BUDGET



THE CITY OF NORMAN, OKLAHOMA

FISCAL YEAR ENDING JUNE 30, 2023

FINANCIAL PLAN—FISCAL YEAR-END 2024-2027



ON THE COVER: On October 13, 2015 the voters of Norman approved a one-half percent (1/2%), fifteen-year sales tax increase to fund quality of life improvement projects throughout Norman. The NORMAN FORWARD citizen initiative passed with over a 75% approval rate and is funding projects long anticipated in the City's Parks and Recreation Master Plan, Library Master Plan and Transportation Master Plan. Over $195 million in capital projects are envisioned to be built through the NORMAN FORWARD program.

One of the major NORMAN FORWARD projects (budgeted at a combined $22.5 million) is the construction of an indoor multi-sport and aquatics center. The facility is designed to provide a venue for basketball, swimming, volleyball, gymnastics, cheerleading and other activities to Norman residents, and for the high school swimming teams at Norman High and Norman North High Schools. After much public input and City Council discussion, it was decided to locate the indoor aquatics and multi-sport center in the University North Park development in northwest Norman. This location will enable sports competitions and tournaments to be hosted at the facility, drawing visitors from throughout the state of Oklahoma and the surrounding region. A unique asset is that visitors to Norman's indoor aquatic and sports venue will be within walking distance of over 600 hotel rooms and dozens of restaurants and commercial businesses.

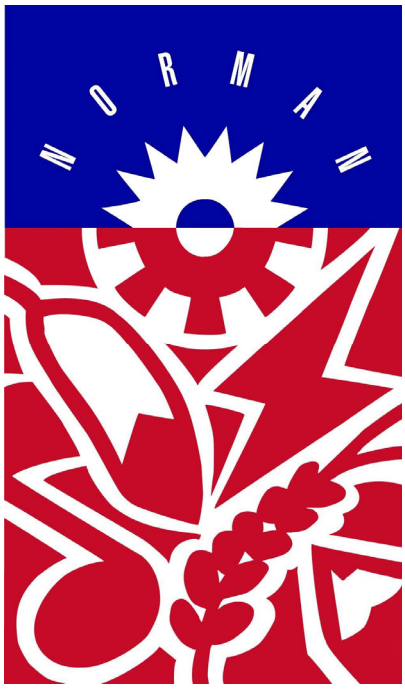
The University North Park development is a Tax Increment Finance (UNP TIF) District. The siting of the facility within UNP enabled incremental tax revenues, dedicated to the enhancement of the UNP development, to be used toward the purchase of UNP land for and the construction of the indoor sports facility. Almost $5 million of UNP TIF funding is being used toward the indoor sports facility (approximately $2 million for land purchase and $2.7 million for supplemental construction costs).

In June 2020, the family of National Basketball Association all-star and Norman native and resident Trae Young announced a $4 million contribution toward the construction of the indoor multi-sport and aquatic center. The facility will be called the "Young Family Athletic Center (YFAC)" and will carry endorsements from private sector businesses associated with Trae Young.

The Norman Regional Health System, a public trust with the City of Norman as the sole beneficiary, will co-locate a major health and wellness clinic, "N-Motion", within the YFAC. This clinic, costing an estimated $6.4 million, will enable athletes and patients to pursue state of the art exercise, rehabilitation and performance enhancement activities on the site of the YFAC.

In August, 2021, the Norman Municipal Authority completed a $3.8 million financing to supplement construction costs for the YFAC, secured by a ten-year pledge of Norman Hotel/Motel Tax revenues. In total, the YFAC will have a combined budget of over $41.2 million. Construction of the YFAC began in the fall of 2021, and the facility is expected to open in the summer of 2023.

PHOTOS PROVIDED BY THE NORMAN PARKS AND RECREATION DEPARTMENT And BOLD-MULTIMEDIA



CITY COUNCIL

MAYOR
Breea Clark

Ward 1	Brandi Studley	**Ward 5**	Rarchar Tortorello
Ward 2	Lauren Schueler	**Ward 6**	Elizabeth Foreman
Ward 3	Kelly Lynn	**Ward 7**	Stephen Tyler Holman
Ward 4	Lee Hall	**Ward 8**	Matthew Peacock

Presented by:
Darrel Pyle, City Manager

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This document was prepared by the City of Norman, Finance Department and printed by
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THE CITY OF NORMAN

OUR MISSION

"WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE"

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Norman
Oklahoma

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Norman, Oklahoma, for its annual budget for the fiscal year beginning July 1, 2021.

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

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



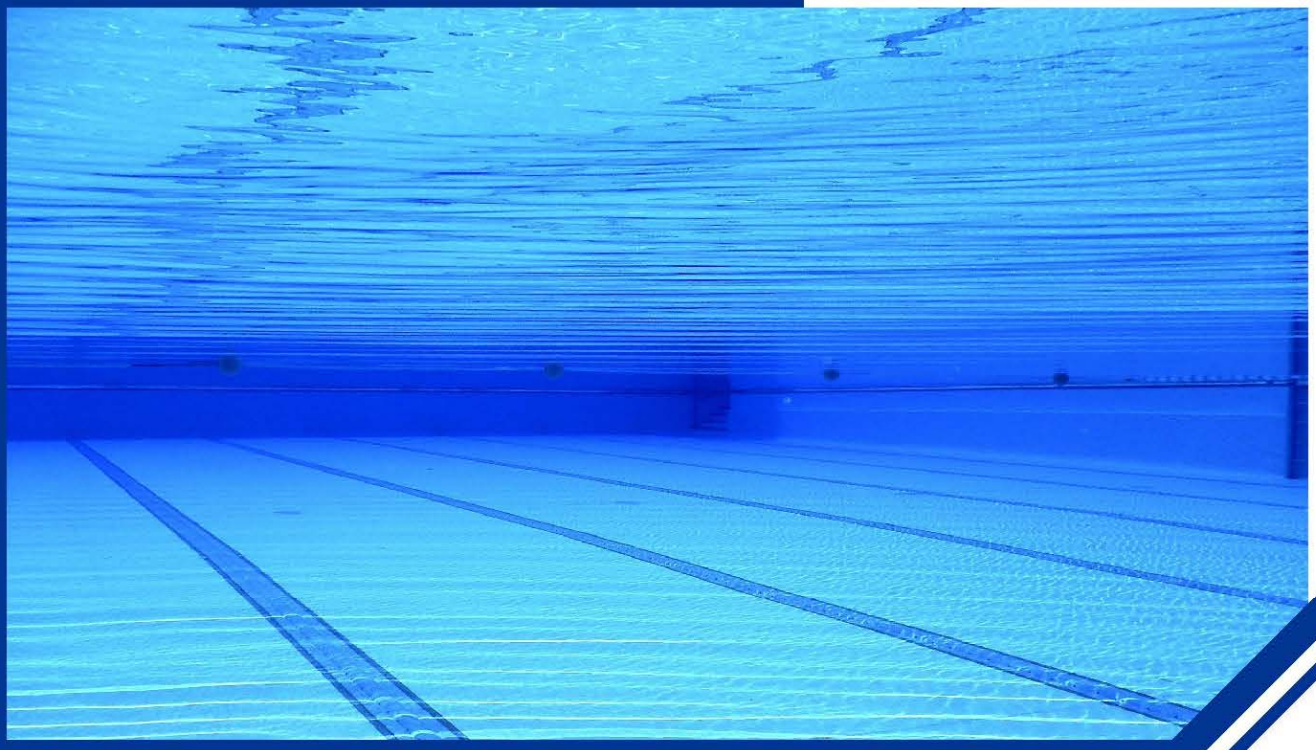


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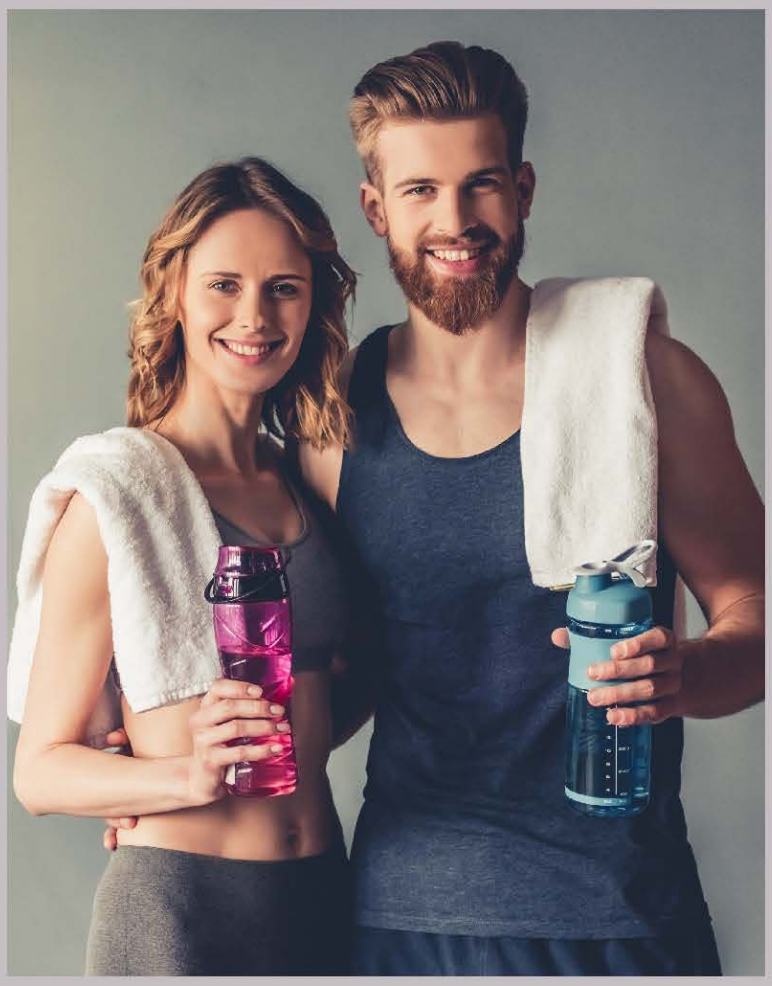
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City Manager's Letter

The City of
NORMAN
201 West Gray, Bldg. • P.O. Box 370
Norman, Oklahoma 73069 • 73070

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

April 8, 2022

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

Dear Mayor Clark and Council Members:

INTRODUCTION

It is my privilege and responsibility to present to you the proposed budget for the fiscal year July 1, 2022 – June 30, 2023 (FYE 2023). 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 2023 budget is being prepared during a period of great volatility and uncertainty, locally, regionally, nationally and throughout the world. As we have emerged from the Coronavirus 2019 pandemic, ***there has been a period of unprecedented growth in our local economy; growth trends that cannot be sustained.*** It is believed that much of this growth results from one-time federal "stimulus" programs, which put disposable income into our resident's pockets and into City programs, which have had a "stimulating" effect on the local economy. Federal assistance, particularly through the Coronavirus Aid, Relief and Economic Recovery (CARES) Act of 2020; the American Rescue Plan Act (ARPA) of 2021; and the Infrastructure Improvement and Jobs Act of 2022, has benefitted the City of Norman in the millions of dollars and will continue to benefit as the funds are spent down. We have continued to work to monitor these trends and report them to Council, while remaining cautious in adding ongoing expenses based on these revenue growth trends, which we believe to be short-lived.

The growth in major General Fund revenue sources during FYE 2022 has resulted in fund balances growing to a point to which some one-time expense areas were identified to be addressed through mid-year appropriations. ***The concern is with what will happen in the near term future – fiscal year 2022-2023 in particular. Since such growth rates in sales tax revenue have never happened before, it is impossible to predict what will happen in the future. The City will maintain a conservative stance, with the impact being that critical services will be maintained, whether through continued revenue growth or through reducing the fund balances that were built up in FYE 2022.***

The proposed fiscal year 2022-2023 budget maintains basic City services and expands budgeted Police Department personnel in a "Community Outreach" work unit. Several major capital improvement programs, financed by the NORMAN FORWARD Sales Tax and by voter-approved General Obligation Bond projects, primarily for transportation system improvements (i.e., road widening) are ongoing. These capital projects will themselves have an additional "stimulative" effect on our local economy. As our budget consideration processes progress, Council will discuss and direct these and other matters which will have long-lasting impacts on Norman's City budget and local economy.

The total budget for all City of Norman funds for fiscal year ending 2021 was $264,413,701 and for FYE 2022, the total proposed budget is $226,629,655. The primary reason for this budget decrease is the reduction of major GO Bond-funded transportation projects and NORMAN FORWARD projects, which are ongoing, from the proposed fiscal year budget.

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 facilitated 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.

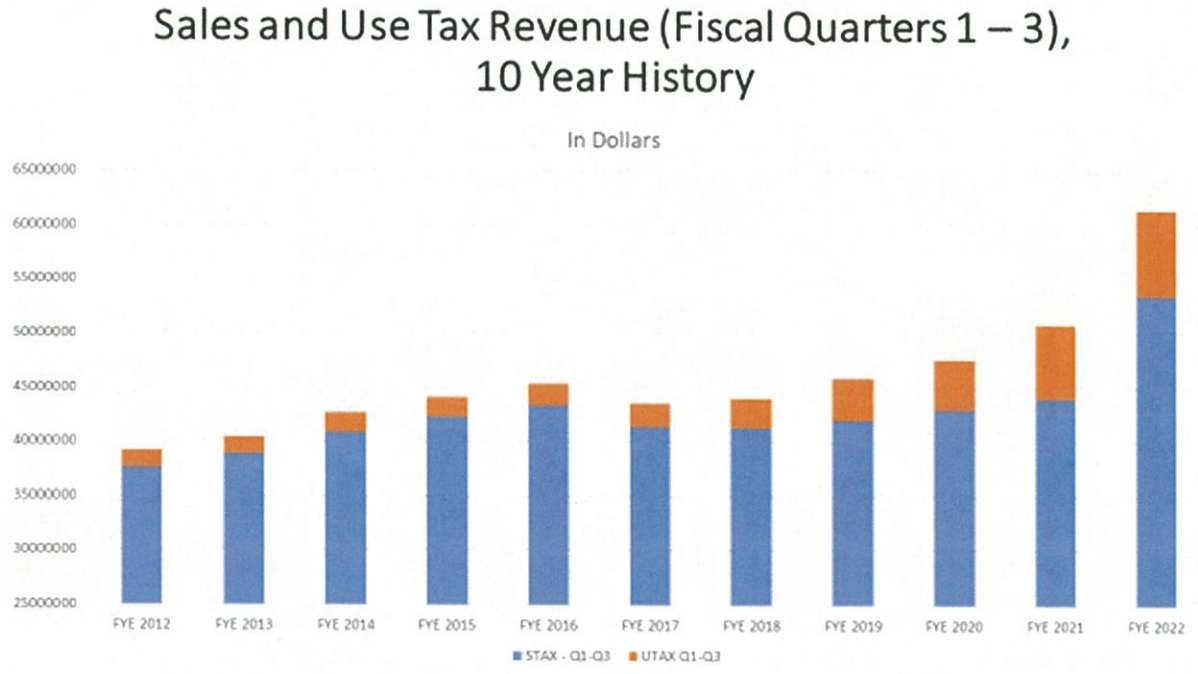
Examples of priority strategic areas directed by Council in fiscal year 2021-2022 were services to persons experiencing homelessness; accountable delivery of policing services; re-examination of the Center City Form-Based Code and the City's Comprehensive Land Use and Transportation Plans; and plans for the renovation of the Municipal Complex. Much strategic planning efforts were centered on the allocation of federal and state grant revenues received in response to the Coronavirus Pandemic, as discussed below.

NORMAN SALES TAX TRENDS

Council has had ongoing discussions about the health of our City's sales tax-driven revenue base and the challenges that presents. 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. 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. This trend is reflected in Norman's pattern of slow growth in overall sales tax collections, moderated somewhat by increased use tax revenue:

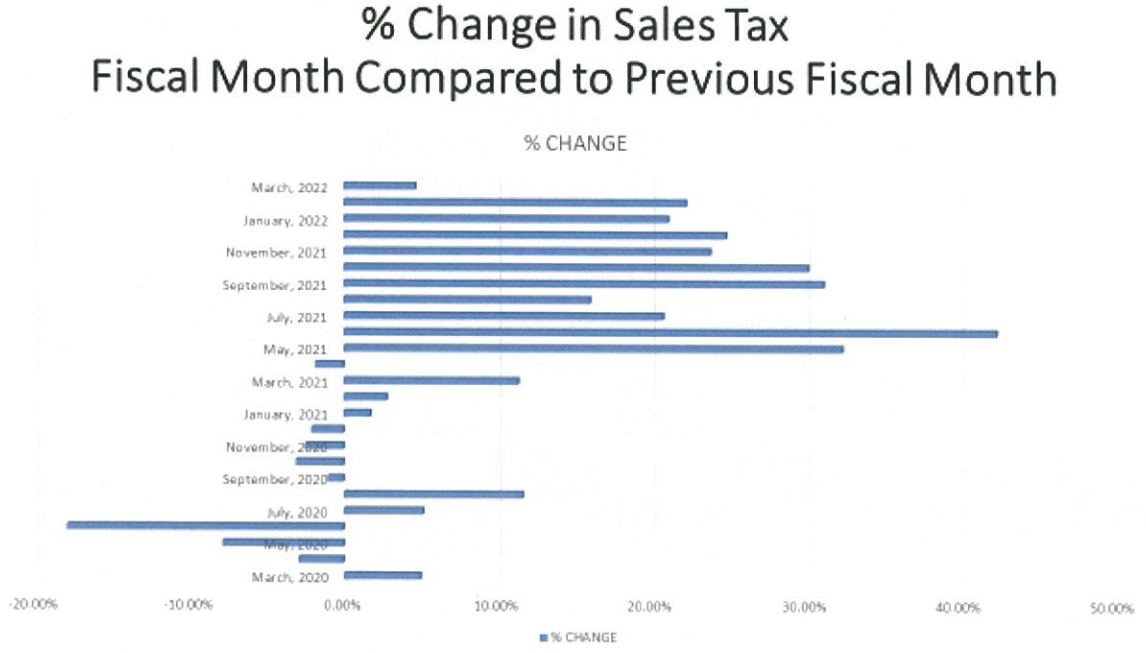


The slow growth trend in sales tax was interrupted by record-high growth in fiscal year 2021-2022. Various reasons have been speculated about the causes for this increase, and whether it will be sustainable in the future. The impact of federal stimulus programs (CARES Act, ARPA, etc.), were/are certainly a contributing factor, in several areas:

- Expanded unemployment benefits;
- Direct Stimulus ("Recovery Rebates") to individuals and families;
- Delayed the repayment of student loans (this is more of a factor in a "college town" like Norman);
- Accelerated Child Tax Credit payments;
- Child Care Assistance directly to individuals and families;
- Rental and Utility Payment Assistance, paid directly to negatively-impacted individuals;
- Expanded services to individuals experiencing homelessness, particularly through the Community Development Block Grant Program.

The fact that many of these programs gave spendable funds directly to residents, which was in turn spent locally, had the intended effect of "stimulating" the national and local economy. The severe downturn in the local economy which was experienced at the onset of the COVID Pandemic, when state and local emergency "shelter in place orders" required many businesses to shut down, recovered quickly when COVID vaccines became available, and continued as reflected in record levels of sales tax being recorded.

Considering that over more than 30 years, Norman's monthly general purpose sales tax variances tend to be within a band of -3% to +8%, the impacts on the local economy of the COVID-19 pandemic and the related emergencies actions taken to slow the spread of the virus, and then the aggressive fiscal stimulus measures taken in response were dramatically reflected in the month-over month comparisons of Norman's sales tax receipts during the last two years:



In summary, the last two years have produced unprecedented volatility in Norman's major revenue source. The net impact of these never-before-seen variances in sales tax revenue has been positive, but we cannot know if the trends will continue. The FYE 2022 budget was based on a modest two percent (2%) growth in sales tax revenue, which was easily surpassed. To the extent that expenditures were held at budgeted levels, or below, fund balances were able to be built up in FYE 2022. ***The fiscal year 2022-2023 budget will also be based on two percent sales tax growth. Since this projection is based on growth from high revenue levels instead of low revenues, there is greater risk that revenues will fall short of projections in FYE 2023,*** which would have the effect of reducing these fund balance levels in the coming fiscal year.

