,850	772,850	1,535,000
2015-2016	1,535,000	750,000	15,350	765,350	785,000
2016-2017	785,000	785,000	7,850	792,850	0
		3,035,000	121,750	3,156,750	

Billy Vessels 1952

Steve Owens 1969



Jason White 2003



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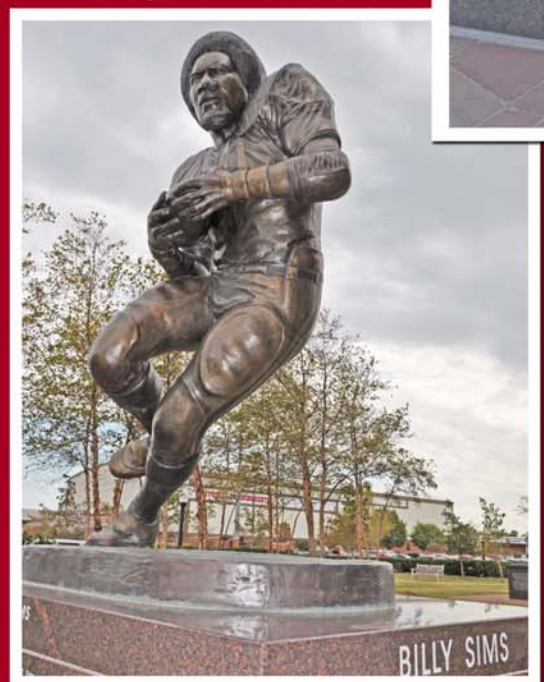
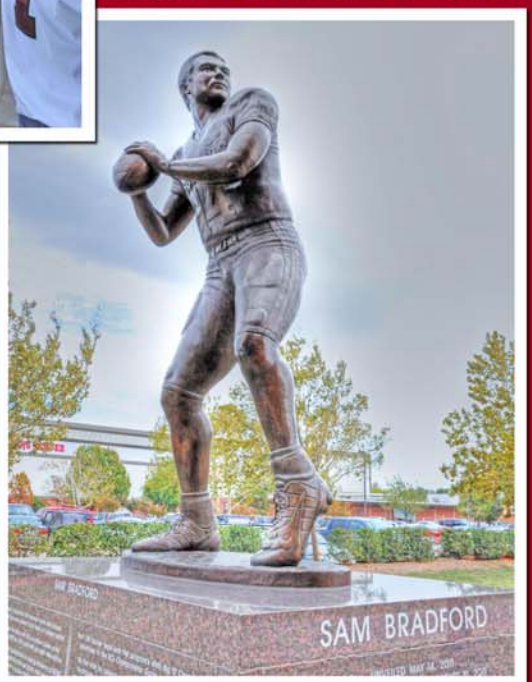


Sam Bradford 2008



Pension Funds

PENSION FUNDS

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

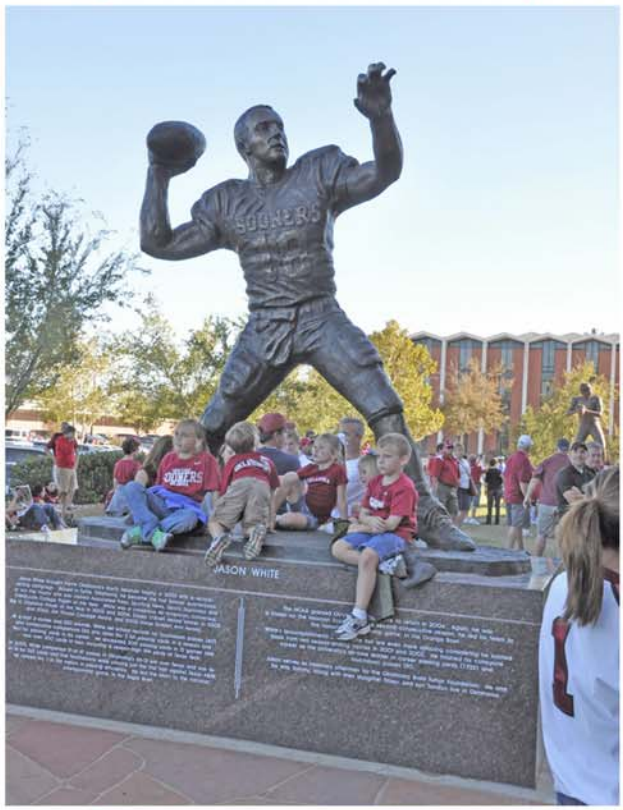
- Employee Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Police Pension and Retirement System

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.

