

CITY OF NORMAN



# ANNUAL BUDGET

FISCAL YEAR ENDING: JUNE 30, 2025  
FINANCIAL PLAN - FISCAL YEAR END 2026-2029





## ON THE COVER: JAMES GARNER LEGACY

***"I don't think you could find anyone more proud of being from Norman, Oklahoma than James Scott Bumgarner."***

- Terry Bumgarner (James Garner's Nephew) -

James Scott Bumgarner was born in Norman, Oklahoma on April 7, 1928. He was born in east Norman's Denver community, which is now under Lake Thunderbird, and grew up in central Norman. He served in the U.S. Merchant Marine and U.S. Army National Guard during World War II and the Korean War, earning numerous commendations and medals. He achieved great fame over his career as an actor, appearing in over 50 theatrical films and several network television series, including starring roles in the very successful "Maverick" (1957-1962) and "The Rockford Files" (1974-1980) TV series. He was nominated for Academy Awards for his movie roles in Murphy's Romance (1985) and The Notebook (2004), and received numerous Emmy Awards for his television roles, including a Best Leading Actor Award in 1977 for The Rockford Files. In 2004, he was given the Screen Actors Guild Lifetime Achievement Award.

Garner was an avid golfer and car driver, and performed most of his own stunts in his "Rockford Car", a 1978 Pontiac Firebird (actually 3-4 specially-equipped cars per season were used on the set of The Rockford Files), which is depicted on the cover. Many viewers considered "the car the star" of the show. Garner also drove the "pace car" in the Indianapolis 500 car race on two occasions.

Garner returned to Norman often to visit family, and in 2006, the former Front Street, running parallel to the BNSF railroad tracks in downtown Norman was named for him, along with the unveiling of a statue commemorating his "Support Your Local Sheriff" movie roles. James Garner Avenue is being extended and widened as a part of the NORMAN FORWARD program (a voter-approved, temporary ½ percent sales tax approved in 2015 for quality of life improvements throughout Norman), from Main Street north to a modern roundabout that will connect with Flood Street to form a new vehicle and pedestrian access to downtown Norman. The James Garner Avenue road project is also an extension of Legacy Trail, a widened, paved pedestrian trail adjacent to the railroad tracks throughout Norman.

The James Garner Avenue overpass of Robinson Street will feature backlit artwork commemorating "the Rockford Car" and James Garner's signature, and the middle of the roundabout will form the plinth for an attractive public art piece, "Revolutions" by Oklahoma artist Paul Bagley (pending Council approval). Architectural design drawings of the James Garner Avenue widening project are included in this document. Construction of the widened and extended James Garner Avenue is expected to be completed in the summer of 2024.

Jim Garner, née James Scott Bumgarner of Norman, Oklahoma, died on July 19, 2014 in Los Angeles, California.

Family Photos Courtesy of Scott Bumgarner

Family Photos Courtesy of Terry Bumgarner

Photos Courtesy of Visit Norman

Photos Courtesy of the University of Oklahoma Western Heritage Collection

"Revolutions" Schematic Drawings Courtesy of the Norman Arts Council (pending approval)

Graphic Art by The City of Norman Office Services Division





**CITY OF NORMAN**



**CITY COUNCIL**

**MAYOR**  
Larry Heikkila

**Ward 1** Austin Ball

**Ward 5** Michael Nash

**Ward 2** Lauren Schueler

**Ward 6** Elizabeth Foreman

**Ward 3** Bree Montoya

**Ward 7** Stephen Tyler Holman

**Ward 4** Helen Grant

**Ward 8** Matthew Peacock

Presented by:

Darrel Pyle, City Manager



CITY OF NORMAN

**BUDGET & RESEARCH STAFF**

**Anthony Francisco, CPFO, CTP, CPFA**  
Finance Director

**Kim Coffman, CPFIM, ACPFA**  
Budget Manager

**Jacob Huckabaa**  
Budget Analyst

**Clint Mercer, CPA, CPFO**  
Chief Accountant

**Debbie Whitaker**  
Municipal Accountant III

**Mindy Aynes**  
Municipal Accountant I

**Dannielle Risenhoover**  
Administrative Tech IV

**OFFICE SERVICES STAFF**

**Kris Wiard**  
Printing Services Operator II

**Cheyenne Collier**  
Printing Services Operator I

This document was prepared by the City of Norman, Finance Department and printed by  
City of Norman, Office Services Division.  
For additional information please contact:  
City of Norman Finance Department  
P.O. Box 370



# **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.**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Norman  
Oklahoma**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morrill*

Executive Director





James Garner Ave. Bridge Construction



Roundabout Construction



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**CAPITAL PROJECTS FUND**

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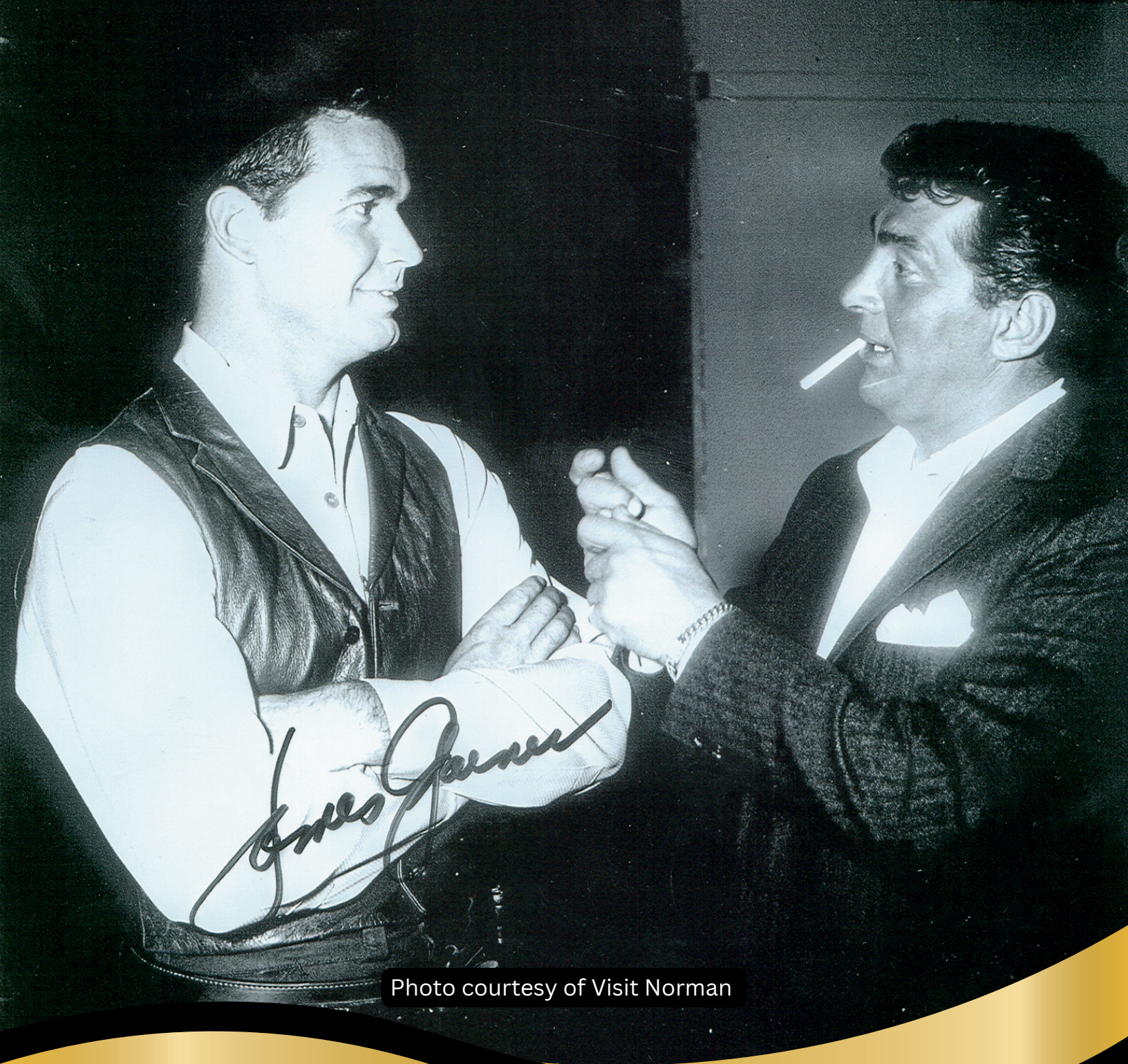


Photo courtesy of Visit Norman

# CITY MANAGER'S LETTER





April 8, 2024

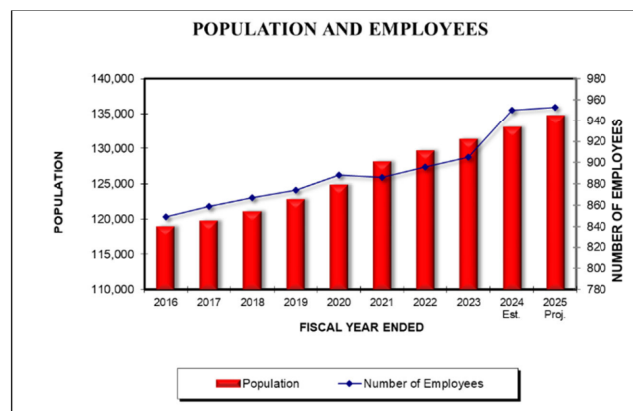
The Honorable Mayor and City Council Members  
Municipal Building  
Norman, Oklahoma

Dear Mayor Heikkila and Council Members:

## INTRODUCTION

It is my privilege and responsibility to present to you the proposed budget for the fiscal year July 1, 2024 – June 30, 2025 (FYE 2025). The adoption of an annual budget is required by the City Charter (Article III, Section 4) and by State law (Title 11, Oklahoma Statutes, Section 17-205). An annual budget must be adopted by the City Council at least seven days before the beginning of the new fiscal year, certified by the Cleveland County Excise Board before the start of the fiscal year (July 1) and transmitted to the State Auditor and Inspector within 30 days of the start of the fiscal year. We encourage our citizens to explore their City's budget document, which contains interesting and vital information on all aspects of the City's operation as well as information of general interest on Norman.

The FYE 2025 budget is being presented in a time of slow growth in the major revenue sources of the City, while expenditures increase. The Council and City management have done a good job of maintaining the growth in costs, particularly through holding steady on the number of personnel in the City workforce (see below). While the City workforce was increased over the last two fiscal years, it will be important to continue to monitor revenue trends going forward in order to maintain healthy fund balance positions in the future.

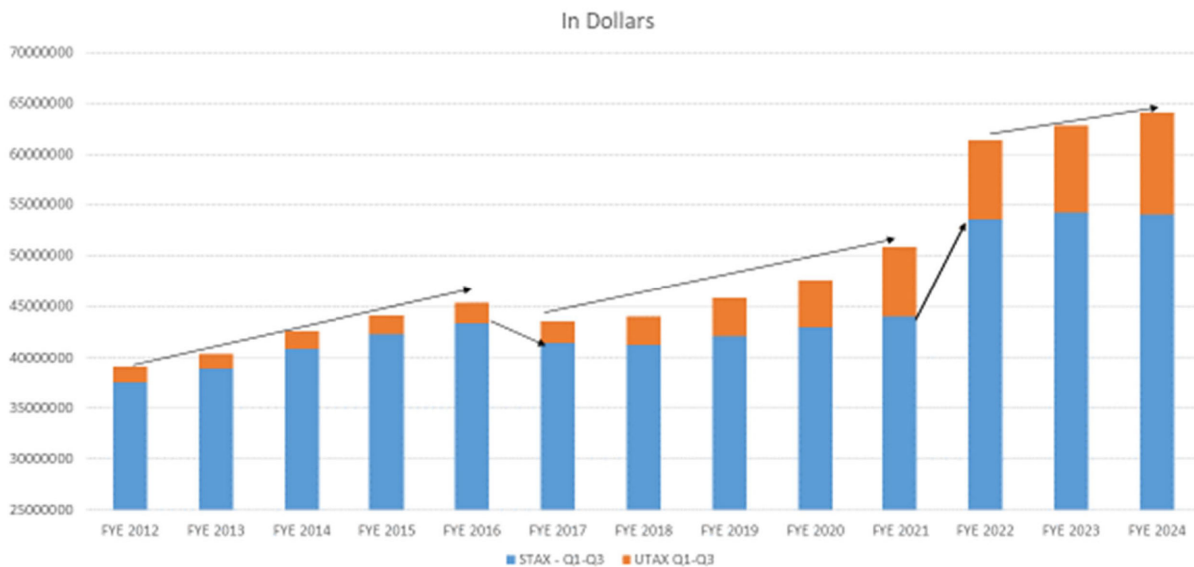


Personnel costs (including salary and benefit costs) continue to be a major driver of the costs in the City’s General Fund, Recreation Funds, and in the Sanitation Utility, and controlling those costs will be of major importance going forward, in an environment of slow revenue growth.

Much of the City’s focus in fiscal year 2023-2024 (FYE 2024) and going forward into FYE 2025 is on capital projects. The City has received an unprecedented amount of federal funding for capital facilities in the last year or two, and the projects that those federal funds are providing are under construction now (discussed in more detail in the Capital Projects Section below). The City will benefit from those facilities for generations to come.

A historical look at revenues from sales and use tax, the City’s main source of general revenue, illustrates fluctuations in our local economy (see below). The relatively consistent growth level of FYE 2012-2016 was interrupted in FYE 2016. The fairly consistent recovery from that period (FYE 2017-FYE 2021) was interrupted by the impact of the COVID-19 pandemic. The economic recovery from the COVID pandemic in FYE 2022 resulted in unprecedented growth in FYE 2022, and since then City revenues have remained flat at that high level. The City’s budget grew in FYE 2023, but we must now retrench as our revenues have flattened.

## General Purpose Sales and Use Tax Revenue History (In Dollars, Fiscal Quarters 1 – 3)



***The total budget for all City of Norman funds for fiscal year ending 2024 was \$252,962,743 and for FYE 2025, the total proposed budget is \$271,227,424. The primary reasons for this budget increase are capital project allocations in the Water and Wastewater Reclamation Utility Funds, the implementation of the new Young Family Athletic Center Recreation Fund, and increased debt service expenditures related to the ongoing transportation and bridge capital improvement programs.*** The major changes to the City budget are discussed below in this letter and in more detail in the Budget document.

## STRATEGIC PLANNING

At the start of each fiscal year, which is also the start of new Council Member terms, the Norman City Council conducts a strategic planning retreat, at which goals and plans for the coming year or years are discussed. Through the Retreat discussions, priority is given to those strategic areas in which the most interest is shown by Council Members. Through Council consensus at this Retreat, the various Council committees are given assignments of areas of concentration within their committee's purview, which will result in Council action and directions to the City Manager and Management Team over the coming fiscal year, or longer-term if addressing the priority will take longer than a year, or require future voter consideration.

Examples of priority strategic areas directed by Council in fiscal year 2023-2024 were strategic planning through the implementation of facilitated updates to Norman's land use and transportation plans, public safety staffing, and utility service delivery. The Council continued to give considerable attention to the allocation of one-time federal and state grant revenues from the American Recovery Plan Act and Federal Transit Authority grant programs, and directed the addition of four School Resource Police Officers, to complete the staffing requirements of the Public Safety Sales Tax Ordinance.

## NORMAN SALES TAX TRENDS

The growth in the City's sales tax revenue base is discussed and illustrated above. Sales tax is not only the major source of revenue for the City's major operational fund, the General Fund, sales tax is the major (or only) source of revenue related to expanded public safety initiatives approved by our voters in 2008 and 2014; major quality of life improvements ("Norman Forward") approved in 2015; public transportation (approved in 2019) and for earmarked capital programs, originally approved in 1976. ***The City is dependent on sales tax revenue to fund over half of its general purpose (non-utility fee based) operational and capital programs and is becoming more dependent.***

Sales tax is very volatile by nature, and is made more so by recent marketplace trends toward service-based purchases and on-line purchases of retail goods. The recent passage of state legislation to exempt groceries from the collection of sales tax at the state level, while not intended to impact cities, exacerbates these concerns. We continue to support judicial and legislative actions to better enforce existing sales and use tax statutes and ordinances; to broaden the sales tax base; to concentrate the allocation of available sales and use tax revenues on core general purpose, operational and capital services; and to diversify our revenue base. The ability of the City of Norman to continue to provide the level of services that our citizens demand and deserve will depend in large part on the success of these initiatives.

As consumer spending patterns change to more service-based and remote (on-line) purchases, municipalities have had some success in gaining compliance with laws and regulations that enable taxes to be collected on remote purchases in the form of increased "use tax" collections. Use taxes are basically sales taxes applied to purchases of goods from out-of-state vendors for use within the City where the goods are delivered. Use tax revenue growth has continued to outpace projections.



The City Manager and Finance Department staff have had ongoing discussions with the Council and Council Finance Committee about underlying factors contributing to our sales tax growth in recent years, and how sustainable that growth may be. We have continued to avoid adding ongoing expenses to a large extent, and have concentrated on adding in specifically targeted areas, when Council has given direction to do so.

The FYE 2024 budget was based on a modest two percent (2%) growth in sales tax revenue, which tracked closely with actual revenue trends. Our actual experience, however, is that sales tax revenue has been flat. The above-budget growth in use tax revenue has moderated this impact, and taken together, the combined growth projections have held true. ***The fiscal year 2024-2025 budget will also be based on two percent sales tax growth and four percent use tax growth.***

### **MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2023-2024**

Sales and Use Taxes – Overall, City general purpose sales tax collections for FYE 2024 are currently 0.3% below FYE 2023 levels, and slightly below budgeted levels. Revenues will continue to be monitored closely, as national and local economic trends may impact future collections negatively.

Use Tax is similar to a sales tax collected on purchases of goods outside of the City for use within the City. Staff will emphasize the monitoring of use tax collections going forward, as out-of-state purchases of goods for use in Norman, such as internet purchases and purchases of construction materials for the local home building industry, should be captured in use tax collections. FYE Use Tax collections are 16.2% above prior-year levels. Future-year use tax is projected to grow at four percent (4%) per year.

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 directly tied to utility revenues, which are heavily influenced by seasonal weather patterns (similar to the direct impact of weather on Norman Water Utility revenues). ***The voters of Norman denied the renewal of a private utility franchise (Oklahoma Gas and Electric) for a second time in March, 2024.*** The City has negotiated with our electric utility service providers for them to continue to operate in the City's rights-of-way and to collect franchise fees. Collections are above budget in FYE 2024, due to the impact of rate unseasonal weather. Collections are projected to increase by three percent overall, from projected final FYE 2024 revenues, but these projections are tenuous as the underlying franchise agreements remain in doubt.

Licenses and Permits – These are payments made for obtaining trade, food or liquor licenses to do business in Norman and for obtaining permits to build or alter structures in Norman. Permit volume and revenues are, therefore, an important proxy for the vitality of the local homebuilding industry, which in turn has impact on sales and use tax growth rates, and a direct impact on revenues from the Sewer Excise Tax on New Development (Wastewater Reclamation Utility revenues are separated from the General Fund). License and permit revenues are projected to be on budget in FYE 2024 and to grow by one percent (1%) from those projected levels in FYE 2025.



Other Taxes – This revenue category primarily reflects the City of Norman’s receipt of state shared Motor Vehicle and Tobacco Taxes. Fiscal year-end 2024 collections are on budget.

Fines and Forfeitures – This revenue category is for citation payments for municipal offenses (non-traffic, traffic and parking fines, etc.). ***Fine and forfeiture revenue is substantially above budget for FYE 2024 (+27.5%).*** Revenues are projected to increase by three percent (3%) above projected FYE 2024 levels in FYE 2025.

Investment Income – Investment income reflects the return on the investment of General Fund moneys on hand before they are expended. Due to the increase in fund balances available for investment, investment income is significantly above prior-year levels in FYE 2024. Consolidated Investment Portfolio practices and municipal bond market conditions will continue to be closely monitored due to their impact on all City funds.

## **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, and 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) and as amended by Ordinance O-1819-10 (adopted September 11, 2018), the City has adopted formal reserve policies for the General Fund which require that an Emergency Reserve allocation of one percent (1%) of budgeted General Fund expenditures 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 four percent (4%) of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or “Rainy Day”) Fund.

The Ordinance targets 5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures to 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 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 one percent (1%) Emergency Reserve appropriation;
- A major one-time or capital expenditure has been necessitated, such as for major repairs to City of Norman facilities or equipment damaged in storms or other circumstances.

Net Revenue Stabilization Fund balances are considered to be “Committed” fund balances under accounting standards. The combination of these fund balance reserve requirements results in a minimum of eight percent (8%) of General Fund expenditures to be held in reserve, a target of nine percent (9%) and a maximum of 10 percent (10%). The City Council has never made any appropriations to spend money from the Rainy Day Fund.

As of the end of FYE 2024, the City projects to meet its Operating Reserve requirements in the General Fund, and the Rainy Day Fund is expected to exceed its (4%) Minimum balance (by \$381,585), and fall short of its (5%) Target balance (by \$-665,016). As directed by the “Rainy Day” Fund Ordinance, the City Council reviewed the status of the Fund as projected at the end of fiscal year 2024, and directed staff to make no appropriations from or to the Fund at the end of fiscal year 2023-2024.

Because of the inherent volatility in Norman’s primary sources of General Fund revenue (sales and use tax) and our susceptibility to extreme weather conditions (necessitating unexpected emergency expenditures), it is very important for Norman to maintain adequate fund balances. Projected and actual reserve levels will continue to be proactively managed and balanced with the ability to provide adequate levels of service to our citizens.

## **FISCAL YEAR 2024-25 OPERATIONAL BUDGET PREPARATION**

### **General Fund Budget Preparation**

The healthy state of the City’s General Fund in fiscal year 2022-2023 enabled the City Manager to add employees in targeted areas and enabled substantial, across-the-board, pay increases to be given to employees citywide through union negotiations. *The ongoing impact of these pay increases and personnel additions result in the General Fund’s expenditures exceeding projected revenues in future years. The City Manager proactively recommended that no personnel be added to the General Fund, except for additional staffing in the Police Department-Animal Welfare Division requested by the Council Finance Committee and Animal Welfare Oversight Committee, and in the Police Department-Patrol Division for the addition of four School Resource Officers mandated by the Public Safety Sales Tax Ordinance.*

Overall, the General Fund budget proposal is for a continuation of service levels while maintaining operations in an environment of flat revenues and increasing costs. This inequity will have to be addressed in future years, as the demand for general governmental services grows throughout the City operation.

### Personnel Cost Assumptions

***As a provider of public services, personnel costs are the major driver of expenditures in the General Fund and impact on expenditures in every City operation.*** A major component of personnel costs is the cost of benefits provided to City of Norman employees. The provision of health care benefits to City employees and their dependents is a major cost to all City functions.

The FYE 2025 budget is based on the following assumptions for personnel costs:

- Budgeted positions are assumed to be filled for the full fiscal year;
- Based upon agreements with the American Federation of State, County and Municipal Employees and International Association of Firefighters unions for fiscal year 2024-2025, four percent (4%) across-the-board salary increases were budgeted. No salary increases (cost-of-living raises) are assumed for non-union and Fraternal Order of Police union employees but settlements may be made with the City's various bargaining units that result in unbudgeted, increased salary and benefit costs.
- Employees are assumed to receive a merit step raise, if they qualify;
- An employer contribution of \$778 per month (single) and \$1597 per month (family) for health insurance, and \$31 per month and \$102 per family for dental insurance;
- An employer retirement contribution of 8.5% of payroll for Norman Employees Defined Contribution Retirement System members;
- An employer pension contribution of 13% of payroll for state-mandated Police Pension System members and 14% for Firefighter Pension System employees (NOTE: the Oklahoma legislature is considering mandated increases to these pension contributions);
- Mandated Social Security and Medicare contributions for all non-fire employees;
- An assumption of \$800,000 in "Employee Turnover Savings" is built into the budget (approximately 1.1% of Salary and Benefit Category allocations), under the assumption that the net impact on the General Fund of the savings achieved by employees leaving during the course of the year and hiring replacement employees at a lower salary at a later time will outweigh the cost of one-time leave payouts to employees who leave;
- Other allowances and payments, as mandated by union contracts and City policies, are anticipated and included in budgeted benefit costs (approximately 80% of the City workforce is unionized, as illustrated in the Overview Section).



### **Public Safety Sales Tax Fund Budget Preparation**

As noted above, the Council mandated the expansion of the School Resource Officer program during fiscal year 2023-2024, with the addition of four (4) Police Officers to be assigned to Norman Public Elementary Schools. These personnel will complete the addition of 90 police and fire personnel mandated by the Public Safety Sales Tax Ordinances since 2008. In FYE 2024, the City also completed the Fire Apparatus Replacement Program mandated by the PSST Ordinance with the addition of a ladder truck with budgeted cost of \$2,100,000.

### **Public Transportation and Parking Fund Budget Preparation**

The City of Norman assumed the administration of the public transportation system from the University of Oklahoma in August, 2019. On November 12, 2019, the voters of Norman approved a one-eighth percent (1/8% or .125) sales tax to fund the City’s public transportation service. This “Public Transit Sales Tax” (PTST) was effective on April 1, 2020. In some years, the City’s General Fund has provided revenue to the public transportation service; it is projected that the Public Transit Fund will maintain operations without a “subsidy” in FYE 2025. The City has expanded and improved transit services, and implemented administrative changes since taking over Public Transit service. During FYE 2024, the City opened a new downtown Transit Center and implemented efficient route changes based on the new central station. Much of the City’s bus fleet has been replaced since the City took over operations, and the City has expanded services through the provision of an on-call “micro-transit” system, which operates during the off-hours of the fixed-route bus system.



**City of Norman Public Transit Center**

### **Young Family Athletic Center Recreation Fund**

During fiscal year 2023-2024, the Young Family Athletic Center (YFAC) opened. This facility, funded by NORMAN FORWARD Sales Tax, the Norman Regional Hospital System, the University North Park Tax Increment Finance District and a donation from the Trae Young Family Foundation is providing major new recreational opportunities and state-of-the-art physical therapy and training facilities for Norman residents and visitors to the facility. The YFAC is expected to operate approximately 80 hours per week. To staff the operation, the following positions were added to the newly-implemented YFAC Special Revenue Fund:



- 1 Field Operations Supervisor
- 3 Program Coordinators
- 3 Recreation Technicians (Part-Time)
- 6 Recreation Leaders (Part-Time)
- 3 Lifeguard Technicians (Part-Time)
- 12 Lifeguard Leaders (Part-Time)



Young Family Athletic Center

The YFAC will also house the Norman Regional Health System’s “Ortho Central” physical therapy and wellness operations and “NMotion” human performance enhancement center, as well as retail and concession facilities operated by third-parties leasing space from the City. The facility will be leased in whole or in part for tournaments, swim meets and other activities according to demand and the Norman High and Norman North High School swim teams will also have reserved pool times for practices.

### **Operational Budget Summary**

*The Fiscal Year 2024-2025 City Manager’s proposed operating budget is being prepared in a time of stability in the general governmental functions of the City. While operations are maintained at current levels, the cost of providing the services is rising faster than the revenue sources to pay for them.*

### **Capital Improvement Program Budget Preparation**

Major City of Norman capital improvement projects are funded by the dedicated seven-tenths percent (0.7%) Capital Sales Tax (CST); the one-half percent (0.5%) NORMAN FORWARD and half-percent Public Safety Sales Tax, utility ratepayer fees, General Obligation Bond issuances, and other sources. Capital projects are detailed in the separate Capital Improvement Projects Budget document, and summarized in the Capital Projects Funds Section. The CST also funds equipment replacements and other “capital outlay” items through transfers from the Capital Fund to the General Fund or related special revenue funds.

### General Obligation (G.O.) Bond Programs

On April 6, 2021, the voters of Norman approved a continuation of a rolling five-year General Obligation Bond-financed program to maintain the streets of Norman. The 2021-2026 Street Maintenance Bond Program will consist of \$27,000,000 in authorized projects in five major areas:

- Urban Asphalt Street Resurfacing
- Urban Concrete Panel Replacement
- Major Street Reconstruction in Targeted Areas
- Rural Road Surfacing and Resurfacing in Partnership with Cleveland County
- Preventive Maintenance

The Street Maintenance Bond projects are progressing through contracts with asphalt and concrete construction companies.

The 2019 “Vision for Norman” General Obligation Bond program for roadway improvement projects (street widening projects with related sidewalks, bike lanes and storm drainage improvements), authorized for a total of \$72,000,000, is ongoing.

In March 2023, the City issued the final \$13,500,000 of the 2021 Street Maintenance Bonds, and \$26,000,000 of the 2019 Roadway Improvement GO Bonds. Construction of the road improvements financed by these bonds is ongoing.

On October 10, 2023, the voters of Norman approved the issuance of \$50,000,000 in General Obligation Bonds to reconstruct and repair bridges throughout Norman. Bridge structures throughout the city will be improved through this bond program. The first issuance of the bonds authorized in 2023 was completed in April, 2024.

Due to the Oklahoma Constitution’s prohibition against cities using property taxes for operational purposes, voter-approved General Obligation (GO) Bonds are the major way that the City can diversify its revenue base and reduce its reliance on sales tax. The Council will consider future capital financing programs with this revenue diversification as a factor in those considerations. Council has discussed a proposal for a bridge improvement program to be funded with GO Bonds.

### NORMAN FORWARD Sales Tax Capital Projects Fund

On October 13, 2015, the citizens of Norman approved a half-percent (0.5%), 15-year duration sales tax to pay for quality of life improvements throughout Norman. The approved initiative includes the following major capital projects (original budget allocations listed):

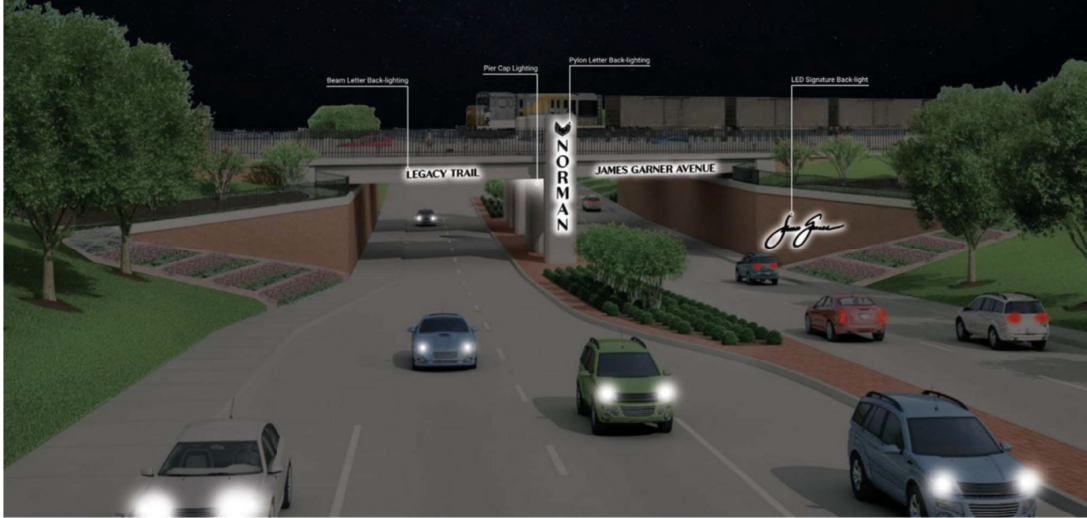
• New Central Branch Library	\$ 39,000,000
• New East Branch Library	\$ 5,000,000
• Neighborhood Park/Trail Projects	\$ 14,500,000
• New Indoor Aquatic Facility	\$ 14,000,000
• Westwood (Outdoor) Pool Facilities	\$ 12,000,000
• Griffin Park Soccer Facility	\$ 11,000,000
• Griffin Park Land Acquisition	\$ 10,000,000
• Reaves Park Baseball/Softball Facility	\$ 10,000,000
• New Community Park Development	\$ 9,500,000
• New Indoor Multi-Sport Facility	\$ 8,500,000
• James Garner Avenue Extension	\$ 6,000,000
• Road Improvements	\$ 2,730,000
• New Youth Football/Adult Softball Complex	\$ 2,500,000
• Canadian River Park Development	\$ 2,000,000
• Westwood Tennis Center Improvements	\$ 1,000,000

The NORMAN FORWARD Ordinance also authorizes funds from the NORMAN FORWARD Sales Tax (NFST) to be used for other projects and services such as public art at NFST facilities; a senior citizen’s center; and staff and consultant support in the design, construction and maintenance of the NFST facilities. Because of the intended completion schedule of the major NFST projects, debt financing was anticipated and authorized to move the projects forward ahead of the tax revenues being received. The first of three anticipated Sales Tax Revenue Note issuances was completed by the Norman Municipal Authority in December, 2015, a second Revenue Note was completed in June, 2017, and the final issuance of NFST-backed NMA Notes was completed in December, 2020.

Several of the NORMAN FORWARD facilities have been completed and are being enjoyed by Norman residents and visitors:

- Westwood Family Aquatic Center
- Norman Public Library, East Branch
- Norman Public Library, Central Branch
- Westwood Tennis Center Improvements
- Ruby Grant Community Park
- New Blake Baldwin Skate Park at Andrews Park
- Community Sports Facilities for Baseball/Softball and Football
- Reaves Park Baseball/Softball Complex
- Griffin Park Soccer Complex
- Adult Wellness and Education Center
- Young Family Athletic Center





Nighttime View of James Garner Avenue Overpass of Robinson Street

The extension of James Garner Boulevard, from the intersection with Flood Avenue to the completed Acres Street intersection is nearing completion. A future phase, extending from Acres Street south to Duffy Street, will be funded with 2019 “Vision for Norman” G.O. Bond proceeds, and is expected to be under construction in the fall of 2024. Matching federal Transportation Administration funds are programmed for the project, which will significantly improve traffic flow into and out of downtown Norman, as well as serve the City’s Municipal Complex and the NORMAN FORWARD Central Library and Andrews Park facilities. The completion of the James Garner Avenue project (illustrated on the cover and divider pages throughout the Budget documents) in the summer of 2024 will mark the completion of the “brick and mortar” projects included in the Norman Forward program. The program will continue with neighborhood park renovation projects, trails, and the construction of new community facilities at Saxon Park and along the Canadian River. This is truly a success story that will enhance the quality of life in Norman for generations to come.

#### Progress on Other Capital Projects

The fiscal year 2024-2025 budget proposal also includes allocations for many other capital projects and facilities. These projects are detailed in the separate *Capital Improvements Project Budget* document.

### **UTILITY ENTERPRISE FUNDS**

The City of Norman operates three utility enterprises: Sanitation, Water, and Wastewater Reclamation (also known as “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; user fees are charged to those customers at a level that seeks to recover the full costs of providing the services; and services can be denied to customers who do not pay their user fees (unlike streets or open park spaces that cannot be denied to anyone). The budgetary status of the Water and Wastewater Utilities are driven in large part by major capital projects.

### Norman Water Enterprise Utility

The voters of Norman approved an increase to water user fees on June 13, 2023 for the first time in over seven years (Norman is one of a very few municipal utilities that require voter approval for rate increases). The new rate structure will be used to partially fund an aggressive capital program to replace aged iron pipelines (approximately 300 miles of the 600 miles of waterline within Norman’s water system are made of metal and will eventually need to be replaced); to fund replacement of manually-read water meters with remotely-monitored Advanced Meter Infrastructure (“AMI” or “smart meters”); and to treat water generated by Norman’s 40+ underground water wells with disinfectants at a central site, to comply with drinking water standards imposed by the U.S. Environmental Protection Agency and the Oklahoma Department of Environmental Quality. These needed capital improvements have been programmed by the Norman Water Utility for several years.

The Norman Utility Authority (NUA) received a \$2 million grant and a (up to) \$15,000,000 Statewide Revolving Fund Loan in FYE 2023 to implement the AMI program. The AMI project will replace Norman’s approximately 42,000 manually-read water meters with “smart” meters that can be read remotely using cellular technologies. This program is expected to make water billing practices more efficient, reducing “wasted” (unaccounted for, or unbilled) water and increasing revenues to an extent to offset the costs of implementing the AMI program. Contractors have been retained to begin the implementation of the AMI program, which will be completed in 2026.

The Water Fund proposes to add a Plant Operator and a Distribution Worker position to the FYE 2025 budget.

### Norman Water Reclamation (Wastewater) Enterprise Utility

The Norman Water Reclamation Facility (WRF) has received regional awards for the quality of the effluent (output) produced from the plant, and the Utility continues to explore ways to use high-quality treated effluent, such as for irrigation and augmenting drinking water supplies.

The Norman Wastewater Reclamation and Water Line Maintenance Divisions moved into a new headquarters facility in 2024.

### Norman Sanitation Enterprise Utility

The Norman Sanitation Utility provides automated municipal solid waste collection and public access transfer station disposal for City customers. The Utility also provides recycling drop-off centers, yard waste collection and composting services, and on-call bulky item pickup services. Curbside recycling collection services, included in basic sanitation customer rates, are proposed to be taken over by in-house crews. The Norman Sanitation Utility, reflecting the desires of customers and Norman residents, is firmly committed to recycling and reuse of waste products, to the extent practical.



A Utility Supervisor position was added to the Sanitation Enterprise Fund in FYE 2024, to oversee the operation of the curbside recycling pickup service.

## **CAPITAL BUDGET**

Detailed information on individual capital improvement projects is given in the Fiscal Year 2024-2025 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. This is the primary source of revenue for the Capital Fund.

## **SUMMARY**

The fiscal year 2024-2025 budget is highlighted by maintaining existing service levels and continuing capital programs funded by the voters of Norman and by federal grant programs.

## **CONCLUSION**

I would like to express my personal appreciation for the outstanding work done by the professional staff of our Management Team, senior division managers, and our dedicated Finance Department staff who have worked countless hours to prepare this budget and respond to the information and policy direction requests that have come from Council, the Council Finance Committee, and from the public. I am continually impressed first by the diligence and dedication of the Council in studying the many issues before you and in providing direction to confront the many issues faced by the City. I am equally impressed by the dedication of our staff and by the persistence and constant interest displayed by our residents and interested citizens in providing their input to you. It is my privilege to present this budget to our citizens and utility ratepayers and to work to implement it in providing the services they justifiably demand.

Sincerely,



Darrel Pyle,  
City Manager



Photos courtesy of  
Visit Norman

# COMMUNITY PROFILE



## History of Norman, Oklahoma

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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 133,016 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 in the recent past.



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 25,798.

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, Earth Day Festival, Norman Music Festival, May Fair, Juneteenth Festival, Jazz in June, and Midsummer Night’s Fair in July. Fall and Winter festivals include a Holiday Celebration in December and the Chocolate Festival held in February.



Juneteenth Festival



Medieval Fair held in the Spring



Chocolate Festival in February



Jazz in June



Earth Day Festival in April



Midsummer Night’s Fair held in July



## Community Profile

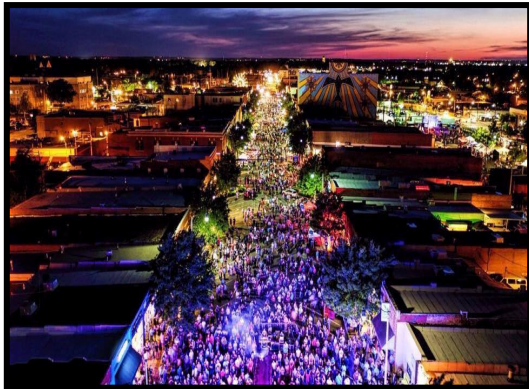
Norman is Oklahoma's third largest city and is home to the University of Oklahoma Sooners. Family oriented activities are abundant in Norman. Places of interest include Lake Thunderbird, great shopping areas including Campus Corner and Downtown Norman, and the Sam Noble Oklahoma Museum of Natural History. 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



Norman Music Festival



Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History



Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau

## Community Profile

### Municipal Parks and Recreation



Community & Special Use centers	10
Number of developed parks	64
Developed park acreage	999.85
Number of undeveloped parks	5
Undeveloped park acreage	171.55
18-hole golf courses	1
Disc golf courses	5
Swimming pools	4
Sprayground / Water Playground	3
Waterslides	3
Tennis courts	26
Skate park	4
Competition baseball / softball fields	31
Competition Soccer fields	25
Neighborhood practice baseball fields	30
Neighborhood soccer practice goals	27
Recreational football fields	9
Outdoor half-court basketball courts	28
Outdoor full-court basketball courts	5
Recreational / Fishing Ponds	9
Dog Parks	2
Miles of Walking Trails	36.7

### Demographic Statistics Last Ten Years

Year	(1) Population	(2) Per Capita Income	(2) Median Age	(3) School Enrollment	(4) Unemployment Rate
2014	118,197	26,267	29.9	15,739	4.2
2015	118,040	27,749	30.2	15,745	3.8
2016	120,284	28,273	30.1	15,944	4.2
2017	122,180	28,458	30.3	16,363	4.2
2018	122,843	30,168	30.3	16,162	3.5
2019	123,471	28,977	30.1	16,289	3.2
2020	124,880	30,449	30.4	14,419	6.7
2021	128,026	31,710	30.9	15,449	3.2
2022	128,097	31,877	30.9	16,430	2.9
2023	129,627	33,899	32.3	15,786	2.7

Sources:

- (1) Obtained from census data
- (2) U.S. Census Bureau; 1-yr. American Community Survey Estimate
- (3) Norman Public Schools
- (4) U.S. Department of Labor

**Community Profile**

**Facilities and services not included in the reporting entity:**

**Hospitals:**

Number of Hospitals	2
Number of licensed patient beds (Norman Regional)	219
Number of licensed patient beds (Healthplex)	168
Number of Free Standing Emergency Departments (Norman Regional Nine)	1

**Education (2023-2024 School Year):**

Total school enrollment – Norman Public Schools	15,687
Number of elementary schools	17
Number of elementary students	7,412
Number of elementary school instructors	668
Number of secondary schools	6
Number of secondary school students	8,275
Number of secondary school instructors	530
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

**Major Employers in Norman**

<u>Name</u>	<u>Product / Service</u>	<u>Employees</u>
The University of Oklahoma (Norman Campus only)	Education Services	11,532
Norman Regional Hospital	Medical Services	3,040
Norman Public Schools	Education Services	2,123
Wal-Mart	General Merchandise Retailer	1,200
York International / Johnson Controls	Heating / Air Conditioning	1,100
City of Norman	Government Services	953
Cleveland County	Government Services	447
Hitachi	Electronics Manufacturer	400
NOAA National Severe Storm Laboratory	National Weather Services	400
Target	General Merchandise Retailer	400



CITY OF NORMAN

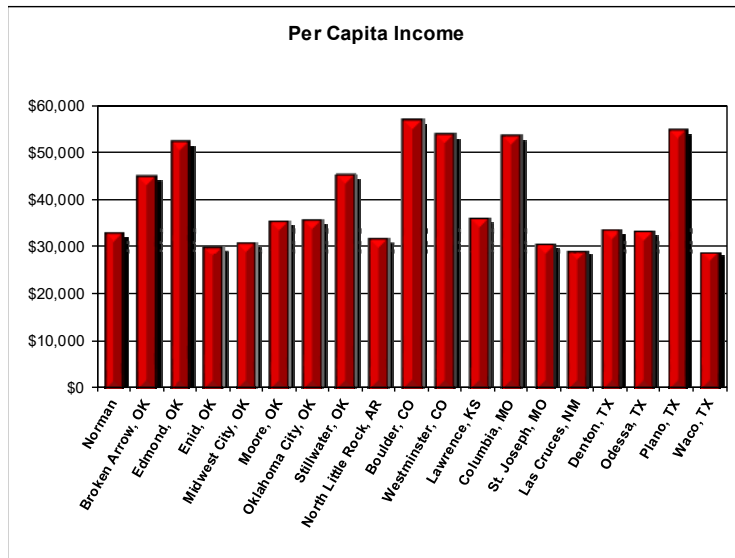
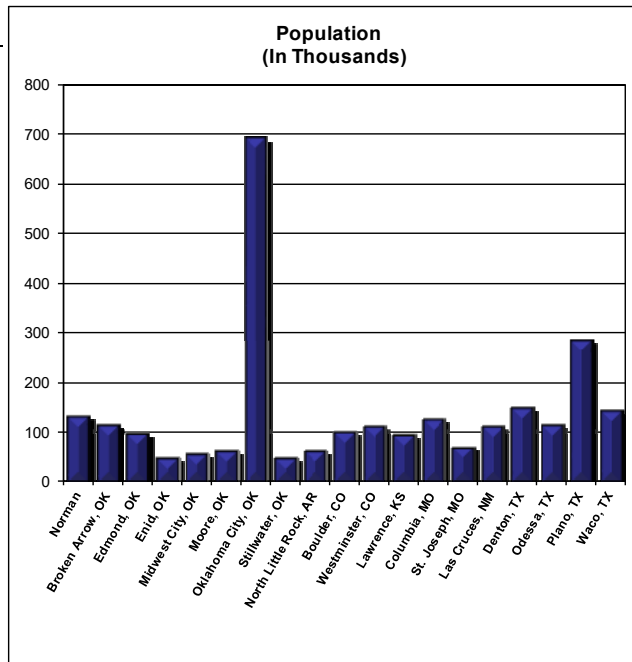
**INTER-CITY BENCHMARK COMPARISONS**

For purposes of comparative analysis, Norman compares (“benchmarks”) itself to 18 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 Oklahoma or a bordering state

**Inter-City Benchmark Comparison**

City	Population	Median Age	Square Miles
<b>Norman</b>	<b>133,016</b>	<b>32.3</b>	<b>189.5</b>
Broken Arrow, OK	117,911	37.0	45.6
Edmond, OK	98,743	37.4	90.0
Enid, OK	50,499	34.9	73.9
Midwest City, OK	57,950	36.2	24.4
Moore, OK	63,223	34.2	21.9
Oklahoma City, OK	694,768	34.7	620.4
Stillwater, OK	49,160	25.6	28.4
North Little Rock, AR	64,454	36.7	56.2
Boulder, CO	102,858	28.5	27.4
Westminster, CO	114,539	37.1	34.0
Lawrence, KS	95,794	28.8	35.3
Columbia, MO	128,555	29.2	68.0
St. Joseph, MO	70,682	36.6	44.8
Las Cruces, NM	113,881	32.7	77.0
Denton, TX	150,357	31.1	98.0
Odessa, TX	116,669	30.7	51.4
Plano, TX	290,108	39.1	72.0
Waco, TX	143,987	29.6	101.2

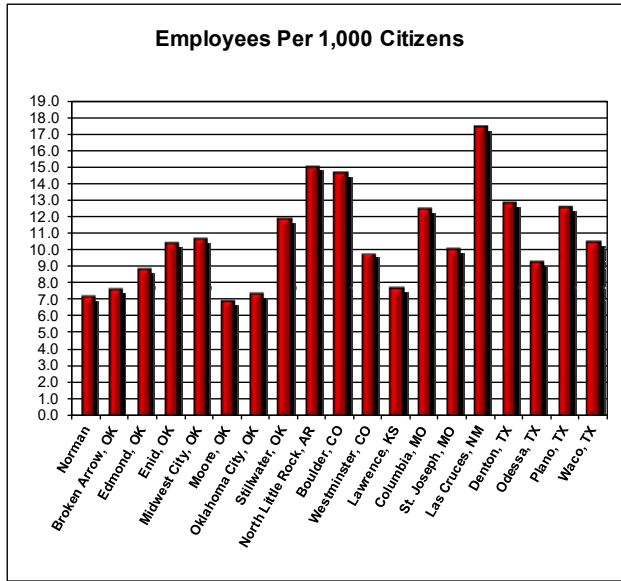


City	Per Capita Income
<b>Norman</b>	<b>\$33,015</b>
Broken Arrow, OK	\$45,118
Edmond, OK	\$52,392
Enid, OK	\$30,253
Midwest City, OK	\$31,019
Moore, OK	\$35,511
Oklahoma City, OK	\$35,902
Stillwater, OK	\$45,416
North Little Rock, AR	\$31,941
Boulder, CO	\$57,000
Westminister, CO	\$53,965
Lawrence, KS	\$36,032
Columbia, MO	\$53,583
St. Joseph, MO	\$30,599
Las Cruces, NM	\$29,126
Denton, TX	\$33,743
Odessa, TX	\$33,327
Plano, TX	\$54,974
Waco, TX	\$28,986



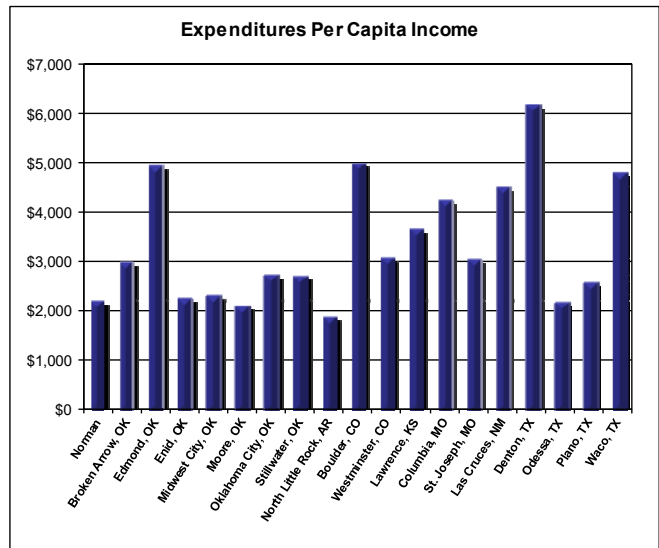
**CITY OF NORMAN**

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
<b>Norman</b>	<b>15,687</b>	<b>3.60%</b>	<b>Oklahoma Gas &amp; Electric (OG&amp;E), Wal-Mart/Sam's Stores, Inc., York International</b>
Broken Arrow, OK	19,527	3.30%	not available
Edmond, OK	28,805	2.00%	not available
Enid, OK	7,577	3.40%	ADM Milling, Oklahoma Gas & Electric, Consolidated Grain and Barge, Inc.
Midwest City, OK	12,584	4.50%	Sooner Town Center LLC, OG&E, Pine Oaks Apartments LP
Moore, OK	24,207	2.90%	Mission Pointe Apartments Ltd., Oklahoma Gas & Electric, Walmart/Sam's
Oklahoma City, OK	32,086	2.80%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters LLC, Hobby Lobby Stores
Stillwater, OK	6,278	3.00%	Stillwater Ranch Holdings LLC, Traden Heights Stillwater, LLC, One On 4th St., LLC
North Little Rock, AR	8,216	4.30%	not available
Boulder, CO	27,273	5.90%	not available
Westminster, CO	7,781	2.30%	not available
Lawrence, KS	10,603	1.90%	not available
Columbia, MO	18,800	2.40%	Union Electric, Shelter Insurance Company, Sapp Emery & Sons
St. Joseph, MO	10,510	3.30%	Boehringer Ingelheim Animal Health, AG Processing, American Water
Las Cruces, NM	24,999	4.40%	El Paso Electric Company, Las Cruces Medical Center LLC, Comcast of New Mexico Inc
Denton, TX	32,973	4.00%	Paccar Inc, Columbia Medical Center of Denton, Trdwind Timberlinks Borrower LLC
Odessa, TX	31,762	3.60%	Oncor Electric Delivery Co. LLC, La Frontera Holdings LLC, Halliburton Manufacturing
Plano, TX	49,241	2.30%	Toyota Motor North America Inc., Legacy West Investors LP, JP Morgan Chase Bank
Waco, TX	14,066	2.70%	Mars Snackfood US LLC/ Coca Cola Company/ L-3 Communications Integrated Systems LP



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
<b>Norman</b>	<b>953</b>	<b>7.2</b>
Broken Arrow, OK	902	7.6
Edmond, OK	873	8.8
Enid, OK	528	10.5
Midwest City, OK	621	10.7
Moore, OK	438	6.9
Oklahoma City, OK	5,108	7.4
Stillwater, OK	586	11.9
North Little Rock, AR	970	15.0
Boulder, CO	1,509	14.7
Westminster, CO	1,116	9.7
Lawrence, KS	984	7.7
Columbia, MO	1,604	12.5
St. Joseph, MO	713	10.1
Las Cruces, NM	1,995	17.5
Denton, TX	1,933	12.9
Odessa, TX	1,085	9.3
Plano, TX	3,655	12.6
Waco, TX	1,518	10.5

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
<b>Norman</b>	<b>\$307.48</b>	<b>\$296.90</b>	<b>\$2,232</b>
Broken Arrow, OK	\$363.64	\$354.90	\$3,010
Edmond, OK	\$343.50	\$487.50	\$4,937
Enid, OK	\$108.90	\$115.30	\$2,283
Midwest City, OK	\$126.90	\$136.00	\$2,347
Moore, OK	\$133.50	\$133.50	\$2,112
Oklahoma City, OK	\$1,906.00	\$1,906.00	\$2,743
Stillwater, OK	\$153.50	\$134.00	\$2,726
North Little Rock, AR	\$122.59	\$122.59	\$1,902
Boulder, CO	\$462.00	\$515.40	\$5,011
Westminster, CO	\$354.90	\$354.90	\$3,099
Lawrence, KS	\$460.80	\$472.30	\$3,674
Columbia, MO	\$506.72	\$546.30	\$4,250
St. Joseph, MO	\$215.63	\$215.63	\$3,051
Las Cruces, NM	\$359.53	\$515.45	\$4,526
Denton, TX	\$905.00	\$933.00	\$6,205
Odessa, TX	\$254.24	\$255.27	\$2,188
Plano, TX	\$749.44	\$749.44	\$2,583
Waco, TX	\$694.58	\$694.58	\$4,824



## Government Facilities and Service Statistics

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**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 403

Non-Union 210

**Fire Protection:**

Number of Stations 9

Number of fire personnel 164

Number of calls answered (for 2023) 17,763

Number of inspections conducted (for 2023) 1,206

**Police Protection:**

Number of stations (includes Norman Investigations Center) 2

Number of police personnel (includes emergency communications & animal welfare staff) 261

Number of black and white patrol units 90

Number of arrests including warrant requests (for 2023) 7,458

Traffic violations (for 2023) 21,664

Parking violations (for 2023) 11,454

Number of reported crimes (NIBRS Groups A & B 2023) 15,670

Police Department Calls for service (for 2023) 88,089

**Sewerage System:**

Miles of sanitary sewers maintained by the City 530.6

Miles of storm sewers maintained by the City 102

Number of treatment plants 1

Daily average treatment in gallons 11,000,000

Design capacity of treatment plant in gallons 17,000,000

**Water System:**

Miles of water mains maintained by the City 649.5

Number of service connections (includes 1,109 sprinkler connections) 42,580

Number of fire hydrants 7,008

Daily average production in gallons (for 2023-excluding water purchased from OKC) 13,912,000

Maximum daily capacity of plant in gallons 17,000,000

Number of water wells in operation 43

**Street Maintenance:**

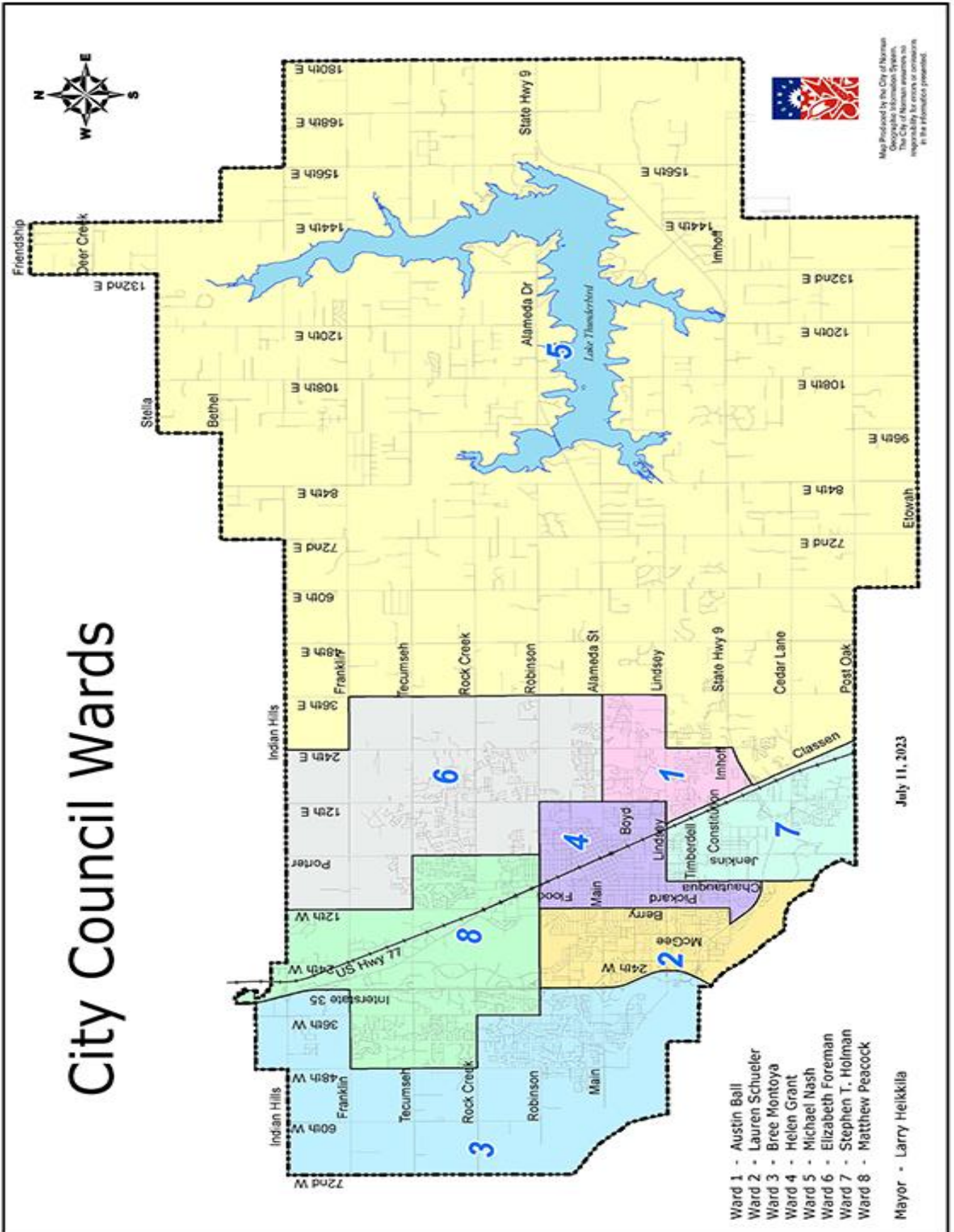
Miles of urban streets maintained by the City 550.3

Miles of rural streets maintained by the City 233.3

Number of street lights 6,744

Number of signalized locations 258

# City Council Wards

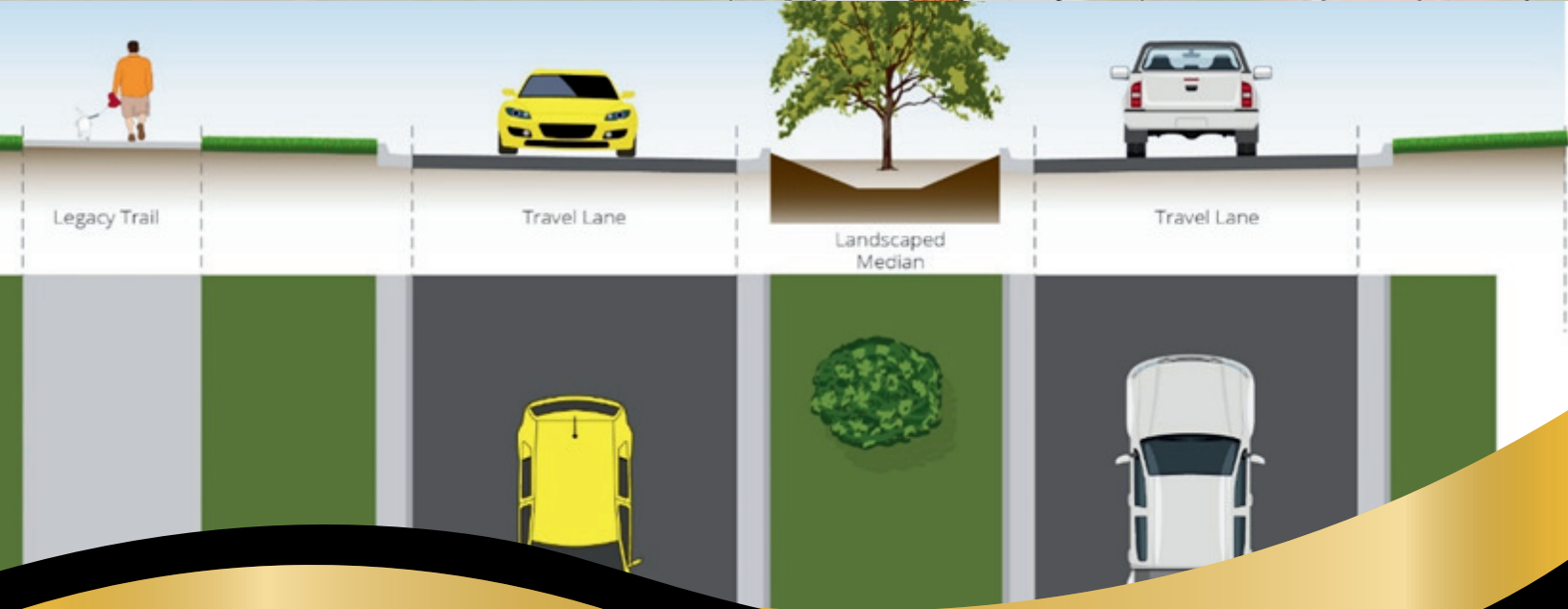


- Ward 1 - Austin Ball
- Ward 2 - Lauren Schueler
- Ward 3 - Bree Montoya
- Ward 4 - Helen Grant
- Ward 5 - Michael Nash
- Ward 6 - Elizabeth Foreman
- Ward 7 - Stephen T. Holman
- Ward 8 - Matthew Peacock

Mayor - Larry Heikkila

July 11, 2023



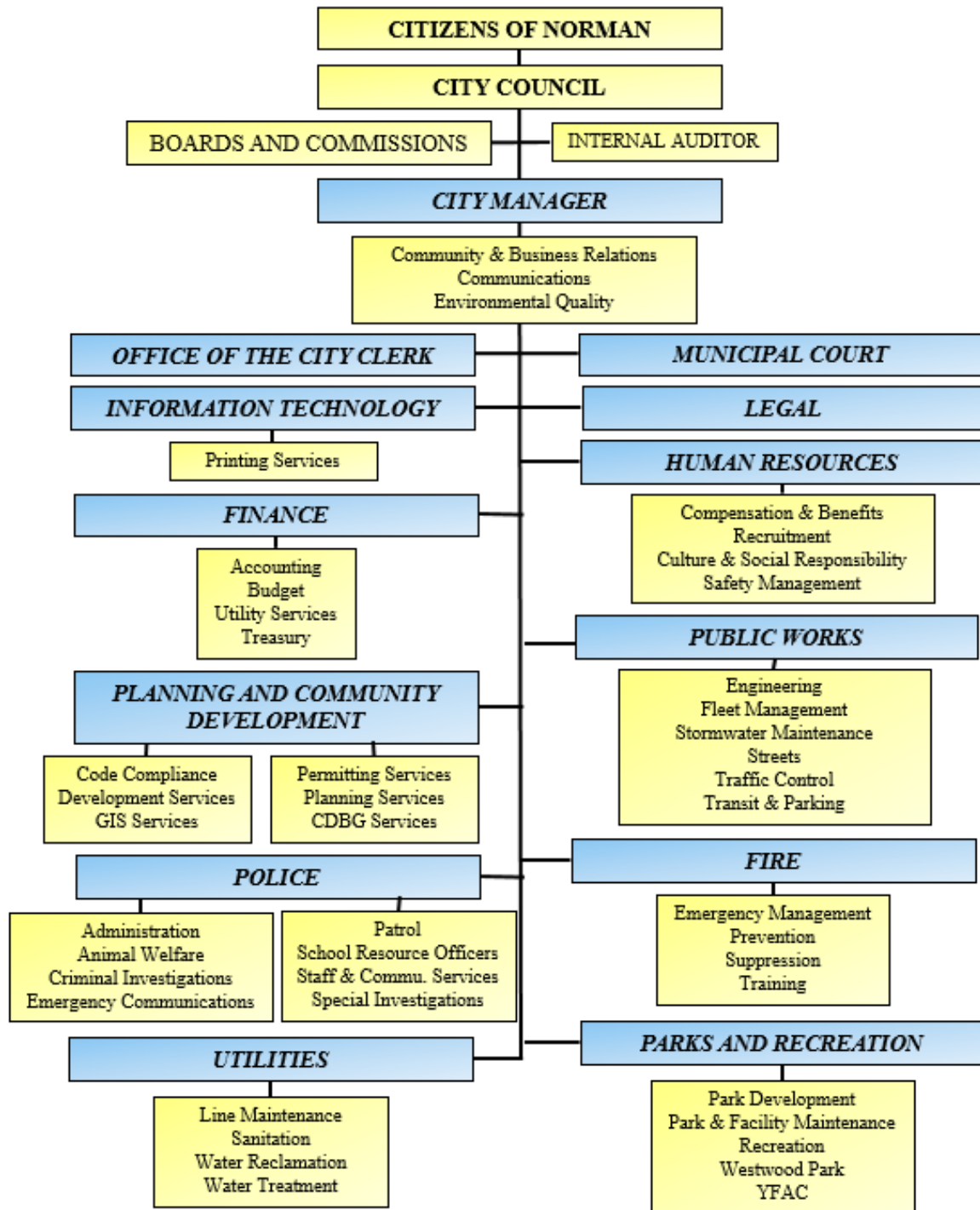


# OVERVIEW / STATISTICAL



## **INTRODUCTION**

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



**COUNCIL STRATEGIC PLAN, PRIORITIES, AND ISSUES**

At the start of each fiscal year, which is also the start of New Council Member terms, the Norman City Council conducts a facilitated strategic planning retreat, at which goals and plans for the coming year or years are discussed. Through the Retreat discussion, priority is given to those strategic areas in which the most interest is shown by Council Members. Through Council consensus at this Retreat, the various Council committees are given assignments of areas of concentration within their committee’s purview, which will result in Council action and/or directions to the City Manager over the coming fiscal year or longer-term if addressing the priority will take more than a year, or require future voter consideration. Multiple comprehensive plan updates and studies were initiated in FYE 24, and the Council will focus on utilizing those results to develop and implement action plans in FYE 25.

**MISSION STATEMENT:** Through sustainable, innovative policies that enhance the lives of all residents, the Norman City Council are stewards of the public trust, committed to improving quality of life and responsibly investing in our future.

Council Priorities and Action Committees - 2024				
City Council	Business & Community Affairs Committee	Finance Committee	Planning & Transportation Committee	Oversight Committee
Update Council Handbook	Sign Ordinance Amendments	Center City TIF Infrastructure Projects	Notification Radius for Zoning Applications	Homebase Plan Review
Comprehensive Plan Updates	NATCO/ Overlay Districts	Fire Stations Quality of Life Budget	Parking Minimum/ Maximum - Density Bonuses & Lot Design	Sobering Center
Public Safety Study	ADU/CDU & Pattern Zoning	Evaluation of City Fees	Main St./ Lindsey St. Car Loop	Mental Health and Addiction Solutions
Performance Contracting	NORMAN FORWARD II	Forfeiture/ Seizure Fund Policy	Review of Bus Options	Restructuring Boards and Commissions
Solar Incentives	Incentives for Alleys and Place Making Grants	Small Developer Incentives	Sidewalk Gap Program	Noise Ordinance
	Update Griffin ULI Study - Tourism Initiatives	Reinvest Norman	Burying Utility Lines	Permanent Housing for the Homeless
	Equity in Parks/ Expanded Spaces, Popup Parks	Micro Grants for Place Making	Eastside Revitalization	Affordable Housing
	Branding James Garner Blvd.		ADA Crosswalks	Artistic Freedom
	TIF Master Plan			Tree Ordinance Updates
	Shopping Carts			Expansion of CNZOD

CITY OF NORMAN

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

FUND	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25
GENERAL	596	599	610	615	619	626	630	622	629	629	642	643
PUBLIC SAFETY SALES TAX	69	71	77	79	82	82	84	84	84	84	90	90
CDBG	6	6	5	5	5	5	5	8	7	6	4	4
SPECIAL GRANTS	0	0	0	0	0	0	0	0	0	0	0	0
YFAC FUND	0	0	0	0	0	0	0	0	0	0	28	28
SEIZURES & RESTITUTIONS	1	1	0	0	0	0	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	9	9	9	9	9	10	10
WATER	51	51	50	50	51	51	52	52	52	62	62	63
WATER RECLAMATION	22	22	42	43	43	43	44	44	44	44	40	41
SANITATION	51	51	51	52	52	52	52	52	55	55	58	58
RISK MANAGEMENT	1	1	1	1	1	1	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	5	5	4	4	4	5	5	5	5
SEWER MAINTENANCE	21	21	1	1	1	1	1	1	1	1	1	1
PUBLIC TRANSPORTATION	0	0	0	0	0	0	6	9	9	9	9	9
<b>TOTAL</b>	<b>829</b>	<b>834</b>	<b>848</b>	<b>859</b>	<b>867</b>	<b>874</b>	<b>888</b>	<b>886</b>	<b>896</b>	<b>905</b>	<b>950</b>	<b>953</b>

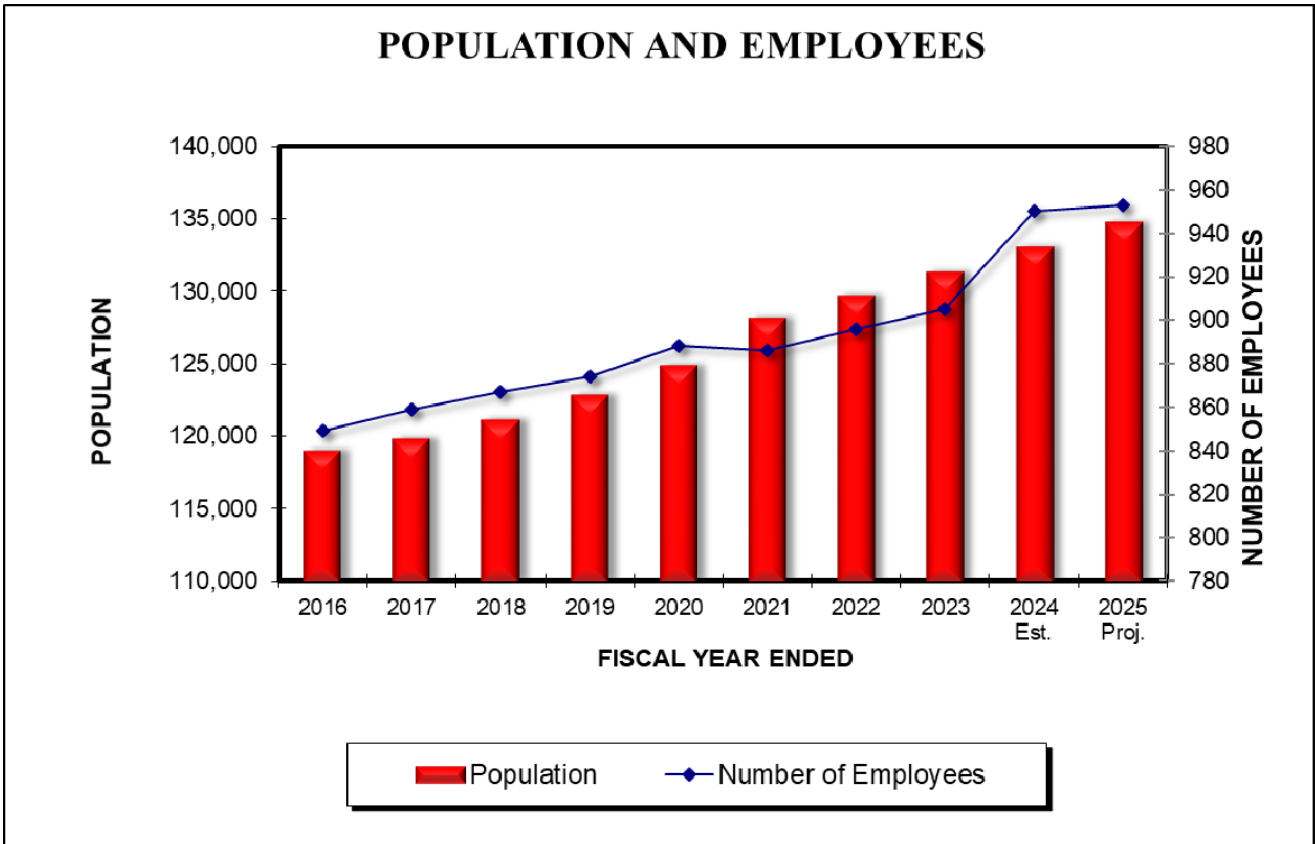
FYE 22 to FYE 23 - During FYE 22 combined the Sustainability Coordinator position in the City Manager's Department with the Environmental Services Coordinator in the Water Reclamation Department and kept the position in the Water Reclamation Department, added a Municipal Accountant I position to the Finance Department, added an Administrative Technician III to the Human Resources Department, cut a permanent part time Victim Advocate position in the Police Department, added a permanent part time Administrative Technician II position in the Fire Department, closed a permanent part time Transit Support Technician position and a Transit Service Technician position in the Public Transportation Fund, added a Capital Projects Engineer position to the Public Works Department in the Capital Fund. For FYE 23, closed an Internal Auditor Technician position in the City Manager's Department, added 9 Police Officers to the Police Department, moved the Hazardous Household Waste Coordinator from the Sanitation Department and the Cross Connection Program Coordinator from the Water Department to the Water Reclamation Department, added a Network and Infrastructure Engineer position to the IT Department, added a permanent part time Recreation Leader I to the Parks and Recreation Department, and closed an Outreach Case Coordinator position in the CDBG Fund, moved 10 Meter Services positions from the Finance Department to the Line Maintenance divisions in the Utility Funds, and moved 2 Printing Service Operators from the Finance Department to the IT Department.

FYE 23 to FYE 24 -moved the Chief Diversity & Equity Officer and ADA Technician positions from the City Manager's Department to the Human Resources Department, added an Administrative Technician IV and a Long Range Planner and closed a Homeless Technician position in the Planning Department, added a Database Manager, a Victim Advocate, an Animal Welfare Technician and a Pet Adoption Coordinator position to the Police Department, closed 4 part-time custodian positions in the Parks and Recreation Department, closed the Outreach Housing Liason and Homeless Coordinator positions in the CDBG Fund, and added a Golf Operations Manager position to the Westwood Fund. For FYE 24, added an Assistant City Manager to the City Manager's Department, transferred a Stormwater Program Specialist and two Stormwater Compliance Inspectors from the Public Works Department to the City Manager's Department, transferred an Admin Tech III, an Environmental & Sustainability Manager, an Environmental Services Assistant, a Pollution Prevention Specialist, a Cross Connection Program Coordinator, and a Household Hazardous Waste Coordinator from the Water Reclamation Fund to the City Manager's Department in the General Fund, added an Assistant City Attorney I to the Legal Department, added a Business Systems Analyst to the Information Technology Department, added a part-time GIS Intern to the Planning Department, added a part-time Recreation Technician position and a Construction and Facilities Program Manager position to the Parks and Recreation Department, added two Communication Officers II to the Police Department in the Public Safety Sales Tax Fund, reclassified a part-time Maintenance Worker I to a full-time Maintenance Worker I in the Westwood Fund, and added 3 Sanitation Workers II to the Sanitation Fund.

FYE 24 to FYE 25 - Added 4 School Resource Officers to the Public Safety Sales Tax Fund, added a Field Operations Supervisor, 3 Program Coordinators, 3 part-time Recreation Technicians, 6 part-time Recreation Leaders, 3 part-time Lifeguard Technicians, and 12 part-time Lifeguard Leaders to the YFAC Fund, added a part-time custodian to the Water Fund, and added a Utility Supervisor to the Sanitation Fund. For FYE 25, added a Veterinary Technician to the Police Department, and added a Plant Operator D and a Distribution Worker I to the Water Fund.



CITY OF NORMAN

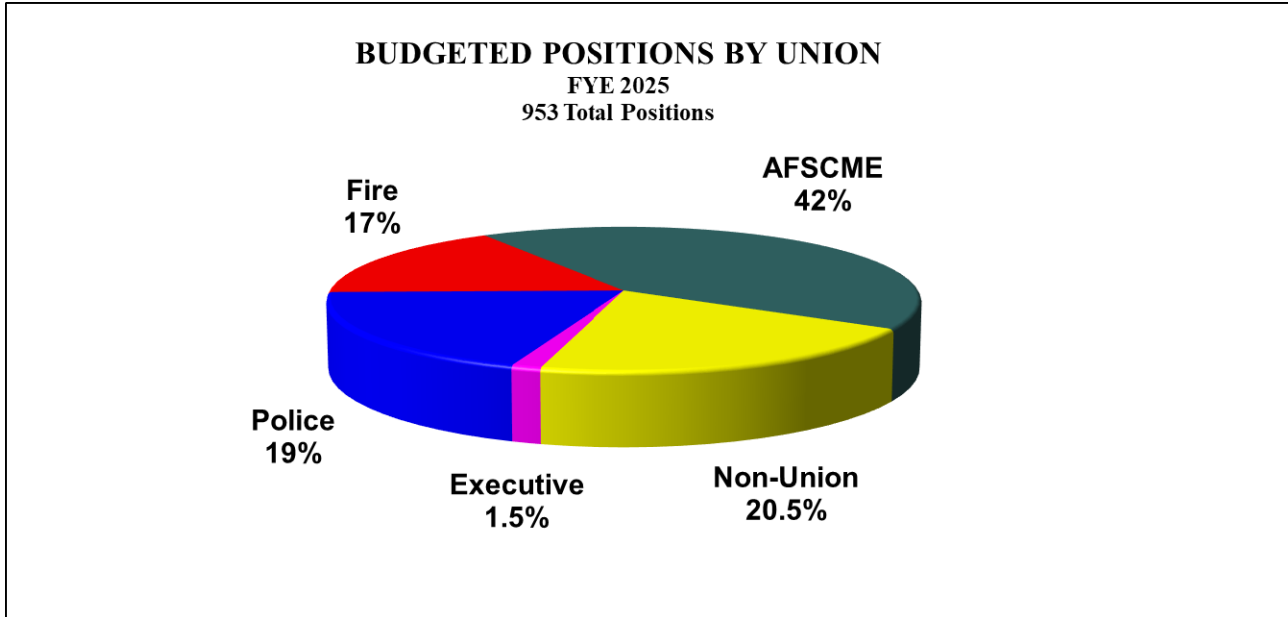


**Discussion of the Graph**

This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2025, the City will employ 953 permanent employees, which is three more positions than budgeted in FYE 2024. Ninety positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 953 personnel, the City is budgeting 104 more positions than in FY 2016, or an increase of 12.25%. In 2025, the City of Norman's population is projected to be 134,745, an increase of approximately 13.26% from 2016.

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

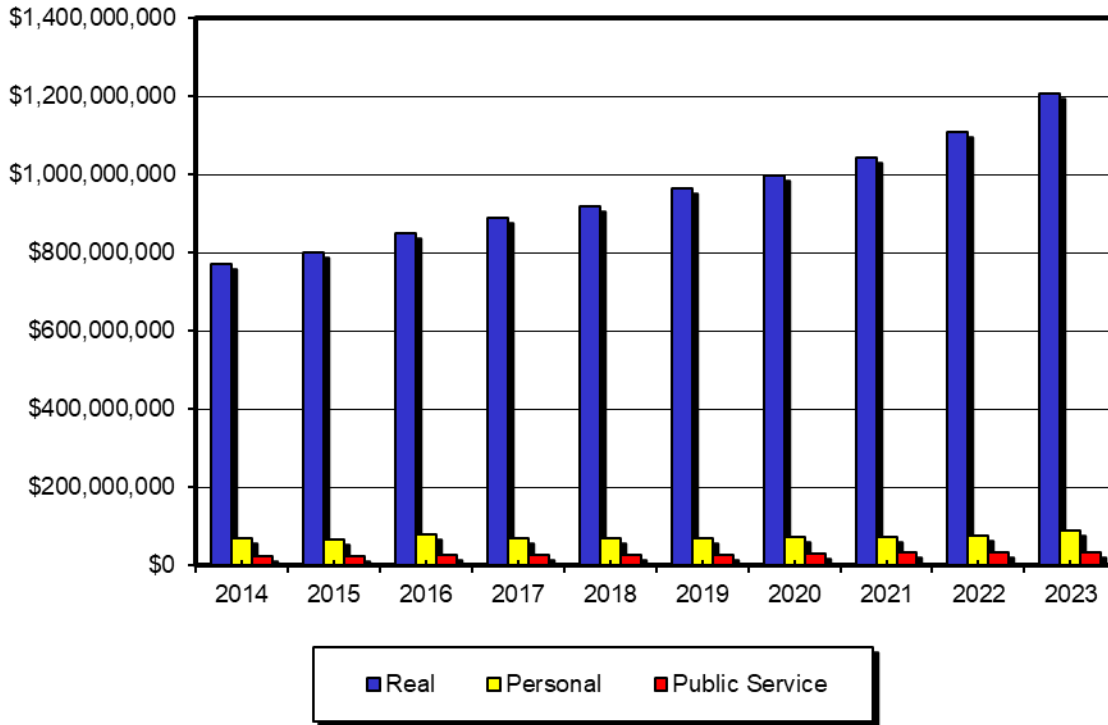
CITY OF NORMAN



**Discussion of the Graph**

This graph illustrates the distribution of positions by bargaining unit. In FY 2024-2025 the City will employ 953 budgeted full-time and permanent part-time employees. The largest number of personnel (403) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 261 Police Department personnel, of which 182 are members of the Fraternal Order of Police (FOP) union and 54 are AFSCME members. There are a total of 164 Fire Department personnel, of which 158 are members of the International Association of Fire Fighters (IAFF) union. Executive employees include the 12 department directors, the Assistant City Manager, and the City Manager of the City of Norman. There are 210 employees that are non-union members including the executive employees.

### ASSESSED PROPERTY VALUATIONS 10 Year Comparison



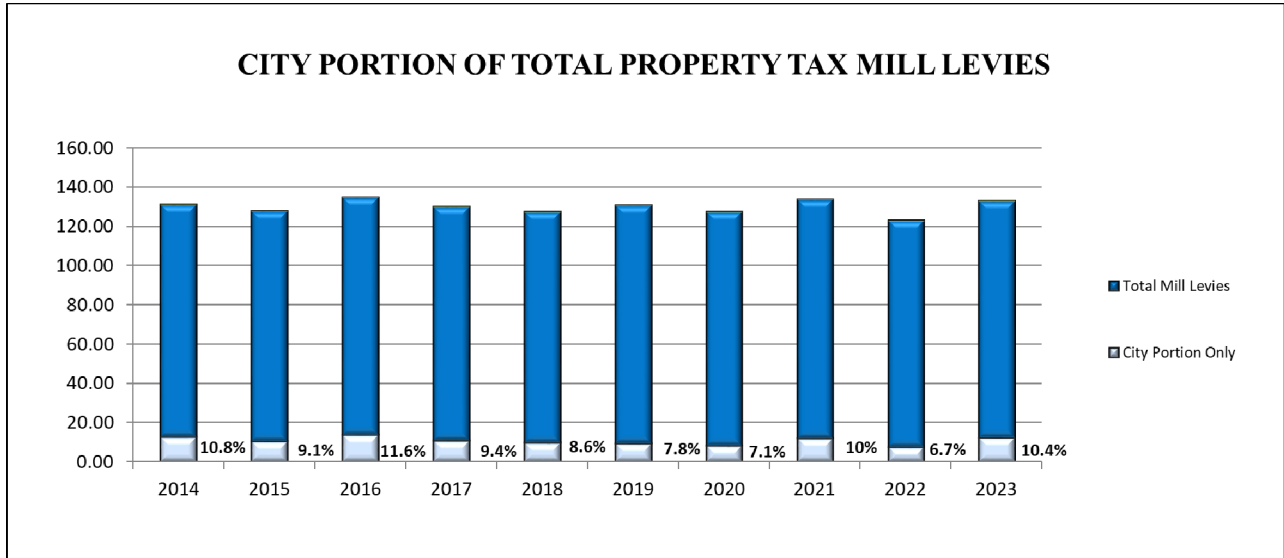
#### Discussion of the Graph

Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements 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.

\* Real Valuations do not include the homestead exemption

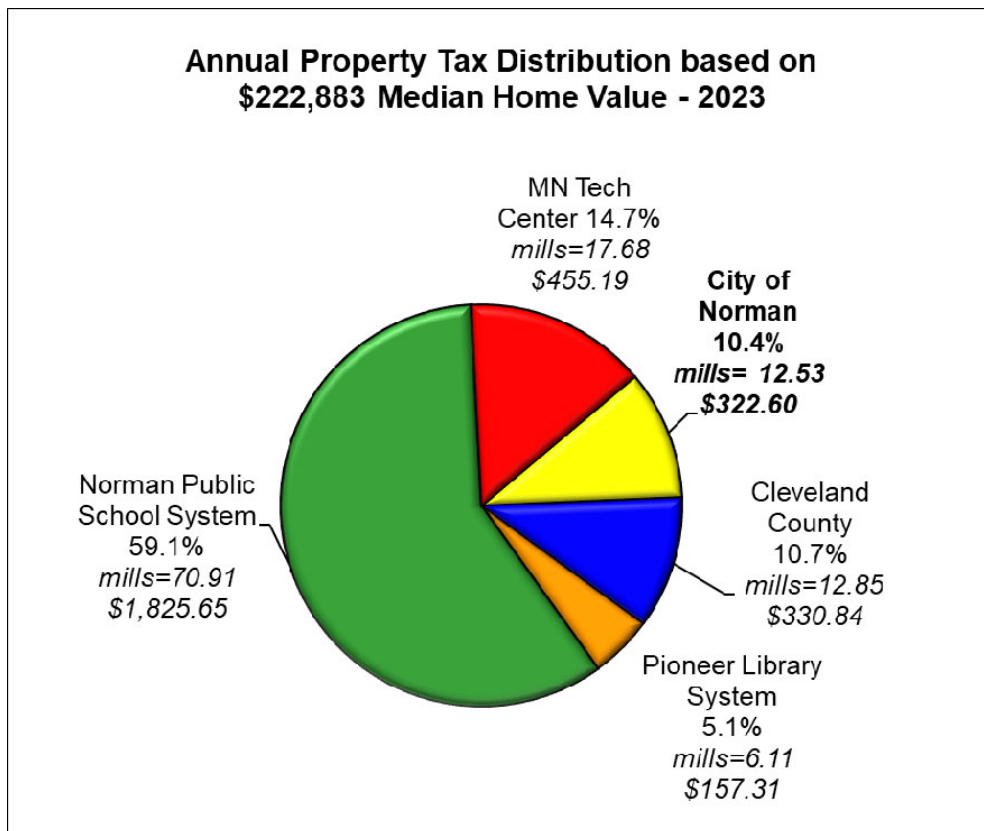


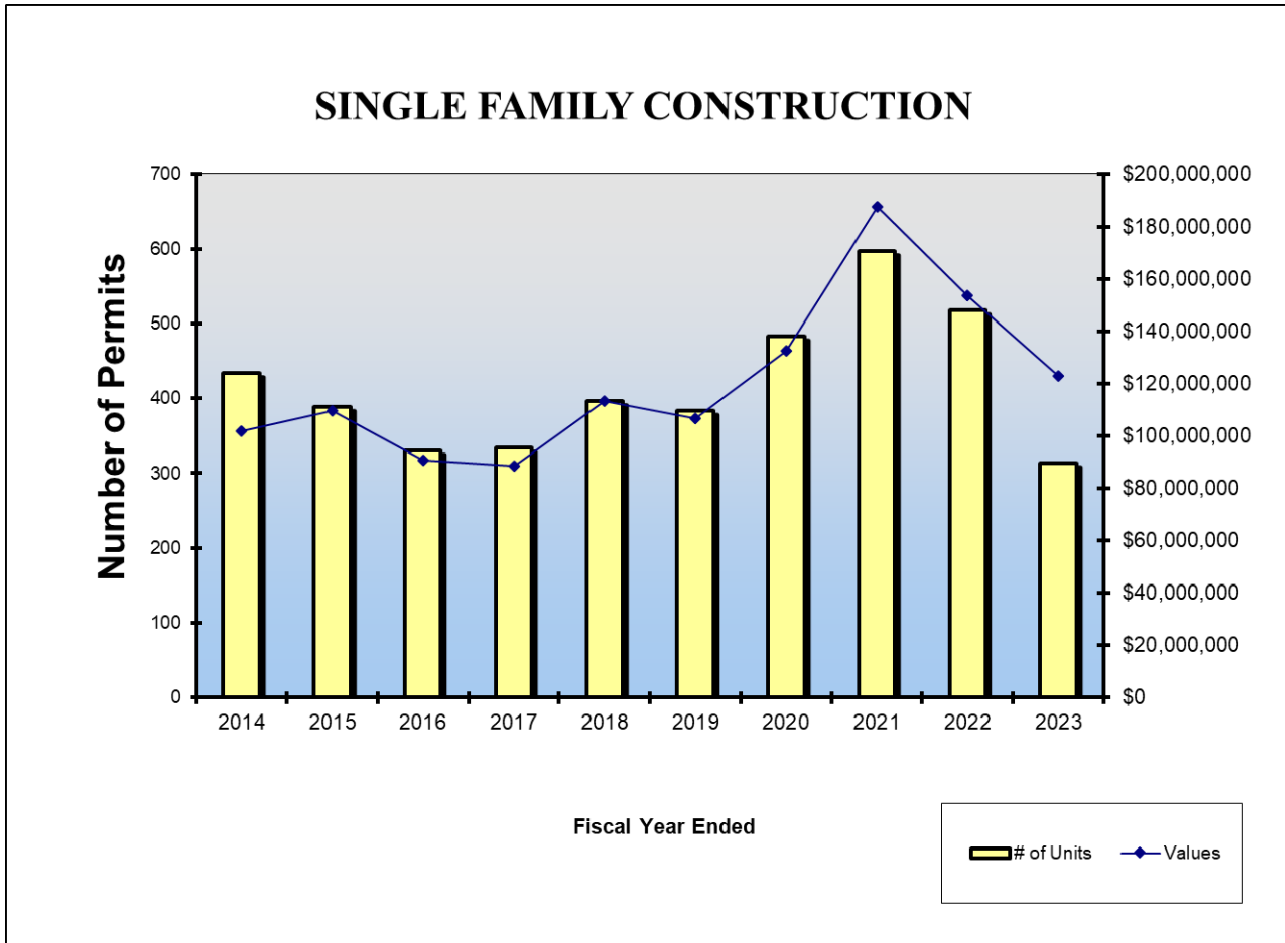
CITY OF NORMAN



### Discussion of the Graph

The City portion of actual property taxes levied in Norman in 2023 were 12.53 mills or \$16,246,845 which is 1% of the assessed property value in Norman. According to the Cleveland County Assessor, the median home value in the City of Norman is an estimated \$222,883.