The uncertainty about future sales tax growth trends in this period of unprecedented volatility in the City's major revenue source exacerbates the need to continue to work on initiatives to promote growth and stability in sales tax revenue as we move into the future:

- Support judicial and legislative actions to better enforce existing sales and use tax statutes and ordinances;

- Broaden the sales tax base by supporting state legislation to reduce the number of sales tax exemptions, particularly in targeted service areas;

- Promote the use of existing and proposed future sales and use tax rate measures on core, general purpose operational and capital services, rather than upon earmarked projects which may be better supported by bonds proposed for specific purposes;

- Diversify our revenue base into new areas and sources.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2020-2021

Sales and Use Taxes - Overall City general purpose sales tax collections for FYE 2022 are currently 22.05 percent (+22.05%) above FYE 2021 levels, and substantially ahead of budgeted levels (budgeted increase of 2%). In over 35 years of tracking Norman's sales tax growth patterns, there has never been growth rates in this range, and this growth trend is not believed to be sustainable.

In FYE 2023, General Fund and overall City sales tax collections are projected to grow at a rate of 2% from FYE 2022 projected levels. Because of the unprecedented growth in FYE 2022, the risk of sales tax collections declining from FYE 2022 levels is much higher than usual. In the longer term, the combined impact of sales and use tax will be closely monitored.

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. Future-year use tax is projected to grow at four percent (4%) per year.

Enforcement of the requirement for out-of-state vendors to collect sales/use tax for their sales in Oklahoma is still difficult. ***The ongoing concern of proper payment of sales and use taxes by out-of-state vendors is a Federal (interstate commerce) issue***, about which the City of Norman will continue to partner with other cities and agencies to gain wider compliance (Federal legislation, such as the Remote Transactions Parity Act or the Marketplace Fairness Act have been proposed, but not enacted).

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). Franchise Fee revenues are projected to be above budget (+10.6%) for FYE 2022, due to "surcharge" revenues collected by electric and natural gas utilities (to recover the franchisee's costs of providing services during the February, 2021 storms). Collections are projected to increase by three percent overall, from projected final FYE 2022 revenues, in FYE 2023.

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 and significant impact on revenues from the Sewer Excise Tax on New Development (Wastewater Utility revenues are separated from the General Fund). License and permit revenues are projected to be above budget in FYE 2022 (+26.5%), and to grow by one percent (1%) from those projected levels in FYE 2023. Staff will continue to monitor these trends, as the homebuilding industry can act as an indicator of the health of the overall local economy and sales tax base.

Other Taxes – This revenue category primarily reflects the City of Norman's receipt of state shared Motor Vehicle and Tobacco Taxes. FYE 2022 collections are above budget (+17.2%), due primarily to a rebound in consumer spending and travel patterns.

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 below budget for FYE 2022 (-29.6%).*** Revenues are projected to increase by three percent above projected FYE 2022 levels in FYE 2023.

Investment Income – Investment income reflects the return on the investment of General Fund moneys on hand before they are expended. Due to the decline in fund balances available for investment, investment income is not a major source of General Fund revenue, but investment returns are below budgeted levels in FYE 2022. 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, 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 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 2% 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 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 2022, 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 $872,918), and meet its (5%) Target balance (by $26,121).

Council is required by the Rainy Day Fund Ordinance to review the position of the Fund during the fiscal year, at the close of the prior fiscal year audit, to consider whether to make a "deposit" to the Rainy Day Fund to restore its Minimum level, to bring it to its Target or Maximum level, or to draw down Rainy Day Fund balances. The Council appropriated General Fund balance revenue ($183,039) to deposit to bring the Rainy Day Fund to its Target level, during FYE 2022.

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 2022-2023 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

The fiscal year 2022-2023 General Fund budget was prepared in the midst of a period of unprecedented growth in the Fund's major source of revenue, sales tax. This level of growth (22.05% above prior-year levels, to date) is both remarkable and unsustainable. In over 45 years of monitoring the growth (or decline) of City's sales tax, through great economic "booms" and "busts" in the underlying local, state and national economy, there has never been a period of growth such as has been experienced in the last twelve months. The considered opinion of local economic and public sector revenue observers and specialists, is that the growth is based upon the combination of several unique, ephemeral underlying circumstances:

- Federal stimulus programs, such as the Coronavirus, Aid, Recovery and Economic Stimulus Act (particularly direct stimulus payments, and increased unemployment, child care and student loan benefits) and American Recovery Plan Act, which have had the desired effect of putting spendable/disposable income directly into individual consumer's hands;

- Further federal stimulus funds which were paid directly to Norman businesses and non-profit organizations to help them adapt to and recover from COVID-related revenue losses;

- Emergence from the Coronavirus-induced recession in the local and national economies, as vaccines became available. Effectively, the comparison of sales tax revenue in the months of fiscal year 2021-2022 are to low-revenue months in fiscal year 2020-2021;

- Increased wages and prices, which follow the increased economic activity discussed above (price inflation has a direct and positive impact on sales tax revenue).

We are certain that the rates of growth in sales tax revenue of the past 10-12 months are not sustainable in the long run. It is unknown, however, how long they will last. The fiscal year 2022-2023 sales tax revenue budgets are based on two percent growth (much lower than the recent growth rates) from projected FYE 2022 levels. ***To the extent that sales tax revenue growth "reverts to the mean", which would be a decline from FYE 2022 levels, the impact will be a reduction in the surplus fund balances that have been built in FYE 2022. The Council has taken prudent actions to keep these surplus fund balances available only for one-time expenditures, to protect on the potential downside of reductions in sales tax revenue in FYE 2023.***

The General Fund budget for fiscal year 2022-2023 (FYE 2023) is basically a status quo budget. Services are maintained at the levels of the previous fiscal year, with the exception of an increase in the Police Department budget, with the restoration of 9 Police officer positions to form an expanded Community Outreach and Staff Services Division. As has been reflected throughout the nation, ***the City of Norman has had difficulty in filling budgeted Police Officer positions with qualified Police Officer recruits***. Steps are being taken to more actively recruit police officers as has been directed by the City Council. To partially offset the cost of the added police staffing, the Internal Audit function (two personnel), which was added to the budget in FYE 2021 but never implemented due to City Charter restrictions against the positions reporting directly to the City Council, is proposed to be deleted from the budget.

The increase in sales tax revenue in FYE 2022 has also had a positive impact on the General Fund, in the reduction or elimination of the need for "subsidies" (revenue transfers) from the General Fund to support the operations of the dedicated Public Transit Sales Tax (PTST) and Public Safety Sales Tax (PSST) special revenue funds. The assumption of the continuation of this increased sales tax revenue in the General Fund AND earmarked special sales tax revenue funds (though at a lower rate of growth) means that ***these lower subsidy levels are projected to continue into the future. It should be noted that if sales tax revenues decline overall in FYE 2023 and beyond, the need for the General Fund to provide revenue support ("subsidies") to these earmarked sales tax revenue funds will need to resume*** in order to continue the services provided in the PTST and PSST Funds.

The FYE 2023 proposed budget also implements several General Fund staffing changes that were made during FYE 2022 at the direction of the City Manager. The Sustainability Coordinator position was moved from the General Fund to the Water Reclamation Fund and combined with the Environmental Services Coordinator position. An Administrative Technician position was added to the Human Resources Department and a Municipal Accountant position was added to the Finance Department. Two personnel were removed from the Transit Services Division as some services were shifted to the Embark contract service provider. A Network Engineer position is also proposed to be added to the Information Technology Department.

The Council is aware and has been reminded by the Public Safety Sales Tax Citizen's Oversight Committee of the need to add personnel that was promised to the voters with the passage of the permanent PSST Ordinance (O-1314-33). The City's budget has not allowed for the addition of two Emergency Communications Officers (Dispatchers; with personnel cost of approximately $135,000 per year) and four School Resource Officer positions (annual personnel cost of

approximately $650,000, to potentially be shared with the Norman Public School District) that were mandated by this Ordinance. ***The need for the expanded services provided by these positions has not gone away.*** In future budget years, the General Fund budget will need to be positioned to absorb these costs, as Public Safety Sales Tax revenues are not sufficient to fund them.

The City's National Pollutant Discharge Elimination System permit from the U.S. Environmental Protection Agency requires the addition of services in the City's stormwater management programs to improve Norman's downstream water quality and to prevent flooding. To meet these minimum permit standards, the City needs to add an additional staffed Street Sweeper (approximately $375,000 for equipment and $75,000 annually for personnel) and a Stormwater Maintenance Crew (approximately $160,000 for equipment and $300,000 annually for personnel). In most cities of the size and character of Norman, stormwater management is paid for, fully or partially, from revenues generated from a Stormwater Utility Fee that operates similarly to Norman's Water, Water Reclamation and Sanitation Utilities. The Council has referred the question of providing for a Stormwater Utility fee to pay for these services to the voters (the Norman City Charter requires a vote of the people to implement or raise utility rates) and the voters have turned down the proposal twice. ***The need for the expanded services provided by these positions and equipment has not gone away.*** In future budget years, the General Fund budget will need to be positioned to absorb these costs, or the voters will need to be convinced of the necessity to provide new revenues to protect Norman's downstream water supplies and prevent flooding during storms.

If the growth rate in the City's sales tax sustains itself in the coming fiscal years, the two areas of need discussed here may be high priority areas to add additional staffing and ongoing services with the better financially-positioned General Fund highlighted in the FYE 2023 Budget.

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 related to all City functions. ***Health care cost increases (accounted for in the City's Risk Management Fund) are reflected in an increased "premium" charged to all departmental benefits budgets.***

The FYE 2023 budget is based on the following assumptions for personnel costs:

- Budgeted positions are assumed to be filled for the full fiscal year;
- No salary increases (cost-of-living raises) are assumed; 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 $679 per month (single) and $1383 per month (family) for health 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;
- 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 1.6% 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 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. The City's General Fund provides revenue to the public transportation service, through a "subsidy" projected to be $741,072 in FYE 2022 to the Public Transit Fund (to cover the difference in projected expenditures of the Transit Fund and its internally-generated revenues, such as Federal Transportation Administration funds and PTST revenue). The City has expanded and improved transit services, and implemented administrative changes during FYE 2022. The expansion and improvement in public transit service delivery was highlighted by the completion of a Public Transit Maintenance facility in FYE 2022, funded in large part by the U.S. Federal Transit Administration.



Operational Budget Summary

The Fiscal Year 2022-2023 City Manager's proposed operating budget is being prepared in a time of tremendous growth in the City's major revenue source, sales tax. The budget assumes this growth will continue, though at a much slower rate of growth than in FYE 2022. The risk of a downfall in these sales tax revenues is very high, which would have the impact of spending down large portions of these surplus fund balances during the coming fiscal year.

Capital Expenditure Budget Preparation

Major City of Norman capital improvement projects are funded by the dedicated 7/10% (0.7%) Capital Sales Tax (CST); the ½ percent (0.5%) NORMAN FORWARD and 0.5% 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 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 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. The first of the projects authorized in the 2019 G.O. Bond program, the Porter Street and Acres Avenue Intersection reconstruction, is complete. Three other projects are in final design, utility relocation and/or right-of-way acquisition phases: the Jenkins Avenue widening project; the Porter Avenue Streetscape; and the James Garner Avenue (Duffy to Acres) widening projects.

On May 13, 2008, the voters of Norman approved the issuance of $11,250,000 in General Obligation bonds for the renovation and refurbishment of the Norman Municipal Complex. The first component of this refurbishment and renovation project, the construction of the Norman Development Center, is nearing completion. When complete in the fall of 2022, all of the development-related functions of the City, including payment processes and utility services, will be centralized in one building. These streamlined and expanded facilities will enable customer services to be delivered much more efficiently.



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.

Senior Citizen's Wellness Center

The 2008 General Obligation Bond issue passed by the voters contemplated the relocation of the Norman Senior Citizen's Center into the renovated former Norman Central Library Building. Based on citizen input, the Council directed that a new stand-alone Senior Center be built. Years of public discussion ensued about the budget for and location of the proposed Senior Center. It was finally decided that the Senior Center would be built on City-owned land within the Norman Regional Hospital System's "Porter Wellness Village". Design of the facility with all of features desired by Senior Center stakeholders (the programming for the facility expanded from the existing recreational facility to a wellness center program), expanded the cost to an estimated $12.5 million.

$7.6 million re-allocated from NORMAN FORWARD funds which were originally programmed to be used for the purchase of land for the Griffin Park Soccer Complex will be used to fund the new Senior Center, and during fiscal year 2020-2021, the Council appropriated $4.8 million in CARES Act reimbursement funding to complete the funding of the full Senior Wellness Center facility. Completion of the facility is set for the summer of 2023.



NORMAN FORWARD Sales Tax Capital Projects Fund

On October 13, 2015, the citizens of Norman approved a ½ 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.

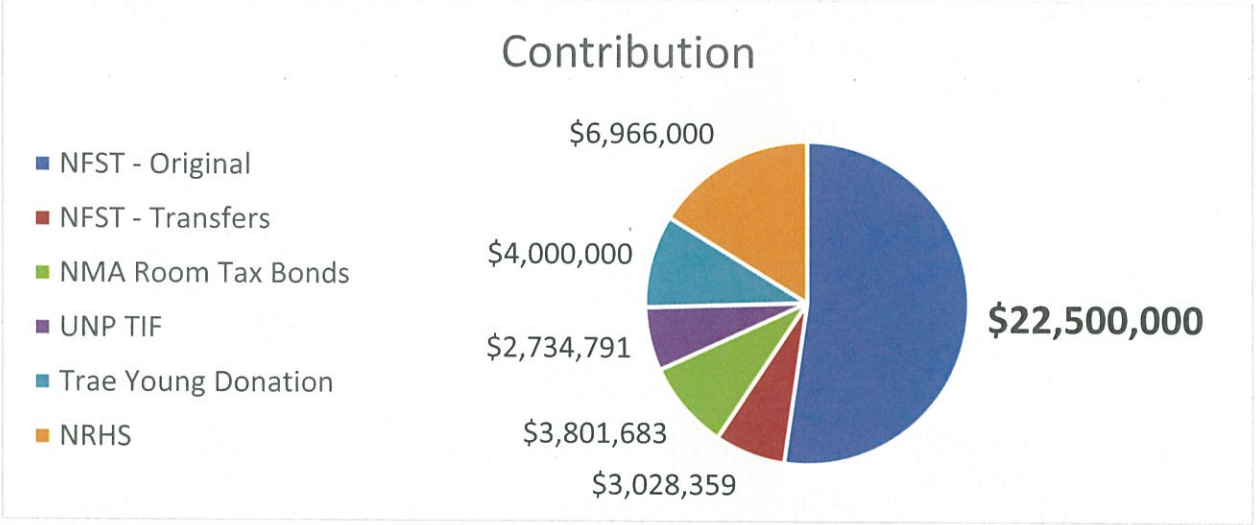
Several of the NORMAN FORWARD facilities have been completed and are being enjoyed by Norman residents and visitors:

- 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

Construction of the extension of James Garner Boulevard, from an intersection with Flood Avenue to the completed Acres Street Intersection, will begin in the summer of 2022. Matching federal Transportation Administration funds are programmed for the project, which will improve traffic flow into and out of downtown Norman tremendously, as well as serving the City's Municipal Complex and the NORMAN FORWARD Central Library and Andrews Park facilities. Continuation of improvements and expansion of the Griffin Park Soccer Complex and the Reaves Park Baseball/Softball Complex will also be undertaken in FYE 2022.

The City has purchased land in the University North Park (UNP) development for the siting of the NORMAN FORWARD Indoor Multi-Sport (volleyball, cheerleading, basketball, gymnastics, etc.) and Indoor Aquatic Center. The projects have been combined as the "Young Family Athletic Center ("YFAC"), as a result of the largest donation in Norman's history ($4,000,000), and the purchase of naming rights for the facility by the Trae Young Family Foundation (NBA All-Star Trae Young of the Atlanta Hawks is a Norman native and resident).

Funding for the land purchase and supplemental construction funding ($2,700,000) was provided from the University North Park Tax Increment Finance District (UNP TIF) Fund. The Norman Regional Health System has also agreed to locate a major, state-of-the-art "human performance center", to be called "NMotion", within the YFAC. Taken together, the budget for the facility is now over $43,000,000, now the largest and most impactful Norman Forward-based project:

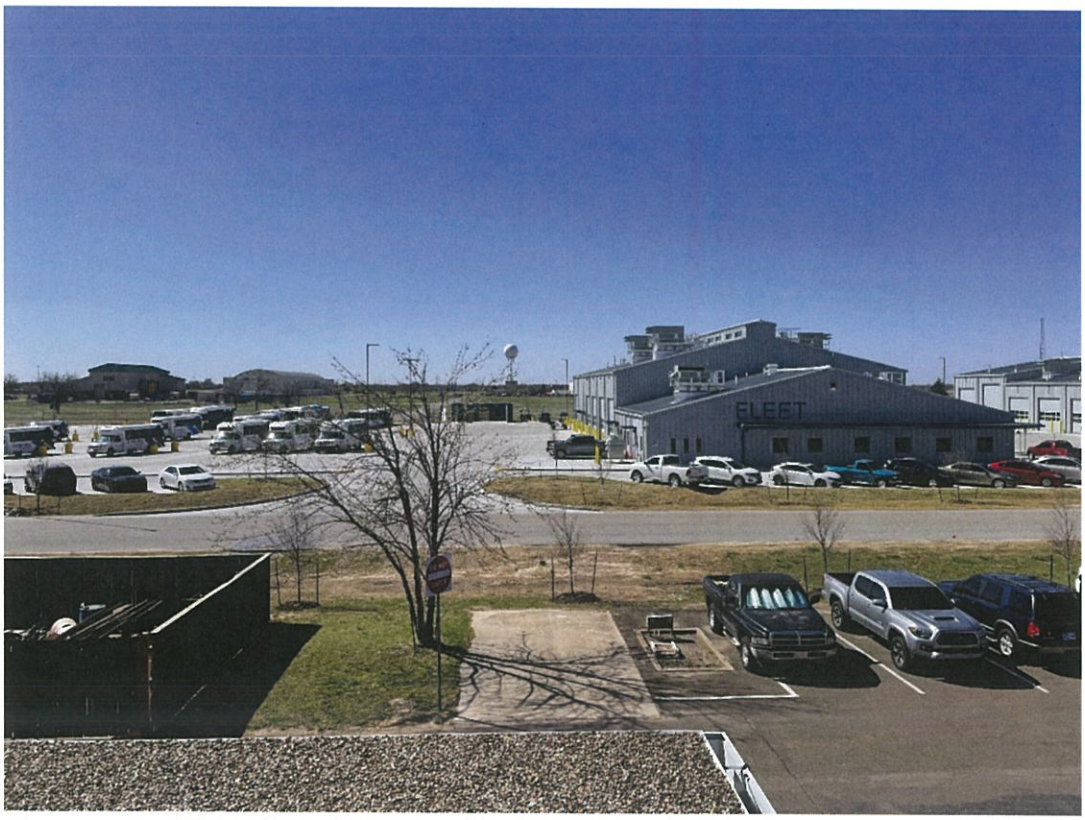


The future YFAC facility is depicted throughout these budget documents. Locating these major recreational facilities within walking distance of the many hotels, retail establishments and transportation facilities in UNP and adjacent to the OU/Westheimer Airport will make Norman an attractive location for state and regional sports tournaments and other activities, drawing visitors and consumers to the City. As all of these projects progress, the full benefit of the NORMAN FORWARD program will begin to be enjoyed.

CARES Act and ARPA – Funded Capital Projects

The allocation of one-time federal grant proceeds has enabled the City to more adequately address some capital facility needs that had existed for many years. During fiscal year 2021-2022, the City Council appropriated Coronavirus Aid, Relief and Economic Security (CARES) Act reimbursement funds for the completion of the Senior Wellness Center project (discussed in the NORMAN FORWARD Section, above). The original allocation of $7,600,000 was short of the engineer's estimated cost to complete the project by approximately $4,800,000. The appropriation of $4.8 million of General Fund balance will enable the project to be completed at its program scope, and on the pace to be completed in 2023.