Billy Vessels 1952

Steve Owens 1969

Jason White 2003



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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

EMT-P – Emergency Medical Technician-Paramedic

ENCUMBRANCE - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA – Environmental Protection Agency

EXCISE TAX – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

EXPENDITURES (EXPENSES) - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FACE VALUE (PAR, PRINCIPAL) – The full amount of an investment security, usually appearing on the face of the instrument.

FIDUCIARY FUNDS (TRUST & AGENCY FUNDS) – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

FISCAL YEAR - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

FT – Full-time (employee)

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - Fund balance is the excess of assets over liabilities.

FUND BALANCE - RESERVED FOR DEBT SERVICE - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO) - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

HEADWORKS – The initial structure and devices located at the receiving end of a water or wastewater treatment plant.

HHW – Hazardous Household Waste Program

HOME – Home Investment Partnerships Program

HUD – Housing and Urban Development

HVAC – Heating Vent Air Conditioning

I / I – An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.

IMPACT FEES – Fees collected from developers and set aside to help fund infrastructure adjustments within the community. Monies to be used as the development further impacts the municipality.

INFILTRATION – Groundwater that enters into the sanitary sewer through defects in the pipes and manholes such as cracks, separated joints, deteriorated manhole components, building foundation drains, and defective service laterals.

INFLOW – Surface stormwater that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

INTERCEPTOR – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

INTERGOVERNMENTAL REVENUE - Grants, entitlements and cost reimbursements from another federal, state or local government.

ISO – International Organization for Standardization standards

INTERNAL SERVICE FUND - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

ISSUER – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

LAND APPLICATION – The disposal of wastewater or municipal solids onto land under controlled conditions.

LEVY - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LIFT STATION – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

LINE ITEM BUDGET - A budget prepared along divisional line items that focus on what is to be bought.

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

MSW – Municipal Solid Waste

NAHC – Norman Arts & Humanities Council

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

NEDC – Norman Economic Development Coalition

NFPA – National Fire Protection Agency

NIMS – National Incident Management System

NMA – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

NPDES – National Pollutant Discharge Elimination System

NTU – Nephlometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

OVERFLOW – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

PAYBACK ORDINANCE – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, along side or beyond the boundaries of a developer's new construction.

PC – Personal Computer

PER CAPITA DEBT - The amount of a government's debt divided by its population.

PERSONAL SERVICES - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

PPT – Permanent Part-time (employee)

PRIVATE SECTOR – Those facilities which are owned and maintained by property owners other than the municipality.

PROPERTY TAX - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

PSRP – Process to Significantly Reduce Pathogens

PT – Part-time (employee)

PSST – Public Safety Sales Tax

PUBLIC SECTOR – Those facilities which are operated and maintained by the municipality.

QC – Quality Control

REAL PROPERTY - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

REFUNDING – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

REPLACEMENT COSTS - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

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

RESERVE, DEBT - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

RESERVE, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

RESERVE, OPERATING - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

RESERVE, SURPLUS - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

REVENUE - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

REVENUE BONDS - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

RFP – Request for Proposal

ROI – Return on Investment

ROW - Right-of-Way

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

SIU – Significant Industrial User

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

SOP – Standard Operating Procedures

SPECIAL ASSESSMENT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

SPECIAL REVENUE FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

STATEWIDE REVOLVING FUND (SRF) LOANS – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

SUBSIDY – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

TAX INCREMENT FINANCE (TIF) DISTRICT – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Plan

TMA – Traffic Management Area

TMDL (Total Maximum Daily Load) – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

TSS – Total suspended solids

TTD – Trial Total Disability (payments)

USE TAX – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF is the Norman Wastewater Utility's version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF will expire at the point that sufficient funds have been generated to pay the portion of the costs of the improvements attributable to new development ($6,192,039).

ZERO-BASED BUDGETING – The process of preparing an operating plan or budget that starts with no authorized funds. Each activity to be funded must be justified every time a new budget is prepared.

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