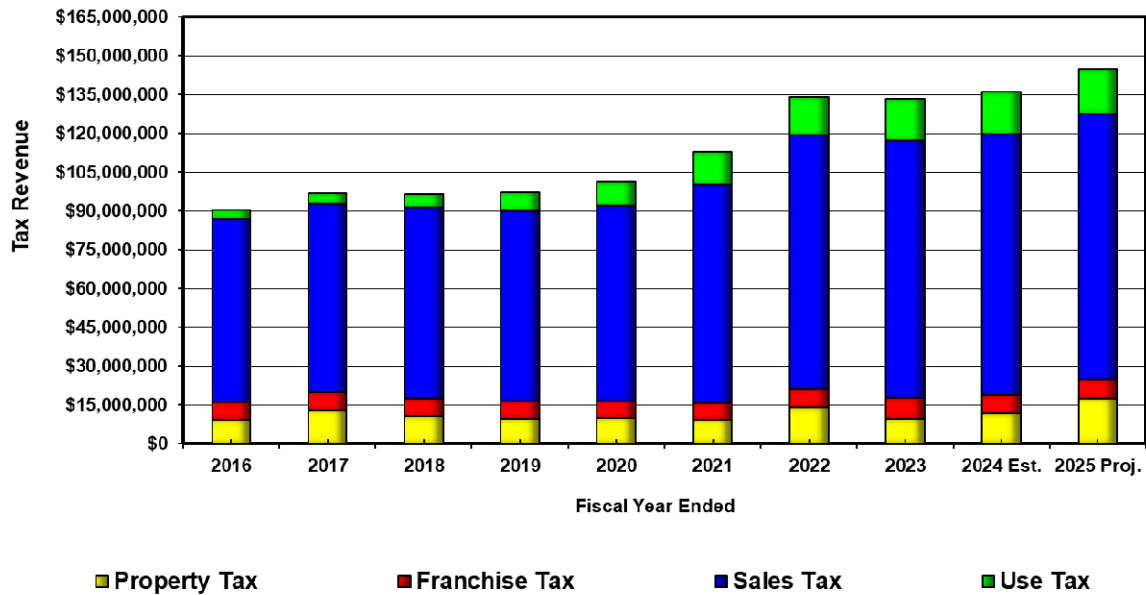




### Discussion of the Graph

This graph represents new permits for construction of single family residential permit values for the ten-year period. Beginning in 2015, residential construction levels dropped and continued to drop in 2016. In 2017, residential construction began to increase and the average permit value jumped by about \$20,000 per unit from fiscal year 2017 to 2018. Fiscal year 2019 saw a slight decrease in single family construction from 2018. Norman’s permit count increased 56% from fiscal year 2019 to 2021, matching nation-wide growth trends for residential building permits that hit a 12-year high according to the U.S. Census Bureau. Permit counts and values started to return to normal levels in fiscal year 2022 but dropped in fiscal year 2023, possibly due to increased interest rates.

**PROPERTY, FRANCHISE, SALES & USE TAXES  
10 Year Comparison**

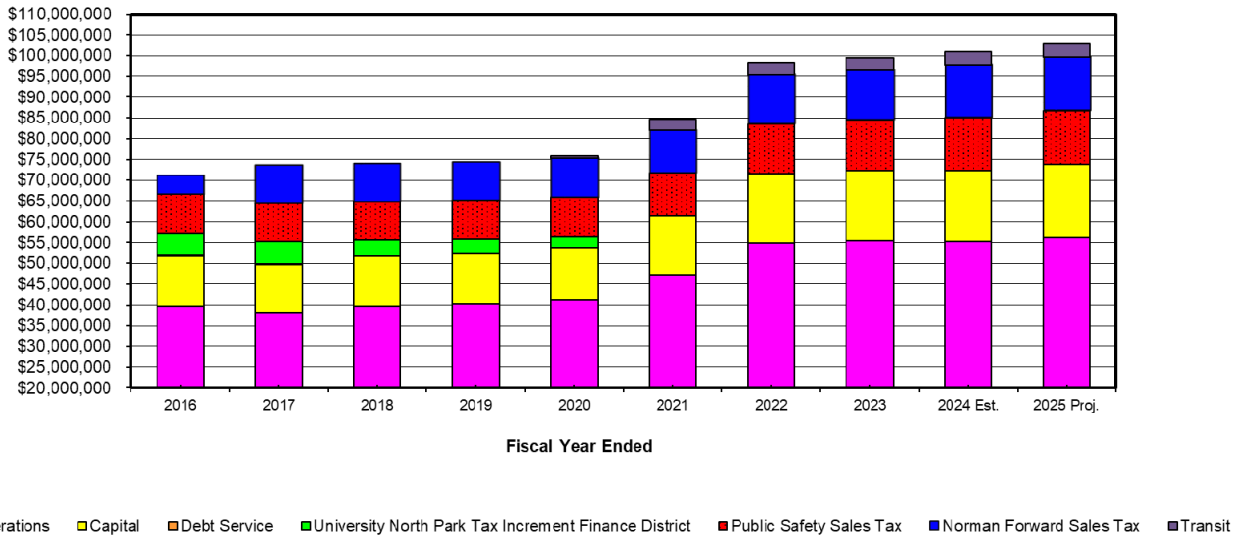


**Discussion of the Graph**

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, use and franchise taxes are used for General Fund operations and capital (see graphs of General Fund Revenue and Distribution of Sales Tax). Beginning in FYE 09, sales tax includes the Public Safety Sales Tax that was approved by voters on May 13th, 2008. On April 1, 2014, the citizens approved a permanent extension of the Public Safety Sales Tax. On October 13, 2015, the citizens approved a one half of one percent (.5%) sales tax for NORMAN FORWARD quality of life projects. This tax became effective January 1st of 2016. On November 12, 2019, the citizens approved a one eighth of one percent (0.125%) sales tax transfer from Cleveland County to the city for the operation of the city's public transit program, effective April 1, 2020. Sales tax performance is a good indicator of economic trends. Property tax collections indicate an increasing level of bonded indebtedness.

CITY OF NORMAN

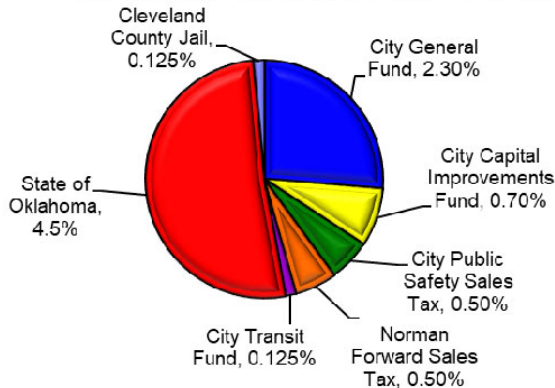
**SALES TAX REVENUE**  
10 Year Comparison



**Discussion of the Graph**

The City of Norman has a 4.125% sales tax rate effective April 1, 2020, which is the primary source of revenue for General Fund operations and capital expenditures. 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 2012 to 2017, remained relatively flat from 2017 to 2020, and saw significant growth again from 2020 to 2022. On May 13, 2008, Norman citizens approved a 1/2 percent (0.5%), 7-year, public safety sales tax dedicated to additional police and fire personnel and two new fire stations. On April 1, 2014, the citizens approved a permanent extension of that tax. In October of 2015, citizens approved a 1/2 percent (0.5%) new sales tax called NORMAN FORWARD Sales Tax. The NORMAN FORWARD initiative provides for funding for recreational, athletic, library, park and infrastructural improvements. On November 12, 2019, Norman citizens approved transferring 1/8 of one percent (0.125%) of sales tax from Cleveland County to the city to help fund the transit operation.

**Distribution of the 8.75% Sales Tax Rate**



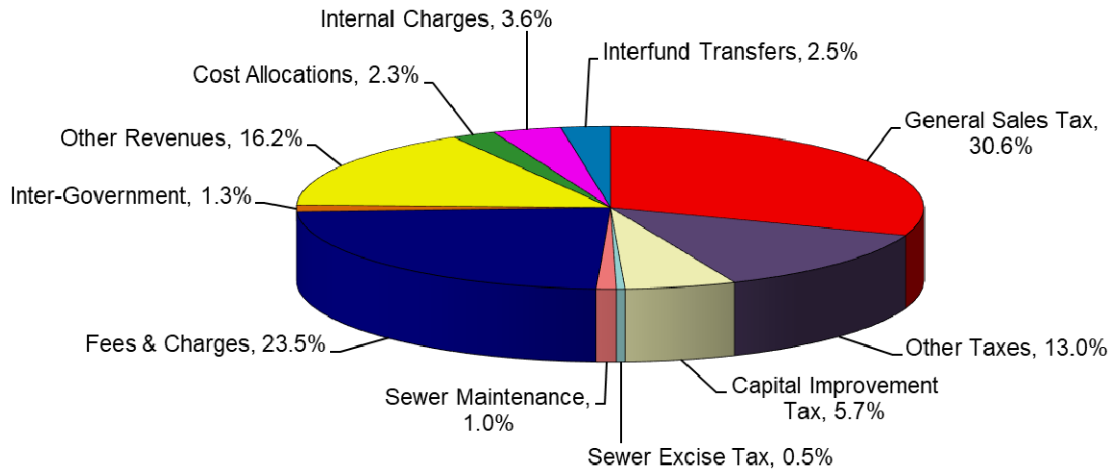
FYE 2025 Projected Figures:

Operations	\$ 56,283,247
Public Safety	\$ 12,928,778
Capital	\$ 17,512,533
NORMAN FORWARD	\$ 12,928,778
Transit	\$ 3,232,194
	\$ 102,885,530



CITY OF NORMAN

**FYE 2025 ALL FUNDS PROJECTED TOTAL REVENUES**  
\$307,477,182

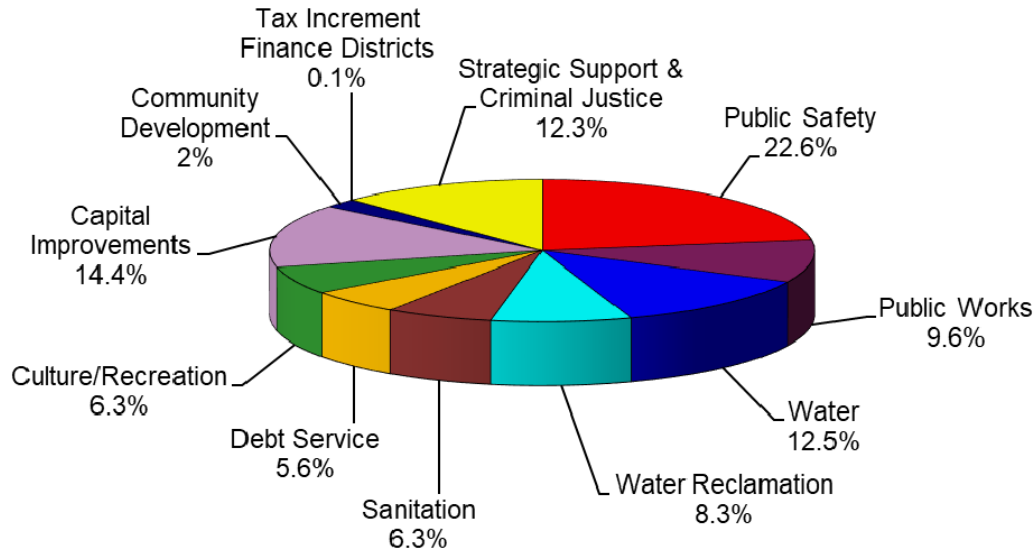


**Discussion of the Graph**

Budgeted revenues for FYE 2025 of \$307,477,182 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.

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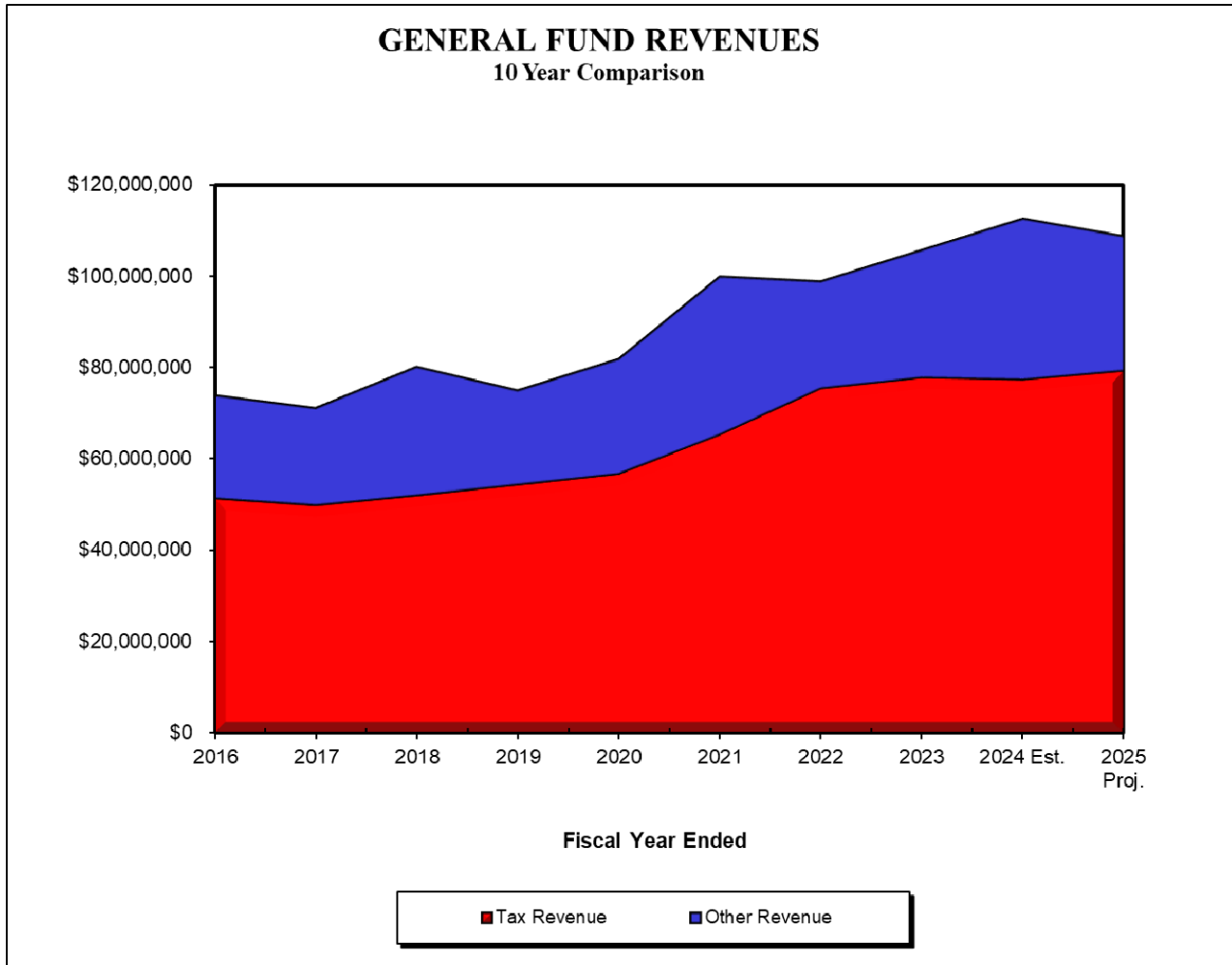
**FYE 2025 ALL FUNDS PROJECTED TOTAL EXPENDITURES**  
**\$297,924,185**



**Discussion of the Graph**

Budgeted expenditures for FYE 2025 of \$297,924,185 are derived from several uses. The largest non-capital portion is Public Safety at 22.6%. The City of Norman is known for being a safe community and the citizens place a high importance on public safety.

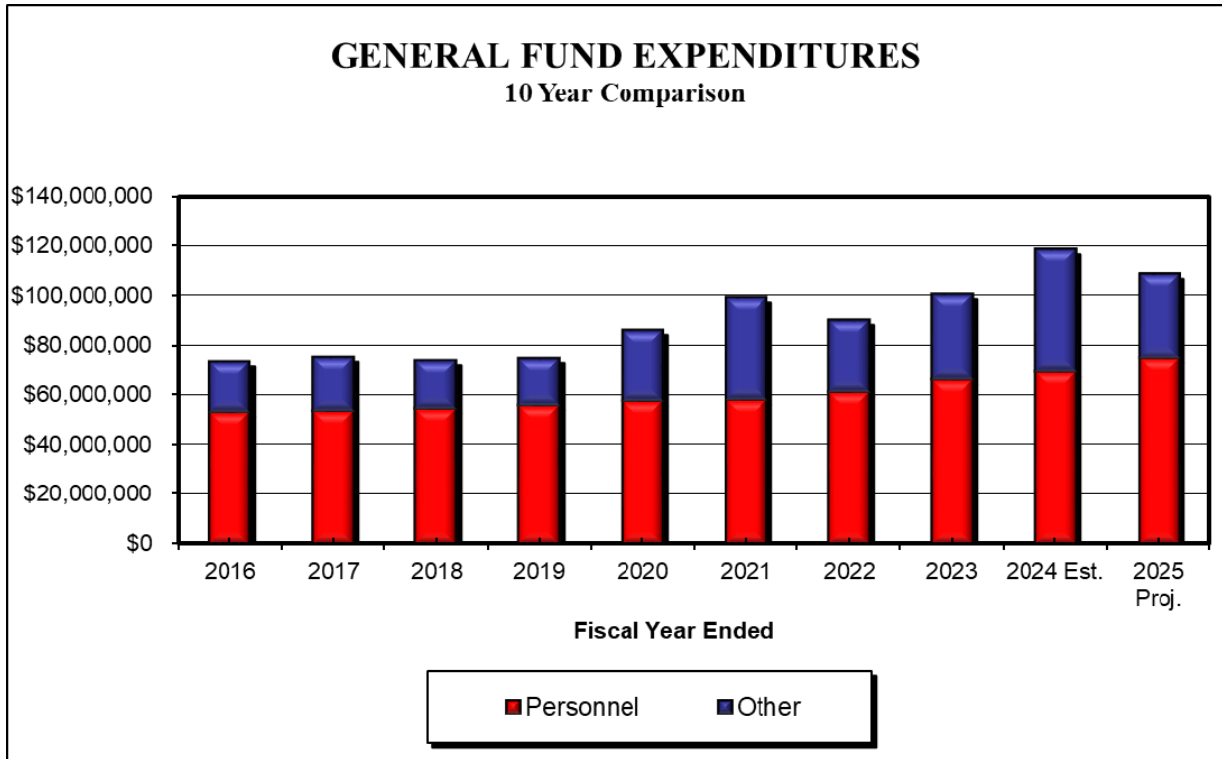
CITY OF NORMAN



### Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes were 70% of total revenues in FYE 2016 and FYE 2024, and are projected to be 73% of total revenues in FYE 2025. 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. Beginning in FYE 20, the University North Park sales tax apportionment was accounted for in the General Fund and the Capital Fund in the same proportion as all general sales taxes. The associated increase in General Fund tax revenues is illustrated on the chart above.

CITY OF NORMAN



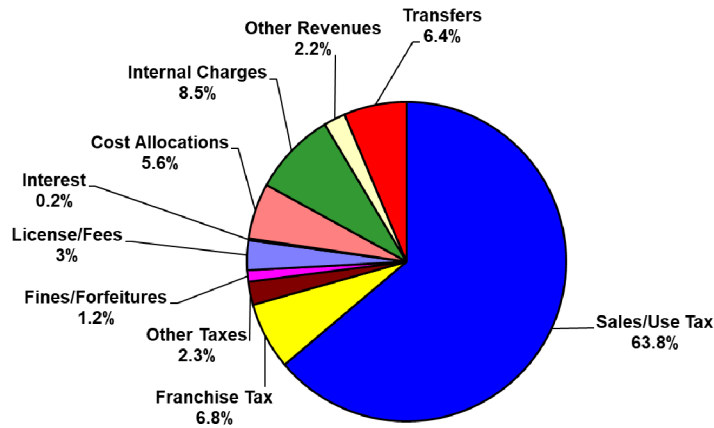
#### Discussion of the Graph

As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 72.5% of total General Fund expenditures in FYE 2016 and are projected to comprise about 68.6% of General Fund expenditures in FYE 2025. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.



CITY OF NORMAN

**FYE 2025 GENERAL FUND REVENUES BY SOURCE**  
**\$108,486,122**

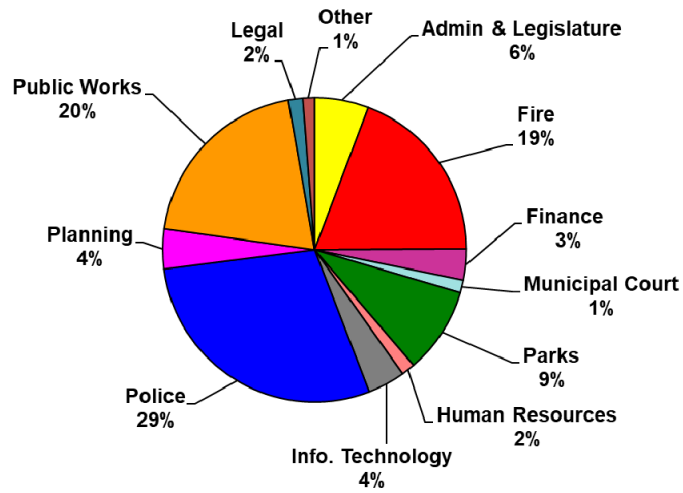


**Discussion of the Graph**

Taxes comprise approximately 73% of the General Fund's revenue; sales and use tax represents 63.8% while franchise fees represent 6.8% and other taxes account for 2.3%. Cost allocations represent 5.6% 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 the 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.

CITY OF NORMAN

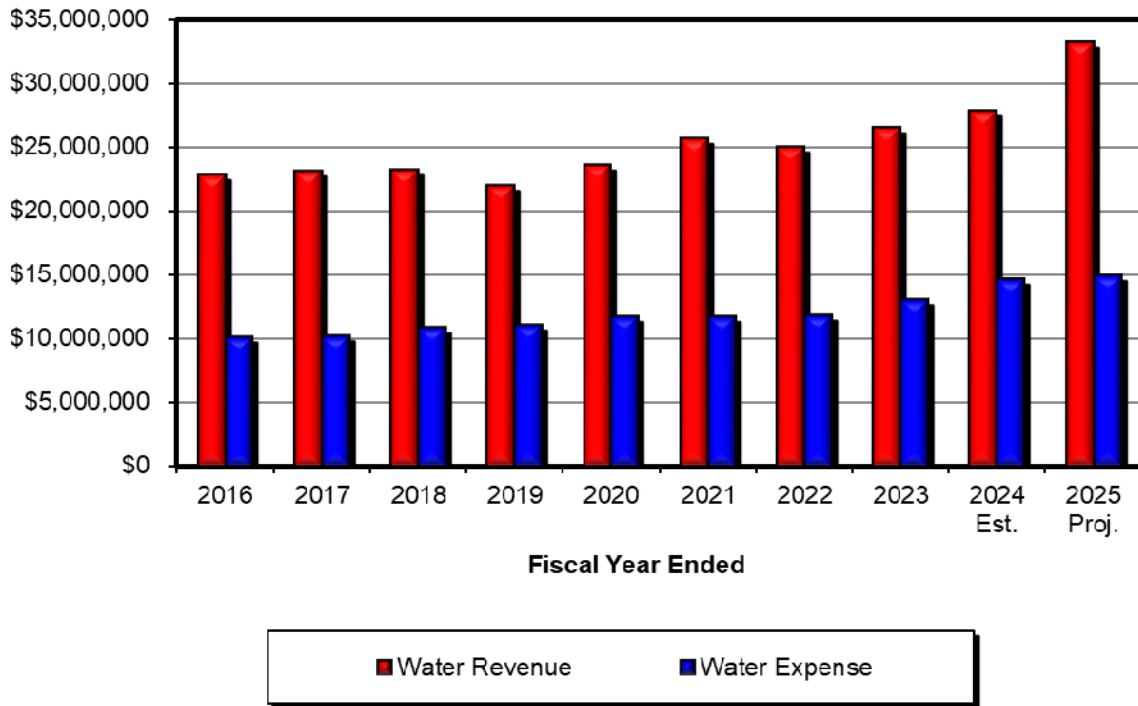
**FYE 2025 GENERAL FUND EXPENDITURES BY DEPARTMENT**  
**\$108,316,271**



**Discussion of the Graph**

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total \$31,232,692 or 29% of total General Fund expenditures. Public Works has the next highest amount of General Fund expenditures, accounting for 20% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 68% of General Fund expenditures.

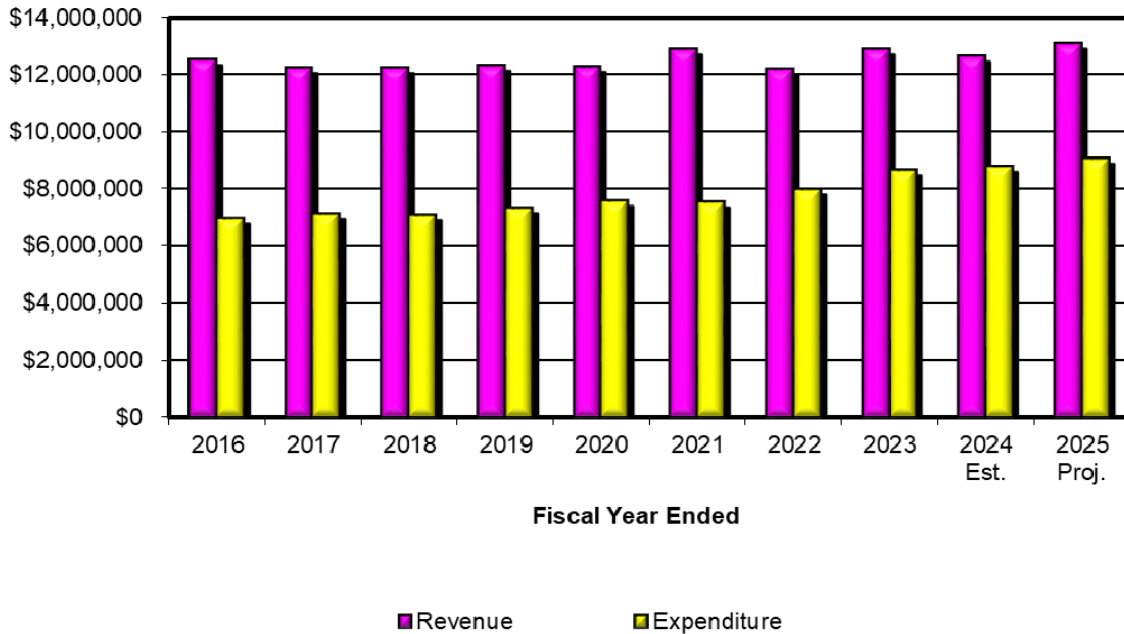
**WATER FUND OPERATIONS  
10 YEAR COMPARISON**



**Discussion of the Graph**

The Water Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. Any excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. The significant increase in revenue in 2025 is due to a water rate increase that was approved by the citizens on June 13, 2023.

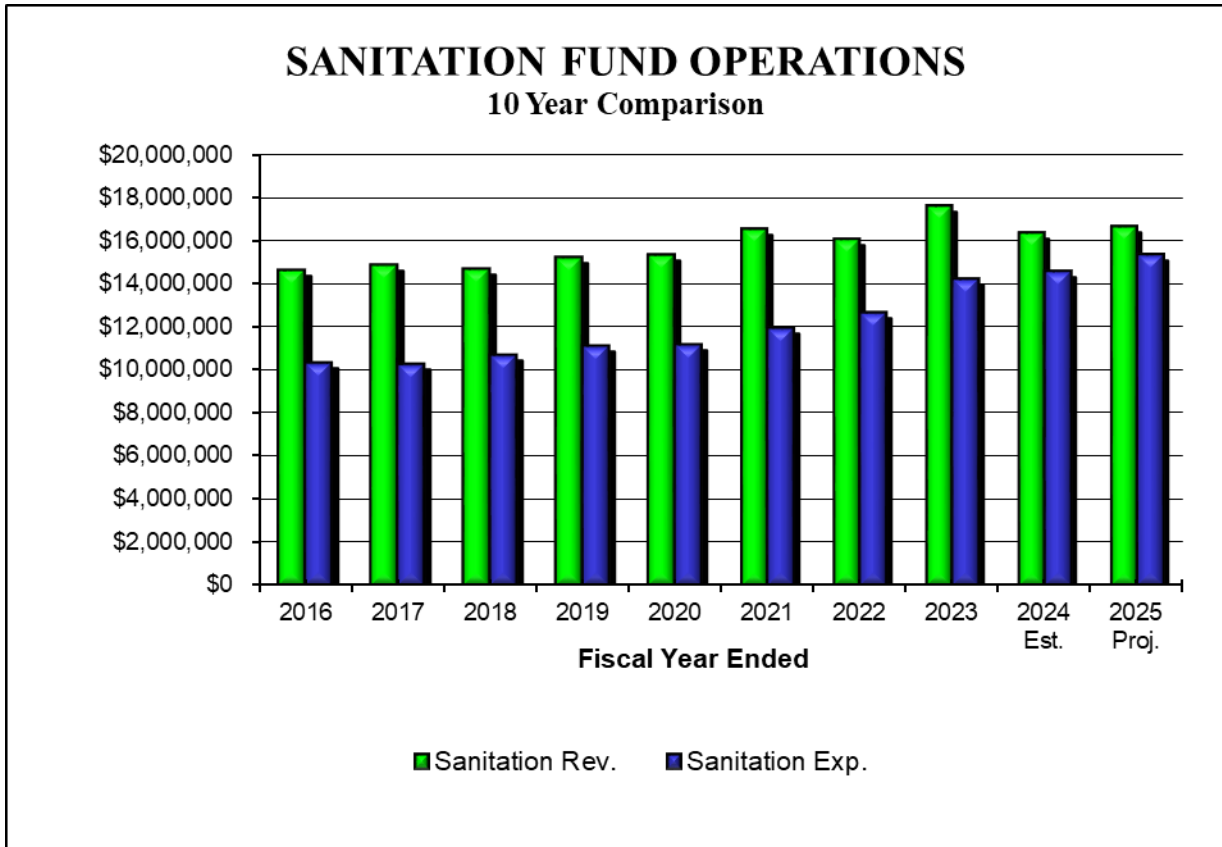
**WATER RECLAMATION FUND OPERATIONS**  
**10 Year Comparison**



**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. 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. The last water reclamation rate increase was approved by the citizens on November, 12, 2013.





#### 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. The last service rate increase was approved by voters on March 1, 2011.

CITY OF NORMAN

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

	<u>FYE 22 Actual</u>		<u>FYE 23 Actual</u>		<u>FYE 24 Budget</u>		<u>FYE 24 Est.</u>		<u>FYE 25 Prelim</u>
<b>Total Combined Fund Revenues</b>									
Sales Tax	\$ 113,027,462	6.4%	\$ 115,424,520	4.2%	\$ 117,565,683	2.3%	\$ 117,565,683	2.3%	\$ 120,232,405
Property Tax	13,887,375	26.2%	9,650,382	81.6%	11,644,510	50.5%	11,587,956	51.3%	17,529,910
Other Taxes	13,389,143	12.3%	13,953,712	7.7%	14,464,912	3.9%	14,464,912	3.9%	15,033,269
Fees, User Charges & Fines	62,184,777	21.1%	65,687,523	14.6%	63,605,468	18.4%	66,880,481	12.6%	75,306,166
Federal Funds	7,582,308	-47.2%	13,534,598	-70.4%	3,943,357	1.5%	33,232,023	-88.0%	4,000,757
State Funds	15,566	36.9%	16,192	31.6%	56,577	-62.3%	-	0.0%	21,316
Interest Income	(1,464,486)	-210.9%	5,668,294	-71.4%	1,619,714	0.2%	1,619,714	0.2%	1,623,578
Cost Allocations	5,872,044	18.4%	5,933,578	17.2%	6,648,257	4.6%	6,648,257	4.6%	6,951,787
Internal Services	7,948,577	37.4%	21,133,060	-48.3%	11,258,032	-3.0%	11,258,032	-3.0%	10,919,109
Interfund Transfers	27,764,836	-71.9%	23,866,713	-67.3%	9,552,142	-18.3%	21,394,707	-63.5%	7,805,013
Bond/Loan Proceeds	3,882,000	-100.0%	39,500,000	-100.0%	-	0.0%	36,000,000	-100.0%	-
Other	20,841,152	130.6%	10,935,192	339.4%	22,777,306	111.0%	24,933,626	92.7%	48,053,872
	<b>\$ 274,930,754</b>	<b>11.8%</b>	<b>\$ 325,303,764</b>	<b>-5.5%</b>	<b>\$ 263,135,958</b>	<b>16.9%</b>	<b>\$ 345,585,391</b>	<b>-11.0%</b>	<b>\$ 307,477,182</b>
<b>Total Combined Fund Expenditures</b>									
Salary / Benefits	\$ 87,707,978	21.2%	\$ 94,769,635	12.2%	\$ 98,005,378	8.5%	\$ 98,057,022	8.4%	\$ 106,299,817
Supplies / Materials	12,482,888	27.8%	14,153,153	12.8%	15,008,390	6.3%	16,258,822	-1.9%	15,957,738
Services / Maintenance	42,170,772	24.7%	48,826,272	7.7%	50,113,557	4.9%	56,950,629	-7.7%	52,592,591
Internal Services	4,955,610	43.2%	6,391,208	11.0%	7,904,970	-10.2%	7,911,309	-10.3%	7,095,937
Capital Equipment	7,735,591	18.2%	9,734,438	-6.1%	16,408,250	-44.3%	28,786,510	-68.2%	9,141,904
Capital Projects	59,860,535	-13.9%	97,555,496	-47.2%	43,119,242	19.5%	198,138,747	-74.0%	51,523,303
Interfund Transfers	27,764,836	-71.9%	23,866,713	-67.3%	9,552,142	-18.3%	21,394,707	-63.5%	7,805,013
Cost Allocation Charges	5,773,705	20.4%	5,944,117	17.0%	6,648,257	4.6%	6,648,257	4.6%	6,951,787
Federal Grants	2,534,032	-44.3%	8,926,408	-84.2%	1,454,246	-2.9%	28,689,090	-95.1%	1,412,098
Debt Service	32,509,113	20.4%	31,903,421	22.6%	33,197,930	17.9%	33,269,623	17.6%	39,127,999
Other	(7,682,243)	-86.9%	1,004,326	-200.1%	(991,188)	1.4%	16,000	-6380.3%	(1,004,854)
	<b>\$ 275,812,817</b>	<b>7.6%</b>	<b>\$ 343,075,187</b>	<b>-13.5%</b>	<b>\$ 280,421,174</b>	<b>5.9%</b>	<b>\$ 496,120,716</b>	<b>-40.2%</b>	<b>\$ 296,903,333</b>
<b>Net Difference</b>	<b>\$ (882,063)</b>		<b>\$ (17,771,423)</b>		<b>\$ (17,285,216)</b>		<b>\$ (150,535,325)</b>		<b>\$ 10,573,849</b>

**CITY OF NORMAN**

**NET CITY BUDGET  
FISCAL YEAR ENDING 2025**

FUND	% TOTAL	FYE 25 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 25 BUDGET	NET FYE 24 BUDGET	% CHANGE
General	36.2%	\$107,516,271		\$5,913,718	\$242,775	\$101,359,778	\$98,215,460	3.2%
Public Safety Sales Tax	5.4%	15,904,672		919,064		14,985,608	16,241,281	-7.7%
Community Development	0.5%	1,400,424		7,826		1,392,598	1,398,685	-0.4%
Special Grants	0.0%	21,316		1,816		19,500	55,561	-64.9%
Room Tax	1.3%	3,841,580	148,750			3,692,830	3,388,578	9.0%
Young Family Athletic Center	0.6%	1,788,920		120,675		1,668,245	0	0.0%
Seizures and Restitutions	0.0%	0				0	1,461,780	-100.0%
Clect	0.0%	30,505				30,505	30,505	0.0%
Public Transportation & Parking	2.2%	6,480,698		375,404		6,105,294	6,633,513	-8.0%
Art In Public Places	0.0%	16,000				16,000	16,000	0.0%
Westwood Park	0.9%	2,738,131		75,968		2,662,163	2,522,696	5.5%
Water	12.5%	37,114,785	2,263,000	560,448	1,542,448	32,748,889	25,643,882	27.7%
Water Reclamation	5.7%	16,776,240	2,300,118	483,810	610,000	13,382,312	9,597,710	39.4%
Sewer Maintenance	2.0%	5,957,884		5,256		5,952,628	2,897,208	105.5%
New Development Excise	0.6%	1,903,141				1,903,141	3,903,141	-51.2%
Sanitation	6.4%	18,957,549	2,239,919	2,448,071		14,269,559	14,370,285	-0.7%
Risk Management	5.6%	16,747,120				16,747,120	16,637,659	0.7%
Capital Improvement	10.8%	32,010,678		7,053	4,481,643	27,521,982	23,842,519	15.4%
Norman Forward	3.7%	10,867,827			428,147	10,439,680	14,641,678	-28.7%
Park Land and Development	0.0%	0				0	300,000	0.0%
University North Park TIF	0.0%	148,256				148,256	148,256	0.0%
General Debt Service	5.6%	16,681,336			500,000	16,181,336	11,016,346	46.9%
Arterial Roads Recoupment	0.0%					0	0	0.0%
	100.0%	\$296,903,333	\$6,951,787	\$10,919,109	\$7,805,013	\$271,227,424	\$252,962,743	7.2%

**Explanation of Significant Changes**

Special Grants	-65% decrease due to VOCA grant received in FYE 24
Seizures and Restitutions	-100% decrease due to budgeted vehicle replacements in FYE 24
Water	28% increase due to an increase in capital projects
Water Reclamation	39% increase due to an increase in capital projects
Sewer Maintenance	106% increase due to an increase in capital projects
New Development Excise	-51% decrease due to a decrease in capital projects
Norman Forward	-29% decrease due to a decrease in capital projects
General Debt Service	47% increase due to an increase in debt service payments for the 2023 Bridge Maintenance Bond

CITY OF NORMAN

**CITY OF NORMAN, OKLAHOMA  
FISCAL YEAR ENDING 2025 ANNUAL BUDGET  
SUMMARY OF FUND BALANCES**

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES					REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE	
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES			
<b>GOVERNMENTAL FUNDS</b>												
General	\$13,085,592	\$101,595,809	\$6,890,313	\$108,486,122	\$108,073,496	\$242,775	\$108,316,271		(\$800,000)	\$107,516,271	969,851	14,055,443
<b>SPECIAL REVENUE FUNDS</b>												
Public Safety Sales Tax	0	15,621,717	282,955	15,904,672	15,904,672		15,904,672			15,904,672	0	0
Room Tax	925,378	3,721,250		3,721,250	3,841,580		3,841,580			3,841,580	(120,330)	805,048
Young Family Athletic Center	1	2,050,000		2,050,000	1,788,920		1,788,920			1,788,920	261,080	261,081
Seizures and Restitutions	225,695	500		500	0		0			0	500	226,195
Cleet	0	32,000		32,000	30,505		30,505			30,505	1,495	1,495
Public Transportation & Parking	164,250	6,654,066		6,654,066	6,480,698		6,480,698			6,480,698	173,368	337,618
Art in Public Places	3,466	16,000		16,000	16,000		16,000			16,000	0	3,466
Park Land and Development	221,518	95,000		95,000	0		0			0	95,000	316,518
Westwood Park	452,760	2,718,000	131,745	2,849,745	2,814,952		2,814,952		(76,821)	2,738,131	111,614	564,374
Net Revenue Stabilization	4,567,988	50,000		50,000			0			0	50,000	4,617,988
<b>GRANT FUNDS</b>												
Community Development	3,634,875	1,400,424		1,400,424	1,400,424		1,400,424			1,400,424	0	3,634,875
Special Grants	6,085,571	21,316		21,316	21,316		21,316			21,316	0	6,085,571
<b>ENTERPRISE FUNDS</b>												
Water	5,133,195	33,246,367		33,246,367	35,653,523	1,542,448	37,195,971		(81,186)	37,114,785	(3,868,418)	1,264,777
Water Reclamation	856,882	18,107,708		18,107,708	16,229,086	610,000	16,839,086		(62,847)	16,776,239	1,331,469	2,188,351
Sewer Maintenance	3,851,676	3,155,110		3,155,110	5,957,884		5,957,884			5,957,884	(2,802,774)	1,048,902
New Development Excise	1,288,042	1,470,000		1,470,000	1,903,141		1,903,141			1,903,141	(433,141)	854,901
Sanitation	4,207,683	16,938,201		16,938,201	18,957,549		18,957,549			18,957,549	(2,019,347)	2,188,335
<b>INTERNAL SERVICE FUNDS</b>												
Risk Management / Insurance	2,514,104	20,475,327	500,000	20,975,327	16,747,120		16,747,120			16,747,120	4,228,207	6,742,311
<b>CAPITAL PROJECTS FUND</b>												
Capital Improvements	26,006,915	44,212,533		44,212,533	27,529,035	4,481,643	32,010,678			32,010,678	12,201,855	38,208,770
University North Park TIF	5,866,167	224,000		224,000	148,256		148,256			148,256	75,744	5,941,911
Norman Forward	1,287,576	15,309,932		15,309,932	10,439,681	428,147	10,867,828			10,867,828	4,442,104	5,729,680
Arterial Roads Recoupment	773,444			0			0			0	0	773,444
Center City TIF	3,882,324	1,472,414		1,472,414			0			0	1,472,414	5,354,738
<b>DEBT SERVICE FUNDS</b>												
General Debt Service	3,052,159	16,084,496		16,084,496	16,181,336	500,000	16,681,336			16,681,336	(596,840)	2,455,319
G. O. Bonds	0			0			0			0	0	0
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$88,087,261</b>	<b>\$304,672,170</b>	<b>\$7,805,013</b>	<b>312,477,183</b>	<b>\$290,119,174</b>	<b>\$7,805,013</b>	<b>\$297,924,187</b>		<b>(\$1,020,854)</b>	<b>\$296,903,333</b>	<b>\$15,573,851</b>	<b>\$103,661,111</b>
Less: Interfund Transfers	0	0	(7,805,013)	(7,805,013)	0	(7,805,013)	(7,805,013)			(7,805,013)	0	0
Internal Service Charges	0	(10,919,109)		(10,919,109)	(10,919,109)	0	(10,919,109)			(10,919,109)	0	0
Cost Allocation Charges	0	(6,951,787)	0	(6,951,787)	(6,951,787)	0	(6,951,787)			(6,951,787)	0	0
Total Deductions	\$0	(\$17,870,896)	(\$7,805,013)	(\$25,675,909)	(\$17,870,896)	(\$7,805,013)	(\$25,675,909)		\$0	(\$25,675,909)	\$0	\$0
<b>NET TOTAL ALL FUNDS</b>	<b>\$88,087,261</b>	<b>\$286,801,274</b>	<b>\$0</b>	<b>286,801,274</b>	<b>\$272,248,278</b>	<b>\$0</b>	<b>\$272,248,278</b>		<b>(\$1,020,854)</b>	<b>\$271,227,424</b>	<b>\$15,573,851</b>	<b>\$103,661,111</b>



CITY OF NORMAN

**TOTAL CITY REVENUES AND OTHER RESOURCES  
FISCAL YEAR ENDING 2025**

FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	\$79,176,966	\$4,524,907		\$197,078	\$2,394,717	\$6,110,395	\$9,191,746	\$6,890,313	\$108,486,122		\$108,486,122
Net Revenue Stabilization				\$50,000					50,000		50,000
Public Safety Sales Tax	14,838,760	732,957		50,000				282,955	15,904,672		15,904,672
Community Development			1,400,424						1,400,424		1,400,424
Special Grants			86,679						86,679		86,679
Room Tax	3,611,250			2,500					3,613,750	120,330	3,734,080
Young Family Athletic Center		2,050,000							2,050,000		2,050,000
Seizures and Restitutions				500					500		500
CLEET			32,000						32,000		32,000
Public Transportation & Parking	3,723,733	300,000	2,568,333		62,000				6,654,066		6,654,066
Art in Public Places					16,000				16,000		16,000
Westwood Park		2,710,500		7,500				131,745	2,849,745		2,849,745
Water		32,284,975		120,000		841,392			33,246,367	3,868,417	37,114,784
Water Reclamation		13,057,708		50,000					13,107,708	3,668,531	16,776,239
Sewer Maintenance		3,155,110							3,155,110	2,802,774	5,957,884
New Development	1,400,000			70,000					1,470,000	433,141	1,903,141
Sanitation		16,405,009		300,000	233,192				16,938,201	2,019,348	18,957,549
Capital Improvement	17,512,533			700,000	26,000,000				44,212,533		44,212,533
Norman Forward	14,894,932			15,000	400,000				15,309,932		15,309,932
Park Land and Development		85,000		10,000					95,000		95,000
University North Park TIF				24,000	200,000				224,000		224,000
Center City TIF	1,470,414			2,000					1,472,414		1,472,414
General Debt Service	16,059,496			25,000					16,084,496	596,840	16,681,336
Arterial Roads Recoupment									0		0
Risk Management / Insurance					18,747,963		1,727,363	500,000	20,975,326		20,975,326
	<u>\$152,688,084</u>	<u>\$75,306,166</u>	<u>\$4,087,436</u>	<u>\$1,623,578</u>	<u>\$48,053,872</u>	<u>\$6,951,787</u>	<u>\$10,919,109</u>	<u>\$7,805,013</u>	<u>\$307,435,045</u>	<u>\$13,509,381</u>	<u>\$320,944,426</u>
PERCENT TO TOTAL	47.6%	23.5%	1.3%	0.5%	15.0%	2.2%	3.4%	2.4%	95.8%	4.2%	100.0%

CITY OF NORMAN

**CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY  
FISCAL YEAR ENDING 2025**

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	\$ 74,284,552	\$ 7,047,424	\$ 16,572,424	\$ 4,255,378	\$	\$ 5,913,718	\$	\$ 242,775	\$ (800,000)	\$ 107,516,271
Public Safety Sales Tax	\$ 11,741,528	\$ 167,778	\$ 307,543	\$ 383,770	\$	\$ 919,064	\$	\$	\$ 2,384,989	\$ 15,904,672
Community Development	\$ 438,936	\$ 2,800	\$ 810,862	\$	\$ 140,000	\$ 7,826	\$	\$	\$	\$ 1,400,424
Special Grants	\$	\$ 1,000	\$ 18,500	\$	\$	\$ 1,816	\$	\$	\$	\$ 21,316
Room Tax	\$	\$	\$ 3,012,188	\$	\$ 250,000	\$	\$ 148,750	\$	\$ 430,642	\$ 3,841,580
Young Family Athletic Center	\$ 984,625	\$ 129,500	\$ 554,120	\$	\$	\$ 120,675	\$	\$	\$	\$ 1,788,920
Seizures & Restitutions	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
CLEET	\$	\$	\$ 30,505	\$	\$	\$	\$	\$	\$	\$ 30,505
Public Transportation & Parking	\$ 884,634	\$ 67,568	\$ 5,130,592	\$ 22,500	\$	\$ 375,404	\$	\$	\$	\$ 6,480,698
Art In Public Places	\$	\$	\$ 16,000	\$	\$	\$	\$	\$	\$	\$ 16,000
Westwood Park	\$ 1,718,660	\$ 604,042	\$ 350,096	\$ 66,186	\$	\$ 75,968	\$	\$	\$ (76,821)	\$ 2,738,131
Water	\$ 5,412,415	\$ 3,383,510	\$ 3,381,334	\$ 393,115	\$ 14,053,000	\$ 560,448	\$ 2,263,000	\$ 1,542,448	\$ 6,125,515	\$ 37,114,785
Water Reclamation	\$ 4,189,832	\$ 583,540	\$ 1,544,277	\$ 1,016,000	\$ 3,800,000	\$ 483,810	\$ 2,300,118	\$ 610,000	\$ 2,248,663	\$ 16,776,240
Sewer Maintenance	\$ 67,303	\$ 1,800	\$ 3,525	\$	\$ 5,880,000	\$ 5,256	\$	\$	\$	\$ 5,957,884
New Development Excise	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,903,141	\$ 1,903,141
Sanitation	\$ 5,321,631	\$ 149,404	\$ 5,193,569	\$ 3,004,955	\$ 600,000	\$ 2,448,071	\$ 2,239,919	\$	\$ 0	\$ 18,957,549
Capital Improvement	\$ 1,295,180	\$	\$ 16,499	\$	\$ 26,210,303	\$ 7,053	\$	\$ 4,481,643	\$	\$ 32,010,678
Norman Forward	\$	\$	\$	\$	\$ 730,000	\$	\$	\$ 428,147	\$ 9,709,680	\$ 10,867,827
Park Land & Development	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
University North Park TIF	\$	\$	\$ 148,256	\$	\$	\$	\$	\$	\$	\$ 148,256
General Debt Service	\$	\$	\$	\$	\$	\$	\$	\$ 500,000	\$ 16,181,336	\$ 16,681,336
Risk Management / Insurance	\$ 399,457	\$	\$ 16,347,663	\$	\$	\$	\$	\$	\$	\$ 16,747,120
Arterial Roads Recoupment	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0
<b>Total</b>	<b>\$ 106,738,753</b>	<b>\$ 12,138,366</b>	<b>\$ 53,437,953</b>	<b>\$ 9,141,904</b>	<b>\$ 51,663,303</b>	<b>\$ 10,919,109</b>	<b>\$ 6,951,787</b>	<b>\$ 7,805,013</b>	<b>\$ 38,107,145</b>	<b>\$ 296,903,333</b>



Jim Bumgarner (James Garner) and a childhood friend, Pud Jackson, standing just east of where his statue is now, in downtown Norman, Ok.

photo courtesy of Scott Bumgarner (nephew)

# FINANCIAL POLICIES

## FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending 2025 (FYE 25) Budget and five-year forecast. The applications of the policies vary given the type of Fund. The “Budget Highlights” section identifies the specific application of each policy, if it applies to that particular fund. The financial policies that have been applied to various funds are documented below.

### **Balanced Budget**

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

### **Five Year Forecast**

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

### **Reasonable Cost of Service**

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

### **Reserve Policies**

#### **Operating Reserve**

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

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

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

Ordinance O-1819-10, approved by the Council in fiscal year ending 2019, reduced the budgeted Emergency Reserve allocation requirement from 2% to 1% in each future budget year. Once the 3% Operating Reserve and the 1% Emergency Reserve have been met, this Ordinance also increases the “Rainy Day Fund” minimum balance to 4% and maximum balance to 7% of annual budgeted General Fund expenses. The new targeted balance set by this Ordinance is 5% of annual budgeted General Fund expenses.

### **Capital Reserve**

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

### **Debt Reserve**

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

### **Investment Policy**

#### **Policy:**

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

#### **Diversification:**

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

#### **Maximum Maturities:**

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



**Internal Control:**

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

**Performance Standards:**

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

**Reporting:**

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

**Debt Policy**

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

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

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

The City of Norman's 2023 legal debt limit is approximately \$129,664, 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 maintained an "Aa2" rating from Moody's for those general obligation debt issues that are rated by the service. The Norman Utility Authority maintained an "Aa3" rating from Moody's for those debt issues that they rate.

### **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 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 2025**

<b>September</b>	21 Finance Committee meeting to discuss budget process for FYE 2025
<b>November</b>	13 Fleet Ranking Committee reviews vehicle replacements <b>21 Council Work Session on Capital Budget to identify Council priorities</b> 24 I.T. critical computer replacement list due
<b>December</b>	<b>1 "Budget Kick-Off" - Distribute budget request forms &amp; base budgets to department representatives</b> 8 Fleet sends out vehicle list for replacement recommendations 15 Fleet vehicle <b>REPLACEMENT</b> requests due to Finance
<b>January</b>	1-5 Budget Staff meets with individual departments as requested Send out Outside Agency Letters requesting funding 12 Finance/City Manager begin review of reserve/budget policies <b>31 All Budget Requests and Base Budget Adjustment Requests due to Budget</b> Last day to make changes to Base Budgets
<b>February</b>	2 Revenue projections due to Accounting <b>6 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals)</b> 12 Preliminary Fund Summaries due 15 Council Finance Committee Meeting on Mid-Year Amendments/Adjustments/ Outside Agency Funding Requests 19 Fleet Capital Equipment/Vehicle recommendations due to Budget Personnel Adj. recommendations due to Budget from Human Resources Health Insurance recommendation <b>23 All Capital Project Requests &amp; Schedules Due to Budget (Recurring Projects, Existing Projects with new funding requests, New Project Requests)</b> 26 Updated Dept./Div. Summary forms, Performance Measurement forms, and Org Charts due Send out inter-city surveys and notices to NCVB and NAC
<b>March</b>	1 Management Team Budget Retreat to prioritize and rank department requests 4-8 City Manager review of all Funds City Manager meets with department heads to review budget 11 Finance begins compilation of budget data 22 City Manager wrap up and proposal of budget Last day to make changes / additions to operating budget Meet w/ NPS for SRO Program costing for FY25
<b>April</b>	9 Preliminary Budget to Print Shop 11 Council & Staff receive preliminary budget document Publish Budget Summary in newspaper announcing Public Hearing <b>16 Council Study Session - Overview, General Fund and Special Revenue Funds</b> <b>23 1st Public Hearing at Council Meeting</b>
<b>May</b>	<b>7 Council Study Session for Capital Funds</b> 11 Publish Budget Summary in newspaper announcing Public Hearing <b>21 Council Study Session for Enterprise Funds</b> <b>28 2nd Public Hearing at Council meeting</b>
<b>June</b>	<b>4 Council Study Session (if necessary)</b> <b>11 Council considers budget for adoption</b> 21 Final Budget to Print Shop for printing/binding 28 File budget with Excise Board & State Auditor
<b>July</b>	1 Beginning of Fiscal Year Ending 2025

## 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 five major enterprise activities - the Water, Water Reclamation and Sanitation utility systems, and the Westwood Park and Young Family Athletic complexes. 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 adopted 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. 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



## CITY OF NORMAN

are legally restricted to expenditures for specific purposes.

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

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

### PROPRIETARY FUNDS

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

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

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

### FIDUCIARY FUNDS

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

CITY OF NORMAN

**FUNDING SOURCES FOR EACH DEPARTMENT**

Divisions	Governmental Funds				Proprietary Funds	
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Internal Service Fund
City Clerk	GF					
City Council	GF					
City Manager	GF					
Finance	GF					
Fire	GF					
Human Resources	GF					
Information Technology	GF					
Legal	GF					
Municipal Court	GF					
Parks & Recreation	GF					
Planning & Development	GF					
Police & Emergency Communications	GF					
Public Works	GF					
Non-Departmental	GF					
Net Revenue Stabilization (Rainy Day)	GF					
CLEET		SR				
Community Development		SR				
Fire - Public Safety Sales Tax		SR				
Police - Public Safety Sales Tax		SR				
Room Tax		SR				
YFAC Fund		SR				
Seizures & Restitution		SR				
Special Grants		SR				
Art in Public Places		SR				
Westwood Park		SR				
Public Transportation		SR				
Sanitation					EN	
Water Reclamation					EN	
Sewer Maintenance					EN	
New Development Excise					EN	
Water					EN	
Risk Management						IS
Capital Projects				CA		
Norman Forward Sales Tax				CA		
Park Land & Development				CA		
University North Park TIF District				CA		
Center City 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;

CITY OF NORMAN

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 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. (Also 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).



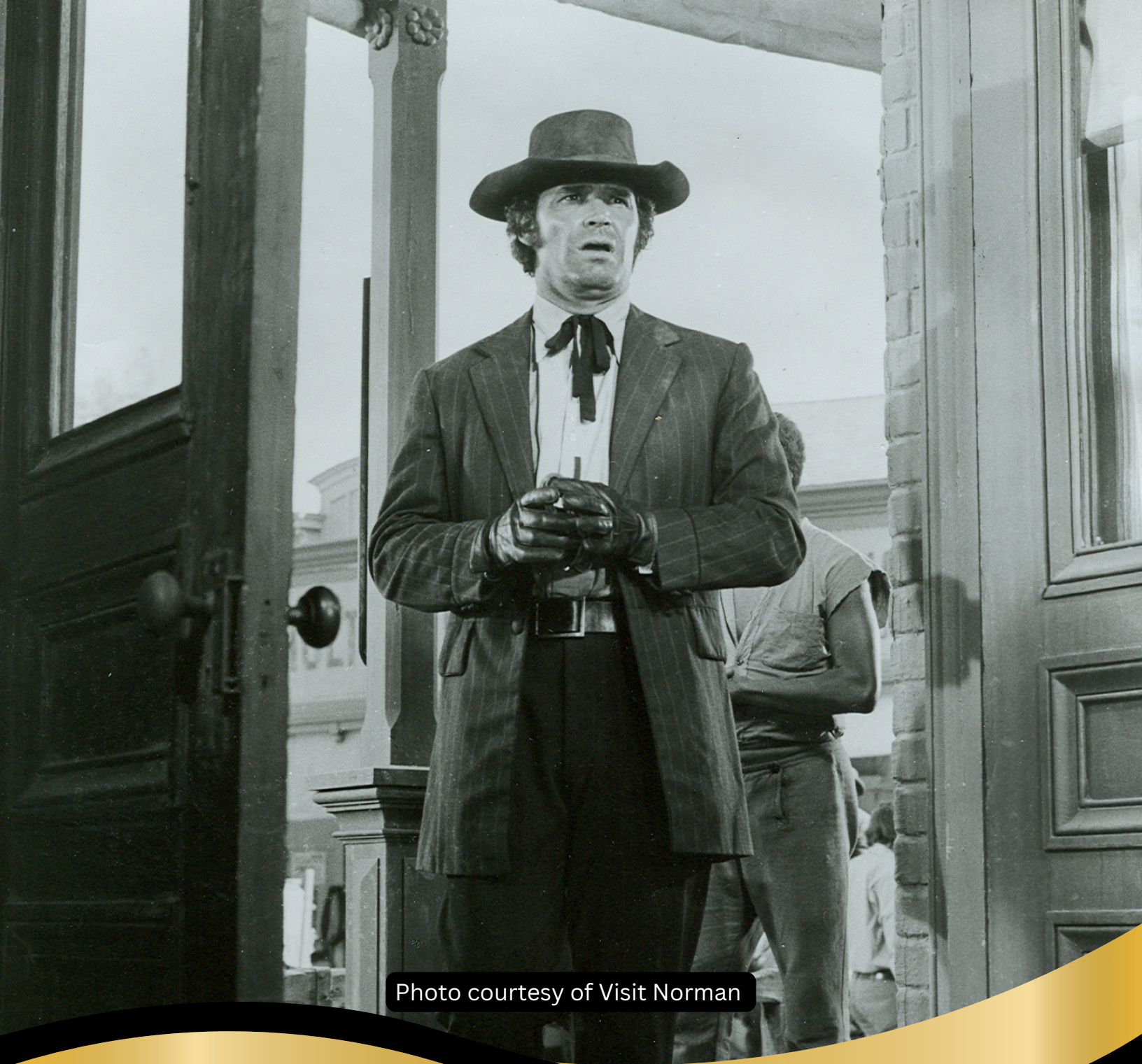


Photo courtesy of Visit Norman

# FINANCIAL SUMMARIES

**GENERAL FUND  
BUDGET  
HIGHLIGHTS**

Background

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

- Park and Public Lands Maintenance
- Street Maintenance
- Neighborhood Revitalization and Code Compliance
- Public Safety and Emergency Response
- Traffic Control
- Public Transportation
- Stormwater Drainage and Flood Control

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 the 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

CITY OF 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.

FYE 25 Budget

The Fiscal Year Ending June 30, 2025 (FYE 25) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	\$ 13,085,592
Current Revenues & Interfund Transfers	<u>108,486,122</u>
Total Available Resources	121,571,714
Current Expenditures & Interfund Transfers	<u>(107,516,271)</u>
Estimated Ending Fund Balance	\$14,055,443

In the City’s Comprehensive Annual Financial Report, (page 90) for Fiscal Year ending June 30, 2023, 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, 2023	\$ 12,792,720
Encumbrances outstanding	<u>5,473,549</u>
Fund summary cash balance	18,266,269
Current year accruals	9,969,183
“Rainy Day” Fund Balance	<u>4,517,987</u>
Total fund balances – fund balance sheet, June 30, 2023	\$ 32,753,439

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. Due to variability in recent collection trends, FYE 25 sales tax is being projected at a 2% increase over estimated FYE 24 collections. Use tax is projected at a 4% increase from FYE 24 estimated figures. Franchise fees are projected at a 3% increase from FYE 24 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 24 estimated figures. Fines and forfeitures are estimated at a 3% increase over FYE 24 estimated collections and service fees and charges are estimated at a 1% increase from FYE 24 estimated figures.

FYE 25 expenditures are projected based on a line-item analysis within each department. Salaries and benefits are budgeted with no cost of living increases to employee salaries, but do include merit increases.

A 7% increase in salaries and benefits, a -2% decrease in supplies and materials and a -4% decrease in services and maintenance costs from FYE 24 estimated figures are proposed for FYE 25. The salary and benefit increase is attributable to 1 additional employee, a cost of living increase in FYE 24, and merit increases. Internal service costs were decreased by -12% from the FYE 24 estimated figures.



CITY OF NORMAN

For the FYE 25 General Fund Budget, the following position changes were made:

<u>Department</u>	<u>Change</u>
Police Department	Added a Veterinary Technician

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 2% from FYE 24 Estimate to FYE 25. Projections for FYE 26 through FYE 29 are also projected on an average annual growth rate of 2%.
- State use tax are projected to increase at an average rate of 4% and franchise and other taxes are projected to increase at an average of 3% from FYE 25 through FYE 29. Other major revenues are projected to increase at various rates.
- 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 franchise fee 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.
- FYE 25 net expenditures represent an approximate 1% increase over the FYE 24 Budget. Total expenditures are projected to increase an average of 4% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 25, except Internal Services, which is projected at a 2% increase after FYE 25. Salaries and Benefits are projected at a 7% increase from FYE 24 to FYE 25 and a 5% annual increase after FYE 25.

Summary

The FYE 25 General Fund Budget is a balanced budget that has maintained major service levels with current expenditures estimated to exceed current revenues by \$969,851. Estimated year-end reserves of \$14,055,443 exceed the 3% required operating reserve level.

CITY OF NORMAN

**GENERAL FUND (10)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 13,107,417	\$ 19,612,886	\$ 18,266,269	\$ 13,085,592	\$ 14,055,443	\$ 13,104,994	\$ 11,036,328	\$ 7,251,975
2								
3 Revenues:								
4 Sales Tax	\$ 55,487,028	\$ 55,179,654	\$ 55,179,654	\$ 56,283,247	\$ 57,408,912	\$ 58,557,091	\$ 59,728,232	\$ 60,922,797
5 State Use Tax	11,570,720	12,480,000	12,480,000	12,979,200	13,498,368	14,038,303	14,599,835	15,183,828
6 Franchise Fees	8,256,119	7,153,746	7,153,746	7,368,359	7,589,409	7,817,092	8,051,604	8,293,153
7 Other Tax	2,450,543	2,472,000	2,472,000	2,546,160	2,622,545	2,701,221	2,782,258	2,865,726
8 Fines/Forfeitures	1,189,241	1,219,602	1,219,602	1,256,190	1,293,876	1,332,692	1,372,673	1,413,853
9 Interest/Investment Income	294,425	193,214	193,214	197,078	201,020	205,040	209,141	213,324
10 Other Revenues	2,051,888	2,668,037	2,668,037	2,394,717	2,418,664	2,442,851	2,467,280	2,491,953
11 License/Permit Fees	1,342,741	1,001,481	1,001,481	1,011,496	1,021,611	1,031,827	1,042,145	1,052,566
12 Service Fees and Charges	1,356,422	2,234,872	2,234,872	2,257,221	2,279,793	2,302,591	2,325,617	2,348,873
13 Cost Allocation Chrgs.	4,315,102	5,815,832	5,815,832	6,110,395	6,171,499	6,233,214	6,295,546	6,358,502
14 Internal Chrgs.	7,720,769	7,798,924	7,798,924	9,191,746	9,375,581	9,563,093	9,754,354	9,949,441
15								
16 Subtotal	\$ 96,034,998	\$ 98,217,362	\$ 98,217,362	\$ 101,595,809	\$ 103,881,278	\$ 106,225,013	\$ 108,628,686	\$ 111,094,015
17								
18 I/F Transf - Water	\$ 1,203,217	\$ 1,126,436	\$ 1,126,436	\$ 1,542,448	\$ 1,573,297	\$ 1,604,763	\$ 1,636,858	\$ 1,669,596
19 I/F Transf - Wastewater	592,813	615,334	648,834	610,000	610,000	610,000	610,000	610,000
20 I/F Transf - CIP (St Maint)	81,034	85,085	85,085	89,340	93,807	98,497	103,422	108,593
21 I/F Transf - Capital Outlay	4,097,763	4,635,671	11,948,898	4,255,378	4,822,952	4,919,411	5,017,799	5,118,155
22 I/F Transf - Norman Forward Fd	363,569	377,998	377,998	393,147	409,055	425,758	443,295	461,710
23 I/F Transf - Transportation Fund	3,101,276	-	-	-	-	-	-	-
24 I/F Transf - Insurance	73,066	-	3,375	-	-	-	-	-
25								
26 Subtotal	\$ 9,512,738	\$ 6,840,524	\$ 14,190,626	\$ 6,890,313	\$ 7,509,110	\$ 7,658,428	\$ 7,811,374	\$ 7,968,054
27								
28 Total Revenue	\$105,547,736	\$ 105,057,886	\$ 112,407,988	\$ 108,486,122	\$ 111,390,388	\$ 113,883,442	\$ 116,440,060	\$ 119,062,069
29								
30 Expenditures:								
31								
32 Salary / Benefits	\$ 65,985,138	\$ 69,197,181	\$ 69,164,301	\$ 74,284,552	\$ 77,998,780	\$ 81,898,719	\$ 85,993,655	\$ 90,293,337
33 Supplies/Materials	7,099,463	7,768,261	8,527,228	8,350,129	8,433,630	8,517,967	8,603,146	8,689,178
34 Services/Maintenance	13,179,668	14,482,000	16,176,820	15,551,613	15,707,129	15,864,200	16,022,842	16,183,071
35 Internal Services	4,216,576	5,225,053	5,225,053	4,611,013	4,703,233	4,797,298	4,893,244	4,991,109
36 Capital Equipment	4,097,763	7,867,471	11,948,898	4,255,378	4,822,952	4,919,411	5,017,799	5,118,155
37 Capital Projects	-	-	250,000	-	-	-	-	-
38								
39 Subtotal	\$ 94,578,608	\$ 104,539,966	\$ 111,292,300	\$ 107,052,685	\$ 111,665,724	\$ 115,997,594	\$ 120,530,686	\$ 125,274,849
40								
41 Audit Adjustments/Encumbrances	\$ (385,319)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42 I/F Transf - Westwood	20,000	93,392	224,801	30,559	-	-	56,460	134,755
43 I/F Transf - Capital Fund	164,901	1,391,635	1,391,635	-	-	-	-	-
44 I/F Transf - Rainy Day Fund	265,777	-	-	-	-	-	-	-
45 I/F Transf - Special Grts Fd	31,247	-	-	-	-	-	-	-
46 I/F Transf - PSST Fd	-	-	1,429,532	212,216	1,398,167	328,922	-	-
47 I/F Transf - Insurance Fd	1,625,932	-	-	-	-	-	-	-
48 I/F Transf - Transportation Fund	2,872,484	615,694	3,060,134	-	76,947	425,591	437,267	449,653
49 I/F Transf - Norman Forward Fund	1,197,277	-	-	-	-	-	-	-
50 I/F Transf - CLEET Fund	17,977	-	10,571	-	-	-	-	-
51 Emergency Reserve	-	979,692	979,692	1,020,811	-	-	-	-
52								
53 Subtotal	\$ 5,810,276	\$ 3,080,413	\$ 7,096,365	\$ 1,263,586	\$ 1,475,114	\$ 754,513	\$ 493,727	\$ 584,408
54								
55 Total Expenditures	\$100,388,884	\$ 107,620,379	\$ 118,388,665	\$ 108,316,271	\$ 113,140,838	\$ 116,752,107	\$ 121,024,413	\$ 125,859,257
56								
57 Employee Turnover Savings	-	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)
58 Supplies/Materials/Svs/Maint Savings	-	-	-	-	-	-	-	-
59								
60 Net Expenditures	\$100,388,884	\$ 106,820,379	\$ 117,588,665	\$ 107,516,271	\$ 112,340,838	\$ 115,952,107	\$ 120,224,413	\$ 125,059,257
61								
62 Net Difference	\$ 5,158,852	\$ (1,762,493)	\$ (5,180,677)	\$ 969,851	\$ (950,450)	\$ (2,068,666)	\$ (3,784,353)	\$ (5,997,188)
63								
64 Ending Fund Balance	\$ 18,266,269	\$ 17,850,393	\$ 13,085,592	\$ 14,055,443	\$ 13,104,994	\$ 11,036,328	\$ 7,251,975	\$ 1,254,788
65								
66 Reserved for encumbrances	\$ 5,473,549	-	-	-	-	-	-	-
67 Reserved for Operations (3%)	2,888,734	2,939,196	3,139,802	3,067,202	3,225,537	3,330,981	3,456,198	3,598,233
68 Reserve (Deficit)	9,903,986	14,911,196	9,945,790	10,988,241	9,879,457	7,705,347	3,795,777	(2,343,446)
69								
70 Total Reserves	\$ 18,266,269	\$ 17,850,393	\$ 13,085,592	\$ 14,055,443	\$ 13,104,994	\$ 11,036,328	\$ 7,251,975	\$ 1,254,788
71								

**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 (O-1011-58 effective July 28, 2011) established a Net Revenue Stabilization, or "Rainy Day Fund", which would have minimum fund balance of three percent (3%) of annual budgeted General Fund expenses, a target fund balance of four and a half percent (4.5%) of General Fund expenses and a maximum fund balance of six percent (6%) of annual General fund expenses. The Ordinance also requires a minimum General Fund Operating Reserve fund balance of three percent (3%) of General Fund expenses and requires that a two percent (2%) Emergency Reserve allocation be included in annual budgets. Taken together, these codified reserve requirements equal the 8% reserves required by policy in other City funds.

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; or
- 2.) A natural or man-made disaster has occurred, resulting in a federal or stated disaster declaration in Norman 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.

Ordinance O-1819-10, approved by the Council in fiscal year 2019, reduced the budgeted Emergency Reserve allocation requirement from 2% to 1% in each future budget year. Once the 3% Operating Reserve and the 1% Emergency Reserve have been met, this Ordinance also increases the "Rainy Day Fund" minimum balance to 4% and maximum balance to 7% of annual budgeted General Fund expenses. The new targeted balance set by this Ordinance is 5% of annual budgeted General Fund expenses.

FYE 25 Budget

The FYE 25 Budget is projected to have a fund balance that is -\$494,016 less than the Rainy Day Fund's targeted (5%) level and \$528,385 more than the minimum Rainy Day Reserve.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$4,168,853	\$4,484,630	\$ 4,517,988	\$ 4,567,988	\$ 4,617,988	\$ 4,667,988	\$ 4,717,988	\$ 4,767,988
2								
3 Revenues:								
4 Interest Income	83,358	50,000	50,000	50,000	50,000	50,000	50,000	50,000
5								
6 Subtotal	\$ 83,358	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
7								
8 I/F Transf - General Fund	265,777		-					
10								
11 Subtotal	\$ 265,777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12								
13 Total Revenue	\$ 349,135	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
14								
15 Expenditures:								
17 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
18								
19 Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20								
21 Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22								
23 Net Difference	\$ 349,135	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
24								
25 Ending Fund Balance	\$4,517,988	\$4,534,630	\$ 4,567,988	\$ 4,617,988	\$ 4,667,988	\$ 4,717,988	\$ 4,767,988	\$ 4,817,988
NOTE: Rainy Day Reserve of 5% (deficit)	\$ (296,568)	\$ (364,031)	\$ (665,016)	\$ (494,016)	\$ (707,906)	\$ (833,647)	\$ (992,343)	\$ (1,179,067)
NOTE: Rainy Day Reserve of 4% (deficit)	\$ 666,343	\$ 615,701	\$ 381,585	\$ 528,385	\$ 367,273	\$ 276,680	\$ 159,723	\$ 20,344

**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 (PSST) 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.

On April 1, 2014, the citizens approved the permanent extension of the PSST. Over 10-15 years, this extension will enable the City to implement a School Resource Officer program, jointly funded by public school districts in Norman, to improve school safety and improve police-school relationships. The 2014 PSST Ordinance ("PSST II") also directs funding for several critical public safety needs (in priority order):

1. Replacement of City Emergency Communication Systems - \$15,000,000\*
2. Emergency Operations Center/Dispatch Facility - \$6,500,000\*
3. Fire Apparatus replacement - \$6,800,000\*
4. Reconstruct/relocate Fire Station #5 - \$3,500,000\*

\*Estimated

In FYE 15, bond proceeds of \$22,825,000 were authorized by the Norman Municipal Authority (NMA) Trustees and Council to finance the Emergency Communications (radio) System, Emergency Operations Center (EOC), and a platform fire truck.

The PSST II Ordinance contemplated the expanded public safety operations funded by the tax to be accounted for in the City's General Fund (3/8%) and Capital Fund (1/8%) after the Critical Public Safety Capital Needsd were completed.

FYE 25 Budget

Estimated FYE 25 PSST revenues of \$15,904,672 are being projected at a -7% decrease from estimated FYE 24 collections. The General Fund and Capital Fund will absorb any projected deficit of operational and capital costs.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 9,203,485	\$ 2,215,026	\$ 7,770,413	\$ -	\$ -	\$ -	\$ -	\$ 1,664,810
2								
3 Revenues:								
4 Sales Tax - Dedicated Public Safety	\$ 12,062,397	\$ 12,675,272	\$ 12,675,272	\$ 12,928,778	\$ 13,187,353	\$ 13,451,100	\$ 13,720,122	\$ 13,994,525
5 State Use Tax - Dedicated Public Safety	1,928,454	1,854,351	1,854,351	1,909,982	1,967,281	2,026,299	2,087,088	2,149,701
6 Interest / Other Income	259,164	50,000	50,000	50,000	50,000	50,000	50,000	50,000
7								
8 Subtotal	\$ 14,250,015	\$ 14,579,623	\$ 14,579,623	\$ 14,888,760	\$ 15,204,634	\$ 15,527,399	\$ 15,857,210	\$ 16,194,226
9								
10 I/F Transfer - General Fund	-	-	1,429,532	212,216	1,398,167	328,922	-	-
11 I/F Transfer - Capital Fund	-	-	476,511	70,739	466,055	109,641	-	-
12 SRO Reimbursement - NPS	664,814	698,055	698,055	732,957	769,605	808,086	848,490	890,914
13								
14 Subtotal	\$ 664,814	\$ 698,055	\$ 2,604,098	\$ 1,015,912	\$ 2,633,827	\$ 1,246,649	\$ 848,490	\$ 890,914
15								
16 Total Revenue	\$ 14,914,829	\$ 15,277,678	\$ 17,183,721	\$ 15,904,672	\$ 17,838,462	\$ 16,774,048	\$ 16,705,700	\$ 17,085,140
17								
18 Expenditures:								
19 Salary / Benefits	\$ 10,170,103	\$ 10,688,556	\$ 11,154,780	\$ 11,741,528	\$ 12,328,604	\$ 12,945,034	\$ 13,592,286	\$ 14,271,900
20 Supplies/Materials	551,146	613,719	762,094	699,584	706,580	713,646	720,782	727,990
21 Services/Maintenance	249,783	372,018	412,254	307,543	310,618	313,724	316,861	320,030
22 Internal Service	427,862	667,931	672,245	387,258	395,003	402,903	410,961	419,180
23 Capital Equipment	282,241	2,423,714	5,254,560	383,770	1,705,093	-	-	-
24 Capital Projects	2,789	-	-	-	-	-	-	-
25 Bond Project - '16 Issue	2,301,213	-	4,317,126	-	-	-	-	-
26 Debt Service	2,369,839	2,381,075	2,381,075	2,384,989	2,392,564	2,398,741	-	-
27								
28 Subtotal	\$ 16,354,976	\$ 17,147,013	\$ 24,954,134	\$ 15,904,672	\$ 17,838,462	\$ 16,774,048	\$ 15,040,890	\$ 15,739,100
29								
30 Audit Adjustments	(7,075)	-	-	-	-	-	-	-
31								
32 Subtotal	\$ (7,075)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33								
34 Total Expenditures	\$ 16,347,901	\$ 17,147,013	\$ 24,954,134	\$ 15,904,672	\$ 17,838,462	\$ 16,774,048	\$ 15,040,890	\$ 15,739,100
35								
36 Net Expenditures	\$ 16,347,901	\$ 17,147,013	\$ 24,954,134	\$ 15,904,672	\$ 17,838,462	\$ 16,774,048	\$ 15,040,890	\$ 15,739,100
37								
38 Net Difference	\$ (1,433,072)	\$ (1,869,335)	\$ (7,770,413)	\$ 0	\$ (0)	\$ (0)	\$ 1,664,810	\$ 1,346,040
39								
40 Ending Fund Balance	\$ 7,770,413	\$ 345,691	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ 1,664,810	\$ 3,010,850
41								
42 Reserves:								
43 Reserved for encumbrances	\$ 2,672,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44 Reserve for Bond Proceeds - 16 Issue	7,365,700	54,974	3,048,574	3,048,574	3,048,574	3,048,574	3,048,574	3,048,574
45 Reserved for PSST activities	(2,268,255)	290,717	(3,048,574)	(3,048,574)	(3,048,574)	(3,048,574)	(1,383,764)	(37,724)
46								
47 Total Reserves	\$ 7,770,413	\$ 345,691	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ 1,664,810	\$ 3,010,850

**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.

A total of \$55,787,280 in CDBG-HOME Program Funds (CDBG - \$42,069,903 and HOME - \$13,717,377) has been allocated to the City of Norman since fiscal year 1975-1975 (FYE 76), through FYE 25. The FYE 25 budget includes entitlements grants of \$941,659 (CDBG), and \$458,765 (HOME).

FYE 25 Budget

Expenditures are accounted for based upon program and grant year. Any remaining funds are expected to be expended in FYE 25.

CITY OF NORMAN

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

	A	B	C	B
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY
1 Beginning Fund Balance	\$ 3,946,059	\$ 3,946,059	\$ 3,634,875	\$ 3,634,875
2				
3 Revenues				
4 Other Revenues	\$ 2,181	\$ -	\$ -	\$ -
5 Grant Revenue	839,857	941,659	1,765,782	941,659
6 Home Grant Revenue	575,246	458,765	1,355,451	458,765
7 Emergency Shelter	(5,756)	-	-	-
8 CDBG_CV	310,084	-	137,801	-
9 CDBG_CV2	469,037	-	136,223	-
11 ARPA			1,226,908	
13				
14 Total Revenue	\$ 2,190,649	\$ 1,400,424	\$ 4,622,165	\$ 1,400,424
15				
16 Expenditures				
17 Community Development 18	\$ 6,225	\$ -	\$ 76,825	-
18 Community Development 19	(995)	-	30,435	-
19 Community Development 20	7,948	-	246,032	-
20 Community Development 21	21,178	-	27,004	-
21 Community Development 22	28,770	-	38,357	-
22 CDBG Housing 22	53,381	-	239,747	-
23 Community Development 23	297,112	-	70,000	-
24 CDBG Public Svs 23	41,412	-	56,772	-
25 CDBG Housing 23	388,457	-	38,951	-
26 FY16 Home Grant		-	8,274	-
27 Community Development 24		187,850	327,850	-
28 CDBG Housing 24		419,689	419,689	-
29 CDBG Public Svs 24		334,120	194,120	-
30 Community Development 25				180,540
31 CDBG Housing 25				165,000
32 CDBG Public Svs 25				453,220
33 CDBG Neighborhood Initiatives 25				142,899
35 FY18 Home Grant	58,691			
36 FY19 Home Grant	208,804	-		
37 FY20 Home Grant	283,435		29,519	-
38 FY21 Home Grant	1,444		414,654	-
39 FY23 Home Grant	20,024		444,239	-
40 FY24 Home Grant		458,765	458,765	-
41 FY25 Home Grant				458,765
43 Accruals/Adjustments	320,196	-	-	-
45 CDBG-CV	310,084		137,801	-
46 CDBG-CV2	455,667		136,223	-
47 ARPA			1,226,908	
48				
49 Subtotal	\$ 2,501,833	\$ 1,400,424	\$ 4,622,165	\$ 1,400,424
51				
52 Total Expenditures	\$ 2,501,833	\$ 1,400,424	\$ 4,622,165	\$ 1,400,424
53				
54 Net Difference	\$ (311,184)	\$ -	\$ -	\$ -
55				
56 Ending Fund Balance	\$ 3,634,875	\$ 3,946,059	\$ 3,634,875	\$ 3,634,875
57				
58 Reserves:				
59 Reserve for Contingency	3,634,875	3,946,059	3,634,875	3,634,875
60				
61 Total Reserves	3,634,875	3,946,059	3,634,875	3,634,875

**SPECIAL GRANTS FUND  
BUDGET  
HIGHLIGHTS**

Background

The Special Grants Fund (a special revenue fund) is used to account for the proceeds of governmental grants or specific revenue sources (other than grants applicable to enterprise fund activities, or major capital projects) that are legally restricted to expenditure for specified purposes. There is one approved grant (at the time of budgeting) in FYE 25 for which the City qualifies.

DUI Enforcement	\$21,316
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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 25 expenditures are anticipated to be \$21,316.

Other Grants

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

CITY OF NORMAN

**SPECIAL GRANTS FUND (22)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY
1 Beginning Fund Balance	\$ 135,186	\$ 2,458,226	\$ 6,085,571	\$ 6,085,571
2				
3 Revenues				
5 County Court DUI Fines	16,192	-	-	21,316
6 Safe Oklahoma Grant	1,690,147	-	-	-
7 SHPO/CLG Grant	8,647	1,016	19,391	-
8 Emergency Management Planning Grant	86,162	-	36,213	-
9 Homeland Security	-	-	48,538	-
10 Traffic & Alcohol Enforcement	(15,566)	-	-	-
11 Jag Grant	73,416	-	57,782	-
Traffic Control	8,333	-	378,548	-
13 ACOG Fleet Conversion	-	-	306,000	-
14 Sutton Wilderness	25,500	-	85,700	-
15 FTA Grant - Elec Bus	672,169	-	2,322,904	-
16 FTA Grant - Charging Stations	11,195	-	284	-
17 Wash Facility ARPA	456,106	-	350,140	-
18 Midway Drive Drainage	135,337	-	52,163	-
19 Imhoff Creek Stabilization	-	-	3,000,000	-
20 The Vinyard Detention Drainage	170,559	-	499,634	-
21 V/F Transf - Capital	5,701,588	-	-	-
22 V/F Transf - GF	31,247	-	-	-
24 Firehouse Art Center Grant	-	-	325,000	-
25 VOCA Grant	26,272	55,561	127,050	-
28 Business Incubator ARPA	1,000,000	-	-	-
29 Affordable Housing ARPA	558,762	-	-	-
30 EOC - ARPA	787,321	-	9,162,679	-
Social Services - ARPA	1,893,160	-	5,654,216	-
12th & Highmeadows Dr.	-	-	1,630,683	-
Tree Matching Grant	-	-	10,000	-
Interest income	217,711	-	-	-
32				
33 Subtotal	\$ 13,554,258	\$ 56,577	\$ 24,066,925	\$ 21,316
34				
35 Total Revenue	\$ 13,554,258	\$ 56,577	\$ 24,066,925	\$ 21,316
36				
37 Expenditures				
38 DUI Enforcement	\$ 2,639	\$ -	\$ -	\$ 21,316
73 Safe Oklahoma Grant	59,464	-	-	-
40 SHPO/CLG Grant	8,407	1,016	19,391	-
41 Homeland Security	-	-	48,538	-
42 Traffic & Alcohol Enforcement	10,175	-	-	-
43 Audit Adj/Encumbrances	779,080	-	-	-
44 Jag Grant	52,301	-	57,782	-
46 Emergency Management Planning Grant	75,654	-	36,213	-
47 Traffic Control	24,333	-	378,548	-
48 ACOG Fleet Conversion	-	-	306,000	-
49 FTA Grant - Elec Bus	647,500	-	2,322,904	-
50 FTA Grant - Charging Stations	32,200	-	284	-
51 Wash Facility ARPA	456,107	-	350,140	-
52 Midway Drive Drainage	135,337	-	52,163	-
53 Imhoff Creek Stabilization	-	-	3,000,000	-
54 The Vinyard Detention Drainage	170,559	-	499,634	-
56 Sutton Wilderness	25,500	-	85,700	-
57 Firehouse Art Center Grant	-	-	325,000	-
58 VOCA Grant	26,272	55,561	127,050	-
61 EOC - ARPA	787,321	-	9,162,679	-
63 Business Incubator ARPA	1,000,000	-	-	-
64 Affordable Housing ARPA	558,762	-	5,654,216	-
Social Services ARPA	1,893,160	-	-	-
12th & Highmeadows Dr.	-	-	1,630,683	-
Tree Matching Grant	-	-	10,000	-
65				
66 Subtotal	\$ 6,744,771	\$ 56,577	\$ 24,066,925	\$ 21,316
67 V/F Transf - Capital	859,102	-	-	-
68				
69 Total Expenditures	\$ 7,603,873	\$ 56,577	\$ 24,066,925	\$ 21,316
70				
71 Net Difference	\$ 5,950,385	\$ -	\$ -	\$ -
72				
73 Ending Fund Balance	\$ 6,085,571	\$ 2,458,226	\$ 6,085,571	\$ 6,085,571
74				
75 Reserved for County DUI Program	\$ 388,937	\$ 375,384	\$ 388,937	\$ 388,937
76 Unreserved	4,909,313	2,082,842	5,696,634	5,696,634
77				
78 Total Reserves	\$ 6,085,571	\$ 2,458,226	\$ 6,085,571	\$ 6,085,571

**ROOM TAX FUND  
BUDGET  
HIGHLIGHTS**

Background

The Room Tax Fund is a Special Revenue Fund established to account for a tax on the gross revenues of hotel and motel establishments. According to Ordinance Number O-7980-58, which was passed in May 1980, the revenues are to be set aside and “used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development of the City of Norman. Uses in parks development and in promotion of arts and humanities are thus contemplated.” Voters approved an increase to the room tax rate from 4% to 5% on April 2, 2013, and an additional 3% increase to 8% was approved by voters on May 9, 2023.

The following formula was devised for the distribution of the 8% Room Tax revenue:

Administration Fee (City of Norman):	4% of Revenue
Parks Development (City of Norman):	15% of Revenue
Arts & Humanities (Norman Arts Council):	24% of Revenue
Convention & Tourism (Norman Convention & Visitors Bureau):	57% of Revenue

The City has authorized agreements between the Norman Arts Council, the Norman Convention and Visitors Bureau, and the City of Norman for the purpose of administering the proceeds of the distribution formula. Among the programs funded by the Room Tax are convention promotion activities, which have attracted major new hotels to the City; improvements to Norman’s six community parks; public artwork; and annual festivals including: Jazz in June, Chocolate Festival, Medieval Fair, and the Norman Music Festival (live alternative rock, Latin, hip-hop, spoken word and other genre). Norman, the “City of Festivals”, is widely recognized for its cultural activities, which are underwritten by the Room Tax. The 3% room tax rate increase that was approved by voters in 2023 will go to the Norman Convention & Visitors Bureau for sports tourism promotions and improvements to sports facilities in Norman.

Special Revenue Fund Financial Policies

Special Revenue Funds account for revenues that have been specifically identified and segregated to be used for special and specific purposes. An operating reserve of 8% of the annual operating cost is targeted for the Room Tax Fund, segregated for each of the three purposes of the Room Tax Funds (Convention and Tourism; Park Development; and Arts and Humanities).

FYE 25 Budget

Revenues from the 8% tax are projected to be \$3,718,750, a 8% increase from estimated collections for FYE 24. In FYE 15, Council directed the administrative cost increase from 3% to 5%. This amount was reduced to 4% in FYE 18 due to budgetary constraints.



CITY OF NORMAN

Expenditures in FYE 25 are based upon a pro rata share of the estimated revenue, as summarized below:

	<b><u>FYE 2025</u></b>
	<b>Revenue</b>
	3,721,250
Administrative Fee - 4%	\$ 148,750
Arts & Humanities - 24%	892,500
Parks Development - 15%	680,642
Convention & Tourism - 57%	<u>2,119,688</u>
	<b>\$3,841,580</b>

In FYE 22, bond proceeds of \$3,882,000 were authorized by the Norman Municipal Authority (NMA) Trustees and Council to finance part of the Young Family Athletic Center (YFAC). The debt service payments come from the Parks Development share of the room tax revenue.

One capital project is scheduled in FYE 25: Westwood Tennis Center Improvements.