During Fiscal Year 2020-2021, the City was awarded $5.1 million in additional CARES Act grant funding through the Federal Transit Administration to complete the funding of a Public Transit and Emergency Vehicle Maintenance Facility. Since the City took over the administration of Norman's public transportation system from the University of Oklahoma in 2019, the City's public transit fleet had been maintained at facilities owned by OU and needed by OU for the maintenance of their vehicles. The City's Public Transit and Emergency Vehicle Maintenance Facility was completed in February, 2022 and is co-located with the Park Maintenance Facility (discussed in the Norman Forward Section, above).



Transit and Emergency Vehicle Maintenance Facility

Also during FYE 2022, the Council programmed the use of American Recovery Plan Act (ARPA) entitlement funds. A total of $22.4 million in ARPA funds are to be received by the City in two equal payment tranches. Out of the first payment, received in May, 2021, the Council appropriated $9,500,000 to complete the construction of the new Emergency Communications and Operations Center (ECOC) at its desired scope. Funds for the project were included in the Public Safety Sales Tax "Critical Capital Needs" program in 2014, with an original allocation of $6,500,000. As design of the ECOC progressed, the original allocation was found to be significantly short of the needed funds. For years, re-designs were attempted to cut the scope of the project to make it fit in to the available funds, or alternative supplemental revenue sources were attempted. A General Obligation Bond proposal to fully fund the facility failed in August, 2020. As soon as the City's ARPA entitlement funds were identified, the Council made the full funding of the ECOC the highest priority use of the funds, to better prepare to respond to any future pandemics or other emergencies. Construction of the facility will begin soon and is scheduled to be complete in 2024.



Emergency Communications (Dispatch) and Operations Center

Progress on Other Capital Projects

The fiscal year 2022-2023 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 Water 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, and user fees are charged to those customers at a level that seeks to recover the full costs of providing the services. The budgetary status of the Water and Wastewater Utilities are driven in large part by major capital projects.

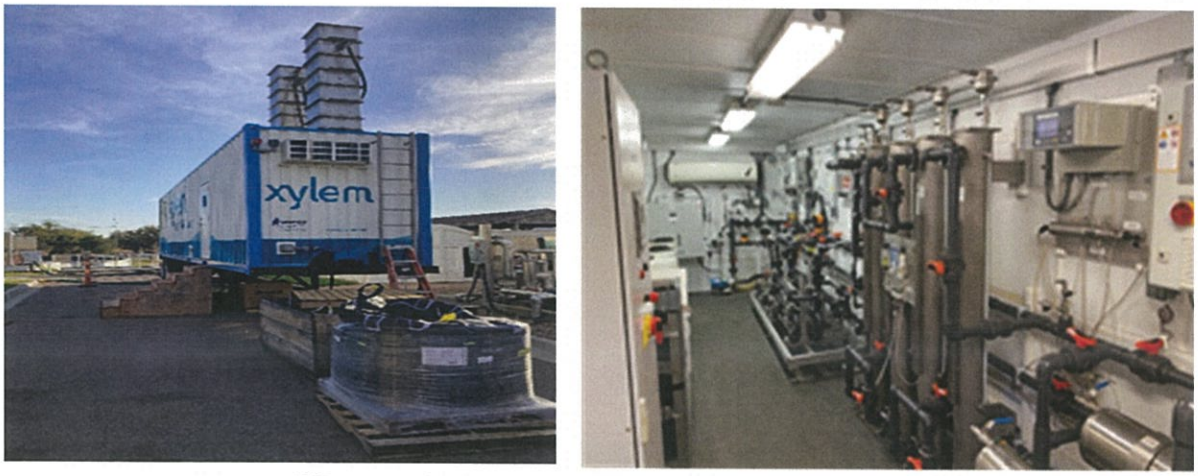
Norman Water Enterprise Utility

The Norman Water Utility has proposed a rate increase to fund needed replacements of 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. On April 5, 2022, the voters of Norman rejected the proposed rate increase to pay for the improvements (note: Norman's City Charter requires a vote of the people to raise utility rates). The Utility will continue its efforts to gain compliance with the disinfection requirements, but will postpone other needed capital projects in order to operate within available ratepayer revenues.

The Water Utility Enterprise is constructing a major solar panel farm, to generate enough power to significantly reduce fossil fuel consumption to power the Water Treatment Plant, in fiscal year 2022-2023.

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 the high-quality treated effluent, such as for irrigation and eventually augmenting drinking water supplies. The WRF is completing a pilot project for the removal of pharmaceuticals and personal care products that are found in domestic wastewater. Data from the pilot project will be used to compile cost analyses to determine the effectiveness of supplementing raw water supplies in Lake Thunderbird with highly-treated recycled water from the WRF. This supplemental Lake water would then be re-treated at the Water Treatment Plant. If successful, this would be a very robust additional drinking water source, as contemplated in the adopted *Norman 2060 Water Supply Plan*.



Pilot Tertiary Wastewater Treatment Equipment

The combined Water and Water Reclamation Utility Enterprises are constructing a new Line Maintenance Division headquarters facility on land owned by the City's Utility Authority. Design of the facility is ongoing and construction should be completed in 2024. The Water Reclamation Enterprise is also constructing a major solar panel farm, to generate enough power to significantly reduce fossil fuel consumption to power the WRF, in fiscal year 2022-2023.

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 provided by an independent contractor (the recycling collection contract will be re-considered in FYE 2023). 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.

The Sanitation Utility completed construction of a permanent Household Hazardous Waste Disposal Facility in FYE 2022; the facility is now open for waste disposal by appointment (previously, the Utility conducted semi-annual hazardous waste disposal events).



Household Hazardous Waste Disposal Facility

Norman Storm Water Utility

Since the National Pollutant Discharge Elimination System (NPDES) regulations were pronounced by the U.S. Environmental Protection Agency in the 1990's, the City of Norman has known that its programs in stormwater drainage management, point-source water quality mitigation and other factors would, by law, have to be improved. Since the adoption of the City of Norman's *Stormwater Master Plan* in 2009, the City has had a plan for how to meet these regulations and professional estimates of the operational and capital costs to do so. The City of Norman has not, however, implemented a stormwater utility fee to pay for the improvements, as have most cities confronted by the same mandated costs. Other cities in Oklahoma and across the country have implemented similarly-required storm water program enhancements over the past 20 years, through the adoption of Storm Water Utility (SWU) rates. Norman is the only large city in Oklahoma without a SWU.

The City will continue to budget for its stormwater maintenance and related programs within the General Fund and Capital Fund, but the allocations will be far short of requirements of the federal NPDES permit. Future year budgets will be required to provide more adequate funding for these services. If additional revenue is not generated through a SWU or other funding mechanisms, the City's General Fund will suffer and the City of Norman will struggle to be in compliance with the requirements of its Phase II Storm Water Permit.

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the FYE 2023 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements, and this is the primary source of revenue for the Capital Fund.

SUMMARY

The fiscal year 2022-2023 budget is highlighted by the increased growth in sales tax revenue, which positively impacts on many of the City's major operations. The budget is also highlighted by the uncertainty of how long this sales tax growth will last. The budget is prepared based on a continuation of this growth, though at a significantly slower rate. The fund balances built up over the last year in the City's General Fund will attempt to be maintained, to respond to the possibility that sales tax revenues may decline in fiscal year 2022-2023 (FYE 2023) from the levels experienced in FYE 2022.

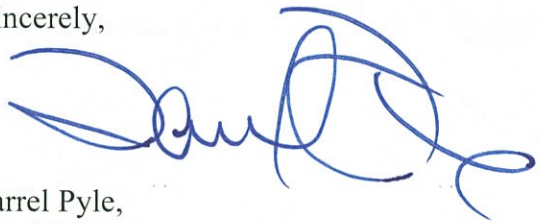
Significant challenges are being experienced by the City's ratepayer-funded Water and Water Reclamation ("wastewater" or sewer) Utilities to meet the capital improvement project needs required to continue to provide services to utility customers at the desired level. The inability to gain voter approval of adequate water and sewer rates continues to impede the operations of the City's utility operations.

Under the direction of the Council, the City will continue to work within limited resources to provide the services which our residents deserve and demand while looking for new or more efficient revenue sources and/or reducing services in targeted areas. It is to the great credit of our policy makers, City employees and our citizens that Norman continues to be able to provide these basic services and capital improvements, given our relatively small means.

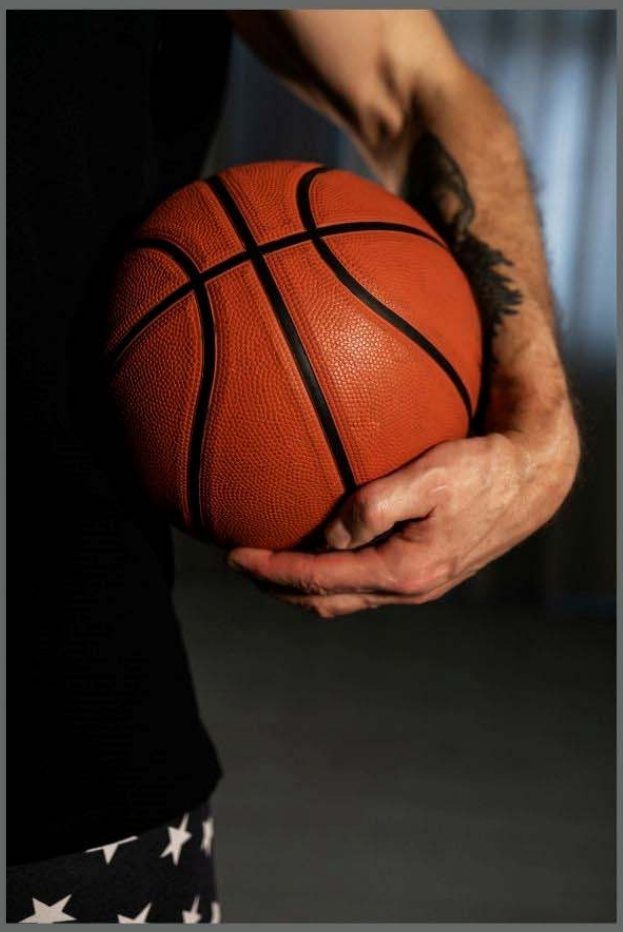
CONCLUSION

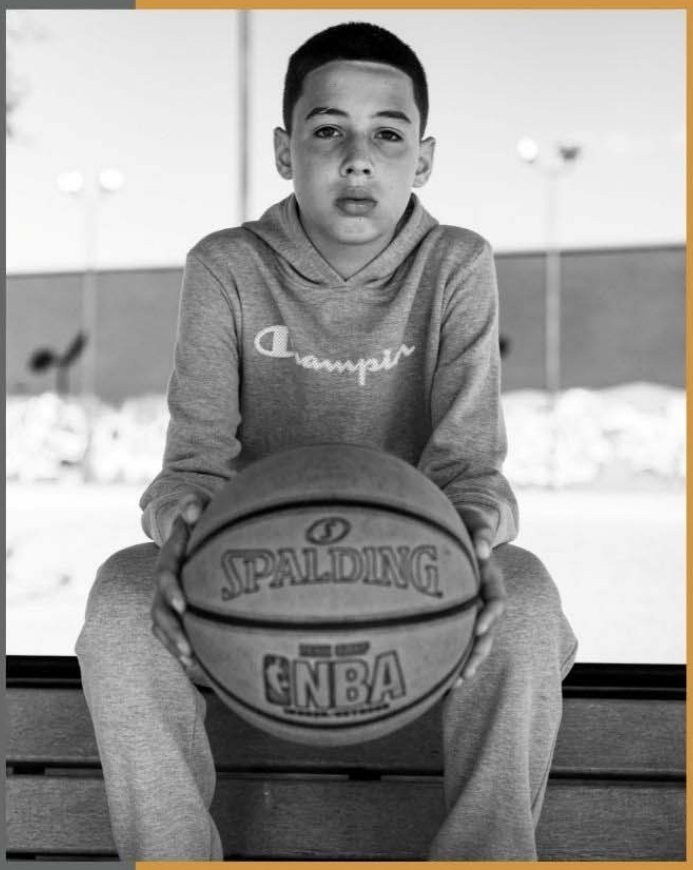
I would like to express my personal appreciation for the outstanding work done by the professional staff of our Management Team, senior division managers, and our dedicated Finance Department staff who have worked countless hours to prepare this budget and respond to the information and policy direction 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







Community Profile

History of Norman, Oklahoma

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 129,946 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 29,705.

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, 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.



Holiday Celebration in December



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

Photos courtesy of Norman Convention & Visitor's Bureau and Norman Parks & Recreation

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



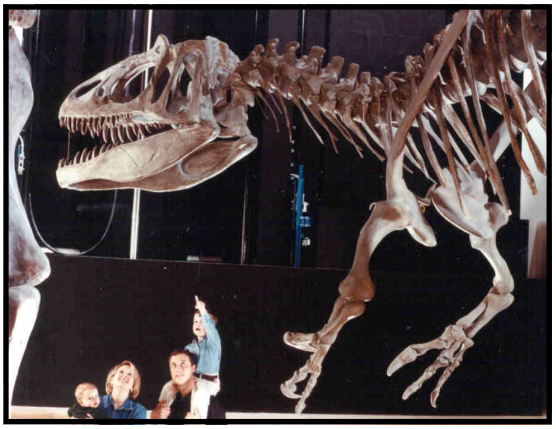
Owen Field and Oklahoma Memorial Football Stadium



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
2012	113,273	26,058	29.6	15,022	4.4
2013	115,562	27,343	29.7	15,510	5.0
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

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

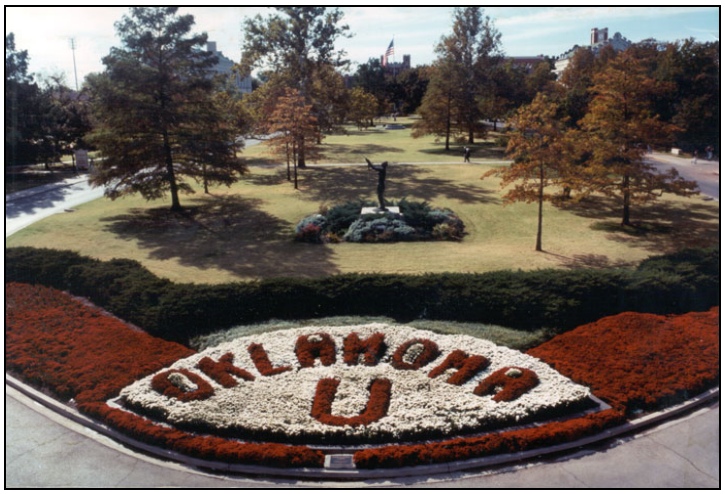
Facilities and services not included in the reporting entity:

Hospitals:

Number of Hospitals	2
Number of licensed patient beds (Norman Regional)	219
Number of licensed patient beds (Healthplex)	168

Education (2021-2022 School Year):

Total school enrollment – Norman Public Schools	15,449
Number of elementary schools	17
Number of elementary students	7,246
Number of elementary school instructors	700
Number of secondary schools	6
Number of secondary school students	8,203
Number of secondary school instructors	547
Number of vocational technology centers	1
Number of universities	1



The University of Oklahoma campus

Major Employers in Norman

Name	Product / Service	Employees
The University of Oklahoma (Norman Campus only)	Education Services	12,941
Norman Regional Hospital	Medical Services	3,040
Norman Public Schools	Education Services	1,806
York International / Johnson Controls	Heating / Air Conditioning	1,030
Wal-Mart	General Merchandise Retailer	950
City of Norman	Government Services	904
Dept. of Mental Health & Substance Abuse Service	Mental Health & Substance Abuse Services	500
Hitachi	Electronics Manufacturer	400
NOAA National Severe Storm Laboratory	National Weather Services	400
Target	General Merchandise Retailer	380

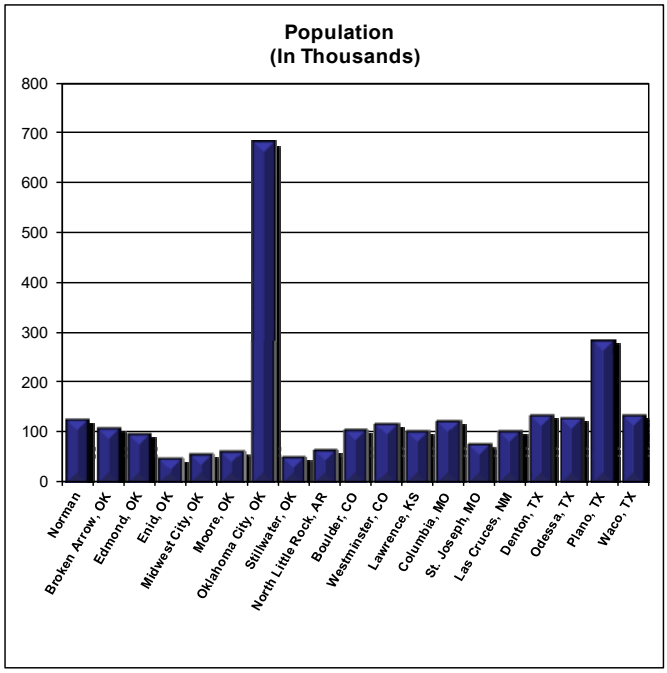
INTER-CITY BENCHMARK COMPARISONS

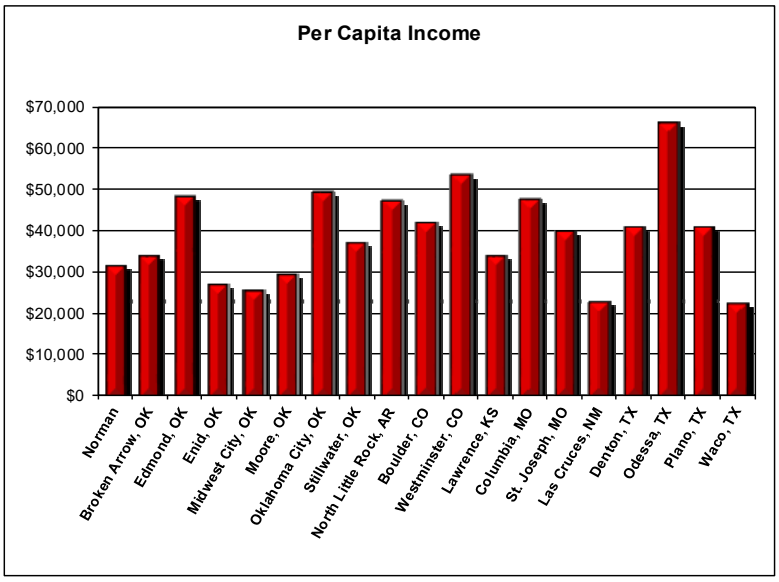
For purposes of comparative analysis, Norman compares ("benchmarks") itself to 18 other cities for a variety of criteria. These cities are generally selected based on the following factors.

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

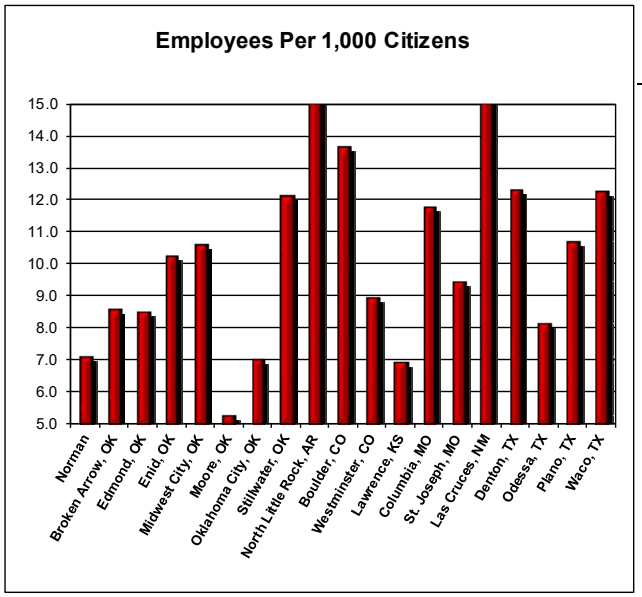
City	Population	Median Age	Square Miles
Norman	**126,753**	**30.9**	**189.5**
Broken Arrow, OK	110,198	37.3	61.6
Edmond, OK	96,376	35.7	87.9
Enid, OK	49,688	34.6	73.9
Midwest City, OK	57,288	36.0	24.4
Moore, OK	62,055	34.3	22.0
Oklahoma City, OK	680,059	35.2	620.4
Stillwater, OK	50,299	25.5	28.4
North Little Rock, AR	65,903	37.3	44.8
Boulder, CO	106,392	28.5	27.3
Westminster, CO	118,931	35.8	35.0
Lawrence, KS	103,351	28.2	34.9
Columbia, MO	124,537	28.2	63.5
St. Joseph, MO	76,780	37.8	44.8
Las Cruces, NM	102,102	32.3	77.0
Denton, TX	136,195	29.4	98.0
Odessa, TX	128,401	30.9	52.0
Plano, TX	287,064	38.7	72.0
Waco, TX	135,858	28.7	101.1





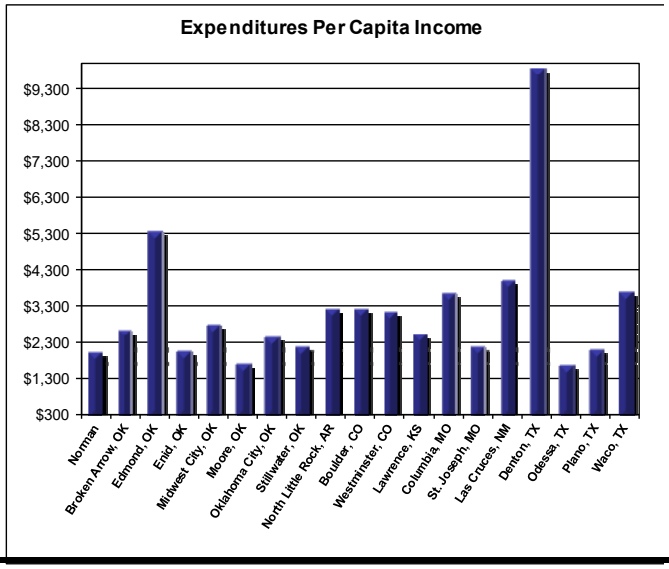
City	Per Capita Income
Norman	**$31,710**
Broken Arrow, OK	$34,126
Edmond, OK	$48,197
Enid, OK	$27,071
Midwest City, OK	$25,686
Moore, OK	$29,399
Oklahoma City, OK	$49,187
Stillwater, OK	$37,195
North Little Rock, AR	$47,287
Boulder, CO	$42,203
Westminster, CO	$53,634
Lawrence, KS	$34,103
Columbia, MO	$47,482
St. Joseph, MO	$39,810
Las Cruces, NM	$23,131
Denton, TX	$41,153
Odessa, TX	$66,316
Plano, TX	$40,920
Waco, TX	$22,461

City	Public School Enrollment	Unemployment Rates	Top Three Property Tax Payers
Norman	**14,419**	**6.70%**	**Oklahoma Gas & Electric (OG&E), Wal-Mart Stores, Inc., AVARA/Astellas**
Broken Arrow, OK	19,652	4.60%	not available
Edmond, OK	23,994	3.60%	Fraim Investments LLC, IA Edmond Bryant LLC, Cornerstone Oxford Oaks LLC
Enid, OK	7,478	5.10%	ADM Milling, Advance Foods. Oklahoma Gas & Electric
Midwest City, OK	14,600	3.60%	not available
Moore, OK	24,916	6.80%	Mission Pointe Apartments Ltd., Nabors Lux 2/ Offshore Corp., Oklahoma Gas & Electric
Oklahoma City, OK	43,133	4.80%	Oklahoma Gas & Electric (OG&E), Devon Energy Headquarters, Hobby Lobby Stores
Stillwater, OK	6,029	4.40%	ASCO Aerospace USA, Brookside Stillwater, Walmart Real Estate
North Little Rock, AR	8,076	3.20%	not available
Boulder, CO	29,240	6.90%	Xcel Energy Inc., IBM Corporation, GPIF Flatiron Business Park LLC
Westminster, CO	not available	8.70%	not available
Lawrence, KS	11,473	4.80%	Links at Kansas, Arc PRLAWKS001 LLC, Wal-Mart Real Estate Business Trust
Columbia, MO	18,961	4.30%	Union Electric, Shelter Insurance, Broadway Crossings II LLC
St. Joseph, MO	10,919	5.70%	Boehringer Ingelheim Animal Health, Mosaic LifeCare, AG Processing Inc.
Las Cruces, NM	24,517	8.20%	El Paso Electric Company, Memorial Medical Center, Las Cruces Medical Center LLC
Denton, TX	30,682	5.30%	not available
Odessa, TX	30,091	13.50%	Halliburton Energy, Oncor Electric Delivery Co., La Frontera Holdings LLC
Plano, TX	52,405	3.10%	not available
Waco, TX	14,756	3.80%	Mars Snackfood US, LLC, Coca Cola Co, Oncor Electric Delivery Co LLC



City	Full-Time & Permanent Part-Time Budgeted Positions	Employees Per 1,000 Citizens
Norman	**896**	**7.1**
Broken Arrow, OK	945	8.6
Edmond, OK	818	8.5
Enid, OK	509	10.2
Midwest City, OK	608	10.6
Moore, OK	327	5.3
Oklahoma City, OK	4,757	7.0
Stillwater, OK	612	12.2
North Little Rock, AR	1,133	17.2
Boulder, CO	1,457	13.7
Westminster, CO	1,062	8.9
Lawrence, KS	859	6.9
Columbia, MO	1,464	11.8
St. Joseph, MO	725	9.4
Las Cruces, NM	1,670	16.4
Denton, TX	1,680	12.3
Odessa, TX	1,047	8.2
Plano, TX	3,073	10.7
Waco, TX	1,667	12.3

City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$284.77**	**$256.16**	**$2,021**
Broken Arrow, OK	$304.30	$293.06	$2,659
Edmond, OK	$517.41	$517.41	$5,369
Enid, OK	$95.96	$102.22	$2,057
Midwest City, OK	$161.51	$161.51	$2,819
Moore, OK	$107.91	$107.91	$1,739
Oklahoma City, OK	$1,658.41	$1,658.41	$2,439
Stillwater, OK	$120.10	$109.59	$2,179
North Little Rock, AR	$213.00	$212.85	$3,230
Boulder, CO	$337.66	$341.74	$3,212
Westminster, CO	$373.84	$373.84	$3,143
Lawrence, KS	$256.62	$314.75	$2,527
Columbia, MO	$416.71	$456.88	$3,669
St. Joseph, MO	$162.89	$167.45	$2,181
Las Cruces, NM	$414.10	$414.10	$4,056
Denton, TX	$1,347.66	$1,347.66	$9,895
Odessa, TX	$241.60	$214.90	$1,674
Plano, TX	$674.88	$605.13	$2,108
Waco, TX	$500.40	$500.40	$3,683

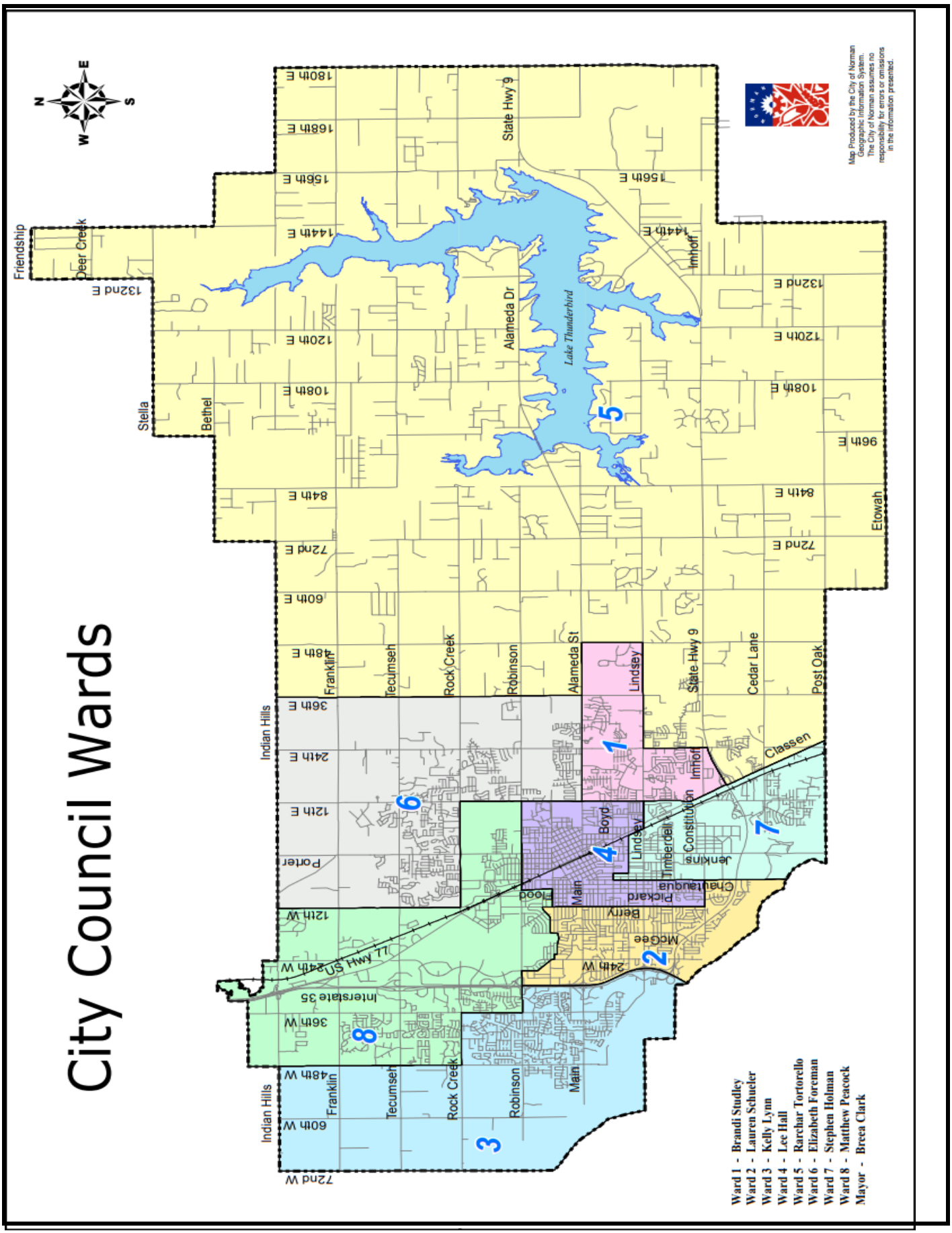


Government Facilities and Service Statistics

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



Area in square miles	189.5
General Obligation Debt Rating (Moody's rating)	Aa2
Number of Employees (excluding police and fire):	
Union	372
Non-Union	196
Fire Protection:	
Number of Stations	9
Number of fire personnel	164
Number of calls answered (for 2021)	17,648
Number of inspections conducted (for 2020)	1,477
Police Protection:	
Number of stations (includes Norman Investigations Center)	2
Number of police personnel (includes emergency communications & animal welfare staff)	250
Number of black and white patrol units	92
Number of arrests (for 2021)	5,036
Traffic violations (for 2021)	15,091
Parking violations (for 2021)	6,157
Number of reported crimes (NIBRS Groups A & B 2021)	10,747
Police Department Calls for service (for 2021)	66,377
Sewerage System:	
Miles of sanitary sewers maintained by the City	518.5
Miles of storm sewers maintained by the City	102
Number of treatment plants	1
Daily average treatment in gallons	11,500,000
Design capacity of treatment plant in gallons	17,000,000
Water System:	
Miles of water mains maintained by the City	635.1
Number of service connections (includes 1,109 sprinkler connections)	41,812
Number of fire hydrants	6,641
Daily average production in gallons (for 2021-excluding water purchased from OKC)	12,883,000
Maximum daily capacity of plant in gallons	17,000,000
Number of water wells in operation	40
Street Maintenance:	
Miles of urban streets maintained by the City	548.2
Miles of rural streets maintained by the City	231.9
Number of street lights	6,658
Number of signalized locations	258


City Council Wards
Ward 1 - Brandi Studley
Ward 2 - Lauren Schueler
Ward 3 - Kelly Lynn
Ward 4 - Lee Hall
Ward 5 - Rarchar Tortorello
Ward 6 - Elizabeth Foreman
Ward 7 - Stephen Holman
Ward 8 - Matthew Peacock
Mayor - Breea Clark
Lake Thunderbird
State Hwy 9
Alameda Dr
Imhoff
Deer Creek
Friendship
Stella
Bethel
Etowah
Indian Hills
Franklin
Tecumseh
Rock Creek
Robinson
Main
Lindsey
Boyd
Timberdell
Constitution
Jenkins
Chautauqua
Pickard
Berry
McGee
Flood
Porter
Interstate 35
US Hwy 77
Cedar Lane
Post Oak
Classen
Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

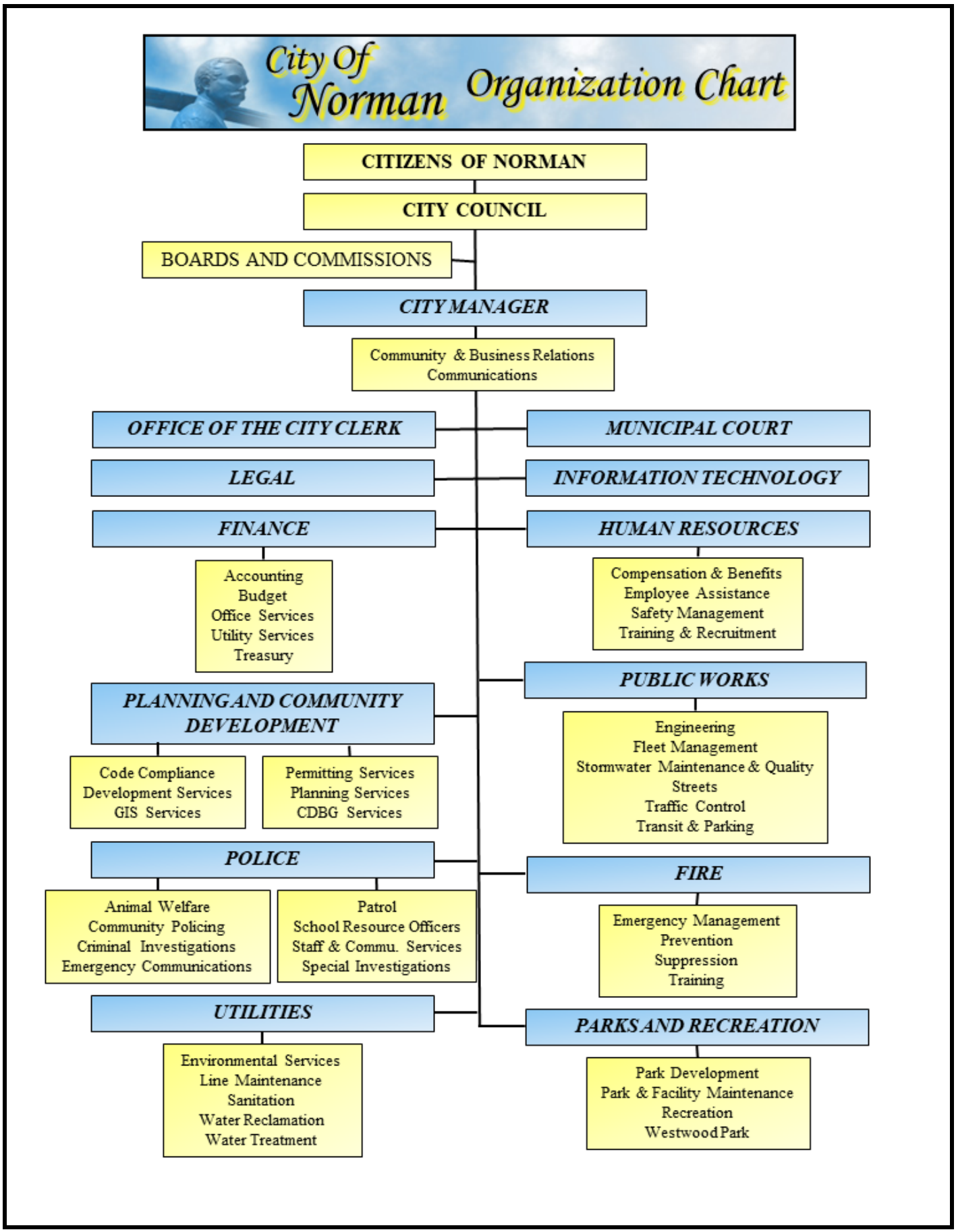




Overview / Statistical

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.


City Of Norman Organization Chart
CITIZENS OF NORMAN
CITY COUNCIL
BOARDS AND COMMISSIONS
CITY MANAGER
Community & Business Relations
Communications
OFFICE OF THE CITY CLERK
MUNICIPAL COURT
LEGAL
INFORMATION TECHNOLOGY
FINANCE
HUMAN RESOURCES
Accounting
Budget
Office Services
Utility Services
Treasury
Compensation & Benefits
Employee Assistance
Safety Management
Training & Recruitment
PUBLIC WORKS
PLANNING AND COMMUNITY DEVELOPMENT
Engineering
Fleet Management
Stormwater Maintenance & Quality
Streets
Traffic Control
Transit & Parking
Code Compliance
Development Services
GIS Services
Permitting Services
Planning Services
CDBG Services
POLICE
FIRE
Animal Welfare
Community Policing
Criminal Investigations
Emergency Communications
Patrol
School Resource Officers
Staff & Commu. Services
Special Investigations
Emergency Management
Prevention
Suppression
Training
UTILITIES
PARKS AND RECREATION
Environmental Services
Line Maintenance
Sanitation
Water Reclamation
Water Treatment
Park Development
Park & Facility Maintenance
Recreation
Westwood Park

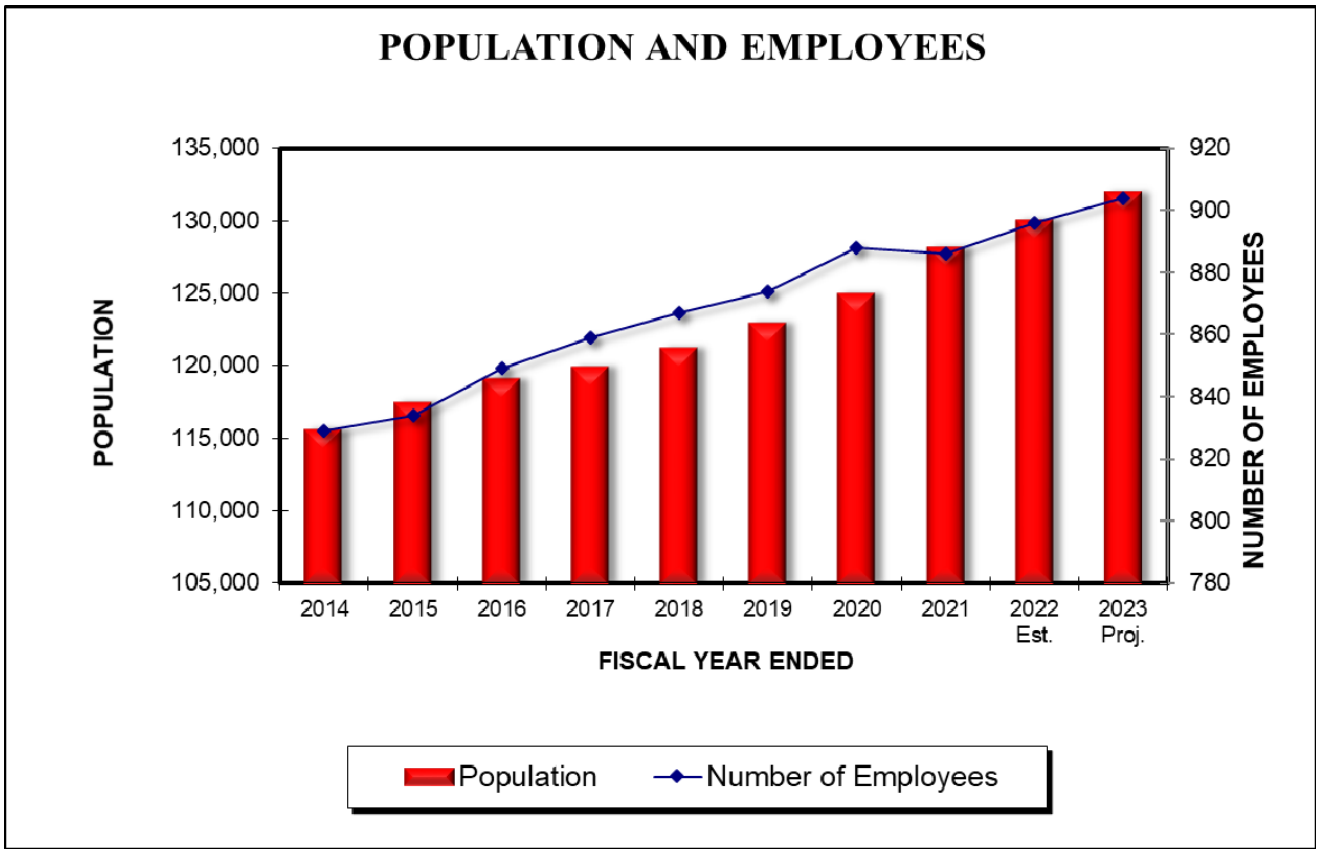
PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