Five Year Outlook

Over the next five years, projected operating revenue of \$19,755,849 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 811,443	\$ 529,926	\$ 1,018,206	\$ 925,378	\$ 805,048	\$ 1,293,369	\$ 1,807,516	\$ 2,348,478
2								
3 Revenues								
4 Taxes	\$ 2,209,338	\$ 3,439,166	\$ 3,439,166	\$ 3,718,750	\$ 3,830,313	\$ 3,945,222	\$ 4,063,579	\$ 4,185,486
5 Interest/Investment Income	17,022	2,500	2,500	2,500	2,500	2,500	2,500	2,500
8								
9 Total Operating Revenues	\$ 2,226,360	\$ 3,441,666	\$ 3,441,666	\$ 3,721,250	\$ 3,832,813	\$ 3,947,722	\$ 4,066,079	\$ 4,187,986
10								
11 Expenditures								
12 Administration	\$ 86,815	\$ 137,667	\$ 137,667	\$ 148,750	\$ 153,313	\$ 157,909	\$ 162,643	\$ 167,519
13 Arts & Humanities	412,500	826,000	826,000	892,500	919,875	947,453	975,859	1,005,117
14 Parks Capital Projects	180,145	175,000	183,249	250,000	-	-	-	-
15 Conventions/Visitor Bureau	901,250	1,958,000	1,958,000	2,119,688	1,839,750	1,894,906	1,951,718	2,010,233
17 Debt Service - 2021 Note	428,122	429,578	429,578	430,642	431,554	433,306	434,897	435,317
18 Carryover Encumbrances/Audit Adj.	10,765	-	-	-	-	-	-	-
19								
20 Total Expenditures	\$ 2,019,597	\$ 3,526,245	\$ 3,534,494	\$ 3,841,580	\$ 3,344,492	\$ 3,433,574	\$ 3,525,117	\$ 3,618,186
21								
22								
23 Net Difference	\$ 206,763	\$ (84,579)	\$ (92,828)	\$ (120,330)	\$ 488,321	\$ 514,148	\$ 540,962	\$ 569,800
24								
25 Ending Fund Balance	\$ 1,018,206	\$ 445,347	\$ 925,378	\$ 805,048	\$ 1,293,369	\$ 1,807,516	\$ 2,348,478	\$ 2,918,278
26	=====	=====	=====	=====	=====	=====	=====	=====
27 Reserves:								
28 Reserved for Administration	\$ (10,765)	\$ 1	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
29 Reserved for Arts & Humanities	140,383	17,997	140,383	141,008	141,008	141,008	141,008	141,007
30 Reserved for Parks & Rec.	258,799	348,335	471,972	684,455	1,172,776	1,686,923	2,227,885	2,797,684
31 Reserved for Conv. & Tourism	629,788	79,015	313,024	(20,415)	(20,415)	(20,414)	(20,415)	(20,414)
32								
33 Total Reserves	\$ 1,018,205	\$ 445,347	\$ 925,378	\$ 805,148	\$ 1,293,469	\$ 1,807,616	\$ 2,348,578	\$ 2,918,378
	=====	=====	=====	=====	=====	=====	=====	=====

**NACB  
NORMAN ARTS COUNCIL  
FISCAL YEAR ENDING JUNE 30, 2025 BUDGET DRAFT**

**INCOME:**

Norman Arts Council Share of City Room Tax Funds	\$892,500
<b>TOTAL INCOME</b>	<b>\$892,500</b>

**EXPENSES:**

<b><u>Arts Grants: (60%)</u></b>	<b><u>\$535,500</u></b>
<b>Subtotal</b>	<b>\$535,500</b>

**Norman Arts Council Hotel/Motel Administration: (19%) (estimate of spread of expenses)**

Executive Director's Operations Budget	\$7,500
Payroll	\$50,059
Insurance	\$5,000
Communications	\$5,000
Education (Professional Development)	\$7,500
Fees and Services (Bank charges, Dues, Legal/accounting, Meetings)	\$29,500
Printing (Equipment rental-RK Black)	\$2,500
Rent	\$56,441
Office Supplies	<u>\$3,500</u>
<b>Subtotal</b>	<b>\$167,000</b>

**Norman Arts Council Programs: (15%)**

Second Friday	\$15,000
Arts Education: Youth scholarships, Travel Scholarships	\$25,000
Public Art	\$30,000
Strategic Planning/ Consulting	\$50,000
MAINSITE Gallery Exhibits	<u>\$15,000</u>
<b>Subtotal</b>	<b>\$135,000</b>

**Norman Arts Council Marketing (6%)**

NAC Marketing/Development Expenses	\$50,000
KGOU Advertising for Arts Orgs	<u>\$5,000</u>
<b>Subtotal</b>	<b>\$55,000</b>

<b>TOTAL EXPENSES</b>	<b>\$892,500</b>
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CITY OF NORMAN

**NORMAN CONVENTION & VISITORS BUREAU  
FISCAL YEAR ENDING 2025 BUDGET**

**INCOME:**

Convention & Visitors Bureau/Sports Commission Share of City Room Tax Fund	\$2,119,688
Advertising Income	35,000
Special Events	11,000
Souvenirs	2,500

**TOTAL INCOME:** **\$ 2,168,188**

**EXPENSES:**

Advertising / Marketing	\$ 643,865
Conference, Sports, and Groups Marketing	501,270
Venue Improvement Fund	150,000
Operations	353,762
Research	34,084
Personnel:	445,207
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Sports Commission	
Intern	
Special Events	15,000
Contingency	25,000

**TOTAL EXPENSES** **\$2,168,188**

## YOUNG FAMILY ATHLETIC CENTER FUND BUDGET HIGHLIGHTS

### Background

The Young Family Athletic Center (YFAC) Fund is a Special Revenue Fund used to account for the resources used to operate the 122,000 square foot athletic facility built on a 12-acre site on the north side of Norman in 2023. The aquatic portion of the facility features two pools: an 8-lane 25-yard competition pool, and a 4-lane 25-meter recreation pool, and the a multi-sport gymnasium portion of the facility houses 8 basketball courts and 12 volleyball courts which overlay the basketball courts.

Other YFAC amenities include NMotion – a Norman Regional Health System sports and human performance center with physician clinics, as well as concessions, a small retail space, administrative offices, tournament and team breakout rooms, and public restrooms. The facility hosts national and local athletic tournaments and leagues, special events, and community programming.

The YFAC furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. This center was in part made possible by a generous \$4 million donation from the Trae Young Family Foundation.

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 25 Budget

The Young Family Athletic Center opened its doors at the beginning of 2024. Program revenue projections of \$2,050,000 exceed projected expenditures by \$261,081 in FYE 25.



CITY OF NORMAN

**YOUNG FAMILY ATHLETIC CENTER FUND (24)  
STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 1	\$ 261,081	\$ 525,180	\$ 791,567	\$ 1,059,436
2								
3 Revenues								
4 Memberships	\$ -	\$ -	\$ 259,875	\$ 350,000	\$ 360,500	\$ 371,315	\$ 382,454	\$ 393,928
5 Pool Passes	-	-	21,292	125,000	128,750	132,613	136,591	140,689
6 Gym Passes	-	-	39,390	-	-	-	-	-
7 Classes	-	-	16,041	225,000	231,750	238,703	245,864	253,240
8 Gym Classes	-	-	14,583	-	-	-	-	-
9 Misc/Camp	-	-	58,333	-	-	-	-	-
10 Rental Pool	-	-	29,167	1,025,000	1,055,750	1,087,423	1,120,046	1,153,647
11 Rental Gym			116,668	-	-	-	-	-
12 Rental Misc			29,167	-	-	-	-	-
13 Tournament Pool			102,084	-	-	-	-	-
14 Tournament Gym			102,083	-	-	-	-	-
15 Concession Lease			29,167	50,000	51,500	53,045	54,636	56,275
16 Advertising	-	-	155,218	275,000	283,250	291,748	300,500	309,515
18								
19 Subtotal	\$ -	\$ -	\$ 973,068	\$ 2,050,000	\$ 2,111,500	\$ 2,174,847	\$ 2,240,091	\$ 2,307,294
20								
21 IF Transf - General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22 IF Transf - Capital Fund	-	-	-	-	-	-	-	-
23								
24 Total Revenue	\$ -	\$ -	\$ 973,068	\$ 2,050,000	\$ 2,111,500	\$ 2,174,847	\$ 2,240,091	\$ 2,307,294
25								
26 Expenditures								
27 Salaries & Benefits	\$ -	\$ -	\$ 606,488	\$ 984,625	\$ 1,033,856	\$ 1,085,549	\$ 1,139,827	\$ 1,196,818
28 Supplies & Materials	-	-	139,360	129,500	130,795	132,103	133,424	134,758
29 Services & Maintenance	-	-	222,261	554,120	559,661	565,258	570,910	576,619
30 Internal Service	-	-	4,958	120,675	123,089	125,550	128,061	130,623
34								
35 Subtotal	\$ -	\$ -	\$ 973,067	\$ 1,788,920	\$ 1,847,401	\$ 1,908,460	\$ 1,972,222	\$ 2,038,818
36								
39								
40 Total Expenditures	\$ -	\$ -	\$ 973,067	\$ 1,788,920	\$ 1,847,401	\$ 1,908,460	\$ 1,972,222	\$ 2,038,818
41								
42 Net Difference	\$ -	\$ -	\$ 1	\$ 261,080	\$ 264,099	\$ 266,387	\$ 267,869	\$ 268,476
43								
44 Ending Fund Balance	\$ -	\$ -	\$ 1	\$ 261,081	\$ 525,180	\$ 791,567	\$ 1,059,436	\$ 1,327,912
45								
46 Reserves								
48 Unreserved	-	-	1	261,081	525,180	791,567	1,059,436	1,327,912
49								
50 Total Reserves	\$ -	\$ -	\$ 1	\$ 261,081	\$ 525,180	\$ 791,567	\$ 1,059,436	\$ 1,327,912



**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 25 Budget

Available revenues (\$225,695) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Restatement								
2 Beginning Fund Balance	\$ 1,474,730	\$ 1,474,837	\$ 1,686,975	\$ 225,695	\$ 226,195	\$ 226,695	\$ 227,195	\$ 227,695
3								
4 Revenues								
5 Federal Seizures & Restitutions	\$ 148,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 State Seizures & Restitutions	21,970	-	-	-	-	-	-	-
7 Interest/Investment Income	37,516	500	500	500	500	500	500	500
8								
9 Total Revenues	\$ 208,376	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
10								
11 Expenditures								
12 Audit Adjustments	\$ (4,542)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15 Services/Maintenance- Federal	673	-	-	-	-	-	-	-
17 Capital Equipment- State	-	1,254,780	1,254,780	-	-	-	-	-
18 Capital Equipment- Federal	-	207,000	207,000	-	-	-	-	-
19								
20 Total Expenditures	\$ (3,869)	\$ 1,461,780	\$ 1,461,780	\$ -	\$ -	\$ -	\$ -	\$ -
21								
22 Net Difference	\$ 212,245	\$ (1,461,280)	\$ (1,461,280)	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
23								
24 Ending Fund Balance	\$ 1,686,975	\$ 13,557	\$ 225,695	\$ 226,195	\$ 226,695	\$ 227,195	\$ 227,695	\$ 228,195
25								
26 Reserves								
27 Reserve for Federal Seizures	\$ 360,090	\$ 5,306	\$ 153,090	\$ 153,090	\$ 153,090	\$ 153,090	\$ 153,090	\$ 153,090
28 Reserve for State Seizures	1,326,885	8,251	72,605	73,105	73,605	74,105	74,605	75,105
29								
30 Total Reserves	\$ 1,686,975	\$ 13,557	\$ 225,695	\$ 226,195	\$ 226,695	\$ 227,195	\$ 227,695	\$ 228,195

**CLEET FUND  
BUDGET  
HIGHLIGHTS**

Background

The Council on Law Enforcement Education and Training (CLEET) 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 \$10, as a separate penalty assessment.

As an “academy city”, the City of Norman has the authority to retain \$2 of the \$10 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 \$10, 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 \$10 assessment is retained by the City.

State law also provides for the collection of the Forensic Science Improvement Assessment in the amount of \$10, 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 addition, state law provides for a fee assessment of \$5 on marijuana and paraphernalia convictions to be collected and reported to the Bureau of Narcotics (BON) 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. Moneys from these fees are to be used for purposes relating to drug education and information in the State of Oklahoma. No administrative fee is provided.

In summary, a total of \$30 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana/paraphernalia which are \$35), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for other fines and penalties provided by law. The money retained by the 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 BON.

CITY OF NORMAN

FYE 25 Budget

FYE 25 projected revenues are \$32,000 with projected expenditures at \$30,505, which uses \$0 of reserves. This leaves a projected ending fund balance of \$1,495.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 1	\$ -	\$ -	\$ -	\$ 1,495	\$ 2,990	\$ 4,485	\$ 5,980
2								
3 Revenues								
4 CLEET for Police Training	\$ 11,662	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5 CLEET for Court Training	878	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 Misc revenue	250	-	-	-	-	-	-	-
7 Transfer from GF	17,977	-	10,571	-	-	-	-	-
8								
9 Total Revenues	\$ 30,767	\$ 32,000	\$ 42,571	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
10								
11 Expenditures								
12 Police Training	\$ 29,839	\$ 29,005	\$ 41,071	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
13 Court Training	929	1,500	1,500	1,500	1,500	1,500	1,500	1,500
15								
16 Total Expenditures	\$ 30,768	\$ 30,505	\$ 42,571	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
17								
18 Net Difference	\$ (1)	\$ 1,495	\$ -	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495
19								
20 Ending Fund Balance	\$ -	\$ 1,495	\$ -	\$ 1,495	\$ 2,990	\$ 4,485	\$ 5,980	\$ 7,475
21								
22 Reserves								
23 Reserve for Police Training	\$(10,907)	\$(10,463)	\$(11,407)	\$(10,412)	\$(9,417)	\$(8,422)	\$(7,427)	\$(6,432)
24 Reserve for Court Training	10,907	11,958	11,407	11,907	12,407	12,907	13,407	13,907
25								
26 Total Reserves	\$ -	\$ 1,495	\$ -	\$ 1,495	\$ 2,990	\$ 4,485	\$ 5,980	\$ 7,475

**PUBLIC TRANSPORTATION FUND  
BUDGET  
HIGHLIGHTS**

Background

The Public Transportation and Parking Fund is a Special Revenue Fund established to account for revenue to fund operations, maintenance, and other expenses associated with the City of Norman's public transportation system. Revenue is derived from grants from the Federal Transit Administration (FTA) and the Oklahoma Department of Transportation; the Public Transit Sales Tax; advertising; and a contribution from the Norman Regional Health System.

On July 30, 2019, City Council passed Resolution R-1920-20 that established the Public Transportation and Parking Fund. The creation of the fund was performed during a transition period of the City public transit operations and assets from the University of Oklahoma to the City of Norman.

FYE 25 Budget

Projected revenues for FYE 25 include \$3,232,194 in sales tax, and \$2,360,933 in grant revenue from the Federal Transit Administration. FYE 25 expenditures are budgeted at \$6,480,698, including \$5,130,592 for Services and Maintenance, which includes contract fees paid to EMBARK for the operation of the bus system.





CITY OF NORMAN

**PUBLIC TRANSPORTATION FUND (27)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 1,535,769	\$ 0	\$ 508,504	\$ 164,250	\$ 337,618	\$ 0	\$ 0	\$ 0
2								
3 Revenues								
4 Fare Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Advertising Fees	13,872	12,000	12,000	12,000	12,000	12,000	12,000	12,000
6 Grant Revenue - FTA	3,003,173	2,360,933	2,360,933	2,360,933	2,360,933	2,360,933	2,360,933	2,360,933
7 Grant Revenue - ODOT PTRF	292,897	150,000	150,000	207,400	207,400	207,400	207,400	207,400
8 Grant Revenue - Other	450,000	-	-	-	-	-	-	-
9 Sales Tax	3,015,600	3,168,818	3,168,818	3,232,194	3,296,838	3,362,775	3,430,031	3,498,631
10 Use Tax	482,113	472,633	472,633	491,539	511,200	531,648	552,914	575,031
Parking Fees	-	-	-	300,000	306,000	312,120	318,362	324,730
11 Misc	62,500	50,000	50,000	50,000	50,000	50,000	50,000	50,000
12 Interest Income	32,382	-	-	-	-	-	-	-
13								
14 Subtotal	\$ 7,352,537	\$ 6,214,384	\$ 6,214,384	\$ 6,654,066	\$ 6,744,371	\$ 6,836,876	\$ 6,931,640	\$ 7,028,724
15								
16 I/F Transf - General Fund	\$ 2,872,484	\$ 615,694	\$ 3,060,134	\$ -	\$ 76,947	\$ 425,591	\$ 437,267	\$ 449,653
18								
19 Total Revenue	\$ 10,225,021	\$ 6,830,078	\$ 9,274,518	\$ 6,654,066	\$ 6,821,318	\$ 7,262,467	\$ 7,368,907	\$ 7,478,377
20								
21 Expenditures								
22 Salaries & Benefits	\$ 799,929	\$ 816,486	\$ 816,486	\$ 884,634	\$ 928,866	\$ 975,309	\$ 1,024,074	\$ 1,075,278
23 Supplies & Materials	438,400	463,631	488,218	365,844	369,502	373,197	376,929	380,699
24 Services & Maintenance	4,303,783	4,883,912	6,100,316	5,130,592	5,181,898	5,233,717	5,286,054	5,338,915
25 Internal Service	4,138	36,050	36,050	77,128	78,671	80,244	81,849	83,486
26 Capital Equipment	1,325,851	630,000	2,177,702	22,500	600,000	600,000	600,000	600,000
27 Capital Projects	22,410	-	-	-	-	-	-	-
28 Audit adjustments	1,076,499	-	-	-	-	-	-	-
29								
30 Subtotal	\$ 7,971,010	\$ 6,830,079	\$ 9,618,772	\$ 6,480,698	\$ 7,158,937	\$ 7,262,467	\$ 7,368,907	\$ 7,478,377
31								
32 I/F Transf - General Fund	\$ 3,101,276	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33 I/F Transf - Capital Fund	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34								
35 Total Expenditures	\$ 11,252,286	\$ 6,830,079	\$ 9,618,772	\$ 6,480,698	\$ 7,158,937	\$ 7,262,467	\$ 7,368,907	\$ 7,478,377
36								
37 Net Difference	\$ (1,027,265)	\$ (1)	\$ (344,254)	\$ 173,368	\$ (337,618)	\$ (0)	\$ 0	\$ 0
38								
39 Ending Fund Balance	\$ 508,504	\$ (0)	\$ 164,250	\$ 337,618	\$ 0	\$ 0	\$ 0	\$ 0
40								
41 Reserves								
43 Unreserved	508,504	(0)	164,250	337,618	0	0	0	0
44								
45 Total Reserves	\$ 508,504	\$ (0)	\$ 164,250	\$ 337,618	\$ 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 reports to the Norman Arts Council, who will be charged with expending monies in the Art in Public Places Fund.

FYE 25 Budget

FYE 25 projected revenues are \$16,000. The Norman Arts Council manages donations to the Public Arts Fund on behalf of the City of Norman. Projects like Artful Inlets and the Artist Designed Bike Racks are just two examples of the way these funds are used (see pictures below). The fund has collected \$145,795 in contributions since the beginning of FYE 08.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 1,621	\$ 1,621	\$ 3,466	\$ 3,466	\$ 3,466	\$ 3,466	\$ 3,466	\$ 3,466
2								
3 Revenues								
4 Citizen Donations	\$ 5,682	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
5 Interest income	39	-	-	-	-	-	-	-
6								
7 Total Revenues	\$ 5,721	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
8								
9 Expenditures								
11 Payment to Arts Board	3,876	16,000	16,000	16,000	16,000	16,000	16,000	16,000
12								
13 Total Expenditures	\$ 3,876	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
14								
15 Net Difference	\$ 1,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16								
17 Ending Fund Balance	\$ 3,466	\$ 1,621	\$ 3,466	\$ 3,466	\$ 3,466	\$ 3,466	\$ 3,466	\$ 3,466

**WESTWOOD PARK FUND  
BUDGET  
HIGHLIGHTS**

Background

The Westwood Park Fund is a Special Revenue Fund established to account for the resources used to operate an 18-hole municipal golf course, 18-court municipal tennis center and municipal aquatic center.

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 were transferred to the Westwood Fund to pay annual debt service. These bonds were retired in FYE 22.

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 25 Budget

Statement of Revenues and Expenditures

Revenues for Westwood Golf Course are estimated based on actual current experience in green fees and projected aquatic and tennis center revenue.

Projections for the swimming pool are based upon line-item analysis. 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. Fee levels for use of Westwood Pool and Tennis have been re-set to reflect the expanded operations in the newly-constructed facilities.

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.



CITY OF NORMAN

**WESTWOOD PARK FUND (29)  
STATEMENT OF REVENUES AND EXPENDITURES**

	A	D	B	C	D	D	E	F	G	H
	FYE 22 ACTUAL	FYE 23 PRELIMINARY	FYE 23 ADOPTED	FYE 23 ESTIMATED	FYE 24 PRELIMINARY	FYE 24 ADOPTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1 Beginning Fund Balance	\$ 207,077	\$ 415,733	\$ 415,733	\$ 331,999	\$ 30,847	\$ 30,847	\$ 187,771	\$ 303,965	\$ 423,495	\$ 541,636
2										
3 Operating Revenues:										
4 Enterprise Fund Fees/Chgs	\$ 2,059,542	\$ 2,087,500	\$ 2,087,500	\$ 2,087,500	\$ 2,536,700	\$ 2,536,700	\$ 2,626,045	\$ 2,717,177	\$ 2,810,132	\$ 2,904,946
5 Service Fees/Chgs	204,632	17,069	17,069	17,069	17,581	17,581	18,108	18,651	19,211	19,787
6										
7 Total Operating Revenues	\$ 2,264,174	\$ 2,104,569	\$ 2,104,569	\$ 2,104,569	\$ 2,554,281	\$ 2,554,281	\$ 2,644,153	\$ 2,735,828	\$ 2,829,343	\$ 2,924,733
8										
9 Operating Expenditures:										
10 Salaries and Benefits	\$ 1,424,910	\$ 1,381,421	\$ 1,381,421	\$ 1,381,421	\$ 1,606,235	\$ 1,606,235	\$ 1,686,547	\$ 1,770,874	\$ 1,859,418	\$ 1,952,389
11 Supplies and Materials	381,360	371,437	371,437	503,979	612,892	612,892	619,021	625,211	631,463	637,778
12 Services/Maintenance	483,961	430,438	430,438	388,126	259,783	259,783	262,381	265,005	267,655	270,332
13 Internal Service Fund Chgs	50,381	53,330	53,330	53,330	77,775	77,775	79,331	80,918	82,536	84,187
14 Cost Allocation Charges	-	-	-	-	-	-	-	-	-	-
15 Employee Turnover Savings	-	(35,295)	(35,295)	(35,295)	(36,718)	(36,718)	(38,411)	(41,605)	(43,685)	(45,869)
16 Supplies & Mat'l Savings	-	(35,295)	(35,295)	(35,295)	(36,718)	(36,718)	(38,410)	(41,605)	(43,685)	(45,869)
17										
18 Total Operating Expenditures	\$ 2,340,612	\$ 2,166,036	\$ 2,166,036	\$ 2,256,266	\$ 2,483,249	\$ 2,483,249	\$ 2,570,459	\$ 2,658,798	\$ 2,753,702	\$ 2,852,948
19										
20 Net Operating Revenue	\$ (76,438)	\$ (61,467)	\$ (61,467)	\$ (151,697)	\$ 71,032	\$ 71,032	\$ 73,694	\$ 77,030	\$ 75,641	\$ 71,785
21										
22 Other Revenues:										
23 IF Transf - Capital Fund - Golf	\$ 149,639	\$ 85,507	\$ 85,507	\$ 199,671	\$ 75,897	\$ 75,897	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
24 IF Transf - Capital Fund - Pool	-	-	-	-	-	-	-	-	-	-
25 IF Transf - Room Tax	-	-	-	-	-	-	-	-	-	-
26 IF Transf - General Fund	-	-	-	-	93,392	93,392	-	-	-	-
27 IF Transf - Norman Forward Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
28 Interest Income	3,220	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
29 Misc. revenue	4,193	-	-	-	-	-	-	-	-	-
30										
31 Total Other Revenues	\$ 192,052	\$ 128,007	\$ 128,007	\$ 242,171	\$ 211,789	\$ 211,789	\$ 104,000	\$ 104,000	\$ 104,000	\$ 104,000
32										
33										
34 Other Expenditures:										
35 Audit Accruals/Adj/encumbrances	(369,402)									
36 Debt Service	\$ 198,403	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37 Capital Projects-GOLF	-	-	-	100,000	-	-	-	-	-	-
38 Capital Equipment-GOLF	149,639	43,507	43,507	43,507	75,897	75,897	19,500	19,500	19,500	19,500
39 Capital Equipment - Golf Carts	-	42,000	42,000	225,814	-	-	42,000	42,000	42,000	42,000
40 Capital Equipment - Pool	-	-	-	-	50,000	50,000	-	-	-	-
41 Capital Equipment - Concessions	-	-	-	22,305	-	-	-	-	-	-
42 IF Transf - Room Tax	12,052									
43										
44 Total Other Expenditures	\$ (9,308)	\$ 85,507	\$ 85,507	\$ 391,626	\$ 125,897	\$ 125,897	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500
45										
46 Net Revenues (Expenditures)	\$ 124,922	\$ (18,967)	\$ (18,967)	\$ (301,152)	\$ 156,924	\$ 156,924	\$ 116,194	\$ 119,530	\$ 118,141	\$ 114,285
47										
48 Ending Fund Balance	\$ 331,999	\$ 396,766	\$ 396,766	\$ 30,847	\$ 187,771	\$ 187,771	\$ 303,965	\$ 423,495	\$ 541,636	\$ 655,922
49										
50 Reserves										
51 Reserve for Operations	\$ 187,249	\$ 173,283	\$ 173,283	\$ 180,501	\$ 198,660	\$ 198,660	\$ 205,637	\$ 212,704	\$ 220,296	\$ 228,236
52 Reserve for Pool Capital Replaceme	117,771	152,771	152,771	152,771	187,771	187,771	222,771	257,771	292,771	327,771
53 Reserve for Capital Project	-	84,074	84,074	79,559	61,500	61,500	61,500	61,500	61,500	61,500
54 Reserve (Deficit)	26,979	(13,362)	(13,362)	(381,984)	(260,160)	(260,160)	(185,943)	(108,480)	(32,931)	38,415
55										
56 Total Reserves	\$ 331,999	\$ 396,766	\$ 396,766	\$ 30,847	\$ 187,771	\$ 187,771	\$ 303,965	\$ 423,495	\$ 541,636	\$ 655,922



**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 649.5 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of April 2024, serves an average of 42,500 customers.

FYE 25 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 April, 2024) monthly residential water rates are as follows:

\$10.90 Base Fee
\$3.46 per thousand for 0 – 5,000 gallons
\$4.50 per thousand gallons for 5,001 to 15,000 gallons
\$6.75 per thousand gallons for 15,001 to 20,000 gallons
\$9.51 per thousand gallons in excess of 20,001 gallons

Residential and commercial water rate increases were last approved by voters on June 13, 2023.

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, including expansion projects to the City’s groundwater well supplies and improvements to waterlines to provide additional water supply (by constructing pipe connections to “blend” water from wells with water quality exceeding standards with water from wells that fall slightly short of standards).

This aggressive water capital project program will be financed through user fees and the Statewide Revolving Loan Fund of the Oklahoma Water Resources Board.

This water capital improvement program is the first of several steps to meet Norman’s future water supply needs, suggested by the adopted Strategic Water Supply Plan. Future steps will include

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reuse of wastewater through advanced treatment methods to be employed by the Norman Water Reclamation Utility, to supplement water supplied by Lake Thunderbird.

Additional water is supplied 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 to supplement the water supplied by Norman's ground water and surface water facilities.

FYE 2025 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.

Two new positions were added to the Water fund for FYE 2025: a Plant Operator D and a Utility Distribution Worker I.

### 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 25 ending fund balance is projected to be \$1,264,777 with a reserve deficit of -\$17,102,454, due primarily to the aggressive capital campaign.

### 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.

Summary

The Norman Utilities Authority and City Council have 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 customer water quality demands.



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**WATER FUND (31)  
STATEMENT OF REVENUES & EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 32,465,109	\$ 4,694,259	\$ 33,831,700	\$ 5,133,195	\$ 1,264,777	\$ 925,599	\$ 1,414,963	\$ (339,131)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 23,358,646	\$ 21,696,400	\$ 24,696,400	\$ 30,000,000	\$ 30,600,000	\$ 31,212,000	\$ 31,836,240	\$ 32,472,965
5 Connection Fee	705,688	832,320	832,320	848,966	865,946	883,265	900,930	918,949
6 Capital Improvement Charge	1,589,833	1,421,791	1,421,791	1,436,009	1,450,369	1,464,873	1,479,522	1,494,317
7 Cost Allocation	805,976	832,425	832,425	841,392	849,806	858,304	866,887	875,556
8								
9 Total Operating Revenues	\$ 26,460,143	\$ 24,782,936	\$ 27,782,936	\$ 33,126,367	\$ 33,766,121	\$ 34,418,442	\$ 35,083,579	\$ 35,761,786
10								
11 Operating Expenditures:								
12 Salaries / Benefits	\$ 4,806,985	\$ 5,069,774	\$ 5,088,774	\$ 5,412,415	\$ 5,683,036	\$ 5,967,188	\$ 6,265,547	\$ 6,578,824
13 Supplies / Materials	3,196,972	3,352,012	3,484,305	3,536,083	3,571,444	3,607,158	3,643,230	3,679,662
14 Services / Maintenance	2,728,961	3,374,667	3,473,799	3,381,334	3,415,147	3,449,299	3,483,792	3,518,630
15 Internal Services	319,666	401,240	401,240	407,875	416,033	424,353	432,840	441,497
16 Cost Allocations	1,959,021	2,187,651	2,187,651	2,263,000	2,285,630	2,308,486	2,331,571	2,354,887
17 Employee Turnover Savings		(76,047)	(76,047)	(81,186)	(85,246)	(89,508)	(93,983)	(98,682)
18								
19 Total Operating Expenditures	\$ 13,011,605	\$ 14,309,297	\$ 14,559,722	\$ 14,919,521	\$ 15,286,044	\$ 15,666,976	\$ 16,062,997	\$ 16,474,818
20								
21 Net Operating Revenue	\$ 13,448,538	\$ 10,473,639	\$ 13,223,214	\$ 18,206,847	\$ 18,480,077	\$ 18,751,465	\$ 19,020,582	\$ 19,286,969
22								
23 Other Revenues:								
24 Interest Income	\$ 799,873	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
25 Other Misc. Revenue	435,789	-	-	-	-	-	-	-
26 Revenue Bond Proceeds	-	-	15,000,000	-	-	-	-	-
27 Grant Revenue	-	-	2,000,000	-	-	-	-	-
28								
29 Total Other Revenues	\$ 1,235,662	\$ 120,000	\$ 17,120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
30								
31 Other Expenditures:								
32 Audit Accruals/Adj/Encumbrances	127,502							
33 Master Conservancy Debt	\$ 264,829	\$ 334,884	\$ 334,884	\$ 334,315	\$ 333,797	\$ 263,200	\$ 263,200	\$ 263,200
34 Debt Service - 15 Issue	1,480,034	1,476,119	1,476,119	1,486,619	1,491,319	740,275	-	-
35 Debt Service - 16 Issue	770,060	771,732	771,732	767,071	772,129	771,742	771,075	775,020
36 Debt Service - 17 Issue	1,994,641	1,996,641	1,996,641	1,996,641	1,996,641	1,996,641	1,996,641	1,996,641
37 Debt Service - 18 Issue	889,508	893,025	893,025	893,455	892,585	890,415	889,745	890,700
38 Debt Service - 22 Issue	1,973	139,184	139,184	728,600	1,176,487	1,170,065	1,163,158	1,157,751
39 Capital Projects	6,158,406	8,112,000	34,504,468	14,053,000	10,473,000	10,715,000	13,944,000	27,112,200
40 Capital Projects - 18 Issue	254,452	-	2,282,267	-	-	-	-	-
41 Capital Projects - 22 Issue			14,999,980					
42 Capital Equipment	172,987	351,175	516,983	393,115	230,000	230,000	230,000	230,000
43 I/F Transf - General Fund	1,203,217	1,126,436	1,126,436	1,542,448	1,573,297	1,604,763	1,636,858	1,669,596
44								
45 Total Other Expenditures	\$ 13,317,609	\$ 15,201,196	\$ 59,041,719	\$ 22,195,264	\$ 18,939,255	\$ 18,382,101	\$ 20,894,677	\$ 34,095,108
46								
47 Net Revenues (Expenditures)	\$ 1,366,591	\$ (4,607,557)	\$ (28,698,505)	\$ (3,868,417)	\$ (339,178)	\$ 489,364	\$ (1,754,095)	\$ (14,688,139)
48								
49								
50 Ending Fund Balance	\$ 33,831,700	\$ 86,701	\$ 5,133,195	\$ 1,264,777	\$ 925,599	\$ 1,414,963	\$ (339,131)	\$ (15,027,271)
51								
52 Reserves								
53 Reserve for Operations	\$ 1,040,928	\$ 1,144,744	\$ 1,164,778	\$ 1,193,562	\$ 1,222,884	\$ 1,253,358	\$ 1,285,040	\$ 1,317,985
54 Reserve for Encumbrances	4,098,016	-	-	-	-	-	-	-
55 Reserve for Bond Projects - 18 Issue	3,894,886	1,572,459	1,612,619	1,612,619	1,612,619	1,612,619	1,612,619	1,612,619
56 Reserve for Bond Projects - 22 Issue	14,999,980	20	-	-	-	-	-	-
57 Reserve for Capital	15,259,440	12,296,250	15,259,440	15,561,050	17,257,067	20,528,100	27,112,200	27,112,200
58 Reserve (Deficit) Surplus	(5,461,550)	(14,926,772)	(12,903,642)	(17,102,454)	(19,166,971)	(21,979,114)	(30,348,990)	(45,070,075)
59								
60 Total Reserves	\$ 33,831,700	\$ 86,701	\$ 5,133,195	\$ 1,264,777	\$ 925,599	\$ 1,414,963	\$ (339,131)	\$ (15,027,271)

**WATER RECLAMATION FUND  
BUDGET  
HIGHLIGHTS**

Background

The Water Reclamation Fund (formerly known as “sewer” or “wastewater”) is an enterprise fund established to account for the resources utilized to provide wastewater collection, conveyance and treatment to the customers of the City of Norman.

On November 3, 2001, the Norman Utilities Authority (NUA) adopted an updated Wastewater Master Plan, which directed a system-wide average treatment capacity expansion from 12 million gallons per day (MG/D) to 21.5 MG/D, by the year 2040. A \$60 million project to expand the Water Reclamation Facility to 17 MG/D capacity, with significant improvements to treatment standards and odor control, was completed in 2017.

In 2001, the voters of Norman approved three revenue sources to partially pay for the improvements recommended by the Wastewater Master Plan:

- A temporary, 5-year, ½ percent sales tax dedicated to sewer system improvements;
- A \$5 per month sewer maintenance rate, dedicated to neighborhood sewer line repairs;
- An excise tax on new development.

Currently, there are approximately 530.6 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. Additional sewer system capital projects are reported in the Sewer Maintenance Fund and Sewer Excise Tax Fund.

FYE 25 Budget

Statement of Revenues and Expenditures

FYE 25 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 24. On November 12, 2013 the citizens of Norman voted and approved a basic sewer rate increase for the first time since November 1, 1996 (pursuant to the Norman City Charter, utility rate increases require voter approval). Water reclamation rates, effective since November 12, 2013 are as follows:

Single Family/ Duplex     \$5.00 Base Fee + \$2.70 per 1,000 gallons of treated water

FYE 25 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

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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 25 ending fund balance is projected to be \$2,188,351 with a reserve deficit of - \$483,997. This fund balance is used for meeting the Fund's reserve requirements.

### 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 operating revenues are projected to increase. FYE 25 projected revenues are 4% higher than FYE 24 budget revenues.

### Summary

A major expansion of the Water Reclamation Facility (WRF) was complete in FYE 17. The expansion will allow for treatment capacity to increase and to improve the quality of the reclaimed water from the plant. The below pictures shows the completed expansion project for the Water Reclamation Facility.



**Water reclaimed by the Norman Water Reclamation Facility**



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**WATER RECLAMATION FUND (32)  
STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 8,543,627	\$ 403,589	\$ 7,333,700	\$ 5,856,882	\$ 2,188,351	\$ (1,057,116)	\$ (3,684,628)	\$ (2,663,818)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 11,856,258	\$ 11,773,639	\$ 11,773,639	\$ 12,200,000	\$ 12,200,000	\$ 12,200,000	\$ 12,200,000	\$ 12,200,000
5 Capital Improvement Charge	998,378	849,216	849,216	857,708	866,285	874,948	883,698	892,535
6								
7 Total Operating Revenues	\$ 12,854,636	\$ 12,622,855	\$ 12,622,855	\$ 13,057,708	\$ 13,066,285	\$ 13,074,948	\$ 13,083,698	\$ 13,092,535
8								
9 Operating Expenditures:								
10 Salaries and Benefits	\$ 4,136,225	\$ 3,847,024	\$ 3,847,024	\$ 4,189,832	\$ 4,399,324	\$ 4,619,290	\$ 4,850,254	\$ 5,092,767
11 Supplies and Materials	762,157	745,728	778,523	776,441	784,205	792,047	799,968	807,968
12 Services and Maintenance	1,483,474	1,600,367	1,689,713	1,544,277	1,559,720	1,575,317	1,591,070	1,606,981
13 Internal Services	264,453	300,811	300,811	290,909	296,727	302,662	308,715	314,889
14 Cost Allocations	1,998,829	2,205,987	2,205,987	2,300,118	2,323,119	2,346,350	2,369,814	2,393,512
15 Employee Turnover Savings	-	(57,705)	(57,705)	(62,847)	(65,990)	(69,289)	(72,754)	(76,392)
16								
17 Total Operating Expenditures	\$ 8,645,138	\$ 8,642,212	\$ 8,764,353	\$ 9,038,730	\$ 9,297,105	\$ 9,566,377	\$ 9,847,067	\$ 10,139,725
18								
19 Net Operating Revenue	\$ 4,209,498	\$ 3,980,643	\$ 3,858,502	\$ 4,018,979	\$ 3,769,180	\$ 3,508,571	\$ 3,236,630	\$ 2,952,809
20								
21 Other Revenues:								
22 Interest Income	\$ 136,411	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
23 Bond Proceeds/Grant Reimb.	-	-	5,000,000	-	-	-	-	-
24 Misc. Revenue/Cost Allocation	812,500	-	-	-	-	-	-	-
25								
26 Total Other Revenues	\$ 948,911	\$ 50,000	\$ 5,050,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
27								
28								
29 Other Expenditures:								
30 Audit Accruals/Adjustments	\$ (304,953)	-	-	-	-	-	-	-
31 Debt Service-14 SRF Note	2,255,293	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294	1,129,897	-
32 Debt Service-24 SRF Note	-	-	-	54,216	177,353	283,790	283,923	283,826
33 Capital Projects	3,692,498	1,325,000	7,266,624	3,800,000	4,020,000	3,035,000	242,000	500,000
34 Capital Equipment	132,685	68,500	212,569	1,016,000	-	-	-	-
35 I/F Transf - General Fund	592,813	615,334	648,834	610,000	610,000	610,000	610,000	610,000
36								
37 Total Other Expenditures	\$ 6,368,336	\$ 4,266,128	\$ 10,385,321	\$ 7,737,510	\$ 7,064,647	\$ 6,186,084	\$ 2,265,820	\$ 1,393,826
38								
39 Net Revenues (Expenditures)	\$ (1,209,927)	\$ (235,484)	\$ (1,476,818)	\$ (3,668,531)	\$ (3,245,466)	\$ (2,627,512)	\$ 1,020,810	\$ 1,608,983
40								
41 Ending Fund Balance	\$ 7,333,700	\$ 168,105	\$ 5,856,882	\$ 2,188,351	\$ (1,057,116)	\$ (3,684,628)	\$ (2,663,818)	\$ (1,054,834)
42								
43 Reserves								
44 Reserve for Encumbrances	\$ 1,852,317	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45 Reserve for Operations	691,611	691,377	701,148	723,098	743,768	765,310	787,765	811,178
46 Reserve for Capital	2,319,400	2,319,400	2,319,400	1,949,250	1,259,000	371,000	500,000	500,000
47 Reserve (Deficit) Surplus	2,470,372	(2,842,672)	2,836,334	(483,997)	(3,059,884)	(4,820,938)	(3,951,583)	(2,366,012)
48								
49 Total Reserves	\$ 7,333,700	\$ 168,105	\$ 5,856,882	\$ 2,188,351	\$ (1,057,116)	\$ (3,684,628)	\$ (2,663,818)	\$ (1,054,834)

**SEWER MAINTENANCE FUND  
BUDGET  
HIGHLIGHTS**

Background

The Sewer Maintenance Fund is an enterprise fund established October 1, 2001, to account for revenues from the \$5 per month Sewer System Maintenance Rate (SMR). It is 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), primarily for rehabilitation of neighborhood sewer lateral lines.

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

Beginning in FYE 15, Norman Sewer Line Maintenance Division personnel and related budget allocations, along with capital improvements charge revenue, was transferred to the Water Reclamation Fund.

During FYE 2015 Budget considerations, the Council Finance Committee discussed transferring the sewer line maintenance operations out of the Sewer Line Maintenance Fund into the Water Reclamation Fund in order to better track the collection and distribution of the \$5 per month Sewer Maintenance Rate. This will more accurately reflect the capital work that is being done with the Sewer Maintenance Rate and will eliminate a transfer of funds between the two funds for the work done by Sewer Line Maintenance Division personnel during the year. Over time, this change in accounting will better reflect the declining amounts of sewer rehabilitation projects that can be paid for by the flat \$5 rate due to inflation of material and labor costs. The maintenance program for neighborhood sewer collector lines (“laterals”) will continue in FYE 25 and beyond, generally, the oldest lines in the system are scheduled for replacement first (“worst things first”).

FYE 25 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 24 extrapolated for a full year.

FYE 25 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 25 total budgeted expenditures are \$5,957,884.

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

Reserve Policy

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

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

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 13,991,321	\$ 1,886,283	\$ 17,390,640	\$ 3,851,676	\$ 1,048,902	\$ 4,054,183	\$ 7,087,664	\$ 10,149,485
2								
3 Operating Revenues:								
4 Sewer Maintenance Rate	\$ 3,225,049	\$ 3,123,871	\$ 3,123,871	\$ 3,155,110	\$ 3,186,661	\$ 3,218,528	\$ 3,250,713	\$ 3,283,220
5								
6 Total Operating Revenues	\$ 3,225,049	\$ 3,123,871	\$ 3,123,871	\$ 3,155,110	\$ 3,186,661	\$ 3,218,528	\$ 3,250,713	\$ 3,283,220
7								
8 Operating Expenditures:								
9 Salaries and Benefits	\$ 87,116	\$ 91,883	\$ 91,883	\$ 67,303	\$ 70,668	\$ 74,202	\$ 77,912	\$ 81,807
10 Supplies and Materials	1,905	3,082	3,082	4,513	4,558	4,604	4,650	4,696
11 Services and Maintenance	1,281	4,725	4,725	3,525	3,560	3,596	3,632	3,668
12 Internal Services	-	1,031	1,031	2,543	2,594	2,646	2,699	2,753
13								
14 Total Operating Expenditures	\$ 90,302	\$ 100,721	\$ 100,721	\$ 77,884	\$ 81,380	\$ 85,047	\$ 88,892	\$ 92,924
15								
16 Net Operating Revenue	\$ 3,134,747	\$ 3,023,150	\$ 3,023,150	\$ 3,077,226	\$ 3,105,281	\$ 3,133,481	\$ 3,161,821	\$ 3,190,296
17								
18 Other Revenues:								
19 Interest Income	\$ 295,349	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20 Misc. Revenue	(648)	-	-	-	-	-	-	-
21 Transfer from Excise Tax Fund	623,000							
22								
23 Total Other Revenues	\$ 917,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24								
26 Other Expenditures:								
27 Capital Projects	\$ 653,129	\$ 2,800,000	\$ 16,562,114	\$ 5,880,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
30								
31 Total Other Expenditures	\$ 653,129	\$ 2,800,000	\$ 16,562,114	\$ 5,880,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
32								
33 Total Revenues	\$ 4,142,750	\$ 3,123,871	\$ 3,123,871	\$ 3,155,110	\$ 3,186,661	\$ 3,218,528	\$ 3,250,713	\$ 3,283,220
34								
35 Total Expenditures	\$ 743,431	\$ 2,900,721	\$ 16,662,835	\$ 5,957,884	\$ 181,380	\$ 185,047	\$ 188,892	\$ 192,924
36								
37 Net Revenues (Expenditures)	\$ 3,399,319	\$ 223,150	\$ (13,538,964)	\$ (2,802,774)	\$ 3,005,281	\$ 3,033,481	\$ 3,061,821	\$ 3,090,296
38								
39 Ending Fund Balance	\$ 17,390,640	\$ 2,109,433	\$ 3,851,676	\$ 1,048,902	\$ 4,054,183	\$ 7,087,664	\$ 10,149,485	\$ 13,239,781

**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. Since its inception in 2001, the Wastewater Excise Tax has generated over \$25,000,000 for system expansion and improvement.

FYE 25 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 \$1,470,000 for FYE 25.

Five Year Outlook

Excise tax revenues are projected to be the same in years FYE 25 through FYE 29.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 6,679,569	\$ 4,568,028	\$ 5,100,288	\$ 1,288,042	\$ 854,900	\$ 421,759	\$ (6,011,383)	\$ (5,670,746)
2								
3 Operating Revenues:								
4 Excise Tax - Residential	\$ 876,983	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
5 Excise Tax - Commercial	160,729	300,000	300,000	300,000	300,000	300,000	300,000	300,000
6								
7 Total Operating Revenues	\$ 1,037,712	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
8								
9 Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10								
11 Net Operating Revenue	\$ 1,037,712	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
12								
13 Other Revenues:								
14 Interest Income	\$ 125,492	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
15								
16 Total Other Revenues	\$ 125,492	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
17								
18 Other Expenditures:								
19 Debt Service - 09 SRF	\$ 351,334	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085	\$ 353,085
20 Debt Service - 14 SRF	1,547,556	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	776,279	-
21 Capital Projects	220,595	2,000,000	3,379,105	-	-	6,000,000		
22 Transfer to Maint. Fund	623,000							
23								
24 Total Other Expenditures	\$ 2,742,485	\$ 3,903,141	\$ 5,282,246	\$ 1,903,141	\$ 1,903,141	\$ 7,903,141	\$ 1,129,364	\$ 353,085
25								
26 Net Revenues (Expenditures)	\$ (1,579,281)	\$ (2,433,141)	\$ (3,812,246)	\$ (433,141)	\$ (433,141)	\$ (6,433,141)	\$ 340,636	\$ 1,116,915
27								
28 Ending Fund Balance	\$ 5,100,288	\$ 2,134,886	\$ 1,288,042	\$ 854,900	\$ 421,759	\$ (6,011,383)	\$ (5,670,746)	\$ (4,553,831)

**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.

Sanitation rates, approved by the voters in 2011, are as follows:

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

FYE 25 Budget

Statement of Revenues and Expenditures

Revenues have been estimated at an average growth rate of 1.8% per year with a projected increase of \$1.00/per month for users who desire additional rollout carts.

FYE 25 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.

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 25 ending fund balance is projected to be \$2,188,335, which meets the operations and Capital Reserve requirements discussed above.



## Levelized Rate Policy

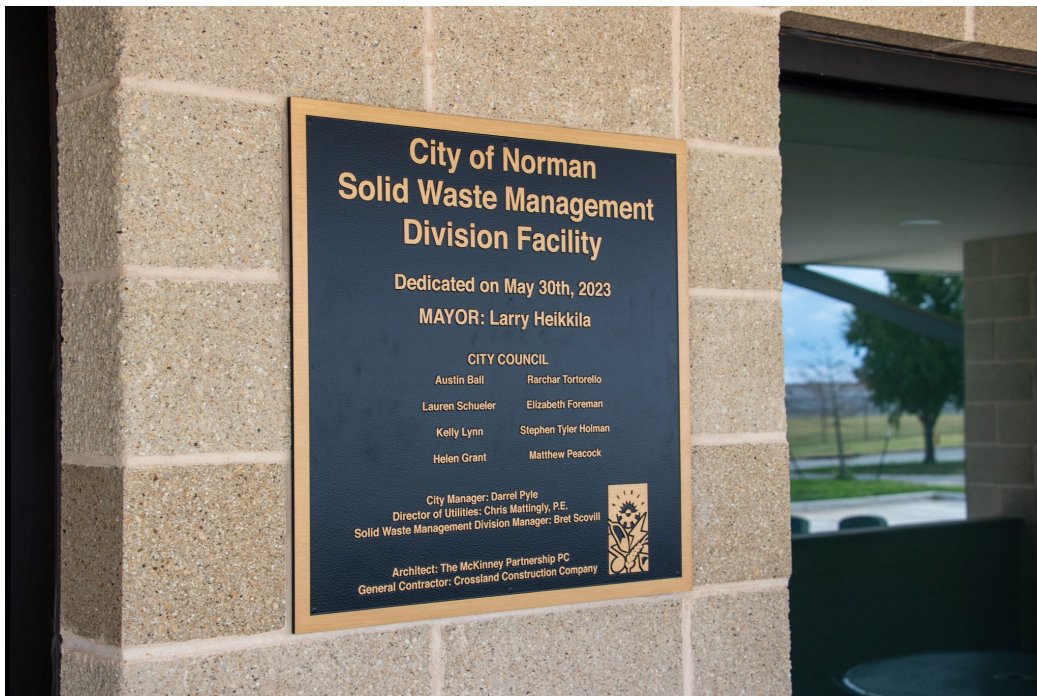
Utility rates should be set at a level to meet the average net income requirements over a five year period without the need for interim adjustments and to meet all reserve requirements at the end of the five-year period.

### Five Year Outlook

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

### Summary

The Sanitation Utility will continue to deliver its level of customer service under the approved rate structure. The Utility will give a high priority to catching up on its backlogged fleet replacement schedules over time.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 14,770,036	\$ 6,386,020	\$ 12,267,716	\$ 4,207,683	\$ 2,188,335	\$ 1,494,022	\$ 710,485	\$ (172,166)
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	\$ 16,961,456	16,114,940	\$ 16,114,940	16,405,009	16,700,299	17,000,904	17,306,920	17,618,445
5 Other Revenue	643,596	230,883	230,883	233,192	235,524	237,879	240,258	242,661
6								
7 Total Operating Revenues	\$ 17,605,052	\$ 16,345,823	\$ 16,345,823	\$ 16,638,201	\$ 16,935,823	\$ 17,238,783	\$ 17,547,178	\$ 17,861,106
8								
9 Operating Expenditures:								
10 Salaries / Benefits	\$ 5,342,427	\$ 4,993,698	\$ 4,886,633	\$ 5,321,631	\$ 5,587,713	\$ 5,867,098	\$ 6,160,453	\$ 6,468,476
11 Supplies / Materials	1,486,253	1,449,065	1,456,454	1,482,365	1,497,189	1,512,161	1,527,283	1,542,556
12 Services / Maintenance	4,354,123	4,922,470	4,927,412	5,193,569	5,245,505	5,297,960	5,350,940	5,404,449
13 Internal Services	1,089,893	1,191,946	1,191,946	1,115,110	1,137,412	1,160,160	1,183,363	1,207,030
14 Cost Allocations	1,899,452	2,116,952	2,116,952	2,239,919	2,262,318	2,284,941	2,307,790	2,330,868
15								
16 Total Operating Expenditures	\$ 14,172,148	\$ 14,674,131	\$ 14,579,397	\$ 15,352,594	\$ 15,730,137	\$ 16,122,320	\$ 16,529,829	\$ 16,953,379
17								
18 Net Operating Revenue	\$ 3,432,904	\$ 1,671,692	\$ 1,766,426	\$ 1,285,607	\$ 1,205,686	\$ 1,116,463	\$ 1,017,349	\$ 907,727
19								
20 Other Revenue:								
21 Interest Income	\$ 256,257	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
23								
24 Total Other Revenue	\$ 256,257	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	\$ 166,433	-	-	-	-	-	-	-
28 Capital Equipment	3,431,514	\$ 3,479,713	\$ 7,088,121	\$ 3,004,955	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
31 Capital Projects	2,593,534	850,000	3,038,338	600,000	-	-	-	-
34								
35 Total Other Expenditures	\$ 6,191,481	\$ 4,329,713	\$ 10,126,459	\$ 3,604,955	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
36								
37 Net Revenues (Expenditures)	\$ (2,502,320)	\$ (2,358,021)	\$ (8,060,033)	\$ (2,019,348)	\$ (694,314)	\$ (783,537)	\$ (882,651)	\$ (992,273)
38								
39 Ending Fund Balance	\$ 12,267,716	\$ 4,027,999	\$ 4,207,683	\$ 2,188,335	\$ 1,494,022	\$ 710,485	\$ (172,166)	\$ (1,164,439)
40								
41 Reserves								
42 Reserve for Operations	\$ 1,133,772	\$ 1,173,930	\$ 1,166,352	\$ 1,228,208	\$ 1,258,411	\$ 1,289,786	\$ 1,322,386	\$ 1,356,270
43 Reserve for Capital	2,480,991	2,551,239	2,480,991	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
44 Reserve (Deficit) Surplus	8,652,953	302,831	560,340	(1,239,873)	(1,964,389)	(2,779,301)	(3,694,552)	(4,720,709)
45								
46 Total Reserves	\$ 12,267,716	\$ 4,027,999	\$ 4,207,683	\$ 2,188,335	\$ 1,494,022	\$ 710,485	\$ (172,166)	\$ (1,164,439)

**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 "stop loss" premiums on insurance for high-dollar employee health and property casualty claims.

Health insurance claims are 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. FYE 25 health claim costs are projected to be \$11,105,284.

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 25 is \$2,143,500.

Unemployment claims are filed with the State and when approved, are then submitted to the City for their response. The FYE 25 estimated cost of unemployment claims is approximately \$22,200.

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.

Through Internal Service charges, City departmental budgets are charged "premiums" for each budgeted employee. These charges to City department budgets are accounted for as revenue in the Risk Management Fund for health insurance, workers' compensation, and unemployment benefits.

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. Reserve levels for health insurance and workers' compensation meet and exceed this targeted level.

FYE 25 Budget

After many years of having inadequate revenues to meet expenses or required reserve levels, the workers' compensation and health insurance reserves are now adequate. Much of the credit for this financial improvement goes to the City's Health Insurance Committee and its consultant, and much credit goes to changes in Oklahoma Workers' Statutes.

Five Year Outlook

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

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

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H	I
	FYE 22 ACTUAL	FYE 23 ADOPTED	FYE 23 ESTIMATED	FYE 24 PRELIMINARY	FYE 24 ADOPTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1 Beginning Fund Balance	\$ 1,973,896	\$ 4,026,963	\$ 674,265	\$ 3,063,135	\$ 3,063,135	\$ 7,306,675	\$ 11,130,763	\$ 14,654,352	\$ 17,858,462
2									
3 Revenues									
4 Int Svs Ch - W/C	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
5 Int Svs Ch - Risk	375,005	500,000	500,000	936,686	936,686	844,398	864,714	885,827	907,775
6 Int Svs Ch - Unemployment	22,437	22,422	22,422	22,422	22,422	22,422	22,646	22,873	23,101
7 Int Svs Ch - Health Ins Prem - City	11,533,742	12,441,191	12,441,191	12,690,015	12,690,015	12,943,816	13,202,692	13,466,746	13,736,081
8 Health Ins Premiums - Employee	2,863,943	2,690,994	2,690,994	2,744,814	2,744,814	2,799,711	2,855,705	2,912,819	2,971,075
9 Health Ins Refunds	515,572	1,458,099	1,458,099	1,487,261	1,487,261	1,517,007	1,547,347	1,578,294	1,609,859
10 Other Revenues	128,469	-	-	-	-	-	-	-	-
11 I/F Transfer - Debt Service	468,293	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
12									
13 Total Revenues	\$ 17,207,461	\$ 19,012,707	\$ 19,012,707	\$ 20,881,199	\$ 20,881,199	\$ 21,127,353	\$ 21,493,104	\$ 21,866,558	\$ 22,247,891
14									
15 Expenditures									
16 Salary / Benefits - Risk	\$ 260,863	\$ 193,788	\$ 263,676	\$ 282,670	\$ 282,670	\$ 296,804	\$ 311,644	\$ 327,226	\$ 343,587
17 Salary / Benefits - Health Ins	74,725	79,802	79,802	100,326	100,326	105,342	110,609	116,140	121,947
18 Services / Maintenance	442,976	530,561	518,673	542,173	542,173	547,595	553,071	558,601	564,187
19 Judgments / Claims	381,880	270,000	270,000	295,000	295,000	320,000	320,000	320,000	320,000
20 Workers' Comp Pymts	946,715	2,143,500	2,144,630	2,143,500	2,143,500	2,229,240	2,318,410	2,411,146	2,507,592
21 Unemployment Claims	11,246	22,200	22,200	22,200	22,200	22,422	22,646	22,873	23,101
22 Health Insurance Claims	14,158,688	11,105,284	11,105,284	11,105,284	11,105,284	11,549,495	12,011,475	12,491,934	12,991,612
23 Health Insurance Fees	2,181,264	2,146,506	2,146,506	2,146,506	2,146,506	2,232,366	2,321,661	2,414,527	2,511,108
24 I/F Transfer - General Fd	47,446	-	73,066	-	-	-	-	-	-
25 Audit Accruals / Adjustments	1,289	-	-	-	-	-	-	-	-
26									
27 Total Expenditures	\$ 18,507,092	\$ 16,491,641	\$ 16,623,837	\$ 16,637,659	\$ 16,637,659	\$ 17,303,264	\$ 17,969,516	\$ 18,662,447	\$ 19,383,135
28									
29 Net Difference	\$ (1,299,631)	\$ 2,521,066	\$ 2,388,870	\$ 4,243,540	\$ 4,243,540	\$ 3,824,089	\$ 3,523,588	\$ 3,204,111	\$ 2,864,757
30									
31 Ending Fund Balance	\$ 674,265	\$ 6,548,029	\$ 3,063,135	\$ 7,306,675	\$ 7,306,675	\$ 11,130,763	\$ 14,654,352	\$ 17,858,462	\$ 20,723,219
32	=====	=====	=====	=====	=====	=====	=====	=====	=====
33 Reserves:									
34 Reserved for Health Insurance	\$ (800,629)	\$ 6,900,632	\$ 2,458,064	\$ 6,028,039	\$ 6,028,039	\$ 9,401,367	\$ 12,563,365	\$ 15,498,622	\$ 18,190,970
35 Reserved for Unemployment	46,026	36,042	46,248	46,470	46,470	46,470	46,470	46,470	46,470
36 Reserved for W/C/Claims/Judgment:	1,179,603	(269,832)	664,973	1,226,473	1,226,473	1,677,233	2,038,823	2,307,677	2,480,086
37 Reserved for Risk Mgmt	249,265	(118,813)	(106,150)	5,693	5,693	5,693	5,693	5,693	5,693
38									
39 Total Reserves	\$ 674,265	\$ 6,548,029	\$ 3,063,135	\$ 7,306,675	\$ 7,306,675	\$ 11,130,763	\$ 14,654,352	\$ 17,858,462	\$ 20,723,219
40	=====	=====	=====	=====	=====	=====	=====	=====	=====
41 Targeted Reserves:									
42 Reserve for Health Insurance	\$ 2,359,781	\$ 1,850,881	\$ 1,850,881	\$ 1,850,881	\$ 1,850,881	\$ 1,924,916	\$ 2,001,913	\$ 2,081,989	\$ 2,165,269
43 Reserve for Workers Comp	157,786	357,250	357,438	357,250	357,250	371,540	386,402	401,858	417,932
44									
45 Total Targeted Reserves	\$ 2,517,567	\$ 2,208,131	\$ 2,208,319	\$ 2,208,131	\$ 2,208,131	\$ 2,296,456	\$ 2,388,314	\$ 2,483,847	\$ 2,583,201
	=====	=====	=====	=====	=====	=====	=====	=====	=====

**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) 2025-2029. 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 and their funding are approved by City Council. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2025-2029 document.

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:

Information Technology Infrastructure:	5%
General Maintenance of Existing Facilities:	7%
General Contingency:	5%
Capital Outlay:	27%
Street Maintenance:	20%
Capital Projects:	Balance or 36%

The Capital Fund also includes funding for the following positions that provide support to capital projects: 2 CIP Engineers, 1 Traffic Engineer, 2 Capital Project Managers, a Staff Engineer, 25% of an Engineering Assistant, 25% of the Storm Water Program Manager, 70% of a Park Planner I, 50% of a Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of a Utility Coordinator, and 15% of a Facility Maintenance Supervisor.

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



## CITY OF NORMAN

years. Expenses are generally one-time and occur within a single budget year. Examples include the purchase of vehicles and equipment.

On April 6, 2021, the voters of Norman re-authorized a general obligation bond issue for street resurfacing and improvements city wide. This was the 4th renewal of the five-year G.O. Bond program by the voters, based on maintaining the same average property tax levy to repay the bonds. A total of approximately \$27,000,000 in projects will be paid for by these bonds over five years, in the following types:

- 46% - Concrete street panel replacement and improvement
- 20% - Asphalt street resurfacing and improvement
- 15% - Major road reconstruction projects
- 12% - Rural road paving and improvement
- 7% - Preventative Maintenance

On October 10, 2023, the voters of Norman approved a 10 year, \$50 million general obligation bond issue that will fund 6 bridge replacements, 4 major bridge maintenance and rehabilitation projects, and contingency funding for maintenance of the city's 80 bridges and 300 culvert crossings.

### FYE 25 Budget

The FYE 25 Budget shows total projected resources available of \$70,219,448, including beginning fund balance of \$26,006,915 and total expenditures projected at \$32,010,678 with an ending fund balance of \$38,208,770. Sales tax is projected at a 2% increase from FYE 24 estimated revenue, and an average 2% growth rate in years FYE 26 through FYE 29. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2025 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2025 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 2025-2029 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.

CITY OF NORMAN

Below is a list of Capital Projects and their associated operating impact.

<b>FYE 2025 projects</b>			
<b>Project Title</b>	<b>Project Category</b>	<b>Operating Impact</b>	
Alley Repair Program	Street Maintenance	Positive	Reduce maintenance costs
Asphalt Pavement Maintenance	Street Maintenance	Negligible	Reduce maintenance costs
Concrete Pavement Maintenance	Street Maintenance	Negligible	Reduce maintenance costs
Crack Seal	Street Maintenance	Positive	Reduce maintenance costs
Sports Field Relighting	Parks and Recreation	Negligible	Conversion to LED extends lighting lifespan
Building Maintenance - Roofs	Facility Maintenance	Positive	Proactively address roof repairs
Building Maintenance - HVAC	Facility Maintenance	Positive	Extend Facility HVAC lifecycle
HVAC Automation	Facility Maintenance	Positive	Reduce down time and extend life of equipment
Capital Plumbing Replacement	Facility Maintenance	Positive	proactively address repairs and increase efficiency.
Wayfinding	Transportation	Negative	\$3,000 per year for sign maintenance
Driveway Repair Program	Transportation	Positive	Will improve pedestrian, driveway access and safety
Horizontal Saw-Cut Program	Transportation	Positive	Will improve pedestrian and public safety
Traffic Calming	Traffic	Negative	\$3,000 per year for sign and pavement maintenance
Sidewalk Accessibility	Transportation	Positive	Will improve pedestrian and public safety
Sidewalk Schools and Arterials	Transportation	Positive	Will improve pedestrian and public safety
Sidewalks and Trails	Transportation	Positive	Will improve pedestrian and public safety
Citywide Sidewalk Reconstruction	Transportation	Positive	Will improve pedestrian and public safety
Downtown Area Sidewalks/Curbs	Transportation	Positive	Will improve pedestrian and public safety
Drainage Projects	Stormwater	Positive	Reduced employee services, materials, and equipment cost
Drainage Rehabilitation	Stormwater	Positive	updated service results in overall decrease expenditure
Force Account Drainage	Stormwater	Positive	Reduces employee services, materials, and equipment cost
Imhoffe Creek Stabilization	Stormwater	Positive	reduce loss of property and reduce maintenance
Lake Thunderbird TMDL Compliance	Stormwater	Positive	As lake quality improves, drinking water quality will improve
36th Ave NW & Tecumseh Rd	Transportation	Negative	\$5,000 per year for electricity and preventive maintenance
Rock Creek Rd - Grandview to 36th	Transportation	Negative	\$5,000 per year for electricity and preventive maintenance
Lindsey St. Ph. 2 - Pickard to Elm	Transportation/Bond	Negative	\$5,000 per year for electricity and preventive maintenance
36th Ave SE - Cedar Lane Rd/ to SH9	Transportation/Bond	Negative	\$5,000 per year for electricity and preventive maintenance
36th NW Phase 3 Indian Hills to Moore	Transportation/Bond	Negative	\$5,000 per year for electricity and preventive maintenance
Cedar Lane - E of 24th to 36th SE	Transportation/Bond	Negative	\$5,000 per year for electricity and preventive maintenance

Summary

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

CITY OF NORMAN

**CAPITAL IMPROVEMENTS FUND (50)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 67,372,713	\$ 25,614,314	\$ 86,069,956	\$ 26,006,915	\$ 38,208,770	\$ 31,303,467	\$ 30,107,602	\$ 32,390,981
2								
3 Revenues:								
4 Sales Tax	\$ 16,887,357	\$ 17,169,150	\$ 17,169,150	\$ 17,512,533	\$ 17,862,784	\$ 18,220,039	\$ 18,584,440	\$ 18,956,129
5 Interest/Investment Income	495,455	400,000	400,000	400,000	400,000	400,000	400,000	400,000
6 GO Bond Interest Income	1,131,172	300,000	300,000	300,000	300,000	300,000	300,000	300,000
7 Donations/Other	66,176	-	-	-	-	-	-	-
8								
9 Subtotal	\$ 18,580,160	\$ 17,869,150	\$ 17,869,150	\$ 18,212,533	\$ 18,562,784	\$ 18,920,039	\$ 19,284,440	\$ 19,656,129
11 I/F Transf - Special Grants Fund	859,102		-					
12 I/F Transf - General Fund	164,901	1,391,635	1,391,635					
16 I/F Transf - Transit & Parking Fund	180,000		-					
17 Bond Proceeds	39,500,000	-	16,000,000	26,000,000	-	-	-	-
18								
19 Total Revenue	\$ 59,284,163	\$ 19,260,785	\$ 35,260,785	\$ 44,212,533	\$ 18,562,784	\$ 18,920,039	\$ 19,284,440	\$ 19,656,129
20								
21 Expenditures:								
22 Salary and Benefits	\$ 1,410,498	\$ 1,311,545	\$ 1,418,610	\$ 1,295,180	\$ 1,359,939	\$ 1,427,936	\$ 1,499,333	\$ 1,574,299
23 Services and Maintenance	2,211	16,877	16,877	23,552	23,788	24,025	24,266	24,508
24 Capital Outlay (Transfer)	4,097,763	4,635,671	11,948,898	4,255,378	4,822,952	4,919,411	5,017,799	5,118,155
25 Street Maintenance	3,075,933	2,302,877	3,282,412	2,852,877	3,320,357	2,302,877	2,302,877	2,302,877
26 Capital Projects (See Detail)	7,791,760	6,940,585	33,882,574	6,599,520	4,640,033	4,005,000	3,595,000	3,845,000
27 Maintenance of Facilities	265,437	819,086	984,308	2,100,877	-	-	-	-
29 New Bond Projects - 15 - 2012 Vote	973,714		-					
30 New Bond Projects - 18 - ERP	223,893		737,659					
31 New Bond Projects - 19A - 2016 Vote	4,764,771		-					
32 New Bond Projects - 19B - 2019 Vote	3,120,007		11,275,622					
33 New Bond Projects - 20A - 2008 Vote	4,771,074		1,413,710					
34 New Bond Projects - 21 - 2021 Vote	3,202,008	5,009,718	6,064,481	2,210,192		-	-	-
35 New Bond Projects - 23A - 2019 Vote		7,184,742	20,066,089	6,695,159	10,679,657	7,167,017	4,396,865	1,353,778
36 New Bond Projects - 23B - 2021 Vote		257,467	3,523,400	3,286,662				
37 New Bond Projects - 24A - 2023 Vote				2,465,016				
38 Bond Issue Cost	892,514	-	-	-	-	-	-	-
39 Debt Service	-	-	71,693	-	-	-	-	-
40 Audit Accruals/Adj/Encumbrances	(78,682)	-	-	-	-	-	-	-
41								
42 Subtotal	\$ 34,512,901	\$ 28,478,568	\$ 94,686,333	\$ 31,784,413	\$ 24,846,725	\$ 19,846,266	\$ 16,836,139	\$ 14,218,617
43 I/F Transf - GF (Storm Water Drainage Labor)	81,034	85,085	85,085	89,340	93,807	98,497	103,422	108,593
44 I/F Transf - Special Grant Fund	5,701,588	-	-	-	-	-	-	-
45 I/F Transf - PSST Fund	-	-	476,511	70,739	466,055	109,641	-	-
47 I/F Transf - Westwood - Golf	291,397	75,897	75,897	66,186	61,500	61,500	61,500	61,500
49								
50 Total Expenditures	\$ 40,586,920	\$ 28,639,550	\$ 95,323,826	\$ 32,010,678	\$ 25,468,087	\$ 20,115,904	\$ 17,001,061	\$ 14,388,710
51								
52 Net Difference	\$ 18,697,243	\$ (9,378,765)	\$ (60,063,041)	\$ 12,201,855	\$ (6,905,303)	\$ (1,195,865)	\$ 2,283,379	\$ 5,267,418
53								
54 Ending Fund Balance	\$ 86,069,956	\$ 16,235,549	\$ 26,006,915	\$ 38,208,770	\$ 31,303,467	\$ 30,107,602	\$ 32,390,981	\$ 37,658,400
55								
56 Reserves:								
57 General Contingency	1,182,115	858,458	1,201,841	875,627	893,139	911,002	929,222	947,806
61 Reserve for Bond Proceeds - 19B - 2019 Vote	11,275,622	-	-	-	-	-	-	-
62 Reserve for Bond Proceeds - 20A - 2008 Vote	1,413,710	-	-	-	-	-	-	-
63 Reserve for Bond Proceeds - 21 - 2021 Vote	10,625,706	-	2,210,192	-	-	-	-	-
64 Reserve for Bond Proceeds - 23A - 2019 Vote	26,463,281	5,276,616	6,397,192	25,702,033	15,022,376	7,855,359	3,458,494	2,104,716
65 Reserve for Bond Proceeds - 23B - 2021 Vote	13,728,400	13,242,533	10,205,000	6,918,338	6,918,338	6,918,338	6,918,338	6,918,338
66 Reserve for Bond Proceeds - 24A - 2023 Vote	-		16,000,000	13,534,984	13,534,984	13,534,984	13,534,984	13,534,984
Reserve for Bond Proceeds - 24B - 2023 Vote				26,000,000	26,000,000	26,000,000	26,000,000	26,000,000
67 Reserve for Encumbrances	13,682,824	-	-	-	-	-	-	-
68 Available for New Projects	7,698,298	(3,142,058)	(10,007,310)	(34,822,212)	(31,065,370)	(25,112,081)	(18,450,057)	(11,847,444)
69								
70 Total Reserves	\$ 86,069,956	\$ 16,235,549	\$ 26,006,915	\$ 38,208,770	\$ 31,303,467	\$ 30,107,602	\$ 32,390,981	\$ 37,658,400

**NORMAN FORWARD SALES TAX CAPITAL FUND  
BUDGET  
HIGHLIGHTS**

Background

NORMAN FORWARD is a citizen-initiative to renovate, expand, construct and fund Quality of Life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes and other quality of life projects throughout Norman.

On October 13, 2015, the voters of Norman voted on and approved a one half of one percent (1/2%) 15-year temporary sales tax increase to fund Norman Forward Quality of Life Projects. The tax was effective January 1, 2016.

A \$43,160,000 revenue note was approved through the Norman Municipal Authority in December 2015 for the financing of these projects, and a second financing, for \$30,950,000 was completed in June, 2017.

Some of the projects include:

- New Central and Eastside Branch Libraries
- James Garner Avenue Extension
- Westwood (Outdoor) Pool Reconstruction
- Westwood Tennis Center Renovation
- Reaves Park Baseball Complex Renovation
- Griffin Park Land Purchase
- Griffin Park Soccer Complex Reconstruction
- New Football and Softball Complex
- Neighborhood Park/Trail Development
- Community Park Development
- Canadian River Trails Park Development
- Road and Infrastructure Improvements
- Senior Citizens Center
- Young Family Athletic Center

Other authorized NORMAN FORWARD expenditures could include public art, maintenance and support personnel.

FYE 25 Budget

In FYE 25, \$15,309,932 in revenue is projected. Expenditures of \$10,867,827 are projected with the majority going towards debt service. Neighborhood park improvements, road and infrastructure improvements, and other Norman Forward projects are slated for FYE 2025.



CITY OF NORMAN

**NORMAN FORWARD SALES TAX CAPITAL FUND (51)  
STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 62,575,441	\$ 610,037	\$ 18,323,562	\$ 1,287,576	\$ 5,729,680	\$ 10,554,092	\$ 14,937,034	\$ 19,270,230
2								
3 Revenues:								
4 Sales Tax Revenue	12,062,398	12,675,272	12,675,272	12,928,778	13,187,353	13,451,100	13,720,122	13,994,525
5 Use Tax Revenue	1,928,453	1,890,533	1,890,533	1,966,154	2,044,800	2,126,592	2,211,656	2,300,122
6 Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7 Interest Income	881,695	-	-	-	-	-	-	-
8 Donations/Other	2,473,314	2,678,295	2,678,295	400,000	400,000	400,000	400,000	400,000
9								
10 Subtotal	\$ 17,345,860	\$ 17,259,100	\$ 17,259,100	\$ 15,309,932	\$ 15,647,154	\$ 15,992,693	\$ 16,346,779	\$ 16,709,647
11								
12 I/F Transf - General Fund	1,197,277	-	-	-	-	-	-	-
15								
16 Subtotal	\$ 1,197,277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17								
18 Total Revenue	\$ 18,543,137	\$ 17,259,100	\$ 17,259,100	\$ 15,309,932	\$ 15,647,154	\$ 15,992,693	\$ 16,346,779	\$ 16,709,647
19								
20 Expenditures:								
21 Audit Adjustments/Encumbrances	161,510	-	-	-	-	-	-	-
22 Services and Maintenance	246,243	-	78,389	-	-	-	-	-
23 Capital Projects - Pay Go	23,272,817	4,254,415	21,834,836	730,000	730,000	730,000	680,000	780,000
24 Capital Projects - 2017 Bonds	5,220,084	-	-	-	-	-	-	-
25 Capital Projects - 2020 Bonds	21,968,594	788,352	2,369,953	-	-	-	-	-
26 Capital Projects - 2021 Room Tax Bds	2,683,864	-	-	-	-	-	-	-
27 Debt Service - 2015 Bonds	4,005,473	5,250,613	5,250,613	5,986,289	6,189,326	6,176,172	6,146,842	5,829,895
28 Debt Service - 2017 Bonds	2,626,262	2,577,300	2,577,300	2,529,300	2,481,300	3,228,500	3,461,300	3,983,300
29 Debt Service - 2020 Bonds	2,211,600	1,770,998	1,770,998	1,194,091	978,061	1,014,321	1,247,145	1,327,680
30 I/F Transf - General Fund-East Library	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
31 I/F Transf - General Fund-Central Library	124,246	130,459	130,459	136,981	143,831	151,022	158,573	166,502
32 I/F Transf - General Fund-Ruby Grant Park	164,323	172,539	172,539	181,166	190,224	199,736	209,722	220,208
33 I/F Transf - Westwood Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
34								
35 Total Expenditures	\$ 62,795,016	\$ 15,054,676	\$ 34,295,087	\$ 10,867,827	\$ 10,822,742	\$ 11,609,751	\$ 12,013,582	\$ 12,417,585
36								
37 Net Difference	\$(44,251,879)	\$ 2,204,425	\$(17,035,986)	\$ 4,442,105	\$ 4,824,412	\$ 4,382,942	\$ 4,333,196	\$ 4,292,062
38								
39 Ending Fund Balance	\$ 18,323,562	\$ 2,814,461	\$ 1,287,576	\$ 5,729,680	\$ 10,554,092	\$ 14,937,034	\$ 19,270,230	\$ 23,562,292
40								
41 Reserves:								
42 General Contingency	844,368	887,269	887,269	905,014	923,115	941,577	960,409	979,617
44 Reserve for Bond Proceeds - 2020 Bonds	2,369,953	(4,057,266)	-	-	-	-	-	-
46 Available for Pay-Go Projects	15,109,241	5,984,458	400,307	4,824,666	9,630,977	13,995,457	18,309,821	22,582,675
47								
48 Total Reserves	\$ 18,323,562	\$ 2,814,461	\$ 1,287,576	\$ 5,729,680	\$ 10,554,092	\$ 14,937,034	\$ 19,270,230	\$ 23,562,292

**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, Ruby Grant, and Legacy Park. There are an additional 57 neighborhood parks.

FYE 25 Budget

There are revenues of \$95,000 estimated in FYE 25, which include fees of \$85,000.

There is a fund balance of \$316,518 projected at the end of FYE 25 that may be utilized for the purposes discussed in the Park Land Ordinance.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 792,355	\$ 504,558	\$ 853,282	\$ 221,518	\$ 316,518	\$ 411,518	\$ 506,518	\$ 601,518
2								
3 Revenues								
4 Interest/Investment Income	\$ 15,543	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
5 Community Park Fees	24,150	50,000	50,000	50,000	50,000	50,000	50,000	50,000
6 Neighborhood Park Fees	14,850	35,000	35,000	35,000	35,000	35,000	35,000	35,000
7 In-Lieu of/Other	5,494	-	-	-	-	-	-	-
9								
10 Total Revenue	\$ 60,037	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
11								
12 Expenditures								
13 Community Park Projects	\$ -	\$ 300,000	\$ 688,022	\$ -	\$ -	\$ -	\$ -	\$ -
14 Neighborhood Park Projects	-	-	38,742	-	-	-	-	-
21 Audit Accruals/Adjustments	(890)	-	-	-	-	-	-	-
22								
23 Total Expenditures	\$ (890)	\$ 300,000	\$ 726,764	\$ -	\$ -	\$ -	\$ -	\$ -
24								
25 Net Difference	\$ 60,927	\$ (205,000)	\$ (631,764)	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
26								
27 Ending Fund Balance	\$ 853,282	\$ 299,558	\$ 221,518	\$ 316,518	\$ 411,518	\$ 506,518	\$ 601,518	\$ 696,518
28								
29 Reserves								
30 Reserve for Community Parks	\$ 113,340	\$ (110,810)	\$ (524,682)	\$ (474,682)	\$ (424,682)	\$ (374,682)	\$ (324,682)	\$ (274,682)
31 Reserve for Neighborhood Parks	1,425,180	1,097,533	1,421,438	1,456,438	1,491,438	1,526,438	1,561,438	1,596,438
32 Reserve for Park Land	(685,238)	(687,165)	(675,238)	(665,238)	(655,238)	(645,238)	(635,238)	(625,238)
33								
34 Total Reserves	\$ 853,282	\$ 299,558	\$ 221,518	\$ 316,518	\$ 411,518	\$ 506,518	\$ 601,518	\$ 696,518

**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; construction of an overpass of Interstate 35 at Rock Creek Road; and economic development incentives designed to attract quality jobs and higher-end retail establishments to the UNP Development. The majority of the infrastructure and park projects have been completed.

FYE 25 Budget

The Council approved the formation of the University North Park Business Improvement District (UNP BID) on July 8, 2014 (Resolution 1415-11). The BID collects assessments from property owners in the UNP development, which are matched by City TIF funds, together totaling \$200,000 per year. These allocations are for the purpose of providing for the maintenance of Legacy Park, including park trails and greenways throughout the UNP development. BID proceeds may also be used for landscape and lighting plans, and for the design and/or construction of a decorative entryway into the UNP development. The first entryway sign project was completed in FYE 2018. The FYE 2025 budget includes \$200,000 from BID assessments and \$148,256 in City TIF funds for these maintenance expenses.

Beginning in Fiscal Year 2020, sales taxes earned in the UNP TIF District will no longer be apportioned to the UNP TIF fund. No property tax revenues are projected to be apportioned to the UNP TIF Fund in FYE 2024. Council passed an Ordinance and other actions (Ordinance O-1920-24; accompanied by Contract K-1920-82 and Resolution 1920-63) to amend the UNP TIF Project Plan to enact the end of this sales tax apportionment and deposit the full sales tax collections into the General Fund and Capital Fund.



CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 10,535,206	\$ 5,462,042	\$ 10,860,713	\$ 5,866,167	\$ 5,941,911	\$ 5,965,911	\$ 5,989,911	\$ 6,013,911
2								
3 Revenues								
4 Interest Income	\$ 334,392	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
5 Misc Income	10,644	-	-	-	-	-	-	-
6 BID Assessment Receipts	189,356	200,000	200,000	200,000	-	-	-	-
7								
8 Total Revenue	\$ 534,392	\$ 224,000	\$ 224,000	\$ 224,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
9								
10 Expenditures								
11 Services /Maintenance	\$ 4,610	\$ 11,371	\$ 11,371	\$ 11,371	\$ -	\$ -	\$ -	\$ -
12 BID Expenses	104,141	136,885	289,872	136,885	-	-	-	-
13 Capital Projects	100,134	-	4,917,303	-	-	-	-	-
16								
17 Total Expenditures	\$ 208,885	\$ 148,256	\$ 5,218,546	\$ 148,256	\$ -	\$ -	\$ -	\$ -
18								
19 Net Difference	\$ 325,507	\$ 75,744	\$ (4,994,546)	\$ 75,744	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
20								
21 Ending Fund Balance	\$ 10,860,713	\$ 5,537,786	\$ 5,866,167	\$ 5,941,911	\$ 5,965,911	\$ 5,989,911	\$ 6,013,911	\$ 6,037,911
22								
23 Reserves								
24 Reserved for BID	\$ 676,320	\$ 585,864	\$ 586,448	\$ 649,563	\$ 649,563	\$ 649,563	\$ 649,563	\$ 649,563
26 Unreserved	10,184,393	4,951,922	5,279,719	5,292,348	5,316,348	5,340,348	5,364,348	5,388,348
27								
28 Total Reserves	\$ 10,860,713	\$ 5,537,786	\$ 5,866,167	\$ 5,941,911	\$ 5,965,911	\$ 5,989,911	\$ 6,013,911	\$ 6,037,911

**CENTER CITY TIF FUND  
BUDGET  
HIGHLIGHTS**

Background

The CCFBC was adopted by the City Council on May 23, 2017 to codify the goals and objectives of the Center City Vision. The City Council adopted the Norman Center City Project Plan and Tax Increment Finance District No. 3 on December 19, 2017 (O-1718-27), for the purpose of stimulating the development contemplated by the Center City Form-based Code (CCFBC), and promoting smart development practices in the Center City area. The CCFBC consists of infill and new development with residential, multi-family residential, urban mixed-use, and improved streets, streetscapes, public improvements, connectivity, and pedestrian accessibility in the Center City area.

The project plan authorizes \$44,000,000 in project costs for public infrastructure, and an additional \$3,400,000 in project costs for contingencies and implementation/administration costs. The project plan authorizes 90 percent of the incremental tax revenue generated from increases in property taxes resulting from new private investment in the Increment District to be used to pay authorized project costs.

FYE 25 Budget

The FYE 25 Budget shows a beginning fund balance of \$3,882,324 and projected property tax revenues of \$1,470,414. No expenditures are projected for FYE 25.



CITY OF NORMAN

**CENTER CITY TIF FUND (58)**  
**STATEMENT OF REVENUES AND EXPENDITURES**

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 891,421	\$ 2,207,281	\$ 2,685,064	\$ 3,882,324	\$ 5,354,738	\$ 6,885,969	\$ 8,478,370	\$ 10,134,386
2								
3 Revenues								
4 Property Tax	\$ 1,767,205	\$ 1,470,414	\$ 1,413,860	\$ 1,470,414	\$ 1,529,231	\$ 1,590,400	\$ 1,654,016	\$ 1,720,177
6 Interest Income	26,438	2,000	2,000	2,000	2,000	2,000	2,000	2,000
12								
13 Subtotal	\$ 1,793,643	\$ 1,472,414	\$ 1,415,860	\$ 1,472,414	\$ 1,531,231	\$ 1,592,400	\$ 1,656,016	\$ 1,722,177
17								
18 Total Revenue	\$ 1,793,643	\$ 1,472,414	\$ 1,415,860	\$ 1,472,414	\$ 1,531,231	\$ 1,592,400	\$ 1,656,016	\$ 1,722,177
19								
20 Expenditures								
21 Capital Projects	\$ -	\$ -	\$ 218,600	\$ -	\$ -	\$ -	\$ -	\$ -
24								
25 Total Expenditures	\$ -	\$ -	\$ 218,600	\$ -	\$ -	\$ -	\$ -	\$ -
26								
27 Net Difference	\$ 1,793,643	\$ 1,472,414	\$ 1,197,260	\$ 1,472,414	\$ 1,531,231	\$ 1,592,400	\$ 1,656,016	\$ 1,722,177
28								
29 Ending Fund Balance	\$ 2,685,064	\$ 3,679,695	\$ 3,882,324	\$ 5,354,738	\$ 6,885,969	\$ 8,478,370	\$ 10,134,386	\$ 11,856,563
30								
31 Reserves								
33 Unreserved	2,685,064	3,679,695	3,882,324	5,354,738	6,885,969	8,478,370	10,134,386	11,856,563
34								
35 Total Reserves	\$ 2,685,064	\$ 3,679,695	\$ 3,882,324	\$ 5,354,738	\$ 6,885,969	\$ 8,478,370	\$ 10,134,386	\$ 11,856,563

**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, 2023, including debt to be paid by City-operated enterprises.

<b>General Government Debt</b>	<b>Final Maturity</b>	<b>Outstanding Balance</b>	<b>Interest Rate</b>
Combined Purpose Bonds of 2012D	Dec. 1, 2032	10,555,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	14,230,000	0.5% - 4%
Combined Purpose Bonds of 2016A	July 1, 2027	2,320,000	4.0% -5.0%
Combined Purpose Bonds of 2019B	June 1, 2039	16,850,000	2.0% - 3.0%
Combined Purpose Bonds of 2020A	August 1, 2040	10,660,000	2.0%-2.125%
Combined Purpose Bonds of 2021	June 21, 2026	10,125,000	0.25%-1.5%
Combined Purpose Bonds of 2023A	May 1, 2043	26,000,000	3% - 4%
Combined Purpose Bonds of 2021	May 1, 2028	<u>13,500,000</u>	3% - 4%
Total		\$ 104,240,000	

**CITY OF NORMAN**

<b>Enterprise Fund Debt</b>	<b>Maturity</b>	<b>Balance</b>	<b>Rate</b>
Clean Water OWRB SRF Note	March 15, 2031	2,530,731	2.91%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	16,172,475	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	4,970,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	9,065,000	2.33%
NMA Sales Tax Revenue Note, Series 2015B	Jan. 1, 2029	32,295,000	2.98%
NUA Utility Revenue Note, Series 2016	Sept. 1, 2030	5,285,000	2.23%
NMA Sales Tax Revenue Note, Series 2017	July 1, 2030	24,450,000	3%
NMA Sales Tax Revenue Note, Series 2020	July 1, 2031	18,700,000	2.29%
Drinking Water OWRB SRF Note	Oct. 1, 2039	25,455,567	2.82%
Drinking Water OWRB Note	Oct. 1, 2038	10,430,000	3.2% - 5.2%
NMA Hotel/Motel Revenue Note, Series 2021	Sept. 1, 2031	<u>3,375,000</u>	1.89%
<b>Total</b>		<b>\$152,728,773</b>	

**Grand Total** **\$256,968,773**

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			(3) COVERAGE RATIO	
			DEBT SERVICE PRINCIPAL	INTEREST	TOTAL		
2014	31,562	17,096	14,466	3,150	1,709	4,859	2.98
2015	32,212	14,381	17,831	4,447	2,544	6,991	2.55
2016	37,308	11,657	25,651	6,508	1,287	7,795	3.29
2017	33,834	18,055	15,779	5,943	1,053	6,996	2.26
2018	34,050	17,747	16,303	5,508	1,262	6,770	2.41
2019	35,355	6,402	28,953	5,631	2,156	7,787	3.72
2020	35,946	18,177	17,769	7,296	2,389	9,685	1.83
2021	39,647	21,199	18,448	7,409	2,239	9,648	1.91
2022	37,433	24,521	12,912	7,143	2,366	9,509	1.36
2023	40,365	23,927	16,438	7,104	2,551	9,655	1.70

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

Source: City of Norman, 2023 Comprehensive Annual Financial Report, p. 124



CITY OF NORMAN

General Government debt is retired with revenues from annual property tax levies unless specific revenue from other sources is dedicated, to the extent available, for debt service. The City’s ability to repay this debt is judged on the basis of a combination of factors, including legal debt margin, economic characteristics, governmental organizations, and financial performance. The City’s debt capacity is established by Section 26 and 27, Article X of the Oklahoma Constitution. Section 26 limits bonds issued for road or bridge improvements to ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City. Section 27 authorizes cities and towns to issue bonds for utilities, broadly defined as anything other than roads and bridges, used by the public. Although the amount of bonds issued under this provision is not specifically limited, debt exceeding 30% of the net assessed valuation would generally affect marketability of the bonds.

Legal Debt Margin - June 30, 2023 (in thousands)

Assessed Valuation:		
Net Assessed Value		\$1,296,635
Section 26 limitation:		
10% of net assessed value	\$ 129,664	
Section 27 limitation:		
30% of net assessed value		\$388,991
Debt applicable to limitation:		
Total general bonded debt	\$ 104,240	
Less amount available for payment	<u>(4,282)</u>	
Total debt applicable to limitation	<u>\$ 99,958</u>	
Legal debt margin		\$289,033

Source: City of Norman, 2023 Comprehensive Annual Financial Report, p. 123

**FYE 25 Budget**

The Norman Utilities Authority Water and Wastewater Division’s revenues service the two revenue issues, while the Norman Municipal Authority revenues service the ERP and Public Safety revenue issues. Norman Forward Sales Tax Notes issued by the Norman Municipal Authority are serviced by Norman Forward Sales Tax Revenues.

In October, 2023, a \$50 million G.O. Bond referendum was approved by voters to rehab and replace multiple Norman bridges, which caused a significant increase in debt service payments for FYE 25 and beyond.

CITY OF NORMAN

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

	A	B	C	D	E	F	G	H
	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED	FYE 29 PROJECTED
1 Beginning Fund Balance	\$ 6,633,474	\$ 6,658,474	\$ 4,369,409	\$ 3,052,159	\$ 2,455,319	\$ 2,455,319	\$ 2,455,319	\$ 2,455,319
2								
3 Revenues:								
4 Property Tax	\$ 7,883,177	\$ 10,174,096	\$ 10,174,096	\$ 16,059,496	\$ 16,747,232	\$ 13,032,653	\$ 12,370,396	\$ 8,681,280
5 Interest/Investment Income	131,603	25,000	25,000	25,000	25,000	25,000	25,000	25,000
7								
8 Subtotal	\$ 8,014,780	\$ 10,199,096	\$ 10,199,096	\$ 16,084,496	\$ 16,772,232	\$ 13,057,653	\$ 12,395,396	\$ 8,706,280
11								
12 Total Revenue	\$ 8,014,780	\$ 10,199,096	\$ 10,199,096	\$ 16,084,496	\$ 16,772,232	\$ 13,057,653	\$ 12,395,396	\$ 8,706,280
13								
14 Expenditures								
15 Principal Payments	\$ 8,050,000	\$ 8,050,000	\$ 8,050,000	\$ 12,785,000	\$ 13,205,000	\$ 9,825,000	\$ 9,460,000	\$ 6,085,000
16 Interest Payments	1,760,633	2,961,346	2,961,346	3,391,336	3,062,232	2,727,653	2,430,396	2,116,280
17 Agents Fees	3,750	5,000	5,000	5,000	5,000	5,000	5,000	5,000
19 Audit Accruals/Adjustments	(3,831)	-	-	-	-	-	-	-
20								
21 Subtotal	\$ 9,810,552	\$ 11,016,346	\$ 11,016,346	\$ 16,181,336	\$ 16,272,232	\$ 12,557,653	\$ 11,895,396	\$ 8,206,280
22 IF Transf - Insurance	468,293	500,000	500,000	500,000	500,000	500,000	500,000	500,000
24								
25 Total Expenditures	\$ 10,278,845	\$ 11,516,346	\$ 11,516,346	\$ 16,681,336	\$ 16,772,232	\$ 13,057,653	\$ 12,395,396	\$ 8,706,280
26								
27 Net Difference	\$ (2,264,065)	\$ (1,317,250)	\$ (1,317,250)	\$ (596,840)	\$ -	\$ -	\$ -	\$ -
28								
29 Ending Fund Balance	\$ 4,369,409	\$ 5,341,224	\$ 3,052,159	\$ 2,455,319	\$ 2,455,319	\$ 2,455,319	\$ 2,455,319	\$ 2,455,319

**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 25 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, 2024, the Plan included 4 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 14% 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.