FUND	FYE 12	FYE 13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23
GENERAL	601	602	596	599	610	615	619	626	630	622	629	638
PUBLIC SAFETY SALES TAX	65	67	69	71	77	79	82	82	84	84	84	84
RECREATION	0	0	0	0	0	0	0	0	0	0	0	0
CDBG	6	6	6	6	5	5	5	5	5	8	7	6
SPECIAL GRANTS	1	1	0	0	0	0	0	0	0	0	0	0
SEIZURES & RESTITUTIONS	0	0	1	1	0	0	0	0	0	0	0	0
EMERGENCY COMMUNICATIONS	0	0	0	0	0	0	0	0	0	0	0	0
WESTWOOD PARK	8	8	8	8	8	8	8	9	9	9	9	9
WATER	52	52	51	51	50	50	51	51	52	52	52	52
WATER RECLAMATION	21	22	22	22	42	43	43	43	44	44	44	44
SANITATION	51	51	51	51	51	52	52	52	52	52	55	55
RISK MANAGEMENT	1	1	1	1	1	1	1	1	1	1	1	1
CAPITAL PROJECTS	3	3	3	3	3	5	5	4	4	4	5	5
SEWER MAINTENANCE	21	21	21	21	1	1	1	1	1	1	1	1
PUBLIC TRANSPORTATION	0	0	0	0	0	0	0	0	6	9	9	9
TOTAL	830	834	829	834	848	859	867	874	888	886	896	904

FYE 20 to FYE 21 - During FYE 20 reclassified a printing services operator 1 from part-time to full time in the Finance Department and added a Transit Fleet Specialist, a Transit Service Technician, a Fleet Service Writer, 2 Mechanic II's, a part-time Transit Support Technician, and a Transit Coordinator in the Public Transportation Fund. Cut a permanent part time custodian position in the Parks and Rec Department and reclassified an ADA Technician position from contracted services to a full time position. Added a Homeless Technician in the Community Development Block Grant Fund. For FYE 21 cut a temporary Deputy Marshall position, a temporary Juvenile Community Services position, and a temporary Marshall position in the Municipal Court Department, and cut a Fire Protection Engineer position in the Fire Department. Cut 5 Master Police Officer positions, 2 Sergeant positions, and 2 Police Officer positions in the Police Department. Added an Internal Auditor and Internal Auditor Technician to the City Manager's Department.

FYE 21 to FYE 22 - During FYE 21 cut a Development Coordinator and added a Diversity and Equity Officer in the City Manager's Department. Added a Service Technician and a Transit & Parking Manager to the Public Transportation Fund. Added an Outreach Case Coordinator and an Outreach Housing Liason to the CDBG Fund. For FYE 22 added a Plumber/Tradesworker to the City Clerk's Department, added a Traffic Signal Locator/Inspector to the Public Works Department, added 3 Maintenance Workers I to the Parks Department, added a Maintenance Worker I and an Administrative Technician III to the Public Transportation Fund, and added a Hazardous Waste Facility Manager, a Sanitation Worker I, and a Sanitation Worker II to the Sanitation fund. Moved a Homeless Technician from the CDBG Fund to the General Fund.

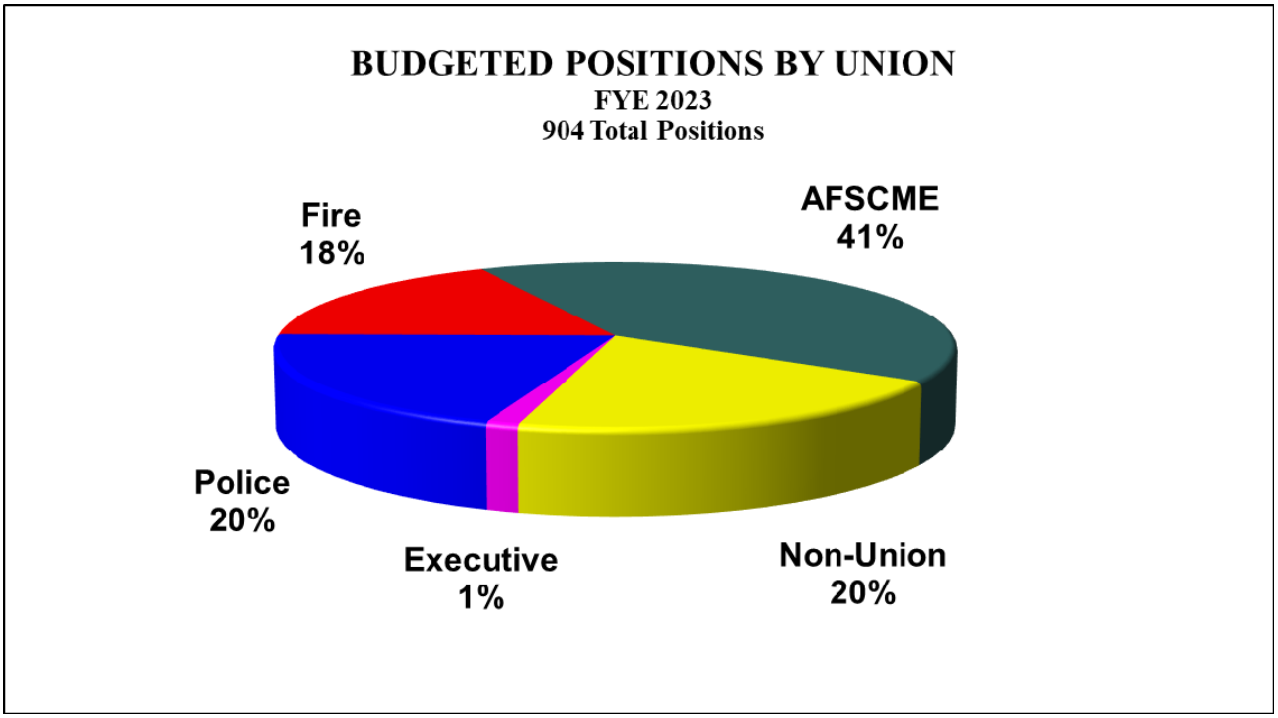
FYE 22 to FYE 23 - During FYE 22 combined the Sustainability Coordinator position in the City Manager's Department with the Environmental Services Coordinator in the Water Reclamation Department and kept the position in the Water Reclamation Department, added a Municipal Accountant I position to the 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 Internal Auditor and Internal Auditor Technician positions 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.



Discussion of the Graph

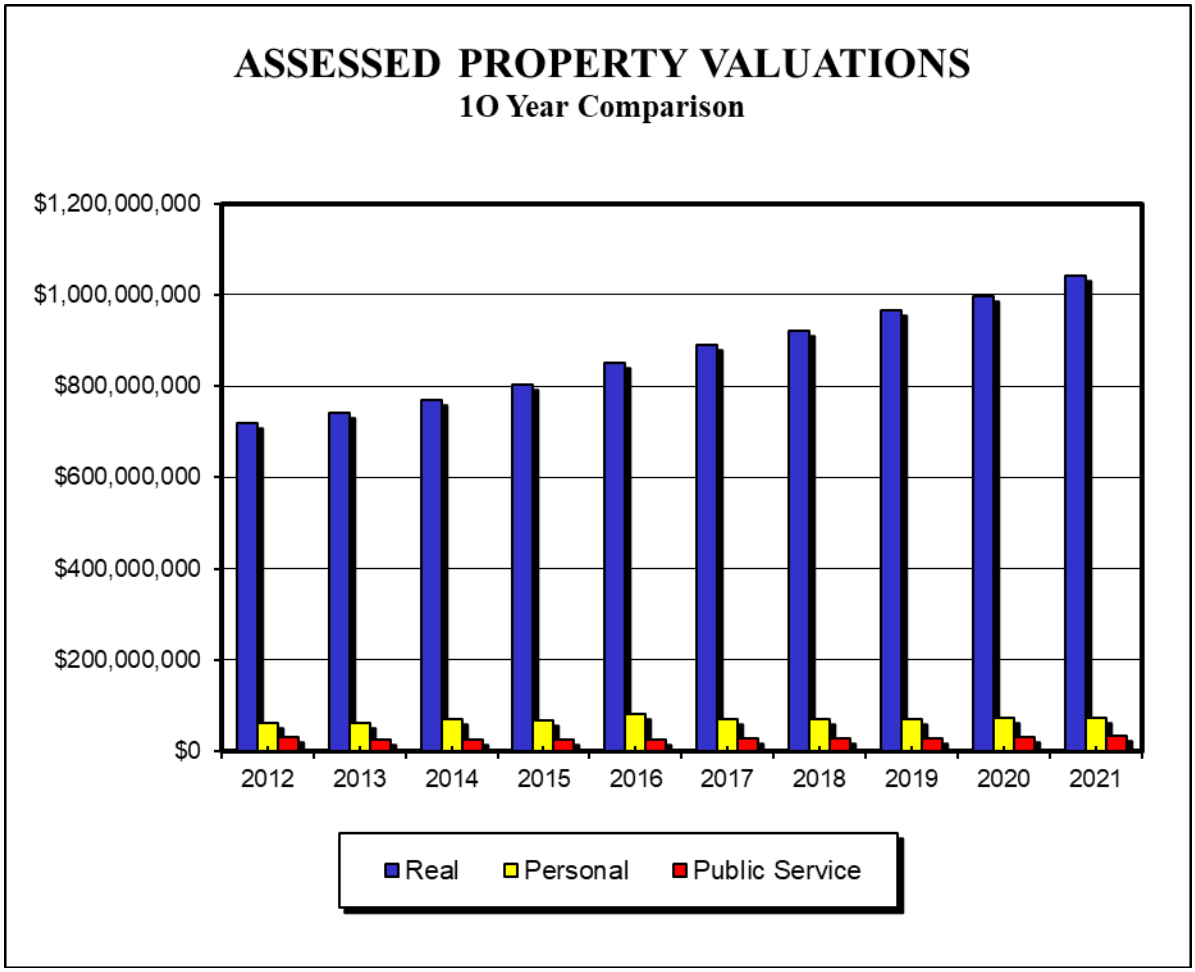
This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2023, the City will employ 904 permanent employees, which is eight more positions than budgeted in FYE 2022. Eighty-four positions are related to the Public Safety Sales Tax that was approved by citizens of Norman to increase Police & Fire protection. At 904 personnel, the City is budgeting 75 more positions than in FY 2014, or an increase of 9%. In 2023, the City of Norman's population is projected to be 131,896, an increase of approximately 14.2% from 2014.

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



Discussion of the Graph

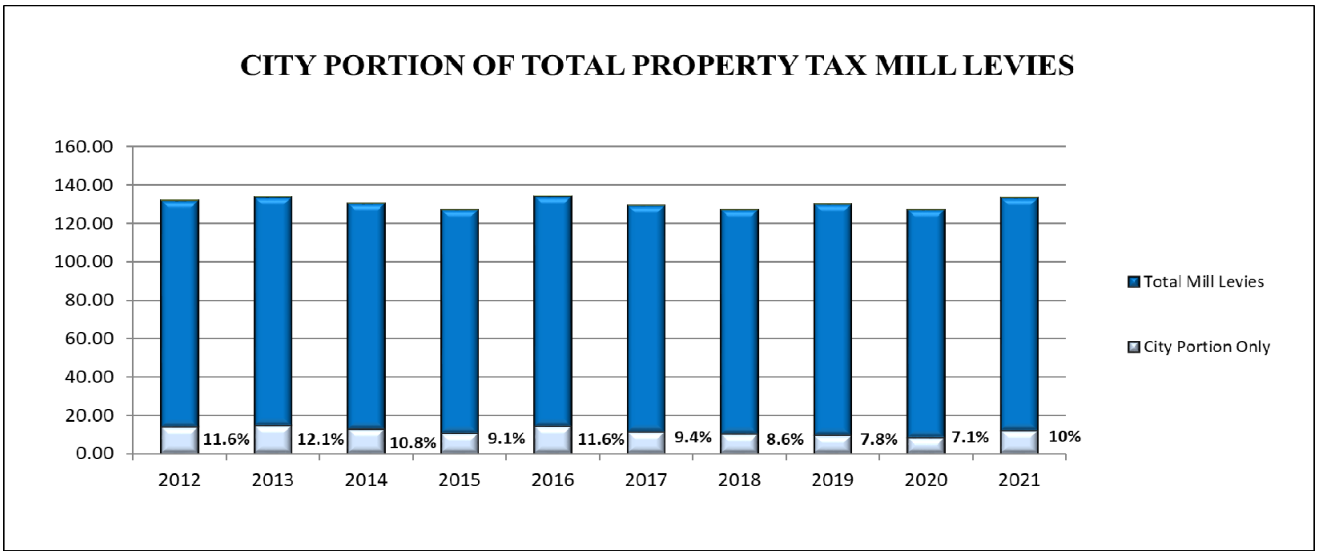
This graph illustrates the distribution of positions by bargaining unit. In FY 2022-2023 the City will employ 904 budgeted full-time and permanent part-time employees. The largest number of personnel (372) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are a total of 250 Police Department personnel, of which 178 are members of the Fraternal Order of Police (FOP) union and 49 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 and the City Manager of the City of Norman. There are 196 employees that are non-union members including the executive employees.



Discussion of the Graph

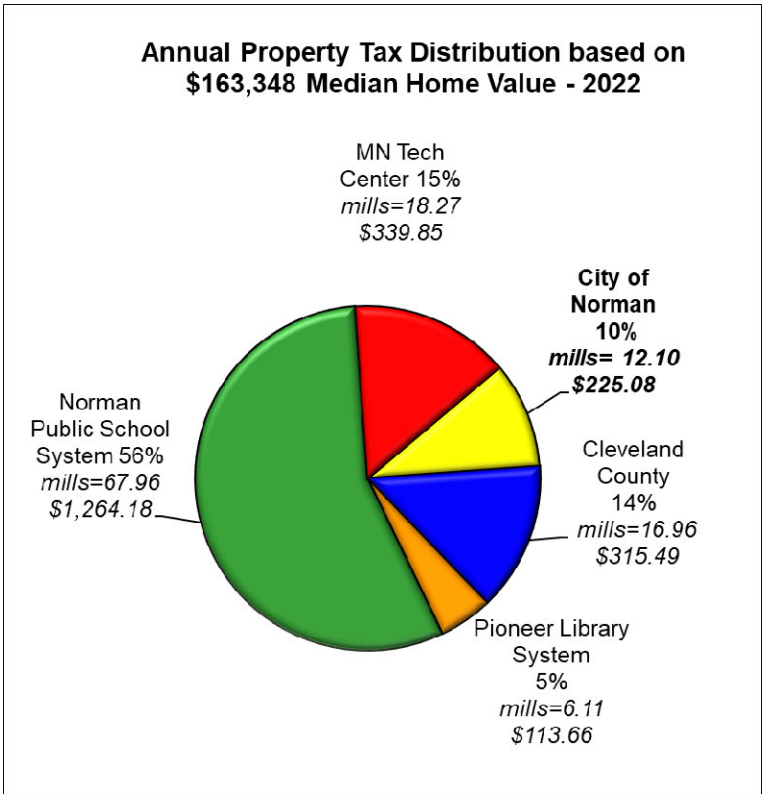
Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation 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.

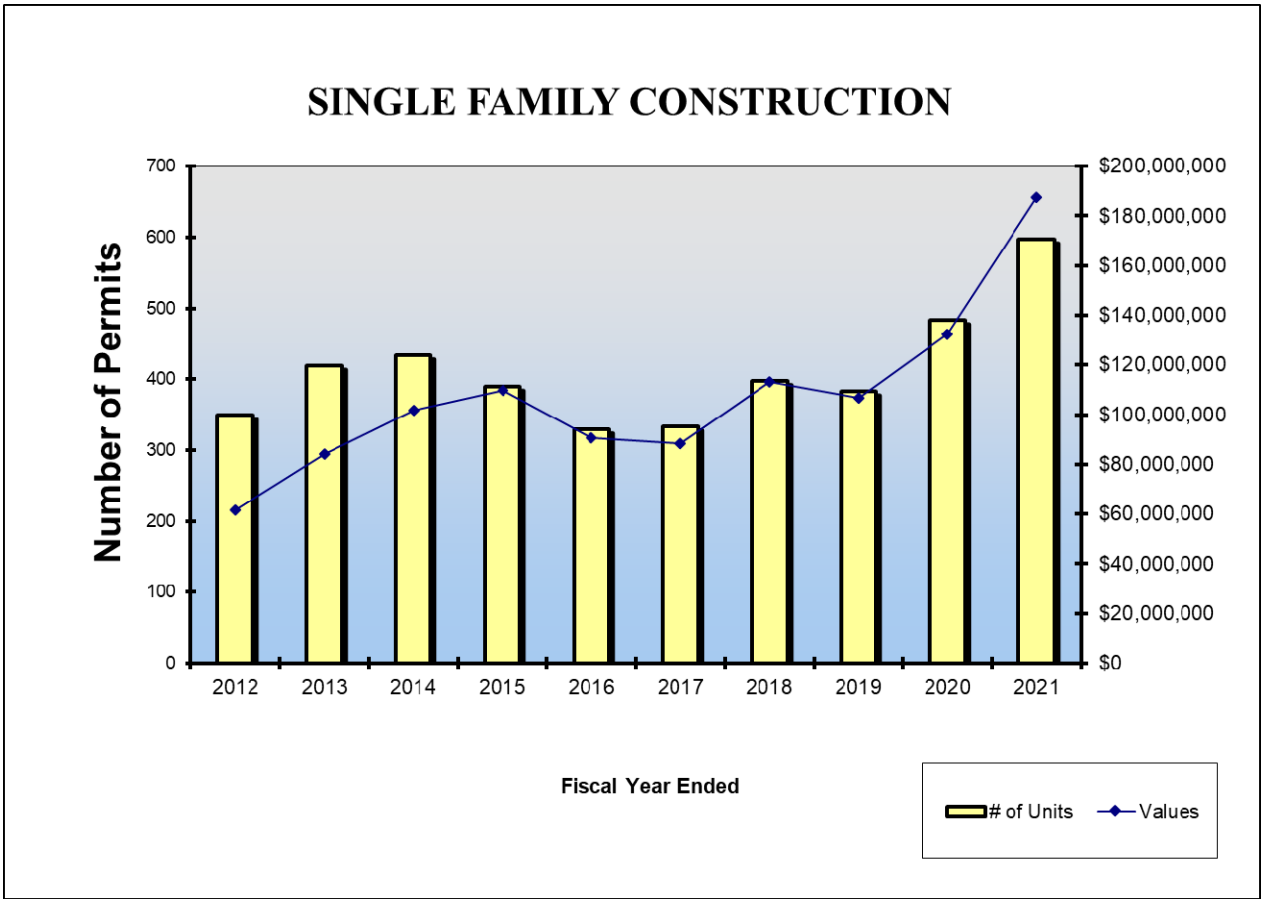
* Real Valuations do not include the homestead exemption



Discussion of the Graph

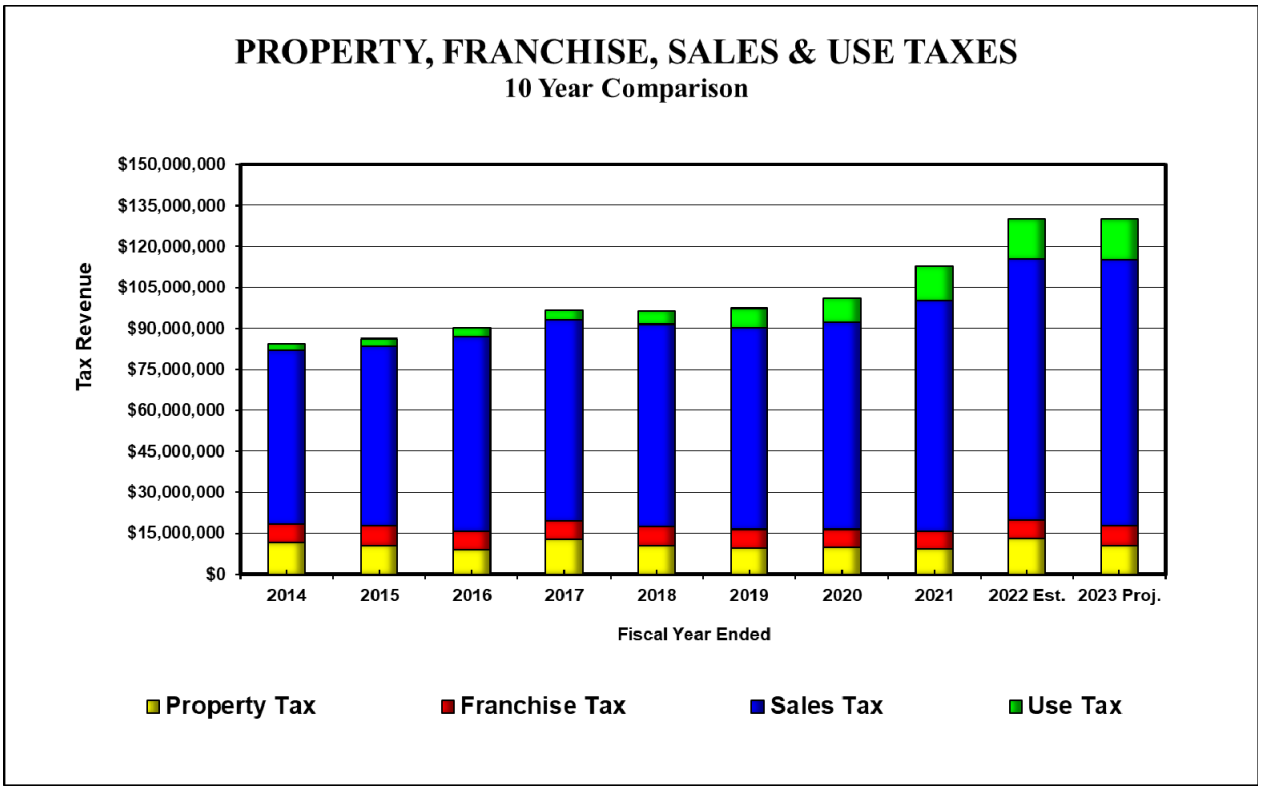
The City portion of actual property taxes levied in Norman in 2021 were 12.10 mills or $13,519,840 which is 1% of the assessed property value in Norman. According to the Cleveland County Assessor, the median home value in the City of Norman is an estimated $163,348.





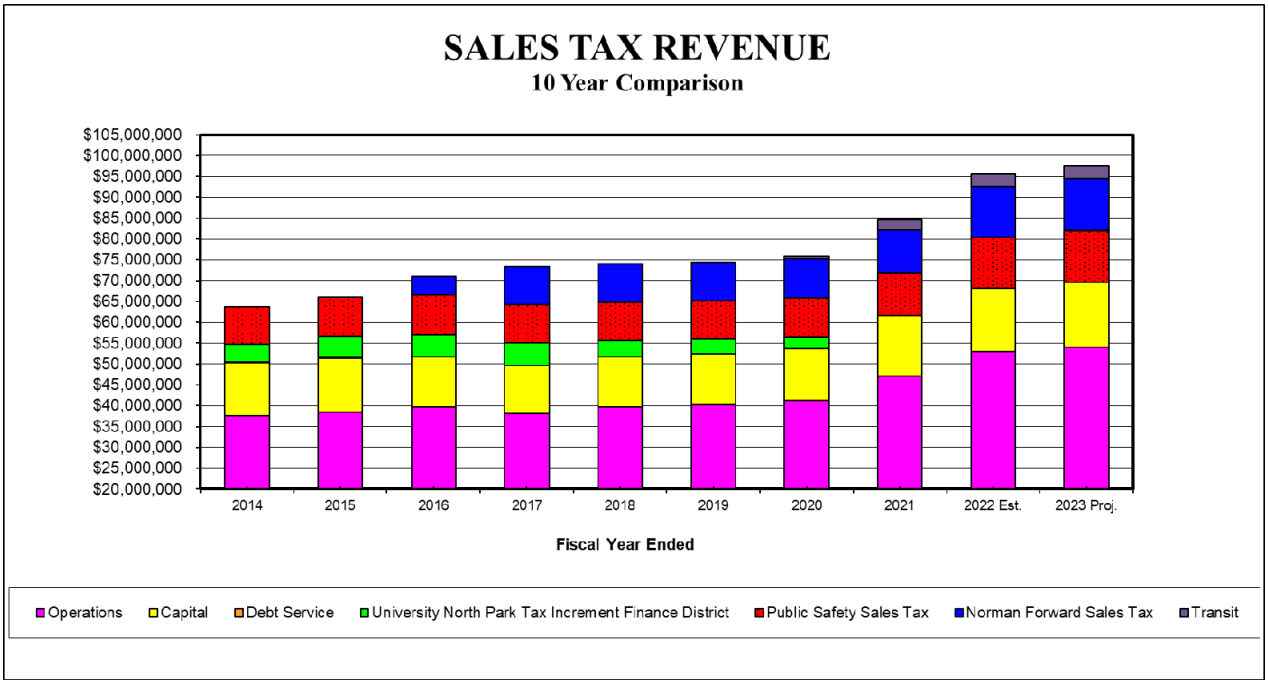
Discussion of the Graph

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 26% from fiscal year 2019 to 2020, 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 continued to increase in fiscal year 2021.



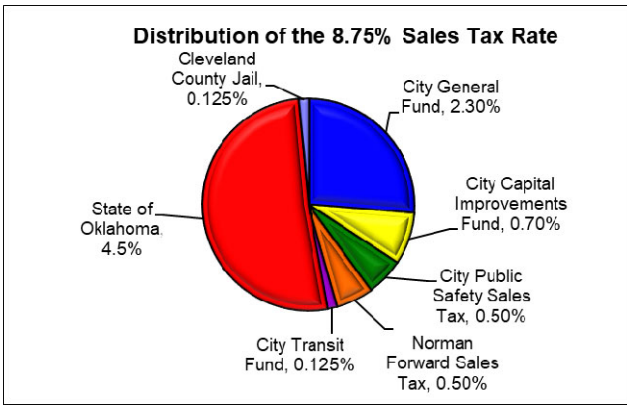
Discussion of the Graph

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.



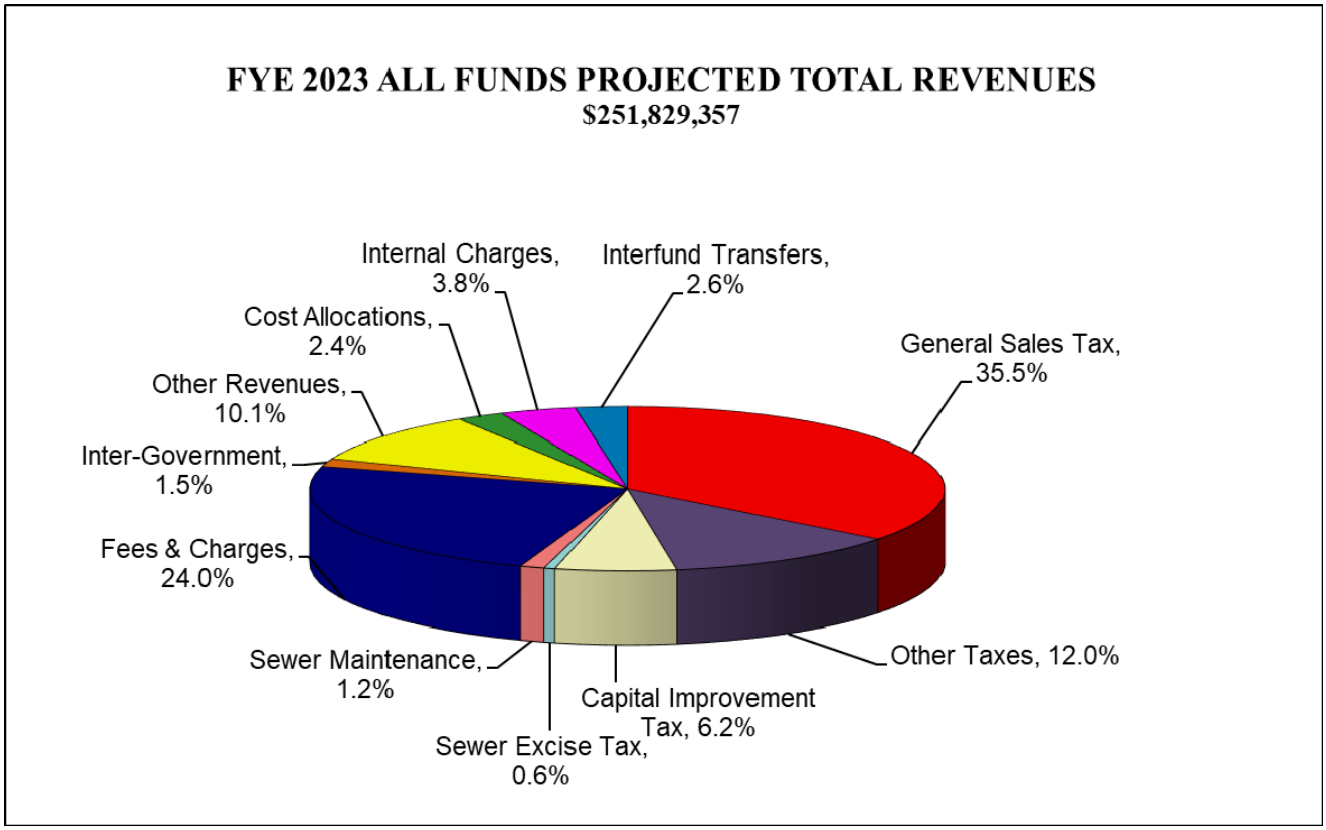
Discussion of the Graph

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. Debt funded with sales tax revenues has remained low over the 10-year period. Beginning in FYE 2014, the portion of sales tax diverted to the General Obligation (G.O.) Combined Purpose Bonds Fund (Fund 64) to pay for 1992 G.O. Bonds is no longer needed. The bond was completely paid off. 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.



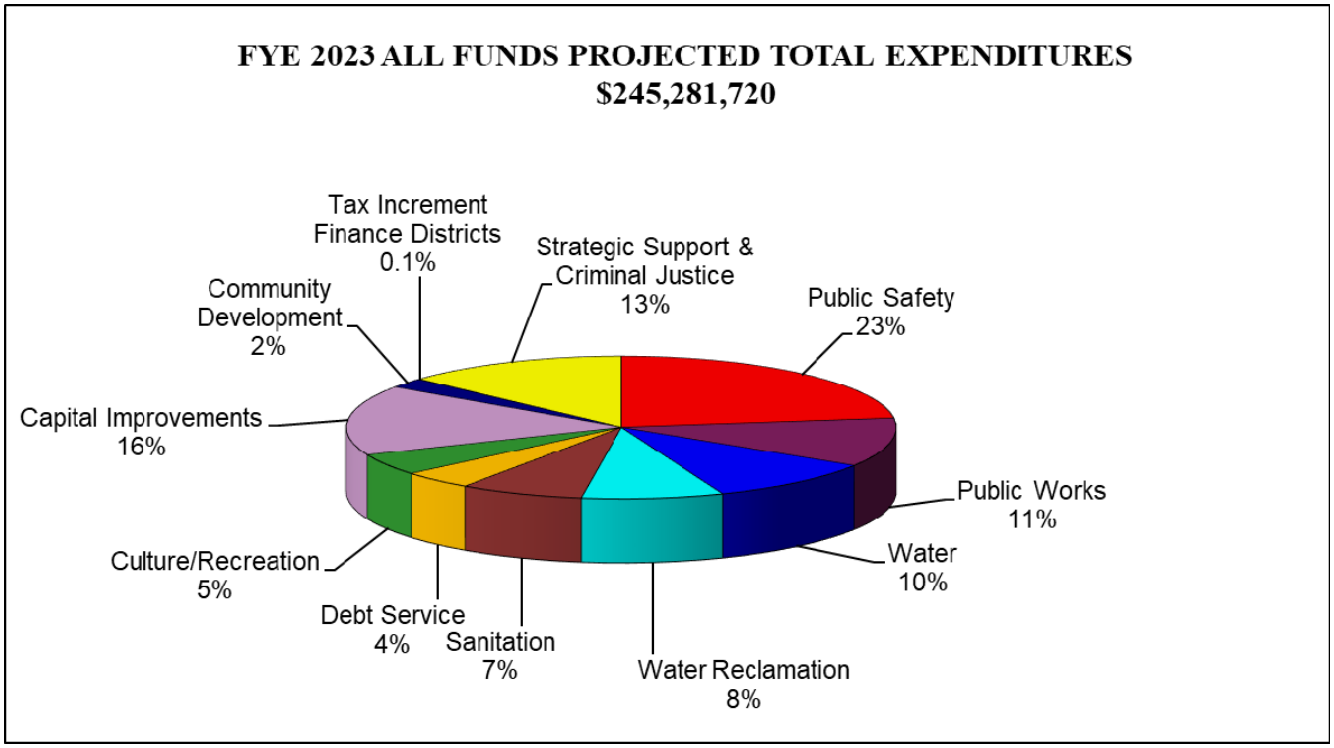
FYE 2023 Projected Figures:

Operations	$ 54,097,700
Public Safety	$ 12,426,738
Capital	$ 15,489,060
NORMAN FORWARD	$ 12,426,738
Transit	$ 3,106,684
	$ 97,546,920



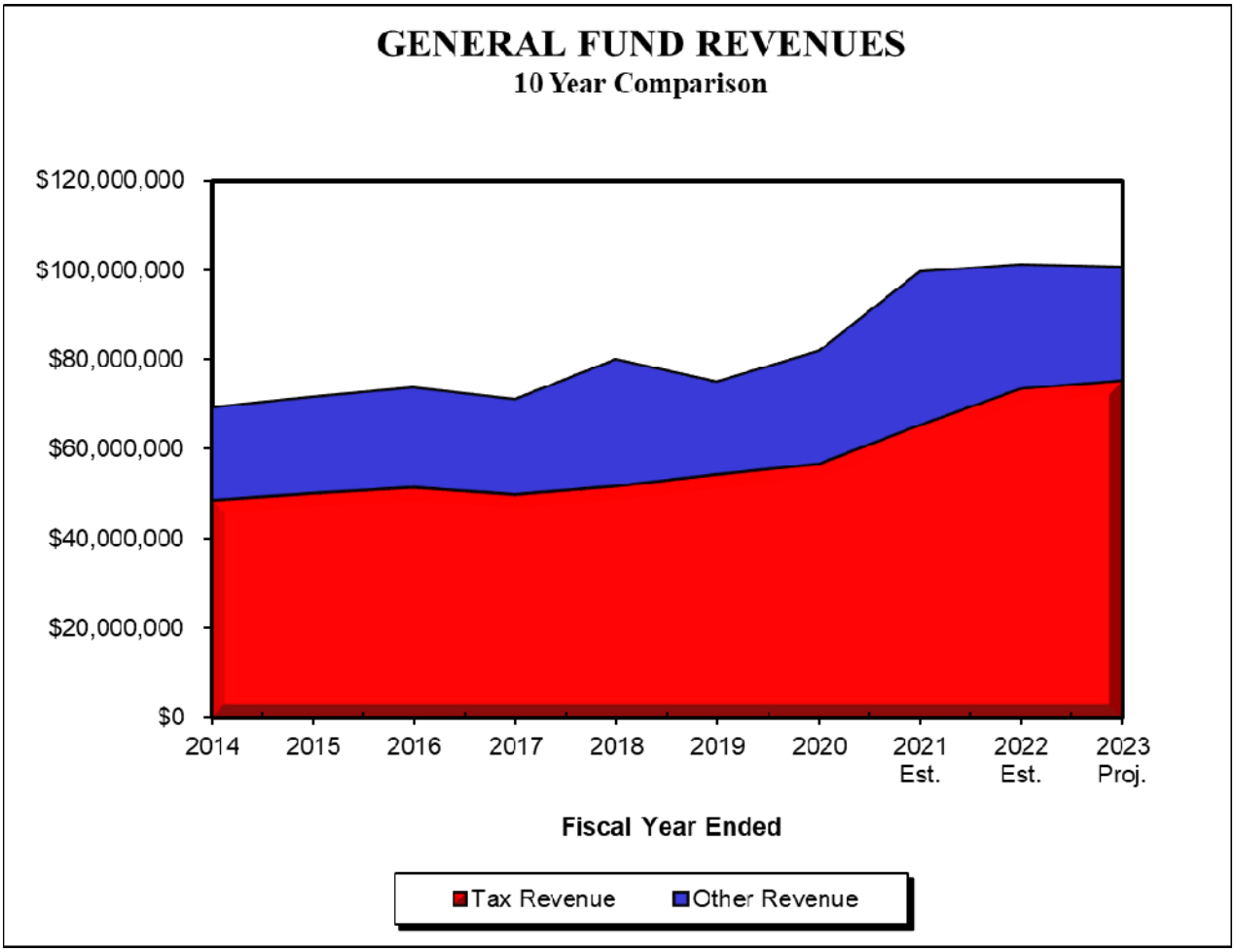
Discussion of the Graph

Budgeted revenues for FYE 2023 of $251,829,357 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.