WARNER BROS. PRESENTS

JAMES GARNER · EDMOND O'BRIEN in "UP PERISCOPE"

WARNERSCOPE<sup>®</sup> TECHNICALOR<sup>®</sup>

Produced by AUBREY SCHENKA  
Directed by GORDON DOUGLAS

59/53

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# 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	614	623	623	624	625
Part-time Positions	<u>17</u>	<u>19</u>	<u>19</u>	<u>19</u>	<u>19</u>
Total Budgeted Positions	<u>631</u>	<u>642</u>	<u>642</u>	<u>643</u>	<u>644</u>

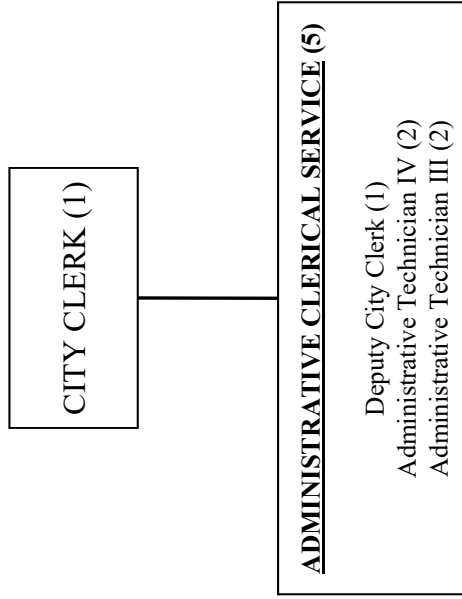
**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 65,985,138	\$ 69,197,181	\$ 68,963,001	\$ 68,963,001	\$ 74,284,552
Supplies & Materials	\$ 7,099,463	\$ 7,768,261	\$ 8,034,750	\$ 8,034,719	\$ 8,350,129
Services & Maintenance	\$ 13,179,668	\$ 15,461,692	\$ 15,678,634	\$ 15,678,665	\$ 16,572,424
Internal Services	\$ 4,216,576	\$ 5,225,053	\$ 5,219,040	\$ 5,219,040	\$ 4,611,013
Capital Equipment	\$ 4,097,763	\$ 7,867,471	\$ 8,391,681	\$ 8,391,681	\$ 4,255,378
Subtotal	<u>\$ 94,578,608</u>	<u>\$ 105,519,658</u>	<u>\$ 106,287,106</u>	<u>\$ 106,287,106</u>	<u>\$ 108,073,496</u>
Capital Projects	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 6,195,595	\$ 2,100,721	\$ 2,362,574	\$ 2,362,574	\$ 242,775
Audit Adjust/Encumbrances	<u>\$ (385,319)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 5,810,276</u>	<u>\$ 2,100,721</u>	<u>\$ 2,862,574</u>	<u>\$ 2,862,574</u>	<u>\$ 242,775</u>
Fund Total	<u><u>\$ 100,388,884</u></u>	<u><u>\$ 107,620,379</u></u>	<u><u>\$ 109,149,680</u></u>	<u><u>\$ 109,149,680</u></u>	<u><u>\$ 108,316,271</u></u>



# OFFICE OF THE CITY CLERK

6 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.

**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 City Council
- Administers Municipal campaign contribution and expenditure reports to ensure their compliance with City and State law

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	6	6	6	6	6

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 598,140	\$ 598,081	\$ 598,081	\$ 598,081	\$ 625,715
Supplies & Materials	\$ 4,227	\$ 4,228	\$ 4,228	\$ 4,228	\$ 6,090
Services & Maintenance	\$ 267,038	\$ 235,912	\$ 235,912	\$ 235,912	\$ 244,920
Internal Services	\$ 29,451	\$ 29,973	\$ 29,973	\$ 29,973	\$ 30,299
Capital Equipment	\$ 1,721	\$ 2,000	\$ 2,000	\$ 2,000	\$ 12,300
Subtotal	<u>\$ 900,577</u>	<u>\$ 870,194</u>	<u>\$ 870,194</u>	<u>\$ 870,194</u>	<u>\$ 919,324</u>
Department Total	<u>\$ 900,577</u>	<u>\$ 870,194</u>	<u>\$ 870,194</u>	<u>\$ 870,194</u>	<u>\$ 919,324</u>

# DIVISION SUMMARY

10120420 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 City Council
- Administers Municipal campaign revenue and expenditure reports to ensure their compliance with City and State law

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	6	6	6	6	6

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 598,140	\$ 598,081	\$ 598,081	\$ 598,081	\$ 625,715
Supplies & Materials	\$ 4,227	\$ 4,228	\$ 4,228	\$ 4,228	\$ 6,090
Services & Maintenance	\$ 97,250	\$ 98,797	\$ 98,797	\$ 98,797	\$ 107,805
Internal Services	\$ 29,451	\$ 29,973	\$ 29,973	\$ 29,973	\$ 30,299
Capital Equipment	\$ 1,721	\$ 2,000	\$ 2,000	\$ 2,000	\$ 12,300
Subtotal	<u>\$ 730,789</u>	<u>\$ 733,079</u>	<u>\$ 733,079</u>	<u>\$ 733,079</u>	<u>\$ 782,209</u>
Division Total	<u>\$ 730,789</u>	<u>\$ 733,079</u>	<u>\$ 733,079</u>	<u>\$ 733,079</u>	<u>\$ 782,209</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY CLERK

**GOALS:**

To enhance customer service by:

- Providing error free City Council agendas and minutes in a timely manner
- Increasing the number of documents provided electronically
- Responding to citizen requests for records in a timely manner
- Responding to citizen requests through the Action Center

**OBJECTIVES:**

- Maintain records of the City so they are easily accessible to internal and external customers.
- Maintain records of licenses and permits so businesses are inspected and properly licensed.
- Prepare City Council minutes and agendas to keep Council and the public informed of the City's business.
- Provide administrative support to the City Council and assist them in resolving problems with constituents.
- 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 2022 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	99%	85%	95%
Percent of agendas provided to City Council five days in advance of the meeting	97%	97%	99%	98%	97%
Percentage of Council items indexed and distributed within 3 days of Council action	90%	50%	95%	85%	75%
Percentage of minutes prepared within 3 days of Council meeting	80%	50%	90%	75%	50%
Percentage of minutes requiring correction	1%	1%	0%	0%	0%
Percent of responses to citizens by the next working day from Action Center personnel	98%	97%	99%	95%	90%

# DIVISION SUMMARY

## 10120195 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. By resolution adopted each year, the City Council shall designate a date in the following year, which is approved under then-current state law, for the holding of Norman’s municipal elections and Municipal runoff elections. If allowed by then-current state law, the date for municipal elections shall be in February and the Municipal runoff elections shall be in April.

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 169,788	\$ 137,115	\$ 137,115	\$ 137,115	\$ 137,115
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 169,788</u>	<u>\$ 137,115</u>	<u>\$ 137,115</u>	<u>\$ 137,115</u>	<u>\$ 137,115</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 169,788</u></u>	<u><u>\$ 137,115</u></u>	<u><u>\$ 137,115</u></u>	<u><u>\$ 137,115</u></u>	<u><u>\$ 137,115</u></u>

# 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 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 10,416	\$ 152,180	\$ 144,180	\$ 144,180	\$ 198,121
Supplies & Materials	\$ 15,067	\$ 43,111	\$ 44,800	\$ 44,800	\$ 31,179
Services & Maintenance	\$ 760,832	\$ 1,787,877	\$ 1,304,407	\$ 1,304,407	\$ 1,965,236
Internal Services	\$ 26,107	\$ 26,618	\$ 26,618	\$ 26,618	\$ 30,608
Capital Equipment	\$ -	\$ 3,900	\$ 3,681	\$ 3,681	\$ 26,500
Subtotal	<u>\$ 812,422</u>	<u>\$ 2,013,686</u>	<u>\$ 1,523,686</u>	<u>\$ 1,523,686</u>	<u>\$ 2,251,644</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 812,422</u>	<u>\$ 2,013,686</u>	<u>\$ 1,523,686</u>	<u>\$ 1,523,686</u>	<u>\$ 2,251,644</u>

# DIVISION SUMMARY

10110101 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 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 2025 General Fund allocation to the City Council includes funding in the amount of \$745,700 to several outside agencies providing beneficial services to the entire Norman community. These agencies include:

- Norman Economic Development Coalition (NEDC) - \$125,000
- Center for Children and Families, Inc. (CCFI) - \$150,000
- Kiwanis Kruiser - \$14,500
- Performing Arts Studio - \$50,700
- Veterans Day Parade - \$500
- Association of Central Oklahoma Governments (ACOG) – Membership - \$85,000
- Oklahoma Municipal League (OML) – Membership - \$65,000
- Oklahoma Municipal Management Services – Membership - \$5,000
- Social and Voluntary Services Commission - \$250,000

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 10,416	\$ 10,800	\$ 10,800	\$ 10,800	\$ 11,627
Supplies & Materials	\$ 13,398	\$ 18,111	\$ 19,440	\$ 19,440	\$ 17,929
Services & Maintenance	\$ 543,637	\$ 1,557,877	\$ 1,066,548	\$ 1,066,548	\$ 1,687,736
Internal Services	\$ 26,107	\$ 26,593	\$ 26,593	\$ 26,593	\$ 29,247
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 593,558</u>	<u>\$ 1,613,381</u>	<u>\$ 1,123,381</u>	<u>\$ 1,123,381</u>	<u>\$ 1,746,539</u>
Division Total	<u>\$ 593,558</u>	<u>\$ 1,613,381</u>	<u>\$ 1,123,381</u>	<u>\$ 1,123,381</u>	<u>\$ 1,746,539</u>

FYE 25 includes a 1% Emergency Reserve of \$1,020,811 and FYE 24 included a 1% Emergency Reserve of \$979,692.



# DIVISION SUMMARY

## 10110198 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 1,669	\$ 25,000	\$ 25,000	\$ 25,000	\$ 10,000
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,669</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 10,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 1,669</u></u>	<u><u>\$ 25,000</u></u>	<u><u>\$ 25,000</u></u>	<u><u>\$ 25,000</u></u>	<u><u>\$ 10,000</u></u>

# DIVISION SUMMARY

## 10110005 INTERNAL AUDIT

**MISSION:**

The Internal Audit Division provides objective and independent audit, investigative, analytic and advisory information to the public, City Council, and City Management to improve City operations and public services.

**DESCRIPTION:**

Based on an annual work plan prepared in consultation with the City Council and City Manager, the Internal Audit staff will conduct studies, investigations, and performance, compliance and management audits of various City functions and programs impacting City operations and public services.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ 141,380	\$ 133,380	\$ 133,380	\$ 186,494
Supplies & Materials	\$ -	\$ -	\$ 360	\$ 360	\$ 3,250
Services & Maintenance	\$ -	\$ 5,000	\$ 12,859	\$ 12,859	\$ 27,500
Internal Services	\$ -	\$ 25	\$ 25	\$ 25	\$ 1,361
Capital Equipment	\$ -	\$ 3,900	\$ 3,681	\$ 3,681	\$ 26,500
Subtotal	<u>\$ -</u>	<u>\$ 150,305</u>	<u>\$ 150,305</u>	<u>\$ 150,305</u>	<u>\$ 245,105</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ -</u></u>	<u><u>\$ 150,305</u></u>	<u><u>\$ 150,305</u></u>	<u><u>\$ 150,305</u></u>	<u><u>\$ 245,105</u></u>

# DIVISION SUMMARY

## 10110187 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. They coordinate 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:**

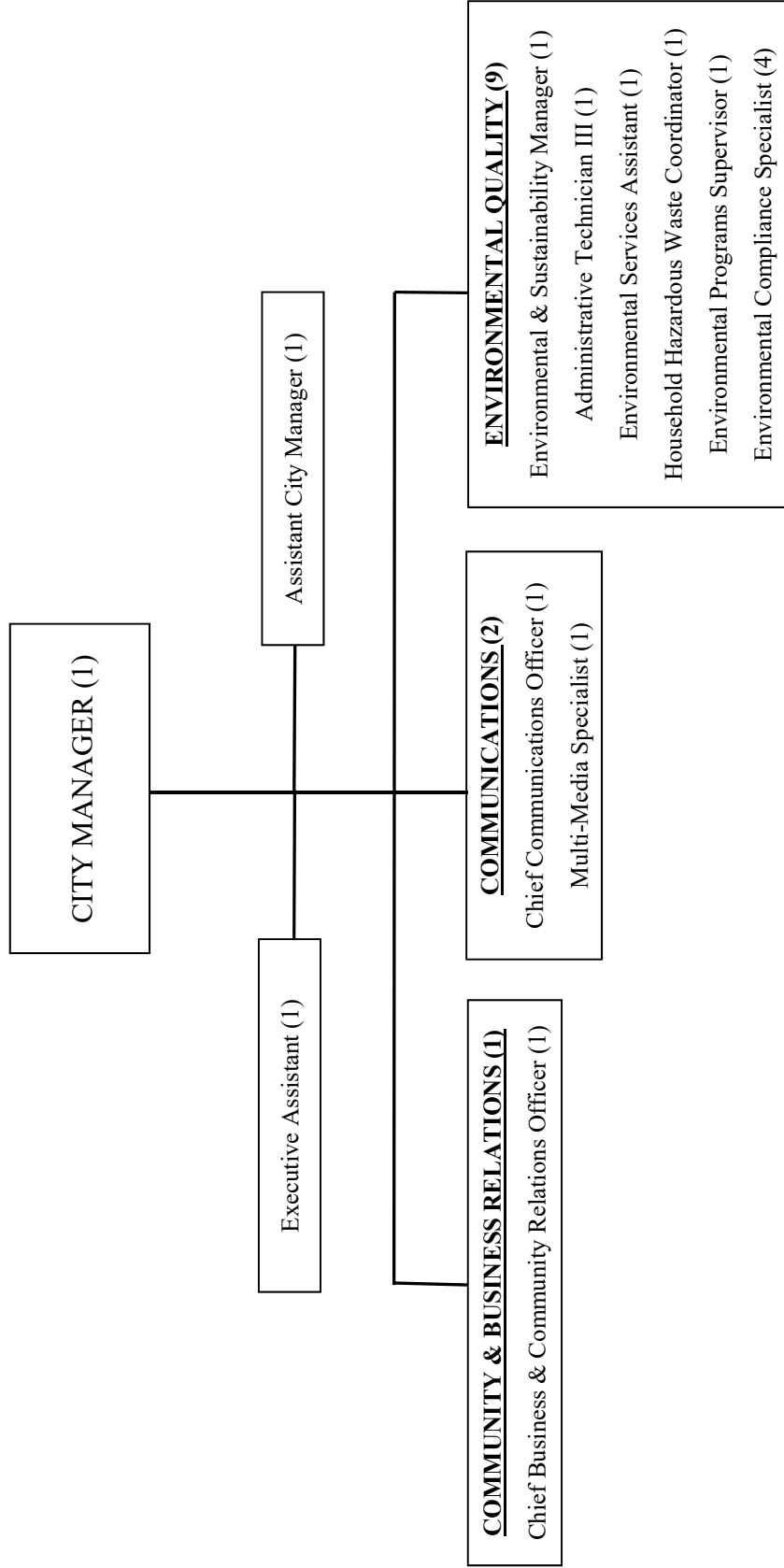
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 217,195	\$ 225,000	\$ 225,000	\$ 225,000	\$ 250,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 217,195</u>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ 250,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 217,195</u></u>	<u><u>\$ 225,000</u></u>	<u><u>\$ 225,000</u></u>	<u><u>\$ 225,000</u></u>	<u><u>\$ 250,000</u></u>

# OFFICE OF THE CITY MANAGER

15 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	15	15	15	15
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	5	15	15	15	15

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,651,497	\$ 1,564,082	\$ 1,439,582	\$ 1,439,582	\$ 1,925,506
Supplies & Materials	\$ 132,938	\$ 165,236	\$ 139,236	\$ 139,236	\$ 174,561
Services & Maintenance	\$ 859,711	\$ 711,765	\$ 1,428,868	\$ 1,428,868	\$ 707,063
Internal Services	\$ 57,704	\$ 94,395	\$ 88,382	\$ 88,382	\$ 106,271
Capital Equipment	\$ 10,985	\$ 196,490	\$ 19,303	\$ 19,303	\$ 162,451
Subtotal	<u>\$ 2,712,835</u>	<u>\$ 2,731,968</u>	<u>\$ 3,115,371</u>	<u>\$ 3,115,371</u>	<u>\$ 3,075,852</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 2,712,835</u></u>	<u><u>\$ 2,731,968</u></u>	<u><u>\$ 3,115,371</u></u>	<u><u>\$ 3,115,371</u></u>	<u><u>\$ 3,075,852</u></u>

# DIVISION SUMMARY

## 10110110 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 424,703	\$ 374,129	\$ 366,629	\$ 366,629	\$ 677,504
Supplies & Materials	\$ 61,112	\$ 6,718	\$ 13,718	\$ 13,718	\$ 15,133
Services & Maintenance	\$ 579,020	\$ 97,412	\$ 778,502	\$ 778,502	\$ 106,098
Internal Services	\$ 29,103	\$ 59,792	\$ 59,792	\$ 59,792	\$ 63,689
Capital Equipment	\$ 2,380	\$ 180,090	\$ 3,740	\$ 3,740	\$ 144,272
Subtotal	<u>\$ 1,096,318</u>	<u>\$ 718,141</u>	<u>\$ 1,222,381</u>	<u>\$ 1,222,381</u>	<u>\$ 1,006,696</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,096,318</u>	<u>\$ 718,141</u>	<u>\$ 1,222,381</u>	<u>\$ 1,222,381</u>	<u>\$ 1,006,696</u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

CITY MANAGER

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## **GOALS:**

- Provide professional leadership for the City
  - Execute policies and procedures
  - Develop and recommend alternative solutions to community problems for consideration by the Mayor and City Council
  - Develop new programs and measures to meet emerging and future needs of the City
  - Manage City's operating and capital improvements budgets
  - Promote confidence in city government through citizen involvement and excellent customer service
- 

## **PERFORMANCE MEASUREMENTS-RESULTS REPORT:**

- Coordinate NORMAN FORWARD (NF) Quality of Life projects and improvements to community facilities and parks.
- Construction of the new Emergency Communication Center and construction of the new City-wide emergency radio communication system.
- Development of renewable/sustainable energy projects in support of Ready for 100.
- Work with intergovernmental stakeholders at the local/state level to prepare proposed rules, options and regulations for water re-use.
- Continue discussions and implementation of Council goals and priorities, to include, but not limited to, homelessness, ambulance insurance, visitability ordinance, charter amendments, evaluations of all City fees, off-street parking requirements, green building, short-term rentals, e-scooters, carports in residential areas and restructuring boards, commissions, and committees.



# DIVISION SUMMARY

## 10110113 COMMUNICATIONS

**MISSION:**

The mission of the Communications Division of the City Manager's office is to encourage transparency and enhance public trust through consistent, timely communication with City of Norman residents, businesses, and stakeholders.

**DESCRIPTION:**

The Communications Office establishes and maintains effective communications and community relations through media relations, public information activities, and community outreach.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 218,193	\$ 227,781	\$ 227,781	\$ 227,781	\$ 240,105
Supplies & Materials	\$ 6,638	\$ 9,210	\$ 9,210	\$ 9,210	\$ 10,210
Services & Maintenance	\$ 47,921	\$ 68,323	\$ 68,323	\$ 68,323	\$ 70,823
Internal Services	\$ 635	\$ 973	\$ 973	\$ 973	\$ 3,990
Capital Equipment	<u>\$ 1,721</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,250</u>
Subtotal	<u>\$ 275,108</u>	<u>\$ 306,287</u>	<u>\$ 306,287</u>	<u>\$ 306,287</u>	<u>\$ 327,378</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 275,108</u></u>	<u><u>\$ 306,287</u></u>	<u><u>\$ 306,287</u></u>	<u><u>\$ 306,287</u></u>	<u><u>\$ 327,378</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## COMMUNICATIONS

**GOALS:**

- To effectively promote City services to Norman residents.
- To educate citizens regarding City news and important community issues.
- To foster citizen engagement with the City of Norman.
- To advise staff and elected officials in areas of communication and media relations.

**OBJECTIVES:**

- Produce quality media to keep the community informed about City news and programs.
- Establish and build upon positive relationships with the Press.
- Maintain open lines of communication with community partners and agencies.
- Coordinate and participate in public outreach/education events and opportunities.
- Provide effective communications during crisis and emergency situations.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Report weekly newsletter distributions	49	49	49	49	49
Report press release/advisory/PSA distribution	184	177	160	170	170
Report visits to the City of Norman website	1,240,960	1,268,250	1,232,000	1,236,000	1,250,000
Report Instagram followers	2,278	2,730	2,700	3,150	3,600
Report Facebook followers	17,501	21,777	23,400	24,000	25,500
Report Twitter followers	7,202	7,779	7,710	7,875	8,100
Report YouTube subscribers	2,787	2,787	3,300	2,900	3,100
Report Norman E-News subscribers	2,014	2,493	2,660	2,660	3,020
Report in-house video productions	28	37	26	35	35
Report live-stream videos	95	98	95	95	95
Report election/ awareness campaigns	2	2	2	2	2

# DIVISION SUMMARY

## 10110111 COMMUNITY & BUSINESS RELATIONS

**MISSION:**

To enhance the local climate for new and existing businesses, special events, and other place making initiatives aimed at improving Norman's commercial districts.

**DESCRIPTION:**

The Community & Business Development division is a part of the City Manager's department. It oversees policy and programs to advance local economic development, specifically as it relates to the recruitment and retention of retail or other sales tax producing businesses, as well as managing the Special Event application process. This division serves as an liaison to external stakeholders including the local business community, special event organizers, and other community partners.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 227,500	\$ 139,236	\$ 139,236	\$ 139,236	\$ 146,488
Supplies & Materials	\$ 2,054	\$ 800	\$ 800	\$ 800	\$ 800
Services & Maintenance	\$ 76,049	\$ 65,478	\$ 65,478	\$ 65,478	\$ 65,478
Internal Services	\$ 1,221	\$ 489	\$ 489	\$ 489	\$ 1,996
Capital Equipment	\$ 1,721	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 308,545</u>	<u>\$ 206,003</u>	<u>\$ 206,003</u>	<u>\$ 206,003</u>	<u>\$ 214,762</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 308,545</u></u>	<u><u>\$ 206,003</u></u>	<u><u>\$ 206,003</u></u>	<u><u>\$ 206,003</u></u>	<u><u>\$ 214,762</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## COMMUNITY & BUSINESS RELATIONS

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### GOALS:

- Showcase Norman as an attractive destination for new or expanding retailers
  - Retention and strengthening of existing businesses
  - Improve permit application process for Special Events
  - Achieve Film-Friendly certification in partnership with VisitNorman
  - Support place making initiatives in our commercial districts
  - Collaborate with community partners to work towards building economic resiliency
- 

### OBJECTIVES:

- Continued recruitment of targeted retailers based on updated retail leakage reports and community needs
  - Support programs aimed at assisting small business in Norman
  - Continued implementation of City View software for Special Events, including addition of film permit
  - Support local partners with place making and community-building efforts
- 

### PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<u>Website Data</u>					
DestinationNorman.com (launched January 2015) visits	1,600	2,400	1,500	1,600	1,600
Number of Special Event Permits in City View:					
Event Permits	0	0	0	6	20
Film Permits	0	0	0	0	1

Notes to Results Report: \*City View launched in November 2023.

## DIVISION SUMMARY

### 10110343 ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY

**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) and other regulatory permits.
- To administer the Earth Change, Industrial Pretreatment, and FOG permitting process.
- To ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) and other regulatory permits, including Phase II MS4 program and the Industrial Pretreatment Program.
- To control the introduction of pollutants into the MS4 stormwater discharges, spills, and dumping.
- To advise and assist the City of Norman to develop sustainable measures, practices, buildings, and fleets that are environmentally, economically, and socially responsible.
- To act as the Utilities Department representative on environmental issues.
- To assist citizens, businesses and the City government in preventing pollution.
- To enable smart choices for our community and its residents by promoting through education, outreach and awareness efforts, energy, fuel, and water conservation; investment in renewable energy; reduction of waste; and protection and restoration of the community's resources.
- To provide a safe and reliable place for residents to reuse, recycle and/or dispose of household hazardous materials.

**DESCRIPTION:**

The Division of Environmental Resilience and Sustainability helps protect the health, safety and welfare of our residents while also providing support to various City Departments and Divisions. These goals are achieved through their efforts in regulating certain activities like construction stormwater runoff and industrial wastewater discharges to the sanitary sewer, in monitoring and controlling pollutants from businesses or in stormwater runoff discharges that could cause harm to employees, residents, environment and City property and by helping internal and external stakeholders maintain compliance with environmental permits and requirements, as well as adopting, and providing support to others who have environmental and conservational activities, plans and programs. Additionally, they respond to citizen requests, pollution issues and the Norman Action Center notifications within two days. They are also tasked with planning and implementing projects within the Lake Thunderbird TMDL load reduction requirements so that the water quality within the lake is improved. Their activities are accomplished through programs such as the Municipal Separate Storm Sewer System (MS4) Program, the TMDL Monitoring and Compliance Program, the Industrial Pretreatment Program, the Fats Oil and Grease Program, the Cross Connection Control Program, the Household Hazardous Waste Facility, and other programs. This Division is the liaison with the Environmental Control Advisory Board which is a board responsible for education. This Division works with departments and divisions to plan and implement environmental and sustainability measures to protect and restore the community's environment. In addition, this Division is responsible for planning the Earth Day Festival and Earth Moon activities, as well as other participatory, educational, outreach and awareness events.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	6	6	6	6	6

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 478,418	\$ 578,739	\$ 461,739	\$ 461,739	\$ 600,138
Supplies & Materials	\$ 41,035	\$ 89,680	\$ 89,680	\$ 89,680	\$ 89,639
Services & Maintenance	\$ 83,209	\$ 415,888	\$ 412,888	\$ 412,888	\$ 400,000
Internal Services	\$ 11,981	\$ 11,979	\$ 11,979	\$ 11,979	\$ 21,800
Capital Equipment	\$ 5,163	\$ 9,400	\$ 8,563	\$ 8,563	\$ 10,329
Subtotal	<u>\$ 619,806</u>	<u>\$ 1,105,686</u>	<u>\$ 984,849</u>	<u>\$ 984,849</u>	<u>\$ 1,121,906</u>
Division Total	<u>\$ 619,806</u>	<u>\$ 1,105,686</u>	<u>\$ 984,849</u>	<u>\$ 984,849</u>	<u>\$ 1,121,906</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY

### GOALS:

- To be in full compliance with Federal and State Pretreatment Regulations
- To provide the tools and training to have an educated staff with accurate, reliable information
- To provide a safe work environment
- To help protect the infrastructure of the Utilities Department
- To aid in protecting residents and the environment from pollution
- To educate businesses and the community on environmental issues, pollution prevention and waste reduction
- To provide technical support to the Utilities Department and all departments
- To recover costs for excessive strength waste and laboratory analysis and strive to reduce costs for other programs

### OBJECTIVES:

- To be the city liaison and provide assistance to the Environmental Control Advisory Board with public education and providing guidance to Council.
- Maintain Green Norman website.
- Continue coordination of the Earth Day Festival and Earth Month activities.
- Provide a safe and reliable place for residents to reuse, recycle, or dispose of their household hazardous waste.
- Clearly communicate requirements for the Fats, Oil, and Grease (FOG) Program, the Dental Amalgam Program, and the Industrial Pretreatment Program to new and existing businesses.
- Provide technical advice, as related to Industrial Pretreatment, to other division/departments.
- Develop new programs and measures to meet emerging and future needs of division.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Respond to complaints within 24 hours of time reported	99%	99%	99%	99%	99%
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	88%	88%	88%	88%	88%
Full compliance with state and federal regulations	100%	100%	100%	100%	100%
Required licensed food establishments participating in Fats, Oil and Grease program	100%	100%	100%	100%	100%
Inspect all facilities and construction sites identified as potential stormwater pollution sources	50%	75%	100%	100%	100%
Permit all earth disturbing activities that meet permit requirements	100%	100%	100%	100%	100%
Revenue collected	\$132,775	\$67,313	\$100,000	\$95,000	\$100,000

# DIVISION SUMMARY

## 10110193 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ -</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 5,000</u></u>



# DIVISION SUMMARY

## 10110225 STORMWATER QUALITY

**MISSION:**

- To help protect human health, the environment, and the publicly owned treatment works.
- To protect the health safety and welfare of residents through regulation of the City's MS4 program and the TMDL monitoring and compliance program.
- Administer the Earth Change, Industrial Pretreatment, and FOG permitting processes.
- To ensure City compliance with its Oklahoma Pollutant Discharge Elimination System (OPDES) and other regulatory permits, including the Phase II MS4 program and the Industrial Pretreatment Program.
- To advise and assist the City of Norman to develop sustainable measures, practices, buildings, and fleets that are environmentally, economically, and socially responsible.
- To assist citizens, businesses, and the city government in preventing pollution.
- To control the introduction of pollutants into the MS4 from stormwater discharges, spills, dumping, illicit discharges, or other methods.
- Act as the Utilities Department representative on environmental issues.
- Enable smart choices for our community and its residents by promoting, through education, outreach and awareness efforts, energy, fuel, and water conservation; investment in renewable energy; reduction of waste; and protection and restoration of the community's resources.
- To provide a safe and reliable place for residents to reuse, recycle and/or dispose of household hazardous materials.

**DESCRIPTION:**

The Division of Stormwater Quality helps protect the health, safety and welfare of our residents, while also providing support to various City Departments and Divisions. These goals are achieved through their efforts in regulating certain activities like construction stormwater runoff and industrial wastewater discharges to the sanitary sewer, in monitoring and controlling pollutants from businesses or in stormwater runoff discharges that could cause harm to employees, residents, environment and City property and by helping internal and external stakeholders maintain compliance with environmental permits and requirements, as well as adopting, and providing support to others who have adopted, environmental and conservational activities, plans and programs. Additionally, they respond to citizen requests, pollution issues, and the Norman Action Center notifications within two days. They are also tasked with planning and implementing projects within the Lake Thunderbird Watershed to meet TMDL load reduction requirements so that the water quality within the lake is improved. Their activities are accomplished through programs such as the Municipal Separate Storm Sewer System (MS4) Program, the TMDL Monitoring and Compliance Program, the Industrial Pretreatment Program, the Fats, Oil and Grease Program, the Cross Connection Control Program, the Household Hazardous Waste Facility, and other programs. This Division is the liaison with the Environmental Control Advisory Board which is a board responsible for education. This Division works with Departments and Divisions to plan and implement environmental and sustainability measures to protect and restore the community's environment. In addition, this Division is responsible for planning the Earth Day Festival and Earth Month activities, as well as other participatory, educational, outreach and awareness events.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	3	3	3	3

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 302,683	\$ 244,197	\$ 244,197	\$ 244,197	\$ 261,271
Supplies & Materials	\$ 22,099	\$ 58,828	\$ 25,828	\$ 25,828	\$ 58,779
Services & Maintenance	\$ 73,512	\$ 59,664	\$ 98,677	\$ 98,677	\$ 59,664
Internal Services	\$ 14,764	\$ 21,162	\$ 15,149	\$ 15,149	\$ 14,796
Capital Equipment	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 5,600
Subtotal	<u>\$ 413,058</u>	<u>\$ 390,851</u>	<u>\$ 390,851</u>	<u>\$ 390,851</u>	<u>\$ 400,110</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 413,058</u>	<u>\$ 390,851</u>	<u>\$ 390,851</u>	<u>\$ 390,851</u>	<u>\$ 400,110</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STORMWATER QUALITY

### GOALS:

- To be in full compliance with Federal and State Pretreatment Regulations
- To provide the tools and training to have an educated staff with accurate, reliable information
- To provide a safe work environment
- To help protect the infrastructure of the Utilities Department
- To aid in protecting residents and the environment from pollution
- To educate businesses and the community on environmental issues, pollution prevention and waste reduction
- To provide technical support to the Utilities Department and all departments
- To recover costs for excessive strength waste and laboratory analysis and strive to reduce costs for other programs

### OBJECTIVES:

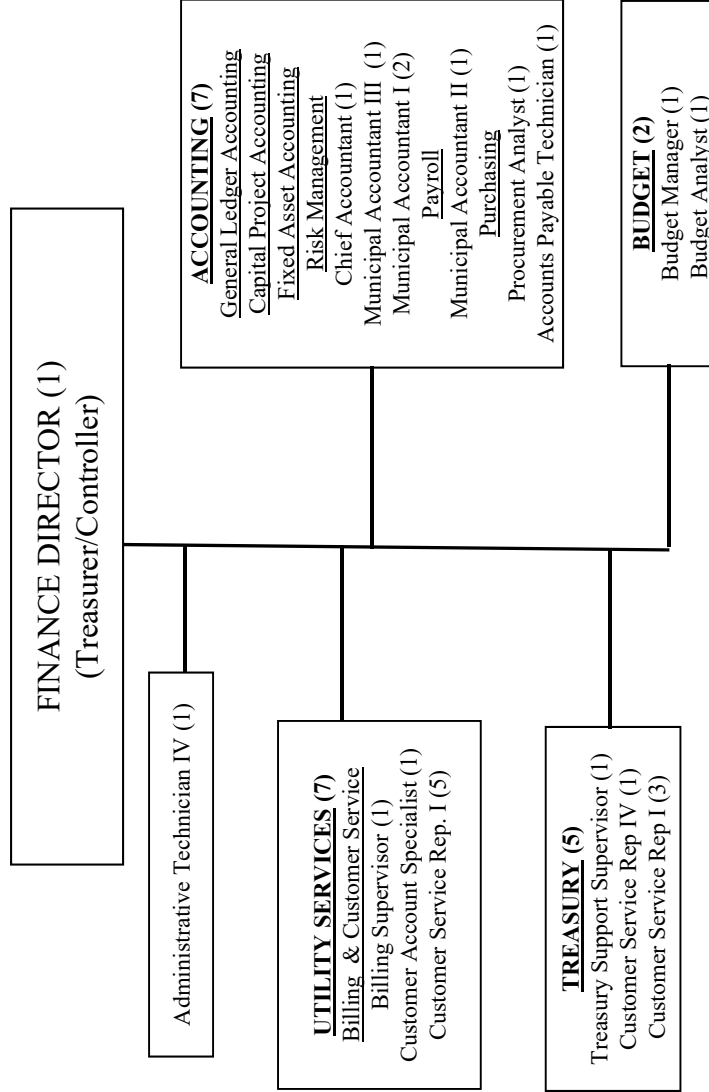
- To be the city liaison and provide assistance to the Environmental Control Advisory Board with public education and providing guidance to Council.
- Manage the Green Norman website.
- Continue coordination of the Earth Day Festival and Earth Month.
- Continue coordination and implementation of household hazardous waste disposal options for the community.
- Clearly communicate requirements for the MS4 and TMDL Compliance and Monitoring Programs, the Fats, Oil and Grease (FOG) program, the Dental Amalgam Program, the Cross Connections Control Program, and the Industrial Pretreatment Program to new and existing businesses.
- Provide technical advice to other divisions/departments.
- Develop new programs and measures to meet emerging and future needs of division.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Respond to stormwater complaints within 24 hours of report	99%	99%	99%	99%	99%
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatments program.	88%	88%	88%	88%	88%
Full compliance with the State and Federal regulations	100%	100%	100%	100%	100%
Required Licensed Food Establishments participating in Fats, Oil, and Grease program.	100%	100%	100%	100%	100%
Inspect facilities and construction sites identified as potential stormwater pollution sources.	50%	75%	100%	100%	95%
Permit all earth disturbing activities that meet permit requirements	100%	100%	100%	100%	100%
Revenue Collected	\$ 132,775	\$ 67,313	\$ 100,000	\$ 95,000	\$ 100,000

# FINANCE DEPARTMENT

23 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 mail processing services to user departments; and provides utility services connections, disconnections, billing, and collections to customers in the City of Norman.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	23	23	23	23	23
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>23</u>	<u>23</u>	<u>23</u>	<u>23</u>	<u>23</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 2,017,539	\$ 2,087,071	\$ 2,087,071	\$ 2,087,071	\$ 2,191,263
Supplies & Materials	\$ 25,591	\$ 25,910	\$ 34,829	\$ 34,829	\$ 25,910
Services & Maintenance	\$ 912,286	\$ 1,139,335	\$ 1,120,416	\$ 1,120,416	\$ 1,136,363
Internal Services	\$ 286,438	\$ 382,674	\$ 382,674	\$ 382,674	\$ 225,945
Capital Equipment	\$ 20,924	\$ 4,000	\$ (855)	\$ (855)	\$ 12,250
Subtotal	<u>\$ 3,262,778</u>	<u>\$ 3,638,990</u>	<u>\$ 3,624,135</u>	<u>\$ 3,624,135</u>	<u>\$ 3,591,731</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 165,479	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 165,479</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 3,428,257</u>	<u>\$ 3,638,990</u>	<u>\$ 3,624,135</u>	<u>\$ 3,624,135</u>	<u>\$ 3,591,731</u>

# DIVISION SUMMARY

## 10330320 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 696,493	\$ 722,536	\$ 722,536	\$ 722,536	\$ 756,124
Supplies & Materials	\$ 5,889	\$ 4,397	\$ 6,897	\$ 6,897	\$ 4,397
Services & Maintenance	\$ 220,539	\$ 237,536	\$ 236,136	\$ 236,136	\$ 272,471
Internal Services	\$ 18,635	\$ 23,740	\$ 23,740	\$ 23,740	\$ 27,693
Capital Equipment	\$ 5,522	\$ -	\$ (521)	\$ (521)	\$ 10,000
Subtotal	<u>\$ 947,078</u>	<u>\$ 988,209</u>	<u>\$ 988,788</u>	<u>\$ 988,788</u>	<u>\$ 1,070,685</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 947,078</u>	<u>\$ 988,209</u>	<u>\$ 988,788</u>	<u>\$ 988,788</u>	<u>\$ 1,070,685</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ACCOUNTING

**GOALS:**

- To provide accurate financial information in an appropriate and timely manner to all users.
- To capture and record all financial transactions of the City in accordance with generally accepted accounting principles.
- To implement and observe all applicable Government Accounting Standards Board (GASB) pronouncements.
- To observe and meet all schedules and deadlines for financial reporting, tax deposits, payroll, purchasing, Risk Management, and accounts payable.

**OBJECTIVES:**

- Produce a Comprehensive Annual Financial Report each year, which conforms to the highest standards of financial reporting.
- Financial statements to be prepared in accordance with all GASB requirements.
- Ensure monthly departmental revenue and expenditure activity and reports are produced within 10 working days after the end of each month.
- Ensure receipt and verification of all personnel changes and time data to produce accurate biweekly payroll.
- Ensure distribution and deposit of all payroll withholdings.
- Monitor all requests for bids and requests for proposals to ensure compliance with statutory and policy requirements.
- Process all receiving and invoice documents when received to meet weekly accounts payable schedule.
- Maintain an organized and up-to-date filing system for all required documentation.
- Maintain project accounting system, which includes all capital projects of the City.
- 100% of fixed assets will be tagged and tracked using the fixed asset tracking system. An annual inventory will be performed to verify the status of the fixed assets and infrastructure activity will be tracked accordingly.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22	FYE 23	FYE 24	FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
<u>Accounting and Financial</u>				
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	29	30	31	31
Monthly revenue and expenditure reports produced and disseminated within 10 working days from the end of the month, 95% of the time	3 days	3 days	3 days	3 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%



**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
<b><u>Payroll:</u></b>					
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	100%	100%	100%	100%	100%
<b><u>Purchasing:</u></b>					
All invoices and payment authorizations received by deadline and checks processed as scheduled, 100% of the time	98%	98%	98%	98%	98%
Increase in number of vendors participating in electronic fund transfer payments	69%	69%	69%	69%	69%

# DIVISION SUMMARY

## 10330301 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 City Council, 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 debt administration and investment activities of the City is conducted within the Administration Division.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 260,782	\$ 278,987	\$ 278,987	\$ 278,987	\$ 291,087
Supplies & Materials	\$ 2,062	\$ 680	\$ 680	\$ 680	\$ 680
Services & Maintenance	\$ 8,874	\$ 115,904	\$ 115,904	\$ 115,904	\$ 19,002
Internal Services	\$ 112,839	\$ 109,978	\$ 109,978	\$ 109,978	\$ 59,438
Capital Equipment	\$ 1,721	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Subtotal	<u>\$ 386,278</u>	<u>\$ 507,549</u>	<u>\$ 507,549</u>	<u>\$ 507,549</u>	<u>\$ 370,207</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 386,278</u></u>	<u><u>\$ 507,549</u></u>	<u><u>\$ 507,549</u></u>	<u><u>\$ 507,549</u></u>	<u><u>\$ 370,207</u></u>

# 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 22	FYE 23	FYE 24	FYE 25	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Achieve stated department-wide performance indicators	100%	100%	100%	80%	100%
Investment returns to meet or exceed budgeted interest returns	100%	100%	100%	75%	100%

## DIVISION SUMMARY

10330130 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 209,644	\$ 223,409	\$ 223,409	\$ 223,409	\$ 235,752
Supplies & Materials	\$ 1,778	\$ 475	\$ 475	\$ 475	\$ 475
Services & Maintenance	\$ 20,155	\$ 21,610	\$ 7,410	\$ 7,410	\$ 21,610
Internal Services	\$ 12,785	\$ 9,938	\$ 9,938	\$ 9,938	\$ 16,190
Capital Equipment	\$ 1,757	\$ -	\$ -	\$ -	\$ 2,250
Subtotal	<u>\$ 246,119</u>	<u>\$ 255,432</u>	<u>\$ 241,232</u>	<u>\$ 241,232</u>	<u>\$ 276,277</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 246,119</u></u>	<u><u>\$ 255,432</u></u>	<u><u>\$ 241,232</u></u>	<u><u>\$ 241,232</u></u>	<u><u>\$ 276,277</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## BUDGET

### GOALS:

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

### OBJECTIVES:

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

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of years GFOA Distinguished Presentation Award received since 1991	32	33	34	34	35
City Manager's proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	77 days	77 days	78 days	78 days	80 days
Number of Training Workshops conducted/ attended	1/3	2/3	1/2	1/2	1/3
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	100%	100%	100%	100%	100%
Actual revenues received vs. budget	-12.35%	+24.2%	n/a	+5.3%	n/a
Actual expenditures vs. budget	-45.70%	-36.50%	n/a	-31.30%	n/a

# DIVISION SUMMARY

10330125 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 and records all City revenues, which include utility deposits and payments, either manually or by importing files from the bank to our new system Advanced Utilities. 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, writing checks and reconciling the credit statements and activities. Responsibilities include processing and balancing Site Development, Inspection deposits, Oil and Gas Cash Bonds, Bulk Water deposits, and all the liability funds. Processing and reconciling 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 Paymentus (online utility payments made by customers), and maintains all credit card records for Municipal Court, Parks and Recreation, Westwood Golf, Planning/Development Service & the Transfer Station.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 425,677	\$ 450,315	\$ 450,315	\$ 450,315	\$ 469,089
Supplies & Materials	\$ 2,621	\$ 4,675	\$ 4,675	\$ 4,675	\$ 4,675
Services & Maintenance	\$ 386,961	\$ 455,563	\$ 455,563	\$ 455,563	\$ 455,563
Internal Services	\$ 14,165	\$ 33,953	\$ 33,953	\$ 33,953	\$ 14,719
Capital Equipment	\$ 11,095	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 840,519</u>	<u>\$ 944,506</u>	<u>\$ 944,506</u>	<u>\$ 944,506</u>	<u>\$ 944,046</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 840,519</u>	<u>\$ 944,506</u>	<u>\$ 944,506</u>	<u>\$ 944,506</u>	<u>\$ 944,046</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## TREASURY

**GOALS:**

- Timely and accurate receiving of customer payments and revenues.
- Cross training of all clerks in Treasury Division.
- Provide better means of storing records.
- 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 spool view, scanning and reorganizing storage areas.
- Reduce payment error.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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	30	30	40	40	40
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	18 hours	24 hours	24 hours	24 hours	24 hours

# DIVISION SUMMARY

## 10330122 UTILITY SERVICES

**MISSION:**

The mission of the Utility Services division is 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. The customer service area strives to educate customers regarding operating procedures, and to research and provide accurate and prompt information to requests made by citizens and intra-city departments.

**DESCRIPTION:**

The Utility Services Division oversees all utility account activity, including initiating and ending utility service, managing delinquencies, investigating unusual water consumption, providing customer service, producing accurate and timely billings of all utilities offered by the City, and researching and responding to various citizen and agency requests for utility related information.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 424,943	\$ 411,824	\$ 411,824	\$ 411,824	\$ 439,211
Supplies & Materials	\$ 13,241	\$ 15,683	\$ 22,102	\$ 22,102	\$ 15,683
Services & Maintenance	\$ 221,970	\$ 258,669	\$ 255,350	\$ 255,350	\$ 315,184
Internal Services	\$ 128,014	\$ 205,065	\$ 205,065	\$ 205,065	\$ 107,905
Capital Equipment	\$ 829	\$ 2,000	\$ (2,334)	\$ (2,334)	\$ -
<b>Subtotal</b>	<u>\$ 788,997</u>	<u>\$ 893,241</u>	<u>\$ 892,007</u>	<u>\$ 892,007</u>	<u>\$ 877,983</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u>\$ 788,997</u>	<u>\$ 893,241</u>	<u>\$ 892,007</u>	<u>\$ 892,007</u>	<u>\$ 877,983</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## UTILITY SERVICES

**GOALS:**

- Accommodate customers by providing billing options
- Increase number of delinquent cutoffs
- Produce billings in accordance to cycle schedule
- Increase ACH billing participation
- Increase electronic billing participation

**OBJECTIVES:**

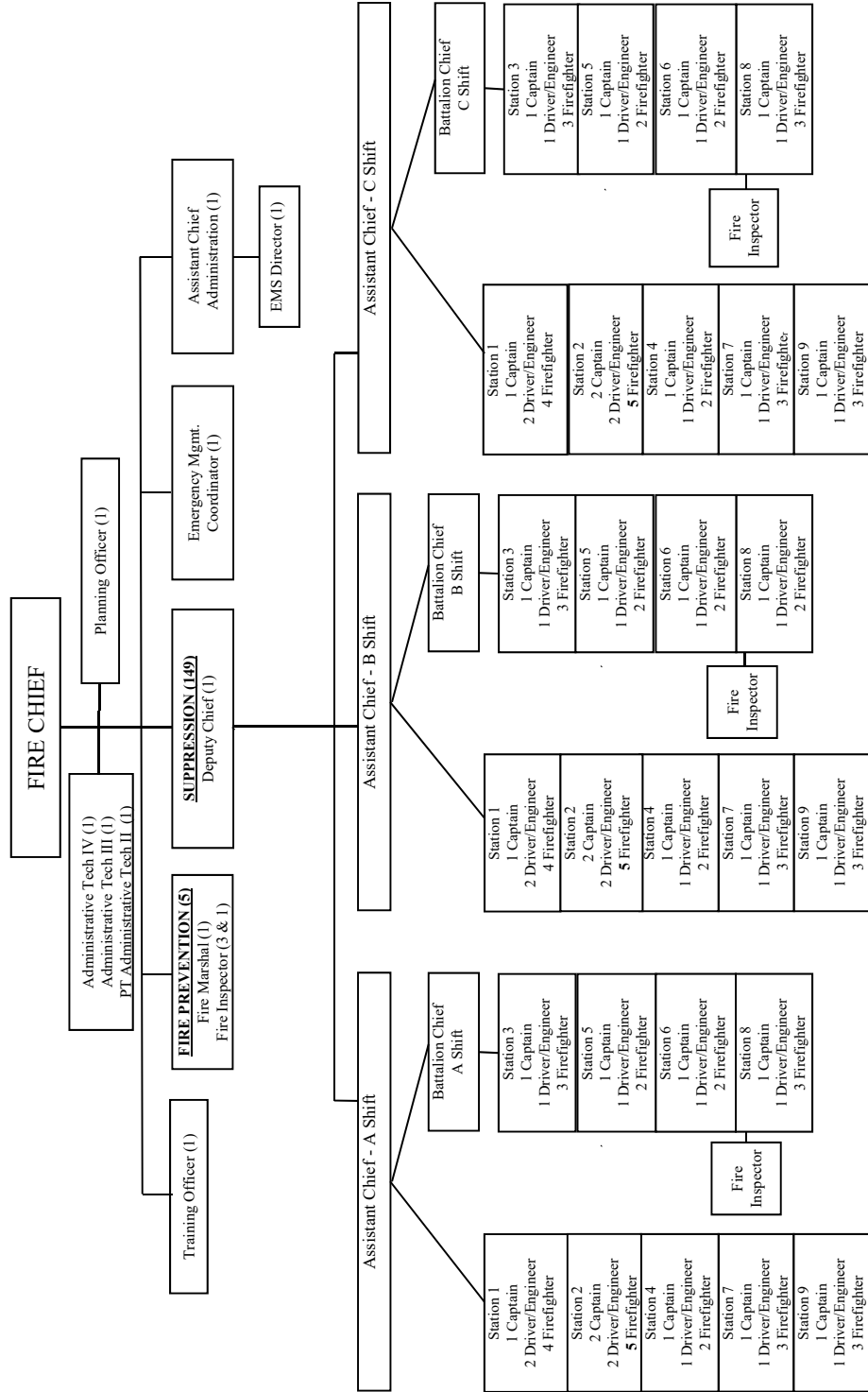
Please review the performance measurements for the objectives as a response to the goals listed above.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b><u>Customer Service/Billing:</u></b>					
Number of billings produced and mailed on time	529,036	533,687	529,500	530,000	535,000
Ratio of ACH billing customers to total	25%	29%	25%	28%	29%
Ratio of Electronic billing customers to total	23%	28%	25%	25%	28%
Accounts <90 days turned over to collection agency	100%	100%	100%	100%	100%

# FIRE DEPARTMENT

164 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	133	133	133	133	133
Part-time Positions	1	1	1	1	1
<b>Total Budgeted Positions</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 17,727,471	\$ 17,468,042	\$ 17,468,042	\$ 17,468,042	\$ 18,497,916
Supplies & Materials	\$ 253,298	\$ 417,025	\$ 422,425	\$ 422,425	\$ 329,969
Services & Maintenance	\$ 419,504	\$ 528,348	\$ 529,848	\$ 529,848	\$ 479,210
Internal Services	\$ 643,262	\$ 923,599	\$ 923,599	\$ 923,599	\$ 702,807
Capital Equipment	\$ 7,407	\$ 2,064,449	\$ 2,520,128	\$ 2,520,128	\$ 719,526
Subtotal	<u>\$ 19,050,942</u>	<u>\$ 21,401,463</u>	<u>\$ 21,864,042</u>	<u>\$ 21,864,042</u>	<u>\$ 20,729,428</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Department Total</b>	<u><u>\$ 19,050,942</u></u>	<u><u>\$ 21,401,463</u></u>	<u><u>\$ 21,864,042</u></u>	<u><u>\$ 21,864,042</u></u>	<u><u>\$ 20,729,428</u></u>

# DIVISION SUMMARY

10664240 ADMINISTRATION

**MISSION:**

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

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	1	1	1	1	1
<b>Total Budgeted Positions</b>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 918,702	\$ 1,042,470	\$ 1,042,470	\$ 1,042,470	\$ 1,133,997
Supplies & Materials	\$ 10,166	\$ 14,420	\$ 14,420	\$ 14,420	\$ 14,420
Services & Maintenance	\$ 114,037	\$ 132,190	\$ 132,190	\$ 132,190	\$ 136,173
Internal Services	\$ 15,622	\$ 22,537	\$ 22,537	\$ 22,537	\$ 28,043
Capital Equipment	\$ -	\$ 14,000	\$ 112,000	\$ 112,000	\$ 51,162
Subtotal	<u>\$ 1,058,527</u>	<u>\$ 1,225,617</u>	<u>\$ 1,323,617</u>	<u>\$ 1,323,617</u>	<u>\$ 1,363,795</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u>\$ 1,058,527</u>	<u>\$ 1,225,617</u>	<u>\$ 1,323,617</u>	<u>\$ 1,323,617</u>	<u>\$ 1,363,795</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

**GOALS:**

- To continue to supervise and oversee all Fire Department activities in order to assure effective service to the public.
- To continue to 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.
- 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 fire should it occur.
- To continue to review and update policy, procedures, rules and regulations for the Fire Department.

**OBJECTIVES:**

- Continue to look at, manage and implement our growth and apparatus plans.
- Continue to oversee implementation and improvement of CAD/RMS with Prevention for Fire Department use as well as all other divisions.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Apparatus replacement overhaul	100%	100%	100%	100%	100%
Future growth and management	100%	100%	100%	100%	100%
CAD/RMS implementation and improvement	100%	100%	100%	100%	100%

# DIVISION SUMMARY

10664144 DISASTER PREPAREDNESS

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 133,786	\$ 133,953	\$ 133,953	\$ 133,953	\$ 138,628
Supplies & Materials	\$ 5,638	\$ 82,277	\$ 82,277	\$ 82,277	\$ 54,909
Services & Maintenance	\$ 42,303	\$ 43,791	\$ 43,791	\$ 43,791	\$ 37,366
Internal Services	\$ 8,699	\$ 8,734	\$ 8,734	\$ 8,734	\$ 9,702
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 128,575
Subtotal	<u>\$ 190,426</u>	<u>\$ 268,755</u>	<u>\$ 268,755</u>	<u>\$ 268,755</u>	<u>\$ 369,180</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 190,426</u></u>	<u><u>\$ 268,755</u></u>	<u><u>\$ 268,755</u></u>	<u><u>\$ 268,755</u></u>	<u><u>\$ 369,180</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## EMERGENCY MANAGEMENT

**GOALS:**

- To maintain the Outdoor Warning System operational at 90% or greater
- To plan for and coordinate mitigation, preparedness, response, and recovery operations throughout the City
- To give warning to the community in case of impending natural, man-made, or technological emergency
- To continue integration of the National Incident Management System (NIMS) into the City Emergency Operations Plan
- To maintain a Community Emergency Response Volunteer Program

**OBJECTIVES:**

- To increase public awareness of severe weather safety
- To coordinate staff activities in review and update of the Emergency Operations Plan
- To coordinate and present applicable NIMS training
- To provide community outreach concerning severe weather warning and expected actions

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Review and update Emergency Operations Plan	0	0	1	1	1
Emergency Operations Center equipment tested quarterly	4	4	4	4	4
Audible voice warning system tested	0	1	1	1	1
Audible tone warning system tested	49	46	40	40	40
Training attended	3	6	4	6	6
Public awareness activities	5	6	4	6	6
Staff exercises	0	0	1	0	1

# DIVISION SUMMARY

## 10664142 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 758,465	\$ 645,742	\$ 645,742	\$ 645,742	\$ 741,391
Supplies & Materials	\$ 24,425	\$ 20,052	\$ 25,452	\$ 25,452	\$ 24,250
Services & Maintenance	\$ 13,655	\$ 41,376	\$ 42,876	\$ 42,876	\$ 88,175
Internal Services	\$ 26,566	\$ 68,592	\$ 68,592	\$ 68,592	\$ 26,448
Capital Equipment	\$ (312)	\$ -	\$ 53,006	\$ 53,006	\$ 183,865
Subtotal	<u>\$ 822,799</u>	<u>\$ 775,762</u>	<u>\$ 835,668</u>	<u>\$ 835,668</u>	<u>\$ 1,064,129</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 822,799</u></u>	<u><u>\$ 775,762</u></u>	<u><u>\$ 835,668</u></u>	<u><u>\$ 835,668</u></u>	<u><u>\$ 1,064,129</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PREVENTION

### GOALS:

- Provide for the public's safety by creating awareness of fire as a personal, family, business and community concern and by securing the cooperation of individuals and property owners in fire-safe practices for the safety of themselves and others.
- Maintain Fire Inspector and Fire Protection Engineer skills to current state law and national standards.
- Provide for 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, Investigation and Plan review skills through training and certifications to meet NFPA, IFC, CLEET (for commissioned personnel), seminars and the National Fire Academy.
- Following NOC and IFC codes inspect 100% of all new construction and existing "high hazard" properties, inspect 100% of all existing multi-residential properties. All other properties subject to fire inspections completed biannually.
- 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 22 ACTUAL	FYE 23 ACTUAL	PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Public education conducted	57	65		65	80
Personnel fully certified	5	6		6	8
Inspections	1,400	1,206		1,800	2,400
Plans reviewed	n/a	633		650	660
Juvenile Fire Starter Contacts	n/a	12		10	10
Fire Investigations	200	152		140	130
Calls	n/a	133		170	200

# DIVISION SUMMARY

## 10664143 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	119	119	119	119	119
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>119</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 15,706,166	\$ 15,445,479	\$ 15,445,479	\$ 15,445,479	\$ 16,270,351
Supplies & Materials	\$ 201,569	\$ 271,009	\$ 271,009	\$ 271,009	\$ 224,214
Services & Maintenance	\$ 236,109	\$ 265,681	\$ 265,681	\$ 265,681	\$ 202,176
Internal Services	\$ 585,528	\$ 815,485	\$ 815,485	\$ 815,485	\$ 624,437
Capital Equipment	\$ 7,719	\$ 2,028,449	\$ 2,333,122	\$ 2,333,122	\$ 355,924
Subtotal	<u>\$ 16,737,091</u>	<u>\$ 18,826,103</u>	<u>\$ 19,130,776</u>	<u>\$ 19,130,776</u>	<u>\$ 17,677,102</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 16,737,091</u></u>	<u><u>\$ 18,826,103</u></u>	<u><u>\$ 19,130,776</u></u>	<u><u>\$ 19,130,776</u></u>	<u><u>\$ 17,677,102</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SUPPRESSION

**GOALS:**

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

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	331	273	325	275	300
Emergency medical calls answered	10,817	10,749	12,500	11,001	11,500
Average response time (urban area) (in minutes)	6.23	6.26	5.3	6.22	6
Fire loss per capita	\$40	\$39	\$35	\$44	\$38
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%

# DIVISION SUMMARY

10664141 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 210,352	\$ 200,398	\$ 200,398	\$ 200,398	\$ 213,549
Supplies & Materials	\$ 11,500	\$ 29,267	\$ 29,267	\$ 29,267	\$ 12,176
Services & Maintenance	\$ 13,400	\$ 45,310	\$ 45,310	\$ 45,310	\$ 15,320
Internal Services	\$ 6,847	\$ 8,251	\$ 8,251	\$ 8,251	\$ 14,177
Capital Equipment	\$ -	\$ 22,000	\$ 22,000	\$ 22,000	\$ -
Subtotal	<u>\$ 242,099</u>	<u>\$ 305,226</u>	<u>\$ 305,226</u>	<u>\$ 305,226</u>	<u>\$ 255,222</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 242,099</u></u>	<u><u>\$ 305,226</u></u>	<u><u>\$ 305,226</u></u>	<u><u>\$ 305,226</u></u>	<u><u>\$ 255,222</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## TRAINING

**GOALS:**

- Provide essential job skill training to all Department members to assure a high level of proficiency
- To allow opportunity and attempt to get all NFD to a Firefighter II certified department
- Get monthly training distributed to the department
- Expand local training opportunities
- To aid Administration in ISO efforts
- Maintain a certified Firefighter I facility

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total staff hours in internal training programs	29,727	28,548	30,000	23,000	25,000
Recruit academy		7,440		2,600	5,000
Total training hours		35,988		25,600	30,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	33	42	40	52	60
Total EMT members	94	102	107	103	100
Total A-EMT members	23	25	40	25	29
Total Paramedic members	23	28	34	28	28

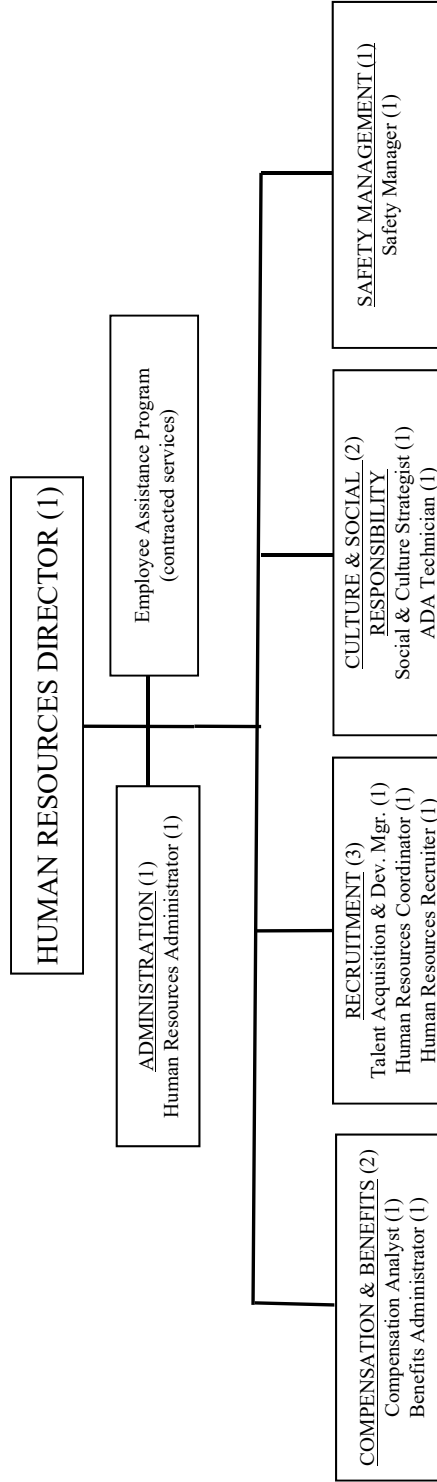
Notes to Results Report:

EMT – Emergency Medical Technician-Basic

A-EMT – Advanced Medical Technician

# HUMAN RESOURCES DEPARTMENT

10 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 of the HR Staff partners with manager and employees. Our programs are designed to coincide with City Council goals and objectives while promoting open communication and representation between management and labor.

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 763,403	\$ 988,859	\$ 988,859	\$ 988,859	\$ 1,022,692
Supplies & Materials	\$ 31,637	\$ 55,680	\$ 55,680	\$ 55,680	\$ 55,847
Services & Maintenance	\$ 261,213	\$ 421,883	\$ 421,883	\$ 421,883	\$ 418,895
Internal Services	\$ 57,754	\$ 58,064	\$ 58,064	\$ 58,064	\$ 55,507
Capital Equipment	<u>\$ 9,638</u>	<u>\$ 23,450</u>	<u>\$ 19,666</u>	<u>\$ 19,666</u>	<u>\$ 20,250</u>
Subtotal	<u>\$ 1,123,645</u>	<u>\$ 1,547,936</u>	<u>\$ 1,544,152</u>	<u>\$ 1,544,152</u>	<u>\$ 1,573,191</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 1,123,645</u></u>	<u><u>\$ 1,547,936</u></u>	<u><u>\$ 1,544,152</u></u>	<u><u>\$ 1,544,152</u></u>	<u><u>\$ 1,573,191</u></u>

# DIVISION SUMMARY

## 10131530 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 of the HR staff partners with manager and employees. Our programs are deigned to coincide with City Council goals and objectives while promoting open communication and representation between management and labor.

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 613,511	\$ 658,397	\$ 658,397	\$ 658,397	\$ 704,045
Supplies & Materials	\$ 23,340	\$ 30,119	\$ 30,119	\$ 30,119	\$ 30,286
Services & Maintenance	\$ 194,435	\$ 279,491	\$ 279,491	\$ 279,491	\$ 277,429
Internal Services	\$ 57,575	\$ 57,799	\$ 57,799	\$ 57,799	\$ 51,224
Capital Equipment	\$ 7,881	\$ 2,000	\$ (1,784)	\$ (1,784)	\$ 20,250
Subtotal	<u>\$ 896,742</u>	<u>\$ 1,027,806</u>	<u>\$ 1,024,022</u>	<u>\$ 1,024,022</u>	<u>\$ 1,083,234</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 896,742</u></u>	<u><u>\$ 1,027,806</u></u>	<u><u>\$ 1,024,022</u></u>	<u><u>\$ 1,024,022</u></u>	<u><u>\$ 1,083,234</u></u>



# 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.
- Provide appropriate evaluation criteria for assessing and improving job performance.
- 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 active benefits and wellness programs.
- Improve job performance utilizing an evaluation system that provides for year-round action planning and coaching opportunities.
- Provide employee special events and programs that enhance employee engagement and community involvement.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total Number of new hires	299	296	275	300	315
Website utilizations-average number of visits per month to HR website	6,997	7,583	7,000	7,200	7,500
Website utilizations-number of visits per month to job posting site with percentages	5,790 / 85%	6,294 / 83%	6,042 / 80%	5,373 / 86%	6,294 / 83%
Total number of employees participating in multiple special events and programs	155	448	400	450	300
Computer training lab-utilization of training lab vs. contracting with outside facility instructors	\$ 84,640	\$ 65,000	Lab Under Construction	Lab Under Construction	\$ 70,000

# DIVISION SUMMARY

## 10131190 CULTURE & SOCIAL RESPONSIBILITY

**MISSION:**

The office of Culture & Social Responsibility is committed to helping overcome systemic and individual biases, which have traditionally resulted in the marginalization of many segments of society. Zeroing in on breaking down racial and disability barriers to create a diversely inclusive workforce through education, engagement, and collaboration with all of the communities throughout the City of Norman. To help ensure inclusivity, Employee Resource Groups (ERGs), community outreach, and the Americans with Disabilities Act (ADA) Programs have been implemented to aid in providing equal opportunities in community programs, activities, and services.

**DESCRIPTION:**

The office of Culture & Social Responsibility is made up of two full-time positions: the Social & Culture Strategist and the ADA Technician. Both work tandemly towards fulfilling the above mission through employee/community events and collaboration with the Human Rights Commission and the ADA Citizen Advisory Committee.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 57,794	\$ 236,497	\$ 236,497	\$ 236,497	\$ 221,285
Supplies & Materials	\$ 903	\$ 16,389	\$ 16,389	\$ 16,389	\$ 16,389
Services & Maintenance	\$ 3,196	\$ 50,526	\$ 50,526	\$ 50,526	\$ 49,800
Internal Services	\$ 179	\$ 265	\$ 265	\$ 265	\$ 2,922
Capital Equipment	\$ 1,757	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 63,829</u>	<u>\$ 303,677</u>	<u>\$ 303,677</u>	<u>\$ 303,677</u>	<u>\$ 290,396</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 63,829</u>	<u>\$ 303,677</u>	<u>\$ 303,677</u>	<u>\$ 303,677</u>	<u>\$ 290,396</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## CULTURE & SOCIAL RESPONSIBILITY

**GOALS:**

- Promote diversity and inclusion in the workplace through professional development.
- Promote and grow Employee Resource Groups (ERG).
- Develop strategies to recruit talent from diverse backgrounds.
- Develop new programs and measures to expand ADA awareness and advocacy across the City of Norman.
- Partner with other city departments to accelerate ADA improvements.
- Implement more effective way to track ADA Transition Plans & Self-Evaluations.

**OBJECTIVES:**

- Raising self-awareness of unconscious bias defined as the underlying attitudes and stereotypes.
- Implement social and culture programs.
- Highlight how having employees from various social and cultural backgrounds will help widen the range of knowledge, perspectives, and approaches from which decisions are made.
- Educate cultural and disability awareness through monthly calendars.
- Obtain software to host ADA Transition Plans and Self-Evaluations.
- Maximize budget allocations to reinforce ADA compliance and programming.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Website Data:					
DestinationNorman.com	2.4K	1.6K	1.6K	1.8K	2.1K
Community Relations & Outreach (Meetings with local businesses, community & community partners)	133	160	160	160	170
Local Outreach Events (Presentations given & workshops hosted)	5	5	6	6	7
Implementation of 2018 ADA Transition Plan and Self-Evaluation	10%	20%	30%	40%	50%
Implementation of the ADA Transition Plan for the City's Public Transportation System	0%	5%	10%	30%	40%
Development of City owned facilities, ADA evaluation and plan of up to 30 facilities	2%	5%	10%	15%	20%
Development of Parks Self-Evaluations	60%	70%	100%	100%	100%

# DIVISION SUMMARY

## 10131192 EMPLOYEE ASSISTANCE PROGRAM

**MISSION:**

The mission of the Employee Assistance Program is to provide cost-effective, responsive and pro-active services that support resolution of existing problems that may interfere with an employee's ability to function on the job effectively, efficiently and safely.

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 44	\$ 44	\$ 44	\$ 44
Services & Maintenance	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 29,400</b>	<b>\$ 29,444</b>	<b>\$ 29,444</b>	<b>\$ 29,444</b>	<b>\$ 29,444</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 29,400</b>	<b>\$ 29,444</b>	<b>\$ 29,444</b>	<b>\$ 29,444</b>	<b>\$ 29,444</b>

# DIVISION SUMMARY

10131232 SAFETY

**MISSION:**

The mission of the Safety Division to mentor and train all City of Norman employees to provide municipal services in a manner that minimizes worksite hazards, prevents injuries and damage to property and equipment. Additionally, this division ensures citizens are protected from potential hazards that may be caused by 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 92,098	\$ 93,965	\$ 93,965	\$ 93,965	\$ 97,362
Supplies & Materials	\$ 7,394	\$ 9,128	\$ 9,128	\$ 9,128	\$ 9,128
Services & Maintenance	\$ 34,182	\$ 62,466	\$ 62,466	\$ 62,466	\$ 62,266
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 1,361
Capital Equipment	\$ -	\$ 21,450	\$ 21,450	\$ 21,450	\$ -
Subtotal	<u>\$ 133,674</u>	<u>\$ 187,009</u>	<u>\$ 187,009</u>	<u>\$ 187,009</u>	<u>\$ 170,117</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 133,674</u></u>	<u><u>\$ 187,009</u></u>	<u><u>\$ 187,009</u></u>	<u><u>\$ 187,009</u></u>	<u><u>\$ 170,117</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SAFETY

**GOALS:**

- Continue to develop effective safety practices for each department to reduce injuries
- Continue to inspect facilities to ensure all employees are safe and free from workplace hazards
- Continue to provide training opportunities for employees that will improve their personal safety efforts
- Inspire employees to have a more involved workforce in safety procedures and policies

**OBJECTIVES:**

- Conduct monthly safety meetings at each CON facility and train to OSHA standards.
- Mentor departmental safety committees for all departments.
- Provide formal instruction to operations employees to ensure that they are trained in the correct trenching and shoring operations, confined space operations, traffic safety, operational risk assessment, vehicle operation and regulatory compliance.
- Conduct quarterly inspections of all CON facilities to ensure hazard free facilities.
- Conduct First Aid/CPR/AED certification training to employees to have a better chance of having more suitable first responders readily available in emergency situations.

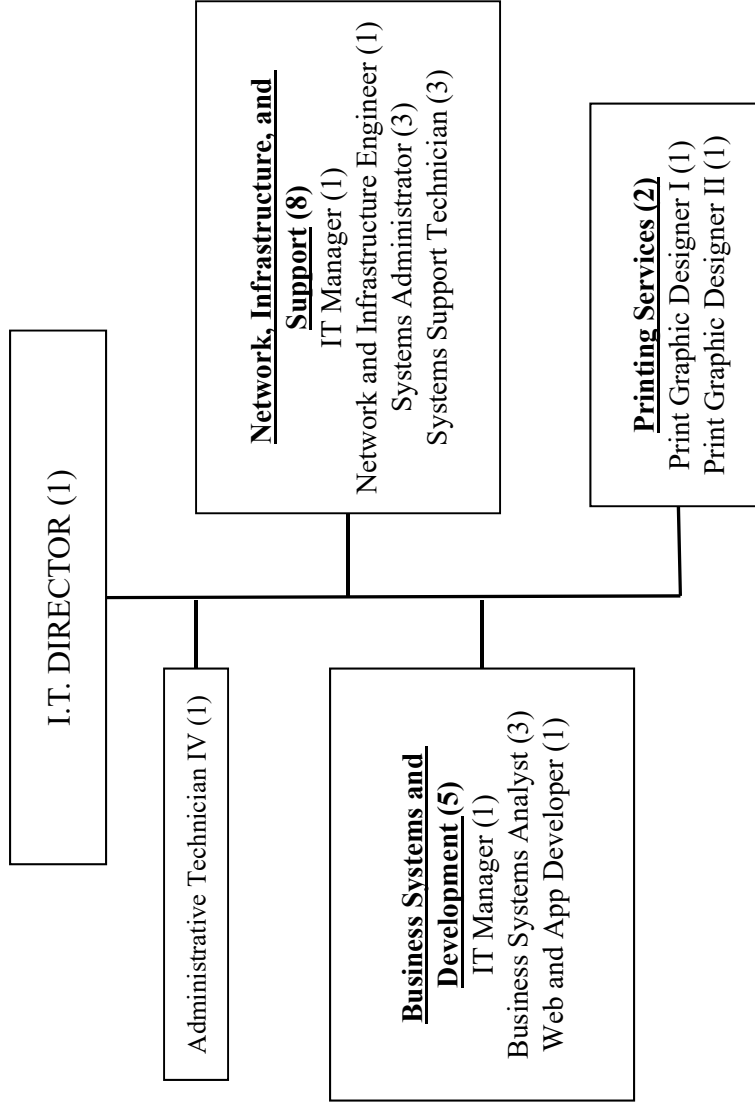
**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Certification of employees in First Aid/CPR/AED	56	20	20	20	20
Cost savings of certifying employees in First Aid/CPR/AED	3,360	1,200	1,200	1,200	1,200
Conduct safety meetings at CON facilities in compliance with OSHA standards to help minimize accidents/injuries	50	80	80	80	80
Perform Job Hazard Analyses at work sites and correct or improve hazards if applicable	20	20	20	20	20
Implementation of CON Safety Committee team working together collectively to discuss hazards and make safety improvements as needed	n/a	5	5	2	5
Inspect CON facilities to mitigate any hazards	10	10	10	10	10
Invite Oklahoma Rural Water Association Representative to conduct training for employees in need of education credits for certifications	2	2	2	2	2

Notes to Results Report:  
CON – City of Norman

# INFORMATION TECHNOLOGY DEPARTMENT

17 EMPLOYEES



# DEPARTMENT SUMMARY

## TOTAL INFORMATION TECHNOLOGY DEPARTMENT

**MISSION:**

The mission of the Information Technology (IT) Department is to provide the highest quality technology-based services, in the most cost-effective manner, with optimal delivery, to the citizens, elected officials, and staff members of the City of Norman ensuring the maximization of the citizens' financial investments and the proper utilization, security, performance and availability of those technology-based services.

**DESCRIPTION:**

The Information Technology Department provides information systems management services to all departments in the City of Norman. This support includes approximately 1,900 personal computers, laptops, and network infrastructure devices. These devices are required for server connectivity to a 5-building main campus and 28 remote sites. The local area and wide area networks (LAN/WAN) provides workstations connectivity to each wireless and wired workstation used by employees in the City of Norman. Services provided by the IT Department include email storage and support, internet access support, desktop support, document administration, departmental systems application support and implementation, enterprise application support in the form of IBM iSeries, quality control for implementation, network servers and virtualization administration and support, web page design, security, telecommunications including VOIP and wireless phones, server and PC configuration management, data storage management, project management, and infrastructure design and support. The Office Services/ Print Shop division transferred to the Information Technology Department in FYE 24.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	16	17	17	17	17
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>16</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,965,137	\$ 2,233,213	\$ 2,233,213	\$ 2,233,213	\$ 2,385,644
Supplies & Materials	\$ 66,857	\$ 55,153	\$ 63,153	\$ 63,153	\$ 55,669
Services & Maintenance	\$ 1,576,578	\$ 1,717,002	\$ 1,709,002	\$ 1,709,002	\$ 1,713,208
Internal Services	\$ 26,286	\$ 36,189	\$ 36,189	\$ 36,189	\$ 46,646
Capital Equipment	\$ 68,317	\$ 546,700	\$ 546,091	\$ 546,091	\$ 103,750
Subtotal	<u>\$ 3,703,175</u>	<u>\$ 4,588,257</u>	<u>\$ 4,587,648</u>	<u>\$ 4,587,648</u>	<u>\$ 4,304,917</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 3,703,175</u></u>	<u><u>\$ 4,588,257</u></u>	<u><u>\$ 4,587,648</u></u>	<u><u>\$ 4,587,648</u></u>	<u><u>\$ 4,304,917</u></u>



# DIVISION SUMMARY

## 10123121 INFORMATION TECHNOLOGY

**MISSION:**

The mission of the Information Technology (IT) Department is to provide the highest quality technology-based services, in the most cost-effective manner, with optimal delivery, to the citizens, elected officials, and staff members of the City of Norman ensuring the maximization of the citizens' financial investments and the proper utilization, security, performance and availability of those technology-based services.

**DESCRIPTION:**

The Information Technology Department provides information systems management services to all departments in the City of Norman. This support includes approximately 1,900 personal computers, laptops, and network infrastructure devices. These devices are required for server connectivity to a 5-building main campus and 28 remote sites. The local area and wide area networks (LAN/WAN) provides workstations connectivity to each wireless and wired workstation used by employees in the City of Norman. Services provided by the IT Department include email storage and support, internet access support, desktop support, document administration, departmental systems application support and implementation, enterprise application support in the form of IBM iSeries, quality control for implementation, network servers and virtualization administration and support, web page design, security, telecommunications including VOIP and wireless phones, server and PC configuration management, data storage management, project management, and infrastructure design and support.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	14	15	15	15	15
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,811,459	\$ 2,053,592	\$ 2,053,592	\$ 2,053,592	\$ 2,194,234
Supplies & Materials	\$ 29,781	\$ 30,877	\$ 30,877	\$ 30,877	\$ 31,393
Services & Maintenance	\$ 1,491,198	\$ 1,601,539	\$ 1,601,539	\$ 1,601,539	\$ 1,598,168
Internal Services	\$ 24,913	\$ 33,794	\$ 33,794	\$ 33,794	\$ 43,674
Capital Equipment	\$ 68,317	\$ 515,700	\$ 515,091	\$ 515,091	\$ 103,750
Subtotal	<u>\$ 3,425,668</u>	<u>\$ 4,235,502</u>	<u>\$ 4,234,893</u>	<u>\$ 4,234,893</u>	<u>\$ 3,971,219</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Department Total</b>	<u><u>\$ 3,425,668</u></u>	<u><u>\$ 4,235,502</u></u>	<u><u>\$ 4,234,893</u></u>	<u><u>\$ 4,234,893</u></u>	<u><u>\$ 3,971,219</u></u>

# **DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS**

## **INFORMATION TECHNOLOGY**

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### **GOALS:**

Information systems and infrastructure are utilized in every department within the City of Norman and therefore the services rendered by the City of Norman staff to the citizens of Norman are directly impacted by Information Technology. Our goal is to provide effective information technology solutions and support in the form of helpdesk operations, applications support, network and server support, network security, network infrastructure design/support, and process improvement/development to all departments of the City of Norman in order to:

- Ensure the security, integrity, and proper utilization of the City's information and communication systems hardware, software, and data resources.
  - Protect the citizens', elected officials', and staff members' investment in the City's information and communication systems resources.
  - Ensure that the City's information and communication systems resources are available to City staff members and the public.
  - Ensure that the City's employees have complete support and training for any and all IT systems utilized.
  - Strive for standardization of systems and processes when and where applicable.
  - Work to create a broader range of technology solutions that are more robust and secure.
- 

### **OBJECTIVES:**

- Sustain and monitor filters for email tracking, web filtering, and infrastructure protection to reduce system intrusion and to help create a solid sustainment strategy. This includes the implementation of cyber-security strategies with dedicated personnel to monitor our various IT systems. This will enhance security while minimizing data loss and maximizing data protection.
  - Continue to educate and partner with end users via the IT Support Center for quick response to breaks, problems, and technical assistance requests. Utilize the SLA (Service Level Agreement) to help organize IT trouble tickets and communicate fix times with the end users. Keeps the flow of work between the IT staff and city employees organized and well communicated.
  - Enhance the disaster recovery strategy by expanding backup services to additional critical data points. Partner with the EOC (Emergency Operations Center) team to build a world class data center with a focus on redundancy, uptime, and seamless failover to keep critical and Public Safety technology operational in the instance of power loss and/or a major disaster.
  - Continue momentum generated over the previous years to improve data center wiring, electrical wiring, fire suppression, and cooling systems in the various data centers. This will protect the public's investment in the critical technologies that keep the city's services operational.
  - Engage various city departments and divisions in the continuing effort to secure the city's physical locations with camera systems, building access management, and monitoring systems. This team effort by various city staff will create a more secure environment to not only protect the city network but also protect the valuable physical assets and people that the city has invested in.
  - Enhance the city's Enterprise Resource Planning (ERP) system which is the various software suites responsible for data and management related to budgeting, accounts payable, accounts receivable, assets, inventory, purchasing, payroll, personnel, permits, code enforcement, land/parcel management, courts, and utility billing. Improve the business process by implementing and sustaining a modern ERP solution. Continue to manage, and maintain the ERP software and teach the business processes to all ERP system users. Reduce waste by automating manual processes and digitizing forms, documents, and records.
-

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of IT work requests completed	3,208	3,682	3,780	4,300	3,900
Number of public safety users supported	390	390	415	415	420
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	357	357	365	368	400
Number of public safety vehicles outfitted with IT supported equipment	154	154	160	165	165
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	215	215	230	230	250
Number of public safety work requests resolved	1,204	1,338	1,450	1,400	1,550
Number of department system users supported (excluding public safety)	354	354	390	395	398
Number of department devices supported (excluding public safety) ( VOIP Phones , Cell Phones/Devices, Access Control (Doors, Cameras), Tablets)	541	553	590	590	600
Number of business applications supported	370	375	375	378	375
Number and type of major projects launched	11	12	14	13	14
Percent of servers virtualized	99%	99%	99%	99%	99%
Data growth in Terabytes*	1,300	1,500	1,700	1,700	1,800

Notes to Results Report:

\*1Terabyte is equivalent to 1,024 Gigabytes and 1 Gigabyte is equivalent to a 65,000 page MS Word document. PD Body Cam will increase growth significantly.

# DIVISION SUMMARY

## 10123123 OFFICE SERVICES

**MISSION:**

Office Services Division specialize in the creation of visual designs for print materials for the City of Norman including but not limited to; brochures, business cards, election material, marketing materials, inserts, training, utility billings, etc. We provide document solutions, printing, copying, scanning, and mail handling services for City departments and divisions. It is our commitment to consistently provide exceptional customer service and satisfaction. We are priority focused to meet deadlines, quality standards, and professionalism. It is our promise to identify cost saving measures, minimize waste, and utilize technological advances to meet and exceed the needs of the City regularly.

**DESCRIPTION:**

- Creation of visual designs for print materials for the City of Norman including but not limited to brochures, labels, business cards, election materials, marketing materials, inserts, training, etc. Staff are responsible to conceptualize designs, prepare mockups, and creation of final designs and product from print to binding and finishing.
- Operate and maintain a variety of enterprise level print shop equipment in or to print, bind, collate, hole punch, pad, cut, fold, and stuff printed materials

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 153,678	\$ 179,621	\$ 179,621	\$ 179,621	\$ 191,410
Supplies & Materials	\$ 37,076	\$ 24,276	\$ 32,276	\$ 32,276	\$ 24,276
Services & Maintenance	\$ 85,380	\$ 115,463	\$ 107,463	\$ 107,463	\$ 115,040
Internal Services	\$ 1,373	\$ 2,395	\$ 2,395	\$ 2,395	\$ 2,972
Capital Equipment	\$ -	\$ 31,000	\$ 31,000	\$ 31,000	\$ -
Subtotal	<u>\$ 277,507</u>	<u>\$ 352,755</u>	<u>\$ 352,755</u>	<u>\$ 352,755</u>	<u>\$ 333,698</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 277,507</u></u>	<u><u>\$ 352,755</u></u>	<u><u>\$ 352,755</u></u>	<u><u>\$ 352,755</u></u>	<u><u>\$ 333,698</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## OFFICE SERVICES

**GOALS:**

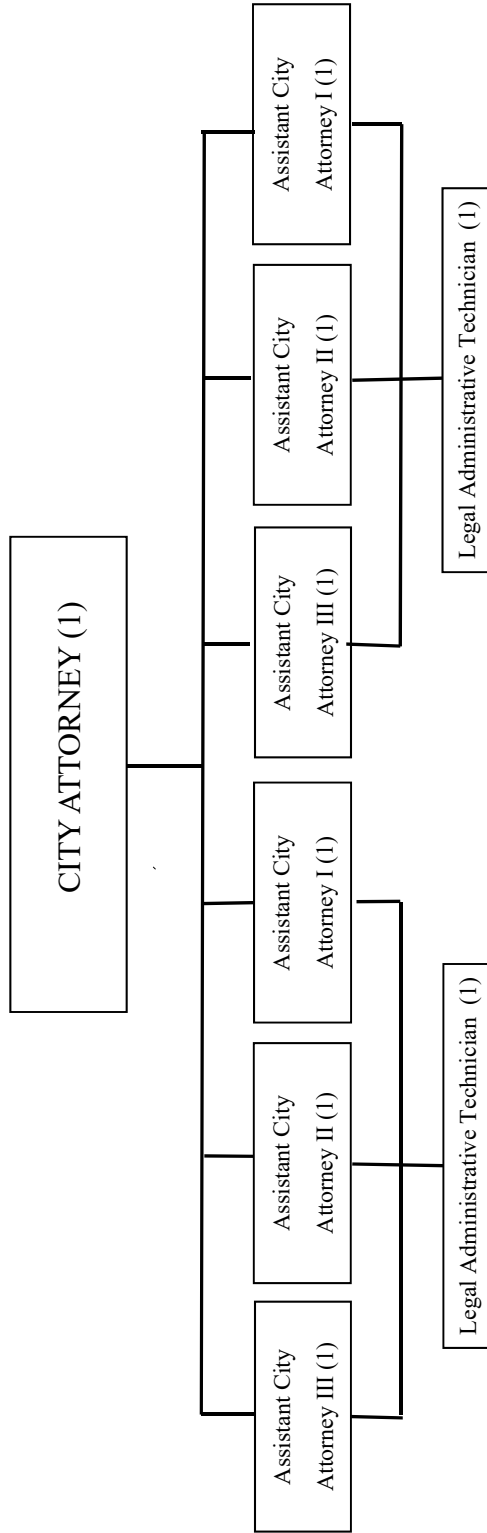
- Reduce the number of unneeded copies
- Strive for efficient excellence, flawless execution for quality and quantity while delivering a superior product in-house rather than outsourcing
- Review, examine, and evaluate needs of divisions citywide in effort to assist in time saving measures
- Improve customer satisfaction, reduce turn-a-round time for jobs by 5%
- Utilize technology by imposition prior to printing
- Ensure we are getting best possible price on supplies
- Increase waste awareness by sampling

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of equipment down time	>5%	>5%	>5%	>5%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	99%	99%	95%	94%	98%
Reduce follow up time	7%	5%	>5%	10%	8%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	95%	95%	93%	100%	95%
Reduce outside printing costs by specified percentage	>5%	10%	5%	10%	>5%

# LEGAL DEPARTMENT

9 EMPLOYEES



# DEPARTMENT SUMMARY

## TOTAL LEGAL DEPARTMENT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	8	8	8	9	9
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	8	8	8	9	9

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,082,460	\$ 1,274,521	\$ 1,274,521	\$ 1,274,521	\$ 1,324,314
Supplies & Materials	\$ 11,380	\$ 11,498	\$ 11,498	\$ 11,498	\$ 12,998
Services & Maintenance	\$ 225,326	\$ 282,139	\$ 282,139	\$ 282,139	\$ 279,619
Internal Services	\$ 37,980	\$ 39,210	\$ 39,210	\$ 39,210	\$ 37,562
Capital Equipment	<u>\$ 33,975</u>	<u>\$ 5,650</u>	<u>\$ 5,650</u>	<u>\$ 5,650</u>	<u>\$ 2,250</u>
Subtotal	<u>\$ 1,391,121</u>	<u>\$ 1,613,018</u>	<u>\$ 1,613,018</u>	<u>\$ 1,613,018</u>	<u>\$ 1,656,743</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 1,391,121</u></u>	<u><u>\$ 1,613,018</u></u>	<u><u>\$ 1,613,018</u></u>	<u><u>\$ 1,613,018</u></u>	<u><u>\$ 1,656,743</u></u>

# DIVISION SUMMARY

10122220 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 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	8	9	9	9	9
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	8	9	9	9	9

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,082,460	\$ 1,274,521	\$ 1,274,521	\$ 1,274,521	\$ 1,324,314
Supplies & Materials	\$ 11,380	\$ 11,498	\$ 11,498	\$ 11,498	\$ 12,998
Services & Maintenance	\$ 225,326	\$ 281,909	\$ 281,909	\$ 281,909	\$ 279,389
Internal Services	\$ 37,980	\$ 39,210	\$ 39,210	\$ 39,210	\$ 37,562
Capital Equipment	\$ 33,975	\$ 5,650	\$ 5,650	\$ 5,650	\$ 2,250
Subtotal	<u>\$ 1,391,121</u>	<u>\$ 1,612,788</u>	<u>\$ 1,612,788</u>	<u>\$ 1,612,788</u>	<u>\$ 1,656,513</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,391,121</u>	<u>\$ 1,612,788</u>	<u>\$ 1,612,788</u>	<u>\$ 1,612,788</u>	<u>\$ 1,656,513</u>



# DIVISION 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
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property
- Develop and produce a departmental policies/procedures handbook

**OBJECTIVES:**

- Maintain periodic updates of departmental website
- Review and streamline process and tracking of tort claims
- Establish databases and tracking mechanism for workers' compensation cases, pre and post February 1, 2014
- Maintain database and streamline tracking mechanism for expungements
- Establish database and streamline tracking mechanism for collection process
- Allow easier transition and cross-training for departmental staff

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Quarterly review and update of departmental website	70%	70%		75%	70%
Process payment of tort claims within 30 business days of receipt of departmental response	70%	70%		75%	70%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	95%	95%		98%	95%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	95%	95%		98%	95%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%		98%	95%
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	40%	40%		50%	40%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	95%	95%		98%	95%
Develop departmental policy/procedures handbook	50%	50%		75%	50%

# DIVISION SUMMARY

10122185 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:**

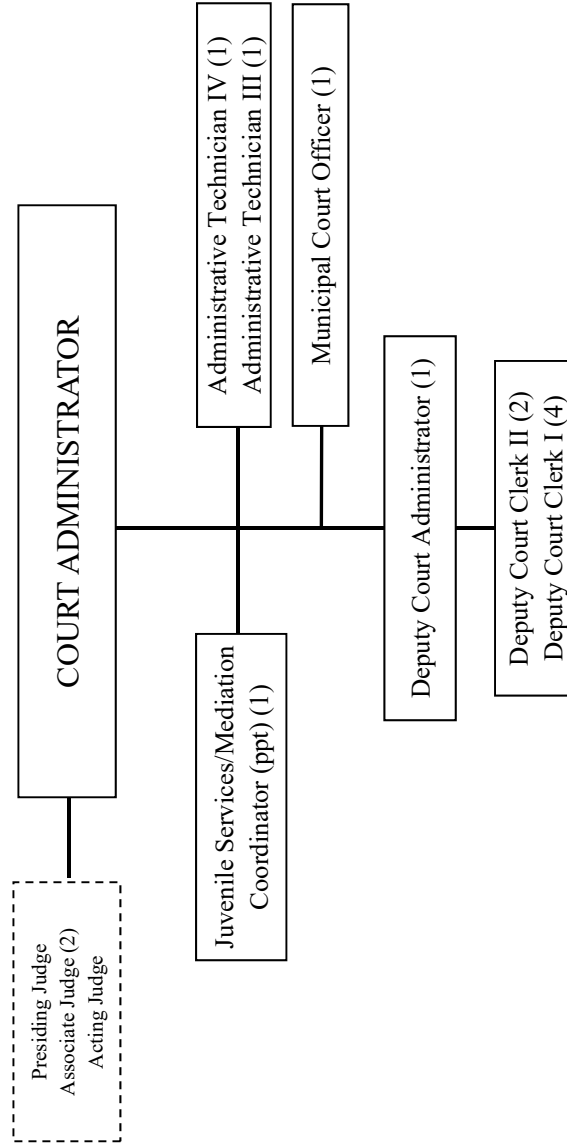
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 230	\$ 230	\$ 230	\$ 230
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>	<u>\$ 230</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 230</u></u>	<u><u>\$ 230</u></u>	<u><u>\$ 230</u></u>	<u><u>\$ 230</u></u>

# MUNICIPAL COURT

## 12 EMPLOYEES



\*The positions in the dashed box are part-time employees appointed by the City Council and are not included in the employee count.

# DEPARTMENT SUMMARY

## TOTAL MUNICIPAL COURT

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,138,168	\$ 1,196,971	\$ 1,196,971	\$ 1,196,971	\$ 1,300,034
Supplies & Materials	\$ 8,815	\$ 14,693	\$ 16,823	\$ 16,823	\$ 14,727
Services & Maintenance	\$ 27,044	\$ 56,481	\$ 54,351	\$ 54,351	\$ 69,415
Internal Services	\$ 41,334	\$ 45,375	\$ 45,375	\$ 45,375	\$ 47,722
Capital Equipment	\$ 38,424	\$ -	\$ -	\$ -	\$ 26,970
Subtotal	<u>\$ 1,253,785</u>	<u>\$ 1,313,520</u>	<u>\$ 1,313,520</u>	<u>\$ 1,313,520</u>	<u>\$ 1,458,868</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 1,253,785</u>	<u>\$ 1,313,520</u>	<u>\$ 1,313,520</u>	<u>\$ 1,313,520</u>	<u>\$ 1,458,868</u>

## DIVISION SUMMARY

### 10121120 MUNICIPAL COURT

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	11	11	11	11	11

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,138,168	\$ 1,181,021	\$ 1,181,021	\$ 1,181,021	\$ 1,276,930
Supplies & Materials	\$ 8,652	\$ 11,123	\$ 14,253	\$ 14,253	\$ 11,157
Services & Maintenance	\$ 24,679	\$ 48,368	\$ 48,368	\$ 48,368	\$ 61,385
Internal Services	\$ 41,334	\$ 45,275	\$ 45,275	\$ 45,275	\$ 47,622
Capital Equipment	\$ 38,424	\$ -	\$ -	\$ -	\$ 26,970
Subtotal	<u>\$ 1,251,257</u>	<u>\$ 1,285,787</u>	<u>\$ 1,288,917</u>	<u>\$ 1,288,917</u>	<u>\$ 1,424,064</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,251,257</u></u>	<u><u>\$ 1,285,787</u></u>	<u><u>\$ 1,288,917</u></u>	<u><u>\$ 1,288,917</u></u>	<u><u>\$ 1,424,064</u></u>

# DIVISION 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**

- 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 22	FYE 23	FYE 24	FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				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%
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**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
<b><u>Expedition and Timeliness:</u></b>					
Administrative Deferred Sentence Program	119	232	240	250	272
Disposition rate of traffic and non-traffic cases	*149%	*127%	90%	*133%	98%
<b><u>Equality, Fairness and Integrity:</u></b>					
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	124%	174***%	98%	99%	93%
<b><u>Independence and Accountability:</u></b>					
Provide employee diversity training sessions	1	2	2	2	2
<b><u>Public Trust and Confidence:</u></b>					
Number of Community Outreach Events (Law Day for Youth)	4	3	4	3	3
Attendance and participation in courses to meet continuing education requirements (Per registered Clerk)	6	11	6	6	6

Notes to Results Report:

\*\* Cleared warrants are uncharacteristically higher than warrants issued because cases issued prior to July 1, 2000 were purged from the system.

\* Disposition Rate is higher than normal due to clearing more old cases than new cases coming in.

# DIVISION SUMMARY

## 10121135 JUVENILE PROGRAMS

**MISSION:**

The mission of the Juvenile Program of the Municipal Criminal Court is to promote education, prevention and accountability for juvenile offenders rather than punishment only thereby deterring behaviors that could lead to more serious offenses causing them to become more deeply involved in the justice system.

**DESCRIPTION:**

The Juvenile Program provides juvenile offenders an opportunity to give back to their community through community service and make them more accountable for their actions by promoting education and prevention programs. These programs have been developed to support intervention efforts aimed at deterring at-risk youth from possible re-offending and assist them in becoming productive citizens.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	1	1	1	1	1
<b>Total Budgeted Positions</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ 15,950	\$ 15,950	\$ 15,950	\$ 23,104
Supplies & Materials	\$ 163	\$ 3,570	\$ 2,570	\$ 2,570	\$ 3,570
Services & Maintenance	\$ 2,365	\$ 8,113	\$ 5,983	\$ 5,983	\$ 8,030
Internal Services	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<u>\$ 2,528</u>	<u>\$ 27,733</u>	<u>\$ 24,603</u>	<u>\$ 24,603</u>	<u>\$ 34,804</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u>\$ 2,528</u>	<u>\$ 27,733</u>	<u>\$ 24,603</u>	<u>\$ 24,603</u>	<u>\$ 34,804</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## JUVENILE PROGRAMS

**GOALS:**

- Deter further development of delinquent behaviors
- Partner with agencies that provide early intervention programs
- Educate teens and parents on the effects of substance abuse

**OBJECTIVES:**

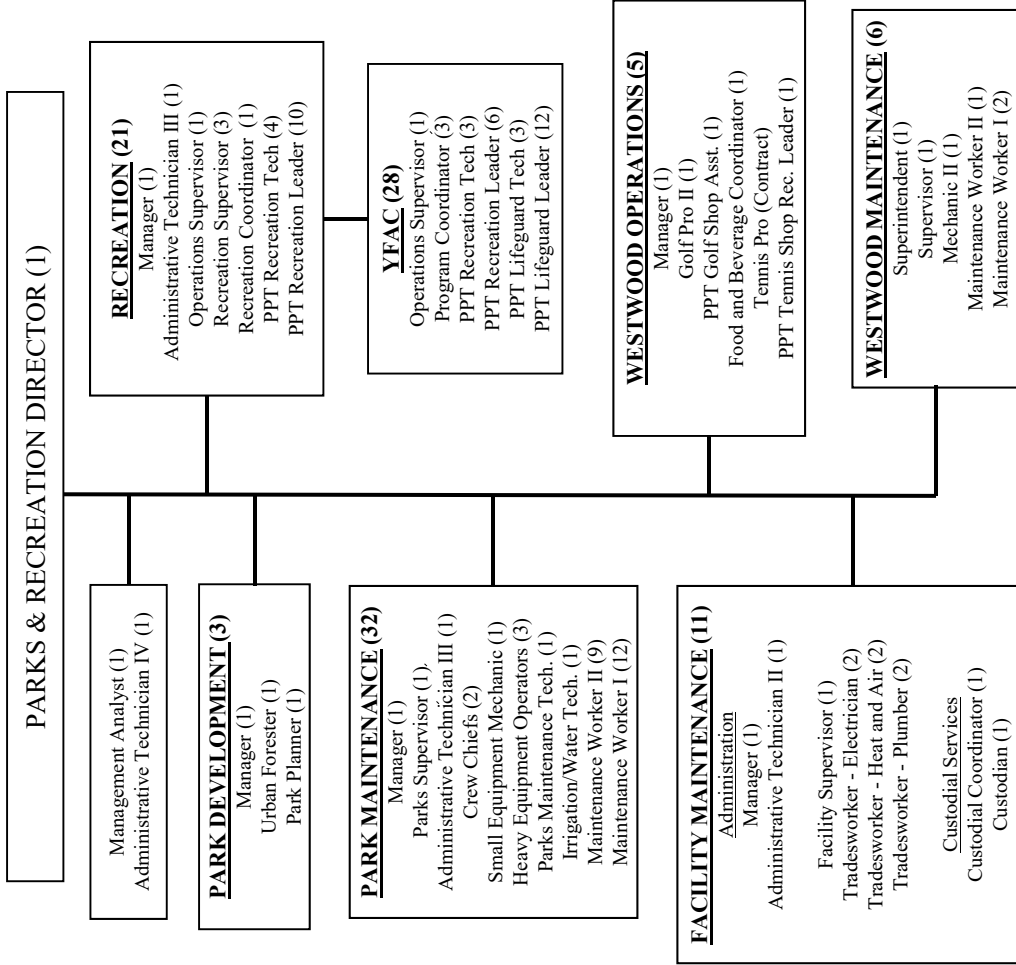
- Provide community service opportunities
- Refer to intervention services and counseling provided by Crossroads Youth and Family Services
- Utilize drug testing provided by Innovative Court Solutions
- Require participation in addiction information and counseling services provided by the Virtue Center

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22	FYE 23	FYE 24	FYE 25
	ACTUAL	ACTUAL	PLAN ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
Number of community service opportunities	85	47	60	72
Number of juveniles referred to intervention counseling	34	41	10	88
Number of juveniles referred to drug testing	24	25	25	58

# PARKS & RECREATION DEPARTMENT

109 EMPLOYEES



# DEPARTMENT SUMMARY

## TOTAL PARKS DEPARTMENT

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	55	56	56	56	56
Part-time Positions	<u>14</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>
Total Budgeted Positions	<u>69</u>	<u>71</u>	<u>71</u>	<u>71</u>	<u>71</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 4,863,055	\$ 5,218,241	\$ 5,128,241	\$ 5,128,241	\$ 5,552,318
Supplies & Materials	\$ 739,971	\$ 766,537	\$ 956,194	\$ 956,194	\$ 860,410
Services & Maintenance	\$ 1,441,125	\$ 1,770,786	\$ 1,832,507	\$ 1,832,507	\$ 2,289,052
Internal Services	\$ 507,630	\$ 493,734	\$ 493,734	\$ 493,734	\$ 653,713
Capital Equipment	<u>\$ 197,769</u>	<u>\$ 1,165,274</u>	<u>\$ 1,165,244</u>	<u>\$ 1,165,244</u>	<u>\$ 559,991</u>
Subtotal	<u>\$ 7,749,550</u>	<u>\$ 9,414,572</u>	<u>\$ 9,575,920</u>	<u>\$ 9,575,920</u>	<u>\$ 9,915,484</u>
Capital Projects	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ -</u>
Department Total	<u><u>\$ 7,749,550</u></u>	<u><u>\$ 9,414,572</u></u>	<u><u>\$ 10,075,920</u></u>	<u><u>\$ 10,075,920</u></u>	<u><u>\$ 9,915,484</u></u>

# DIVISION SUMMARY

## 10770370 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 377,482	\$ 365,520	\$ 365,520	\$ 365,520	\$ 370,238
Supplies & Materials	\$ 6,620	\$ 4,897	\$ 4,897	\$ 4,897	\$ 4,897
Services & Maintenance	\$ 326,266	\$ 357,956	\$ 357,956	\$ 357,956	\$ 474,928
Internal Services	\$ 30,820	\$ 31,654	\$ 31,654	\$ 31,654	\$ 28,875
Capital Equipment	\$ 5,775	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 746,963</u>	<u>\$ 760,027</u>	<u>\$ 760,027</u>	<u>\$ 760,027</u>	<u>\$ 878,938</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 746,963</u></u>	<u><u>\$ 760,027</u></u>	<u><u>\$ 760,027</u></u>	<u><u>\$ 760,027</u></u>	<u><u>\$ 878,938</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

**GOALS:**

- To provide leadership ensuring the successful operation of each division of the Parks and Recreation Department in the execution of their goals and objectives.

**OBJECTIVES:**

- To provide leadership and guidance to each division of the Parks and Recreation Department.
- To administer resource allocation for each division.
- To provide direction for the department as a whole.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Westwood Pool participants	94,000	125,000	120,000	120,000	125,000
Westwood Golf participants	38,257	38,257	34,689	36,836	37,204
Park development participants	50	50	115	125	140
Recreation Programs participants	42,457	42,547	40,000	40,000	45,000
Senior Center participants (*City no longer operates Senior Center)	1,500	4,000	4,000	4,000	0*
Total number of participants in activities listed above	176,264	209,854	202,804	204,961	216,344

# DIVISION SUMMARY

## 10770131 FACILITY CUSTODIAL SERVICES

**MISSION:**

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

**DESCRIPTION:**

- Oversee in-house custodial services for the City of Norman Complex.
- Stock cleaning supplies and dispense from warehouse to City Facilities.
- Perform custodial setup work as needed.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 145,376	\$ 138,367	\$ 138,367	\$ 138,367	\$ 147,052
Supplies & Materials	\$ 79,363	\$ 57,647	\$ 83,647	\$ 83,647	\$ 57,906
Services & Maintenance	\$ 5,003	\$ 400	\$ 400	\$ 400	\$ 400
Internal Services	\$ -	\$ 8,391	\$ 8,391	\$ 8,391	\$ 4,295
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 15,250
Subtotal	<u>\$ 229,742</u>	<u>\$ 204,805</u>	<u>\$ 230,805</u>	<u>\$ 230,805</u>	<u>\$ 224,903</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 229,742</u></u>	<u><u>\$ 204,805</u></u>	<u><u>\$ 230,805</u></u>	<u><u>\$ 230,805</u></u>	<u><u>\$ 224,903</u></u>

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

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**GOALS:**

- Plan and coordinate custodial functions that have minimal disruption during working hours.
  - Anticipate needs for janitorial supplies for the Municipal Complex and Fire Department to eliminate return trips for pickup of supplies.
- 

**OBJECTIVES:**

- Monitor custodial 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.
  - Address day porter needs that cannot be accomplished with the nighttime custodians.
- 

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of time products are available	100%	100%	100%	95%	95%
Number of work orders processed for daytime activities	708	863	880	900	850

# DIVISION SUMMARY

## 10770430 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 221,398	\$ 151,826	\$ 151,826	\$ 151,826	\$ 321,338
Supplies & Materials	\$ 5,439	\$ 11,555	\$ 1,555	\$ 1,555	\$ 11,525
Services & Maintenance	\$ 230,927	\$ 328,520	\$ 361,576	\$ 361,576	\$ 532,026
Internal Services	\$ 3,773	\$ 5,647	\$ 5,647	\$ 5,647	\$ 4,953
Capital Equipment	\$ 3,270	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 464,807</u>	<u>\$ 497,548</u>	<u>\$ 520,604</u>	<u>\$ 520,604</u>	<u>\$ 869,842</u>
Capital Projects	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ -</u>
Division Total	<u>\$ 464,807</u>	<u>\$ 497,548</u>	<u>\$ 1,020,604</u>	<u>\$ 1,020,604</u>	<u>\$ 869,842</u>



**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
FACILITY MAINTENANCE ADMINISTRATION

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**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 verses temporary repairs.
  - Incorporate sustainable energy and equipment practices.
  - Plan and schedule staff for optimal operation of repair and maintenance of City facilities.
  - Provide enough resources to the division to accomplish the mission.
- 

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Response time to emergency repair measured in less than 4 hours	90%	95%	95%	100%	95%
Percentage of repeat calls for same problem	10%	10%	10%	15%	10%

# DIVISION SUMMARY

## 10770132 FACILITY MAINTENANCE

**MISSION:**

- To service City facilities
- Complete repairs as requested with a high level of competence and safety
- Schedule preventative maintenance for City facilities in order to sustain cost effective maintenance and energy savings for the City of Norman

**DESCRIPTION:**

- Official custodian of all records belonging to the City
- Maintains quality maintenance for all City buildings, ball fields, tennis courts, water wells, lift stations, and storm sirens
- Administers repair and renovation projects for City facilities

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	7	7	7	7
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	6	7	7	7	7

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 602,680	\$ 738,989	\$ 738,989	\$ 738,989	\$ 665,106
Supplies & Materials	\$ 94,105	\$ 90,519	\$ 218,841	\$ 218,841	\$ 88,330
Services & Maintenance	\$ 75,778	\$ 125,110	\$ 125,110	\$ 125,110	\$ 99,908
Internal Services	\$ 12,464	\$ 14,607	\$ 14,607	\$ 14,607	\$ 32,646
Capital Equipment	<u>\$ 10,847</u>	<u>\$ 79,074</u>	<u>\$ 79,074</u>	<u>\$ 79,074</u>	<u>\$ -</u>
Subtotal	<u>\$ 795,874</u>	<u>\$ 1,048,299</u>	<u>\$ 1,176,621</u>	<u>\$ 1,176,621</u>	<u>\$ 885,990</u>
 Division Total	 <u>\$ 795,874</u>	 <u>\$ 1,048,299</u>	 <u>\$ 1,176,621</u>	 <u>\$ 1,176,621</u>	 <u>\$ 885,990</u>

# 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total work orders requested	3,783	2,505	4,100	3,500	4,000
HVAC work orders requested	1,350	674	800	1,200	1,300
Electrical work orders requested	1,468	618	1,200	1,300	1,500
Plumbing work orders requested	680	845	1,000	780	1,000
Misc. work orders requested	285	368	300	350	300

# DIVISION SUMMARY

## 10770271 PARK DEVELOPMENT

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 179,446	\$ 190,485	\$ 190,485	\$ 190,485	\$ 191,070
Supplies & Materials	\$ 28,061	\$ 25,786	\$ 25,786	\$ 25,786	\$ 25,786
Services & Maintenance	\$ 24,415	\$ 48,268	\$ 48,268	\$ 48,268	\$ 44,268
Internal Services	\$ 129	\$ 490	\$ 490	\$ 490	\$ 8,105
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 232,051</u>	<u>\$ 265,029</u>	<u>\$ 265,029</u>	<u>\$ 265,029</u>	<u>\$ 269,229</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 232,051</u></u>	<u><u>\$ 265,029</u></u>	<u><u>\$ 265,029</u></u>	<u><u>\$ 265,029</u></u>	<u><u>\$ 269,229</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PARK DEVELOPMENT

**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 trees.
- Increase efforts for new planting opportunities; neighborhoods, green spaces, public schools, parks and open spaces.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Hazardous Tree Removals	15	25	15	20	25
Number of volunteers during the Earth Day Festival	40	50	50	45	60
Number of Trees planted through the Norman Forward Initiative and other City Projects	150	732	500	550	600
Number of citizen advised regarding tree issues: civic groups and individuals	40	20	30	35	30
Number of tree protection plans for developers	5	5	5	5	5
Number of parks inventoried	3	25	30	15	15

# DIVISION SUMMARY

## 10770284 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 747	\$ 686	\$ 686	\$ 686	\$ 686
Services & Maintenance	\$ -	\$ 81	\$ 81	\$ 81	\$ 81
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 747	\$ 767	\$ 767	\$ 767	\$ 767
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 747	\$ 767	\$ 767	\$ 767	\$ 767

# DIVISION SUMMARY

## 10770410 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	32	32	32	32	32
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	32	32	32	32	32

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 2,167,917	\$ 2,548,813	\$ 2,458,813	\$ 2,458,813	\$ 2,712,007
Supplies & Materials	\$ 319,551	\$ 364,248	\$ 423,583	\$ 423,583	\$ 414,709
Services & Maintenance	\$ 218,124	\$ 310,877	\$ 336,542	\$ 336,542	\$ 311,041
Internal Services	\$ 327,665	\$ 320,376	\$ 320,376	\$ 320,376	\$ 352,106
Capital Equipment	\$ 177,060	\$ 1,028,700	\$ 1,001,170	\$ 1,001,170	\$ 541,941
Subtotal	<u>\$ 3,210,317</u>	<u>\$ 4,573,014</u>	<u>\$ 4,540,484</u>	<u>\$ 4,540,484</u>	<u>\$ 4,331,804</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 3,210,317</u>	<u>\$ 4,573,014</u>	<u>\$ 4,540,484</u>	<u>\$ 4,540,484</u>	<u>\$ 4,331,804</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PARKS MAINTENANCE

**GOALS:**

- To maintain outdoor recreational facilities in an aesthetically pleasing, orderly and safe manner.
- To develop and continue to renew a five-year maintenance plan for the entire park system.
- To assure a recreational climate beneficial to the physical and mental health and safety of all citizens.
- To provide a variety of recreation and leisure facilities throughout the park system.

**OBJECTIVES:**

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

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	90%	90%	90%	90%	90%
On the job injuries	2	6	0	0	0



# DIVISION SUMMARY

## 10770421 RECREATION ADMINISTRATION

**MISSION:**

The Recreation Administration 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 Administration 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 (12<sup>th</sup> Avenue). These centers not only provide recreational opportunities through their programming, but also offer rental space for meetings, parties and special events.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	5	5	5	5
Part-time Positions	2	3	3	3	3
<b>Total Budgeted Positions</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 464,123	\$ 619,005	\$ 619,005	\$ 619,005	\$ 660,865
Supplies & Materials	\$ 140,676	\$ 139,471	\$ 134,471	\$ 134,471	\$ 140,343
Services & Maintenance	\$ 401,624	\$ 564,016	\$ 564,016	\$ 564,016	\$ 578,213
Internal Services	\$ 118,726	\$ 100,447	\$ 100,447	\$ 100,447	\$ 140,069
Capital Equipment	\$ (627)	\$ 51,500	\$ 79,000	\$ 79,000	\$ 2,800
Subtotal	<u>\$ 1,124,522</u>	<u>\$ 1,474,439</u>	<u>\$ 1,496,939</u>	<u>\$ 1,496,939</u>	<u>\$ 1,522,290</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 1,124,522</u></u>	<u><u>\$ 1,474,439</u></u>	<u><u>\$ 1,496,939</u></u>	<u><u>\$ 1,496,939</u></u>	<u><u>\$ 1,522,290</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## RECREATION ADMINISTRATION

**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 22	FYE 23		FYE 24		FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE		PROJECTED
<b>PERFORMANCE INDICATORS:</b>						
Attendance at six recreation centers for both fee and non-fee activities	41,000	41,000	40,000	40,000		40,000
Tennis lessons, open court and tournament participants	32,273	12,927	15,000	10,000		12,000
Daddy-Daughter Dance participants	4,000	4,000	4,000	4,000		4,100
Child Care revenue	\$ 164,102	\$ 343,523	\$ 200,000	\$ 250,000		\$ 300,000
Annual Senior Fee Programs revenue (*City no longer operates Senior Center)	\$ 1,649	\$ 4,403	\$ 2,500	\$ 2,000		\$0*
Annual Participants including Congregate Meals and Special Events	1,500	1,500	5,000	5,000		5,000
Total recreation revenue	\$ 157,635	\$ 347,926	\$ 202,500	\$ 252,000		\$ 305,000

# DIVISION SUMMARY

10770425 12<sup>th</sup> AVENUE RECREATION CENTER

**MISSION:**

The Recreation Administration 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 12<sup>th</sup> Avenue Recreation Center is a multi-purpose center. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	1	1	1	1
Part-time Positions	4	4	4	4	4
<b>Total Budgeted Positions</b>	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 223,092	\$ 187,775	\$ 187,775	\$ 187,775	\$ 188,362
Supplies & Materials	\$ 19,206	\$ 19,300	\$ 16,300	\$ 16,300	\$ 19,300
Services & Maintenance	\$ 10,826	\$ 14,300	\$ 14,300	\$ 14,300	\$ 14,300
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 1,361
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 253,124</u>	<u>\$ 221,375</u>	<u>\$ 218,375</u>	<u>\$ 218,375</u>	<u>\$ 223,323</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 253,124</u></u>	<u><u>\$ 221,375</u></u>	<u><u>\$ 218,375</u></u>	<u><u>\$ 218,375</u></u>	<u><u>\$ 223,323</u></u>

# DIVISION SUMMARY

10770127 CHILDCARE

**MISSION:**

The Recreation Administration 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 Childcare division is comprised of the Whittier Recreation Center and Irving Recreation Center. These centers provide recreational opportunities through their programming, and offer rental space for meetings, parties and special events.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	1	1	1	1
Part-time Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
Total Budgeted Positions	<u>10</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 376,420	\$ 275,863	\$ 275,863	\$ 275,863	\$ 296,280
Supplies & Materials	\$ 42,628	\$ 48,500	\$ 42,500	\$ 42,500	\$ 48,500
Services & Maintenance	\$ 29,120	\$ 4,000	\$ 7,000	\$ 7,000	\$ 4,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 2,292
Capital Equipment	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
Subtotal	<u>\$ 448,168</u>	<u>\$ 332,363</u>	<u>\$ 329,363</u>	<u>\$ 329,363</u>	<u>\$ 351,072</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 448,168</u></u>	<u><u>\$ 332,363</u></u>	<u><u>\$ 329,363</u></u>	<u><u>\$ 329,363</u></u>	<u><u>\$ 351,072</u></u>

# DIVISION SUMMARY

10770323 SENIOR CITIZENS CENTER

**MISSION:**

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

**DESCRIPTION:**

The employee in this division transferred to the Recreation division when the new Adult Wellness and Education Center (AWE) opened in late 2023. Beginning in FYE 25, this division will only reflect the operating costs for the prior Senior Citizens Program building on S. Peters Ave. A new division was created for the AWE in FYE 25.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 105,121	\$ 1,598	\$ 1,598	\$ 1,598	\$ -
Supplies & Materials	\$ 3,575	\$ 3,928	\$ 3,928	\$ 3,928	\$ 3,928
Services & Maintenance	\$ 119,042	\$ 17,258	\$ 17,258	\$ 17,258	\$ 24,187
Internal Services	\$ 14,053	\$ 12,122	\$ 12,122	\$ 12,122	\$ 35,955
Capital Equipment	\$ 1,444	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Subtotal	<u>\$ 243,235</u>	<u>\$ 36,906</u>	<u>\$ 36,906</u>	<u>\$ 36,906</u>	<u>\$ 64,070</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 243,235</u>	<u>\$ 36,906</u>	<u>\$ 36,906</u>	<u>\$ 36,906</u>	<u>\$ 64,070</u>

# DIVISION SUMMARY

10770326 ADULT WELLNESS CENTER

**MISSION:**

To provide a facility and programming that improves the physical and emotional wellness of 50+ adults by:

- connecting adults and creating community through social wellness activities and initiatives
- supplying access to professional and recreational physical fitness activities
- providing education and support on current adult-related issues
- delivering services for anyone in the community with reasonable membership prices, a sliding scale, and scholarships

**DESCRIPTION:**

The Adult Wellness Education Center opened in the fall of 2023 and is operated by Healthy Living & Fitness, Inc. The 30,000 square foot facility was funded in part by the NORMAN FORWARD initiative, and offers a variety of physical and wellness activities for adults aged 50+.

**PERSONNEL:**

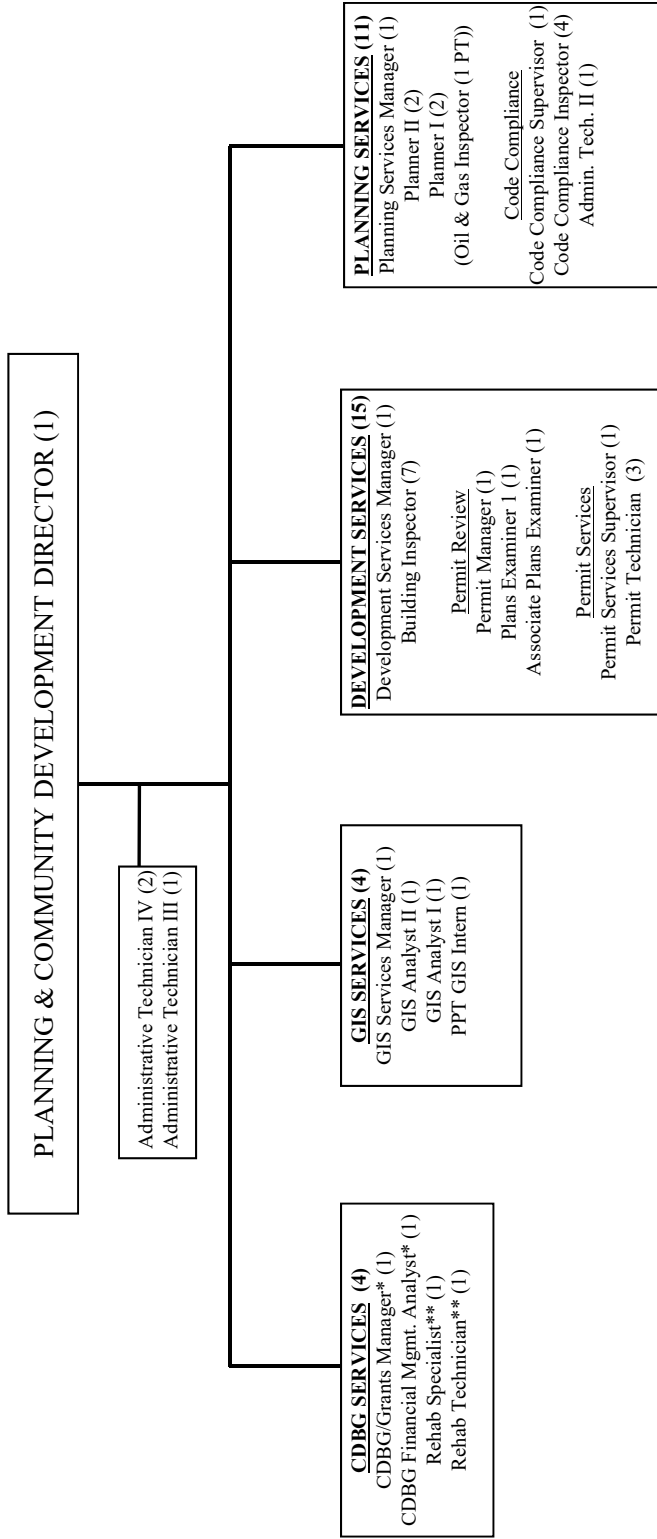
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ 44,500
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 205,700
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 43,056
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 293,256</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 293,256</u></u>

# PLANNING & COMMUNITY DEVELOPMENT

38 POSITIONS



\* Two CDBG positions are funded in part from the General Fund and in part from the Community Development Fund. \*\* Two positions are funded entirely from the Community Development Fund.

# 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, 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, Planning Commission, Board of Adjustment, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating Chapter 36 – the Zoning Ordinance – and updating the Comprehensive Land Use Plan and other plans for the City. The Department reviews building permit applications, rezoning requests and subdivision of property while ensuring 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. In addition, the Department is responsible for the administration of ordinances that affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	33	33	33	33	33
Part-time Positions	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>33</u>	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 3,458,953	\$ 3,761,840	\$ 3,761,840	\$ 3,761,840	\$ 3,923,937
Supplies & Materials	\$ 58,641	\$ 48,568	\$ 45,029	\$ 44,998	\$ 49,822
Services & Maintenance	\$ 171,931	\$ 438,465	\$ 442,004	\$ 442,035	\$ 351,453
Internal Services	\$ 194,573	\$ 208,155	\$ 208,155	\$ 208,155	\$ 180,627
Capital Equipment	<u>\$ 21,082</u>	<u>\$ 21,000</u>	<u>\$ 21,000</u>	<u>\$ 21,000</u>	<u>\$ 76,480</u>
Subtotal	<u>\$ 3,905,180</u>	<u>\$ 4,478,028</u>	<u>\$ 4,478,028</u>	<u>\$ 4,478,028</u>	<u>\$ 4,582,319</u>
Department Total	<u>\$ 3,905,180</u>	<u>\$ 4,478,028</u>	<u>\$ 4,478,028</u>	<u>\$ 4,478,028</u>	<u>\$ 4,582,319</u>



## DIVISION SUMMARY

### 10440140 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 Planning Services, Development Services, Code, Grants 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.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 586,427	\$ 552,743	\$ 552,743	\$ 552,743	\$ 578,939
Supplies & Materials	\$ 3,299	\$ 4,198	\$ 4,598	\$ 4,598	\$ 4,233
Services & Maintenance	\$ 23,641	\$ 46,303	\$ 45,903	\$ 45,903	\$ 41,631
Internal Services	\$ 108,769	\$ 107,458	\$ 107,458	\$ 107,458	\$ 70,770
Capital Equipment	\$ 3,533	\$ 11,000	\$ 11,000	\$ 11,000	\$ 2,250
Subtotal	<u>\$ 725,669</u>	<u>\$ 721,702</u>	<u>\$ 721,702</u>	<u>\$ 721,702</u>	<u>\$ 697,823</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 725,669</u></u>	<u><u>\$ 721,702</u></u>	<u><u>\$ 721,702</u></u>	<u><u>\$ 721,702</u></u>	<u><u>\$ 697,823</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

**GOALS:**

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

**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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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

## 10440152 CODE COMPLIANCE

**MISSION:**

To provide a higher quality of life in Norman by protecting and ensuring the continued health, safety and welfare of the citizens of Norman and to achieve compliance with City Codes through prevention by educating residents and property owners, and then encouraging them to voluntarily comply when there is a violation and notification or enforcement action becomes necessary.

**DESCRIPTION:**

The Code Compliance Division is responsible for the enforcement of codes in Chapters 6, 16, 20, 24, 28, and 36 of the City of Norman Code of Ordinances, which include nuisance codes, signs, zoning and property maintenance, all of which directly affect the health, safety and welfare of the citizens of Norman. Code Compliance is responsible for review and processing of all sign permits. The Division also conducts annual inspections in order to ensure the health and safety of hotels and motels, rooming and boarding houses, fraternities and sororities, mobile home parks, salvage yards, towing storage yards and short-term rentals.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 491,605	\$ 520,406	\$ 520,406	\$ 520,406	\$ 557,290
Supplies & Materials	\$ 12,804	\$ 12,025	\$ 12,025	\$ 12,025	\$ 11,286
Services & Maintenance	\$ 61,797	\$ 96,746	\$ 96,746	\$ 96,746	\$ 101,930
Internal Services	\$ 21,263	\$ 27,315	\$ 27,315	\$ 27,315	\$ 31,664
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 65,230
Subtotal	<u>\$ 587,469</u>	<u>\$ 656,492</u>	<u>\$ 656,492</u>	<u>\$ 656,492</u>	<u>\$ 767,400</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 587,469</u></u>	<u><u>\$ 656,492</u></u>	<u><u>\$ 656,492</u></u>	<u><u>\$ 656,492</u></u>	<u><u>\$ 767,400</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## CODE COMPLIANCE

**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 ensure the health and safety of hotels/motels, rooming and boarding houses, fraternities and sororities, mobile home parks, salvage yards, towing storage yards, and operating oil and gas wells.
- 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 increase the quality of life in Norman neighborhoods.

**OBJECTIVES:**

- To enforce City ordinances pertaining to health, safety, property maintenance, zoning, signs, and oil and gas
- Disseminate information about City Codes through articles in the local news media, presentations, and on the City website.
- Maintain uniform response rates and track responses on complaints.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22	FYE 23	FYE 24	FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
Percent of violations voluntarily abated after owner notification	69%	77%	69%	75%
Percent of abatement work orders voluntarily abated after work order issued to contractor	26%	37%	26%	35%
Percentage of code cases that are proactive	87%	90%	87%	90%
Percent of total compliance rate	95%	97%	90%	96%

# DIVISION SUMMARY

## 10440153 PLANNING SERVICES

**MISSION:**

Planning Services provides professional support, guidance, and assistance to the citizens of Norman, as well as all applicants, 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 Planning Services Division provides guidance and support to all residents of Norman and applicants planning to develop in the community. The Division provides staff support to the City Council, with primary staff responsibility to the Planning Commission, Board of Adjustment, Greenbelt Commission, Historic District Commission, and multiple Ad Hoc Committees. 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 327,458	\$ 534,905	\$ 534,905	\$ 534,905	\$ 576,580
Supplies & Materials	\$ -	\$ -	\$ 1,380	\$ 1,380	\$ -
Services & Maintenance	\$ 2,305	\$ 102,373	\$ 102,373	\$ 102,373	\$ 2,373
Internal Services	\$ 2,343	\$ 4,526	\$ 4,526	\$ 4,526	\$ 9,973
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,250
Subtotal	<u>\$ 332,106</u>	<u>\$ 641,804</u>	<u>\$ 643,184</u>	<u>\$ 643,184</u>	<u>\$ 591,176</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 332,106</u></u>	<u><u>\$ 641,804</u></u>	<u><u>\$ 643,184</u></u>	<u><u>\$ 643,184</u></u>	<u><u>\$ 591,176</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PLANNING SERVICES

**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, Pre-Development and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in review of all required permits and licensing needed for applicants. Performs site inspections for building permits, rezoning and land use plan amendments.
- Expedite items from the Planning Commission to the City Council when 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Items processed for the Planning Commission within 31 days of receipt	100%	100%	100%	100%	100%
Complete, corrected items forwarded to the Clerk’s office for the first Council meeting in the month following the Planning Commission meeting	100%	100%	100%	100%	100%
Pre-Development applications processed within two business days	100%	100%	100%	100%	100%
Board of Adjustment applications received and, newspaper and mailed notices processed within three business days	100%	100%	100%	100%	100%
Greenbelt Enhancement Statements received, staff report and agenda prepared to send out on the Friday before the meeting	100%	100%	100%	100%	100%

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

## DIVISION SUMMARY

### 10440151 DEVELOPMENT SERVICES

**MISSION:**

The mission of the Development Services Division of the Planning Department is to provide professional support to the community involved with building or altering the built environment, to protect health, safety, and public welfare by enforcing the currently adopted building, state, and local codes consistent with polities and ordinances adopted by the Norman City Council.

**DESCRIPTION:**

The Development Services Division provides services that impact building construction activities in the community, including providing guidelines and regulations to individuals and businesses interested in all aspects of construction while maintaining the highest standard of professionalism and customer service. The Division is responsible for plan review, fee collection, permitting, and appropriate field inspections to conclude construction activities with a Certificate of Occupancy (CO), or Certificate of Completion (CC) for lawfully occupancy. Managing these efforts includes working with multiple City Departments including; the Planning Department, Public Works Department, Parks and Recreation Department, Utilities Department, and the Fire Department.

Construction permit applications for industrial, commercial and multi-family projects may include; new construction, new shell, new interior finish, additions/alterations, new multi-family, multi-family additions/alterations, construction trailers, swimming pools and paving permits . Construction permit applications for One and Two-Family dwellings and related residential may include; new single-family/two-family and townhomes, residential additions/alterations, manufactured homes, storage buildings, storm shelters, carports/garages and swimming pools.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	15	15	15	15	15
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,651,770	\$ 1,724,895	\$ 1,724,895	\$ 1,724,895	\$ 1,767,286
Supplies & Materials	\$ 38,627	\$ 26,165	\$ 24,785	\$ 24,785	\$ 28,123
Services & Maintenance	\$ 27,052	\$ 80,084	\$ 80,084	\$ 80,084	\$ 80,084
Internal Services	\$ 50,818	\$ 57,156	\$ 57,156	\$ 57,156	\$ 50,649
Capital Equipment	\$ 4,331	\$ 4,000	\$ 4,000	\$ 4,000	\$ 6,750
Subtotal	<u>\$ 1,772,598</u>	<u>\$ 1,892,300</u>	<u>\$ 1,890,920</u>	<u>\$ 1,890,920</u>	<u>\$ 1,932,892</u>
Division Total	<u>\$ 1,772,598</u>	<u>\$ 1,892,300</u>	<u>\$ 1,890,920</u>	<u>\$ 1,890,920</u>	<u>\$ 1,932,892</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## DEVELOPMENT SERVICES

### GOALS:

- Improve the timeliness of the permit review process with the updated City View paperless system, allowing users to apply for permits on-line by uploading documents from their home or business. Continuously review and update the permit processes and adopt specific performance targets.
- Enhance inspection services; utilize all available technologies, specifically City View, to minimize delays when inspections are required/requested.
- Expand on employee training, certifications and knowledge base to offer more services to the community.
- Ensure work is built in the conformance with the Building Codes.
- Help Educate the public and stakeholders about the new City View system and permitting/inspection processes.
- Continue communication with the building community about permitting and inspection services as well as improving customer service.
- Continue to update/adopt building codes to remain up-to-date and current.
- Continue to educate the public and stakeholders regarding building science, and the adopted building codes to promote quality plans and buildings.

### OBJECTIVES:

- Provide the highest level of professionalism and customer service to those seeking permitting and inspection services.
- Utilize national standards to establish appropriate review time frames for each type of permit and inspection results.
- Continuously refine building permit application processes so that they are easily understood by the public, while still requiring all necessary information to properly process each permit type.
- Continue to improve the effectiveness and consistency of plan reviewers and building inspection staff.
- Continue to maintain the professional standard of the staff with appropriate certifications and licenses.
- Continue to refine the non-residential plan review process for all agencies (Building, Planning, Public Works, Fire) reviewing permit applications.
- Continue to modernize the permit and inspection process to help seasoned and new builders through the permit and inspection processes.
- Continue to coordinate with Building Departments in the Oklahoma City Metro Area to strive for consistency between each department for common inspection and plan review items.
- Continue to ensure safe, accessible, efficient and quality buildings are built to benefit the current and future building occupants.
- Remain current and involved with State Code Adoptions through the Oklahoma Uniform Building Code Commission (OUBCC).

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Non-residential permits reviewed within 14 days.	96%	86%	60%	95%	95%
Non-residential permits reviewed and approved within 28 days.	99%	99%	90%	100%	100%
FYE 23 average review days: 6					
FYE 24 to-date average review days: 8					
Residential permit applications reviewed and approved within 2 days	35%	51%	50%	53%	50%
Residential permit applications reviewed and approved within 5 days	88%	92%	95%	94%	88%
FYE 23 average review days: 3					
FYE 24 to date average review days: 3					
Inspections performed within 48 hours	99%	99%	99%	99%	99%
FYE 23 average inspection time: 1 day					



# DIVISION SUMMARY

## 10440150 GEOGRAPHIC INFORMATION SERVICES

**MISSION:**

Maintain accurate and complete information relating to the City’s infrastructure and legally mandated management zones and make that information available to support planning activities, public safety, the reporting required to comply with regulation, and the evaluation of the impact of changes in the built and regulatory environment.

**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.
- Providing online access to City maps and data for public consumption.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 401,693	\$ 428,891	\$ 428,891	\$ 428,891	\$ 443,842
Supplies & Materials	\$ 3,911	\$ 5,800	\$ 1,830	\$ 1,830	\$ 5,800
Services & Maintenance	\$ 56,986	\$ 109,858	\$ 113,828	\$ 113,828	\$ 122,334
Internal Services	\$ 11,150	\$ 11,255	\$ 11,255	\$ 11,255	\$ 17,170
Capital Equipment	<u>\$ 13,218</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>
Subtotal	<u>\$ 486,958</u>	<u>\$ 561,804</u>	<u>\$ 561,804</u>	<u>\$ 561,804</u>	<u>\$ 589,146</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 486,958</u></u>	<u><u>\$ 561,804</u></u>	<u><u>\$ 561,804</u></u>	<u><u>\$ 561,804</u></u>	<u><u>\$ 589,146</u></u>

# 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:**

- Reduce the time it takes to integrate ordinances, final plats, and as-builts into the database.
- Work with field personnel to improve the accuracy and completeness of GIS databases using GPS data collection.
- Produce all appropriate informational maps and reports as interactive web mapping applications.
- Provide support to facilitate the integration of databases, to reduce duplication of effort and promote efficiency.
- Provide GIS configuration and asset maintenance support to City software applications including: New World Public Safety, City View, Tyler EAM, and Advanced CIS Infinity.
- Improve access opportunities to digital GIS resources by providing data online and improving internal enterprise data infrastructure.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
Update zoning database within 1 week of receipt of the ordinance by the division.	100%	88%	100%	97%	100%
Complete map requests for standard products within 2 days or by specified deadline.	100%	100%	100%	100%	100%
Complete all custom requests for data within 1 week or by specified deadline.	100%	100%	100%	100%	100%
Complete analysis and reports by assigned deadlines.	100%	100%	100%	100%	100%
Complete downloads and SDE layer updates, from GPS field collected data, on a weekly basis or by specified deadline.	n/a	100%	100%	100%	100%
Review address issues from New World, City View or CIS within 2 days or by specified deadline.	n/a	99%	100%	100%	100%

Notes to Results Report:

GIS – Geographic Information System  
GPS - Global Positioning System

## DIVISION SUMMARY

10440184 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 trail-way systems in the City of Norman. The Commission comments on Greenbelt Enhancement Statements submittal with development plats and Norman Rural Certificates of Survey (NRCOS).

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 290	\$ 290	\$ 290	\$ 290
Services & Maintenance	\$ -	\$ 200	\$ 200	\$ 200	\$ 200
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ -</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>	<u>\$ 490</u>

# DIVISION SUMMARY

## 10440380 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, as well as 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ 31	\$ -	\$ -
Services & Maintenance	\$ 150	\$ 2,644	\$ 2,613	\$ 2,644	\$ 2,644
Internal Services	\$ 230	\$ 445	\$ 445	\$ 445	\$ 401
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 380</u>	<u>\$ 3,089</u>	<u>\$ 3,089</u>	<u>\$ 3,089</u>	<u>\$ 3,045</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u>\$ 380</u>	<u>\$ 3,089</u>	<u>\$ 3,089</u>	<u>\$ 3,089</u>	<u>\$ 3,045</u>

# DIVISION SUMMARY

## 10440181 PLANNING COMMISSION

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 90	\$ 90	\$ 90	\$ 90
Services & Maintenance	\$ -	\$ 257	\$ 257	\$ 257	\$ 257
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ -</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>	<u>\$ 347</u>



# DEPARTMENT SUMMARY

## TOTAL POLICE DEPARTMENT

**MISSION:**

Passionately serving our community through education, innovation, enforcement, and excellence in everything we do.

**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 residents, visitors, neighborhoods, and business community. To improve the quality of life of all persons by maintaining order, resolving problems, and providing leadership in a manner consistent with the law and reflective of shared community values.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	201	201	201	201	202
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>202</u>	<u>202</u>	<u>202</u>	<u>202</u>	<u>203</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 22,250,275	\$ 22,688,306	\$ 22,673,909	\$ 22,673,909	\$ 24,676,971
Supplies & Materials	\$ 801,266	\$ 1,029,868	\$ 1,049,866	\$ 1,049,866	\$ 1,136,112
Services & Maintenance	\$ 1,483,962	\$ 1,923,129	\$ 1,959,016	\$ 1,959,016	\$ 2,163,106
Internal Services	\$ 1,140,701	\$ 1,512,558	\$ 1,512,558	\$ 1,512,558	\$ 1,431,391
Capital Equipment	\$ 870,508	\$ 584,900	\$ 807,951	\$ 807,951	\$ 1,825,112
Subtotal	<u>\$ 26,546,712</u>	<u>\$ 27,738,761</u>	<u>\$ 28,003,300</u>	<u>\$ 28,003,300</u>	<u>\$ 31,232,692</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 26,546,712</u></u>	<u><u>\$ 27,738,761</u></u>	<u><u>\$ 28,003,300</u></u>	<u><u>\$ 28,003,300</u></u>	<u><u>\$ 31,232,692</u></u>

# DIVISION SUMMARY

## 10660310 ADMINISTRATION

**MISSION:**

Passionately serving our community through education, innovation, enforcement, and excellence in everything we do.

**DESCRIPTION:**

The Administration Division is responsible for effective oversight and support of all department operations and personnel in accordance with national, state, and local laws, standards, and requirements set forth by our community. The Administration Division is comprised of multiple elements including Public Information, Internal Affairs, and Police Standards. The Administration Division is responsible for communications with the city manager’s office, department budgets, personnel matters, investigations into misconduct, external communications, department policy, Norman Community Advisory Board (NCAB), Police Data Initiative, and department annual reporting.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,186,680	\$ 1,174,804	\$ 1,174,804	\$ 1,174,804	\$ 1,263,129
Supplies & Materials	\$ 21,224	\$ 17,493	\$ 19,993	\$ 19,993	\$ 18,809
Services & Maintenance	\$ 162,394	\$ 261,919	\$ 233,419	\$ 233,419	\$ 198,955
Internal Services	\$ 147,467	\$ 147,545	\$ 147,545	\$ 147,545	\$ 116,433
Capital Equipment	\$ 3,319	\$ 11,500	\$ 11,438	\$ 11,438	\$ 232,600
Subtotal	<u>\$ 1,521,084</u>	<u>\$ 1,613,261</u>	<u>\$ 1,587,199</u>	<u>\$ 1,587,199</u>	<u>\$ 1,829,926</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,521,084</u>	<u>\$ 1,613,261</u>	<u>\$ 1,587,199</u>	<u>\$ 1,587,199</u>	<u>\$ 1,829,926</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

**GOALS:**

- Reduce Part A crimes by 2% before the end of December 2024
- Decrease incapacitating and fatality collisions by 5% by the end of December 2024
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department.
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address the community concerns related to homelessness, mental health, and drug abuse.

**OBJECTIVES:**

- Continue to increase community policing efforts and relationship building with the community
- Expand employee wellness programs for all agency members
- Reduction of employee OJI's.
- Continue to recruit and train highly qualified employees in all vacant positions
- Increase community transparency and engagement through publication of meaningful substantive department data and statistics.
- Continue to expand CIT and/or other advanced mental health training of all staff.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services	\$230	\$235	\$240	\$240	\$245

## DIVISION SUMMARY

10660270 ANIMAL WELFARE

**MISSION:**

The mission of Norman Animal Welfare is to encourage responsible pet ownership by promoting and protecting the health, safety, and welfare of the residents and pets of Norman through education, enforcement, and community partnership.

**DESCRIPTION:**

Norman Animal Welfare is comprised of three sections: Response, Facility, and Medical. Animal Welfare Officers (response) respond to citizen complaints, apprehend dangerous animals, confiscate and render aid to animals in need of care, pick up stray or deceased animals, handle loose livestock or nuisance wildlife, conduct animal cruelty investigations, and provide education to the public. Animal Welfare Facility staff provide customer service to citizens in-person, over the phone, or through electronic communication; conduct the intake of animals at the facility; conduct behavior evaluations; provide care to animals housed at the facility; maintain and clean the facility; provide education to the public; and work towards positive animal outcomes through transfer, foster, and adoption. The Medical Section provides medical evaluation and treatment of animals in our care; spay neuter services; and provides procedural guidance regarding care of animals in our custody.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	18	18	18	18	19
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	18	18	18	18	19

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,362,579	\$ 1,485,543	\$ 1,485,543	\$ 1,485,543	\$ 1,651,924
Supplies & Materials	\$ 213,179	\$ 196,270	\$ 196,270	\$ 196,270	\$ 230,560
Services & Maintenance	\$ 148,778	\$ 128,489	\$ 158,489	\$ 158,489	\$ 158,940
Internal Services	\$ 125,014	\$ 157,029	\$ 157,029	\$ 157,029	\$ 131,818
Capital Equipment	\$ 80,346	\$ 12,000	\$ 27,000	\$ 27,000	\$ 232,894
Subtotal	<u>\$ 1,929,896</u>	<u>\$ 1,979,331</u>	<u>\$ 2,024,331</u>	<u>\$ 2,024,331</u>	<u>\$ 2,406,136</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,929,896</u>	<u>\$ 1,979,331</u>	<u>\$ 2,024,331</u>	<u>\$ 2,024,331</u>	<u>\$ 2,406,136</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ANIMAL WELFARE

**GOALS:**

- Establish and strengthen partnerships with outside entities to provide quality of life to the animals in our care.

**OBJECTIVES:**

- Provide ongoing information sharing and public education opportunities.
- Maintain 90% or greater live-release rate for Animal Welfare Division.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Intakes-Strays (cats and dogs)	2,141	2,987	3,100	3,100	3,100
Intakes-owner relinquishments	514	406	400	400	400
Total intakes of all animals	3,947	3,393	3,500	3,500	3,500
Outcomes-adoptions	1,813	1,777	1,900	1,900	1,900
Outcomes-Animals returned to Owner	506	498	500	500	500
Live Release Rate * Based on calendar years	93%	92%	94%	94%	94%
Presentations	6	5	10	10	10
Volunteer Hours	5,911	6,211	6,500	6,500	6,500

## DIVISION SUMMARY

### 10660321 CRIMINAL INVESTIGATIONS

**MISSION:**

It is the mission of the Norman Police Department Criminal Investigations Division to provide appropriate assistance to victims of crimes, conduct thorough investigations into reported criminal offenses, seek facts, and when appropriate, submit charges and assist in the successful prosecution of offenders.

**DESCRIPTION:**

The Criminal Investigations Division is comprised of two sections. The Investigative Section primarily investigates crimes related to persons and property related offences, including Part I crimes, crimes against children, domestic abuse, burglaries, stolen vehicles, fraud, and many other criminal offenses. The Forensic Services and Property Section supports the department through property storage, evidence processing, and video analysis operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	23	25	25	25	25
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>23</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>25</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 2,790,126	\$ 2,991,620	\$ 2,977,223	\$ 2,977,223	\$ 3,432,080
Supplies & Materials	\$ 58,110	\$ 59,226	\$ 63,622	\$ 63,622	\$ 60,515
Services & Maintenance	\$ 105,383	\$ 103,485	\$ 154,870	\$ 154,870	\$ 103,996
Internal Services	\$ 76,727	\$ 106,939	\$ 106,939	\$ 106,939	\$ 164,767
Capital Equipment	\$ 62,769	\$ 45,000	\$ 44,813	\$ 44,813	\$ 199,750
Subtotal	<u>\$ 3,093,115</u>	<u>\$ 3,306,270</u>	<u>\$ 3,347,467</u>	<u>\$ 3,347,467</u>	<u>\$ 3,961,108</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 3,093,115</u></u>	<u><u>\$ 3,306,270</u></u>	<u><u>\$ 3,347,467</u></u>	<u><u>\$ 3,347,467</u></u>	<u><u>\$ 3,961,108</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## CRIMINAL INVESTIGATIONS

**GOALS:**

- Reduce Part A crimes by 2% before the end of December 2024
- Decrease incapacitating and fatality collisions by 5% by the end of December 2024
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse.

**OBJECTIVES:**

- Develop and implement Mobile Fingerprint Scanner Program. Implement FARO Scanner for Part A Crimes Along with Serious Injury and Fatality collisions. Modernize and streamline Offender Registration process and information sharing. Increase public engagement through social media regarding cases, crime trends, and useful tips. Increase COP follow-ups by 10%. Exhaustively investigate secondary and tertiary options for offenders involved in violent crimes that effect community safety.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
Investigators	18	17		17	19
Cases closed by arrest	279	164		25	125
C.O.P. Follow-up	126	108		250	380
Cases Investigated	1,959	1,868		2,200	1,700
Deactivated Due to low staffing	315	271		250	260
Notes to Results Report:					
COP-Community Oriented Policing					

## DIVISION SUMMARY

### 10660139 EMERGENCY COMMUNICATIONS

**MISSION:**

The mission of the Emergency Communications division is to maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriate emergency services in a prompt, courteous and professional manner, thereby protecting lives and property while providing accurate information in our responses.

**DESCRIPTION:**

The Emergency Communications division provides 24/7 services to internal and external customers. External customers include the public, other non-public safety agencies and other public safety agencies. Internal customers include the Norman Police Department, Norman Fire Department, EMSStat Emergency Medical Services, Little Axe Fire Department, and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the citywide radio systems, used across many city departments and partnering jurisdictions. Additionally, the division is responsible for the continued development and operations of the new Norman Emergency Communications and Operations Center.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	24	24	24	24	24
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 2,120,278	\$ 1,997,778	\$ 1,997,778	\$ 1,997,778	\$ 2,102,708
Supplies & Materials	\$ 18,327	\$ 35,560	\$ 35,560	\$ 35,560	\$ 30,594
Services & Maintenance	\$ 433,078	\$ 616,951	\$ 616,951	\$ 616,951	\$ 757,129
Internal Services	\$ 70,918	\$ 187,997	\$ 187,997	\$ 187,997	\$ 127,535
Capital Equipment	\$ 8,011	\$ 89,000	\$ 213,540	\$ 213,540	\$ 18,500
Subtotal	<u>\$ 2,650,612</u>	<u>\$ 2,927,286</u>	<u>\$ 3,051,826</u>	<u>\$ 3,051,826</u>	<u>\$ 3,036,466</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Total</b>	<u><u>\$ 2,650,612</u></u>	<u><u>\$ 2,927,286</u></u>	<u><u>\$ 3,051,826</u></u>	<u><u>\$ 3,051,826</u></u>	<u><u>\$ 3,036,466</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## EMERGENCY COMMUNICATIONS

**GOALS:**

- Reduce Part A crimes by 2% from prior year
- Decrease incapacitating and fatality collisions by 5% from prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

**OBJECTIVES:**

- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies
- Recruit and retain quality Communications Officers, turnover rate <10%
- Limit time to dispatch to < 60 seconds on 90% of all Fire/EMS and priority police calls
- Limit 911 answer time to < 10 seconds
- In conjunction with ACOG, implement regional Next Generation 911 (NG911) system
- Limit Administrative call queue time average to < 10 seconds
- Train all Dispatchers in CIT awareness

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Interoperability solutions	75%	75%	100%	75%	100%
Dispatchers with CIT Training	95%	100%	Done	Done	Done
NG911	10%	25%	100%	50%	100%
Call Queue Time in seconds	13	13	9	13	9
911 Answer Time	88%	85%	95%	85%	95%
Time to dispatch	1:34	1:47	:59	1:44	1:20
Employee Retention	86%	90%	90%	76%	90%

# DIVISION SUMMARY

10660322 PATROL

**MISSION:**

The mission of the Patrol Division is to provide immediate response and stability to emergency situations, investigate criminal activities, develop community partnerships, and proactively identify and resolve public safety concerns of our community.

**DESCRIPTION:**

The Patrol Division is comprised of three Patrol Sections. The division provides around the clock response to emergency calls for assistance, provides directed proactive patrols, detains and arrests suspects who have warrants or have violated laws, provide initial investigations of criminal matters, investigate traffic collisions, and enforce traffic laws. The division uses a community policing approach to develop community partnerships intended to build community trust, improve accountability, and identify and resolve concerns of the community.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	90	79	79	79	79
Part-time Positions	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	91	79	79	79	79

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 11,264,576	\$ 10,231,701	\$ 10,231,701	\$ 10,231,701	\$ 10,660,724
Supplies & Materials	\$ 316,840	\$ 363,630	\$ 381,128	\$ 381,128	\$ 365,765
Services & Maintenance	\$ 140,437	\$ 206,086	\$ 192,088	\$ 192,088	\$ 272,386
Internal Services	\$ 531,713	\$ 644,146	\$ 644,146	\$ 644,146	\$ 580,990
Capital Equipment	<u>\$ 455,946</u>	<u>\$ 178,000</u>	<u>\$ 266,800</u>	<u>\$ 266,800</u>	<u>\$ 518,809</u>
Subtotal	<u>\$ 12,709,512</u>	<u>\$ 11,623,563</u>	<u>\$ 11,715,863</u>	<u>\$ 11,715,863</u>	<u>\$ 12,398,674</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 12,709,512</u>	<u>\$ 11,623,563</u>	<u>\$ 11,715,863</u>	<u>\$ 11,715,863</u>	<u>\$ 12,398,674</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PATROL

**GOALS:**

- Reduce Part A crimes by 2% from previous year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

**OBJECTIVES:**

- Partner with the Pace Unit to identify and apprehend individuals involved in criminal activity
- Conduct thorough crime scene investigations whenever possible.
- 5% increase in traffic contacts (citations and warnings) compared to prior year
- Partner with COCMHC to provide limited co-response to homeless and mental health related calls on a routine basis

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22	FYE 23	FYE 24	FYE 25	
	ACTUAL	ACTUAL	PLAN	ESTIMATE	
				PROJECTED	
<b>PERFORMANCE INDICATORS:</b>					
Calls for service	79,114	83,191	90,000	90,000	93,000
Case reports taken	12,485	12,461	12,500	12,500	12,700
Traffic Contacts (citations/warnings)	13,539	18,296	19,210	19,210	20,000
Collisions investigated	2,211	2,222	2,100	2,100	2,050
Arrests made	7,059	8,450	8,500	8,500	8,500

# DIVISION SUMMARY

## 10660230 SPECIAL INVESTIGATIONS

**MISSION:**

The mission of the Norman Police Department Special Investigations Division is to conduct complex and lengthy investigations requiring specialty tactics and resources with the goal of providing appropriate assistance to victims of crimes; conduct thorough investigations into reported criminal offenses; seek facts and when appropriate, submit charges; and assist in the successful prosecution of offenders.

The Special Investigations Division provides the resources, personnel, and expertise to conduct complex, lengthy investigations including narcotics investigations, crimes against persons, and property crimes. In some cases, the division may provide support through advice, equipment, or undercover operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 849,905	\$ 971,349	\$ 971,349	\$ 971,349	\$ 1,130,459
Supplies & Materials	\$ 38,623	\$ 45,790	\$ 45,790	\$ 45,790	\$ 46,377
Services & Maintenance	\$ 35,114	\$ 42,158	\$ 42,158	\$ 42,158	\$ 39,208
Internal Services	\$ 46,163	\$ 50,232	\$ 50,232	\$ 50,232	\$ 77,154
Capital Equipment	\$ 1,850	\$ 26,000	\$ 26,000	\$ 26,000	\$ 181,659
Subtotal	<u>\$ 971,655</u>	<u>\$ 1,135,529</u>	<u>\$ 1,135,529</u>	<u>\$ 1,135,529</u>	<u>\$ 1,474,857</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 971,655</u>	<u>\$ 1,135,529</u>	<u>\$ 1,135,529</u>	<u>\$ 1,135,529</u>	<u>\$ 1,474,857</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SPECIAL INVESTIGATIONS

**GOALS:**

- Reduce Part A crimes by 2% from previous year.
- Decrease incapacitating and fatality collisions by 5% from prior year.
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department.
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse.

**OBJECTIVES:**

- Increase the investigation of fentanyl related arrests and deaths to decrease future harm.
- Increase public engagement through social media regarding cases, drug trends, and useful tips.
- Partner with other agencies to interrupt the transportation and delivery of illicit drugs.
- Exhaustively investigate secondary and tertiary options for offenders involved in violent crimes that affect community safety.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Investigators	18	17	17	17	19
Number of investigations closed	279	164	250	125	200
COP Follow-up cases	126	108	250	380	400
Cases Investigated	1,959	1,868	2,200	1,700	2,000
Deactivated Due to Low Staffing	315	271	250	260	240

# DIVISION SUMMARY

## 10660115 STAFF SERVICES

**MISSION:**

The mission of the Staff Services Division is to work with internal and external partners and the community in an effort to increase department efficiency, readiness and accountability through the development of processes intended to achieve our department's mission and vision.

**DESCRIPTION:**

The Staff Services Division consists of a multiple sections including employee recruitment and hiring, training and development, payroll, budgeting and purchasing, crime analysis, technology maintenance and growth, research and development, personnel management, strategic planning, equipment inventories, records retention and release, digital media redactions and release, and PBX operations. The division provides front line customer support through the Records Section and is responsible for receiving and processing the city phone operator functions during business hours. In addition, the division includes Traffic, Parking Services, and Community Outreach Sections as well as the Problem Resolution Section. These elements of the division are focused on creating proactive, long term, root cause focused solutions to our community's social harms. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address concerns in our community.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	31	40	40	40	40
Part-time Positions	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>31</u>	<u>41</u>	<u>41</u>	<u>41</u>	<u>41</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 2,676,131	\$ 3,835,511	\$ 3,835,511	\$ 3,835,511	\$ 4,435,947
Supplies & Materials	\$ 134,963	\$ 311,899	\$ 307,503	\$ 307,503	\$ 383,492
Services & Maintenance	\$ 458,778	\$ 564,041	\$ 561,041	\$ 561,041	\$ 632,492
Internal Services	\$ 142,699	\$ 218,670	\$ 218,670	\$ 218,670	\$ 232,694
Capital Equipment	\$ 258,267	\$ 223,400	\$ 218,360	\$ 218,360	\$ 440,900
Subtotal	<u>\$ 3,670,838</u>	<u>\$ 5,153,521</u>	<u>\$ 5,141,085</u>	<u>\$ 5,141,085</u>	<u>\$ 6,125,525</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 3,670,838</u>	<u>\$ 5,153,521</u>	<u>\$ 5,141,085</u>	<u>\$ 5,141,085</u>	<u>\$ 6,125,525</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STAFF SERVICES

### GOALS:

- Reduce Part A crimes by 2% from prior year
- Decrease incapacitating and fatality collisions by 5% from prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

### OBJECTIVES:

- Coordinate efforts across the department to identify higher than average criminal activity patterns, and focus efforts on addressing the concerns.
- Monitor trends and patterns in traffic collisions and to identify areas requiring attention.
- Increase public education of services provided and officer involvement in community with the goal of connecting resources to those in need.
- Continue to recruit and train qualified candidates for all vacant positions in the agency.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total number of in-service training hours scheduled of commissioned personnel	30	30	30	30	30
Total number of firearms training sessions for commissioned officer	4	4	4	4	4
Officers qualified on firearms courses	100%	100%	100%	100%	100%
Officers completing annual mental health training	100%	100%	100%	100%	100%
Records Counter Contacts	11,164	12,000	10,084	13,000	13,500
Records Phone Contacts	9,446	13,500	9,197	12,000	12,500
Records Cases Managed	7,831	13,000	11,641	12,000	12,500
Records Released	5,845	7,500	5,758	8,000	9,000
Videos Processed	268	850	760	400	800

# PUBLIC WORKS DEPARTMENT

125 EMPLOYEES

PUBLIC WORKS DIRECTOR (1)

Management Analyst (1)

**FLEET (29)**  
 Fleet Program Manager (1)  
 Administrative Technician III (2)  
 Fleet Service Writer (1)  
EQUIPMENT SUPPORT  
 Supervisor (1)  
 Maintenance Worker II (1)  
FLEET REPAIR  
LIGHT EQUIPMENT  
 Fleet Light Repair Supervisor (1)  
 Auto Service Technician (2)  
 Mechanic II (2)  
 Mechanic I (2)  
 Tire Repair Technician (1)  
HEAVY EQUIPMENT  
 Fleet Heavy Repair Supervisor (1)  
 Mechanic I (2)  
 Mechanic II (3)  
 Field Service Mechanic II (1)  
 Auto Service Technician (2)  
EMERGENCY EQUIPMENT  
 Emerg. Vehicle Tech Specialist (1)  
 Emerg. Vehicle Tech Mechanic II (1)  
TRANSIT  
 Fleet Transit Repair Supervisor (1)  
 Transit Mechanic II (2)  
 Transit Service Technician (1)

**STREETS (33)**  
 Streets Program Manager (1)  
 Street Maintenance Supervisor (1)  
 Administrative Technician III (1)  
STREET MAINTENANCE  
 Pavement Maint. Coordinator (1)  
ASPHALT CREW  
 Crew Chief (1)  
 Heavy Equipment Operator (3)  
 Maintenance Worker II (3)  
 Maintenance Worker I (1)  
CONCRETE CREW  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maintenance Worker II (2)  
 Maintenance Worker I (1)  
GENERAL PURPOSE CREW  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maintenance Worker II (1)  
 Maintenance Worker I (1)  
SURFACE MAINT. CREW  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maintenance Worker II (1)  
 Maintenance Worker I (1)  
ROADSIDE MAINT. CREW  
 Crew Chief (1)  
 Heavy Equipment Operator (3)  
 Maintenance Worker II (3)  
 Maintenance Worker I (1)

**TRAFFIC CONTROL (20)**  
 Transportation Engineer (1)  
 Capital Project Engineer (1)  
 Traffic Engineer (1)  
 Administrative Technician III (1)  
SIGNING – STRIPING  
PARKING METERS-STUDIES  
 Traffic Control Supervisor (1)  
 Crew Chief (1)  
 Traffic Technician (1)  
 Heavy Equipment Operator (1)  
 Maintenance Worker II (2)  
 Maintenance Worker I (2)  
 Traffic Sign Fabricator (1)  
SIGNALIZATION  
 Traffic Signal Supervisor (1)  
 Traffic Signal Technician (5)  
 Traffic Line Locator (1)

**TRANSIT & PARKING (3)**  
 Transit & Parking Program Manager (1)  
 Transit Planner & Grants Specialist (1)  
 Administrative Technician III (1)

**STORMWATER (20)**  
 Stormwater Program Manager (1)  
 Administrative Technician III (1)  
STORMWATER MAINTENANCE  
 Stormwater Supervisor (1)  
 Stormwater Inspector/Locator (1)  
INFRASTRUCTURE MAINTENANCE  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maintenance Worker II (2)  
 Maintenance Worker I (2)  
CHANNEL MAINTENANCE  
 Crew Chief (1)  
 Heavy Equipment Operator (1)  
 Maintenance Worker II (2)  
 Maintenance Worker I (2)  
STREET SWEEPING & LITTER CREW  
 Crew Chief (1)  
 Maintenance Worker II (3)

**ENGINEERING (18)**  
 City Engineer (1)  
 Administrative Technician III (1)  
CAPITAL PROJECTS  
 Capital Project Manager (1)  
 Capital Project Engineer (2)  
 Staff Engineer (1)  
CONSTRUCTION  
 Construction Manager (1)  
 Utility Coordinator (1)  
 Construction Inspector (4)  
DEVELOPMENT  
 Subdivision Develop. Manager (1)  
 Development Engineer (1)  
 Subdivision Develop. Coord. (1)  
DESIGN AND SURVEY  
 Engineering Assistant (1)  
 City Surveyor (1)  
 Engineering Technician I (1)

# DEPARTMENT SUMMARY

## TOTAL PUBLIC WORKS

**MISSION:**

The mission of the Public Works Department is to provide exceptional transportation, stormwater/flood control and subdivision development services to the citizens of Norman.

**DESCRIPTION:**

The Public Works Department is organized into seven functional divisions: Administration, Engineering, Fleet, Streets, Stormwater, Traffic Control, and Transit & Parking. The Department provides transportation, stormwater/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure and public transit and parking services. It provides support to every City department through specification development, acquisition assistance and maintenance of the City fleet.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	112	109	109	109	109
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	112	109	109	109	109

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 8,937,044	\$ 9,965,774	\$ 9,968,491	\$ 9,968,491	\$ 10,660,121
Supplies & Materials	\$ 4,601,320	\$ 5,130,754	\$ 5,190,989	\$ 5,190,989	\$ 5,596,835
Services & Maintenance	\$ 3,372,930	\$ 3,607,798	\$ 3,517,509	\$ 3,517,509	\$ 3,890,641
Internal Services	\$ 1,019,845	\$ 1,234,048	\$ 1,234,048	\$ 1,234,048	\$ 825,376
Capital Equipment	<u>\$ 1,372,876</u>	<u>\$ 3,249,658</u>	<u>\$ 3,281,822</u>	<u>\$ 3,281,822</u>	<u>\$ 707,548</u>
Subtotal	<u>\$ 19,304,015</u>	<u>\$ 23,188,032</u>	<u>\$ 23,192,859</u>	<u>\$ 23,192,859</u>	<u>\$ 21,680,521</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 19,304,015</u>	<u>\$ 23,188,032</u>	<u>\$ 23,192,859</u>	<u>\$ 23,192,859</u>	<u>\$ 21,680,521</u>

# DIVISION SUMMARY

## 10550201 ADMINISTRATION

**MISSION:**

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

**DESCRIPTION:**

The Administration Division is composed of the Director of Public Works and the Management Analyst.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 345,215	\$ 319,568	\$ 319,568	\$ 319,568	\$ 286,847
Supplies & Materials	\$ 9,772	\$ 5,267	\$ 9,009	\$ 9,009	\$ 5,267
Services & Maintenance	\$ 61,571	\$ 56,607	\$ 52,865	\$ 52,865	\$ 54,684
Internal Services	\$ 47,653	\$ 48,051	\$ 48,051	\$ 48,051	\$ 40,411
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,250
Subtotal	<u>\$ 464,211</u>	<u>\$ 429,493</u>	<u>\$ 429,493</u>	<u>\$ 429,493</u>	<u>\$ 389,459</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 464,211</u>	<u>\$ 429,493</u>	<u>\$ 429,493</u>	<u>\$ 429,493</u>	<u>\$ 389,459</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ADMINISTRATION

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### 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, West Main Street Bridge Project, 24th Avenue East Bond Project, 36th Avenue NW Bond Project, and Legacy Trail.
  - Continue the process of compliance with EPA and ODEQ Phase II Stormwater regulations by fulfilling the requirements of the NPDES permit and educate the community on the new regulations including the Lake Thunderbird TMDL.
  - 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 stormwater management and flood control programs through the successful implementation of the Stormwater Master Plan and enforcement of the City’s Floodplain Ordinance.
  - Assist the community in its desire to improve appearance and appeal of the University of Oklahoma including the implementation of a citywide Wayfinding Program.
  - Implement the City’s first (2014) Comprehensive Transportation Plan “Moving Forward”.
  - Implement 2012 G.O. Bond Program including eight (8) major Transportation/Stormwater projects.
  - Implement the City’s adopted Alternative Fuel Program including enhancement of the City’s Compressed Natural Gas (CNG) Fueling Facility and Vehicle Conversion Program.
  - Implement the City’s 2013 Fleet Management Plan to address efficiency and budget issues.
  - Implement the City’s 2021-2026 Street Maintenance Bond Program valued at \$27 million.
  - Serve as the City’s liaison to the Association of Central Oklahoma Governments (ACOG) for all transportation issues including acquisition of up to \$10 million in federal grants per year for local projects in Norman.
  - Serve as a key member of the City’s Response and Recovery Team for all weather disasters in Norman, particularly in the repair of damaged public infrastructure and the removal of debris.
  - Maintain over 800 miles of public streets in Norman.
  - Coordinate the land development, platting and building permit applications for hundreds of new residential, commercial and industrial properties each year.
  - Maintain the City’s fleet of over 900 vehicle and equipment items to the satisfaction of our customers who are made up of other City department personnel.
  - Manage the City’s Public Parking Program.
  - Manage the City’s Public Transportation (bus) System, EMBARK Norman.
  - Implement 2019 Transportation Bond Program including nineteen (19) projects.
-

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Highway projects completed	95%	60%	95%	60%	60%
Implement Stormwater Master Plan	65%	50%	60%	65%	65%
Implementation of Wayfinding Plan	35%	50%	50%	50%	75%
Implementation of 2012 Bond Program	85%	88% #	88%	90%	94%
Implementation of 2019 Transportation Bond Program	10%	10%	10%	15%	22%
Completion of 2021-2026 Street Maintenance Bond Program	20%	40%	40%	60%	80%
Implementation 2014 Comprehensive Transportation Plan (CTP)	30%	45%	35%	35%	40%

Notes to Results Report: \*NPDES – National Pollutant Discharge Elimination System

# DIVISION SUMMARY

## 10550210 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 development services.

**DESCRIPTION:**

The Engineering Division provides technical and management support for development, infrastructure and construction. Proposed public and private improvements, including platting and infrastructure design, within the City are administered and technically reviewed by Engineering staff. Roadway Capital Projects are administered within the division including design, acquiring right of way, utility relocation and construction of the improvements. The division is also responsible for construction inspection services for new infrastructure constructed as a part of new developments or capital projects.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,228,268	\$ 1,322,590	\$ 1,322,590	\$ 1,322,590	\$ 1,386,256
Supplies & Materials	\$ 20,216	\$ 30,470	\$ 30,470	\$ 30,470	\$ 15,828
Services & Maintenance	\$ 36,374	\$ 48,093	\$ 48,093	\$ 48,093	\$ 52,274
Internal Services	\$ 42,384	\$ 44,645	\$ 44,645	\$ 44,645	\$ 56,218
Capital Equipment	\$ 2,888	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Subtotal	<u>\$ 1,330,130</u>	<u>\$ 1,455,798</u>	<u>\$ 1,455,798</u>	<u>\$ 1,455,798</u>	<u>\$ 1,510,576</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,330,130</u>	<u>\$ 1,455,798</u>	<u>\$ 1,455,798</u>	<u>\$ 1,455,798</u>	<u>\$ 1,510,576</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## ENGINEERING

**GOALS:**

- Respond to requests for information in a prompt, courteous manner.
- Manage projects efficiently and professionally.
- Provide other City Departments / Divisions with prompt, quality service.

**OBJECTIVES:**

- Respond to citizen complaints and regulatory agencies in a courteous, professional and timely manner.
- Perform more in-house designs of capital improvements, instead of using consulting engineers.
- Build and inspect construction projects in strict accordance with the plans and specifications.
- Complete construction projects on time and within budget.
- Investigate issues in the public Right-of-Way promptly.
- Provide technical advice to other City Departments / Divisions.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Complete projects within 15% of the original budget, 80% of the time	100%	75%	80%	75%	70%
Complete projects on time, 75% of the time	90%	85%	80%	85%	85%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	100%	85%	90%	95%	100%
Addresses will be assigned within 5 working days, 70% of the time	95%	100%	70%	100%	100%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	90%	85%	90%	95%
Public requests for information will be provided within 2 hours, 70% of the time	98%	90%	95%	95%	90%
Will inspect all active projects once a day, 90% of the time	95%	100%	95%	100%	100%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	95%	90%	95%	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	98%	95%	75%	90%	100%
2012 Transportation Bond Program	70%	81%	86%	90%	90%
2019 Transportation Bond Program	0%	14%	32%	38%	45%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	85%	75%	90%	90%

# DIVISION SUMMARY

## 10550170 FLEET ADMINISTRATION

**MISSION:**

The mission of the Public Works Fleet Administration Division is to provide safe, economical, state-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official duties and to enhance citizen mobility, accessibility, and transportation choices that are safe, economical, and reliable. The Public Works Fleet Administration Division also ensures the City's Public Compressed Natural Gas (CNG) Fueling Facility and Public Electric Vehicle (EV) Chargers remain open to the public 24 hours a day. Fleet Administration uses a Fleet Management Information Software program to ensure accurate mechanic productivity, repair types, work orders, parts issued, inventory, fuel, and equipment replacement needs are posted. In addition, FuelMaster is a fuel management system used by the Fleet Division to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows the Fleet Division to report accurate usage of CNG from the public and private sector to the IRS for tax purposes.

**DESCRIPTION:**

There are 29 employees within the Fleet Administration and Repair Divisions. The Fleet Division provides the administrative, logistical and mechanical support to all City departments who operate City owned equipment/vehicles. In addition, the Fleet Division provides the administrative, logistical, and mechanical support to the public who utilize the City's Public Compressed Natural Gas (CNG) Fueling Facility, as well as, the Public Transit services. Fleet staff is responsible for establishing citywide budget figures based on a five year average usage for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet Administrative staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles. The Equipment Support Supervisor and 1 Light Equipment Technician are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventative maintenance of the City of Norman's CNG Fueling Facility.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 396,784	\$ 480,597	\$ 483,314	\$ 483,314	\$ 525,617
Supplies & Materials	\$ 14,614	\$ 14,156	\$ 9,106	\$ 9,106	\$ 14,156
Services & Maintenance	\$ 70,160	\$ 183,969	\$ 193,302	\$ 193,302	\$ 110,001
Internal Services	\$ 4,914	\$ 7,669	\$ 7,669	\$ 7,669	\$ 8,501
Capital Equipment	\$ (146,029)	\$ 4,000	\$ 3,702	\$ 3,702	\$ 2,800
Subtotal	<u>\$ 340,443</u>	<u>\$ 690,391</u>	<u>\$ 697,093</u>	<u>\$ 697,093</u>	<u>\$ 661,075</u>
<b>Division Total</b>	<u>\$ 340,443</u>	<u>\$ 690,391</u>	<u>\$ 697,093</u>	<u>\$ 697,093</u>	<u>\$ 661,075</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET ADMINISTRATION

### GOALS:

- Provide support services to all City divisions and the public.
- Provide support services to all Norman citizens.
- Provide timely Preventive Maintenance.
- Web access to status of vehicle repair.
- 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.
- Strive to present a more professional appearance and attitude.

### OBJECTIVES:

- To increase the awareness of the City's personnel in the need to support the Preventative Maintenance Service Program for vehicles/equipment to ensure 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<b>Preventive maintenance program</b>					
(missed or late services)	214	308	210	216	205
(completed services)	1,304	1,650	1,495	1,605	1,595
<b>Capital Equipment/Vehicle Outlay</b>					
General Fund (excluding Westwood)	\$2,298,717	\$2,155,485	\$3,945,500	\$5,645,751	\$2,160,000
PSST Fund	\$413,930	\$287,792	\$2,900,000	\$2,693,600	\$2,285,000
Water/WRF Utility Funds	\$709,615	\$137,365	\$1,217,000	\$239,175	\$3,720,000
Sanitation Fund	\$3,707,199	\$3,099,689	\$4,380,000	\$3,653,759	\$4,520,000
Public Transportation Fund	\$1,361,417	\$625,000	\$1,746,492	\$2,677,473	\$2,430,000
<b>Vehicle Replacement Report:</b>					
<i>No. of requests received for replacement</i>					
General Fund (excluding Westwood)	156	139	126	32	92
PSST Fund	5	15	11	8	13
Water/WRF Utility Funds	17	3	16	5	19
Sanitation Fund	12	20	19	14	14
Public Transportation Fund	15	13	15	9	6
Fixed Routes	10	8	5	3	19
Paratransit	5	5	10	6	12

**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
<i>No. of requests approved for replacement</i>					
General Fund (excluding Westwood)	34	16	20	46	32
PSST Fund	3	4	11	25	12
Water/WRF Utility Funds	17	3	17	17	20
Sanitation Fund	12	12	19	19	14
Public Transportation Fund	3	2	9	9	6
<i>No. of requests deferred for replacement</i>					
General Fund (excluding Westwood)	122	123	104	104	60
PSST Fund	2	11	0	0	0
Water/WRF Utility Funds	0	0	0	0	0
Sanitation Fund	0	1	10	10	0
Public Transportation Fund	2	3	3	3	0
<b>Fuel Report:</b>					
Diesel / gallons dispensed	253,735	24,437	278,591	278,591	298,000
Unleaded gasoline / gallons dispensed	235,363	252,400	260,768	260,768	271,000
Compressed natural gas dispensed	390,892	118,794	329,213	382,496	422,813
Compressed natural gas sold to public:					
Gallons	58,141	61,706	65,550	57,901	64,000
Sales	\$90,986	\$126,037	\$137,655	\$121,898	\$134,400

Notes to Results Report:

**Preventive Maintenance Program:** This program is designed with the intent to “prevent” major repairs before they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 4,000 miles (250 hours for those with meters) or every 6 months, whichever comes first. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis, specifically every 7,500 miles (500 hours for those with meters) or once a year, whichever comes first. Public Transportation fixed route and paratransit vehicles are scheduled on a routine basis, specifically every 5,000 miles. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis of once a year.

**Capital Equipment/Vehicle outlay:** The Fleet Division uses the Oklahoma State Contract, where applicable, 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 program used by the Fleet Division, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement. FASTER automatically calculates equipment replacement needs based on age, usage, and maintenance dollars spent using a fifteen (15) point system. Items ranked twelve (12) points and above are evaluated for replacement.

**Support of City Policies:** The Fleet Division supports and aids in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment.

# DIVISION SUMMARY

## 10550175 FLEET CNG STATION

**MISSION:**

To provide Norman citizens and city departments with compressed natural gas 24 hours a day seven days a week.

**DESCRIPTION:**

The Compressed Natural Gas (CNG) Station is a fueling facility for the City's fleet and the public. Fleet tracks CNG usage of the public and City's fleet while maintaining the fueling facility with repairs and maintenance ensuring it is open to the public 24 hours a day. Track usage of compressed natural gas (CNG) and report bi-weekly usage of CNG from the public and private sector to the Internal Revenue Service and the Oklahoma Tax Commission and payment of motor fuel taxes collected. The approximate annual through-put of CNG gallons is 380,388.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 45,190	\$ 76,554	\$ 76,554	\$ 76,554	\$ 75,732
Supplies & Materials	\$ 162,375	\$ 234,700	\$ 262,273	\$ 262,273	\$ 204,548
Services & Maintenance	\$ 43,185	\$ 109,700	\$ 123,435	\$ 123,435	\$ 103,700
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Subtotal	<u>\$ 250,750</u>	<u>\$ 424,454</u>	<u>\$ 465,762</u>	<u>\$ 465,762</u>	<u>\$ 383,980</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 250,750</u>	<u>\$ 424,454</u>	<u>\$ 465,762</u>	<u>\$ 465,762</u>	<u>\$ 383,980</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET CNG STATION

**GOALS:**

To provide City of Norman citizens and City departments with compressed natural gas (CNG), and to provide consistent and reliable service 24 hours a day, 7 days a week.

**OBJECTIVES:**

Deliver the highest level of customer service, conduct all department business in an ethical and timely manner, and always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22	FYE 23	FYE 24		FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of CNG Transactions	6,916	10,927	6,255	8,550	11,500
Number of CNG gallons	390,892	118,794	329,213	382,496	422,813

# DIVISION SUMMARY

## 10550173 FLEET FUEL & PARTS INVENTORY

**MISSION:**

The mission of the Fleet Division is to support the City departments and agencies in the delivery of municipal services by ensuring that the City vehicles (approximately 974) and other automotive-related equipment are available, dependable, and safe to operate. Supply the City vehicles and equipment with reliable fuel, including CNG, unleaded, and diesel. .

**DESCRIPTION:**

This division accounts for all the fuel and parts inventory for City vehicles and equipment. The Fleet Division oversees the annual fuel usage of all City Departments totaling 845,966 gallons of diesel, unleaded, and CNG annually.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 3,127,596	\$ 3,345,780	\$ 3,318,207	\$ 3,318,207	\$ 3,851,631
Services & Maintenance	\$ 413,002	\$ 632,663	\$ 518,928	\$ 518,928	\$ 680,600
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 45,000	\$ 45,000	\$ 45,000	\$ -
Subtotal	<u>\$ 3,540,598</u>	<u>\$ 4,023,443</u>	<u>\$ 3,882,135</u>	<u>\$ 3,882,135</u>	<u>\$ 4,532,231</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 3,540,598</u>	<u>\$ 4,023,443</u>	<u>\$ 3,882,135</u>	<u>\$ 3,882,135</u>	<u>\$ 4,532,231</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
FLEET FUEL & PARTS INVENTORY

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**GOALS:**

- Provide 90% of the non-consumable parts requirements on demand and 95% of the parts requirements within two (2) business hours of demand.
  - Provide 24/7 access for unleaded, diesel, and compressed natural gas motor fuels for all City Departments.
- 

**MISSION:**

Deliver the highest level of customer service, conduct all department business in an ethical and timely manner, and always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.

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**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Non-consumable parts: On-Demand	>90%	>90%	>90%	>90%	>90%
Within 2 business hours	>95%	>95%	>85%	>85%	>85%
Citywide Gallons Used	953,935	790,640	649,785	921,855	991,813

# DIVISION SUMMARY

## 10550171 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

**MISSION:**

The mission of the Fleet Light Repair Shop 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 in a timely manner.

**DESCRIPTION:**

The Fleet Light Repair Shop is comprised of one (1) Shop Supervisor and seven (7) Technicians: Two (2) Mechanic II's, two (2) Mechanic I's, two (2) Auto Service Technicians and one (1) Tire Technician. These eight (8) Fleet employees are responsible for all light equipment and automotive units in the City's Fleet. The Fleet Automotive/Light Equipment Shop has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day to day operations, approximately 730 assets, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 573,561	\$ 582,246	\$ 582,246	\$ 582,246	\$ 643,206
Supplies & Materials	\$ 24,494	\$ 33,695	\$ 30,910	\$ 30,910	\$ 33,653
Services & Maintenance	\$ 24,250	\$ 25,819	\$ 26,604	\$ 26,604	\$ 33,619
Internal Services	\$ 11,352	\$ 47,942	\$ 47,942	\$ 47,942	\$ 53,332
Capital Equipment	<u>\$ 14,031</u>	<u>\$ 63,204</u>	<u>\$ 63,204</u>	<u>\$ 63,204</u>	<u>\$ 42,448</u>
Subtotal	<u>\$ 647,688</u>	<u>\$ 752,906</u>	<u>\$ 750,906</u>	<u>\$ 750,906</u>	<u>\$ 806,258</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 647,688</u>	<u>\$ 752,906</u>	<u>\$ 750,906</u>	<u>\$ 750,906</u>	<u>\$ 806,258</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

### GOALS:

- Provide safe and reliable repairs to all Divisions that the Fleet Light Equipment Repair Services represents.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- Provide technician training that covers the latest technological advances for the City's equipment.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all Department business in an ethical and timely 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.
- Keep come-back repairs to a minimum (<5%).

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of light duty units	630	681	681	690	685
Number of light duty CNG units	95	123	123	120	120
Yearly productive average (national average is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (average exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
Preventive Maintenance Program:					
(missed or late services)	246	228	240	300	325
(completed services)	930	1,350	2,000	2,500	2,800
Work orders completed	3,877	2,728	2,500	2,020	2,200
(# of scheduled repairs)	1,548	1,521	1,600	1,675	1,300
(# of unscheduled repairs)	1,336	861	750	820	880
# of Sublet Vendor Repairs	111	24	25	30	50

#### Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

## DIVISION SUMMARY

### 10550172 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

**MISSION:**

The mission of the Fleet Heavy Repair Shop is to service and maintain the City's fleet of heavy equipment and class 5 through class 8 trucks and trailers. Fleet services and repairs these units in the shop as well as in the field when necessary.

**DESCRIPTION:**

The Fleet Heavy Repair Shop consists of one (1) Public Works Supervisor, one (1) Field Service Mechanic II, three (3) Mechanic II's, two (2) Mechanic I's, and two (2) Service Technicians. These nine (9) employees are responsible for all heavy trucks and pieces of equipment. The Fleet Heavy Repair Shop is tasked with the maintenance, repair, and procurement of the City of Norman's heavy equipment and class 5 through class 8 trucks and trailers. The Heavy Shop oversees approximately 300 assets which includes all of the refuse trucks and all large equipment used to repair and maintain the Streets, Stormwater, Solid Waste Operations, and Line Maintenance divisions in the City of Norman. As well as all other departments in the City. The Fleet Heavy Equipment Shop has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 792,299	\$ 821,359	\$ 821,359	\$ 821,359	\$ 850,078
Supplies & Materials	\$ 26,639	\$ 34,362	\$ 29,257	\$ 29,257	\$ 54,260
Services & Maintenance	\$ 22,630	\$ 17,999	\$ 23,104	\$ 23,104	\$ 19,937
Internal Services	\$ 8,781	\$ 27,380	\$ 27,380	\$ 27,380	\$ 19,348
Capital Equipment	<u>\$ 10,425</u>	<u>\$ 100,100</u>	<u>\$ 100,100</u>	<u>\$ 100,100</u>	<u>\$ 24,475</u>
Subtotal	<u>\$ 860,774</u>	<u>\$ 1,001,200</u>	<u>\$ 1,001,200</u>	<u>\$ 1,001,200</u>	<u>\$ 968,098</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 860,774</u>	<u>\$ 1,001,200</u>	<u>\$ 1,001,200</u>	<u>\$ 1,001,200</u>	<u>\$ 968,098</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET REPAIR SERVICES – HEAVY DUTY

### GOALS:

- Provide safe and reliable repairs to all Divisions that Heavy Truck/Equipment Repair Services represents.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical and timely 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.
- Keep come-back repairs to a minimum (<5%).