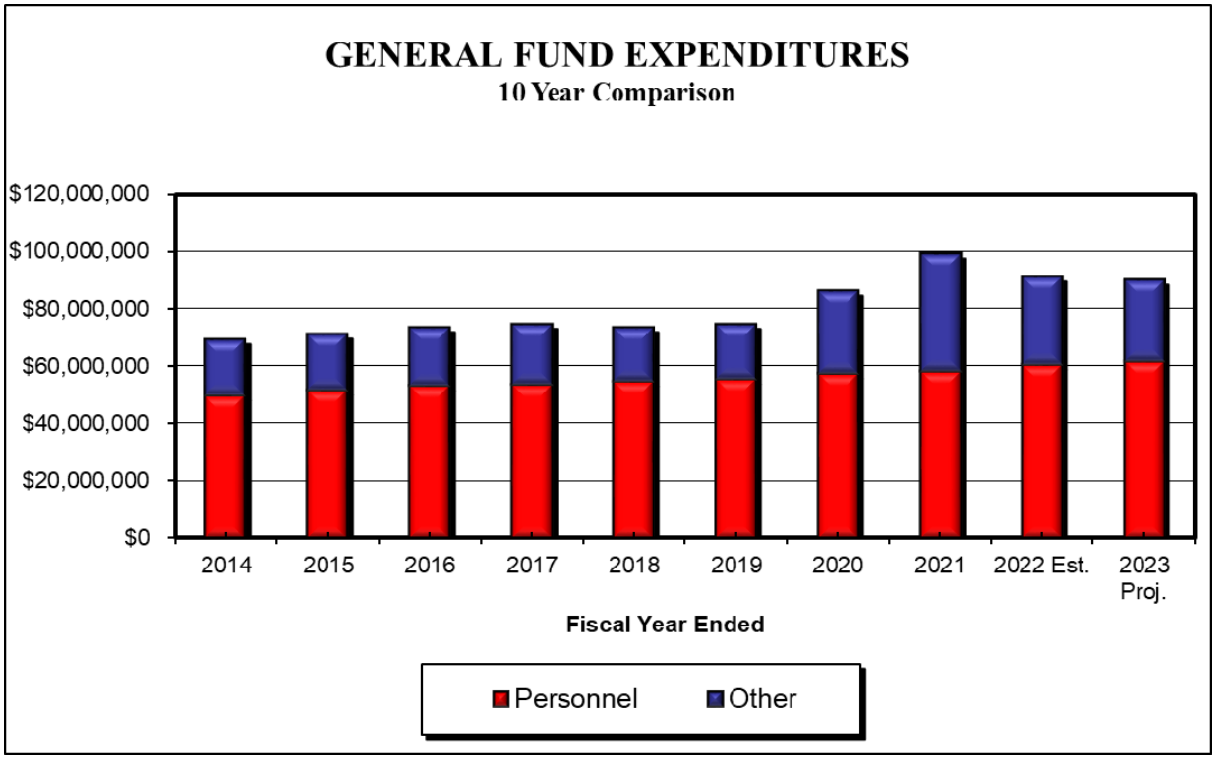
Discussion of the Graph

Budgeted expenditures for FYE 2023 of $245,281,720 are derived from several uses. The largest non-capital portion is Public Safety at 23%. The City of Norman is known for being a safe community and the citizens place a high importance on public safety.



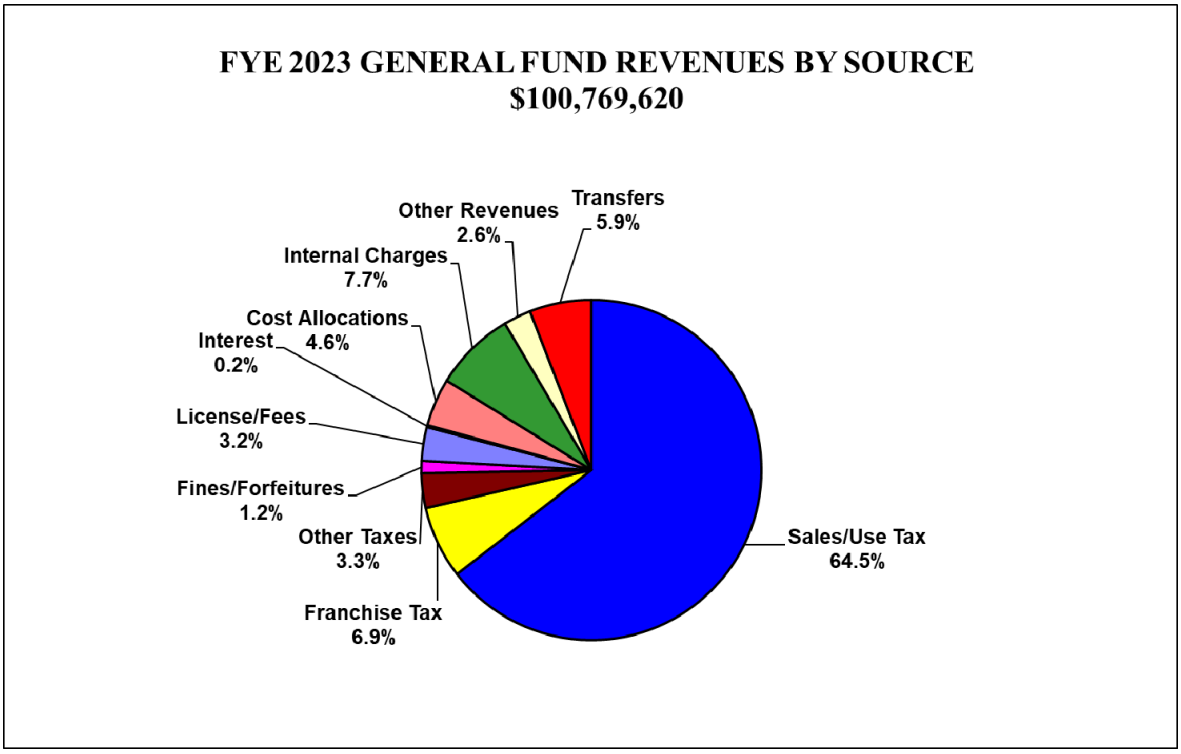
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes range from 70% of total revenues in FYE 2014 to an estimated 72.6% of total revenues in FYE 2022, and a projected 74.7% in FYE 2023. 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.



Discussion of the Graph

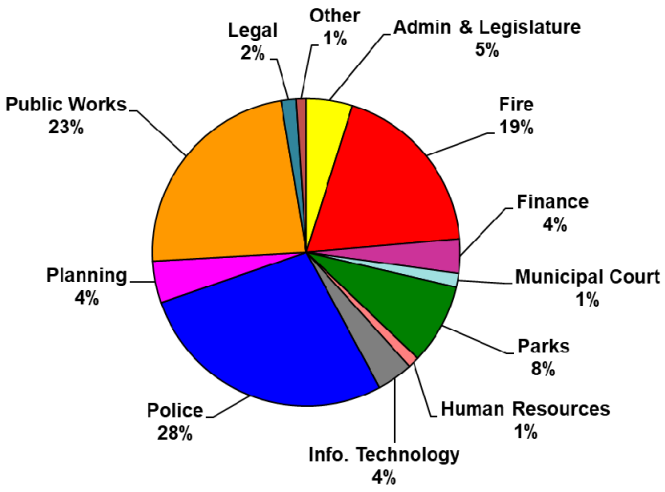
As shown by the graph, personnel costs represent the largest share of General Fund expenditures. Personnel costs represented approximately 71.8% of total General Fund expenditures in FYE 2014 and are projected to comprise about 68.4% of General Fund expenditures in FYE 2023. Beginning in FYE 2011, the Public Safety Sales Tax Fund was created and the associated expenses were taken out of the General Fund.



Discussion of the Graph

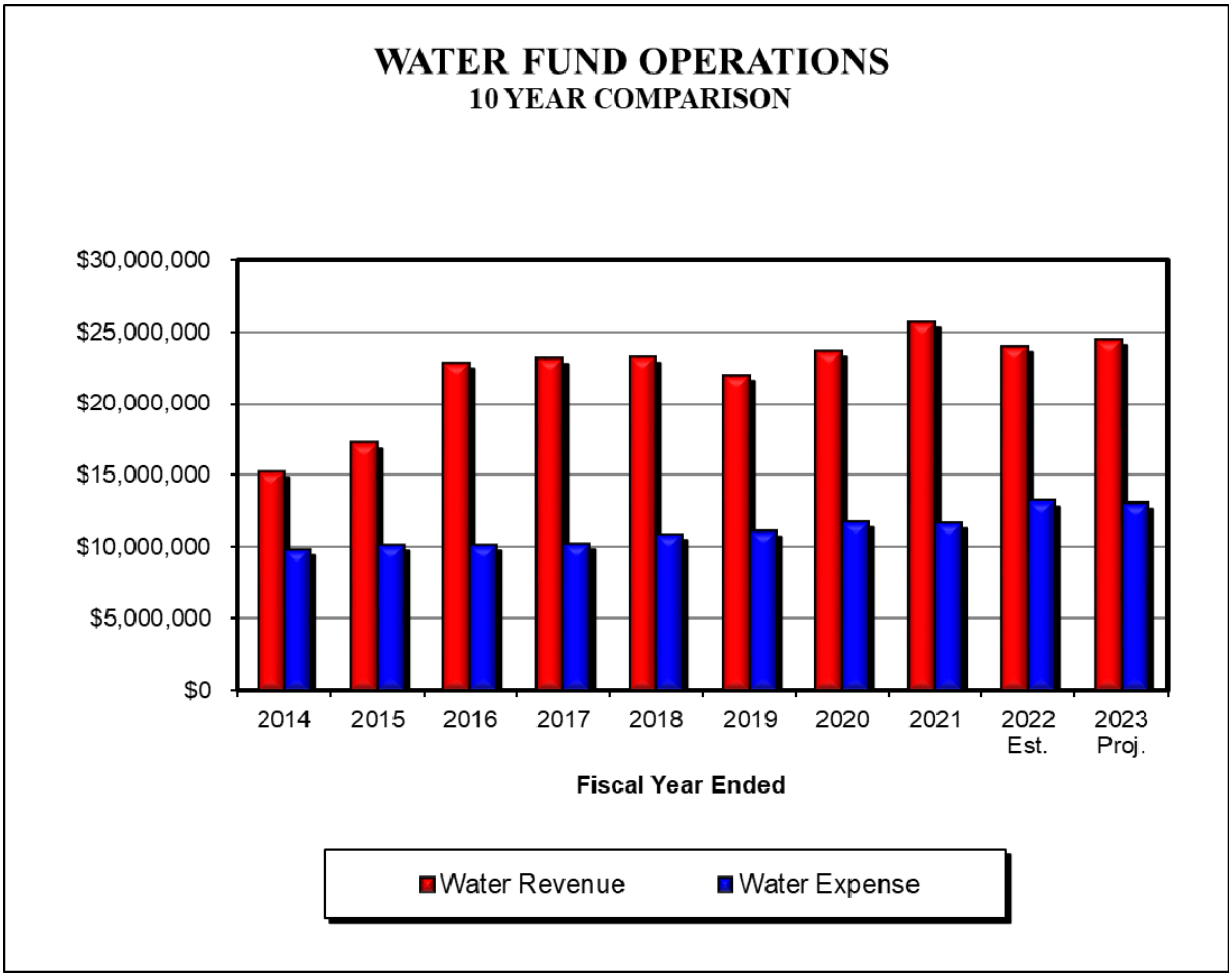
Taxes comprise approximately 75% of the General Fund's revenue; sales and use tax represents 64.5% while franchise fees represent 6.9% and other taxes account for 3.3%. Cost allocations represent 4.6% of the General Fund's revenue. These allocations are charges for central services such as management, 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.

FYE 2023 GENERAL FUND EXPENDITURES BY DEPARTMENT
$90,008,118



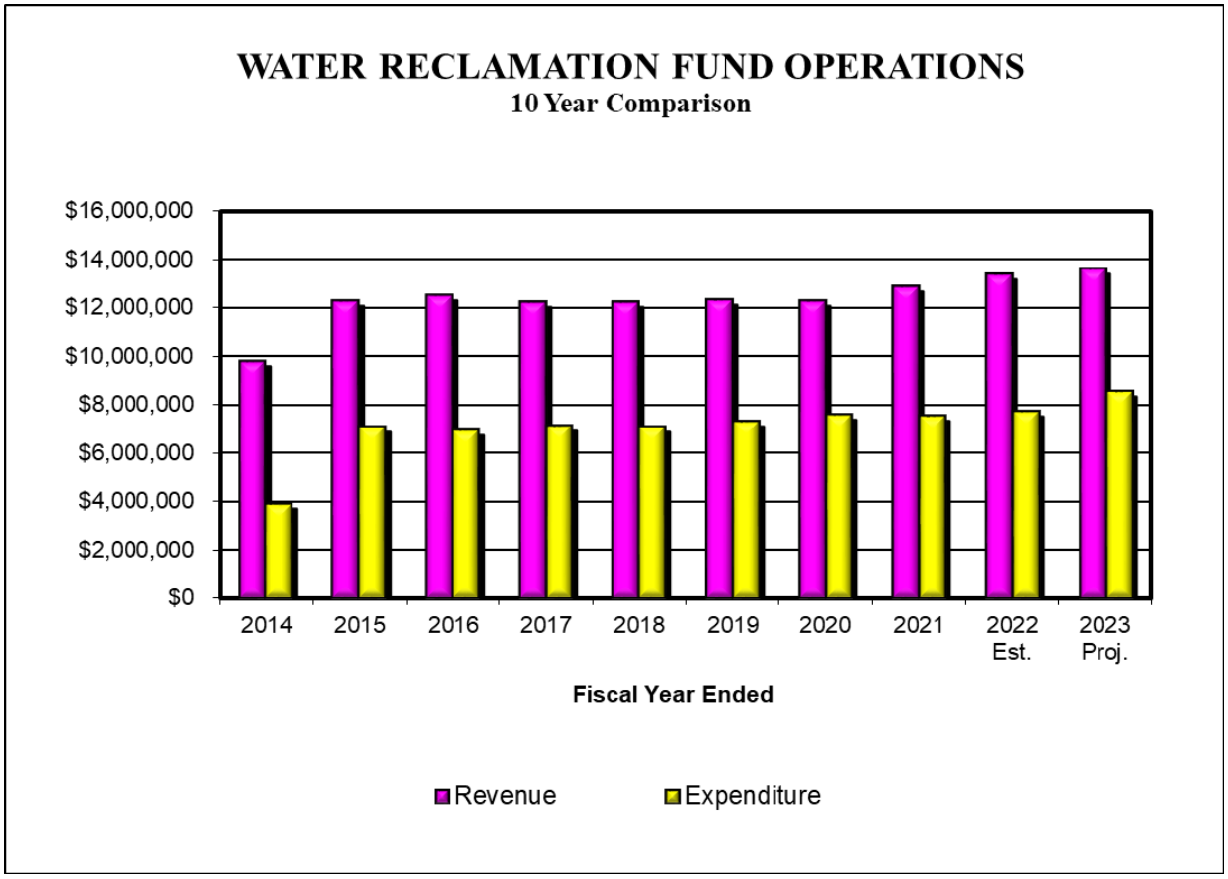
Discussion of the Graph

The largest departmental expenditure from the General Fund is the Police Department. The Police Department's expenditures total $24,814,884 or 28% of total General Fund expenditures. Public Works has the next highest amount of General Fund expenditures, accounting for 23% of total General Fund expenditures. Public Safety (Police and Fire) and Public Works account for 70% of General Fund expenditures.



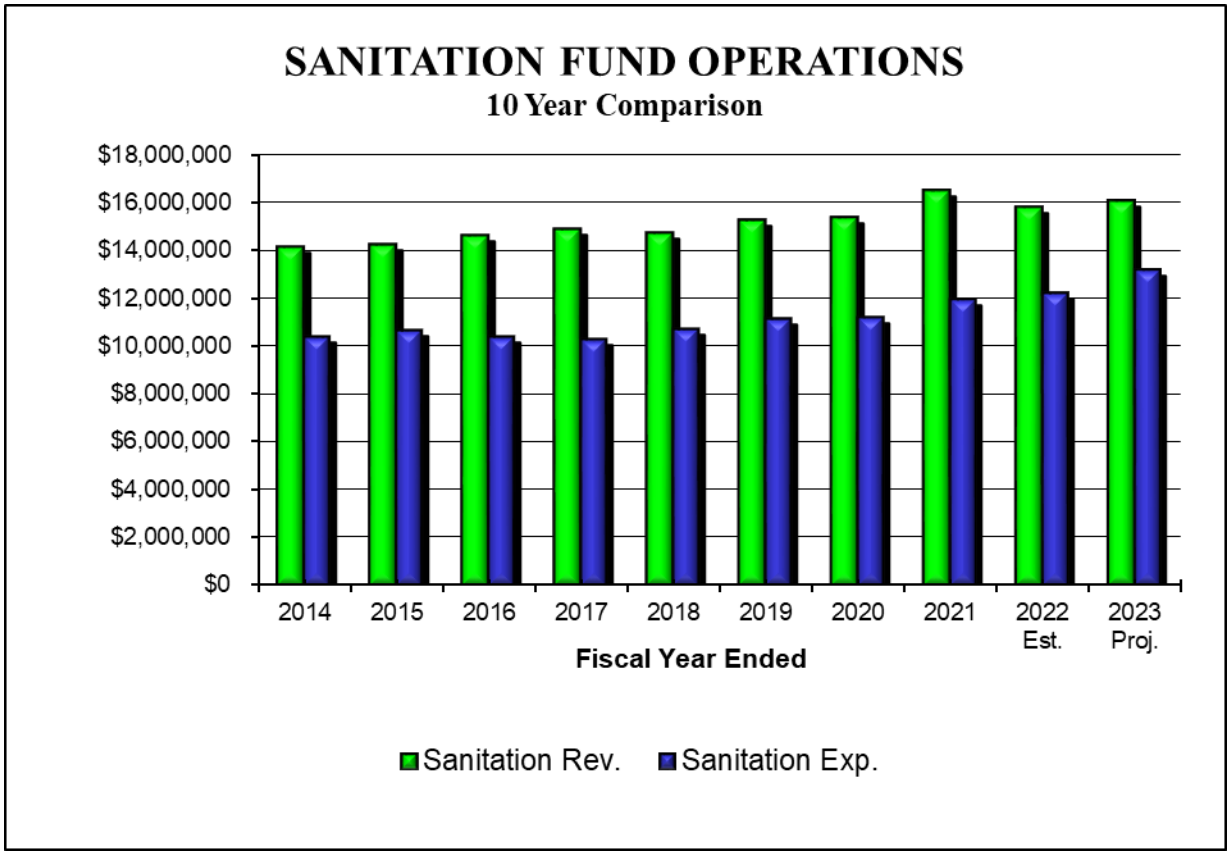
Discussion of the Graph

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 2016 is due to a water rate increase that was approved by the citizens on January 13, 2015.



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. In FYE 2015, the Sewer Line Maintenance operation was transferred from the Sewer Line Maintenance Fund to the Water Reclamation Fund. 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 as well as to repay outstanding debt. The last service rate increase was approved by voters on March 1, 2011.