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Heavy duty units	325	324	347	347	374
Heavy duty CNG vehicles	44	56	68	68	74
Yearly productive average (national standard avg is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (avg exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
Preventive Maintenance Program:					
(missed or late services)	50	62	65	60	50
(completed services)	375	477	50	714	800
Work orders completed	3,374	2,204	2,350	2,015	2,200
(# of scheduled repairs)	764	580	850	550	600
(# of unscheduled repairs)	2,005	1,334	900	800	750
(# of sublet vendor repairs)	119	101	108	112	115

#### Notes to Results Report:

ASE – Automotive Service Excellence  
CNG – Compressed Natural Gas

# DIVISION SUMMARY

## 10550222 STORMWATER MAINTENANCE

**MISSION:**

The Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman through the regulation and maintenance of the City's municipal separate storm sewer system (MS4) and the administration of the floodplain permitting process. The Stormwater Division, along with Stormwater Quality, controls the direct and indirect introduction of pollutants by any source or user into the MS4 through the permitting and inspection process and emergency spill response process to ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL). Maintenance and improvement of the City's MS4 addresses continued efficient day to day operation as well as emergency repairs to help insure floodwaters move safely throughout the city. The Stormwater Division is additionally responsible for administering the City's floodplain permitting process. Floodplain permitting efforts help ensure the welfare and protection from floodwaters of lives and property within the City as well as the protection of the City's natural water resources.

**DESCRIPTION:**

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Along with stormwater quality, ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.
- In collaboration with the Public Works Street Division, maintain 80 bridges and 2,000 culverts located within public streets rights-of-way or public drainage easements.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers and 2,271,548 square feet of open channels.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	18	20	20	20	20
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	18	20	20	20	20

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,320,156	\$ 1,637,032	\$ 1,637,032	\$ 1,637,032	\$ 1,766,872
Supplies & Materials	\$ 330,704	\$ 333,484	\$ 342,700	\$ 342,700	\$ 329,572
Services & Maintenance	\$ 126,527	\$ 171,810	\$ 166,665	\$ 166,665	\$ 174,582
Internal Services	\$ 247,909	\$ 252,817	\$ 252,817	\$ 252,817	\$ 204,471
Capital Equipment	\$ 851,036	\$ 959,949	\$ 939,177	\$ 939,177	\$ 22,450
Subtotal	<u>\$ 2,876,332</u>	<u>\$ 3,355,092</u>	<u>\$ 3,338,391</u>	<u>\$ 3,338,391</u>	<u>\$ 2,497,947</u>
Division Total	<u>\$ 2,876,332</u>	<u>\$ 3,355,092</u>	<u>\$ 3,338,391</u>	<u>\$ 3,338,391</u>	<u>\$ 2,497,947</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STORMWATER MAINTENANCE

**GOALS:**

To manage and perform construction, maintenance, and inspections of the City of Norman’s Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and 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:**

- Investigate drainage problems promptly.
- 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 sewer system maintenance.
- Maintain clean streets and limit the amount of pollutants that enter the storm sewer system by sweeping curb and gutter streets.
- Along with stormwater quality, ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Respond to stormwater complaints and drainage concerns within 24 hours	99%	99%	95%	99%	99%
Mechanically sweep 500 curb miles per month (6,000 annually)	85%	50%	85%	60%	85%
Inspect and clean 100% of the urban drainage inlets three times a year	90%	50%	65%	50%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, 6x per year	56%	90%	70%	65%	70%
Permit all floodplain activities as appropriate	100%	100%	95%	100%	95%
Camera stormwater infrastructure to inspect and identify. (4 map grids per month)	n/a	n/a	n/a	40%	85%

# DIVISION SUMMARY

## 10550221 STREET MAINTENANCE

**MISSION:**

The Street 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, alleys, and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt pavement, and aggregate surfaced rural roads and alleys.
- Provides maintenance and reconstruction/repair of the City’s streets and roadways including roadbed drainage, bridges and culverts.
- Provides emergency disaster response related to flood, winter storms, severe storms, and other non-storm related emergency responses.
- Coordinates rural roadway improvement projects with Cleveland County.
- Mowing Rural and Urban right-of-ways.
- Apply vegetative chemical control to urban and rural right-of-ways.
- Provides snow removal and ice control for all Urban Streets and coordinates with Cleveland County and ODOT for snow and ice control for rural roads and state highways respectively.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	33	33	33	33	33
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>33</u>	<u>33</u>	<u>33</u>	<u>33</u>	<u>33</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 2,529,470	\$ 2,808,977	\$ 2,808,977	\$ 2,808,977	\$ 3,010,082
Supplies & Materials	\$ 571,975	\$ 833,324	\$ 837,395	\$ 837,395	\$ 829,688
Services & Maintenance	\$ 834,287	\$ 296,959	\$ 300,334	\$ 300,334	\$ 291,373
Internal Services	\$ 568,102	\$ 702,499	\$ 702,499	\$ 702,499	\$ 311,859
Capital Equipment	\$ 295,253	\$ 1,477,550	\$ 1,530,784	\$ 1,530,784	\$ 50,600
Subtotal	<u>\$ 4,799,087</u>	<u>\$ 6,119,309</u>	<u>\$ 6,179,989</u>	<u>\$ 6,179,989</u>	<u>\$ 4,493,602</u>
Division Total	<u>\$ 4,799,087</u>	<u>\$ 6,119,309</u>	<u>\$ 6,179,989</u>	<u>\$ 6,179,989</u>	<u>\$ 4,493,602</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STREET MAINTENANCE

**GOALS:**

- To manage and perform maintenance and construction of streets, alleys, bridges, culverts.
- To manage and maintain urban and rural roadsides.
- To manage and perform snow/ice control and respond to emergency situations.
- Aid in the Norman City Council strategic plan, 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Distribute work order requests to field personnel within 1 day	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	95%	100%	95%
Overlay/pave 10 miles per year	123%	78%	100%	20%	100%
Replace 2,000 square yards of concrete pavement panels	176%	190%	100%	76%	100%
Grade all unpaved alleys 2 times per year (approx. 210 blocks)	31%	62%	100%	3%	100%
Mow 15 miles of Urban rights-of-way, eight (8) times per year	202%	205%	100%	112%	100%
Mow 148 miles of Rural rights-of-way, three (3) times per year	395%	399%	100%	30%	100%
Debris Removal - pre-positioned contractor on notice 24 hours prior to storm event	0%	100%	0%	0%	100%
Debris removal - issue notice to proceed/task order within 48 hours of storm event	n/a	100%	n/a	n/a	100%
Bond Program-contract all selected projects for the bond year within the same fiscal year	100%	100%	100%	100%	100%
Capital program-complete all selected projects within the same fiscal year.	95%	95%	100%	90%	100%

## DIVISION SUMMARY

### 10550223 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 252 traffic and pedestrian signals, more than 24,000 traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,706,101	\$ 1,916,851	\$ 1,916,851	\$ 1,916,851	\$ 2,115,431
Supplies & Materials	\$ 312,935	\$ 265,516	\$ 321,662	\$ 321,662	\$ 258,232
Services & Maintenance	\$ 1,740,944	\$ 2,064,179	\$ 2,064,179	\$ 2,064,179	\$ 2,369,871
Internal Services	\$ 88,750	\$ 103,045	\$ 103,045	\$ 103,045	\$ 131,236
Capital Equipment	\$ 345,272	\$ 586,355	\$ 586,355	\$ 586,355	\$ 562,525
Subtotal	<u>\$ 4,194,002</u>	<u>\$ 4,935,946</u>	<u>\$ 4,992,092</u>	<u>\$ 4,992,092</u>	<u>\$ 5,437,295</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 4,194,002</u></u>	<u><u>\$ 4,935,946</u></u>	<u><u>\$ 4,992,092</u></u>	<u><u>\$ 4,992,092</u></u>	<u><u>\$ 5,437,295</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## TRAFFIC CONTROL

### GOALS:

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

### OBJECTIVES:

- Investigate traffic problems reported by the public in a timely manner.
- Complete traffic studies in a timely manner.
- Review plans in a timely manner.
- Maintain high quality pavement markings on roadways with more than 1,000 vehicles per day on average. Stripe high traffic volume roadways (with more than 10,000 vehicles per day) utilizing thermoplastic which is re-stripped every 4 to 6 years depending on wear. All other roadways with more than 1,000 vehicles per day are striped annually utilizing waterborne paint.
- Perform appropriate Capital Project Management.
- Serve as ACOG MPO TC Member including development of periodic TIP submissions and addressing various calls for projects to Regional Plan Updates.
- 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
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%
Worker-hours per gallon of traffic paint used	0.8	0.8	0.8	0.8	0.8
Thermoplastic legend, arrows, stop bars and crosswalks installed	5	5	5	4 to 6	5
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%

**PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Development of periodic ACOG TIP submissions and addressing various call for projects to Regional Plan Updates	100%	100%	100%	100%	100%
Keep capital projects on schedule and within budget	95%	95%	95%	95%	95%
Response to reports of 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%	100%
Percent of work hours lost due to on-the-job injuries	0.01%	<0.01%	<0.01%	<0.01%	<0.01%
Response to reports on traffic signal malfunctions within one hour	99%	100%	100%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	90%	90%	100%	90%	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 notice	90%	90%	100%	90%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than 7 months from receipt of the neighborhood request	90%	90%	100%	90%	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

10770281 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 a portion of the utilities and a contribution to help allow continued operation of the center.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 75,948	\$ 136,165	\$ 136,165	\$ 136,165	\$ 137,954
Internal Services	\$ 4,580	\$ 3,932	\$ 3,932	\$ 3,932	\$ 10,058
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 80,528</u>	<u>\$ 140,097</u>	<u>\$ 140,097</u>	<u>\$ 140,097</u>	<u>\$ 148,012</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 80,528</u>	<u>\$ 140,097</u>	<u>\$ 140,097</u>	<u>\$ 140,097</u>	<u>\$ 148,012</u>



# DIVISION SUMMARY

## 10770182 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 a portion of the utility costs and a contribution to help with funding for the continued operation of the museum.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 50,718	\$ 56,580	\$ 56,580	\$ 56,580	\$ 56,086
Internal Services	\$ 128	\$ -	\$ -	\$ -	\$ 2,434
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 50,846</u>	<u>\$ 56,580</u>	<u>\$ 56,580</u>	<u>\$ 56,580</u>	<u>\$ 58,520</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 50,846</u>	<u>\$ 56,580</u>	<u>\$ 56,580</u>	<u>\$ 56,580</u>	<u>\$ 58,520</u>

# DIVISION SUMMARY

## 10930194 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Public Safety Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ 212,216
Rainy Day Fund	\$ 265,777	\$ -	\$ -	\$ -	\$ -
Westwood Fund	\$ 20,000	\$ 93,392	\$ 93,392	\$ 93,392	\$ 30,559
Special Revenue Fund	\$ 31,247	\$ -	\$ -	\$ -	\$ -
Capital Project Fund	\$ 164,901	\$ 1,391,635	\$ 1,516,635	\$ 1,516,635	\$ -
Public Transit Fund	\$ 2,872,484	\$ 615,694	\$ 752,547	\$ 752,547	\$ -
Risk Management Fund	\$ 1,625,932	\$ -	\$ -	\$ -	\$ -
CLEET Fund	\$ 17,977	\$ -	\$ -	\$ -	\$ -
Norman Forward Fund	\$ 1,197,277	\$ -	\$ -	\$ -	\$ -
Division Total	<u>\$ 6,195,595</u>	<u>\$ 2,100,721</u>	<u>\$ 2,362,574</u>	<u>\$ 2,362,574</u>	<u>\$ 242,775</u>

# DIVISION SUMMARY

10120280 NORMAN PUBLIC LIBRARY

**MISSION:**

Pursuant to a contract with the Pioneer Library Systems entered into Contract K-1314-88 on November 12, 2013, where the City agreed to provide building maintenance, custodial services and utilities for the Central Library and two branch libraries.

**DESCRIPTION:**

The Facility Maintenance Division of the Parks and Recreation Department performs maintenance services and preventive maintenance programs to all three libraries. The City of Norman also provides custodial services to all three facilities. The current Central Library is located at 301 West Acres Street. In FYE 2014 Norman Library West was opened in a portion of the Pioneer Library Systems Administrative Services Facility located at 300 Norman Center Court. Norman Library East is located at 3051 Alameda Street and opened in June 2018.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 469,645	\$ 559,065	\$ 559,065	\$ 559,065	\$ 557,692
Internal Services	\$ 144,194	\$ 131,298	\$ 131,298	\$ 131,298	\$ 218,608
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 613,839</b>	<b>\$ 690,363</b>	<b>\$ 690,363</b>	<b>\$ 690,363</b>	<b>\$ 776,300</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 613,839</b>	<b>\$ 690,363</b>	<b>\$ 690,363</b>	<b>\$ 690,363</b>	<b>\$ 776,300</b>

## DIVISION SUMMARY

10770286 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 and evening Amtrak passengers.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 5,223	\$ 5,943	\$ 5,943	\$ 5,943	\$ 6,417
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 5,223</u>	<u>\$ 5,943</u>	<u>\$ 5,943</u>	<u>\$ 5,943</u>	<u>\$ 6,417</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 5,223</u>	<u>\$ 5,943</u>	<u>\$ 5,943</u>	<u>\$ 5,943</u>	<u>\$ 6,417</u>

## DIVISION SUMMARY

10770183 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 a portion of the utility costs and provides a contribution to help fund continued operation of the theatre.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 81,807	\$ 83,019	\$ 83,019	\$ 83,019	\$ 106,094
Internal Services	\$ 6,098	\$ 5,231	\$ 5,231	\$ 5,231	\$ 8,392
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 87,905</u>	<u>\$ 88,250</u>	<u>\$ 88,250</u>	<u>\$ 88,250</u>	<u>\$ 114,486</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 87,905</u></u>	<u><u>\$ 88,250</u></u>	<u><u>\$ 88,250</u></u>	<u><u>\$ 88,250</u></u>	<u><u>\$ 114,486</u></u>

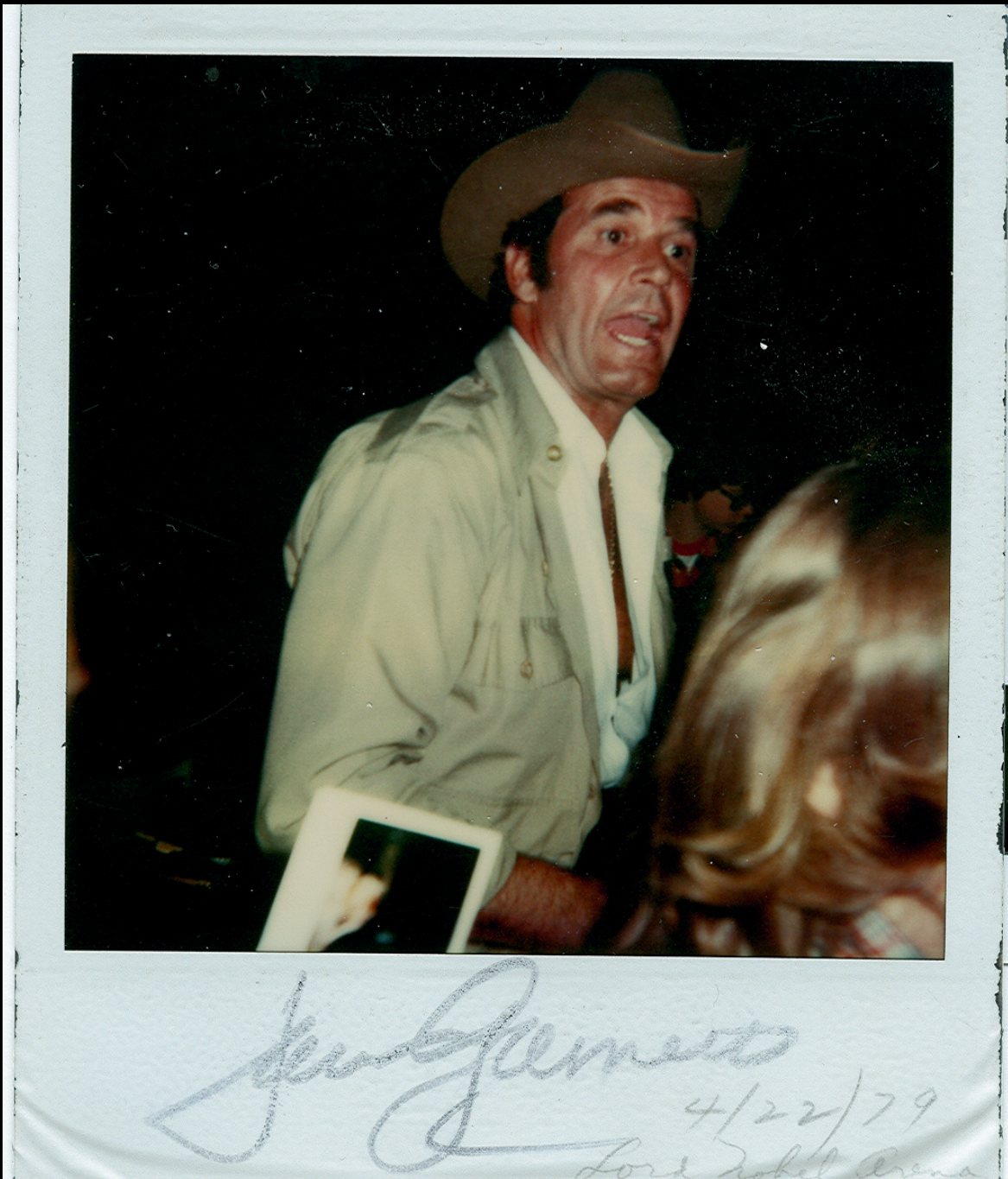


Photo courtesy of Visit Norman

# SPECIAL REVENUE FUNDS

**SPECIAL REVENUE FUNDS**

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

# FUND SUMMARY

## TOTAL ART IN PUBLIC PLACES FUND – (28)

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 12	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 12</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Total</b>	<u>\$ 12</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>



# 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 28,528	\$ 30,505	\$ 30,505	\$ 30,505	\$ 30,505
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<u>\$ 28,528</u>	<u>\$ 30,505</u>	<u>\$ 30,505</u>	<u>\$ 30,505</u>	<u>\$ 30,505</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Total</b>	<u><u>\$ 28,528</u></u>	<u><u>\$ 30,505</u></u>	<u><u>\$ 30,505</u></u>	<u><u>\$ 30,505</u></u>	<u><u>\$ 30,505</u></u>

# DIVISION SUMMARY

26121311 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 929	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ 929</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 929</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>

## DIVISION SUMMARY

26660134 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 27,599	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 27,599	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Division Total	\$ 27,599	\$ 29,005	\$ 29,005	\$ 29,005	\$ 29,005

# FUND SUMMARY

## TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)

**MISSION:**

The mission of the CDBG program is to promote the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate incomes. CDBG eligible activities are initiated and developed at the local level based upon the community's needs, priorities, and benefits. The mission of the HOME Investment Partnership Program (HOME) provides formula grants to fund a wide range of activities including building, buying, and/or rehabilitation of affordable housing for rent or ownership or providing direct rental assistance to low-income people.

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Community Development	\$ 802,076	\$ 607,539	\$ 1,514,890	\$ 1,514,890	\$ 345,540
HOME	\$ 572,398	\$ 458,765	\$ 1,355,451	\$ 1,355,451	\$ 458,765
Emergency Shelter	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ 1,226,908	\$ 1,226,908	\$ -
Neighborhood Initiatives	\$ -	\$ -	\$ -	\$ -	\$ 142,899
CDBG-DR	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG-CV	\$ 765,751	\$ -	\$ 274,024	\$ 274,024	\$ -
SHPRP ARRA Grant	\$ -	\$ -	\$ -	\$ -	\$ -
COC Planning Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Public Services	\$ 41,412	\$ 334,120	\$ 250,892	\$ 250,892	\$ 453,220
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	<u>\$ 320,196</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 2,501,833</u></u>	<u><u>\$ 1,400,424</u></u>	<u><u>\$ 4,622,165</u></u>	<u><u>\$ 4,622,165</u></u>	<u><u>\$ 1,400,424</u></u>

# 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 assist social service providers who serve low-to-moderate income persons in the City in finding resources.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to assist in the development of affordable rental housing.
- To provide resources to address the continuum of care for homeless persons by serving as the Collaborative Applicant for the Cleveland County Continuum of Care (OK-504).
- 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:**

- Facilitate the design and construction of infrastructure projects that primarily benefit low and moderate income areas of the City.
- Provide technical assistance to social service providers.
- Continue existing housing rehabilitation programs and review and potentially implement additional programs to address more households.
- Continue to facilitate the Continuum of Care Steering Committee as the lead entity for Cleveland County (OK-504); assist providers of homeless services in an effort to expand the continuum of care from prevention to permanent housing.
- 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
CDBG Entitlement funding	\$910,483	\$940,869	\$892,642	\$892,642	\$941,659
CDBG CARES Act funding	\$1,273,256	\$0	\$0	\$611,000	\$0
HOME Entitlement funding	\$412,485	\$412,485	\$464,263	\$464,263	\$458,765
HOME Recovery funding	\$0	\$78,045	\$1,438,455	\$1,438,455	\$0
Continuum of Care funding	\$426,422	\$447,669	\$447,669	\$447,669	\$447,669
ESG CoC CARES Act funding	\$767,882	\$400,000	\$400,000	\$400,000	\$0

Notes to Results Report:

CDBG – Community Development Block Grant

CDBG DR – Community Development Block Grant – Disaster Relief

# 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Community Park Improve	\$ -	\$ 300,000	\$ 688,022	\$ 688,022	\$ -
Neighborhood Park Improve	\$ -	\$ -	\$ 38,742	\$ 38,742	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	<u>\$ (890)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ (890)</u></u>	<u><u>\$ 300,000</u></u>	<u><u>\$ 726,764</u></u>	<u><u>\$ 726,764</u></u>	<u><u>\$ -</u></u>

# FUND SUMMARY

## TOTAL PUBLIC SAFETY SALES TAX FUND (15)

**MISSION:**

On May 13, 2008, the citizens of Norman passed a seven-year, one-half percent (1/2%) Public Safety Sales Tax (PSST) in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008 and terminating on September 30, 2015. On April 1, 2014, the citizens passed a permanent one-half percent (1/2%) PSST in order to maintain the personnel added and to fund public safety equipment and projects.

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	84	86	90	90	90
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>84</u>	<u>86</u>	<u>90</u>	<u>90</u>	<u>90</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 10,170,103	\$ 10,688,556	\$ 11,154,780	\$ 11,154,780	\$ 11,741,528
Supplies & Materials	\$ 551,146	\$ 613,719	\$ 622,515	\$ 622,515	\$ 699,584
Services & Maintenance	\$ 249,783	\$ 372,018	\$ 378,447	\$ 378,447	\$ 307,543
Internal Services	\$ 427,861	\$ 667,931	\$ 672,245	\$ 672,245	\$ 387,258
Capital Equipment	<u>\$ 282,241</u>	<u>\$ 2,423,714</u>	<u>\$ 4,009,761</u>	<u>\$ 4,009,761</u>	<u>\$ 383,770</u>
Subtotal	<u>\$ 11,681,134</u>	<u>\$ 14,765,938</u>	<u>\$ 16,837,748</u>	<u>\$ 16,837,748</u>	<u>\$ 13,519,683</u>
Capital Projects	\$ 2,304,002	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,369,839	\$ 2,381,075	\$ 2,381,075	\$ 2,381,075	\$ 2,384,989
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ (7,075)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 4,666,766</u>	<u>\$ 2,381,075</u>	<u>\$ 2,381,075</u>	<u>\$ 2,381,075</u>	<u>\$ 2,384,989</u>
Fund Total	<u>\$ 16,347,900</u>	<u>\$ 17,147,013</u>	<u>\$ 19,218,823</u>	<u>\$ 19,218,823</u>	<u>\$ 15,904,672</u>

## DEPARTMENT SUMMARY

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

**MISSION:**

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

**DESCRIPTION:**

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

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 3,621,006	\$ 3,827,637	\$ 3,827,637	\$ 3,827,637	\$ 4,250,982
Supplies & Materials	\$ 124,194	\$ 133,736	\$ 133,736	\$ 133,736	\$ 202,460
Services & Maintenance	\$ 45,925	\$ 86,693	\$ 86,693	\$ 86,693	\$ 83,442
Internal Services	\$ 104,411	\$ 121,298	\$ 121,298	\$ 121,298	\$ 96,776
Capital Equipment	\$ (69,687)	\$ 2,124,486	\$ 3,295,301	\$ 3,295,301	\$ 216,050
Subtotal	<u>\$ 3,825,849</u>	<u>\$ 6,293,850</u>	<u>\$ 7,464,665</u>	<u>\$ 7,464,665</u>	<u>\$ 4,849,710</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 3,825,849</u>	<u>\$ 6,293,850</u>	<u>\$ 7,464,665</u>	<u>\$ 7,464,665</u>	<u>\$ 4,849,710</u>



## DIVISION SUMMARY

### 15665143 SUPPRESSION – PUBLIC SAFETY SALES TAX

**MISSION:**

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

**DESCRIPTION:**

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 3,621,006	\$ 3,827,637	\$ 3,827,637	\$ 3,827,637	\$ 4,250,982
Supplies & Materials	\$ 124,194	\$ 133,736	\$ 133,736	\$ 133,736	\$ 202,460
Services & Maintenance	\$ 45,925	\$ 86,693	\$ 86,693	\$ 86,693	\$ 83,442
Internal Services	\$ 104,411	\$ 121,298	\$ 121,298	\$ 121,298	\$ 96,776
Capital Equipment	\$ (69,687)	\$ 2,124,486	\$ 3,295,301	\$ 3,295,301	\$ 216,050
Subtotal	<u>\$ 3,825,849</u>	<u>\$ 6,293,850</u>	<u>\$ 7,464,665</u>	<u>\$ 7,464,665</u>	<u>\$ 4,849,710</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 3,825,849</u></u>	<u><u>\$ 6,293,850</u></u>	<u><u>\$ 7,464,665</u></u>	<u><u>\$ 7,464,665</u></u>	<u><u>\$ 4,849,710</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
SUPPRESSION – PUBLIC SAFETY SALES TAX

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**GOALS:**

- Provide an effective response to emergency medical calls, fires, explosions, hazardous materials releases, rescue from hazardous conditions, and other emergencies to reduce the threat 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fire calls answered	331	273	325	275	300
Emergency medical calls answered	10,817	10,749	12,500	11,001	11,500
Average response time (urban area) (minutes)	6.23	6.26	5.3	6.2	6
Fire loss per capita	\$40	\$39	\$35	\$44	\$38
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:**

Passionately serving our community through education, innovation, enforcement, and excellence in everything we do.

**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 residents, visitors, neighborhoods, and business community. To improve the quality of life of all persons by maintaining order, resolving problems, and providing leadership in a manner consistent with law and reflective of shared community values.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	52	54	58	58	58
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>52</u>	<u>54</u>	<u>58</u>	<u>58</u>	<u>58</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 6,431,369	\$ 6,696,067	\$ 7,162,141	\$ 7,162,141	\$ 7,297,905
Supplies & Materials	\$ 210,797	\$ 250,911	\$ 259,857	\$ 259,857	\$ 268,052
Services & Maintenance	\$ 160,530	\$ 169,345	\$ 175,774	\$ 175,774	\$ 169,345
Internal Services	\$ 323,450	\$ 545,557	\$ 549,871	\$ 549,871	\$ 259,578
Capital Equipment	<u>\$ 18,913</u>	<u>\$ 255,100</u>	<u>\$ 670,332</u>	<u>\$ 670,332</u>	<u>\$ 167,720</u>
Subtotal	<u>\$ 7,145,059</u>	<u>\$ 7,916,980</u>	<u>\$ 8,817,975</u>	<u>\$ 8,817,975</u>	<u>\$ 8,162,600</u>
Capital Projects	\$ 942,088	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,369,839	\$ 2,381,075	\$ 2,381,075	\$ 2,381,075	\$ 2,384,989
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 3,311,927</u>	<u>\$ 2,381,075</u>	<u>\$ 2,381,075</u>	<u>\$ 2,381,075</u>	<u>\$ 2,384,989</u>
Department Total	<u><u>\$ 10,456,986</u></u>	<u><u>\$ 10,298,055</u></u>	<u><u>\$ 11,199,050</u></u>	<u><u>\$ 11,199,050</u></u>	<u><u>\$ 10,547,589</u></u>

# DIVISION SUMMARY

## 15661321 CRIMINAL INVESTIGATIONS

**MISSION:**

It is the mission of the Norman Police Department Criminal Investigation Division to provide appropriate assistance to victims of crimes, conduct thorough investigations into reported criminal offenses, seek facts, and when appropriate, submit charges and assist in the successful prosecution of offenders.

**DESCRIPTION:**

The Criminal Investigations Division is comprised of two sections. The Investigative Section primarily investigates crimes related to persons and property related offences, including Part I crimes, crimes against children, domestic abuse, burglaries, stolen vehicles, fraud, and many other criminal offenses. The Forensic Services and Property Section supports the department through property storage, evidence processing, and video analysis operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 692,585	\$ 738,549	\$ 738,549	\$ 738,549	\$ 794,386
Supplies & Materials	\$ 6,047	\$ 5,493	\$ 5,493	\$ 5,493	\$ 5,924
Services & Maintenance	\$ 600	\$ 2,160	\$ 2,160	\$ 2,160	\$ 2,160
Internal Services	\$ 15,881	\$ 13,462	\$ 13,462	\$ 13,462	\$ 18,467
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 715,113</u>	<u>\$ 759,664</u>	<u>\$ 759,664</u>	<u>\$ 759,664</u>	<u>\$ 820,937</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 715,113</u></u>	<u><u>\$ 759,664</u></u>	<u><u>\$ 759,664</u></u>	<u><u>\$ 759,664</u></u>	<u><u>\$ 820,937</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## CRIMINAL INVESTIGATIONS – PUBLIC SAFETY SALES TAX

**GOALS:**

- Reduce Part A crimes by 2% from previous year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department.
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse.

**OBJECTIVES:**

- Streamline communication to ensure cohesive crime prevention and apprehension efforts across NPD.
- Increase public engagement through social media regarding cases, crime trends, and useful tips.
- Increase COP follow-ups by 15%
- Exhaustively investigate secondary and tertiary options for offenders involved in violent crimes that affect community safety.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22	FYE 23	FYE 24	FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED
Investigators	18	17	17	17
Cases closed by arrest	279	164	250	125
C.O.P. Follow-up	126	108	250	380
Cases investigated	1,959	1,868	2,200	1,700
Deactivated due to low staffing	315	271	250	260

Notes to Results Report:

COP – Community Oriented Policing Program

# DIVISION SUMMARY

## 15661139 EMERGENCY COMMUNICATIONS

**MISSION:**

The mission of the Emergency Communications division is to maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriate emergency services in a prompt, courteous and professional manner; thereby protecting lives and property while providing accurate information in our responses.

**DESCRIPTION:**

The Emergency Communications Division provides 24/7 services to internal and external customers. External customers include the public, other non-public safety agencies and other public safety agencies. Internal customers include the Norman Police Department, Norman Fire Department, EMSStat Emergency Medical Services, Little Axe Fire Department, and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the citywide radio systems that are used across many city departments and partnering jurisdictions. Additionally, the division is responsible for the continued development and operations of the new Norman Emergency Communications and Operations Center.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	4	4	4	4
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 77,645	\$ 276,985	\$ 276,985	\$ 276,985	\$ 220,359
Supplies & Materials	\$ (3)	\$ -	\$ -	\$ -	\$ 3,860
Services & Maintenance	\$ 1,189	\$ 3,600	\$ 3,600	\$ 3,600	\$ 1,200
Internal Services	\$ 50	\$ 101	\$ 101	\$ 101	\$ 5,442
Capital Equipment	\$ -	\$ 3,200	\$ 3,200	\$ 3,200	\$ -
Subtotal	<u>\$ 78,881</u>	<u>\$ 283,886</u>	<u>\$ 283,886</u>	<u>\$ 283,886</u>	<u>\$ 230,861</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u><u>\$ 78,881</u></u>	<u><u>\$ 283,886</u></u>	<u><u>\$ 283,886</u></u>	<u><u>\$ 283,886</u></u>	<u><u>\$ 230,861</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## EMERGENCY COMMUNICATIONS - PUBLIC SAFETY SALES TAX

**GOALS:**

- Reduce Part A crimes by 2% from prior year
- Decrease incapacitating and fatality collisions by 5% from prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

**OBJECTIVES:**

- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Recruit and retain quality Communications Officers, turnover rate <10%.
- Limit time to dispatch to < 60 seconds on 90% of all Fire/EMS and priority police calls.
- Limit 911 answer time to < 10 seconds.
- In conjunction with ACOG, implement regional Next Generation 911 (NG911) system.
- Limit administrative call queue time average to < 10 seconds.
- Train all Dispatchers in CIT awareness.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Interoperability solutions	75%	75%	100%	75%	100%
Dispatchers with CIT Training	95%	100%	Done	Done	Done
NG911	10%	25%	100%	50%	100%
Call Queue time (seconds)	13	13	9	13	9
911 answer time	88%	85%	95%	85%	95%
Time to dispatch	1:34	1:47	:59	1:44	1:20
Retention	86%	90%	90%	76%	90%

# DIVISION SUMMARY

15661322 PATROL

**MISSION:**

The mission of the Patrol Division is to provide immediate response and stability to emergency situations, investigate criminal activities, develop community partnerships, and proactively identify and resolve public safety concerns of our community.

**DESCRIPTION:**

The Patrol Division is comprised of three Patrol Sections. The division provides around the clock response to emergency calls for assistance, provides directed proactive patrols, detain and arrest suspects who have warrants or have violated laws, provide initial investigations of criminal matters, investigate traffic collisions, and enforce traffic laws. The division uses a community policing approach to develop community partnerships intended to build community trust, improve accountability, and identify and resolve concerns of the community.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	36	36	36	36	36
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 4,226,024	\$ 4,474,531	\$ 4,474,531	\$ 4,474,531	\$ 4,400,741
Supplies & Materials	\$ 203,760	\$ 245,418	\$ 245,418	\$ 245,418	\$ 249,322
Services & Maintenance	\$ 94,591	\$ 104,743	\$ 104,743	\$ 104,743	\$ 109,543
Internal Services	\$ 307,519	\$ 531,767	\$ 531,767	\$ 531,767	\$ 215,374
Capital Equipment	\$ 18,913	\$ 248,400	\$ 248,400	\$ 248,400	\$ 167,720
Subtotal	<u>\$ 4,850,807</u>	<u>\$ 5,604,859</u>	<u>\$ 5,604,859</u>	<u>\$ 5,604,859</u>	<u>\$ 5,142,700</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 4,850,807</u></u>	<u><u>\$ 5,604,859</u></u>	<u><u>\$ 5,604,859</u></u>	<u><u>\$ 5,604,859</u></u>	<u><u>\$ 5,142,700</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## PATROL – PUBLIC SAFETY SALES TAX

**GOALS:**

- Reduce Part A crimes by 2% from previous year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department.
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse.

**OBJECTIVES:**

- Partner with the Pace Unit to identify and apprehend individuals involved in criminal activity
- Conduct thorough crime scene investigations whenever possible
- 5% increase in traffic contacts (citations and warnings) as compared to prior year
- Partner with COCMHC to provide limited co-response to homeless and mental health related calls on a routine basis

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Calls for service	79,114	83,191	90,000	90,000	93,000
Case reports taken	12,485	12,461	12,500	12,500	12,700
Traffic contracts (citations/warnings)	13,539	18,296	19,210	19,210	20,000
Collisions investigated	2,211	2,222	2,100	2,100	2,050
Arrests made	7,059	8,450	8,500	8,500	8,500

# DIVISION SUMMARY

## 15661313 SCHOOL RESOURCE OFFICERS

**MISSION:**

Norman Police Department School Resource Officers (SROs) are dedicated to ensuring a safe learning environment while providing valuable resources to students, faculty, staff and parents. SROs also strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

**DESCRIPTION:**

The School Resource Officer Program provides specially trained, full-time uniformed police officers for assignment in various schools within the Norman Public Schools (NPS) and within the jurisdiction of the City of Norman. SROs ensure a safe learning environment while providing valuable resources to students, faculty, staff and parents. SROs strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	9	9	13	13	13
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	9	9	13	13	13

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,435,115	\$ 1,206,002	\$ 1,672,076	\$ 1,672,076	\$ 1,882,419
Supplies & Materials	\$ 993	\$ -	\$ 8,946	\$ 8,946	\$ 8,946
Services & Maintenance	\$ 16,672	\$ 8,815	\$ 15,244	\$ 15,244	\$ 6,415
Internal Services	\$ -	\$ 227	\$ 4,541	\$ 4,541	\$ 20,295
Capital Equipment	\$ -	\$ 3,500	\$ 418,732	\$ 418,732	\$ -
Subtotal	<u>\$ 1,452,780</u>	<u>\$ 1,218,544</u>	<u>\$ 2,119,539</u>	<u>\$ 2,119,539</u>	<u>\$ 1,918,075</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 1,452,780</u>	<u>\$ 1,218,544</u>	<u>\$ 2,119,539</u>	<u>\$ 2,119,539</u>	<u>\$ 1,918,075</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

15661115 SCHOOL RESOURCE OFFICERS

**GOALS:**

- Reduce Part A crimes by 2% from the prior year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

**OBJECTIVES:**

- Work with school staff to recognize concerns and use threat assessments to provide intervention when required
- Coordinate with outreach groups to utilize resources when appropriate, and assist with diversionary court/methods when safe to do so
- Increase Crime Stoppers marketing at schools to help bring recognition to the program and increase information sharing
- Conduct traffic safety engagement and education to parents and students and continue mentoring and relationship building programs such as JPA, PAL, and Safety Town

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
SRO's assigned	9	9	13	13	13
Incidents	470	555	575	600	625
Arrests	5	10	10	15	15
Protective custody detentions	45	69	65	70	75

# DIVISION SUMMARY

## 15661115 STAFF SERVICES

**MISSION:**

The mission of the Staff Services Division is to work with internal and external partners and the community in an effort to increase department efficiency, readiness and accountability through the development of processes intended to achieve our department's mission and vision.

**DESCRIPTION:**

The Staff Services Division consists of a multiple sections including employee recruitment and hiring, training and development, payroll, budgeting and purchasing, crime analysis, technology maintenance and growth, research and development, personnel management, strategic planning, equipment inventories, records retention and release, digital media redactions and release, and PBX operations. The division provides front line customer support through the Records Section and is responsible for receiving and processing the city phone operator functions during business hours. In addition, the division includes Traffic, Parking Services, and Community Outreach Sections as well as the Problem Resolution Section. These elements of the division are focused on creating proactive, long term, root cause focused solutions to our community's social harms. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address concerns in our community.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 47,478	\$ 50,027	\$ 50,027	\$ 50,027	\$ 50,027
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 47,478</u>	<u>\$ 50,027</u>	<u>\$ 50,027</u>	<u>\$ 50,027</u>	<u>\$ 50,027</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 47,478</u></u>	<u><u>\$ 50,027</u></u>	<u><u>\$ 50,027</u></u>	<u><u>\$ 50,027</u></u>	<u><u>\$ 50,027</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## STAFF SERVICES - PSST

**GOALS:**

- Reduce Part A crimes by 2% from the prior year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

**OBJECTIVES:**

- Coordinate efforts across the department to identify higher than average criminal activity patterns and focus efforts on addressing the concerns.
- Monitor trends and patterns in traffic collisions and to identify areas requiring attention.
- Increase public education of services provided and officer involvement in community with the goal of connecting resources to those in need.
- Continue to recruit and train qualified candidates for all vacant positions in the agency.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total number of in-service training hours scheduled of commissioned personnel	30	30	30	30	30
Total number of firearms training sessions for commissioned officer	4	4	4	4	4
Officers qualified on firearms courses	100%	100%	100%	100%	100%
Officers completing annual mental health training	100%	100%	100%	100%	100%
Records Counter Contacts	11,164	12,000	10,084	13,000	13,500
Records Phone Contacts	9,446	13,500	9,197	12,000	12,500
Records Cases Managed	7,831	13,000	11,641	12,000	12,500
Records Released	5,845	7,500	5,758	8,000	9,000
Videos Processed	269	850	760	400	800

## DEPARTMENT SUMMARY

### TOTAL PUBLIC WORKS – PUBLIC SAFETY SALES TAX FUND (15)

**MISSION:**

The mission of the Public Works Department is to provide exceptional transportation, stormwater/flood control and subdivision development services to the citizens of Norman.

**DESCRIPTION:**

The Public Works Department is organized into six functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, and Traffic Control. The Department provides transportation, stormwater/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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 117,728	\$ 164,852	\$ 165,002	\$ 165,002	\$ 192,641
Supplies & Materials	\$ 162,450	\$ 229,072	\$ 228,922	\$ 228,922	\$ 229,072
Services & Maintenance	\$ 33,350	\$ 115,980	\$ 115,980	\$ 115,980	\$ 54,756
Internal Services	\$ -	\$ 1,076	\$ 1,076	\$ 1,076	\$ 30,904
Capital Equipment	\$ (9,500)	\$ 44,128	\$ 44,128	\$ 44,128	\$ -
Subtotal	<u>\$ 304,028</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 507,373</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u>\$ 304,028</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 507,373</u>

## DIVISION SUMMARY

15550172 FLEET EVT

### MISSION:

The mission of the Fleet Emergency Vehicle Technician (EVT) public safety support is to service and maintain the City's Public Safety fleet for the Police and Fire Departments. This program will support the Police and Fire Departments during natural disaster events, fire events and remote training.

### DESCRIPTION:

The Emergency Vehicle Technician (EVT) program is responsible for maintenance, repair and procurement of the City of Normans Public Safety Fleet for the Police and Fire Departments. This program consists of one (1) Public Works Supervisor, one (1) EVT Specialist, and one (1) EVT Mechanic II . These three (3) employees are responsible for 38 specialized fire apparatus, and maintenance support for approximately 100 police vehicles. These include all pumper/tanker and ladder units for the Fire Department, as well as, the SWAT and the Mobile Emergency Command Center, and several Police Patrol units for the Police Department. The EVT Specialist and Mechanic II maintain master status in the Heavy Truck Automotive Service of Excellence (ASE) and master certification in the Emergency Vehicle Technician (EVT) program. The EVT program supplies support for the Police and Fire Department during natural disaster events, as well as, support service for the Law Enforcement Driver Training (LEDT) courses.

### PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>

### EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 117,728	\$ 164,852	\$ 165,002	\$ 165,002	\$ 192,641
Supplies & Materials	\$ 162,450	\$ 229,072	\$ 228,922	\$ 228,922	\$ 229,072
Services & Maintenance	\$ 33,350	\$ 115,980	\$ 115,980	\$ 115,980	\$ 54,756
Internal Services	\$ -	\$ 1,076	\$ 1,076	\$ 1,076	\$ 30,904
Capital Equipment	\$ (9,500)	\$ 44,128	\$ 44,128	\$ 44,128	\$ -
Subtotal	<u>\$ 304,028</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 507,373</u>
Capital Projects					
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 304,028</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 555,108</u>	<u>\$ 507,373</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET - EVT

### GOALS:

- Provide safe and reliable repairs for the Public Safety Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement of our Heavy Fire and Police Fleet units.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

- Deliver the highest level of customer service as well as availability of our Public Safety Fleet units.
- Conduct all department business in an ethical and timely 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.
- Keep come-back repairs to a minimum (<5%).

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of EVT units	23	36	38	39	40
Number of EVT CNG vehicles	-	5	5	5	5
Yearly productive average (national standard average is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (average exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
<b>Preventive Maintenance Program:</b>					
(missed or late services)	5	7	8	10	15
(completed services)	18	72	200	215	250
Work orders completed	185	374	450	450	500
(# of scheduled repairs)	76	148	300	300	350
(# of unscheduled repairs)	45	69	75	75	65
# of sublet vendor repairs	7	8	10	10	18

#### Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas



# FUND SUMMARY

## TOTAL PUBLIC TRANSPORTATION FUND (27)

**MISSION:**

The mission of the Public Transportation Fund is to provide exceptional transportation services to the citizens of

**DESCRIPTION:**

Transit and Parking Administration consists of 3 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements.
- Research, apply, and manage grants.
- Research, review, coordinate, and implement service changes as necessary.
- Ensure the City of Norman remains in compliance with various federal and state requirements. Including Federal Transit Administration (FTA) regulations related to grant management, operations, and vehicle maintenance.
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary.
- Oversight and support of Parking Services operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 799,930	\$ 816,486	\$ 816,486	\$ 816,486	\$ 884,634
Supplies & Materials	\$ 438,400	\$ 463,631	\$ 474,328	\$ 474,328	\$ 365,844
Services & Maintenance	\$ 4,303,783	\$ 4,883,912	\$ 5,115,912	\$ 5,115,912	\$ 5,130,592
Internal Services	\$ 4,138	\$ 36,050	\$ 36,050	\$ 36,050	\$ 77,128
Capital Equipment	\$ 1,325,851	\$ 630,000	\$ 645,286	\$ 645,286	\$ 22,500
Subtotal	<u>\$ 6,872,102</u>	<u>\$ 6,830,079</u>	<u>\$ 7,088,062</u>	<u>\$ 7,088,062</u>	<u>\$ 6,480,698</u>
Capital Projects	\$ 22,410	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ 1,076,499	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,098,909</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Total</b>	<u>\$ 7,971,011</u>	<u>\$ 6,830,079</u>	<u>\$ 7,088,062</u>	<u>\$ 7,088,062</u>	<u>\$ 6,480,698</u>

## DIVISION SUMMARY

### 27550276 FLEET REPAIR TRANSIT

**MISSION:**

The mission of the Public Works Fleet Public Transit Division is to provide safe, cost effective and sanitary public transportation to include para-transit routes for those who cannot access a fixed route bus stop to travel in and around the City of Norman.

**DESCRIPTION:**

The Public Works Fleet Public Transit division is comprised of one Shop Supervisor, one Transit Specialist, one Transit Service Technician, and two Transit Mechanic II's. These five employees are responsible for the daily availability, preventative maintenance, and repair of the City's twenty-eight transit buses and associated equipment, as well as three transit support vehicles. Fourteen of these units are powered by clean burning CNG engines. It is the goal of the Public Transit Division to have the daily pre-requested units available for operations by our contractor before 05:15 AM every weekday.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 477,133	\$ 477,725	\$ 477,725	\$ 477,725	\$ 527,011
Supplies & Materials	\$ 427,881	\$ 449,041	\$ 443,568	\$ 443,568	\$ 38,991
Services & Maintenance	\$ 186,239	\$ 307,866	\$ 313,339	\$ 313,339	\$ 325,830
Internal Services	\$ 3,552	\$ 34,827	\$ 34,827	\$ 34,827	\$ 47,946
Capital Equipment	\$ (450,793)	\$ 630,000	\$ 645,286	\$ 645,286	\$ -
Subtotal	<u>\$ 644,012</u>	<u>\$ 1,899,459</u>	<u>\$ 1,914,745</u>	<u>\$ 1,914,745</u>	<u>\$ 939,778</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 644,012</u></u>	<u><u>\$ 1,899,459</u></u>	<u><u>\$ 1,914,745</u></u>	<u><u>\$ 1,914,745</u></u>	<u><u>\$ 939,778</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## FLEET REPAIR TRANSIT – PUBLIC TRANSPORTATION

### GOALS:

- Provide safe and reliable repairs for the Public Transit Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement the Transit Fleet.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

### OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all Department business in an ethical and timely 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.
- Keep come-back repairs to a minimum (<5%).

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Fixed Route units	9	13	13	14	14
Fixed Route CNG vehicles	4	13	13	12	8
Paratransit	13	14	14	14	14
Paratransit CNG Vehicles	9	9	9	9	9
Yearly productive average (national standard avg. is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (average exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
Preventive Maintenance Program:					
(missed or late services)	2	4	5	5	7
(completed services)	92	145	200	480	500
Work orders completed	1,065	905	1,075	1,150	1,200
(# of scheduled repairs)	145	179	140	172	185
(# of unscheduled repairs)	792	675	500	405	375
# of sublet vendor repairs	45	20	25	30	40

#### Notes to Results Report:

ASE – Automotive Service Excellence

CNG – Compressed Natural Gas

# DIVISION SUMMARY

## 27550277 TRANSIT AND PARKING ADMINISTRATION

**MISSION:**

The mission of the Transit and Parking Administration Division is to provide safe, reliable, and efficient public transportation services to the citizens and visitors of the City of Norman.

**DESCRIPTION:**

The Transit and Parking Division consists of 3 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Oversight and support of Parking Services Operations
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 322,797	\$ 338,761	\$ 338,761	\$ 338,761	\$ 357,623
Supplies & Materials	\$ 5,686	\$ 8,700	\$ 12,050	\$ 12,050	\$ 307,853
Services & Maintenance	\$ 4,104,873	\$ 4,546,046	\$ 4,772,573	\$ 4,772,573	\$ 4,774,762
Internal Services	\$ 586	\$ 1,223	\$ 1,223	\$ 1,223	\$ 29,182
Capital Equipment	\$ 34,039	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 4,467,981</u>	<u>\$ 4,894,730</u>	<u>\$ 5,124,607</u>	<u>\$ 5,124,607</u>	<u>\$ 5,469,420</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Department Total</b>	<u><u>\$ 4,467,981</u></u>	<u><u>\$ 4,894,730</u></u>	<u><u>\$ 5,124,607</u></u>	<u><u>\$ 5,124,607</u></u>	<u><u>\$ 5,469,420</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## TRANSIT AND PARKING ADMINISTRATION

**GOALS:**

- Provide a safe, reliable, and efficient public transit service to citizens and visitors in order to increase access to and from destinations in Norman.
- Provide accessible and convenient public parking services to citizens and visitors in order to meet community needs and goals.
- Provide exceptional customer service to citizens and visitors of Norman in order to provide a more positive experience when using public transit and parking services.

**OBJECTIVES:**

- Plan for and make improvements outlined in the updated transit long range plan
- Improve overall satisfaction in public transit service
- Improve reliability of transit by increasing on-time performance
- Provide safe public transit service and attract both repeat and new passengers

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of public transportation customers surveyed as satisfactory	89%	n/a	n/a	n/a	85%
Number of fixed-route passenger trips provided	244,482	307,267	251,881	375,155	400,000
Number of paratransit trips provided	21,625	23,126	21,000	23,556	23,800
Percentage of on-time fixed-route arrivals	75%	75%	80%	68%	75%
Percentage of on-time paratransit pick-ups	98%	98%	98%	97%	98%
Number of bus passengers per service hour, cumulative	12.85	16	13	19	22
Number of bus passengers per day, average	801	1,004	800	1,100	1,000
Percentage of required paratransit pickups denied due to capacity (*One denial due to capacity was recorded in FY23)	0%	*0%	0%	0%	0%

# DIVISION SUMMARY

## 27550278 PARKING SERVICES

**MISSION:**

The mission of the Transit and Parking Administration Division is to provide safe, reliable, and efficient public transportation services to the citizens and visitors of the City of Norman. This program began in FYE 24.

**DESCRIPTION:**

The Transit and Parking Division consists of 3 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Oversight and support of Parking Services Operations
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ 5,890	\$ 18,710	\$ 18,710	\$ 19,000
Services & Maintenance	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 22,500
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 35,890</b>	<b>\$ 48,710</b>	<b>\$ 48,710</b>	<b>\$ 71,500</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Total</b>	<b>\$ -</b>	<b>\$ 35,890</b>	<b>\$ 48,710</b>	<b>\$ 48,710</b>	<b>\$ 71,500</b>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## 27550278 PARKING SERVICES

**GOALS:**

- Provide accessible and convenient public parking services to citizens and visitors in order to meet community needs and goals
- 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 issues related to parking meters reported by the public in a timely and courteous manner
- Respond to malfunctions and damaged parking equipment in a timely manner
- Perform preventative maintenance on all parking meter equipment
- Research, implement and manage improvements outlined in the parking strategic plan
- Provide a safe working environment for all employees

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
Provide initial response to citizen inquires within 2 business days	n/a	n/a	n/a	n/a	n/a
Provide follow-up response to citizen inquires within 5 business days	n/a	n/a	n/a	n/a	n/a
Preventative maintenance on all parking equipment at least once in each month interval	n/a	n/a	n/a	n/a	n/a
Total maintenance cost as a percent of operating costs	n/a	n/a	n/a	n/a	n/a

# 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,313,750	\$ 2,784,000	\$ 826,000	\$ 826,000	\$ 3,012,188
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ 1,313,750</b>	<b>\$ 2,784,000</b>	<b>\$ 826,000</b>	<b>\$ 826,000</b>	<b>\$ 3,012,188</b>
Capital Projects	\$ 180,145	\$ 175,000	\$ 183,211	\$ 183,211	\$ 250,000
Cost Allocation	\$ 86,815	\$ 137,667	\$ 137,667	\$ 137,667	\$ 148,750
Debt Service	\$ 428,122	\$ 429,578	\$ 429,578	\$ 429,578	\$ 430,641
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ 10,765	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ 705,847</b>	<b>\$ 742,245</b>	<b>\$ 750,456</b>	<b>\$ 750,456</b>	<b>\$ 829,391</b>
<b>Fund Total</b>	<b>\$ 2,019,597</b>	<b>\$ 3,526,245</b>	<b>\$ 1,576,456</b>	<b>\$ 1,576,456</b>	<b>\$ 3,841,579</b>



## DIVISION SUMMARY

### 23330340 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 86,815	\$ 137,667	\$ 137,667	\$ 137,667	\$ 148,750
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 86,815</u>	<u>\$ 137,667</u>	<u>\$ 137,667</u>	<u>\$ 137,667</u>	<u>\$ 148,750</u>
Division Total	<u><u>\$ 86,815</u></u>	<u><u>\$ 137,667</u></u>	<u><u>\$ 137,667</u></u>	<u><u>\$ 137,667</u></u>	<u><u>\$ 148,750</u></u>

# DIVISION SUMMARY

## 23730241 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 412,500	\$ 826,000	\$ 826,000	\$ 826,000	\$ 892,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 412,500</u>	<u>\$ 826,000</u>	<u>\$ 826,000</u>	<u>\$ 826,000</u>	<u>\$ 892,500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 412,500</u></u>	<u><u>\$ 826,000</u></u>	<u><u>\$ 826,000</u></u>	<u><u>\$ 826,000</u></u>	<u><u>\$ 892,500</u></u>

## DIVISION SUMMARY

23330243 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 901,250	\$ 1,958,000	\$ -	\$ -	\$ 2,119,688
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ 901,250</b>	<b>\$ 1,958,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,119,688</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 901,250</b>	<b>\$ 1,958,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,119,688</b>

## DIVISION SUMMARY

### 2379\* - ROOM TAX - CAPITAL PROJECTS

**MISSION:**

To perform capital projects funded with Room Tax Funds.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 25 - FYE 29 for a detailed analysis of Room Tax Capital Projects.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 160,814	\$ 175,000	\$ 183,211	\$ 183,211	\$ 250,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 160,814</u>	<u>\$ 175,000</u>	<u>\$ 183,211</u>	<u>\$ 183,211</u>	<u>\$ 250,000</u>
Division Total	<u><u>\$ 160,814</u></u>	<u><u>\$ 175,000</u></u>	<u><u>\$ 183,211</u></u>	<u><u>\$ 183,211</u></u>	<u><u>\$ 250,000</u></u>

# FUND SUMMARY

## TOTAL SEIZURES AND RESTITUTION FUND (25)

**MISSION:**

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

**DESCRIPTION:**

To provide assistance with police investigations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 673	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 1,461,780	\$ 1,461,780	\$ 1,461,780	\$ -
Subtotal	<u>\$ 673</u>	<u>\$ 1,461,780</u>	<u>\$ 1,461,780</u>	<u>\$ 1,461,780</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ (4,542)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ (4,542)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u>\$ (3,869)</u>	<u>\$ 1,461,780</u>	<u>\$ 1,461,780</u>	<u>\$ 1,461,780</u>	<u>\$ -</u>

# DIVISION SUMMARY

25660138 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 673	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ 207,000	\$ 289,800	\$ 289,800	\$ -
Subtotal	<u>\$ 673</u>	<u>\$ 207,000</u>	<u>\$ 289,800</u>	<u>\$ 289,800</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 673</u></u>	<u><u>\$ 207,000</u></u>	<u><u>\$ 289,800</u></u>	<u><u>\$ 289,800</u></u>	<u><u>\$ -</u></u>

# DIVISION SUMMARY

25660235 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ 1,254,780</u>	<u>\$ 1,171,980</u>	<u>\$ 1,171,980</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ 1,254,780</u>	<u>\$ 1,171,980</u>	<u>\$ 1,171,980</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ 1,254,780</u></u>	<u><u>\$ 1,171,980</u></u>	<u><u>\$ 1,171,980</u></u>	<u><u>\$ -</u></u>

# 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 37,084	\$ 55,561	\$ 124,550	\$ 124,550	\$ -
Supplies & Materials	\$ 41,646	\$ -	\$ 28,401	\$ 28,401	\$ 1,000
Services & Maintenance	\$ 2,988,472	\$ -	\$ 89,916	\$ 89,916	\$ 18,500
Internal Services	\$ 2,624	\$ 1,016	\$ 1,816	\$ 1,816	\$ 1,816
Capital Equipment	\$ 1,288,842	\$ -	\$ 8,403,283	\$ 8,403,283	\$ -
Subtotal	<u>\$ 4,358,668</u>	<u>\$ 56,577</u>	<u>\$ 8,647,966</u>	<u>\$ 8,647,966</u>	<u>\$ 21,316</u>
Capital Projects	\$ 1,607,024	\$ -	\$ 18,061,355	\$ 18,061,355	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 859,102	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ 779,080	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 3,245,206</u>	<u>\$ -</u>	<u>\$ 18,061,355</u>	<u>\$ 18,061,355</u>	<u>\$ -</u>
<b>Fund Total</b>	<u><u>\$ 7,603,874</u></u>	<u><u>\$ 56,577</u></u>	<u><u>\$ 26,709,321</u></u>	<u><u>\$ 26,709,321</u></u>	<u><u>\$ 21,316</u></u>



# FUND SUMMARY

## TOTAL WESTWOOD PARK FUND (29)

**MISSION:**

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

**DESCRIPTION:**

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs, and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	1	1	1	1	1
<b>Total Budgeted Positions</b>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,662,571	\$ 1,606,235	\$ 1,606,235	\$ 1,606,235	\$ 1,729,774
Supplies & Materials	\$ 616,857	\$ 612,892	\$ 613,240	\$ 613,240	\$ 613,279
Services & Maintenance	\$ 296,065	\$ 259,783	\$ 292,561	\$ 292,561	\$ 338,982
Internal Services	\$ 68,419	\$ 77,775	\$ 77,775	\$ 77,775	\$ 66,731
Capital Equipment	\$ 291,397	\$ 125,897	\$ 125,897	\$ 125,897	\$ 66,186
Subtotal	<u>\$ 2,935,309</u>	<u>\$ 2,682,582</u>	<u>\$ 2,715,708</u>	<u>\$ 2,715,708</u>	<u>\$ 2,814,952</u>
Capital Projects	\$ 42,235	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ (77,169)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ (34,934)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 2,900,375</u></u>	<u><u>\$ 2,682,582</u></u>	<u><u>\$ 2,715,708</u></u>	<u><u>\$ 2,715,708</u></u>	<u><u>\$ 2,814,952</u></u>

# DIVISION SUMMARY

29970332 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 250,788	\$ 293,911	\$ 293,911	\$ 293,911	\$ 314,842
Supplies & Materials	\$ 179,687	\$ 161,892	\$ 161,892	\$ 161,892	\$ 186,892
Services & Maintenance	\$ 111,377	\$ 47,803	\$ 47,803	\$ 47,803	\$ 94,704
Internal Services	\$ 2,566	\$ 3,577	\$ 3,577	\$ 3,577	\$ 4,371
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,250
Subtotal	<u>\$ 544,418</u>	<u>\$ 507,183</u>	<u>\$ 507,183</u>	<u>\$ 507,183</u>	<u>\$ 603,059</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 544,418</u></u>	<u><u>\$ 507,183</u></u>	<u><u>\$ 507,183</u></u>	<u><u>\$ 507,183</u></u>	<u><u>\$ 603,059</u></u>

# 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
- 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.
- Support junior clinics and the Junior Golf Academy.
- Continue the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Annual rounds of golf*	38,257	37,294	37,204	36,901	37,117
Men's & Women's Associations	18	19	20	19	20
Outside tournaments	37	37	35	37	38
Junior Academy Participants	90	90	90	90	90
Regular annual membership	1	0	0	0	0
Regular annual memb w/range	1	1	1	1	1
Regular annual memb w/cart	18	15	20	14	14
Regular annual memb w/cart & w/range	18	30	36	32	34
Senior annual membership	5	3	5	5	4
Senior annual memb w/range	0	0	0	0	0
Senior annual memb w/cart	2	1	2	2	2
Senior annual memb w/cart & w/range	6	10	5	5	6
Junior annual membership	1	4	3	5	3
Junior summer membership	2	2	4	3	4
Range only membership	1	0	0	0	0
Additional family member	12	13	14	14	15
Annual trail fee membership	1	0	0	0	0

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

## 29970231 WESTWOOD GOLF 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, 12 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 six full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 624,445	\$ 651,731	\$ 651,731	\$ 651,731	\$ 635,900
Supplies & Materials	\$ 177,349	\$ 116,075	\$ 116,075	\$ 116,075	\$ 121,637
Services & Maintenance	\$ 72,007	\$ 61,970	\$ 61,970	\$ 61,970	\$ 84,078
Internal Services	\$ 38,430	\$ 40,173	\$ 40,173	\$ 40,173	\$ 47,452
Capital Equipment	<u>\$ 269,091</u>	<u>\$ 75,897</u>	<u>\$ 75,897</u>	<u>\$ 75,897</u>	<u>\$ 41,436</u>
Subtotal	<u>\$ 1,181,322</u>	<u>\$ 945,846</u>	<u>\$ 945,846</u>	<u>\$ 945,846</u>	<u>\$ 930,503</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,181,322</u></u>	<u><u>\$ 945,846</u></u>	<u><u>\$ 945,846</u></u>	<u><u>\$ 945,846</u></u>	<u><u>\$ 930,503</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WESTWOOD GOLF 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
- 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
golf car availability	80%	85%	100%	99.9%	100%
turf quality	8.4	8.5	8.5	8.5	8.5
customer satisfaction	**	**	4.5	5	5
satisfaction survey participation	**	**	0.10%	0.10%	0.20%

# DIVISION SUMMARY

29970133 WESTWOOD POOL

**MISSION:**

The Westwood Family Aquatic Center 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 Family Aquatic Center provides a 50 meter lap pool and diving area with a family slide, lazy river, zero depth entry family pool with toddler play features and a wet deck with dumping buckets and spray features similar to a splash pad during the summer months for use by the general public.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 666,544	\$ 538,250	\$ 538,250	\$ 538,250	\$ 645,900
Supplies & Materials	\$ 77,569	\$ 136,650	\$ 136,650	\$ 136,650	\$ 106,650
Services & Maintenance	\$ 92,542	\$ 125,310	\$ 158,088	\$ 158,088	\$ 141,500
Internal Services	\$ 26,837	\$ 32,953	\$ 32,953	\$ 32,953	\$ 13,547
Capital Equipment	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 22,500
Subtotal	<u>\$ 863,492</u>	<u>\$ 883,163</u>	<u>\$ 915,941</u>	<u>\$ 915,941</u>	<u>\$ 930,097</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 863,492</u></u>	<u><u>\$ 883,163</u></u>	<u><u>\$ 915,941</u></u>	<u><u>\$ 915,941</u></u>	<u><u>\$ 930,097</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WESTWOOD POOL

**GOALS:**

- Provide a safe and healthy swim complex for the citizens of Norman and the surrounding communities.
- Manage the swim complex on a self-supporting basis.
- Increase the number of youth swim lesson participants each year.

**OBJECTIVES:**

- Provide highly qualified staff to monitor use of the complex.
- Provide quality swim lessons to the general public.
- Increase attendance through advertising and positive experiences.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue in excess of operating cost	\$105,000	\$105,000	\$1,700	\$1,700	\$8,500
Number of season passes sold	2,200	2,400	2,500	2,000	2,500
Number of swim lessons sold	860	950	1,000	1,000	1,200
Total season attendance	130,000	130,000	120,000	120,000	125,000

# DIVISION SUMMARY

29770035 WESTWOOD CONCESSIONS

**MISSION:**

The Westwood Golf Grill and Aquatic Center Concession is dedicated to providing quality food, drink, snacks, and service in a safe and clean atmosphere for its customers; this is accomplished through the managers and servers teamwork by receiving training, prompt responsiveness, and professionalism.

**DESCRIPTION:**

The Westwood Golf Grill and Aquatic Center Concession provide food, snacks, and drinks to customers at the Westwood Golf Course and the Westwood Family Aquatic Center.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 120,794	\$ 122,343	\$ 122,343	\$ 122,343	\$ 133,132
Supplies & Materials	\$ 174,919	\$ 198,275	\$ 198,623	\$ 198,623	\$ 198,100
Services & Maintenance	\$ 16,337	\$ 24,700	\$ 24,700	\$ 24,700	\$ 18,700
Internal Services	\$ 586	\$ 1,072	\$ 1,072	\$ 1,072	\$ 1,361
Capital Equipment	\$ 3,900	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 316,536</u>	<u>\$ 346,390</u>	<u>\$ 346,738</u>	<u>\$ 346,738</u>	<u>\$ 351,293</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 316,536</u></u>	<u><u>\$ 346,390</u></u>	<u><u>\$ 346,738</u></u>	<u><u>\$ 346,738</u></u>	<u><u>\$ 351,293</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WESTWOOD CONCESSIONS

**GOALS:**

- Provide food, drink, and snacks at an affordable cost for the citizens of Norman that visit the Westwood Family Aquatic Center and the Westwood Golf Course.

**OBJECTIVES:**

- Provide support and supplemental revenue to the aquatic center and golf course through providing food and drink service for activities at Westwood Park.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22	FYE 23	FYE 24		FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE	PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Projected Profit	\$87,089	\$107,957	\$20,000	\$21,000	\$25,000
Pool Concession Revenue	\$204,631	\$190,310	\$195,000	\$190,000	\$205,000
Golf Restaurant Revenue	\$128,195	\$130,206	\$125,000	\$122,000	\$130,000
Alcohol Sales	\$56,439	\$61,487	\$60,000	\$57,000	\$60,000

# FUND SUMMARY

## TOTAL YFAC FUND (24)

**MISSION:**

The Young Family Athletic Center stands as a pinnacle of excellence, offering premier basketball and volleyball courts, aquatics, sports medicine, youth sports, sports camps, and leagues. The facility will be sought after for sports tournaments, will be open for rentals, and have hours available for the community to enjoy.

**DESCRIPTION:**

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The aquatic portion of the building features two pools: an 8-lane 25-yard competition pool with adequate spectator seating and a 4-lane 25-meter pool used as a warm-up pool during swim competitions. Men's and Women's Locker Rooms are located adjacent to the pools. When the pools are not being used for competitions, the citizens of Norman will have access to the pool for general use and swimming.

The Multi-Sport Gymnasium portion of the building houses eight basketball courts with 12 volleyball courts, which overlay the basketball courts. The regulation-size basketball court overlay two basketball courts and runs in the opposite direction.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	4	4	4
Part-time Positions	0	0	24	24	24
Total Budgeted Positions	0	0	28	28	28

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ 606,488	\$ 606,488	\$ 984,625
Supplies & Materials	\$ -	\$ -	\$ 139,360	\$ 139,360	\$ 129,500
Services & Maintenance	\$ -	\$ -	\$ 222,261	\$ 222,261	\$ 554,120
Internal Services	\$ -	\$ -	\$ 4,958	\$ 4,958	\$ 120,675
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 973,067</u>	<u>\$ 973,067</u>	<u>\$ 1,788,920</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumb	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 973,067</u>	<u>\$ 973,067</u>	<u>\$ 1,788,920</u>

## DIVISION SUMMARY

24770412 - YFAC ADMINISTRATION

**MISSION:**

The Young Family Athletic Center stands as a pinnacle of excellence, offering premier basketball and volleyball courts, aquatics, sports medicine, youth sports, sports camps, and leagues. The facility will be sought after for sports tournaments, will be open for rentals, and have hours available for the community to enjoy.

**DESCRIPTION:**

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The aquatic portion of the building features two pools: an 8-lane 25-yard competition pool with adequate spectator seating and a 4-lane 25-meter pool used as a warm-up pool during swim competitions. Men's and Women's Locker Rooms are located adjacent to the pools. When the pools are not being used for competitions, the citizens of Norman will have access to the pool for general use and swimming.

The Multi-Sport Gymnasium portion of the building houses eight basketball courts with 12 volleyball courts, which overlay the basketball courts. The regulation-size basketball court overlay two basketball courts and runs in the opposite direction.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	4	4	4
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>4</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ 224,002	\$ 224,002	\$ 331,423
Supplies & Materials	\$ -	\$ -	\$ 73,389	\$ 73,389	\$ 129,500
Services & Maintenance	\$ -	\$ -	\$ 207,261	\$ 207,261	\$ 504,120
Internal Services	\$ -	\$ -	\$ 4,958	\$ 4,958	\$ 120,675
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 509,610</u>	<u>\$ 509,610</u>	<u>\$ 1,085,718</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 509,610</u></u>	<u><u>\$ 509,610</u></u>	<u><u>\$ 1,085,718</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

24770412 YFAC ADMINISTRATION

**GOALS:**

- To grow youth and adult sports and aquatics in Norman and create future interest in YFAC as an amenity that can be utilized for individual or family recreation, social activity, and as a conduit to conduct business for Norman residents as well as residents from across the state.
- To continue to improve the facility and provide an excellent sports and aquatics facility with outstanding customer service and satisfaction.
- To create revenue by increasing leagues, classes, memberships, and tournament rentals.

**OBJECTIVES:**

- Continue to improve membership programs and benefits as well as classes and leagues to increase customer loyalty and frequency of visitation by implementing current trend indicators in the youth and adult sports industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, parents and all players informed by continuously improving communication and becoming more proactive to the informational needs of the youth and adult sports community.
- Promote health and wellness through our memberships and class offerings.
- Support local operational partners and league operators.
- Continue to grow the local youth basketball and volleyball leagues.
- Continue to promote family visitation and tournaments.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Regular Annual Memberships	n/a	n/a	n/a	n/a	800
Number of Day Passes sold annually	n/a	n/a	n/a	n/a	15,000
Annual Facility Rentals	n/a	n/a	n/a	n/a	90
Youth Athletics and Aquatics Class Attendance	n/a	n/a	n/a	n/a	1,000
Adult Athletics and Aquatics Class Attendance	n/a	n/a	n/a	n/a	500

## DIVISION SUMMARY

24770413 - YFAC GYM

**MISSION:**

The Young Family Athletic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through Supervisor and staff teamwork, training, responsiveness, and professionalism.

**DESCRIPTION:**

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The Multi-Sport Gymnasium portion of the building houses eight basketball courts with 12 volleyball courts, which overlay the basketball courts. The regulation-size basketball court overlay two basketball courts and runs in the opposite direction.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>9</u>	<u>9</u>	<u>9</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>9</u>	<u>9</u>	<u>9</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ 152,159	\$ 152,159	\$ 269,775
Supplies & Materials	\$ -	\$ -	\$ 22,638	\$ 22,638	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 174,797</u>	<u>\$ 174,797</u>	<u>\$ 269,775</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 174,797</u></u>	<u><u>\$ 174,797</u></u>	<u><u>\$ 269,775</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

24770413 YFAC GYM

**GOALS:**

- To grow youth and adult sports and aquatics in Norman and create future interest in YFAC as an amenity that can be utilized for individual or family recreation, social activity, and as a conduit to conduct business for Norman residents as well as residents from across the state.
- To continue to improve the facility and provide an excellent sports and aquatics facility with outstanding customer service and satisfaction.
- To create revenue by increasing leagues, classes, memberships, and tournament rentals.

**OBJECTIVES:**

- Continue to improve membership programs and benefits as well as classes and leagues to increase customer loyalty and frequency of visitation by implementing current trend indicators in the youth and adult sports industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, parents and all players informed by continuously improving communication and becoming more proactive to the informational needs of the youth and adult sports community.
- Promote health and wellness through our memberships and class offerings.
- Support local operational partners and league operators.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
You Athletics Class Attendance	n/a	n/a		n/a	500
Number of Sports Tournaments held annually	n/a	n/a		n/a	50
Youth Athletics Camps Attendance	n/a	n/a		n/a	250

# DIVISION SUMMARY

24770414 - YFAC POOL

**MISSION:**

The Young Family Athletic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through Supervisor and lifeguard teamwork, training, responsiveness, and professionalism.

**DESCRIPTION:**

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The aquatic portion of the building features two pools: an 8-lane 25-yard competition pool with adequate spectator seating and a 4-lane 25-meter pool used as a warm-up pool during swim competitions. Men's and Women's Locker Rooms are located adjacent to the pools. When the pools are not being used for competitions, the citizens of Norman will have access to the pool for general use and swimming.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	15	15	15
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>15</b>	<b>15</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ 230,327	\$ 230,327	\$ 383,427
Supplies & Materials	\$ -	\$ -	\$ 43,333	\$ 43,333	\$ -
Services & Maintenance	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 50,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 288,660</u>	<u>\$ 288,660</u>	<u>\$ 433,427</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 288,660</u></u>	<u><u>\$ 288,660</u></u>	<u><u>\$ 433,427</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

24770414 YFAC POOL

**GOALS:**

- To grow youth and adult sports and aquatics in Norman and create future interest in YFAC as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman residents as well as residents from across the state.
- To continue to improve the facility and provide an excellent sports and aquatics facility with outstanding customer service and satisfaction.
- To create revenue by increasing leagues, classes, memberships, and tournament rentals.

**OBJECTIVES:**

- Continue to improve membership programs and benefits as well as classes and leagues to increase customer loyalty and frequency of visitation by implementing current trend indicators in the youth and adult sports industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, parents and all players informed by continuously improving communication and becoming more proactive to the informational needs of the youth and adult sports community.
- Promote health and wellness through our memberships and class offerings.
- Support local operational partners and league operators.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT**

	FYE 22 ACTUAL	FYE 23 ACTUAL	PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Youth Aquatics Class Attendance	n/a	n/a		n/a	500
Number of Swim Lessons Sold	n/a	n/a		n/a	500
Adult Aquatics Class Attendance	n/a	n/a		n/a	250
Number of accidents requiring EMS	n/a	n/a		n/a	0





# ENTERPRISE FUNDS

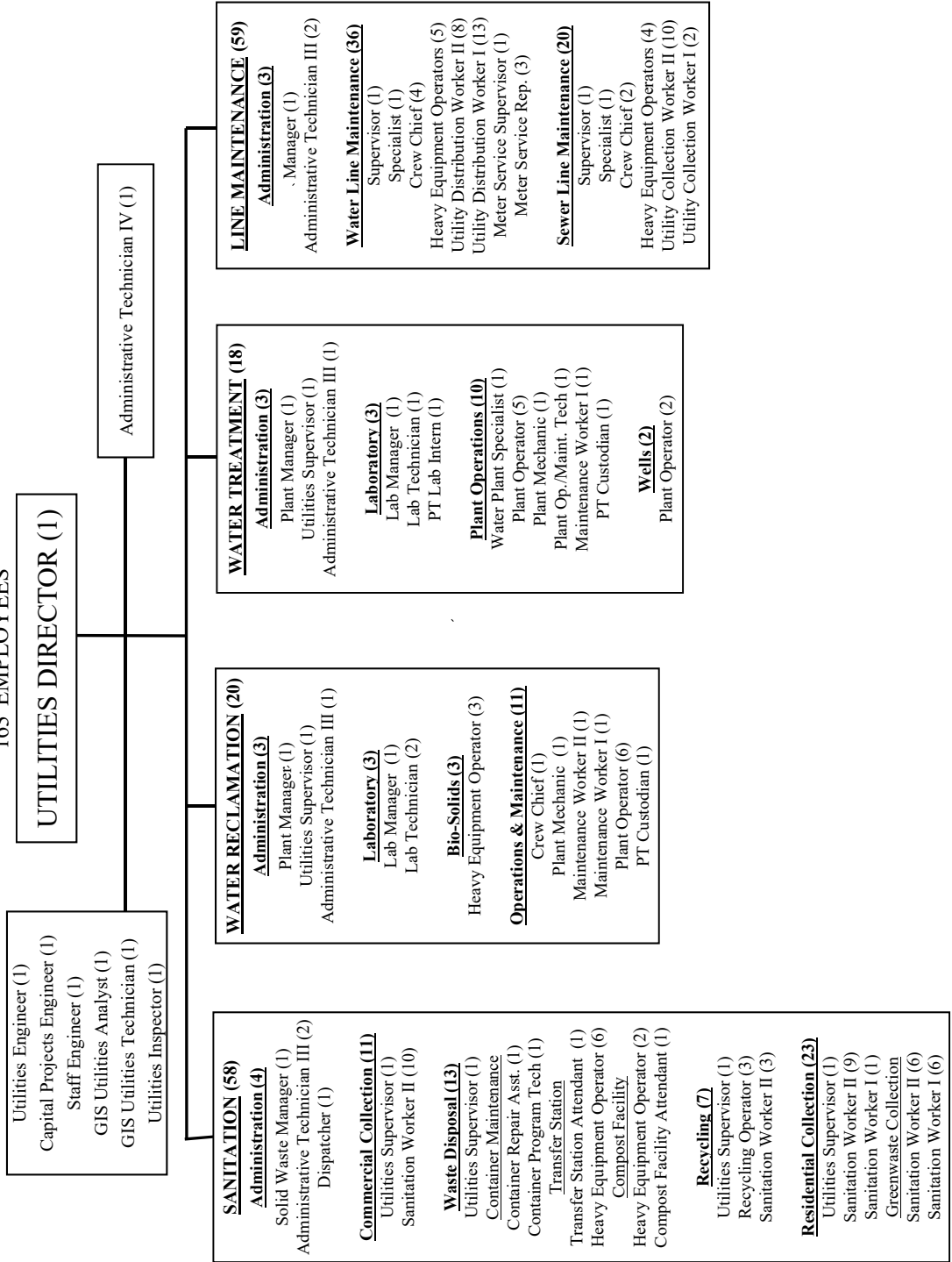


**ENTERPRISE FUNDS**

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

# UTILITIES DEPARTMENT

163 EMPLOYEES



## DEPARTMENT SUMMARY

### TOTAL UTILITIES DEPARTMENT

**MISSION:**

Providing environmentally sound and efficient utility services 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. The department spans five separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, and the Sanitation Fund.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	160	157	158	158	160
Part-time Positions	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>
Total Budgeted Positions	<u>162</u>	<u>159</u>	<u>161</u>	<u>161</u>	<u>163</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 13,847,952	\$ 14,002,379	\$ 13,971,379	\$ 13,971,379	\$ 14,991,181
Supplies & Materials	\$ 5,363,619	\$ 5,549,887	\$ 5,546,582	\$ 5,546,582	\$ 5,799,402
Services & Maintenance	\$ 8,389,920	\$ 9,902,229	\$ 9,987,892	\$ 9,987,892	\$ 10,122,705
Internal Services	\$ 1,619,445	\$ 1,895,028	\$ 1,895,028	\$ 1,895,028	\$ 1,816,437
Capital Equipment	\$ 3,913,340	\$ 3,899,388	\$ 4,153,913	\$ 4,153,913	\$ 4,414,070
Subtotal	<u>\$ 33,134,276</u>	<u>\$ 35,248,911</u>	<u>\$ 35,554,794</u>	<u>\$ 35,554,794</u>	<u>\$ 37,143,795</u>
Capital Projects	\$ 13,572,614	\$ 15,087,000	\$ 82,032,896	\$ 82,032,896	\$ 24,333,000
Cost Allocation	\$ 6,019,551	\$ 6,510,590	\$ 6,510,590	\$ 6,510,590	\$ 6,803,037
Debt Service	\$ 9,555,228	\$ 9,772,020	\$ 9,772,020	\$ 9,772,020	\$ 10,421,352
Interfund Transfers	\$ 2,419,030	\$ 1,741,770	\$ 1,775,270	\$ 1,775,270	\$ 2,152,448
Audit Adjust/Encumbrances	\$ 384,586	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 31,951,009</u>	<u>\$ 33,111,380</u>	<u>\$ 100,090,776</u>	<u>\$ 100,090,776</u>	<u>\$ 43,709,837</u>
Department Total	<u>\$ 65,085,285</u>	<u>\$ 68,360,291</u>	<u>\$ 135,645,570</u>	<u>\$ 135,645,570</u>	<u>\$ 80,853,632</u>

# DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

## UTILITIES DEPARTMENT

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### 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. Provide safe reliable potable water that meets and exceeds all State and Federal regulations at a reasonable cost for our customers.
    2. Implement best available, cost efficient, treatment technologies to minimize pollutant discharges in our effluent.
    3. Eliminate sewer overflows during rainfall and construction.
    4. Provide safe and environmentally approved collection and disposal of municipal solid waste for all Norman residents.
    5. Implement construction related Best Management Practices to protect stormwaters.
  - Improve Utility Services and Minimize Costs:
    1. Consider adopted land use plan during planning phase for future projects.
    2. Expand Water Reclamation Facility (WRF) capacity in advance of development in order to maintain the quality of effluent discharged and avoid any WRF bypass of wastewater.
    3. Utilize and maintain water and water reclamation models to determine proper sizing of water distribution and wastewater collection systems to keep pace with development.
    4. Explore alternative funding opportunities (grant funding) to minimize user fees for our customers.
    5. Repair or replace deteriorated sanitary sewer lines and perform before and after flow monitoring to document reduction of infiltration and inflow into the collection system.
    6. Maintain compliance with existing and proposed rules and regulations, and grant conditions where applicable.
    7. Provide timely review of development plans and specifications, and coordinate collection of payback fees and excise tax fees with the Planning Department.
    8. Review City of Norman water, water reclamation and solid waste regulations and, if required, coordinate annual updates with the Public Works Department.
  - 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. Increase knowledge of employees so they can 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
For Construction Projects:					
Project completed within contract time, 90% of the time	100%	100%	90%	100%	90%
Final project costs to be less than 110% of the original contract amount, 90% of the time	100%	100%	90%	100%	90%
Utility plans for new development to be reviewed and returned within 10 work days of receipt from Public Works Department, 90% of the time.	98%	100%	90%	96%	90%
Private water will permits to be reviewed and returned within 10 workdays of receipt from Planning Department, 90% of the time	100%	100%	90%	90%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt	100%	100%	90%	100%	95%

Notes to Results Report:

OSHA – Occupational Safety & Health Administration

CIP – Capital Improvement Projects

# FUND SUMMARY

## TOTAL SANITATION FUND (33)

**MISSION:**

The Solid Waste Administration's mission is to make safety our first priority: Provide a high level of service with high levels of efficiency: Provide employees with a sense of ownership: encourage our employees dedication of service to the community: be good custodians of the community assets: and be good custodians of the community environment. Our long term goal is to invest in infrastructure that will provide low cost Solid Waste Management that accommodates municipal growth.

**DESCRIPTION:**

Monitor all expenditures related to the Sanitation Division. Oversight of all collections service, recycling and disposal of municipal solid waste generated by the City of Norman. Maintain compliance with all local, state, and federal regulations. The Sanitation Division is keeping long term mentality that ensures low cost Solid Waste management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be built to grow the City.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	54	57	58	58	58
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	54	57	58	58	58

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 5,342,427	\$ 4,993,698	\$ 4,993,698	\$ 4,993,698	\$ 5,321,631
Supplies & Materials	\$ 1,486,253	\$ 1,449,065	\$ 1,449,065	\$ 1,449,065	\$ 1,482,365
Services & Maintenance	\$ 4,354,123	\$ 4,922,470	\$ 4,922,470	\$ 4,922,470	\$ 5,193,569
Internal Services	\$ 1,089,893	\$ 1,191,946	\$ 1,191,946	\$ 1,191,946	\$ 1,115,110
Capital Equipment	\$ 3,431,514	\$ 3,479,713	\$ 3,529,096	\$ 3,529,096	\$ 3,004,955
Subtotal	<u>\$ 15,704,210</u>	<u>\$ 16,036,892</u>	<u>\$ 16,086,275</u>	<u>\$ 16,086,275</u>	<u>\$ 16,117,630</u>
Capital Projects	\$ 2,593,534	\$ 850,000	\$ 3,038,338	\$ 3,038,338	\$ 600,000
Cost Allocations	\$ 1,899,452	\$ 2,116,952	\$ 2,116,952	\$ 2,116,952	\$ 2,239,919
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ 166,433	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 4,659,419</u>	<u>\$ 2,966,952</u>	<u>\$ 5,155,290</u>	<u>\$ 5,155,290</u>	<u>\$ 2,839,919</u>
Fund Total	<u>\$ 20,363,629</u>	<u>\$ 19,003,844</u>	<u>\$ 21,241,565</u>	<u>\$ 21,241,565</u>	<u>\$ 18,957,549</u>

## DIVISION SUMMARY

### 33955160 SANITATION / ADMINISTRATION

**MISSION:**

The Sanitation Administration's mission is to make safety our first priority; provide a high level of service with high levels of efficiency; provide employees with a sense of ownership; encourage our employees' dedication of service to the community; be good custodians of the community assets; be good custodians of the community environment; and provide long term, low cost Solid Waste management.

**DESCRIPTION:**

Monitor all expenditures of the Sanitation Division. Oversight of all collection service, recycling and disposal of municipal solid waste generated by the City of Norman. Maintain compliance with all local, state and federal regulations. Invest in long term infrastructure.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 420,282	\$ 424,595	\$ 424,595	\$ 424,595	\$ 452,465
Supplies & Materials	\$ 7,467	\$ 26,570	\$ 26,570	\$ 26,570	\$ 26,820
Services & Maintenance	\$ 72,892	\$ 87,038	\$ 87,038	\$ 87,038	\$ 87,128
Internal Services	\$ 23,172	\$ 23,266	\$ 23,266	\$ 23,266	\$ 45,963
Capital Equipment	\$ (187)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 523,626</u>	<u>\$ 561,469</u>	<u>\$ 561,469</u>	<u>\$ 561,469</u>	<u>\$ 612,376</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 71,451	\$ 76,368	\$ 76,368	\$ 76,368	\$ 81,736
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 71,451</u>	<u>\$ 76,368</u>	<u>\$ 76,368</u>	<u>\$ 76,368</u>	<u>\$ 81,736</u>
Division Total	<u>\$ 595,077</u>	<u>\$ 637,837</u>	<u>\$ 637,837</u>	<u>\$ 637,837</u>	<u>\$ 694,112</u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / ADMINISTRATION

**GOALS:**

- Compliance with all federal, state, and local regulations, in both environmental and transportation.
- Protect the citizen’s assets by proper care and proper spending.
- Provide a high level of service at a high level of efficiency.
- Continue to divert as tonnage from landfill use as per the expectation of the citizens of Norman.
- Supervise in a dignified manner that lends a sense of ownership to the employees.
- Define performance expectation to all employees.

**OBJECTIVES:**

- Provide employees with adequate resources for safe efficient operation.
- Emphasize safety as the first priority in every endeavor.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Total Sanitation accounts (residential and commercial)	45,790	45,790	46,000	46,352	47,000
Total tons MSW collected (residential, recycle, commercial, and private businesses)	117,700	122,294	122,000	123,500	125,000
Total annual disposal	\$2,487,424	\$2,588,934	\$2,745,000	\$2,780,000	\$2,816,000
Total vehicle accidents	8	7	3	3	0

Notes to Results Report:  
MSW – Municipal Solid Waste

# DIVISION SUMMARY

## 33955162 SANITATION / COMMERCIAL COLLECTION

**MISSION:**

To maximize efficiencies while providing a high level of service to all City of Norman commercial customers. To provide a safe and enjoyable work environment for all employees. To be good stewards of the rate payer's money by incorporating cost efficient methods and equipment. To provide a measurable statistic for down time by category, so that the Sanitation Division can make long term sustainable improvements.

**DESCRIPTION:**

The Sanitation Division manages all commercial sanitation customers. The Sanitation Division provides routine service, billing and customer service to all City of Norman businesses in need of commercial trash service. The Sanitation Division provides daily collection and disposal of dumpster and roll off containers. The Sanitation Division manage the commercial sanitation fund.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,231,875	\$ 1,082,802	\$ 1,082,802	\$ 1,082,802	\$ 1,068,425
Supplies & Materials	\$ 367,913	\$ 345,485	\$ 345,485	\$ 345,485	\$ 363,926
Services & Maintenance	\$ 15,231	\$ 58,417	\$ 58,417	\$ 58,417	\$ 57,812
Internal Services	\$ 257,071	\$ 264,703	\$ 264,703	\$ 264,703	\$ 279,366
Capital Equipment	<u>\$ 1,155,307</u>	<u>\$ 1,032,700</u>	<u>\$ 1,032,700</u>	<u>\$ 1,032,700</u>	<u>\$ 1,175,050</u>
Subtotal	<u>\$ 3,027,397</u>	<u>\$ 2,784,107</u>	<u>\$ 2,784,107</u>	<u>\$ 2,784,107</u>	<u>\$ 2,944,579</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 285,472	\$ 305,134	\$ 305,134	\$ 305,134	\$ 326,587
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 285,472</u>	<u>\$ 305,134</u>	<u>\$ 305,134</u>	<u>\$ 305,134</u>	<u>\$ 326,587</u>
Division Total	<u><u>\$ 3,312,869</u></u>	<u><u>\$ 3,089,241</u></u>	<u><u>\$ 3,089,241</u></u>	<u><u>\$ 3,089,241</u></u>	<u><u>\$ 3,271,166</u></u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
SANITATION / COMMERCIAL COLLECTION

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**GOALS:**

To provide a safe, effective, and efficient collection system for Commercial Solid Waste by dividing the increasing customer base into manageable routes in order to provide timely customer service and maintain and improve the appearance of the city.

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**OBJECTIVES:**

Provide a high level of customer service, education on spring and fall clean-up events, vehicle accident and personal injury prevention training, continued monitoring of our customer base so as to provide effective and efficient commercial solid waste.

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**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of commercial accounts	2,790	2,790	2,837	2,854	2,871
Annual tons collected	47,326	48,798	47,941	48,564	49,195
Annual disposal cost	\$1,016,090	\$1,077,464	\$1,078,000	\$1,080,000	\$1,080,000
Chargeable vehicle accidents	5	3	0	2	0
Percent of hours lost to OJIs	2%	2%	1%	1.50%	0%

Notes to Results Report:

OJI-on the job injuries

# DIVISION SUMMARY

## 33955165 SANITATION / COMPOST OPERATIONS

**MISSION:**

Provide quality compost in volumes that are sustainable as close to year round as possible. Operate in a safe manner with no lost time due to accidents. Provide courteous service. Offset as much landfill volume as our space will allow. Build infrastructure for long term cost stability.

**DESCRIPTION:**

Composting of yard waste from residential and commercial properties in the City of Norman. Divert from the landfill as many tons as our space will allow.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 367,938	\$ 295,097	\$ 295,097	\$ 295,097	\$ 300,488
Supplies & Materials	\$ 66,104	\$ 77,123	\$ 77,123	\$ 77,123	\$ 83,067
Services & Maintenance	\$ 7,977	\$ 10,977	\$ 10,977	\$ 10,977	\$ 7,541
Internal Services	\$ 58,884	\$ 48,874	\$ 48,874	\$ 48,874	\$ 38,298
Capital Equipment	<u>\$ 327,122</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 828,025</u>	<u>\$ 432,071</u>	<u>\$ 432,071</u>	<u>\$ 432,071</u>	<u>\$ 429,394</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 400,665	\$ 514,882	\$ 514,882	\$ 514,882	\$ 81,736
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 400,665</u>	<u>\$ 514,882</u>	<u>\$ 514,882</u>	<u>\$ 514,882</u>	<u>\$ 81,736</u>
Division Total	<u><u>\$ 1,228,690</u></u>	<u><u>\$ 946,953</u></u>	<u><u>\$ 946,953</u></u>	<u><u>\$ 946,953</u></u>	<u><u>\$ 511,130</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / COMPOST OPERATIONS

**GOALS:**

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.
- Sell loading services for mulch at \$2.00 per yard.

**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.
- Score 100% on all ODEQ inspections.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Volume of Yard waste received (tons)	38,136	32,845	32,000	33,000	33,000
vs.					
Compost/mulch generated (tons)	27,818	21,172	20,000	22,000	22,000
Savings from landfill (cost avoidance)	\$818,788	\$725,225	\$675,000	\$700,000	\$700,000
Revenue from sale of Mulch	\$193,353	\$170,610	\$165,000	\$170,000	\$170,000
Length of time to mature compost (in months)	3-5	3-5	3-5	3-5	3-5

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

## DIVISION SUMMARY

33950172 SANITATION / FLEET HEAVY REPAIR

**MISSION:**

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

**DESCRIPTION:**

In previous years, funds were transferred from the Sanitation Fund to the General Fund 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. In FYE 14, the Fleet Auto Parts Assistant was reclassified to an Administrative Technician position. The salary and benefits of a Mechanic II are charged to this division beginning in FYE 15 as a replacement.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 69,325	\$ 107,065	\$ 107,065	\$ 107,065	\$ 114,124
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 69,325</b>	<b>\$ 107,065</b>	<b>\$ 107,065</b>	<b>\$ 107,065</b>	<b>\$ 114,124</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 69,325</b>	<b>\$ 107,065</b>	<b>\$ 107,065</b>	<b>\$ 107,065</b>	<b>\$ 114,124</b>

# DIVISION SUMMARY

33955168 SANITATION / YARD WASTE

**MISSION:**

To provide an efficient, cost effective, sustainable, integrated Green Waste Management Program. The Sanitation Division continues to encourage our customers to utilize the Green Waste Program in connection with the composting operations to decrease the quantities of yard waste making it into our landfills. Continue to encourage customers to utilize biodegradable compost bags or reusable barrels instead of plastic bags.

**DESCRIPTION:**

The Sanitation division provides weekly curbside collection of residential yard waste both inside the city and in the rural areas of the City of Norman.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 695,934	\$ 873,249	\$ 873,249	\$ 873,249	\$ 922,373
Supplies & Materials	\$ 119,098	\$ 114,361	\$ 114,361	\$ 114,361	\$ 91,774
Services & Maintenance	\$ 222,572	\$ 218,503	\$ 218,503	\$ 218,503	\$ 233,503
Internal Services	\$ 99,315	\$ 122,313	\$ 122,313	\$ 122,313	\$ 118,972
Capital Equipment	\$ 134,090	\$ 444,350	\$ -	\$ -	\$ 445,400
Subtotal	<u>\$ 1,271,009</u>	<u>\$ 1,772,776</u>	<u>\$ 1,328,426</u>	<u>\$ 1,328,426</u>	<u>\$ 1,812,022</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 599,517	\$ 640,850	\$ 640,850	\$ 640,850	\$ 685,900
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 599,517</u>	<u>\$ 640,850</u>	<u>\$ 640,850</u>	<u>\$ 640,850</u>	<u>\$ 685,900</u>
<b>Division Total</b>	<u><u>\$ 1,870,526</u></u>	<u><u>\$ 2,413,626</u></u>	<u><u>\$ 1,969,276</u></u>	<u><u>\$ 1,969,276</u></u>	<u><u>\$ 2,497,922</u></u>

## DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

### SANITATION / YARD 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	43,000	43,000	43,718	43,984	44,718
Annual tons collected	3,630	3,460	3,900	4,200	5,300
Saving from landfill (cost avoidance)	\$77,937	\$76,405	\$90,174	\$100,565	\$113,791
Percent hours lost to OJI (hours lost/total hours worked)	1%	1%	1%	2%	0%
Chargeable vehicle accidents per year	1	2	0	1	0
Reduce average number of complaints per route per year	20	20	20	20	20
Average number of households per route per day	900	900	910	950	975

Notes to Results Report:

OJI – On-the-Job Injury



## DIVISION

### 33955166 SANITATION / RECYCLING OPERATION

**MISSION:**

The mission of the City of Norman Recycling Department is to provide a cost effective, informative way for our residents to recycle. This will be accomplished through coordinated administrative, operational and educational projects in waste reduction, reuse, recycling and disposal.

**DESCRIPTION:**

The Recycling Department of the Sanitation division collects recyclables from local businesses and recycle centers placed throughout the city. The Recycling Department oversees a private contractor that collects our residents' recyclables at the curb. The Recycling Department holds said contractor to the same standard of services our residents have come to expect from our Solid Waste division.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	6	7	7	7
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>7</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 310,934	\$ 321,751	\$ 321,751	\$ 321,751	\$ 485,814
Supplies & Materials	\$ 85,315	\$ 116,081	\$ 116,081	\$ 116,081	\$ 121,969
Services & Maintenance	\$ 1,239,127	\$ 1,620,150	\$ 1,620,150	\$ 1,620,150	\$ 1,620,150
Internal Services	\$ 73,018	\$ 83,296	\$ 83,296	\$ 83,296	\$ 52,118
Capital Equipment	<u>\$ 5,322</u>	<u>\$ 68,087</u>	<u>\$ 68,087</u>	<u>\$ 68,087</u>	<u>\$ 87,100</u>
Subtotal	<u>\$ 1,713,716</u>	<u>\$ 2,209,365</u>	<u>\$ 2,209,365</u>	<u>\$ 2,209,365</u>	<u>\$ 2,367,151</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 47,416	\$ 50,687	\$ 50,687	\$ 50,687	\$ 54,250
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 47,416</u>	<u>\$ 50,687</u>	<u>\$ 50,687</u>	<u>\$ 50,687</u>	<u>\$ 54,250</u>
Division Total	<u><u>\$ 1,761,132</u></u>	<u><u>\$ 2,260,052</u></u>	<u><u>\$ 2,260,052</u></u>	<u><u>\$ 2,260,052</u></u>	<u><u>\$ 2,421,401</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / RECYCLING OPERATION

**GOALS:**

- To maintain a recycling program that is convenient to the citizens of Norman
- To operate a recycling program that is cost effective
- To promote reuse of recycled 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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Revenue earned from recyclables (drop centers)	\$250,312	\$73,178	\$100,000	\$80,000	\$150,000
Total tons of waste recycled (curbside)	2,106	1,796	2,150	2,150	2,200
Collect the following quantities (tons) of recyclable materials: (drop centers)					
aluminum	14.87	11	9	13	13
plastics	88	73	107	88	95
steel cans	11	7	22	99	22
mixed glass	295	178	120	186	350
metal	48	29	51	49	55
wood	34	249	45	46	60
mixed paper	176	103	390	177	350
cardboard	1,442	480	1,405	1,492	1,255
recycling center totals	2,106	674	2,150	2,150	2,200
Savings of landfill cost avoidance	\$45,207	\$24,770	\$60,000	\$83,560	\$80,000
Collection of the following quantities (tons) of recyclable material (curbside recycling)					
Total tons of waste recycled	4,207	4,215	3,755	4,122	3,752
glass	423	424	800	412	0
aluminum	82	83	65	80	68
steel cans	90	90	90	88	83
plastics # pet	172	172	200	167	194
cardboard/occ	852	853	600	828	910
mixed paper	1,248	1,251	2,000	1,214	1,830
recycling totals	2,867	2,873	3,755	2,789	3,085
Savings of landfill cost avoidance	\$82,898	\$84,138	\$80,620	\$84,560	\$80,500
recycling contamination rate-23%					

# DIVISION SUMMARY

## 33955161 SANITATION / RESIDENTIAL COLLECTION

**MISSION:**

To provide an efficient, cost effective, and sustainable, integrated solid waste management program. To provide garbage collection, processing, and disposal services for residential customers by friendly, knowledgeable people.

**DESCRIPTION:**

The Sanitation Division provides once a week curbside collection of residential garbage inside the City and once a week curbside collection of residential garbage in the rural areas of the City of Norman. The Sanitation Division also collects household junk curbside inside the city and rural areas of the City of Norman. The Sanitation Division collects household junk twice a month for a fee.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	11	11	11	11	11

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,272,631	\$ 1,048,376	\$ 1,048,376	\$ 1,048,376	\$ 1,082,563
Supplies & Materials	\$ 354,895	\$ 334,217	\$ 334,217	\$ 334,217	\$ 361,044
Services & Maintenance	\$ 12,818	\$ 1,694	\$ 1,694	\$ 1,694	\$ 1,694
Internal Services	\$ 354,735	\$ 427,247	\$ 427,247	\$ 427,247	\$ 335,846
Capital Equipment	\$ 536,770	\$ 1,313,501	\$ 1,313,501	\$ 1,313,501	\$ 714,000
Subtotal	<u>\$ 2,531,849</u>	<u>\$ 3,125,035</u>	<u>\$ 3,125,035</u>	<u>\$ 3,125,035</u>	<u>\$ 2,495,147</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 352,205	\$ 376,465	\$ 376,465	\$ 376,465	\$ 846,418
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 352,205</u>	<u>\$ 376,465</u>	<u>\$ 376,465</u>	<u>\$ 376,465</u>	<u>\$ 846,418</u>
Division Total	<u>\$ 2,884,054</u>	<u>\$ 3,501,500</u>	<u>\$ 3,501,500</u>	<u>\$ 3,501,500</u>	<u>\$ 3,341,565</u>

**DIVISION SERVICE EFFORTS  
AND ACCOMPLISHMENTS**  
SANITATION / RESIDENTIAL COLLECTION

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**GOALS:**

- Provide a safe, effective and efficient automated collection system for residential solid waste.
  - Divide the increasing customer base into manageable routes to provide timely customer service.
  - Maintain and improve the appearance of the City.
- 

**OBJECTIVES:**

- Improve the high level of customer service we are providing.
  - Provide employee and customer education.
  - Provide spring and fall clean-up events.
  - Provide vehicle accident and personal injury prevention training.
  - Continue monitoring the customer base to provide effective and efficient Residential Solid Waste collection.
- 

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Number of residential accounts	43,000	43,000	43,718	43,984	44,718
Annual tons collected	36,545	35,737	63,700	37,500	41,368
Annual disposal cost	\$784,261	\$789,064	\$787,949	\$805,125	\$888,171
Percent hours lost to OJI (hours lost/total hours worked)	2.0%	2%	0%	3%	0%
Chargeable vehicle accidents per year	4	2	0	3	0
Reduce average number of complaints per route per year	40	40	30	40	30
Average number of households per route per day	976	976	960	985	1,000

Notes to Results Report:

OJI – on-the-job injury

# DIVISION SUMMARY

## 33930122 SANITATION / UTILITY SERVICES

**MISSION:**

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

**DESCRIPTION:**

In previous years an interfund transfer from the Sanitation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 43,127	\$ 44,679	\$ 44,679	\$ 44,679	\$ 48,873
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 43,127</u>	<u>\$ 44,679</u>	<u>\$ 44,679</u>	<u>\$ 44,679</u>	<u>\$ 48,873</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 43,127</u></u>	<u><u>\$ 44,679</u></u>	<u><u>\$ 44,679</u></u>	<u><u>\$ 44,679</u></u>	<u><u>\$ 48,873</u></u>

## DIVISION SUMMARY

33955163 SANITATION / WASTE DISPOSAL

**MISSION:**

The mission of the City of Norman Transfer Station is to provide a convenient, clean, and environmentally sound facility for our commercial trucks, as well as residential homeowners and commercial customers. This will be accomplished through coordinated administrative, operational, and educational projects in waste reduction, reuse, and recycling.

**DESCRIPTION:**

The City of Norman Transfer Station receives solid waste including household garbage, yard waste, construction debris, and tires. The City of Norman Transfer Station loads garbage into transfer trailers, and transports it to the Oklahoma City landfill. Yard waste is processed at the compost facility. Tires are collected and transported by a licensed tire processing and recycling facility. There is a recycling drop center hub located at the facility.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	8	8	8	8	8

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 941,724	\$ 796,084	\$ 796,084	\$ 796,084	\$ 846,506
Supplies & Materials	\$ 479,847	\$ 435,228	\$ 435,228	\$ 435,228	\$ 433,765
Services & Maintenance	\$ 2,778,536	\$ 2,925,691	\$ 2,925,691	\$ 2,925,691	\$ 3,185,741
Internal Services	\$ 223,697	\$ 222,247	\$ 222,247	\$ 222,247	\$ 244,547
Capital Equipment	\$ 621,831	\$ 621,075	\$ 1,114,808	\$ 1,114,808	\$ 583,405
Subtotal	<u>\$ 5,045,635</u>	<u>\$ 5,000,325</u>	<u>\$ 5,494,058</u>	<u>\$ 5,494,058</u>	<u>\$ 5,293,964</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 142,726	\$ 152,566	\$ 152,566	\$ 152,566	\$ 163,292
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 142,726</u>	<u>\$ 152,566</u>	<u>\$ 152,566</u>	<u>\$ 152,566</u>	<u>\$ 163,292</u>
Division Total	<u>\$ 5,188,361</u>	<u>\$ 5,152,891</u>	<u>\$ 5,646,624</u>	<u>\$ 5,646,624</u>	<u>\$ 5,457,256</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## SANITATION / WASTE DISPOSAL

**GOALS:**

- Transfer all solid waste from the City of Norman Transfer Station within 48 hours and provide citizens a direct disposal opportunity.
- Provide an environmentally safe place to dispose of household waste at a reasonable rate.

**OBJECTIVES:**

- Utilize six transport trucks and trailers at all times during working conditions.
- Reduce blowing litter from transport trucks in route to the landfill.
- Maintain a clean site, free of loose litter.
- Provide full access to clients that desire to dispose of waste at the transfer station.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Tons of municipal solid waste transported to landfill	117,700	119,847	120,000	120,000	125,000
Disposal Cost	\$2,487,424	\$2,646,231	\$2,640,000	\$2,700,000	\$3,125,000
Quantity of municipal solid waste received at transfer station outside of route collections	31,967	36,333	33,000	36,000	38,000
Miles driven per year (transport trucks)	209,000	209,000	210,000	211,000	212,000
Tons of household waste disposed of during spring & fall cleanup	2,140	2,454	2,200	2,400	2,600

\*Seasonally adjusted forecast

# DIVISION SUMMARY

## 033 – SANITATION / CAPITAL PROJECTS

**MISSION:**

To invest in infrastructure that will provide low cost solid waste management for the next 30+ years.

**DESCRIPTION:**

The Sanitation division is focused on maintaining low cost solid waste management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be built with the City.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 2,593,534	\$ 850,000	\$ 3,038,338	\$ 3,038,338	\$ 600,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,593,534</u>	<u>\$ 850,000</u>	<u>\$ 3,038,338</u>	<u>\$ 3,038,338</u>	<u>\$ 600,000</u>
<b>Division Total</b>	<u>\$ 2,593,534</u>	<u>\$ 850,000</u>	<u>\$ 3,038,338</u>	<u>\$ 3,038,338</u>	<u>\$ 600,000</u>



# 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 level of quality that no negative environmental impact will occur to the South Canadian River or agricultural application sites.

**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 five separate cost centers. On 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. In FYE 15, the sewer line maintenance operations were transferred from the Sewer Maintenance Fund. In FYE 24, the Environmental Services division was transferred to the City Manager's Department.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	45	39	39	39	40
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	<u>46</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>41</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 3,611,424	\$ 3,847,024	\$ 3,797,024	\$ 3,797,024	\$ 4,189,832
Supplies & Materials	\$ 678,489	\$ 745,728	\$ 742,037	\$ 742,037	\$ 776,441
Services & Maintenance	\$ 1,305,555	\$ 1,600,367	\$ 1,696,158	\$ 1,696,158	\$ 1,544,277
Internal Services	\$ 209,885	\$ 300,811	\$ 300,811	\$ 300,811	\$ 290,909
Capital Equipment	\$ 308,839	\$ 68,500	\$ 106,400	\$ 106,400	\$ 1,016,000
Subtotal	<u>\$ 6,114,192</u>	<u>\$ 6,562,430</u>	<u>\$ 6,642,430</u>	<u>\$ 6,642,430</u>	<u>\$ 7,817,459</u>
Capital Projects	\$ 3,692,498	\$ 1,325,000	\$ 7,266,624	\$ 7,266,624	\$ 3,800,000
Cost Allocations	\$ 2,161,078	\$ 2,205,987	\$ 2,205,987	\$ 2,205,987	\$ 2,300,118
Debt Service	\$ 2,255,293	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294	\$ 2,311,510
Interfund Transfers	\$ 592,813	\$ 615,334	\$ 648,834	\$ 648,834	\$ 610,000
Audit Adjust/Encumbrances	\$ 90,651	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 8,792,333</u>	<u>\$ 6,403,615</u>	<u>\$ 12,378,739</u>	<u>\$ 12,378,739</u>	<u>\$ 9,021,628</u>
Fund Total	<u>\$ 14,906,525</u>	<u>\$ 12,966,045</u>	<u>\$ 19,021,169</u>	<u>\$ 19,021,169</u>	<u>\$ 16,839,087</u>

## DIVISION SUMMARY

32955341 WATER RECLAMATION / ADMINISTRATION

**MISSION:**

To provide the overall directives, policies, operating procedures, and goals of the facility.

**DESCRIPTION:**

The administration sub-division is responsible for the administrative side of the treatment facility which includes permitting, budget, payroll, planning, human resources, and public relations. This sub-division consists of 3 employees (manager, supervisor and administration technician.).

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 465,943	\$ 488,793	\$ 488,793	\$ 488,793	\$ 516,340
Supplies & Materials	\$ 12,225	\$ 11,261	\$ 13,859	\$ 13,859	\$ 12,081
Services & Maintenance	\$ 31,524	\$ 69,982	\$ 67,384	\$ 67,384	\$ 69,982
Internal Services	\$ 10,397	\$ 19,083	\$ 19,083	\$ 19,083	\$ 12,018
Capital Equipment	\$ (125)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 519,964</u>	<u>\$ 589,119</u>	<u>\$ 589,119</u>	<u>\$ 589,119</u>	<u>\$ 610,421</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 544,465	\$ 663,143	\$ 663,143	\$ 663,143	\$ 675,465
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 544,465</u>	<u>\$ 663,143</u>	<u>\$ 663,143</u>	<u>\$ 663,143</u>	<u>\$ 675,465</u>
Division Total	<u>\$ 1,064,429</u>	<u>\$ 1,252,262</u>	<u>\$ 1,252,262</u>	<u>\$ 1,252,262</u>	<u>\$ 1,285,886</u>

# 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

**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 20 ACTUAL	FYE 22 ACTUAL	FYE 23 PLAN	FYE 23 ESTIMATE	FYE 24 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Maintain all water quality requirements	96%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	12	12	12	12	12
Employees cross-trained	3	3	2	2	2

## DIVISION SUMMARY

### 32955145 WATER RECLAMATION / BIO-SOLIDS

**MISSION:**

To transport environmentally safe bio-solids for beneficial usage on regulated farmlands and assist administration, maintenance, and operations in the performance of their duties.

**DESCRIPTION:**

Bio-solids sub-division operates all solids handling and dewatering equipment. They also transport our bio-solids to either our land application sites or the landfill. They are responsible for the operations of heavy equipment including front-end loaders, field tractors, forklifts, mowers, semi-tractor trailers and other equipment at the facility. This sub-division consists of three heavy equipment operators.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 294,882	\$ 311,325	\$ 311,325	\$ 311,325	\$ 331,114
Supplies & Materials	\$ 328,330	\$ 273,477	\$ 298,477	\$ 298,477	\$ 282,271
Services & Maintenance	\$ 73,479	\$ 194,759	\$ 249,759	\$ 249,759	\$ 194,759
Internal Services	\$ 17,205	\$ 25,371	\$ 25,371	\$ 25,371	\$ 38,906
Capital Equipment	\$ -	\$ -	\$ 4,900	\$ 4,900	\$ 315,100
Subtotal	<u>\$ 713,896</u>	<u>\$ 804,932</u>	<u>\$ 889,832</u>	<u>\$ 889,832</u>	<u>\$ 1,162,150</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 88,148	\$ 93,449	\$ 93,449	\$ 93,449	\$ 98,195
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 88,148</u>	<u>\$ 93,449</u>	<u>\$ 93,449</u>	<u>\$ 93,449</u>	<u>\$ 98,195</u>
Division Total	<u>\$ 802,044</u>	<u>\$ 898,381</u>	<u>\$ 983,281</u>	<u>\$ 983,281</u>	<u>\$ 1,260,345</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER RECLAMATION / BIO-SOLIDS

**GOALS:**

- Comply with all Environmental Protection Agency and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of formal and informal training.
- Increase the percentage of waste products recycled.

**OBJECTIVES:**

- Continue safe operation of highway and field equipment.
- Make time available for formal employee training sessions.
- Increase the percentage of biosolids recycled for beneficial use.
- Achieve a minimum average temperature of 35.0 degrees C during bio-solid digestion for bio-solid pathogen and vector attraction.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Reportable number of vehicular accidents	0	0	0	0	0
Number of training hours per employee	19	19	19	19	19
Percentage of bio-solids used for agricultural application	n/a	n/a	100%	100%	100%
Percentage of months a temperature of 35 degrees C was achieved.	n/a	n/a	100%	57%	100%

## DIVISION SUMMARY

### 32950510 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 43,454	\$ 45,127	\$ 45,127	\$ 45,127	\$ 46,839
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 43,454</u>	<u>\$ 45,127</u>	<u>\$ 45,127</u>	<u>\$ 45,127</u>	<u>\$ 46,839</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 43,454</u></u>	<u><u>\$ 45,127</u></u>	<u><u>\$ 45,127</u></u>	<u><u>\$ 45,127</u></u>	<u><u>\$ 46,839</u></u>

## DIVISION SUMMARY

### 32955244 WATER RECLAMATION / LABORATORY

**MISSION:**

To collect and analyze water quality and bio-solids, and meet quality analysis/quality control (QA/QC) standards. To interpret lab analysis in order to provide operations staff and management accurate/reliable data in determining process control changes, and other parameters as deemed necessary.

**DESCRIPTION:**

Laboratory staff consists of two lab technicians and one lab manager. Their responsibility is to analyze all wastewater samples which include influent, effluent, activated sludge, bio-solids and other samples. They also ship samples for other analysis including metals, bio-monitoring and other parameters as deemed necessary.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 255,346	\$ 288,821	\$ 288,821	\$ 288,821	\$ 308,199
Supplies & Materials	\$ 39,545	\$ 40,800	\$ 40,800	\$ 40,800	\$ 47,950
Services & Maintenance	\$ 21,318	\$ 26,290	\$ 23,290	\$ 23,290	\$ 19,140
Internal Services	\$ 32	\$ 1,445	\$ 1,445	\$ 1,445	\$ 4,125
Capital Equipment	\$ 1,444	\$ 2,000	\$ 5,000	\$ 5,000	\$ 2,250
Subtotal	<u>\$ 317,685</u>	<u>\$ 359,356</u>	<u>\$ 359,356</u>	<u>\$ 359,356</u>	<u>\$ 381,664</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ 111,130	\$ 119,073	\$ 119,073	\$ 119,073	\$ 126,735
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 111,130</u>	<u>\$ 119,073</u>	<u>\$ 119,073</u>	<u>\$ 119,073</u>	<u>\$ 126,735</u>
Division Total	<u>\$ 428,815</u>	<u>\$ 478,429</u>	<u>\$ 478,429</u>	<u>\$ 478,429</u>	<u>\$ 508,399</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER RECLAMATION / LABORATORY

**GOALS:**

- Improve ODEQ inspection reviews.
- Ensure the validity, reliability, and timeliness of the laboratory’s analysis results.

**OBJECTIVES:**

- Adhere to the regulations in 40 CFR.
- Increase the percentage of “acceptable” quality control analysis.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22	FYE 23	FYE 24	FYE 25
	ACTUAL	ACTUAL	PLAN	ESTIMATE
				PROJECTED
<b>PERFORMANCE INDICATORS:</b>				
Number of deficiencies on ODEQ annual inspections	0	0	0	2
Percent compliance with QC standards	100%	100%	100%	100%
New Lab Standard Operating Procedures	n/a	n/a	n/a	n/a
				4

Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality

CFR – Code of Federal Regulations

QC – Quality Control



## DIVISION SUMMARY

### 32955246 WATER RECLAMATION / OPERATIONS & MAINTENANCE

**MISSION:**

**Operations:** To monitor the treatment process and interpolate lab data to make proper adjustments and to facilitate environmentally safe effluent. To maintain necessary monitoring records as required by management and regulatory agencies.

**Maintenance:** To maintain all treatment processes through preventative maintenance tasks, scheduled and unscheduled maintenance, repairing, calibrating, and monitoring of all equipment, and maintain maintenance records of that equipment.

**DESCRIPTION:**

Operations staff consists of 6 staff members, one crew chief, plant mechanic, maintenance worker II, maintenance worker I, and 1 maintenance operator. The maintenance operator covers shifts for the operations staff in the event they are off duty. Maintenance staff maintain the treatment equipment up to design standards including oil changes, repairs of any equipment taken out of service, and preventive maintenance on equipment. Other duties involve painting, mowing, cleaning of treatment equipment and new equipment installations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Budgeted Positions	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 853,412	\$ 876,353	\$ 876,353	\$ 876,353	\$ 929,305
Supplies & Materials	\$ 168,255	\$ 215,129	\$ 162,229	\$ 162,229	\$ 217,670
Services & Maintenance	\$ 744,866	\$ 819,806	\$ 837,806	\$ 837,806	\$ 721,259
Internal Services	\$ 36,783	\$ 40,236	\$ 40,236	\$ 40,236	\$ 60,926
Capital Equipment	\$ 58,309	\$ 2,000	\$ 32,000	\$ 32,000	\$ 22,900
Subtotal	<u>\$ 1,861,625</u>	<u>\$ 1,953,524</u>	<u>\$ 1,948,624</u>	<u>\$ 1,948,624</u>	<u>\$ 1,952,060</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 254,286	\$ 275,266	\$ 275,266	\$ 275,266	\$ 292,940
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 254,286</u>	<u>\$ 275,266</u>	<u>\$ 275,266</u>	<u>\$ 275,266</u>	<u>\$ 292,940</u>
Division Total	<u>\$ 2,115,911</u>	<u>\$ 2,228,790</u>	<u>\$ 2,223,890</u>	<u>\$ 2,223,890</u>	<u>\$ 2,245,000</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER RECLAMATION / OPERATIONS & MAINTENANCE

**GOALS:**

- To comply with all Environmental Protection Agency (EPA) and Oklahoma Department of Environmental Quality (ODEQ) regulations as related to our Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To increase the hours of formal and informal training.
- To effectively maintain and operate plant equipment.

**OBJECTIVES:**

- Maintain compliance with OPDES permit with emphasis on UV disinfection.
- Conduct in-house training on plant process and allow time for off campus training.
- Increase number of standard operating procedures.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Meet all DMR required effluent parameters	*98.8%	**96.4%	100%	100%	100%
Number of training hours per employee	***16	***16	24	22	22
Standard Operating Procedures on file	20	27	27	30	30

Notes to Results Report: \*based on 84 total reported to DEQ with one violation being reported

\*\*based on 84 total reported to DEQ with three violations being reported

\*\*\*Covid restrictions limited training abilities

## DIVISION

### 32955252 WATER RECLAMATION / SEWER LINE MAINTENANCE

**MISSION:**

To safely transport wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained to minimize service disruptions, household backups, and 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 510 miles of gravity mains, 13 miles of force mains, 5.7 miles of service laterals, 12,511 manholes, and 14 sewage lift stations. Personnel are on duty from 8:00 a.m. to 5:00 pm 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	20	20	20	20	21
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>21</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,650,055	\$ 1,791,926	\$ 1,741,926	\$ 1,741,926	\$ 2,009,162
Supplies & Materials	\$ 166,000	\$ 205,061	\$ 226,672	\$ 226,672	\$ 216,469
Services & Maintenance	\$ 461,124	\$ 489,530	\$ 517,919	\$ 517,919	\$ 539,137
Internal Services	\$ 188,056	\$ 214,676	\$ 214,676	\$ 214,676	\$ 171,981
Capital Equipment	\$ 66,961	\$ 64,500	\$ 64,500	\$ 64,500	\$ 675,750
Subtotal	<u>\$ 2,532,196</u>	<u>\$ 2,765,693</u>	<u>\$ 2,765,693</u>	<u>\$ 2,765,693</u>	<u>\$ 3,612,499</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 808,681	\$ 856,304	\$ 856,304	\$ 856,304	\$ 898,942
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 808,681</u>	<u>\$ 856,304</u>	<u>\$ 856,304</u>	<u>\$ 856,304</u>	<u>\$ 898,942</u>
Division Total	<u>\$ 3,340,877</u>	<u>\$ 3,621,997</u>	<u>\$ 3,621,997</u>	<u>\$ 3,621,997</u>	<u>\$ 4,511,441</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER RECLAMATION / SEWER LINE MAINTENANCE

### GOALS:

- Hydroclean 25% 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 1,500,000 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
- Acoustically survey 150,000 feet of sewer main.
- Respond to 100% of utility locate requests within 48 hours

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Legal claims per 10,000 customers	0	2	1	2	0
Response to citizen calls (minutes)	27	27	45	27	45
On the job injuries	1	1	0	0	0
Feet of sewer line cleaned	1,201,211	1,147,237	1,500,000	1,121,744	1,500,000
Feet of sewer line roots mechanically removed	311,127	46,347	60,000	33,690	60,000
Feet of sewer pipe treated for roots	74,476	102,614	85,000	100,000	85,000
Feet of sewer pipe CCTV inspected	231,864	281,354	350,000	278,256	350,000
Feet of sewer pipe acoustically surveyed	33,347	0	50,000	25,000	25,000
Lift station preventive maintenance hours	1,112	756	800	460	800
Safety training per employee per year	12	12	12	12	12
Number of locates completed	3,682	4,222	3,500	4,624	3,500
Number of service requests responded to	222	272	300	242	300
Number of sanitary sewer overflows	15	21	15	16	15
City side	6	11	5	2	5
Private side	9	10	10	14	10

Notes to Results Report:

OJI – On-the-Job Injuries

CCTV – Closed Circuit Television

## DIVISION SUMMARY

### 32930122 WATER RECLAMATION / UTILITY SERVICES

**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 the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 43,127	\$ 44,679	\$ 44,679	\$ 44,679	\$ 48,873
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 43,127</b>	<b>\$ 44,679</b>	<b>\$ 44,679</b>	<b>\$ 44,679</b>	<b>\$ 48,873</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 43,127</b>	<b>\$ 44,679</b>	<b>\$ 44,679</b>	<b>\$ 44,679</b>	<b>\$ 48,873</b>

## 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 25 - FYE 29 for a detailed analysis of Water Reclamation Fund Capital Operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 3,692,498	\$ 1,325,000	\$ 7,266,624	\$ 7,266,624	\$ 3,800,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 3,692,498</u>	<u>\$ 1,325,000</u>	<u>\$ 7,266,624</u>	<u>\$ 7,266,624</u>	<u>\$ 3,800,000</u>
<b>Division Total</b>	<u><u>\$ 3,692,498</u></u>	<u><u>\$ 1,325,000</u></u>	<u><u>\$ 7,266,624</u></u>	<u><u>\$ 7,266,624</u></u>	<u><u>\$ 3,800,000</u></u>

# DIVISION SUMMARY

## 32930149 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 2,255,293	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294	\$ 2,311,510
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,255,293	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294	\$ 2,311,510
Division Total	\$ 2,255,293	\$ 2,257,294	\$ 2,257,294	\$ 2,257,294	\$ 2,311,510

# FUND SUMMARY

## TOTAL SEWER MAINTENANCE FUND (321)

**MISSION:**

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained in such condition as to minimize service disruption, household backup or overflows into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

**DESCRIPTION:**

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 87,116	\$ 91,883	\$ 91,883	\$ 91,883	\$ 67,303
Supplies & Materials	\$ 1,905	\$ 3,082	\$ 3,782	\$ 3,782	\$ 4,513
Services & Maintenance	\$ 1,281	\$ 4,725	\$ 4,025	\$ 4,025	\$ 3,525
Internal Services	\$ -	\$ 1,031	\$ 1,031	\$ 1,031	\$ 2,543
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 90,302</b>	<b>\$ 100,721</b>	<b>\$ 100,721</b>	<b>\$ 100,721</b>	<b>\$ 77,884</b>
Capital Projects	\$ 653,129	\$ 2,800,000	\$ 16,562,114	\$ 16,562,114	\$ 5,880,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 653,129</b>	<b>\$ 2,800,000</b>	<b>\$ 16,562,114</b>	<b>\$ 16,562,114</b>	<b>\$ 5,880,000</b>
<b>Fund Total</b>	<b>\$ 743,431</b>	<b>\$ 2,900,721</b>	<b>\$ 16,662,835</b>	<b>\$ 16,662,835</b>	<b>\$ 5,957,884</b>



# DIVISION SUMMARY

## 32155253 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 87,116	\$ 91,883	\$ 91,883	\$ 91,883	\$ 67,303
Supplies & Materials	\$ 1,905	\$ 3,082	\$ 3,782	\$ 3,782	\$ 4,513
Services & Maintenance	\$ 1,281	\$ 4,725	\$ 4,025	\$ 4,025	\$ 3,525
Internal Services	\$ -	\$ 1,031	\$ 1,031	\$ 1,031	\$ 2,543
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 90,302</u>	<u>\$ 100,721</u>	<u>\$ 100,721</u>	<u>\$ 100,721</u>	<u>\$ 77,884</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 90,302</u></u>	<u><u>\$ 100,721</u></u>	<u><u>\$ 100,721</u></u>	<u><u>\$ 100,721</u></u>	<u><u>\$ 77,884</u></u>

# 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.

**OBJECTIVES:**

- Maintain accurate log of daily activity and construction progress. Daily reports for each project.
- Maintain capital project photo library and as-built plans.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Update and modify City of Norman standards details as necessary.
- Test newly installed water/wastewater utilities.
- Assist other departments as needed.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Inspect all active projects once a day – 90% of the time	99%	99%	90%	99%	95%
Respond to public requests for information within 4 working hours – 90% of the time	100%	100%	90%	100%	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 25 – FYE 29 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 653,129	\$ 2,800,000	\$ 16,562,114	\$ 16,562,114	\$ 5,880,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 653,129	\$ 2,800,000	\$ 16,562,114	\$ 16,562,114	\$ 5,880,000
Division Total	\$ 653,129	\$ 2,800,000	\$ 16,562,114	\$ 16,562,114	\$ 5,880,000

# FUND SUMMARY

## TOTAL NEW DEVELOPMENT EXCISE FUND (322)

**MISSION:**

To account for and monitor capital projects and debt service associated with the imposition of the City's 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 220,595	\$ 2,000,000	\$ 3,379,105	\$ 3,379,105	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,898,890	\$ 1,903,141	\$ 1,903,141	\$ 1,903,141	\$ 1,903,141
Interfund Transfers	\$ 623,000	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 2,742,485</u>	<u>\$ 3,903,141</u>	<u>\$ 5,282,246</u>	<u>\$ 5,282,246</u>	<u>\$ 1,903,141</u>
<b>Fund Total</b>	<u><u>\$ 2,742,485</u></u>	<u><u>\$ 3,903,141</u></u>	<u><u>\$ 5,282,246</u></u>	<u><u>\$ 5,282,246</u></u>	<u><u>\$ 1,903,141</u></u>

# FUND SUMMARY

## TOTAL WATER FUND (31)

**MISSION:**

Providing quality utility service to our customers in the most efficient and professional manner possible.

**DESCRIPTION:**

To manage, account for and administer the water system for the City of Norman.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	60	60	60	60	61
Part-time Positions	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total Budgeted Positions	<u>61</u>	<u>61</u>	<u>62</u>	<u>62</u>	<u>63</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 4,806,985	\$ 5,069,774	\$ 5,088,774	\$ 5,088,774	\$ 5,412,415
Supplies & Materials	\$ 3,196,972	\$ 3,352,012	\$ 3,351,698	\$ 3,351,698	\$ 3,536,083
Services & Maintenance	\$ 2,728,961	\$ 3,374,667	\$ 3,365,239	\$ 3,365,239	\$ 3,381,334
Internal Services	\$ 319,667	\$ 401,240	\$ 401,240	\$ 401,240	\$ 407,875
Capital Equipment	<u>\$ 172,987</u>	<u>\$ 351,175</u>	<u>\$ 518,417</u>	<u>\$ 518,417</u>	<u>\$ 393,115</u>
Subtotal	<u>\$ 11,225,572</u>	<u>\$ 12,548,868</u>	<u>\$ 12,725,368</u>	<u>\$ 12,725,368</u>	<u>\$ 13,130,822</u>
Capital Projects	\$ 6,412,858	\$ 8,112,000	\$ 51,786,715	\$ 51,786,715	\$ 14,053,000
Cost Allocations	\$ 1,959,021	\$ 2,187,651	\$ 2,187,651	\$ 2,187,651	\$ 2,263,000
Debt Service	\$ 5,401,045	\$ 5,611,585	\$ 5,611,585	\$ 5,611,585	\$ 6,206,701
Interfund Transfers	\$ 1,203,217	\$ 1,126,436	\$ 1,126,436	\$ 1,126,436	\$ 1,542,448
Audit Adjust/Encumbrances	\$ 127,502	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 15,103,643</u>	<u>\$ 17,037,672</u>	<u>\$ 60,712,387</u>	<u>\$ 60,712,387</u>	<u>\$ 24,065,149</u>
Fund Total	<u>\$ 26,329,215</u>	<u>\$ 29,586,540</u>	<u>\$ 73,437,755</u>	<u>\$ 73,437,755</u>	<u>\$ 37,195,971</u>

## DIVISION SUMMARY

### 31955330 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 744,283	\$ 812,404	\$ 812,404	\$ 812,404	\$ 804,539
Supplies & Materials	\$ 3,712	\$ 3,387	\$ 3,387	\$ 3,387	\$ 3,215
Services & Maintenance	\$ 38,682	\$ 77,627	\$ 77,627	\$ 77,627	\$ 69,545
Internal Services	\$ 22,279	\$ 24,203	\$ 24,203	\$ 24,203	\$ 33,559
Capital Equipment	\$ (1,000)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 807,956</u>	<u>\$ 917,621</u>	<u>\$ 917,621</u>	<u>\$ 917,621</u>	<u>\$ 910,858</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 183,030	\$ 200,776	\$ 200,776	\$ 200,776	\$ 208,207
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 1,203,217	\$ 1,126,436	\$ 1,126,436	\$ 1,126,436	\$ 1,542,448
Subtotal	<u>\$ 1,386,247</u>	<u>\$ 1,327,212</u>	<u>\$ 1,327,212</u>	<u>\$ 1,327,212</u>	<u>\$ 1,750,655</u>
<b>Division Total</b>	<u>\$ 2,194,203</u>	<u>\$ 2,244,833</u>	<u>\$ 2,244,833</u>	<u>\$ 2,244,833</u>	<u>\$ 2,661,513</u>

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

# DIVISION SUMMARY

31950510 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 43,454	\$ 45,127	\$ 45,127	\$ 45,127	\$ 46,839
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 43,454</u>	<u>\$ 45,127</u>	<u>\$ 45,127</u>	<u>\$ 45,127</u>	<u>\$ 46,839</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u>\$ 43,454</u>	<u>\$ 45,127</u>	<u>\$ 45,127</u>	<u>\$ 45,127</u>	<u>\$ 46,839</u>

## DIVISION SUMMARY

31955233 WATER / UTILITIES MODELING

**MISSION:**

To maintain accurate and complete GIS information relating to the City's water and wastewater assets and make that information available to support utility planning operations; to facilitate the operation of water and wastewater models to assist in determining the impact of rehabilitation and new development on the City's utility infrastructure.

**DESCRIPTION:**

The division provides geographic data, analyses, and services to support the Department of utilities. The division serves as technical support to City applications that consume utility data, and assists in the integration of resources requiring a geographic component. The division also supports the reporting of utility asset information as required for regulatory compliance.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 97,075	\$ 102,180	\$ 102,180	\$ 102,180	\$ 107,229
Supplies & Materials	\$ 32	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375
Services & Maintenance	\$ 5,058	\$ 6,175	\$ 6,175	\$ 6,175	\$ 6,175
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ 2,722
Capital Equipment	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Subtotal	<u>\$ 102,165</u>	<u>\$ 113,230</u>	<u>\$ 113,230</u>	<u>\$ 113,230</u>	<u>\$ 117,501</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 102,165</u></u>	<u><u>\$ 113,230</u></u>	<u><u>\$ 113,230</u></u>	<u><u>\$ 113,230</u></u>	<u><u>\$ 117,501</u></u>

\*Beginning FYE 08, Salary split between Water and Water Reclamation Funds.



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER / UTILITIES MODELING

**GOALS:**

- To maintain accurate and complete records of City's utility infrastructure to support planning and operations.
- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among databases having a geographic component to improve the city's reporting and planning capacity.
- To improve access to GIS data for various utility divisions and maximize use.

**OBJECTIVES:**

- Produce appropriate informational maps and reports as interactive web mapping applications.
- Maintain water and wastewater datasets as current information.
- Reduce the time it takes to integrate utility improvements into the GIS database.
- Provide GIS configuration and asset maintenance support to the City software applications including; Tyler EAM, Advanced CIS Infinity, and City View.
- Work with field personnel to improve the accuracy and completeness of GIS databases using GPS data collection.
- Facilitate operation of water wastewater modeling programs.
- Provide support to facilitate the integration of databases, to reduce duplication of effort, and promote efficiency.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Complete all custom requests for data within 1 week or by specified deadline	100%	100%	99%	99%	99%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Update five water or sewer utility as-builts or incorporate 100 GPS points into the GIS database per month, depending on source availability	100%	100%	90%	100%	90%
Provide data and support to facilitate water and wastewater modeling efforts by specified deadline	100%	100%	99%	99%	99%
Provide technical support to assist Utilities Department staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:

GIS – Geographic Information Systems

## DIVISION SUMMARY

### 31955350 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. In FYE 25, one of the two Admin Techs in this division moved to the Sewer Line Maintenance division to more accurately spread costs.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	2
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 269,643	\$ 280,787	\$ 280,787	\$ 280,787	\$ 210,374
Supplies & Materials	\$ 1,627	\$ 4,093	\$ 4,093	\$ 4,093	\$ 3,954
Services & Maintenance	\$ 23,688	\$ 82,477	\$ 82,477	\$ 82,477	\$ 115,935
Internal Services	\$ 8,889	\$ 6,515	\$ 6,515	\$ 6,515	\$ 8,268
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 10,250
Subtotal	<u>\$ 303,847</u>	<u>\$ 373,872</u>	<u>\$ 373,872</u>	<u>\$ 373,872</u>	<u>\$ 348,781</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 109,815	\$ 120,467	\$ 120,467	\$ 120,467	\$ 124,924
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 109,815</u>	<u>\$ 120,467</u>	<u>\$ 120,467</u>	<u>\$ 120,467</u>	<u>\$ 124,924</u>
Division Total	<u>\$ 413,662</u>	<u>\$ 494,339</u>	<u>\$ 494,339</u>	<u>\$ 494,339</u>	<u>\$ 473,705</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER / LINE MAINTENANCE ADMINISTRATION

### GOALS:

- Manage the water and sewer maintenance sections in such a manner as to provide optimum services to the citizens of Norman.
- Arrange for annual training of all Division personnel to ensure compliance with State of Oklahoma licensing procedures and statutes.
- Adhere to state and federal guidelines for data collection and reporting.
- Prepare voluntary CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman for the Utilities Director.
- Process all Division-received invoices same day of receipt.
- Complete capital projects within the fiscal year.
- Manage the history of maintenance, repairs, and customer service requests utilizing the Munis asset management program.
- Continue to place a great emphasis on the proper management of its water and sewer system.

### OBJECTIVES:

- Provide adequate training for all personnel.
- Provide efficient and effective assistance to citizens in resolving requests.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines.
- 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 Munis program.
- Reduce lost time due to injuries through monthly safety training meetings.

### PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average number of water and sewer service requests completed per day	21	21	25	23	25
% of state and federal regulatory compliance reports mailed within rule specific guidelines	100%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
% of ODEQ training hours completed	100%	100%	100%	100%	100%
Annual safety training hours	12	12	12	12	12
On the job injuries	4	6	0	5	5
Total annual cross training hours	n/a	n/a	200	350	350
% of daily work reports entered into Munis database system for asset tracking within 3 days	90%	90%	90%	90%	90%

#### Notes to Results Report:

ODEQ – Oklahoma Department of Environmental Quality  
CMOM-Capacity, Management, Operation and Maintenance

## DIVISION SUMMARY

### 31955251 WATER / LINE MAINTENANCE

**MISSION:**

The mission of the Water Section of the Line Maintenance Division is to transport clean drinking water from point sources within the distribution system to public and private users, and help provide accurate and efficient billing services for the City of Norman utility customers. 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 reading water meters and maintaining approximately 648.6 miles of water lines, 6,991 fire hydrants, and 14,151 line valves, along with 5 water storage towers. New water meter services, as well as maintenance on over 42,663 existing water meters are provided by staff in this division. Personnel are on duty from 8am to 5pm, Monday - Friday, with all personnel subject to emergency callback 24/7 to ensure public health and safety, as well as integrity of the distribution system.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	35	35	35	35	36
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>35</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>36</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 2,241,600	\$ 2,422,058	\$ 2,422,058	\$ 2,422,058	\$ 2,663,536
Supplies & Materials	\$ 523,343	\$ 584,673	\$ 577,859	\$ 577,859	\$ 587,844
Services & Maintenance	\$ 99,348	\$ 105,401	\$ 164,973	\$ 164,973	\$ 105,480
Internal Services	\$ 228,765	\$ 307,714	\$ 307,714	\$ 307,714	\$ 291,043
Capital Equipment	<u>\$ 46,637</u>	<u>\$ 248,175</u>	<u>\$ 365,417</u>	<u>\$ 365,417</u>	<u>\$ 290,700</u>
Subtotal	<u>\$ 3,139,693</u>	<u>\$ 3,668,021</u>	<u>\$ 3,838,021</u>	<u>\$ 3,838,021</u>	<u>\$ 3,938,603</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 915,507	\$ 1,004,273	\$ 1,004,273	\$ 1,004,273	\$ 1,041,450
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 915,507</u>	<u>\$ 1,004,273</u>	<u>\$ 1,004,273</u>	<u>\$ 1,004,273</u>	<u>\$ 1,041,450</u>
Division Total	<u>\$ 4,055,200</u>	<u>\$ 4,672,294</u>	<u>\$ 4,842,294</u>	<u>\$ 4,842,294</u>	<u>\$ 4,980,053</u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER / LINE MAINTENANCE

**GOALS:**

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City’s infrastructure.
- Maintain 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 AMR/AMI water meters.
- Reduce on-the-job injuries through safety and education.
- Replace 4,500 linear feet of ductile iron and cast iron pipe annually.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 25 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Average repair time: water off to water on (in hours)	0.98	1.84	2.2	1.6	2.2
Number of AMR/AMI meters installed	0	785	0	632	900
Service calls completed	5,188	5,605	5,500	5,168	5,500
Number of locates completed	8,479	4,900	6,000	4,710	6,000
Number of valves exercised	2,203	2,538	2,000	1,200	2,000
On the job injuries	1	1	1	4	0
Fire hydrants maintained	1,340	1,068	1,500	758	1,500
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	1,819	5,788	3,500	500	3,500

Notes to Results Report: AMR – Automated Meter Reading; OJI – On-the-job Injury

## DIVISION SUMMARY

31955331 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 325,579	\$ 339,540	\$ 339,540	\$ 339,540	\$ 334,346
Supplies & Materials	\$ 5,018	\$ 6,633	\$ 6,633	\$ 6,633	\$ 10,670
Services & Maintenance	\$ 46,801	\$ 60,256	\$ 60,256	\$ 60,256	\$ 56,487
Internal Services	\$ 45,626	\$ 51,762	\$ 51,762	\$ 51,762	\$ 44,740
Capital Equipment	\$ 1,721	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Subtotal	<u>\$ 424,745</u>	<u>\$ 460,691</u>	<u>\$ 460,691</u>	<u>\$ 460,691</u>	<u>\$ 446,243</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ 750,669	\$ 862,135	\$ 862,135	\$ 862,135	\$ 888,419
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 750,669</u>	<u>\$ 862,135</u>	<u>\$ 862,135</u>	<u>\$ 862,135</u>	<u>\$ 888,419</u>
Division Total	<u><u>\$ 1,175,414</u></u>	<u><u>\$ 1,322,826</u></u>	<u><u>\$ 1,322,826</u></u>	<u><u>\$ 1,322,826</u></u>	<u><u>\$ 1,334,662</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER / TREATMENT PLANT ADMINISTRATION

**GOALS:**

- To ensure employee safety and work to maintain an effective training program.
- Develop a public education program that includes: web based social media and public outreach at community events.
- Minimize the cost of water while maintaining quality.
- Develop interaction with staff on ideas to improve water treatment.

**OBJECTIVES:**

- Retain higher skilled workers and cross train workers.
- Improve the energy efficiency of the facility.
- Protect water levels and water quality in the ground water system.
- Minimize the cost of water produced by the division.

**PERFORMANCE MEASUREMENTS - RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Safety training	30	70	70	70	70
OJI	0	0	0	0	0
Tours	18	19	15	15	20
Number of people on tours	212	238	200	200	200
Job related training (personnel hours)	720	639	600	550	600
Cross training (personnel hours)	40	50	40	40	50

# DIVISION SUMMARY

31955136 WATER / LABORATORY

**MISSION:**

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

**DESCRIPTION:**

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ).
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
<b>Total Budgeted Positions</b>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 167,012	\$ 190,455	\$ 190,455	\$ 190,455	\$ 202,920
Supplies & Materials	\$ 93,698	\$ 88,263	\$ 88,263	\$ 88,263	\$ 103,983
Services & Maintenance	\$ 94,612	\$ 117,395	\$ 117,395	\$ 117,395	\$ 106,475
Internal Services	\$ -	\$ 81	\$ 81	\$ 81	\$ 2,722
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 9,265
Subtotal	<u>\$ 355,322</u>	<u>\$ 396,194</u>	<u>\$ 396,194</u>	<u>\$ 396,194</u>	<u>\$ 425,365</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 355,322</u></u>	<u><u>\$ 396,194</u></u>	<u><u>\$ 396,194</u></u>	<u><u>\$ 396,194</u></u>	<u><u>\$ 425,365</u></u>



# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER / LABORATORY

**GOALS:**

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants for a minimum of 10 years.
- Maintain an organized schedule for completing all necessary sample collections and ensure staff understands all standard operating procedures to collect and carry out any analyses.

**OBJECTIVES:**

- Microbiology Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.
- Staff will read and understand all completed standard operating procedures, and create new procedures when they arise, as well as complete an annual Laboratory Assessment.

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Micro sample collection	103%	100%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to in person	51%	61%	50%	58%	55%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	4	no audit	no audit	no audit	no audit
Internal Audit Findings	4	10	5	15	0
Compliance Chemistry Well Sample Collection	100%	100%	100%	100%	100%
Percent of samples invalidated	23%	27%	0%	15%	0%
Percent of samples rejected	n/a	75%	0%	1.20%	0%

# DIVISION SUMMARY

## 31955234 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	11
Part-time Positions	0	0	1	1	1
<b>Total Budgeted Positions</b>	<u>10</u>	<u>10</u>	<u>11</u>	<u>11</u>	<u>12</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 734,508	\$ 653,466	\$ 672,466	\$ 672,466	\$ 679,607
Supplies & Materials	\$ 2,392,848	\$ 2,552,370	\$ 2,558,870	\$ 2,558,870	\$ 2,701,120
Services & Maintenance	\$ 1,568,343	\$ 1,913,058	\$ 1,844,058	\$ 1,844,058	\$ 1,978,128
Internal Services	\$ 11,594	\$ 8,605	\$ 8,605	\$ 8,605	\$ 21,495
Capital Equipment	\$ 3,259	\$ 52,000	\$ 102,000	\$ 102,000	\$ 22,900
Subtotal	<u>\$ 4,710,552</u>	<u>\$ 5,179,499</u>	<u>\$ 5,185,999</u>	<u>\$ 5,185,999</u>	<u>\$ 5,403,250</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 4,710,552</u></u>	<u><u>\$ 5,179,499</u></u>	<u><u>\$ 5,185,999</u></u>	<u><u>\$ 5,185,999</u></u>	<u><u>\$ 5,403,250</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER / TREATMENT PLANT

**GOALS:**

- Operate the water plant to meet demand, maintain water quality, and monitor cost associated with chemicals, labor allocation, and electricity throughout the year.
- Maintain the water plant in good operating condition.

**OBJECTIVES:**

Meet all primary drinking water standards. Perform scheduled preventive maintenance. Continue to use Antero system to schedule work, document the nature of work, condition of the equipment and categorize the nature of the work (emergency or routine).

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	100%	100%	100%	100%	100%
Percent of bacteriologically “Safe” compliance water samples	99.5%	98%	100%	100%	100%
Number of complaints on water quality or pressure	78	41	50	80	50
Water production, million gallons per day					
Average day	14.5	14.9	13.7	16.5	16.8
Maximum day	20.9	25.5	23	23.3	23.3
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	100%	100%	100%	100%	100%
Number of months more than 30.4 million gallons of water was purchased from Oklahoma City	1	6	0	1	0

## DIVISION SUMMARY

31930122 WATER / 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 customers and their needs. The customer service area strives to educate customers regarding operating procedures, and to research and provide accurate and prompt information to requests made by citizens and intra-city departments.

**DESCRIPTION:**

In previous years an interfund transfer from the Water Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 44,436	\$ 46,012	\$ 46,012	\$ 46,012	\$ 50,350
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 44,436</u>	<u>\$ 46,012</u>	<u>\$ 46,012</u>	<u>\$ 46,012</u>	<u>\$ 50,350</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 44,436</u></u>	<u><u>\$ 46,012</u></u>	<u><u>\$ 46,012</u></u>	<u><u>\$ 46,012</u></u>	<u><u>\$ 50,350</u></u>

# DIVISION SUMMARY

31955335 WATER / WATER WELLS

**MISSION:**

To ensure the City's water wells are available to the Plant Division in order 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 98,624	\$ 177,745	\$ 177,745	\$ 177,745	\$ 312,675
Supplies & Materials	\$ 92,505	\$ 111,218	\$ 111,218	\$ 111,218	\$ 123,922
Services & Maintenance	\$ 814,180	\$ 1,012,278	\$ 1,012,278	\$ 1,012,278	\$ 943,109
Internal Services	\$ 2,514	\$ 2,360	\$ 2,360	\$ 2,360	\$ 3,326
Capital Equipment	\$ 14,327	\$ 45,000	\$ 45,000	\$ 45,000	\$ 60,000
Subtotal	<u>\$ 1,022,150</u>	<u>\$ 1,348,601</u>	<u>\$ 1,348,601</u>	<u>\$ 1,348,601</u>	<u>\$ 1,443,032</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 1,022,150</u></u>	<u><u>\$ 1,348,601</u></u>	<u><u>\$ 1,348,601</u></u>	<u><u>\$ 1,348,601</u></u>	<u><u>\$ 1,443,032</u></u>

# DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

## WATER / WATER WELLS

**GOALS:**

- To maintain well grounds and equipment.
- To meet all DEQ requirements for ground water wells.

**OBJECTIVES:**

- Perform scheduled maintenance, use the Antero database to schedule work and document nature of work, document condition and categorize the nature of work (emergency or routine).

**PERFORMANCE MEASUREMENTS – RESULTS REPORT:**

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
<b>PERFORMANCE INDICATORS:</b>					
Pumps replaced	6	2	6	6	5
Annual well disinfection completion	100%	100%	100%	100%	100%
Number of total coliform positive samples collected from GWR samples	3	1	5	5	5
Number of Emergency work orders on water wells	6	2	0	0	0
Million gallons of well water produced	1,256	1,522	1,430	1,620	1,500

# DIVISION SUMMARY

## 031 - WATER / CAPITAL PROJECTS

**MISSION:**

To perform capital projects funded by the Water Fund.

**DESCRIPTION:**

See Capital Improvements Five Year Plan FYE 25 - FYE 29 for a detailed analysis of Water Fund Capital Operations.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ 6,412,858	\$ 8,112,000	\$ 51,786,715	\$ 51,786,715	\$ 14,053,000
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ 6,412,858</u>	<u>\$ 8,112,000</u>	<u>\$ 51,786,715</u>	<u>\$ 51,786,715</u>	<u>\$ 14,053,000</u>
Division Total	<u><u>\$ 6,412,858</u></u>	<u><u>\$ 8,112,000</u></u>	<u><u>\$ 51,786,715</u></u>	<u><u>\$ 51,786,715</u></u>	<u><u>\$ 14,053,000</u></u>

# DIVISION SUMMARY

31930149 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 5,401,045	\$ 5,611,585	\$ 5,611,585	\$ 5,611,585	\$ 6,206,701
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 5,401,045	\$ 5,611,585	\$ 5,611,585	\$ 5,611,585	\$ 6,206,701
Division Total	\$ 5,401,045	\$ 5,611,585	\$ 5,611,585	\$ 5,611,585	\$ 6,206,701



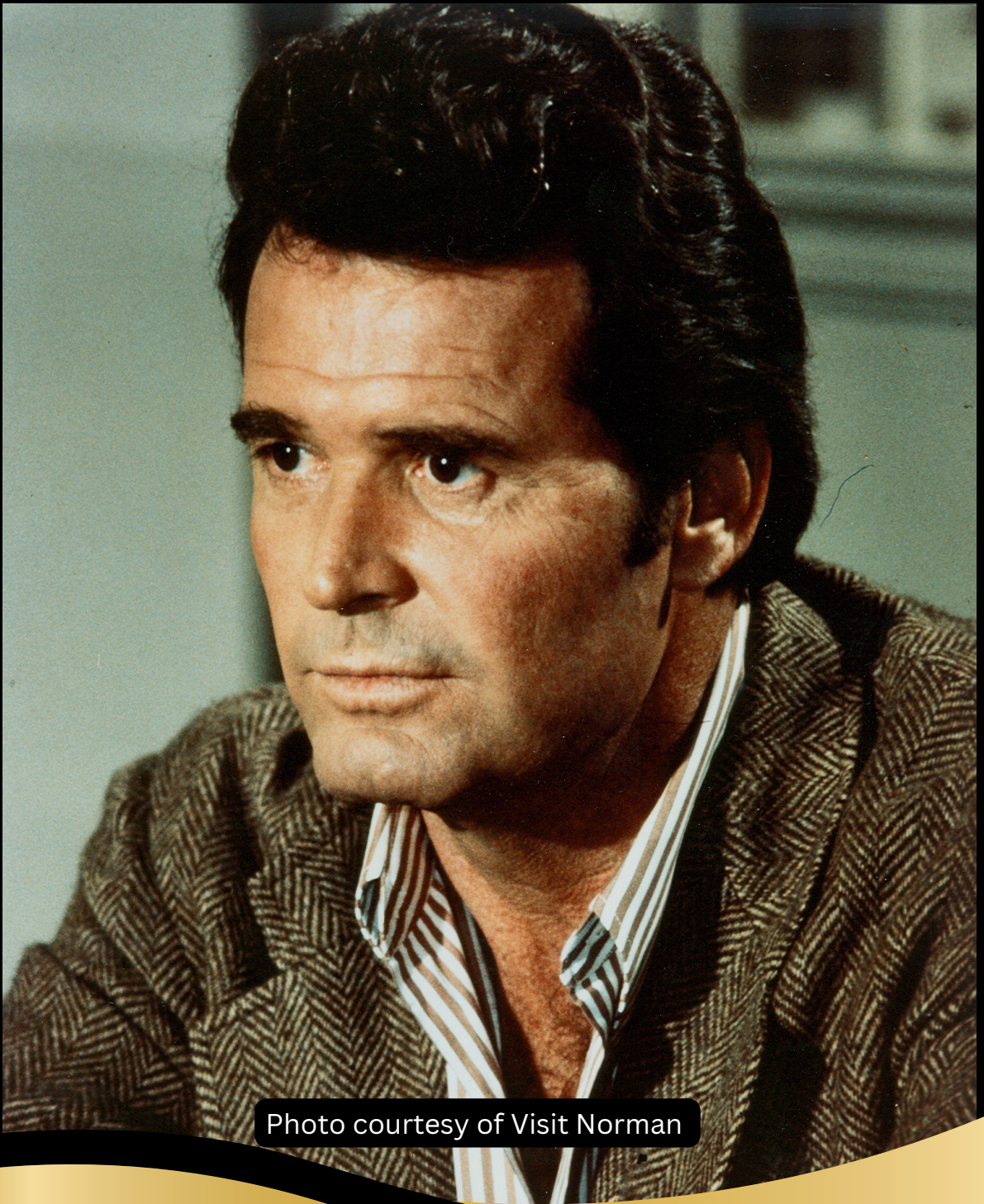


Photo courtesy of Visit Norman

# 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.

# FUND 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.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 638,215	\$ 1,035,696	\$ 1,035,696	\$ 1,035,696	\$ 1,052,157
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 20,257,365	\$ 15,601,963	\$ 16,006,230	\$ 16,006,230	\$ 15,694,963
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 20,895,580</u>	<u>\$ 16,637,659</u>	<u>\$ 17,041,926</u>	<u>\$ 17,041,926</u>	<u>\$ 16,747,120</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 73,066	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 73,066</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Department Total</b>	<u><u>\$ 20,968,646</u></u>	<u><u>\$ 16,637,659</u></u>	<u><u>\$ 17,041,926</u></u>	<u><u>\$ 17,041,926</u></u>	<u><u>\$ 16,747,120</u></u>

# DIVISION SUMMARY

## 43330105 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.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 95,428	\$ 100,326	\$ 100,326	\$ 100,326	\$ 106,471
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 17,942,215	\$ 13,251,790	\$ 13,251,790	\$ 13,251,790	\$ 13,251,790
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 18,037,643</u>	<u>\$ 13,352,116</u>	<u>\$ 13,352,116</u>	<u>\$ 13,352,116</u>	<u>\$ 13,358,261</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u>\$ 18,037,643</u>	<u>\$ 13,352,116</u>	<u>\$ 13,352,116</u>	<u>\$ 13,352,116</u>	<u>\$ 13,358,261</u>

# DIVISION SUMMARY

## 43122351 JUDGMENTS AND CLAIMS

**MISSION:**

Account for and monitor all expenditures related to judgments and claims.

**DESCRIPTION:**

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,083,272	\$ 295,000	\$ 595,000	\$ 595,000	\$ 295,000
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,083,272</u>	<u>\$ 295,000</u>	<u>\$ 595,000</u>	<u>\$ 595,000</u>	<u>\$ 295,000</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 1,083,272</u></u>	<u><u>\$ 295,000</u></u>	<u><u>\$ 595,000</u></u>	<u><u>\$ 595,000</u></u>	<u><u>\$ 295,000</u></u>

# DIVISION SUMMARY

## 43330104 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.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 273,214	\$ 282,670	\$ 282,670	\$ 282,670	\$ 292,986
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 972,575	\$ 542,173	\$ 946,440	\$ 946,440	\$ 635,173
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,245,789</u>	<u>\$ 824,843</u>	<u>\$ 1,229,110</u>	<u>\$ 1,229,110</u>	<u>\$ 928,159</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u>\$ 1,245,789</u>	<u>\$ 824,843</u>	<u>\$ 1,229,110</u>	<u>\$ 1,229,110</u>	<u>\$ 928,159</u>

# DIVISION SUMMARY

## 43330103 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.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 28,018	\$ 21,700	\$ 21,700	\$ 21,700	\$ 21,700
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 7,113	\$ 500	\$ 500	\$ 500	\$ 500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ 35,131</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 35,131</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>	<b>\$ 22,200</b>

# DIVISION SUMMARY

## 43330102 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.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 241,555	\$ 631,000	\$ 631,000	\$ 631,000	\$ 631,000
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 1,052,190	\$ 1,512,500	\$ 1,212,500	\$ 1,212,500	\$ 1,512,500
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,293,745</u>	<u>\$ 2,143,500</u>	<u>\$ 1,843,500</u>	<u>\$ 1,843,500</u>	<u>\$ 2,143,500</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<b><u>\$ 1,293,745</u></b>	<b><u>\$ 2,143,500</u></b>	<b><u>\$ 1,843,500</u></b>	<b><u>\$ 1,843,500</u></b>	<b><u>\$ 2,143,500</u></b>





Pictured left to right, brothers: Jack Bumgarner,  
Jim Bumgarner (James Garner), and Charles Bumgarner.

(Photo courtesy of Terry Bumgarner, James Garner's nephew)

# CAPITAL PROJECTS FUNDS

**CAPITAL PROJECTS FUNDS**

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 the 2025 Land Use and Transportation Plan and the 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: 5% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 20% street projects, 7% maintenance of facilities, 5% Information Technology Infrastructure, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 25 - FYE 29 for a detailed analysis of Capital Project Fund.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,410,498	\$ 1,311,545	\$ 1,418,610	\$ 1,418,610	\$ 1,295,180
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 2,011	\$ 16,499	\$ 16,499	\$ 16,499	\$ 16,499
Internal Services	\$ 200	\$ 378	\$ 378	\$ 378	\$ 7,053
Capital Equipment	\$ 4,097,763	\$ 4,635,671	\$ 11,948,898	\$ 11,948,898	\$ 4,255,378
Subtotal	<u>\$ 5,510,472</u>	<u>\$ 5,964,093</u>	<u>\$ 13,384,385</u>	<u>\$ 13,384,385</u>	<u>\$ 5,574,110</u>
Capital Projects	\$ 28,188,597	\$ 22,514,475	\$ 81,230,255	\$ 81,230,255	\$ 26,210,303
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 892,514	\$ -	\$ 71,693	\$ 71,693	\$ -
Interfund Transfers	\$ 6,074,019	\$ 160,982	\$ 637,493	\$ 637,493	\$ 226,265
Audit Adjust/Encumb	\$ (78,682)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 35,076,448</u>	<u>\$ 22,675,457</u>	<u>\$ 81,939,441</u>	<u>\$ 81,939,441</u>	<u>\$ 26,436,568</u>
Fund Total	<u><u>\$ 40,586,920</u></u>	<u><u>\$ 28,639,550</u></u>	<u><u>\$ 95,323,826</u></u>	<u><u>\$ 95,323,826</u></u>	<u><u>\$ 32,010,678</u></u>

# DIVISION SUMMARY

50550411 CAPITAL PROJECTS ENGINEER

**MISSION:**

The mission of this Division is to account for three (3) Capital Projects Engineers, a Capital Projects Manager, and a Construction Manager 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 1,183,317	\$ 1,157,251	\$ 1,157,251	\$ 1,157,251	\$ 1,126,734
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ 499	\$ 499	\$ 499	\$ 499
Internal Services	\$ 200	\$ 378	\$ 378	\$ 378	\$ 7,053
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 1,183,517</u>	<u>\$ 1,158,128</u>	<u>\$ 1,158,128</u>	<u>\$ 1,158,128</u>	<u>\$ 1,134,286</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Division Total	<u><u>\$ 1,183,517</u></u>	<u><u>\$ 1,158,128</u></u>	<u><u>\$ 1,158,128</u></u>	<u><u>\$ 1,158,128</u></u>	<u><u>\$ 1,134,286</u></u>

## DIVISION SUMMARY

### 50120430 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 15% of the Facility Maintenance Supervisor compensation due to Capital Project management. Prior to FYE 24, 85% of these salaries and benefits were paid in this division.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 93,475	\$ 15,383	\$ 15,383	\$ 15,383	\$ 22,396
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 93,475</u>	<u>\$ 15,383</u>	<u>\$ 15,383</u>	<u>\$ 15,383</u>	<u>\$ 22,396</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Division Total</b>	<u><u>\$ 93,475</u></u>	<u><u>\$ 15,383</u></u>	<u><u>\$ 15,383</u></u>	<u><u>\$ 15,383</u></u>	<u><u>\$ 22,396</u></u>

## DIVISION SUMMARY

### 50770370 CAPITAL PROJECTS / PARKS PERSONNEL

**MISSION:**

The mission of this Division is to account for a portion of two (2) Park Planners who manage park related capital projects per the approved five-year capital plan.

**DESCRIPTION:**

To efficiently account for a portion of Parks personnel related to Capital Project management.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ 129,290	\$ 138,911	\$ 138,911	\$ 138,911	\$ 146,050
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ 129,290</b>	<b>\$ 138,911</b>	<b>\$ 138,911</b>	<b>\$ 138,911</b>	<b>\$ 146,050</b>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Division Total</b>	<b>\$ 129,290</b>	<b>\$ 138,911</b>	<b>\$ 138,911</b>	<b>\$ 138,911</b>	<b>\$ 146,050</b>

# 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 25 - FYE 29 for a detailed analysis of Capital Fund capital projects.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 28,188,597	\$ 22,514,475	\$ 81,230,255	\$ 81,230,255	\$ 26,210,303
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 28,188,597	\$ 22,514,475	\$ 81,230,255	\$ 81,230,255	\$ 26,210,303
Division Total	\$ 28,188,597	\$ 22,514,475	\$ 81,230,255	\$ 81,230,255	\$ 26,210,303

# FUND SUMMARY

## TOTAL NORMAN FORWARD SALES TAX FUND (51)

**MISSION:**

Norman Forward is designed to improve the quality of life in Norman through renovating, expanding, constructing, and funding projects including multiple recreational facilities, libraries, parks, athletic venues, public art, trails, and swim complexes. Norman Forward also includes traffic improvements and an extension of the existing James Garner Avenue. A citizen-initiated proposal, Norman Forward will enhance the Norman community for generations to come.

**DESCRIPTION:**

To efficiently receive and monitor the use of revenues received through a 15-year earmarked sales tax dedicated to 12 projects spanning the entire city at an estimated cost of \$148 million, with other program expenses at an estimated cost of \$55.4 million. Sales tax collections began on January 1, 2016 and will continue for 15 years.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 246,243	\$ -	\$ 78,389	\$ 78,389	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 246,243</u>	<u>\$ -</u>	<u>\$ 78,389</u>	<u>\$ 78,389</u>	<u>\$ -</u>
Capital Projects	\$ 53,145,359	\$ 5,042,767	\$ 24,204,789	\$ 24,204,789	\$ 730,000
Cost Allocation	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 8,843,335	\$ 9,598,911	\$ 9,598,911	\$ 9,598,911	\$ 9,709,680
Interfund Transfers	\$ 398,569	\$ 412,998	\$ 412,998	\$ 412,998	\$ 428,147
Audit Adjust/Encum.	\$ 161,510	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 62,548,773</u>	<u>\$ 15,054,676</u>	<u>\$ 34,216,698</u>	<u>\$ 34,216,698</u>	<u>\$ 10,867,827</u>
<b>Division Total</b>	<u><u>\$ 62,795,016</u></u>	<u><u>\$ 15,054,676</u></u>	<u><u>\$ 34,295,087</u></u>	<u><u>\$ 34,295,087</u></u>	<u><u>\$ 10,867,827</u></u>



## FUND SUMMARY

### TOTAL UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)

**MISSION:**

Established to account for revenue generated from the University North Park Development Tax Increment District.

**DESCRIPTION:**

To account for the increment of sales and property taxes generated from Tax Increment District Two, University North Park.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 108,751	\$ 148,256	\$ 301,243	\$ 301,243	\$ 148,256
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 108,751	\$ 148,256	\$ 301,243	\$ 301,243	\$ 148,256
Capital Projects	\$ 100,134	\$ -	\$ 4,917,303	\$ 4,917,303	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 100,134	\$ -	\$ 4,917,303	\$ 4,917,303	\$ -
Fund Total	\$ 208,885	\$ 148,256	\$ 5,218,546	\$ 5,218,546	\$ 148,256

# FUND SUMMARY

## TOTAL CENTER CITY TAX INCREMENT FINANCE DISTRICT (58)

**MISSION:**

The Norman Center City Project Plan authorizes the allocation of Tax Increment Finance funds for public improvements projects undertaken by the City within the Center City, Increment District Number Three, project area.

**DESCRIPTION:**

To account for the increment of taxes generated from Tax Increment District Three, Center City.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budgeted Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ 218,600	\$ 218,600	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjust/Encum	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 218,600</u>	<u>\$ 218,600</u>	<u>\$ -</u>
Fund Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 218,600</u></u>	<u><u>\$ 218,600</u></u>	<u><u>\$ -</u></u>

# FUND SUMMARY

## TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

**MISSION:**

To provide for the recoupment of costs associated with improvements to arterial roads.

**DESCRIPTION:**

To account for periodic transfers from the Capital Fund for construction of arterial road improvements, and to account for those costs to be recovered from adjacent property owners.

**PERSONNEL:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fund Total</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

CITY OF NORMAN

**PUBLIC SAFETY SALES TAX FUND  
FYE 25 Capital Improvement Projects Budget**

Account Number	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>Bond Funded Expenditures</b>									
15695523	BP0029	Emergency Communications Center	4,317,126	-	-	-	-	-	-
<b>Subtotal Bond Expenditures</b>			<b>\$ 4,317,126</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Pay-go Funded Expenditures</b>									
15665143	FT0004	Fire Apparatus Replacement	4,185,622	-	-	-	-	-	-
15-		Capital Outlay	2,423,714	383,770	1,705,093	-	-	-	-
15-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	-
<b>Subtotal Pay-go Funded Expenditures</b>			<b>\$ 6,609,336</b>	<b>\$ 383,770</b>	<b>\$ 1,705,093</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PSST FUND 15 Expenditures</b>			<b>\$ 10,926,462</b>	<b>\$ 383,770</b>	<b>\$ 1,705,093</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**CDBG FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
21240297	GC0072	CDBG Land Acquisition RFPs	25,000	-	-	-	-	-	-
21240007	GC0080	Original Townsite Street Improvements B19	246,032	-	-	-	-	-	-
21240011	GC0084	Senior Center Kitchen Rehabilitation	45,186	-	-	-	-	-	-
21240011	GC0085	Non-Profit Rehabilitation B-20	1,817	-	-	-	-	-	-
21240023	GC0091	Senior Center Kitchen Rehab FYE 23	70,000	-	-	-	-	-	-
21240303	GC0094	Affordable Rental Housing - ARPA	1,226,908	-	-	-	-	-	-
21240027	GC0095	FY 24 Habitat Acquisition	40,000	-	-	-	-	-	-
21240028	GC0096	FY 24 NHA Land Acquisition	200,615	-	-	-	-	-	-
21240029	GC-	FYE 25 Habitat Acquisition	-	40,000	-	-	-	-	-
21240027	GC-	FYE 25 NHA Land Acquisition	-	100,000	-	-	-	-	-
<b>TOTAL CDBG FUND 21 PROJECTS</b>			<b>\$ 1,855,558</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**SPECIAL GRANTS FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
22695523	BG0083	Emergency Operations Center ARPA	9,162,679	-	-	-	-	-	-
22550480	BG0085	Bus Stops, New	120,000	-	-	-	-	-	-
22550480	BG0086	City Hall Electric Vehicle Charging Station	186,000	-	-	-	-	-	-
22596688	BG0087	Traffic Management Center PayGo	378,548	-	-	-	-	-	-
22590303	BG0260	Northbase Ph2 Vehicle Wash Facility	350,146	-	-	-	-	-	-
22595528	DR0020	The Vineyard Detn Draing	499,633	-	-	-	-	-	-
22592214	DR0022	Norman Midway Drive Project Scoping	31,447	-	-	-	-	-	-
22592214	DR0023	Norman Flood Warning System Development	20,715	-	-	-	-	-	-
22595303	DR0062	Imhoffe Creek Stabilization	3,000,000	-	-	-	-	-	-
22790074	PC0025	Sutton Wilderness Rec Trails Grant	85,700	-	-	-	-	-	-
22796638	PR0026	Firehouse Art Center Addition	325,000	-	-	-	-	-	-
22799966	PR0212	Tree Program Matching Funds	10,000	-	-	-	-	-	-
22590079	TR0051	12th Ave NE & High Meadows	1,630,682	-	-	-	-	-	-
<b>TOTAL SPECIAL REVENUE FUND 22 PROJECTS</b>			<b>\$ 15,800,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**ROOM TAX FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
23798815	RT0008	12th Avenue Tennis Court Renovation	870	-	-	-	-	-	-
23798814	RT0087	Sooner Theatre Seat Replace & Interiors (matc	39	-	-	-	-	-	-
23796627	RT0090	Historic Museum Parking	4,843	-	-	-	-	-	-
23793364	RT0091	Westwood Tennis Center Improvements	155,308	250,000	-	-	-	-	-
23794442	RT0092	Westwood Park Masterplan	25,000	-	-	-	-	-	-
<b>TOTAL ROOM TAX FUND 23 PROJECTS</b>			<b>\$ 186,060</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**PUBLIC TRANSPORTATION FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
27590078	BG0084	North Base EV Charger - FTA	284	-	-	-	-	-	-
<b>TOTAL TRANSIT FUND 27 PROJECTS</b>			<b>\$ 284</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



CITY OF NORMAN

**WESTWOOD PARK FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
29793372	PC0029	Westwood Golf Improv - Bentley Donation	57,765	-	-	-	-	-	-
<b>TOTAL WESTWOOD FUND 29 PROJECTS</b>			<b>\$ 57,765</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**WATER FUND**  
**FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
<b>WATER DISTRIBUTION SYSTEM</b>									
31993360	WA0173	Master Meters Installation	322,529	-	-	-	-	-	-
31993395	WA0201	Backflow Prevention Program	63,215	-	-	-	-	-	-
31993360	WA0239	WL Improvements: Segment D 24" Phase 4	2,223,315	-	-	1,500,000	-	-	-
31996683	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	77,696	-	-	-	-	-	-
31996683	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	4,245,751	2,000,000	500,000	-	4,500,000	4,500,000	-
31993360	WA0246	Water Line Replacement: Parsons Addition	1,018,644	-	-	-	-	-	-
31999942	WA0337	Asset Management Plan	121,500	-	-	-	-	-	-
31995521	WA0338	Water Line Replacement: Classen/Flood, Highway 9 to Ind	2,893,027	400,000	5,270,000	3,340,000	5,050,000	6,840,000	-
31996683	WA0339	Water Line Replacement: Sooner Mall	58,217	-	-	-	-	-	-
31993360	WA0348	Corporate Addition Utilities	151,200	-	-	-	-	-	-
31993360	WA0349	Water Line Improvements-Segment B (24th NE: Robinson I	324,900	-	-	100,000	443,000	-	-
31993361	WA0351	Water Meter Automatic Metering Infrastructure (AMI)	3,796,315	-	-	-	-	-	-
31996683	WA0352	WL Replacement Southlake Addition	2,818,807	-	-	-	-	-	-
31996683	WA0353	Water Line Replacement: Jenkins Replacement	1,140,942	-	-	-	-	-	-
31996683	WA0354	Water Line Replacement: Porter Replacement	13,540	-	-	-	-	-	-
31995521	WA0363	Water Line Replacement: Fire Hydrant and Valve Replacen	259,658	100,000	100,000	100,000	100,000	100,000	-
31993395	WA0365	GIS As-Built Linking	90,075	-	-	-	-	-	-
31993346	WA0371	Crest Place - FY22 Urban SVC WL	104,000	-	-	-	-	-	-
31993346	WA0372	Blessing Court FY22 Urban SVC WL	16,000	-	-	-	-	-	-
31993346	WA0373	Jackson DR - FY22 Urban SVC WL	55,000	-	-	-	-	-	-
31993346	WA0377	Morren Dr - Urban SVC WL	66,000	-	-	-	-	-	-
31996683	WA0379	Water Line Replacement: Danfield -B/w Brookhaven	810,000	-	-	-	-	-	-
31993360	WA0380	Water Line Replacement: Tecumseh, 24th Ave NW to Jour	5,028,400	-	-	-	-	-	-
31993346	WA0381	Urban Service Area Waterlines FY 23	218,013	-	-	-	-	-	-
31993346	WA0383	Urban Service Area Waterlines FY 24	262,000	-	-	-	-	-	-
31996684	WA0384	Lead Service Line Inventory and Replacement	1,550,000	1,150,000	400,000	1,150,000	650,000	500,000	-
31993388	WA0385	Water Studies for Comp Plan	480,000	-	-	-	-	-	-
31993360	WA0386	42" WL Emergency Repair	150,000	-	-	-	-	-	-
31-	WA-	Westwood Estates Water Line Replacement	-	180,000	-	1,950,000	-	-	-
31-	WA-	Urban Service Area Water Line Projects	-	-	203,000	183,000	242,000	250,000	250,000
31-	WA-	Carter Water Line Replacement	-	120,000	1,500,000	-	-	-	-
31-	WA-	Water Line Replacement Hall Park Phase 2	-	-	-	1,162,000	-	-	-
31-	WA-	Water Line Replacement Flood Avenue	-	-	-	500,000	2,000,000	-	-
31-	WA-	Water Line Replacement: 24th NE Lindsey-Beaumont	-	-	-	-	959,000	-	-
31-	WA-	Water Line Replacement: Alameda, 24th NE To Carter	-	-	-	-	-	-	8,330,000
31-	WA-	Water Line Replacement West Main: Berry-Interstate Dr	-	-	-	-	-	1,530,000	6,040,000
31-	WA-	Royal Oaks Water Line Replacement	-	180,000	2,000,000	-	-	-	-
31-	WA-	Water Line Maintenance Plan: 40 Year Duration	-	-	-	-	-	-	133,250,000
<b>Subtotal Water Distribution System Projects</b>			<b>\$ 28,358,744</b>	<b>\$ 4,130,000</b>	<b>\$ 9,973,000</b>	<b>\$ 9,985,000</b>	<b>\$ 13,944,000</b>	<b>\$ 13,720,000</b>	<b>\$ 147,870,000</b>
<b>WATER TOWERS</b>									
31993345	WA0182	Water Tower - New SE Tower	-	-	-	-	-	-	3,500,000
31993345	WA0294	Water Tower - Lindsey Tower	350,000	-	-	-	-	-	-
31993345	WA0364	Water Tower - Boyd Tower	376,500	-	-	230,000	-	856,000	-
31993345	WA0382	Water Tower - Robinson Tower	7,500	773,000	-	-	-	-	-
<b>Subtotal Water Tower Projects</b>			<b>\$ 834,000</b>	<b>\$ 773,000</b>	<b>\$ -</b>	<b>\$ 230,000</b>	<b>\$ -</b>	<b>\$ 856,000</b>	<b>\$ 3,500,000</b>
<b>WATER WELL IMPROVEMENTS</b>									
31993345	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	198,476	-	-	-	-	-	-
31993345	WA0235	Water Well: 2015 Well Field Development (paygo)	136,141	-	-	-	-	-	-
<b>Subtotal Water Well and Distribution System Projects</b>			<b>\$ 334,617</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WATER TREATMENT PLANT</b>									
31993398	WA0214	WTP Well Field Blending	1,447,454	7,000,000	-	-	-	-	-
31999939	WA0248	WTP Fiber Expansion	55,000	-	-	-	-	-	-
31999939	WA0249	WTP SCADA Improvements	897	150,000	-	-	-	-	-
31999939	WA0291	WTP Improvement Phase 1	129,638	-	-	-	-	-	-
31999939	WA-	WTP Improvement Phase 2B	-	2,000,000	-	-	-	-	-
31995521	WA0329	New Building for Line Maintenance (match)	1,978,154	-	-	-	-	-	-
31993395	WA0359	Corrosion Control Study	175,000	-	-	-	-	-	-
31993395	WA0360	Cyber & Physical Security Assessment (Split 50/50 betwe	113,749	-	-	-	-	-	-
31993395	WA0362	WTP Sludge Disposal Study	100,000	-	-	-	-	-	2,000,000
31993395	WA0370	WTP: Solar Array	24,500	-	-	-	-	-	-
31993395	WA0375	WTP: Clarifier 1 and 2 rehab	424,421	-	-	-	-	-	-
31993395	WA-	Update Wate Supply Plan	-	-	-	500,000	-	-	-
31993395	WA-	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,800
31993395	WA0376	WTP: Filter 1-4 Influent Pipe rehab	80,000	-	500,000	-	-	-	-
<b>Subtotal WTP Other Projects</b>			<b>\$ 4,528,813</b>	<b>\$ 9,150,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 12,536,200</b>	<b>\$ 89,188,800</b>
<b>URBAN SERVICE AREA WATER LINES</b>									
31993346	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
31993346	WA0341	Kiowa Way: Hunting Horse Tr to dead end cul de sac	29,000	-	-	-	-	-	-
31993346	WA0342	W. Brooks St: Berry Rd to Wylie Rd	103,000	-	-	-	-	-	-
<b>Subtotal Urban Service Area Water Line Projects</b>			<b>\$ 210,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>HOT SOILS WATER LINE REPAIR PROGRAM</b>									
31993344	WA0346	Crall Dr: 36th Ave NW to Astor Dr	50,000	-	-	-	-	-	-
31993344	WA0347	Buckingham Dr: Brownwood Ln to Bridgeport Rd	50,000	-	-	-	-	-	-
<b>Subtotal Hot Soils Water Line Repair Program</b>			<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SUBTOTAL PAYGO WATER PROJECTS</b>			<b>\$ 34,366,174</b>	<b>\$ 14,053,000</b>	<b>\$ 10,473,000</b>	<b>\$ 10,715,000</b>	<b>\$ 13,944,000</b>	<b>\$ 27,112,200</b>	<b>\$ 240,558,800</b>
<b>WATER BOND PROJECTS</b>									
31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)	2,282,267	-	-	-	-	-	-
31999938	WB0291	WTP: Phase 2 Improvements	40,160	-	-	-	-	-	-
31999361	WB0351	WaterMeters, Advance Infrastr-Bond	14,999,980	-	-	-	-	-	-
<b>Subtotal Bond Expenses for 2006 Water Bond Projects</b>			<b>\$ 17,322,407</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ALL WATER FUND 31 PROJECTS</b>			<b>\$ 51,688,581</b>	<b>\$ 14,053,000</b>	<b>\$ 10,473,000</b>	<b>\$ 10,715,000</b>	<b>\$ 13,944,000</b>	<b>\$ 27,112,200</b>	<b>\$ 240,558,800</b>

CITY OF NORMAN

**WATER RECLAMATION FUNDS  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
32-	WW-	Water Reclamation Facility Upgrades	-	2,000,000	-	2,000,000	-	-	-
32-	WW-	WRF Drying Bed	-	-	170,000	-	-	-	-
32-	WW-	Westside Lift Station Roof	-	-	-	-	55,000	-	-
32-	WW-	WestWRF Main Control Buidling Roof	-	-	-	-	-	-	360,000
32999942	WW0173	WRF Environmental Services Building Roof	-	-	-	-	55,000	-	-
32999942	WW0177	WW Conn Fee/Excise Tax Assessment	13,551	-	-	-	-	-	-
32993394	WW0205	WRF Non-Potable Reuse System	314,289	-	-	-	-	-	3,700,000
32993363	WW0312	Sludge Co-Composting	21,874	-	-	1,035,000	-	-	-
32990048	WW0317	WRF Re-Use Pilot Study	383,824	-	-	-	-	-	-
32999911	WW0318	WRF Storage Building	35,932	-	850,000	-	-	-	-
32999911	WW0319	WRF Septage Receiving Station	800	-	-	-	-	500,000	-
32999911	WW0323	WRF Blower Building Roof Replacement	-	-	-	-	132,000	-	-
32999911	WW0325	WRF Main Control Building Renovation	151,785	-	3,000,000	-	-	-	-
32999911	WW0326	Centrifuge Replacement	3,249,374	-	-	-	-	-	-
32995521	WW0329	Line Maintenance Building (match)	1,937,709	-	-	-	-	-	-
32999911	WW0331	WRF Solar Array	87,481	-	-	-	-	-	-
32999911	WW0332	Aeration Basin Turbo Blower Replacement	820,000	1,800,000	-	-	-	-	-
32999911	WW0336	Digester 3 Roof Replacement	250,000	-	-	-	-	-	-
<b>TOTAL WATER RECLAMATION FUND 32 PROJECTS \$</b>			<b>7,266,619</b>	<b>\$ 3,800,000</b>	<b>\$ 4,020,000</b>	<b>\$ 3,035,000</b>	<b>\$ 242,000</b>	<b>\$ 500,000</b>	<b>\$ 4,060,000</b>

CITY OF NORMAN

**SEWER MAINTENANCE FUNDS  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
32190048	WW0091	Replace Lift Station D Force Main-Phase 2	1,021,499	-	-	-	-	-	-
32190048	WW0174	Bishop Interceptors (match)	2,570,000	-	-	-	-	-	-
32193338	WW0178	SS Aerial Crossing: HWY 9 & OliverWood	384,033	-	-	-	-	-	-
32199974	WW0248	SS Emergency Repairs	552,499	100,000	100,000	100,000	100,000	100,000	-
32193338	WW0316	Sewer Maint Projects FY18	2,759,265	-	-	-	-	-	-
32193338	WW0321	Sewer Maint Projects FY19	5,737,603	-	-	-	-	-	-
32190048	WW0328	Brookhaven Creek Interceptors	450,000	-	-	-	-	-	-
32193338	WW0330	12th Ave NE Manhole Replacements	188,115	-	-	-	-	-	-
32193338	WW0334	Sewer Maint Projects FYE 2022	2,620,000	800,000	-	-	-	-	-
32192236	WW0335	Sewer Lift Station Rehab: Ashton Grove	45,100	-	-	-	-	-	-
32193338	WW0337	Sewer Maint Projects FYE 2024	150,000	4,900,000	-	-	-	-	-
32192236	WW0338	Sewer Lift Station Rehab: Sutton Place	60,000	-	-	-	-	-	-
32192236	WW0339	Healthplex Lift Station SCADA Improve	20,000	-	-	-	-	-	-
32192236	WW-	Sewer Lift Station Rehab - Sutton Place	-	80,000	-	-	-	-	-
<b>TOTAL SEWER MAINTENANCE FUND 321 PROJECTS</b>			<b>\$ 16,558,114</b>	<b>\$ 5,880,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>

CITY OF NORMAN

**NEW DEVELOPMENT EXCISE FUNDS  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
32290048	WW0174	Bishop Creek Interceptors	139,700	-	-	-	-	-	1,791,700
32290048	WW0179	WW Master Plan	629,405	-	-	-	-	-	-
32290048	WW0308	SE Lift Station Payback	902,000	-	-	6,000,000	-	-	-
32299911	WW0326	WRF Dewatering Centrifuge Replacement	1,331,600	-	-	-	-	-	-
32290048	WW0328	Brookhaven Creek Interceptors	100,000	-	-	-	-	-	2,181,500
32290722	WW0348	Corporation Addition Utilities	276,400	-	-	-	-	-	-
32290722	WW-	4.5 MGD North WRF	-	-	-	-	-	-	50,200,000
<b>TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS</b>			<b>\$ 3,379,105</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,173,200</b>

CITY OF NORMAN

**SANITATION FUND  
FYE 25 Capital Improvement Projects Budget**

<b>Acct No</b>	<b>Project Number</b>	<b>Project Name</b>	<b>FYE 2024 Revised Budget</b>	<b>FYE 2025 Preliminary</b>	<b>FYE 2026</b>	<b>FYE 2027</b>	<b>FYE 2028</b>	<b>FYE 2029</b>	<b>BEYOND 5 YEARS</b>
<b>EXPENDITURES</b>									
33999975	SA0005	Transfer Station Renovation	1,979,629	-	-	-	-	-	-
33999975	SA0012	Household Hazardous Waste Facility	105,125	-	-	-	-	-	-
33999975	SA0014	Compost Area Pad Improvements	196,388	-	-	-	-	-	-
33999975	SA0019	Compost Facility Scale House	365,794	-	-	-	-	-	-
33999975	SA0021	New Sanitation Facility	160,575	-	-	-	-	-	-
33999975	SA0022	West Norman Recycle Center	98,950	-	-	-	-	-	-
33999975	SA0024	Sanitation Storage Building	50,000	600,000	-	-	-	-	-
33999975	SA0025	Sanitation Cost of Service Study	60,000	-	-	-	-	-	-
33999975	WW0312	WRF Class A Sludge Improvements	21,874	-	-	-	-	-	-
<b>TOTAL SANITATION FUND 33 PROJECTS</b>			<b>\$ 3,038,335</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**CAPITAL FUND**  
**FYE 25 Capital Improvement Projects Budget**

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>I. CAPITAL OUTLAY (Approximately 27% by Formula)</b>									
50930194	Capital Outlay (27% of Capital Sales Tax)		4,635,671	4,255,378	4,822,952	4,919,411	5,017,799	5,118,155	-
<b>**SUBTOTAL CAPITAL OUTLAY</b>			<b>\$ 4,635,671</b>	<b>\$ 4,255,378</b>	<b>\$ 4,822,952</b>	<b>\$ 4,919,411</b>	<b>\$ 5,017,799</b>	<b>\$ 5,118,155</b>	<b>-</b>
<b>II. STREET MAINTENANCE (Approximately 20% by Formula)</b>									
50593369	SC0725	Alley Repair Program FY 22	9,535	-	-	-	-	-	-
50593369	SC0747	Alley Repair Program FY 24	200,000	-	-	-	-	-	-
50593369	SC-	Alley Repair Program FY 25	-	200,000	200,000	200,000	200,000	200,000	-
<b>Asphalt Pavt Maint</b>									
50595511	SC0748	24th Ave. NE: Tecumseh Rd to Rock Creek	314,543	-	-	-	-	-	-
50595511	SC0749	48th Ave NE: Robinson St. to Rock Creek	375,588	-	-	-	-	-	-
50595511	SC0750	144th Ave NE: Franklin Rd to North End	131,246	-	-	-	-	-	-
50595511	SC0751	60th Ave SE: Alameda St to Lindsey St	258,500	-	-	-	-	-	-
50595511	SC0752	E Franklin Rd: 156th Ave NE to 144th Ave NE	273,637	-	-	-	-	-	-
50595511	SC0753	60th Ave SE: Post Oak Rd to Etowah Rd	116,363	-	-	-	-	-	-
50595511	SC0754	Infrastructure Data Collection/Testing FYE 24	32,500	-	-	-	-	-	-
50595511	SC-	36th Ave SE: Lindsey-Alameda	-	258,838	-	-	-	-	-
50595511	SC-	Cinnamon Run: Allsprice Run-Nutmeg	-	202,591	-	-	-	-	-
50595511	SC-	144th Ave NE: Indian Hills-Bethel	-	255,487	-	-	-	-	-
50595511	SC-	84th Ave SE: HWY 9	-	324,736	-	-	-	-	-
50595511	SC-	Citywide Asphalt	-	303,225	1,502,377	1,502,377	1,502,377	1,502,377	-
50595511	SC-	Infrastructure Data Collection/Testing FYE 25	-	32,500	-	-	-	-	-
<b>Asphalt Paver Patch</b>									
50596692	SC0648	East Interstate Dr: Main to Robinson	101,508	-	-	-	-	-	-
<b>Concrete Pavement Maintenance</b>									
50597718	SC0671	Lindsey St: 12th SE to Creekside	95,000	-	-	-	-	-	-
50597718	SC0672	Rock Creek: Flood to Stubbeman	105,000	-	-	-	-	-	-
50597718	SC0714	Larsh's Addition	40,000	-	-	-	-	-	-
50597718	SC0718	Universal Heights	40,000	-	-	-	-	-	-
50597718	SC0719	Sherwood Forest	20,500	-	-	-	-	-	-
50597718	SC0737	Reeds Addition (College Ave-Brooks to Cruce St)	77,825	-	-	-	-	-	-
50597718	SC0755	Savannah Addition: Halray Dr	87,221	-	-	-	-	-	-
50597718	SC0756	Lakeview Terrace Addition: Stanton Dr	46,485	-	-	-	-	-	-
50597718	SC0757	Floyd Addition: Hoover St	61,452	-	-	-	-	-	-
50597718	SC0758	Castlerock Addition: Castlerock Rd	30,105	-	-	-	-	-	-
50597718	SC0759	Castlerock Addition #4: Brownwood Ln	38,344	-	-	-	-	-	-
50597718	SC0760	Castlerock Addition #5: Bridge Port Ln	24,393	-	-	-	-	-	-
50597718	SC0761	Misc. Citywide Concrete Repair Locations	75,000	-	-	-	-	-	-
50597718	SC0762	Infrastructure Data Collection/Testing	12,500	-	-	-	-	-	-
50597718	SC0764	Reed Avenue Improvements	25,000	550,000	1,017,480	-	-	-	-
50597718	SC-	Park Drive: West Main-Symmes	-	70,000	-	-	-	-	-
50597718	SC-	Wildwood Green Addition	-	50,000	-	-	-	-	-
50597718	SC-	Parkway Drive: Interstate Dr-26th	-	75,000	-	-	-	-	-
50597718	SC-	Boardwalk: Interstate Dr-median	-	20,000	-	-	-	-	-
50597718	SC-	Misc. Citywide Concrete Repair Locations FY 25	-	148,000	375,500	375,500	375,500	375,500	-
50597718	SC-	Infrastructure Data Collection/Testing FY 25	-	12,500	-	-	-	-	-
50590051	SC0630	Concrete Valley Gutter Project FYE 2018	12,138	-	-	-	-	-	-
50590051	SC0654	Concrete Valley Gutter Project FYE 2019	51,008	-	-	-	-	-	-
50590051	SC0726	Concrete Valley Gutter Program	150,000	-	-	-	-	-	-
50596686	SC0727	Crack Seal Program FY 22	143,299	-	-	-	-	-	-
50596686	SC0763	Crack Seal FY 24	225,000	350,000	225,000	225,000	225,000	225,000	-
<b>Rural Roads Improvements</b>									
50596696	SC0696	36th Ave NE	108,719	-	-	-	-	-	-
<b>Subtotal Street Maintenance Projects</b>			<b>\$ 3,282,409</b>	<b>\$ 2,852,877</b>	<b>\$ 3,320,357</b>	<b>\$ 2,302,877</b>	<b>\$ 2,302,877</b>	<b>\$ 2,302,877</b>	<b>\$ -</b>
<b>III. INFORMATION TECHNOLOGY INFRASTRUCTURE (Approximately 5% by Formula)</b>									
50-	TBD	Enterprise Hardware Infrastructure	-	600,000	-	-	-	-	-
50-	TBD	Enterprise Software Infrastructure	-	275,000	-	-	-	-	-
<b>**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES</b>			<b>\$ -</b>	<b>\$ 875,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>IV. MAINTENANCE OF EXISTING FACILITIES (Approximately 7% by Formula)</b>									
50196677	EF0012	Park Parking Lots & Sidewalks Maintenance	54,001	65,000	-	-	-	-	-
50196677	EF0017	Sports Field Relighting	14,623	30,000	-	-	-	-	-
50196677	EF0062	Playground component replacement	34,240	30,000	-	-	-	-	-
50196677	EF0124	Park Sign & Fence Maintenance	25,000	25,000	-	-	-	-	-
50196677	EF0169	Painting Municipal Complex	50,000	-	-	-	-	-	-
50196677	EF0173	Recreation Center Interior Renovations	25,000	-	-	-	-	-	-
50196677	EF0180	Fire Administration Remodel	1,548	-	-	-	-	-	-
50196677	EF0187	Park Electrical Services Maintenance	5,000	10,000	-	-	-	-	-
50196677	EF0193	Sooner Theater Sign and Marquee Repairs	379	-	-	-	-	-	-
50196677	EF0197	Park Shelter, Restroom & Structure Maintenance	20,000	20,000	-	-	-	-	-
50196677	EF0225	Building C Restroom renovation	50,000	-	-	-	-	-	-
50196677	EF0226	Fire Station 4 - Rehabilitation	1,516	-	-	-	-	-	-
50196677	EF0227	Room in Police Building B	22,500	-	-	-	-	-	-
50196677	EF0229	Fire Station Overhead Doors	57,713	-	-	-	-	-	-
50196677	EF0230	Fire Station 9 Repairs	46,590	-	-	-	-	-	-
50696677	EF0231	Station 7 Apparatus Bay Heaters	14,520	-	-	-	-	-	-
50696677	EF0232	Fire Training Center Remodel	50,000	-	-	-	-	-	-
50696677	EF0233	Fire Station 2 Drop Ceiling	28,792	-	-	-	-	-	-
50696677	EF0234	Fire Station 4 Kitchen	14,500	-	-	-	-	-	-
50696677	EF0235	Fire Station 5 Flooring	7,500	-	-	-	-	-	-
50796677	EF0236	12th Ave Rec Center Improvements	60,000	45,000	-	-	-	-	-
50796677	EF0237	Westwood Aquatic Annual Maintenance	25,000	-	-	-	-	-	-
50196677	EF0238	City Facility Emergency Action Plan	70,000	-	-	-	-	-	-
50796677	EF0239	Historical House Exterior Paint & Repairs	150,000	-	-	-	-	-	-
50196677	EF0240	HVAC Automation	50,000	75,000	-	-	-	-	-
50696677	EF0241	PD Patol Briefing Room Floor	30,000	-	-	-	-	-	-
50696677	EF0242	PD Training Facility Updates/HVAC	75,883	44,000	-	-	-	-	-
50595540	EF1002	Building Maintenance - Roofs	250,054	150,000	-	-	-	-	-
50595540	EF1003	Building Maintenance - Mechanical/HVAC	61,265	100,000	-	-	-	-	-
50595540	EF1004	Building Maintenance - Lighting	6,244	25,000	-	-	-	-	-
50595540	EF1008	Capital Plumbing Replacement	25,000	25,000	-	-	-	-	-

CITY OF NORMAN

**CAPITAL FUND**  
**FYE 25 Capital Improvement Projects Budget**

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
50-	EF-	Library Backup Battery	-	15,000	-	-	-	-	-
50-	EF-	Library Furniture Replacement	-	50,000	-	-	-	-	-
50-	EF-	City Hall Floors	-	210,000	-	-	-	-	-
50-	EF-	Westwood Golf and Tennis Shop	-	65,000	-	-	-	-	-
50-	EF-	Facility Maintenance Emergency Repairs	-	241,877	-	-	-	-	-
5095540	EF1009	Mold Remediation and Reconstruction	254,250	-	-	-	-	-	-
<b>**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES</b>			<b>\$ 1,581,118</b>	<b>\$ 1,225,877</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**V. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO**

**TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING**

50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975	-	-	-	-	-	-
50593387	SR0101	Site #9 Post Oak/108E/120E	20,650	-	-	-	-	-	-
50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572	-	-	-	-	-	-
50593387	SR0104	Site #28 72ndNE/Tecumseh	114,268	-	-	-	-	-	-
50593387	SR0110	Franklin: 26th E-48th E	3,414	-	-	-	-	-	-
50593352	TR0042	Hwy 9/Little River Bridge	1,605	-	-	-	-	-	-
50590079	TR0051	12th Ave. NE & Highmeadows Dr.	414,549	-	-	-	-	-	-
50590076	TR0057	Classen Blvd Signals	9,455	-	-	-	-	-	-
50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523	-	-	-	-	-	-
50590076	TR0061	12th SE & Triad Village Signal	71,252	-	-	-	-	-	-
50590076	TR0064	Flood Ave & Venture Drive Signal	254,310	-	-	-	-	-	-
50591169	TR0066	Railroad Quiet Zone	14,062	-	-	-	-	-	-
50595535	TR0068	ODOT Audit Adjustments	417,493	100,000	100,000	100,000	100,000	100,000	100,000
50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	525,604	-	670,000	-	-	-	-
50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000	-	-	-	-	-	-
50590076	TR0102	36th Ave NW & Crail Dr Signal	28,252	-	-	-	-	-	-
50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	214,363	-	-	-	-	-	-
50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	192,480	-	-	-	-	-	-
50590076	TR0108	36th Ave NW & Tecumseh Road	133,712	204,995	-	-	-	-	-
50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	17,123	-	-	-	-	-	-
50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	190,800	-	-	-	-	-	-
50596688	TR0111	Constitution Street Multi-Modal Path Extension	26,456	-	-	-	-	-	-
50596688	TR0112	Flood Avenue Multi-Modal Path	627,256	-	-	-	-	-	-
50597712	TR0113	Flood Sidewalk: Gray-Acres	4,168	-	-	-	-	-	-
50596611	TR0114	Tecumseh, Flood and Robinson-Wayfinding	355,410	240,000	-	-	-	-	-
50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	21,283	-	-	-	-	-	-
50593357	TR0120	Technology Place street extension	550,000	-	-	-	-	-	-
50590689	TR0124	Traffic Management Center	11,695	-	-	-	-	-	-
50596688	TR0125	Hwy9 MultiModal Path 48th-72nd	223,162	529,492	-	-	-	-	-
50595552	TR0192	Jenkins: Imhoff-Lindsey Paygo	162,000	-	-	-	-	-	-
50594405	TR0419	James Garner: Acres-Duffy Paygo	235,341	-	-	-	-	-	-
<b>Subtotal Transp w/ Fed'l Funds</b>			<b>\$ 5,252,233</b>	<b>\$ 1,074,487</b>	<b>\$ 770,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING**

50593373	CD0001	Community/Neighborhood Improvements	280,818	100,000	100,000	100,000	100,000	100,000	-
50593378	SC0659	Driveway Repair Program	20,889	10,000	10,000	10,000	10,000	10,000	10,000
50592206	TC0038	ADA Compliance Audit and Repair	730,739	300,000	300,000	300,000	300,000	300,000	300,000
50593391	TC0047	Regional Transportation Authority	348,950	215,033	215,033	-	-	-	-
50594407	TC0155	Sidewalk Horizontal Saw Cut Program	49,487	40,000	40,000	40,000	40,000	40,000	40,000
50596688	TC0158	Monument Signs	175,000	225,000	-	-	-	-	-
50597712	TC0159	Rock Creek & Ward 7 Sidewalks	216,635	-	-	-	-	-	-
50590073	TC0230	Traffic Calming	130,253	50,000	50,000	50,000	50,000	50,000	-
50593316	TC0238	Sidewalk Accessibility	44,561	45,000	45,000	45,000	45,000	45,000	45,000
50593317	TC0249	Sidewalk Prog Schools & Arterials	113,403	100,000	100,000	100,000	100,000	100,000	100,000
50596687	TC0254	Bridge Maintenance Program	1,462,457	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-
50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	12,884	-	-	-	-	-	-
50591179	TC0262	Sidewalks & Trails	720,589	140,000	140,000	140,000	140,000	140,000	140,000
50594406	TC0270	Street Striping	278,694	100,000	100,000	100,000	100,000	100,000	-
50590052	TC0273	Citywide Sidewalk Reconstruction	186,989	125,000	125,000	125,000	125,000	125,000	125,000
50597716	TC0274	Downtown Area Sidewalks & Curbs	53,930	50,000	50,000	50,000	50,000	50,000	50,000
50592206	TC0278	ADA Building & Park Evaluation	1,650	-	-	-	-	-	-
50596688	TC0279	Historical Markers	64,939	30,000	-	-	-	-	-
50592206	TC0280	Acres Street Inset Parking	18,453	-	-	-	-	-	-
50596687	TC0282	Bridge Program Site Discovery	469,503	-	-	-	-	-	-
50596688	TC0284	Festival Street Bollards Pilot	131,633	-	-	-	-	-	-
<b>Subtotal Transp City Funds Only</b>			<b>\$ 5,612,456</b>	<b>\$ 2,530,033</b>	<b>\$ 2,275,033</b>	<b>\$ 2,060,000</b>	<b>\$ 2,060,000</b>	<b>\$ 2,060,000</b>	<b>\$ 810,000</b>

**BUILDINGS AND GROUNDS**

50196644	BG0046	Signage Replacement Municipal Complex	200,000	-	-	-	-	-	-
50195556	BG0047	Access Control System Consolidation/Migrations	1,945	-	-	-	-	-	-
50195556	BG0060	City Fiber Infrastructure Repair & Expansion	51,167	-	-	-	-	-	-
50195556	BG0063	City Website Design and Mobile App	66,000	-	-	-	-	-	-
50196644	BG0067	201 W Gray Admin Building Generator	165,000	-	-	-	-	-	-
50195529	BG0070	ERP Replacement Project (2017 Loan)	737,659	-	-	-	-	-	-
50193365	BG0071	Core Network Switches Replace	265,790	210,000	210,000	210,000	210,000	-	-
50495533	BG0074	GIS Mapping Update	130,519	225,000	-	225,000	-	225,000	-
50196644	BG0075	Municipal Complex Reno/Expansion (PayGo)	4,818,438	-	-	-	-	-	-
50196644	BG0078	Building A Generator	121,000	-	-	-	-	-	-
50590078	BG0081	Northbase EV Chargers	6,609	-	-	-	-	-	-
50193365	BG0082	718 N Porter	500,000	-	-	-	-	-	-
50550480	BG0085	Bus Stops, New	76,357	-	-	-	-	-	-
50550480	BG0086	City Hall Electric Veh Charging Sta	44,833	-	-	-	-	-	-
50596688	BG0087	Traffic Management Center	635,641	-	-	-	-	-	-
50799943	BG0088	Legacy Trail Lighting	16,183	-	-	-	-	-	-
50193365	BG0091	Imhoff & Oakhurst Property Prep	500,000	-	-	-	-	-	-
50593388	BG0164	Comprehensive Land Use Plan	2,085,100	-	-	-	-	-	-
50593388	BG0165	North Base Feasibility Study	49,950	-	-	-	-	-	-
50593388	BG0252	Transit/Fire Maintenance Facility	13,402	-	-	-	-	-	-
50593388	BG0253	Strategic Housing Plan	138,819	-	-	-	-	-	-
50593379	BG0254	Transit Transfer Station	490,236	-	-	-	-	-	-
50594908	BG0255	Debt Repayment for Asp Ave Parking Lot Purchase	434,000	-	-	-	-	-	-
50590078	BG0260	North Base Ph2 Vehicle Wash Facility	794,534	-	-	-	-	-	-
50196644	BP0045	Municipal Complex Reno/Expansion (2008 GOB)	2,520,471	-	-	-	-	-	-
50595534	WS0002	Debris Management Plan	13,359	-	-	-	-	-	-
<b>Subtotal Buildings and Grounds</b>			<b>\$ 14,877,012</b>	<b>\$ 435,000</b>	<b>\$ 210,000</b>	<b>\$ 435,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ -</b>



CITY OF NORMAN

**CAPITAL FUND**  
**FYE 25 Capital Improvement Projects Budget**

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>PARKS AND RECREATION</b>									
50796674	PC0003	Saxon Community Park Design & Improvements	10,059	-	-	-	-	-	-
50799973	PR0013	Park Site Amenities and Furnishings	71,420	45,000	45,000	45,000	45,000	45,000	45,000
50794442	PR0028	Carter/Alameda Stormwater Park	1,446,906	-	-	-	-	-	-
50790050	PR0140	Andrews Park Reforestation	222	-	-	-	-	-	-
50792218	PR0151	Park Mstr Pln: Eastwood Park	21,963	-	-	-	-	-	-
50792218	PR0153	Park Mstr Pln: NE Lions Park	26,952	-	-	-	-	-	-
50796639	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	29,533	-	-	-	-	-	-
50793364	PR0170	Westwood Tennis IT Fiber Network Connection	1,824	-	-	-	-	-	-
50795500	PR0173	Mural Pilot Program	150,000	-	-	-	-	-	-
50798813	PR0174	NEET Easement Vegetation Replacement	125,000	-	-	-	-	-	-
50799966	PR0212	Tree Program	171,981	65,000	15,000	15,000	15,000	15,000	15,000
<b>Subtotal Parks &amp; Recreation</b>			<b>\$ 2,055,860</b>	<b>\$ 110,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>
<b>STORMWATER DRAINAGE AND STORM SEWER SYSTEMS</b>									
50599967	DR0019	Drainage Miscellaneous Annual Projects	6,367	-	-	-	-	-	-
50595528	DR0020	Vineyard Detention Drainage	205,611	-	-	-	-	-	-
50592214	DR0022	Norman Midway Drive Project Scoping	10,482	-	-	-	-	-	-
50592214	DR0023	Norman Flood Warning System	14,405	-	-	-	-	-	-
50599966	DR0024	Rowena Dr Drainage Improvements	100,000	-	-	-	-	-	-
50599967	DR0025	Drainage Misc Projects FY23	38,000	-	-	-	-	-	-
50599967	DR0026	Butler Dr Drainage Improvements	152,074	-	-	-	-	-	-
50599967	DR0027	Findlay Drive Drainage Improvements	771,481	300,000	-	-	-	-	-
50599967	DR0028	Barton Street Drainage Improvements	189,000	-	-	-	-	-	-
50599906	DR0029	Rolling Meadows Pipe Replacement	25,000	-	-	-	-	-	-
50599906	DR0030	Regis Court Drainage Improvement	20,000	-	-	-	-	-	-
50599967	DR0032	Woodland Ave Pipe Replacement	300,000	-	-	-	-	-	-
50599906	DR0033	Force Account Drainage Misc FY24	150,000	50,000	75,000	100,000	125,000	150,000	150,000
50599967	DR0034	FYE 24 Inlet Rehab	250,000	-	-	-	-	-	-
50599967	DR0035	FYE 24 Drainage Rehab	100,000	-	-	-	-	-	-
50599967	DR-	FYE 25 Drainage Rehab	-	350,000	400,000	400,000	400,000	400,000	400,000
50599968	DR0036	Boyd St. Pipeline Replacement FY 24	120,500	900,000	-	-	-	-	-
50599968	DR0061	Lake Thunderbird Watershed TMDL Compliance	950,652	300,000	300,000	300,000	300,000	300,000	300,000
50595531	DR0062	Imhoff Creek Stabilization	2,013,529	550,000	550,000	550,000	550,000	550,000	550,000
50596686	DR0065	Misty Lake Dam Repair	610,512	-	-	-	-	-	-
<b>Subtotal Drainage</b>			<b>\$ 6,027,613</b>	<b>\$ 2,450,000</b>	<b>\$ 1,325,000</b>	<b>\$ 1,350,000</b>	<b>\$ 1,375,000</b>	<b>\$ 1,400,000</b>	<b>\$ 1,400,000</b>
<b>**SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)</b>			<b>\$ 33,725,174</b>	<b>\$ 6,599,520</b>	<b>\$ 4,640,033</b>	<b>\$ 4,005,000</b>	<b>\$ 3,595,000</b>	<b>\$ 3,845,000</b>	<b>\$ 2,370,000</b>
<b>VI. Transfers</b>									
50930194		Transfer to GF St Maint Drainage Labor	77,175	-	-	-	-	-	-
50930194		Services and Maintenance Cap	16,699	23,552	23,788	24,025	24,266	24,508	-
50930194		Transfer To Westwood Golf	131,830	-	-	-	-	-	-
<b>Subtotal Transfers for Projects</b>			<b>\$ 225,704</b>	<b>\$ 23,552</b>	<b>\$ 23,788</b>	<b>\$ 24,025</b>	<b>\$ 24,266</b>	<b>\$ 24,508</b>	<b>\$ -</b>
<b>VII. SALARIES AND BENEFITS</b>									
<b>Salary and Benefits</b>			1,311,545	1,295,180	1,359,939	1,427,936	1,499,333	1,574,299	-
<b>**SUBTOTAL SALARIES AND BENEFITS</b>			<b>\$ 1,311,545</b>	<b>\$ 1,295,180</b>	<b>\$ 1,359,939</b>	<b>\$ 1,427,936</b>	<b>\$ 1,499,333</b>	<b>\$ 1,574,299</b>	<b>\$ -</b>
<b>VIII. BOND PROJECTS (October 2012 Referendum)</b>									
50595552	BP0189	Lindsey: 24th SW to Berry Rd Widening	6,000	-	-	-	-	-	-
50595552	BP0190	Alameda Street Safety Project	601,054	-	-	-	-	-	-
50595552	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening	12,110	-	-	-	-	-	-
50595552	BP0192	24th East Widening from Lindsey to Robinson	3,012	-	-	-	-	-	-
50593352	BP0194	Bridge Replacement Main St Local Bridge No 016	78,450	-	-	-	-	-	-
50590079	BP0196	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	-	-	-	-	-	-
50595552	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	2,807,336	-	-	-	-	-	-
50595552	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1	15,270	-	-	-	-	-	-
<b>Subtotal 2012 GOB Fund 50</b>			<b>\$ 3,538,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>IX. BOND PROJECTS (April 2021 Referendum)</b>									
50594401	<b>Urban Asphalt Pavement</b>								
BP0563		Normandy Acres First FY24	592,240	-	-	-	-	-	-
BP0564		Jones Addition FY24	158,950	-	-	-	-	-	-
BP0565		Campus Addition FY24	120,890	-	-	-	-	-	-
BP0566		Faculty Heights FY 24	203,280	-	-	-	-	-	-
BP-		Parsons Addition FY 25	-	477,930	-	-	-	-	-
BP-		Sherwood Forest Addition FY 25	-	56,800	-	-	-	-	-
BP-		Highland Addition FY 25	-	166,000	-	-	-	-	-
BP-		University Heights Addition FY 25	-	125,990	-	-	-	-	-
BP-		Classen-Miller Addition FY 25	-	141,600	-	-	-	-	-
50593393	<b>Urban Concrete Pavement</b>								
BP0567		Colonial Estates FY24	176,525	-	-	-	-	-	-
BP0568		Heatherington Heights Addition FY24	661,500	-	-	-	-	-	-
BP0569		Westfield Manor Additino FY24	110,250	-	-	-	-	-	-
BP0570		Universal Heights Addition FY24	383,670	-	-	-	-	-	-
BP0571		Edgemere Addition FY24	181,680	-	-	-	-	-	-
BP0572		Brookhaven Addition FY24	231,525	-	-	-	-	-	-
BP0573		Parsons Addition FY24	176,400	-	-	-	-	-	-
BP0574		Hall Park Addition FY24	381,354	-	-	-	-	-	-
BP0575		Boyd View FY24	165,375	-	-	-	-	-	-
BP0576		Woodslawn Addition FY24	330,750	-	-	-	-	-	-
BP-		Colonial Estates FY 25	-	92,600	-	-	-	-	-
BP-		Edgemere Addition 1 FY 25	-	185,200	-	-	-	-	-
BP-		Westfield Manor Addition FY 25	-	347,250	-	-	-	-	-
BP-		Westwood Estates 1 FY 25	-	740,800	-	-	-	-	-
BP-		Brookhaven Addition FY 25	-	92,600	-	-	-	-	-
BP-		Highmeadow Addition FY 25	-	115,750	-	-	-	-	-
BP-		Edgemere Addition 2 FY 25	-	347,250	-	-	-	-	-
BP-		Westwood Estates 2 FY 25	-	648,200	-	-	-	-	-
50593376	<b>Rural Asphalt</b>								
BP0577		36th Ave NE: FranklinRd/Tecumseh FY24	227,040	-	-	-	-	-	-
BP0578		36th Ave NE: TecumsehRd/RockCreekRd FY24	227,040	-	-	-	-	-	-
BP-		48th Ave NE: Robinson/Alameda FY 25	-	237,600	-	-	-	-	-
BP-		Robinson St: 48thNW/60thNW FY 25	-	234,405	-	-	-	-	-
BP-		Robinson St: 72ndNE/84thNE FY 25	-	245,195	-	-	-	-	-
BP-		Robinson St: 60thNE/72ndNE FY 25	-	242,880	-	-	-	-	-

CITY OF NORMAN

**CAPITAL FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
50593385	<b>Urban Reconstruction</b>								
BP0521	Willowbrook Addition		6,240	-	-	-	-	-	-
BP0541	Ross's Addition		184,171	-	-	-	-	-	-
BP0542	Willowbrook Addition		494,600	-	-	-	-	-	-
BP0579	Willow Brook Addition FY24		537,000	-	-	-	-	-	-
BP0580	Broad Acres FY24		514,000	-	-	-	-	-	-
BP-	North Base Ave FY 25		-	604,200	-	-	-	-	-
50593399	<b>Preventative Maintenance</b>								
BP-	Carter Ave: Robinson/Main FY 25		-	12,060	-	-	-	-	-
BP-	Kansas St: Berry/Flood FY 25		-	10,272	-	-	-	-	-
BP-	Apache St: Carter/Cook FY 25		-	4,958	-	-	-	-	-
BP-	Symmes St: Carter/Reed FY 25		-	4,896	-	-	-	-	-
BP-	Eufala St: Carter/Reed FY 25		-	5,000	-	-	-	-	-
BP-	Aniol: Apache/Symmes FY 25		-	2,328	-	-	-	-	-
BP-	Cook Ave: Apache/Main FY 25		-	8,460	-	-	-	-	-
BP-	Rancho Dr: Creston/Alameda FY 25		-	4,986	-	-	-	-	-
BP-	Villa Dr: Creston/Alameda FY 25		-	5,992	-	-	-	-	-
BP-	Creston Way: Reed/Tollie FY 25		-	4,826	-	-	-	-	-
BP-	Tollie Dr: North/South end FY 25		-	2,982	-	-	-	-	-
BP-	Boyd St: Berry/Wylie FY 25		-	9,792	-	-	-	-	-
BP-	Boyd St: Wylie/Mcgee FY 25		-	10,136	-	-	-	-	-
BP-	Murphy St: Lindsey/1300 block FY 25		-	18,529	-	-	-	-	-
BP-	24th Ave SW: hwy9/End FY 25		-	27,355	-	-	-	-	-
BP-	Rivercross Ct: 24th/End FY 25		-	6,026	-	-	-	-	-
BP-	Olde Brook Ct: Main/End FY 25		-	10,508	-	-	-	-	-
BP-	Ladbrook St: Baker/Laws FY 25		-	14,213	-	-	-	-	-
BP-	Laws Dr: Ladbrook/Avon FY 25		-	41,422	-	-	-	-	-
BP-	Winston Dr: Baker/Edwards FY 25		-	2,220	-	-	-	-	-
BP-	Heritage Place Dr: Baker/Edwards FY 25		-	31,414	-	-	-	-	-
BP-	Copperfield Dr: Northwest/NinterstateDr FY 25		-	21,538	-	-	-	-	-
BP-	Gallant Way: Midway/Saratoga FY 25		-	8,375	-	-	-	-	-
BP-	Northwest Blvd: RamblingOaks/NinterstateDr FY 25		-	31,727	-	-	-	-	-
BP-	Pinafore Dr: Midway/Heritage FY 25		-	28,022	-	-	-	-	-
BP-	Newport Dr: Victory/Galant FY 25		-	9,542	-	-	-	-	-
BP-	Rhoades Dr: 48tSW/Montrose FY 25		-	4,858	-	-	-	-	-
BP-	Portland St: Rhoades/Ramsey FY 25		-	7,138	-	-	-	-	-
BP-	Independence Dr: Main/Midway FY 25		-	12,100	-	-	-	-	-
BP-	Midway Dr: Victory/Heritage FY 25		-	15,603	-	-	-	-	-
BP-	Montrose Cir: Rhoades/5200 Block FY 25		-	17,326	-	-	-	-	-
<b>TOTAL 2021 BOND</b>			<b>\$ 6,064,480</b>	<b>\$ 5,496,854</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>X. BOND PROJECTS (April 2019 Referendum)</b>									
50594019	BP0417	Jenkins Ave - Inhoff Road to Lindsey Street Widening & Reconst.	8,656,991	-	-	-	-	-	-
50594019	BP0418	Porter Ave Streetscape	408,755	-	-	-	-	-	-
50594019	BP0419	James Garner Ave - Acres to Duffy St Roadway Improv	4,371,355	-	-	-	-	-	-
50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.	4,075,652	927,365	-	-	-	-	-
50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd Reconst.	2,345,578	-	-	-	-	-	-
50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Reconstruction	1,095,664	1,660,982	-	-	-	-	-
50594019	BP0424	Gray Street 2-way conversion	4,399,754	-	-	-	-	-	-
50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Widening	1,364,444	786,379	-	-	-	-	-
50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Widening	1,017,867	621,257	1,629,404	-	-	-	-
50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek Widening	721,557	1,742,876	400,000	1,229,367	-	-	-
50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widening	935,688	-	1,592,915	-	-	-	-
50594019	BP0429	Indian Hills Road - 48th Ave NW to I-35 Widening	-	-	1,373,561	2,711,200	4,396,865	-	-
50594019	BP0430	Indian Hills Road and I-35 Matching Funds	-	-	2,000,000	-	-	-	-
50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widening	-	-	768,261	444,000	-	1,353,778	-
50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widening	395,694	956,300	697,266	-	-	-	-
50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Reconst.	962,774	-	1,137,500	1,725,290	-	-	-
50594019	BP0434	Rock Creek Road - Queenston Ave to 24th Ave NE	589,934	-	477,500	1,057,160	-	-	-
50594019	BP0455	GOB 2019 Project Oversight	-	-	603,250	-	-	-	-
<b>TOTAL 2019 BOND</b>			<b>\$ 31,341,707</b>	<b>\$ 6,695,159</b>	<b>\$ 10,679,657</b>	<b>\$ 7,167,017</b>	<b>\$ 4,396,865</b>	<b>\$ 1,353,778</b>	<b>\$ -</b>
<b>XI. BOND PROJECTS (October 2023 Referendum)</b>									
50-	BP-	East Post Oak Road Bridge	-	1,819,111	-	-	-	-	-
50-	BP-	Main St. Bridge	-	645,905	-	-	-	-	-
<b>Subtotal 2023 GO Bond Total</b>			<b>\$ -</b>	<b>\$ 2,465,016</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES</b>			<b>\$ 85,706,478</b>	<b>\$ 31,784,413</b>	<b>\$ 24,846,726</b>	<b>\$ 19,846,266</b>	<b>\$ 16,836,140</b>	<b>\$ 14,218,617</b>	<b>\$ 2,370,000</b>
RESERVE - 5% OF NEW REVENUE FOR CONTINGENCY			\$ 858,458	\$ 875,627	\$ 893,139	\$ 911,002	\$ 929,222	\$ 947,806	\$ -

CITY OF NORMAN

**NORMAN FORWARD SALES TAX CAPITAL FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
<b>I. Bond Funded</b>									
51796639	NFB001	Griffin Park Remodel	3,409,725	-	-	-	-	-	-
51795546	NFB002	Indoor Aquatic Facility	494,121	-	-	-	-	-	-
51796601	NFB003	Indoor Sports Facility	51,144	-	-	-	-	-	-
51794442	NFB005	Community Sports Park Development	203,068	-	-	-	-	-	-
51792205	NFB006	Reaves Park Remodel	16,886	-	-	-	-	-	-
51790050	NFB019	Andrews Park Improvements	29,970	-	-	-	-	-	-
<b>SUBTOTAL BOND FUNDED</b>			<b>\$ 4,204,914</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>II. Paygo Funded</b>									
51795500	NFP100	Public Arts Projects	513,609	-	-	-	-	-	-
51798830	NFP101	Neighborhood Park Improvements	652,977	650,000	650,000	650,000	600,000	700,000	700,000
51794442	NFP103	Lease Payments for Griffin Park	80,000	80,000	80,000	80,000	80,000	80,000	-
51798830	NFP104	New Neighborhood Park Development	1,094,787	-	-	-	-	-	-
51796674	NFP106	Saxon Park Development	1,251,581	-	-	-	-	-	-
51594403	NFP109	James Garner Blvd: Flood to Acres	663,368	-	-	-	-	-	-
51790601	NFP110	Young Family Athletic Center PayGo	10,688,868	-	-	-	-	-	-
51793365	NFP111	New Senior Citizens Center	3,037,300	-	-	-	-	-	-
51596688	NFP112	Flood Ave MultiModal Path NF	1,082,224	-	-	-	-	-	-
51594405	NFP120	Traffic and Road Improvements	929,446	-	-	-	-	-	-
<b>SUBTOTAL PAYGO FUNDED</b>			<b>\$ 19,994,160</b>	<b>\$ 730,000</b>	<b>\$ 730,000</b>	<b>\$ 730,000</b>	<b>\$ 680,000</b>	<b>\$ 780,000</b>	<b>\$ 700,000</b>
<b>TOTAL NORMAN FORWARD FUND 51 PROJECTS</b>			<b>\$ 24,199,074</b>	<b>\$ 730,000</b>	<b>\$ 730,000</b>	<b>\$ 730,000</b>	<b>\$ 680,000</b>	<b>\$ 780,000</b>	<b>\$ 700,000</b>

CITY OF NORMAN

**PARK LAND AND DEVELOPMENT FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
<b>COMMUNITY PARKS</b>									
52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
52794442	PC0018	Sports Complex Bleachers	474	-	-	-	-	-	-
52790074	PC0019	Sutton Wilderness Trail	43,967	-	-	-	-	-	-
52795518	PC0022	Legacy Pk Foundation Strm Damg Repair	22,020	-	-	-	-	-	-
52790050	PC0023	Andrews Park Master Plan	50,000	-	-	-	-	-	-
52792205	PC0024	Reaves Park Restroom Building	260,000	-	-	-	-	-	-
52792205	PC0027	Reaves Park Maintenance Building	300,000	-	-	-	-	-	-
Subtotal Community Parks			<b>\$ 688,496</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NEIGHBORHOOD PARKS</b>									
52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
52796609	PR0155	Brookhaven Park Improvements	5,943	-	-	-	-	-	-
52793067	PR0171	Summit Lakes Park Improv	7,325	-	-	-	-	-	-
Subtotal Neighborhood Parks			<b>\$ 38,268</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL PARK DEVELOPMENT FUND 52 PROJECTS</b>			<b>\$ 726,764</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND  
FYE 25 Capital Improvement Projects Budget**

<b>Acct No</b>	<b>Project Number</b>	<b>Project Name</b>	<b>FYE 2024 Revised Budget</b>	<b>FYE 2025 Preliminary</b>	<b>FYE 2026</b>	<b>FYE 2027</b>	<b>FYE 2028</b>	<b>FYE 2029</b>	<b>BEYOND 5 YEARS</b>
<b>EXPENDITURES</b>									
57595512	UT0008	Economic Development	367,669	-	-	-	-	-	-
57595552	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	678	-	-	-	-	-	-
57595552	UT0015	24th & Flood at Tecumseh Intersection	2,478,984	-	-	-	-	-	-
57796601	UT0017	Recreation Facility	2,069,971	-	-	-	-	-	-
<b>TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS</b>			<b>\$ 4,917,302</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**CENTER CITY TIF FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2023 Revised Budget	FYE 2024 Adopted	FYE 2025	FYE 2026	FYE 2027	FYE 2028	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
58593388	BG0089	CC TIF Urban Design/ Implementation Plan	100,000	-	-	-	-	-	-
<b>TOTAL CENTER CITY TIF FUND 58 PROJECTS</b>			<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF NORMAN

**ARTERIAL ROADS RECOUPMENT FUND  
FYE 25 Capital Improvement Projects Budget**

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
<b>EXPENDITURES</b>									
78599964	AR	TBD	-	-	-	-	-	-	-
78595517	AR	TBD	-	-	-	-	-	-	-
<b>TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Photo courtesy of Visit Norman

# 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)

**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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
<b>Total Budgeted Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES:**

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 9,814,383	\$ 11,016,346	\$ 11,016,346	\$ 11,016,346	\$ 16,181,336
Interfund Transfers	\$ 468,293	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Audit Adjust/Encum	\$ (3,831)	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 10,278,845</u>	<u>\$ 11,516,346</u>	<u>\$ 11,516,346</u>	<u>\$ 11,516,346</u>	<u>\$ 16,681,336</u>
<b>Fund Total</b>	<u><u>\$ 10,278,845</u></u>	<u><u>\$ 11,516,346</u></u>	<u><u>\$ 11,516,346</u></u>	<u><u>\$ 11,516,346</u></u>	<u><u>\$ 16,681,336</u></u>

2012D GENERAL OBLIGATION BONDS  
60930149

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: J.P. Morgan Chase  
 Amount: \$20,050,000  
 Interest: 2.375% to 3%  
 Dated: December 1, 2012  
 Retired: December 1, 2032  
 Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	0	0	0	0	20,050,000
2013-2014	20,050,000	0	722,241	722,241	20,050,000
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000
2015-2016	18,995,000	1,055,000	434,019	1,489,019	17,940,000
2016-2017	17,940,000	1,055,000	402,369	1,457,369	16,885,000
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000
2047-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,330	1,159,330	3,170,000
2030-2031	3,170,000	1,055,000	77,296	1,132,296	2,115,000
2031-2032	2,115,000	1,055,000	47,624	1,102,624	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		20,050,000	5,361,081	25,411,081	

CITY OF NORMAN

2015 GENERAL OBLIGATION BONDS  
60930149

Name: Combined Purpose  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$22,525,000  
 Interest: .75% - 3.7% - estimated  
 Dated: April, 2015  
 Retired: June 1, 2035  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	610,304	610,304	22,525,000
2016-2017	22,525,000	1,185,000	610,304	1,795,304	21,340,000
2017-2018	21,340,000	1,185,000	609,711	1,794,711	20,155,000
2018-2019	20,155,000	1,185,000	609,119	1,794,119	18,970,000
2019-2020	18,970,000	1,185,000	608,526	1,793,526	17,785,000
2020-2021	17,785,000	1,185,000	572,976	1,757,976	16,600,000
2021-2022	16,600,000	1,185,000	549,276	1,734,276	15,415,000
2022-2023	15,415,000	1,185,000	501,876	1,686,876	14,230,000
2023-2024	14,230,000	1,185,000	454,476	1,639,476	13,045,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	13,045,000	1,185,000	407,076	1,592,076	11,860,000
2025-2026	11,860,000	1,185,000	359,676	1,544,676	10,675,000
2026-2027	10,675,000	1,185,000	328,570	1,513,570	9,490,000
2027-2028	9,490,000	1,185,000	293,020	1,478,020	8,305,000
2028-2029	8,305,000	1,185,000	257,470	1,442,470	7,120,000
2029-2030	7,120,000	1,185,000	221,920	1,406,920	5,935,000
2030-2031	5,935,000	1,185,000	186,370	1,371,370	4,750,000
2031-2032	4,750,000	1,185,000	150,820	1,335,820	3,565,000
2032-2033	3,565,000	1,185,000	114,085	1,299,085	2,380,000
2033-2034	2,380,000	1,185,000	76,758	1,261,758	1,195,000
2034-2035	1,195,000	1,195,000	38,838	1,233,838	0
		22,525,000	7,561,171	30,086,171	

CITY OF NORMAN

2016A GENERAL OBLIGATION REFUNDING BONDS  
60930149

Name: Refunding  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$7,775,000  
 Interest: 4.0 to 5.0%  
 Dated: June 1, 2016  
 Retired: June 1, 2027  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	7,775,000	740,000	357,600	1,097,600	7,035,000
2017-2018	7,035,000	770,000	320,600	1,090,600	6,265,000
2018-2019	6,265,000	780,000	282,100	1,062,100	5,485,000
2019-2020	5,485,000	785,000	243,100	1,028,100	4,700,000
2020-2021	4,700,000	790,000	203,850	993,850	3,910,000
2021-2022	3,910,000	795,000	164,350	959,350	3,115,000
2022-2023	3,115,000	795,000	124,600	919,600	2,320,000
2023-2024	2,320,000	795,000	92,800	887,800	1,525,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	1,525,000	790,000	61,000	851,000	735,000
2025-2026	735,000	370,000	29,400	399,400	365,000
2026-2027	365,000	365,000	14,600	379,600	0
		7,775,000	1,894,000	9,669,000	

CITY OF NORMAN

2019B GENERAL OBLIGATION REFUNDING BONDS  
60930149

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$20,000,000  
 Interest: 2.0 to 3.0%  
 Dated: June 1, 2019  
 Retired: June 1, 2039  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	0	0	544,875	544,875	20,000,000
2020-2021	20,000,000	1,050,000	544,875	1,594,875	18,950,000
2021-2022	18,950,000	1,050,000	523,875	1,573,875	17,900,000
2022-2023	17,900,000	1,050,000	502,875	1,552,875	16,850,000
2023-2024	16,850,000	1,050,000	481,875	1,531,875	15,800,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	15,800,000	1,050,000	460,875	1,510,875	14,750,000
2025-2026	14,750,000	1,050,000	429,375	1,479,375	13,700,000
2026-2027	13,700,000	1,050,000	397,875	1,447,875	12,650,000
2027-2028	12,650,000	1,050,000	366,375	1,416,375	11,600,000
2028-2029	11,600,000	1,050,000	334,875	1,384,875	10,550,000
2029-2030	10,550,000	1,050,000	303,375	1,353,375	9,500,000
2030-2031	9,500,000	1,050,000	279,750	1,329,750	8,450,000
2031-2032	8,450,000	1,050,000	253,500	1,303,500	7,400,000
2032-2033	7,400,000	1,050,000	222,000	1,272,000	6,350,000
2033-2034	6,350,000	1,050,000	190,500	1,240,500	5,300,000
2034-2035	5,300,000	1,050,000	159,000	1,209,000	4,250,000
2035-2036	4,250,000	1,050,000	127,500	1,177,500	3,200,000
2036-2037	3,200,000	1,050,000	96,000	1,146,000	2,150,000
2037-2038	2,150,000	1,050,000	64,500	1,114,500	1,100,000
2038-2039	1,100,000	1,100,000	33,000	1,133,000	0
		20,000,000	6,316,875	26,316,875	

CITY OF NORMAN

2020A GENERAL OBLIGATION BONDS  
60930149

Name: Combined Purpose: For municipal complex improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$11,250,000  
 Interest: 2.0 to 2.13%  
 Dated: August 1, 2020  
 Retired: August 1, 2040  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	0	0	0	0	11,250,000
2021-2022	11,250,000	0	347,532	347,532	11,250,000
2022-2023	11,250,000	590,000	225,788	815,788	10,660,000
2023-2024	10,660,000	590,000	213,988	803,988	10,070,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	10,070,000	590,000	202,188	792,188	9,480,000
2025-2026	9,480,000	590,000	190,388	780,388	8,890,000
2026-2027	8,890,000	590,000	175,638	765,638	8,300,000
2027-2028	8,300,000	590,000	160,888	750,888	7,710,000
2028-2029	7,710,000	590,000	149,088	739,088	7,120,000
2029-2030	7,120,000	590,000	137,288	727,288	6,530,000
2030-2031	6,530,000	590,000	125,488	715,488	5,940,000
2031-2032	5,940,000	590,000	113,687	703,687	5,350,000
2032-2033	5,350,000	590,000	101,887	691,887	4,760,000
2033-2034	4,760,000	590,000	90,087	680,087	4,170,000
2034-2035	4,170,000	590,000	78,287	668,287	3,580,000
2035-2036	3,580,000	590,000	66,487	656,487	2,990,000
2036-2037	2,990,000	590,000	54,687	644,687	2,400,000
2037-2038	2,400,000	590,000	42,887	632,887	1,810,000
2038-2039	1,810,000	590,000	31,087	621,087	1,220,000
2039-2040	1,220,000	590,000	19,287	609,287	630,000
2040-2041	630,000	630,000	6,693	636,693	0
		11,250,000	2,533,350	13,783,350	

CITY OF NORMAN

2021 GENERAL OBLIGATION REFUNDING BONDS  
60930149

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$13,500,000  
 Interest: 0.25 to 1.50%  
 Dated: June 1, 2021  
 Retired: June 1, 2026  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	13,500,000	0	135,000	135,000	13,500,000
2022-2023	13,500,000	3,375,000	135,000	3,510,000	10,125,000
2023-2024	10,125,000	3,375,000	126,563	3,501,563	6,750,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	6,750,000	3,375,000	92,813	3,467,813	3,375,000
2025-2026	3,375,000	3,375,000	50,625	3,425,625	0
		6,750,000	540,000	14,040,000	



CITY OF NORMAN

2023A GENERAL OBLIGATION BONDS  
60930149

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$26,000,000  
 Interest: 3.0 to 4.00%  
 Dated: May 1, 2023  
 Retired: May 1, 2043  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2023-2024	26,000,000	0	903,500	903,500	26,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	26,000,000	1,365,000	903,500	2,268,500	24,635,000
2025-2026	24,635,000	1,365,000	862,550	2,227,550	23,270,000
2026-2027	23,270,000	1,365,000	821,600	2,186,600	21,905,000
2047-2028	21,905,000	1,365,000	780,650	2,145,650	20,540,000
2028-2029	20,540,000	1,365,000	739,700	2,104,700	19,175,000
2029-2030	19,175,000	1,365,000	698,750	2,063,750	17,810,000
2030-2031	17,810,000	1,365,000	657,800	2,022,800	16,445,000
2031-2032	16,445,000	1,365,000	616,850	1,981,850	15,080,000
2032-2033	15,080,000	1,365,000	575,900	1,940,900	13,715,000
2033-2034	13,715,000	1,365,000	534,950	1,899,950	12,350,000
2034-2035	12,350,000	1,365,000	494,000	1,859,000	10,985,000
2035-2036	10,985,000	1,365,000	439,400	1,804,400	9,620,000
2036-2037	9,620,000	1,365,000	384,800	1,749,800	8,255,000
2037-2038	8,255,000	1,365,000	330,200	1,695,200	6,890,000
2038-2039	6,890,000	1,365,000	275,600	1,640,600	5,525,000
2039-2040	5,525,000	1,365,000	221,000	1,586,000	4,160,000
2040-2041	4,160,000	1,365,000	166,400	1,531,400	2,795,000
2041-2042	2,795,000	1,365,000	111,800	1,476,800	1,430,000
2042-2043	1,430,000	1,430,000	57,200	1,487,200	0
		26,000,000	10,576,150	36,576,150	

CITY OF NORMAN

2023B GENERAL OBLIGATION BONDS  
60930149

Name: Combined Purpose: For various street improvements  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$13,500,000  
 Interest: 3.0 to 4.00%  
 Dated: May 1, 2023  
 Retired: May 1, 2028  
 Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2023-2024	13,500,000	0	438,750	438,750	13,500,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	13,500,000	3,375,000	438,750	3,813,750	10,125,000
2025-2026	10,125,000	3,375,000	337,500	3,712,500	6,750,000
2026-2027	6,750,000	3,375,000	236,250	3,611,250	3,375,000
2047-2028	3,375,000	3,375,000	135,000	3,510,000	0
		13,500,000	1,586,250	15,086,250	

CITY OF NORMAN

2024A GENERAL OBLIGATION BONDS

60930149

Name: Combined Purpose: Constructing, reconstructing, repairing, improving and rehabilitation bridges  
 Issuer: City of Norman  
 Trustee: BancFirst  
 Amount: \$16,000,000  
 Interest: 7.0 to 7.75%  
 Dated: April 1, 2024  
 Retired: April 1, 2044  
 Source of Funds Property Tax (mill levy)

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	16,000,000	840,000	0	840,000	15,160,000
2025-2026	15,160,000	840,000	0	840,000	14,320,000
2026-2027	14,320,000	840,000	0	840,000	13,480,000
2027-2028	13,480,000	840,000	0	840,000	12,640,000
2028-2029	12,640,000	840,000	0	840,000	11,800,000
2029-2030	11,800,000	840,000	0	840,000	10,960,000
2030-2031	10,960,000	840,000	0	840,000	10,120,000
2031-2032	10,120,000	840,000	0	840,000	9,280,000
2032-2033	9,280,000	840,000	0	840,000	8,440,000
2033-2034	8,440,000	840,000	0	840,000	7,600,000
2034-2035	7,600,000	840,000	0	840,000	6,760,000
2035-2036	6,760,000	840,000	0	840,000	5,920,000
2036-2037	5,920,000	840,000	0	840,000	5,080,000
2037-2038	5,080,000	840,000	0	840,000	4,240,000
2038-2039	4,240,000	840,000	0	840,000	3,400,000
2039-2040	3,400,000	840,000	0	840,000	2,560,000
2040-2041	2,560,000	840,000	0	840,000	1,720,000
2041-2042	1,720,000	840,000	0	840,000	880,000
2042-2043	880,000	880,000	0	880,000	0
		16,000,000	0	16,000,000	

CITY OF NORMAN

2015 NORMAN MUNICIPAL AUTHORITY BONDS  
15930149

Name: Combined Purpose  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$22,825,000  
 Interest: 2.330%  
 Dated: March 24, 2015  
 Retired: March 1, 2027  
 Source of Funds \$.50 Public Safety Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	521,338	2,331,338	21,015,000
2017-2018	21,015,000	1,865,000	478,873	2,343,873	19,150,000
2018-2019	19,150,000	1,915,000	435,128	2,350,128	17,235,000
2019-2020	17,235,000	1,965,000	390,217	2,355,217	15,270,000
2020-2021	15,270,000	2,015,000	344,141	2,359,141	13,255,000
2021-2022	13,255,000	2,070,000	296,842	2,366,842	11,185,000
2022-2023	11,185,000	2,120,000	248,320	2,368,320	9,065,000
2023-2024	9,065,000	2,180,000	198,574	2,378,574	6,885,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	6,885,000	2,235,000	147,489	2,382,489	4,650,000
2025-2026	4,650,000	2,295,000	95,064	2,390,064	2,355,000
2026-2027	2,355,000	2,355,000	41,240	2,396,240	0
		22,825,000	3,695,071	26,520,071	

CITY OF NORMAN

2015B NORMAN MUNICIPAL AUTHORITY BONDS  
51930149

Name: Combined Purpose  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$43,160,000  
 Interest: 2.980%  
 Dated: December 17, 2015  
 Retired: January 1, 2029  
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	43,160,000	500,000	1,336,186	1,836,186	42,660,000
2017-2018	42,660,000	1,000,000	1,263,818	2,263,818	41,660,000
2018-2019	41,660,000	1,000,000	1,234,018	2,234,018	40,660,000
2019-2020	40,660,000	1,400,000	1,204,218	2,604,218	39,260,000
2020-2021	39,260,000	2,000,000	1,155,048	3,155,048	37,260,000
2021-2022	37,260,000	2,000,000	1,095,448	3,095,448	35,260,000
2022-2023	35,260,000	2,965,000	1,035,848	4,000,848	32,295,000
2023-2024	32,295,000	4,315,000	933,113	5,248,113	27,980,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	27,980,000	5,185,000	798,789	5,983,789	22,795,000
2025-2026	22,795,000	5,550,000	636,826	6,186,826	17,245,000
2026-2027	17,245,000	5,700,000	473,671	6,173,671	11,545,000
2027-2028	11,545,000	5,845,000	299,341	6,144,341	5,700,000
2028-2029	5,700,000	5,700,000	127,394	5,827,394	0
		43,160,000	11,593,718	54,753,718	

CITY OF NORMAN

2017 NORMAN MUNICIPAL AUTHORITY BONDS  
51930149

Name: Combined Purpose  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$30,950,000  
 Interest: 2.980%  
 Dated: June 27, 2017  
 Retired: July 1, 2030  
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	30,950,000	400,000	379,653	779,653	30,550,000
2018-2019	30,550,000	800,000	728,400	1,528,400	29,750,000
2019-2020	29,750,000	800,000	709,200	1,509,200	28,950,000
2020-2021	28,950,000	1,000,000	688,800	1,688,800	27,950,000
2021-2022	27,950,000	1,500,000	664,800	2,164,800	26,450,000
2022-2023	26,450,000	2,000,000	622,800	2,622,800	24,450,000
2023-2024	24,450,000	2,000,000	574,800	2,574,800	22,450,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	22,450,000	2,000,000	526,800	2,526,800	20,450,000
2025-2026	20,450,000	2,000,000	478,800	2,478,800	18,450,000
2026-2027	18,450,000	2,800,000	426,000	3,226,000	15,650,000
2027-2028	15,650,000	3,100,000	358,800	3,458,800	12,550,000
2028-2029	12,550,000	3,700,000	280,800	3,980,800	8,850,000
2029-2030	8,850,000	5,400,000	188,400	5,588,400	3,450,000
2030-2031	3,450,000	3,450,000	41,400	3,491,400	0
		30,950,000	6,669,453	37,619,453	

CITY OF NORMAN

2020 NORMAN MUNICIPAL AUTHORITY BONDS  
51930149

Name: Combined Purpose  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$22,250,000  
 Interest: 2.290%  
 Dated: January 1, 2021  
 Retired: July 1, 1931  
 Source of Funds \$.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	22,250,000	1,800,000	519,035	2,319,035	20,450,000
2022-2023	20,450,000	1,750,000	458,000	2,208,000	18,700,000
2023-2024	18,700,000	1,350,000	418,498	1,768,498	17,350,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	17,350,000	800,000	391,590	1,191,590	16,550,000
2025-2026	16,550,000	600,000	375,560	975,560	15,950,000
2026-2027	15,950,000	650,000	361,820	1,011,820	15,300,000
2027-2028	15,300,000	900,000	344,645	1,244,645	14,400,000
2028-2029	14,400,000	1,000,000	325,180	1,325,180	13,400,000
2029-2030	13,400,000	4,500,000	275,945	4,775,945	8,900,000
2030-2031	8,900,000	6,800,000	183,200	6,983,200	2,100,000
2031-2032	2,100,000	2,100,000	24,045	2,124,045	0
		22,250,000	3,677,518	25,927,518	

CITY OF NORMAN

2021 NORMAN MUNICIPAL AUTHORITY BONDS  
23930149

Name: Hotel/Motel Tax Revenue Note, Taxable Series 2021  
 Issuer: Norman Municipal Authority  
 Trustee: BancFirst  
 Amount: \$3,882,000  
 Interest: 1.890%  
 Dated: September 14, 2021  
 Retired: September 1, 2031  
 Source of Funds Hotel/Motel taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	3,882,000	149,000	34,036	183,036	3,733,000
2022-2023	3,733,000	358,000	68,872	426,872	3,375,000
2023-2024	3,375,000	365,000	62,078	427,078	3,010,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	3,010,000	373,000	55,141	428,141	2,637,000
2025-2026	2,637,000	381,000	48,053	429,053	2,256,000
2026-2027	2,256,000	390,000	40,805	430,805	1,866,000
2027-2028	1,866,000	399,000	33,396	432,396	1,467,000
2028-2029	1,467,000	407,000	25,817	432,817	1,060,000
2029-2030	1,060,000	417,000	18,077	435,077	643,000
2030-2031	643,000	427,000	10,149	437,149	216,000
2031-2032	216,000	216,000	2,042	218,042	0
		3,882,000	398,466	4,280,466	



CITY OF NORMAN

2015 NORMAN UTILITIES AUTHORITY  
31930149 & 32930149

Name: Norman Utilities Authority Refunding  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$17,505,000  
 Interest: 2.130%  
 Dated: March 10, 2015  
 Retired: November 1, 2026

Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	0	0	52,822	52,822	17,505,000
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
2021-2022	7,640,000	1,320,000	155,810	1,475,810	6,320,000
2022-2023	6,320,000	1,350,000	127,533	1,477,533	4,970,000
2023-2024	4,970,000	1,375,000	98,618	1,473,618	3,595,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	3,595,000	1,415,000	69,118	1,484,118	2,180,000
2025-2026	2,180,000	1,450,000	38,818	1,488,818	730,000
2026-2027	730,000	730,000	7,775	737,775	0
		17,505,000	2,131,435	19,636,435	

CITY OF NORMAN

2009 NORMAN UTILITIES AUTHORITY  
32230149

Name: Norman Utilities Authority Clean Water SRF Note  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$4,964,024  
 Interest: 2.910%  
 Dated: September 15, 2011  
 Retired: March 15, 2031  
 Source of Funds Sewer Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	4,964,024	212,595	102,676	315,271	4,751,429
2014-2015	4,751,429	218,913	138,607	357,520	4,532,516
2015-2016	4,532,516	225,063	132,457	357,520	4,307,453
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	100,905	354,051	3,337,080
2020-2021	3,337,080	260,950	89,635	350,585	3,076,130
2021-2022	3,076,130	268,706	81,879	350,585	2,807,424
2022-2023	2,807,424	276,693	73,892	350,585	2,530,731
2023-2024	2,530,731	284,723	65,862	350,585	2,246,008

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	2,246,008	293,379	57,206	350,585	1,952,629
2025-2026	1,952,629	302,098	48,487	350,585	1,650,531
2026-2027	1,650,531	311,078	39,507	350,585	1,339,453
2027-2028	1,339,453	320,228	30,257	350,485	1,019,225
2028-2029	1,019,225	329,841	20,744	350,585	689,384
2029-2030	689,384	339,645	10,940	350,585	349,739
2030-2031	349,739	349,739	846	350,585	0
		4,964,024	1,349,233	6,313,257	

CITY OF NORMAN

2014 NORMAN UTILITIES AUTHORITY - CONSTRUCTION  
32930149 & 32230149

Name: Norman Utilities Authority Series 2014 Clean Water SRF Loan  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$50,300,000  
 Interest: 1.75% plus .5% admin fee  
 Dated: March 10, 2015  
 Retired: November 1, 2026

Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	12,575,000	1,410,000	19,372	1,429,372	11,165,000
2015-2016	24,382,960	2,865,000	137,536	3,002,536	21,517,960
2016-2017	26,629,817	2,935,000	446,005	3,381,005	23,694,817
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	10,860,168	901,913	11,762,081	29,224,832
2019-2020	29,224,832	3,151,634	455,274	3,606,908	26,073,198
2020-2021	26,073,198	3,225,670	576,680	3,802,350	22,847,528
2021-2022	22,847,528	3,299,675	502,675	3,802,350	19,547,853
2022-2023	19,547,853	3,375,378	426,972	3,802,350	16,172,475
2023-2024	16,172,475	3,451,914	350,435	3,802,349	12,720,561

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	12,720,561	3,532,014	270,336	3,802,350	9,188,547
2025-2026	9,188,547	3,613,048	189,303	3,802,351	5,575,499
2026-2027	5,575,499	3,695,940	106,409	3,802,349	1,879,559
2027-2028	1,879,559	1,879,559	21,615	1,901,174	0
		50,300,000	5,374,050	55,674,050	

Note: Interest amounts estimated

CITY OF NORMAN

2016 NORMAN UTILITIES AUTHORITY  
31930149

Name: Norman Utilities Authority Revenue Note, Refunding Series 2016  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$9,380,000  
 Interest: 2.230%  
 Dated: May 19, 2016  
 Retired: September 1, 2030  
 Source of Funds Water Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	9,380,000	470,000	161,734	631,734	8,910,000
2017-2018	8,910,000	570,000	195,515	765,515	8,340,000
2018-2019	8,340,000	585,000	182,749	767,749	7,755,000
2019-2020	7,755,000	595,000	169,647	764,647	7,160,000
2020-2021	7,160,000	610,000	156,267	766,267	6,550,000
2021-2022	6,550,000	625,000	142,609	767,609	5,925,000
2022-2023	5,925,000	640,000	128,560	768,560	5,285,000
2023-2024	5,285,000	655,000	114,232	769,232	4,630,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	4,630,000	665,000	99,570	764,570	3,965,000
2025-2026	3,965,000	685,000	84,629	769,629	3,280,000
2026-2027	3,280,000	700,000	69,242	769,242	2,580,000
2027-2028	2,580,000	715,000	53,575	768,575	1,865,000
2028-2029	1,865,000	735,000	37,520	772,520	1,130,000
2029-2030	1,130,000	750,000	21,017	771,017	380,000
2030-2031	380,000	380,000	4,236	384,236	0
		9,380,000	1,621,102	11,001,102	

CITY OF NORMAN

2017 NORMAN UTILITIES AUTHORITY - CONSTRUCTION  
31930149

Name: Norman Utilities Authority Series 2017 Drinking Water SRF Loan  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$31,000,000  
 Interest: 2.820%  
 Dated: October 1, 2017  
 Retired: October 1, 2039  
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	12,750,000	0	150,400	150,400	12,750,000
2018-2019	21,623,038	0	680,913	680,913	21,623,038
2019-2020	28,004,393	1,550,000	866,234	2,416,234	26,454,393
2020-2021	29,450,000	1,550,000	833,945	2,383,945	27,900,000
2021-2022	27,900,000	1,204,869	596,949	1,801,818	26,695,131
2022-2023	26,695,131	1,239,564	754,577	1,994,141	25,455,567
2023-2024	25,455,567	1,273,314	720,827	1,994,141	24,182,253

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	24,182,253	1,311,925	682,216	1,994,141	22,870,328
2025-2026	22,870,328	1,349,703	644,438	1,994,141	21,520,625
2026-2027	21,520,625	1,388,570	605,571	1,994,141	20,132,055
2027-2028	20,132,055	1,427,033	567,108	1,994,141	18,705,022
2028-2029	18,705,022	1,469,648	524,493	1,994,141	17,235,374
2029-2030	17,235,374	1,511,968	482,173	1,994,141	15,723,406
2030-2031	15,723,406	1,555,506	438,635	1,994,141	14,167,900
2031-2032	14,167,900	1,599,251	394,890	1,994,141	12,568,649
2032-2033	12,568,649	1,646,351	347,790	1,994,141	10,922,298
2033-2034	10,922,298	1,693,759	300,382	1,994,141	9,228,539
2034-2035	9,228,539	1,742,533	251,608	1,994,141	7,486,006
2035-2036	7,486,006	1,792,194	201,947	1,994,141	5,693,812
2036-2037	5,693,812	1,844,319	149,822	1,994,141	3,849,493
2037-2038	3,849,493	1,897,428	96,713	1,994,141	1,952,065
2038-2039	1,952,065	1,952,065	42,076	1,994,141	0
		31,000,000	10,333,707	41,333,707	

Note: Interest amounts estimated

CITY OF NORMAN

2018 NORMAN UTILITIES AUTHORITY - CONSTRUCTION  
31930149

Name: Norman Utilities Authority Series 2018 Promissory Note  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$12,000,000  
 Interest: Ranging between 3.2% and 5.2%  
 Dated: July 18, 2018  
 Retired: October 1, 2038  
 Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2018-2019	0	0	352,390	352,390	0
2019-2020	12,000,000	300,000	496,625	796,625	11,700,000
2020-2021	11,700,000	410,000	485,265	895,265	11,290,000
2021-2022	11,290,000	425,000	471,905	896,905	10,865,000
2022-2023	10,865,000	435,000	453,795	888,795	10,430,000
2023-2024	10,430,000	460,000	430,525	890,525	9,970,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	9,970,000	485,000	405,955	890,955	9,485,000
2025-2026	9,485,000	510,000	380,085	890,085	8,975,000
2026-2027	8,975,000	535,000	352,915	887,915	8,440,000
2027-2028	8,440,000	560,000	327,245	887,245	7,880,000
2028-2029	7,880,000	585,000	303,200	888,200	7,295,000
2029-2030	7,295,000	610,000	281,155	891,155	6,685,000
2030-2031	6,685,000	630,000	258,165	888,165	6,055,000
2031-2032	6,055,000	655,000	231,180	886,180	5,400,000
2032-2033	5,400,000	685,000	203,040	888,040	4,715,000
2033-2034	4,715,000	710,000	173,745	883,745	4,005,000
2034-2035	4,005,000	740,000	144,092	884,092	3,265,000
2035-2036	3,265,000	770,000	114,054	884,054	2,495,000
2036-2037	2,495,000	800,000	82,896	882,896	1,695,000
2037-2038	1,695,000	830,000	50,604	880,604	865,000
2038-2039	865,000	865,000	17,087	882,087	0
		12,000,000	6,015,923	18,015,923	

Note: Interest amounts estimated

CITY OF NORMAN

2022 NORMAN UTILITIES AUTHORITY  
31930149

Name: Norman Utilities Authority Clean Water SRF Note  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$15,000,000  
 Interest: 3.030%  
 Dated: November 4, 2022  
 Retired: March 15, 1941  
 Source of Funds Water Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	0	0	0	0	0
2023-2024	0	0	0	0	0

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	9,000,000	362,000	364,100	726,100	8,638,000
2025-2026	14,638,000	736,000	437,987	1,173,987	13,902,000
2026-2027	13,902,000	752,000	415,565	1,167,565	13,150,000
2027-2028	13,150,000	768,000	392,658	1,160,658	12,382,000
2028-2029	12,382,000	786,000	369,251	1,155,251	11,596,000
2029-2030	11,596,000	804,000	345,299	1,149,299	10,792,000
2030-2031	10,792,000	822,000	320,801	1,142,801	9,970,000
2031-2032	9,970,000	841,000	295,758	1,136,758	9,129,000
2032-2033	9,129,000	861,000	270,125	1,131,125	8,268,000
2033-2034	8,268,000	883,000	243,870	1,126,870	7,385,000
2034-2035	7,385,000	905,000	216,948	1,121,948	6,480,000
2035-2036	6,480,000	928,000	189,360	1,117,360	5,552,000
2036-2037	5,552,000	952,000	161,060	1,113,060	4,600,000
2037-2038	4,600,000	976,000	132,032	1,108,032	3,624,000
2038-2039	3,624,000	1,002,000	102,263	1,104,263	2,622,000
2039-2040	2,622,000	1,029,000	71,705	1,100,705	1,593,000
2040-2041	1,593,000	1,057,000	40,314	1,097,314	536,000
2410-2042	536,000	536,000	8,120	544,120	0
		15,000,000	4,377,216	19,377,216	

CITY OF NORMAN

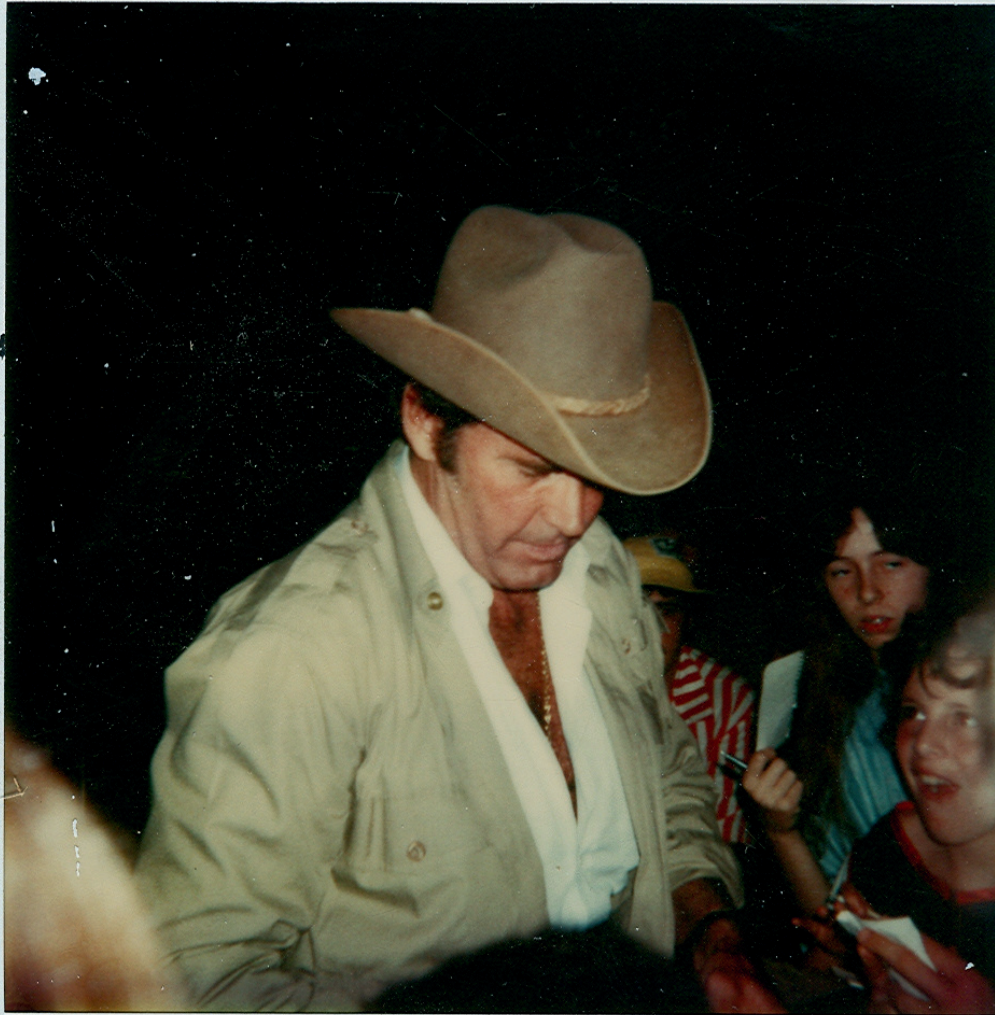
2024 NORMAN UTILITIES AUTHORITY  
32930149

Name: Norman Utilities Authority Clean Water SRF Note  
 Issuer: Norman Utilities Authority  
 Trustee: BancFirst  
 Amount: \$5,000,000  
 Interest: 2.820%  
 Dated: March 26, 2024  
 Retired: September 15, 2050  
 Source of Funds Sewer Fees

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	5,000,000	0	51,716	51,716	5,000,000
2025-2026	5,000,000	69,100	105,753	174,853	4,930,900
2026-2027	4,930,900	141,200	140,090	281,290	4,789,700
2027-2028	4,789,700	145,400	136,023	281,423	4,644,300
2028-2029	4,644,300	149,500	131,826	281,326	4,494,800
2029-2030	4,494,800	153,900	127,519	281,419	4,340,900
2030-2031	4,340,900	158,300	123,088	281,388	4,182,600
2031-2032	4,182,600	162,800	118,531	281,331	4,019,800
2032-2033	4,019,800	167,600	113,829	281,429	3,852,200
2033-2034	3,852,200	172,400	109,002	281,402	3,679,800
2034-2035	3,679,800	177,300	104,039	281,339	3,502,500
2035-2036	3,502,500	182,500	98,932	281,432	3,320,000
2036-2037	3,320,000	187,700	93,663	281,363	3,132,300
2037-2038	3,132,300	193,100	88,258	281,358	2,939,200
2038-2039	2,939,200	198,600	82,698	281,298	2,740,600
2039-2040	2,740,600	204,400	76,979	281,379	2,536,200
2040-2041	2,536,200	210,300	71,077	281,377	2,325,900
2041-2042	2,325,900	216,300	65,021	281,321	2,109,600
2042-2043	2,109,600	222,600	58,792	281,392	1,887,000
2043-2044	1,887,000	229,000	52,381	281,381	1,658,000
2044-2045	1,658,000	235,600	45,768	281,368	1,422,400
2045-2046	1,422,400	242,300	38,985	281,285	1,180,100
2046-2047	1,180,100	249,400	32,007	281,407	930,700
2047-2048	930,700	256,600	24,826	281,426	674,100
2048-2049	674,100	263,900	17,418	281,318	410,200
2049-2050	410,200	271,500	9,817	281,317	138,700
2050-2051	138,700	138,700	1,999	140,699	0
		5,000,000	2,120,037	7,120,037	





4/22/79. Ford Wobbel Arena  
90<sup>th</sup> Birthday Celebration of  
James Garner Norman, Okla.

Photo courtesy of Visit Norman

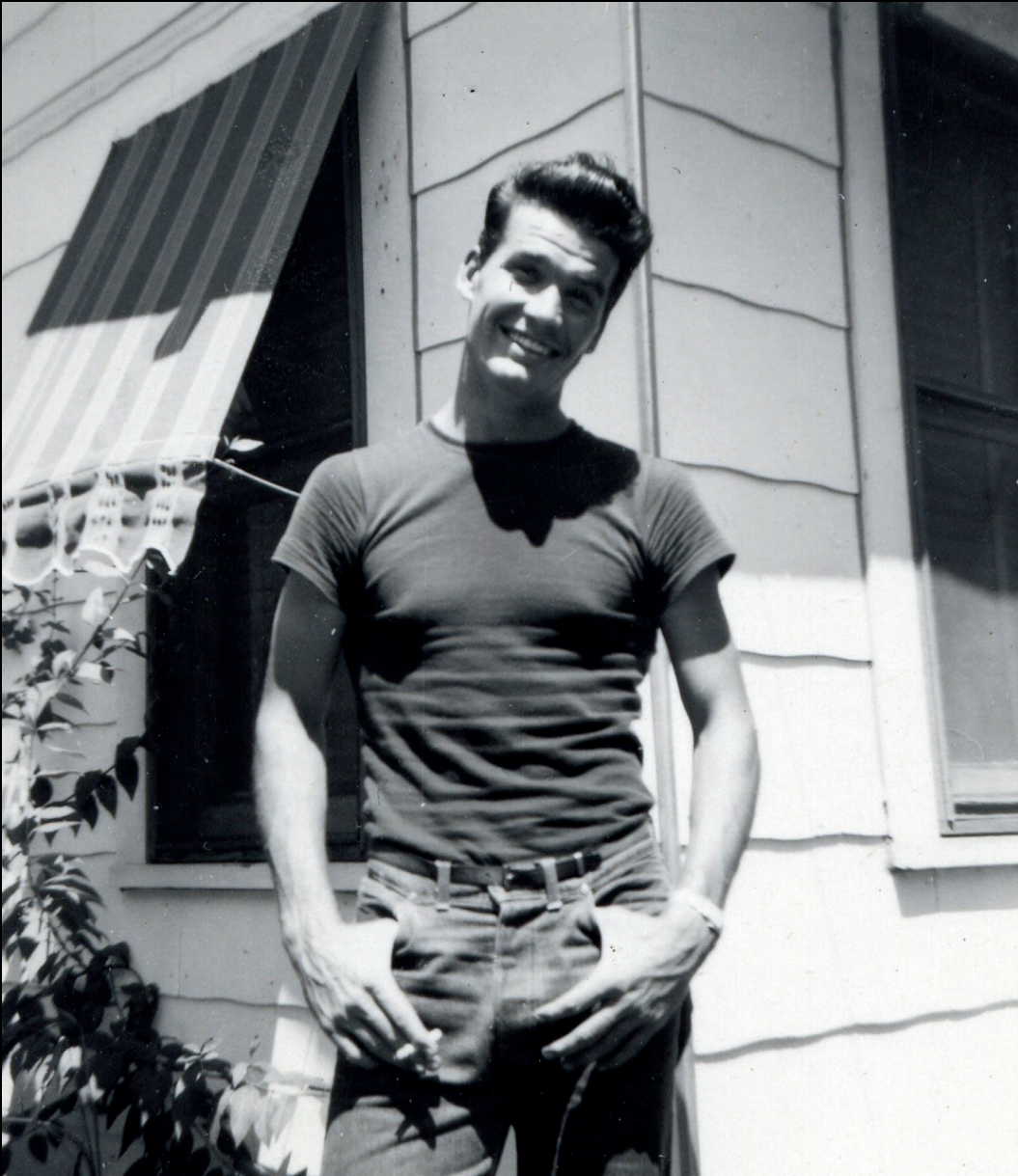
# PENSION FUNDS

**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.



Young James Scott Bumgarner  
(James Garner)  
photo courtesy of Terry Bumgarner (nephew)

# 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. Bio-solids are solids that have been stabilized within the treatment process, whereas sludge has not.

**BOND** - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

**BUDGET** - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

**BUDGET YEAR** – July 1 through June 30

**BUDGETARY CONTROL** - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

**CAFR** – Comprehensive Annual Financial Report

**CAPITAL IMPROVEMENT CHARGE (CIC)** – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is \$1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

**CAPITAL OUTLAY** - 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.

**CAPITAL PROJECT FUNDS** – 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.

**CBOD** – Carbonaceous Biochemical Oxygen Demand

**CDBG** – Community Development Block Grant Program

**CFR** – Code of Federal Regulations

**CHIEF EXECUTIVE OFFICER** – City Manager

**CLEET** – Council on Law Enforcement Education and Training

**CNG** – Compressed Natural Gas Vehicles

**COLLECTION SYSTEM** – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

**COMCD** – Central Oklahoma Master Conservancy District

CITY OF NORMAN

**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, 12<sup>th</sup> Avenue on the east, and Constitution / Imhoff extended on the south.

**COST ALLOCATION** - Distribution of costs of centrally provided support services such as management, accounting, purchasing, payroll, information services, and legal.

**DEBT SERVICE** - The City’s obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

**DEFICIT** - The excess of the liabilities of a fund over its assets, or the excess of expenditures over revenues during an accounting period.

**DEPARTMENT** - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

**DEPRECIATION** – The decrease in value of physical assets due to use and passage of time.

**DEQ** – Department of Environmental Quality

**DIVISION** - A sub-section of a Department which carries out a specific line of work assigned to the Department.

**DMR** – Discharge Monitoring Report

**DO** – Dissolved oxygen

**DOF** – Department of Finance

**DUI** – Driving Under the Influence

**DTMF** – Dual-tone-multi-frequency or “touch-tone”

**E911** – Emergency 911 Telephone Fund

**ECAB** – Environmental Control Advisory Board

**EEOC** – Equal Employment Opportunity Commission

**EFFLUENT** – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

**EID (Environmental Information Document)**– The document which provides the basic information about a project and its environmental effects.

**EMD** – Emergency Medical Dispatch

**EMS** – Emergency Medical Services

**EMT-B** – Emergency Medical Technician-Basic

**EMT-P** – Emergency Medical Technician-Paramedic

**ENCUMBRANCE** - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUND** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EPA** – Environmental Protection Agency

**EXCISE TAX** – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

**EXPENDITURES (EXPENSES)** - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FACE VALUE (PAR, PRINCIPAL)** – The full amount of an investment security, usually appearing on the face of the instrument.

**FIDUCIARY FUNDS (TRUST & AGENCY FUNDS)** – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

**FISCAL YEAR** - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

**FIXED ASSETS** - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

**FT** – Full-time (employee)

**FUND** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE** - Fund balance is the excess of assets over liabilities.

**FUND BALANCE - RESERVED FOR DEBT SERVICE** - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

**FY** – Fiscal Year

**FYE** – Fiscal Year Ending

**GAAP** – Generally Accepted Accounting Principles

**GASB** – Government Accounting Standards Board

**GENERAL FUND** – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

**GENERAL OBLIGATION BONDS (GO)** - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

**GF** – General Fund

**GFOA** – Government Finance Officers Association

**GIS** – Graphical Interface System

**GO** – General Obligation (bond)

**GOVERNING BODY**- City Council

**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.

**HEADWORKS** – The initial structure and devices located at the receiving end of a water or wastewater treatment plant.

**HHW** – Hazardous Household Waste Program

**HOME** – Home Investment Partnerships Program

**HUD** – Housing and Urban Development

**HVAC** – Heating Vent Air Conditioning

**I / I** – An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.



**IMPACT FEES** – Fees collected from developers and set aside to help fund infrastructure adjustments within the community. Monies to be used as the development further impacts the municipality.

**INFILTRATION** – Groundwater that enters into the sanitary sewer through defects in the pipes and manholes such as cracks, separated joints, deteriorated manhole components, building foundation drains, and defective service laterals.

**INFLOW** – Surface stormwater that enters into the sanitary sewer through direct sources such as vented manhole covers, downspouts, area drains, and uncapped cleanouts.

**INTERCEPTOR** – Sanitary sewer interceptors are those lines that convey sewage from neighborhood to neighborhood in route to the wastewater treatment plant. Pipe diameters are generally larger than lines placed within residential developments.

**INTERGOVERNMENTAL REVENUE** - Grants, entitlements and cost reimbursements from another federal, state or local government.

**ISO** – International Organization for Standardization standards

**INTERNAL SERVICE** – Category expenditure for services and maintenance provided by a vendor that is another department within the City.

**INTERNAL SERVICE FUND** - A fund used to account for the financing of goods or services provided by one department or agency to other departments of a government, on a cost-reimbursement basis.

**ISSUER** – A political subdivision (city, county, state, authority, etc.) that borrows money through the sale of bonds or notes. The City of Norman is an issuer of General Obligation Bonds and the Norman Utilities Authority and Norman Municipal Authority are issuers of Revenue Bonds.

**LAND APPLICATION** – The disposal of wastewater or municipal solids onto land under controlled conditions.

**LEVY** - (Verb) To impose taxes, special assessments or service charges for the support of government activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**LIABILITIES** - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**LIFT STATION** – A pumping facility that conveys wastewater flow, from an area that would not naturally drain to the wastewater treatment plant, into the gravity sewer system for delivery and treatment.

**LINE ITEM BUDGET** - A budget prepared along divisional line items that focus on what is to be bought.

**MATERIALS AND SUPPLIES** – Category expenditures generally for consumable goods that are used by City employees.

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

**MSW** – Municipal Solid Waste

**MUNICIPALITY** – City of Norman

**NAHC** – Norman Arts & Humanities Council

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)** – Program in the U.S. to issue, monitor, and enforce pretreatment requirements and discharge permits under the Clean Water Act.

**NEDC** – Norman Economic Development Coalition

**NEW DEVELOPMENT EXCISE TAX** – Sewer 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. The New Development Excise Tax and Fund was established Oct. 1, 2001 as a result of Ordinance 0001-58, adopted by Council in June, 2001, and approved by voters in August, 2001. These funds 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.

**NFPA** – National Fire Protection Agency

**NIMS** – National Incident Management System

**NFSTF** – Norman Forward Sales Tax Fund

**NMA** – Norman Municipal Authority – Established in April 1965 includes financing and operating the Westwood Park recreational facilities and sanitation services for the City.

**NPDES** – National Pollutant Discharge Elimination System

**NTU** – Nephelometer Units

**NUA** – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

**NYSCA** – Norman Youth Sports Coaches Association

**OBJECT** - Expenditure classification according to the types of items purchased or services obtained.

**ODEQ** – Oklahoma Department of Environmental Quality

**OFPRS** – Oklahoma Firefighters Pension & Retirement System

**OJI** – On-the-Job Injury

**OMCCA** – Oklahoma Municipal Court Clerks Association

**OPERATING BUDGET** - Plans of current expenditures and the PROPOSED means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

**OPDES** – Oklahoma Pollutant Discharge Elimination System

**OPPRS** – Oklahoma Police Pension & Retirement System

**OSHA** – Occupational Safety Hazard Association

**OTHER SERVICES AND CHARGES** – Services provided to the City of Norman by outside vendors.

**OVERFLOW** – A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer to the extent that raw wastewater is discharged directly to storm and drainage systems.

**PAYBACK ORDINANCE** – Ordinance (O-9697-30) allows the City Council to appropriate funds to pay costs of extending wastewater and water lines from an existing location to, alongside or beyond the boundaries of a developer's new construction.

**PC** – Personal Computer

**PER CAPITA DEBT** - The amount of a government's debt divided by its population.

**PERSONAL SERVICES** - Cost related to compensating employees, including salaries, wages, insurance, payroll taxes, and retirement contributions.

**PPT** – Permanent Part-time (employee)

**PRIVATE SECTOR** – Those facilities which are owned and maintained by property owners other than the municipality.

**PROPERTY TAX** - Taxes levied on all real and personal property according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

**PSRP** – Process to Significantly Reduce Pathogens

**PT** – Part-time (employee)

**PSST** – Public Safety Sales Tax

**PUBLIC SECTOR** – Those facilities which are operated and maintained by the municipality.

**QC** – Quality Control

**REAL PROPERTY** - Property classified by the State Property Tax Board including residential, single, and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas, and other mineral reserves.

**REFUNDING** – A system by which a bond issue is redeemed by a new bond issue under conditions generally more favorable to the issuer (lower interest rate; fewer restrictions, etc.).

**REPLACEMENT COSTS** - The cost as of a certain date of a property which can render similar service (but which need not be of the same structural form) as the property to be replaced.

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

**RESERVE, DEBT** - A portion of fund balance equal to the average annual debt service requirement that has been reserved to provide assurance that resources are available to meet each fiscal year's debt service payment.

**RESERVE, (DEFICIT)** - The amount by which fund balance does not meet all reserve requirements.

**RESERVE, LEGAL** - A portion of fund balance that is not appropriate for expenditures or is legally segregated for a specific future use.

**RESERVE, OPERATING** - A portion of fund balance that has been reserved in each fiscal year budget to protect service delivery from unexpected revenue loss or expenditure requirement.

**RESERVE, SURPLUS** - A portion of fund balance that is not reserved for any specified purpose, and may be appropriated for one-time expenditures as needed.

**REVENUE** - Increases net total assets from other than expense refunds, capital contributions, and residual equity transfers. Funds received as income.

**REVENUE BONDS** - Legal debt instruments which finance public projects for such services as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds.

**RFP** – Request for Proposal

**ROI** – Return on Investment

**ROW** - Right-of-Way

**SALARIES AND BENEFITS** – Payments direct to full and part-time City of Norman employees for services performed, including contributions to retirement and pensions, social security, health insurance uniform allowances and related expenses.

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

**SERVICES AND MAINTENANCE** – Services provided to the City of Norman by outside vendors.

**SIU** – Significant Industrial User

**SLUDGE** – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

**SOP** – Standard Operating Procedures

**SPECIAL ASSESSMENT FUNDS** – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the financing of public improvements or services deemed to benefit properties in a specified area, against which special assessments are levied.

**SPECIAL REVENUE FUNDS** – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for the proceeds of specific revenue sources and related expenditures separate and apart from other funds, but for which the specified revenues may be insufficient to meet the related expenditures.

**STATEWIDE REVOLVING FUND (SRF) LOANS** – Under the SRF program, municipalities can obtain up to 40 percent in matching funds for approved projects, when 60 percent of the construction costs can be obtained by the municipality on the open municipal bond market or from available funds of the municipality.

**SUBSIDY** – A gift or grant of public monies to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of monies from one sub-entity to another within a governmental jurisdiction.

**TAX INCREMENT FINANCE (TIF) DISTRICT** – The use of incremental sales and property tax in a designated district to be used in accordance with approved plans to finance projects in the district such as facilities, infrastructure, parks, sidewalks and other public improvements.

**TAXES** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

**TIP** – Transportation Improvement Plan

**TMA** – Traffic Management Area

**TMDL (Total Maximum Daily Load)** – The amount of pollutants, from natural and man-made sources, which can be discharged to a specific body of water without causing harm to the water's quality or aquatic life. Any pollutant loading above the TMDL results in violation of applicable water quality standards.

**TSS** – Total suspended solids

**TTD** – Total 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 was an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF was a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system. The WWTPIF expired December 2004, when sufficient funds were 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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*James Garner*



JAMES GARNER

PRODUCTION  
DIRECTOR  
CAMERA  
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# JAMES GARNER FILMS