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

	FYE 20 Actual		FYE 21 Actual		FYE 22 Budget		FYE 22 Est.		FYE 23 Prelim
Total Combined Fund Revenues									
Sales Tax	$ 84,829,557	32.7%	$ 97,357,598	-2.7%	$ 94,747,252	16.2%	$ 110,054,450	2.2%	$ 112,526,464
Property Tax	12,062,899	-11.9%	8,957,836	42.3%	12,750,792	2.4%	13,050,792	-18.6%	10,627,634
Other Taxes	11,415,599	17.2%	12,393,604	-3.1%	12,015,492	8.6%	13,046,868	2.5%	13,376,974
Fees,User Charges & Fines	59,771,360	6.1%	64,068,794	2.5%	65,695,135	-6.1%	61,690,333	2.8%	63,425,361
Federal Funds	3,092,864	24.0%	20,003,306	-83.0%	3,403,966	621.0%	24,542,217	-84.4%	3,836,229
State Funds	290,025	-78.3%	22,579	427.5%	119,101	0.0%	62,834	0.0%	62,834
Interest Income	4,221,093	-61.7%	736,988	118.5%	1,610,211	-2.9%	1,564,211	3.3%	1,615,925
Cost Allocations	5,575,233	9.1%	5,774,042	-1.5%	5,690,154	0.0%	5,690,154	6.9%	6,085,183
Internal Services	5,716,144	69.4%	5,974,790	28.0%	7,650,393	0.0%	7,650,393	26.6%	9,682,864
Interfund Transfers	19,659,175	-66.1%	29,154,458	-68.6%	9,167,881	139.5%	21,958,068	-69.6%	6,665,221
Bond/Loan Proceeds	-	#DIV/0!	47,000,000	10.6%	52,000,000	0.0%	61,761,798	0.0%	-
Other	17,795,366	34.4%	18,747,412	6.3%	19,922,785	14.0%	22,705,688	5.4%	23,924,668
	$ 224,429,315	12.2%	$ 310,191,407	-8.2%	$ 284,773,162	20.7%	$ 343,777,806	-26.7%	$ 251,829,357
Total Combined Fund Expenditures									
Salary / Benefits	$ 82,578,060	6.3%	$ 83,197,529	3.7%	$ 86,276,726	0.0%	$ 86,298,548	1.7%	$ 87,806,825
Supplies / Materials	9,903,916	48.1%	10,634,730	10.3%	11,734,256	11.0%	13,019,895	12.6%	14,665,196
Services / Maintenance	36,489,349	22.7%	46,662,405	-7.1%	43,362,099	9.0%	47,274,842	-5.3%	44,761,863
Internal Services	3,526,545	64.7%	3,767,742	36.2%	5,132,984	-0.2%	5,122,324	13.4%	5,807,770
Capital Equipment	7,640,996	14.8%	7,071,797	44.5%	10,215,682	61.1%	16,453,691	-46.7%	8,770,704
Capital Projects	52,018,656	-28.0%	54,296,555	-5.1%	51,534,673	366.8%	240,570,902	-84.4%	37,451,506
Interfund Transfers	19,659,175	-66.1%	29,154,458	-68.6%	9,167,881	139.5%	21,958,068	-69.6%	6,665,221
Cost Allocation Charges	5,707,758	6.6%	5,781,356	-1.6%	5,690,154	0.3%	5,705,154	6.7%	6,085,283
Federal Grants	(1,045,925)	-243.1%	2,639,883	-43.9%	1,480,407	1080.1%	17,470,890	-91.4%	1,496,917
Debt Service	24,418,229	30.0%	30,036,186	7.6%	32,311,972	-0.1%	32,273,306	-1.6%	31,754,439
Other	(4,480,660)	-78.2%	6,438,488	-111.1%	(714,079)	35.3%	(966,176)	1.3%	(978,651)
	$ 236,416,099	3.3%	$ 279,681,129	-8.4%	$ 256,192,755	89.4%	$ 485,181,444	-49.7%	$ 244,287,073
Net Difference	**$ (11,986,784)**		**$ 30,510,278**		**$ 28,580,407**		**$ (141,403,638)**		**$ 7,542,284**

NET CITY BUDGET
FISCAL YEAR ENDING 2023

FUND	% TOTAL	FYE 23 BUDGET	COST ALLOCATIONS	INTERNAL SERVICES	TRANSFERS	NET FYE 23 BUDGET	NET FYE 22 BUDGET	% CHANGE
General	36.5%	$89,208,118		$5,248,391	$122,488	$83,837,239	$81,142,048	3.3%
Public Safety Sales Tax	5.9%	14,495,697		876,158		13,619,539	13,152,598	3.6%
Community Development	0.6%	1,435,054		1,762		1,433,292	1,370,626	4.6%
Special Grants	0.0%	62,834				62,834	109,401	-42.6%
Room Tax	0.7%	1,779,622	68,650			1,710,972	1,033,800	65.5%
Seizures and Restitutions	0.0%					0	0	0.0%
Cleet	0.0%	30,505				30,505	30,505	0.0%
Public Transportation & Parking	2.5%	6,114,802		180,375		5,934,427	5,573,580	6.5%
Art In Public Places	0.0%	16,000				16,000	16,000	0.0%
Westwood Park	0.9%	2,251,543		300,263		1,951,280	2,204,956	-11.5%
Water	10.0%	24,548,517	2,240,914	369,466	1,111,800	20,826,337	27,473,929	-24.2%
Water Reclamation	6.2%	15,030,750	1,931,946	374,042	638,269	12,086,493	11,910,897	1.5%
Sewer Maintenance	1.1%	2,565,384		3,184		2,562,200	2,881,421	-11.1%
New Development Excise	1.1%	2,743,141				2,743,141	2,008,141	36.6%
Sanitation	7.3%	17,825,261	1,843,673	2,329,023		13,652,565	14,043,203	-2.8%
Risk Management	6.8%	16,491,641				16,491,641	16,219,816	1.7%
Capital Improvement	9.1%	22,238,923		200	3,894,095	18,344,628	20,374,813	-10.0%
Norman Forward	6.8%	16,672,765			398,569	16,274,196	22,616,783	-28.0%
Park Land and Development	0.1%	310,000				310,000	280,000	0.0%
University North Park TIF	0.1%	150,882				150,882	150,181	0.5%
General Debt Service	4.2%	10,315,634			500,000	9,815,634	11,091,629	-11.5%
Arterial Roads Recoupment	0.0%					0	0	0.0%
	100.0%	$244,287,073	$6,085,183	$9,682,864	$6,665,221	$221,853,805	$233,684,327	-5.1%

Explanation of Significant Changes

Special Grants	-42.6% decrease due to VOCA Grant anticipated in FYE 22
Room Tax	65.5% increase due to COVID Impact on Hotel/Motel Tax in FYE 22
Water	-24.2% decrease due to anticipated rate increase that failed
New Development Excise	36.6% increase due to an increase in capital projects
Norman Forward	-28% decrease due to the completion of capital projects

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2023 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES					REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES		
GOVERNMENTAL FUNDS											
General	$15,120,647	$94,847,394	$6,059,926	$100,907,320	$89,885,630	$122,488	$90,008,118	($800,000)	$89,208,118	11,699,202	26,819,849
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	1,512,596	14,941,893		14,941,893	14,495,697		14,495,697		14,495,697	446,196	1,958,792
Room Tax	281,031	1,718,750		1,718,750	1,779,622		1,779,622		1,779,622	(60,872)	220,159
Seizures and Restitutions	1,035,889	500		500			0		0	500	1,036,389
Cleet	927	32,000		32,000	30,505		30,505		30,505	1,495	2,422
Public Transportation & Parking	0	5,992,314	122,488	6,114,802	6,114,802		6,114,802		6,114,802	0	0
Art in Public Places	0	16,000		16,000	16,000		16,000		16,000	0	0
Park Land and Development	750,378	95,000		95,000	310,000		310,000		310,000	(215,000)	535,378
Westwood Park	415,733	2,112,069	120,507	2,232,576	2,322,133		2,322,133	(70,590)	2,251,543	(18,967)	396,766
Net Revenue Stabilization	4,260,105	50,000		50,000			0		0	50,000	4,310,105
GRANT FUNDS											
Community Development	2,498,110	1,435,054		1,435,054	1,435,054		1,435,054		1,435,054	0	2,498,110
Special Grants	2,040,757	62,834		62,834	62,834		62,834		62,834	0	2,040,757
ENTERPRISE FUNDS											
Water	1,452,241	24,540,355		24,540,355	23,502,842	1,111,800	24,614,642	(66,125)	24,548,517	(8,162)	1,444,079
Water Reclamation	1,771,231	14,372,310		14,372,310	14,450,417	638,269	15,088,686	(57,936)	15,030,750	(658,440)	1,112,791
Sewer Maintenance	2,077,944	3,092,942		3,092,942	2,565,384		2,565,384		2,565,384	527,558	2,605,502
New Development Excise	4,555,641	1,470,000		1,470,000	2,743,141		2,743,141		2,743,141	(1,273,141)	3,282,500
Sanitation	7,850,208	16,358,597		16,358,597	17,825,261		17,825,261		17,825,261	(1,466,663)	6,383,544
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	4,026,963	18,512,707	500,000	19,012,707	16,491,641		16,491,641		16,491,641	2,521,066	6,548,029
CAPITAL PROJECTS FUND											
Capital Improvements	57,920,712	17,741,892		17,741,892	18,344,828	3,894,095	22,238,923		22,238,923	(4,497,031)	53,423,681
University North Park TIF	5,776,646	224,000		224,000	150,882		150,882		150,882	73,118	5,849,764
Norman Forward	3	16,892,891		16,892,891	16,274,196	398,569	16,672,765		16,672,765	220,126	220,129
Arterial Roads Recoupment	763,849			0			0		0	0	763,849
Center City TIF	744,148	314,000		314,000			0		0	314,000	1,058,148
DEBT SERVICE FUNDS											
General Debt Service	6,037,208	10,340,634		10,340,634	9,815,634	500,000	10,315,634		10,315,634	25,000	6,062,208
G. O. Bonds	0			0			0		0	0	0
GRAND TOTAL ALL FUNDS	$120,892,967	$245,164,136	$6,802,921	251,967,057	$238,616,503	$6,665,221	$245,281,724	($994,651)	$244,287,073	$7,679,985	$128,572,951
Less: Interfund Transfers	0	0	(6,802,921)	(6,802,921)	0	(6,665,221)	(6,665,221)	0	(6,665,221)	(137,700)	(137,700)
Internal Service Charges	0	(9,682,864)		(9,682,864)	(9,682,864)	0	(9,682,864)	0	(9,682,864)	0	0
Cost Allocation Charges	0	(6,085,183)	0	(6,085,183)	(6,085,183)	0	(6,085,183)	0	(6,085,183)	0	0
Total Deductions	$0	($15,768,047)	($6,802,921)	(22,570,968)	($15,768,047)	($6,665,221)	($22,433,268)	$0	($22,433,268)	($137,700)	($137,700)
NET TOTAL ALL FUNDS	$120,892,967	$229,396,089	$0	229,396,089	$222,848,456	$0	$222,848,456	($994,651)	$221,853,805	$7,542,285	$128,435,251

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2023

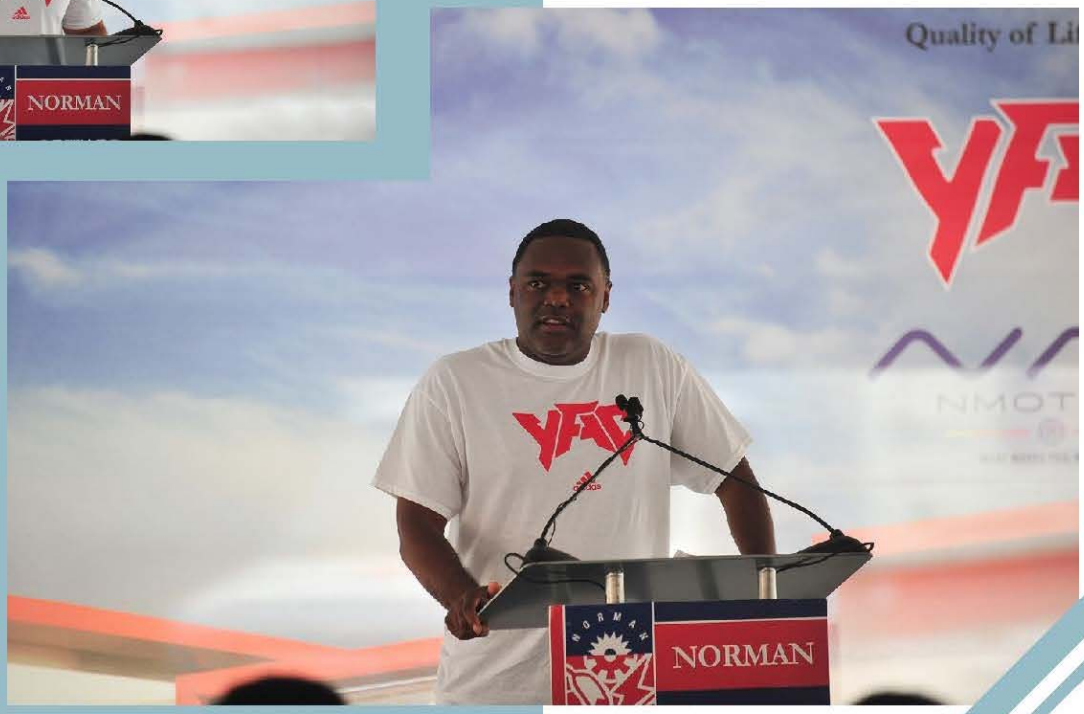
FUND	TAXES	FEES AND CHARGES	INTER-GOVERNMENT	INTEREST INCOME	MISC.	COST ALLOCATIONS	INTERNAL CHARGES	INTERFUND TRANSFERS	TOTAL REVENUES	FUND BALANCE	TOTAL RESOURCES
General	$75,265,352	$4,398,142		$189,425	$2,641,621	$4,592,412	$7,760,442	$5,922,226	$100,769,620		$100,769,620
Net Revenue Stabilization				$50,000					50,000		50,000
Public Safety Sales Tax	14,227,079	664,814		50,000					14,941,893		14,941,893
Community Development			1,435,054						1,435,054		1,435,054
Special Grants			19,500						19,500		19,500
Room Tax	1,716,250			2,500					1,718,750	60,872	1,779,622
Seizures and Restitutions				500					500		500
CLEET			32,000						32,000		32,000
Public Transporation & Parking	3,561,139		2,369,175		62,000			122,488	6,114,802		6,114,802
Art in Public Places					16,000				16,000		16,000
Westwood Park		2,104,569		7,500				120,507	2,232,576	18,967	2,251,543
Water		26,397,714		120,000		776,641			27,294,355	1,091,862	28,386,217
Water Reclamation		13,606,180		50,000		716,130			14,372,310	658,440	15,030,750
Sewer Maintenance		3,092,942							3,092,942		3,092,942
New Development	1,400,000			70,000					1,470,000	1,273,141	2,743,141
Sanitation		15,830,000		300,000	228,597				16,358,597	1,466,664	17,825,261
Capital Improvement	15,489,060			700,000	1,552,832				17,741,892	4,497,031	22,238,923
Norman Forward	14,244,558			15,000	2,633,333				16,892,891		16,892,891
Park Land and Development		85,000		10,000					95,000	215,000	310,000
Univesity North Park TIF				24,000	200,000				224,000		224,000
Center City TIF	312,000			2,000					314,000		314,000
General Debt Service	10,315,634			25,000					10,340,634		10,340,634
Arterial Roads Recoupment									0		0
Risk Management / Insurance					16,590,285		1,922,422	500,000	19,012,707		19,012,707
	$136,531,072	$66,179,361	$3,855,729	$1,615,925	$23,924,668	$6,085,183	$9,682,864	$6,665,221	$254,540,023	$9,281,977	$263,822,000
PERCENT TO TOTAL	51.8%	25.1%	1.5%	0.6%	9.1%	2.3%	3.7%	2.5%	96.5%	3.5%	100.0%

CITY-WIDE OPERATING EXPENDITURES BY TYPE / CATEGORY
FISCAL YEAR ENDING 2023

FUND	Salaries & Benefits	Supplies & Materials	Services & Maintenance	Capital Equipment	Capital Projects	Internal Services	Cost Allocation Charges	Interfund Transfers	Other	Total
General	$ 61,570,415	$ 6,145,184	$ 13,194,086	$ 3,727,554	$	$ 5,248,391	$	$ 122,488	$ (800,000)	$ 89,208,118
Public Safety Sales Tax	$ 9,485,462	$ 311,918	$ 359,547	$ 291,792	$ 800,000	$ 876,158	$	$	$ 2,370,820	$ 14,495,697
Community Development	$ 466,872	$ 43,650	$ 708,670	$ 4,100	$ 210,000	$ 1,762	$	$	$	$ 1,435,054
Special Grants	$	$ 1,000	$ 61,834	$	$	$	$	$	$	$ 62,834
Room Tax	$	$	$ 1,237,500	$	$ 44,000	$	$ 68,750	$	$ 429,372	$ 1,779,622
Seizures & Restitutions	$	$	$	$	$	$	$	$	$	$ 0
CLEET	$	$	$ 30,505	$	$	$	$	$	$	$ 30,505
Public Transportation & Parking	$ 763,131	$ 231,618	$ 4,045,950	$ 657,448	$	$ 416,655	$	$	$	$ 6,114,802
Art In Public Places	$	$	$ 16,000	$	$	$	$	$	$	$ 16,000
Westwood Park	$ 1,381,421	$ 360,784	$ 430,438	$ 85,507	$	$ 63,983	$	$	$ (70,590)	$ 2,251,543
Water	$ 4,408,319	$ 2,977,666	$ 3,060,943	$ 247,679	$ 4,723,400	$ 369,466	$ 2,240,914	$ 1,111,800	$ 5,408,330	$ 24,548,517
Water Reclamation	$ 3,862,370	$ 656,719	$ 1,773,335	$ 260,686	$ 3,334,025	$ 374,042	$ 1,931,946	$ 638,269	$ 2,199,358	$ 15,030,750
Sewer Maintenance	$ 76,975	$ 600	$ 4,625	$	$ 2,480,000	$ 3,184	$	$	$	$ 2,565,384
New Development Excise	$	$	$	$	$ 840,000	$	$	$	$ 1,903,141	$ 2,743,141
Sanitation	$ 4,613,621	$ 106,404	$ 4,239,502	$ 3,500,038	$ 1,193,000	$ 2,329,023	$ 1,843,673	$	$ 0	$ 17,825,261
Capital Improvement	$ 1,371,521	$	$ 16,499	$	$ 16,292,034	$ 200	$	$ 3,894,095	$ 664,574	$ 22,238,923
Norman Forward	$	$	$	$	$ 7,435,047	$	$	$ 398,569	$ 8,839,149	$ 16,672,765
Park Land & Development	$	$	$	$	$ 310,000	$	$	$	$	$ 310,000
University North Park TIF	$	$	$ 150,882	$	$	$	$	$	$	$ 150,882
General Debt Service	$	$	$	$	$	$	$	$ 500,000	$ 9,815,634	$ 10,315,634
Risk Management / Insurance	$ 273,590	$	$ 16,218,051	$	$	$	$	$	$	$ 16,491,641
Arterial Roads Recoupment	$	$	$	$	$	$	$	$	$	$ 0
Total	$ 88,273,697	$ 10,835,543	$ 45,548,367	$ 8,774,804	$ 37,661,506	$ 9,682,864	$ 6,085,283	$ 6,665,221	$ 30,759,788	$ 244,287,073







Financial Policies

FINANCIAL POLICIES

Several financial policies have been used in the development of the Fiscal Year Ending (FYE 23) 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 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 2021 legal debt limit is approximately $111,737, 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 2023

September	16	Finance Committee meeting to discuss budget process for FYE 2023
November	15	Fleet Ranking Committee reviews vehicle replacements
	16	**Council Work Session on Capital Budget to identify Council priorities**
	26	I.T. critical computer replacement list due
December	3	"Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives
	10	Fleet sends out vehicle list for replacement recommendations
	17	Fleet vehicle **REPLACEMENT** requests due to Finance
January	3-7	Budget Staff meets with individual departments as requested
		Send out Outside Agency Letters requesting funding
	7	First Draft Capital Project forms due to Budget
	14	Finance/City Manager begin review of reserve/budget policies
	31	**All Budget Requests and Base Budget Adjustment Requests due to Budget**
		Last day to make changes to Base Budgets
February	4	Revenue projections due to Accounting
		2nd Draft Capital Project forms due to Budget
	14	Preliminary Fund Summaries due
	15	**Council Retreat - Capital Budget (midpoint evaluations for CIP proposals)**
	17	Council Finance Committee Meeting on Mid-Year Amendments/Adjustments/ Outside Agency Funding Requests
	21	Fleet Capital Equipment/Vehicle recommendations due to Budget
		Personnel Adj. recommendations due to Budget from Human Resources
		Health Insurance recommendation
	28	Updated Dept./Div. Summary forms, Performance Measurement forms, and Org Charts due
		Final Capital Project forms due to Budget (last day to make changes)
		Send out inter-city surveys and notices to NCVB and NAC
March	4	Management Team Budget Retreat to prioritize and rank department requests
	7-11	City Manager review of all Funds
		City Manager meets with department heads to review budget
	14	Finance begins compilation of budget data
	25	City Manager wrap up and proposal of budget
		Last day to make changes / additions to operating budget
		Capital Project Schedules due
		Meet w/ NPS for SRO Program costing for FY23
April	12	Preliminary Budget to Print Shop
	15	Council & Staff receive preliminary budget document
		Publish Budget Summary in newspaper announcing Public Hearing
	19	**Council Study Session - Overview, General Fund and Special Revenue Funds**
	26	**1st Public Hearing at Council Meeting**
May	**3**	**Council Study Session for Capital Funds**
	13	Publish Budget Summary in newspaper announcing Public Hearing
	17	**Council Study Session for Enterprise Funds**
	24	**2nd Public Hearing at Council meeting**
June	**7**	**Council Study Session (if necessary)**
	14	**Council considers budget for adoption**
	24	Final Budget to Print Shop for printing/binding
	30	File budget with Excise Board & State Auditor
July	1	Beginning of Fiscal Year Ending 2023

Note: The above dates are preliminary and may change.

THE BUDGET AND ACCOUNTING PROCESS

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

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

THE BUDGET PROCESS

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

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

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

2. The City Council considers the Manager's recommended budget in a series of work sessions and in public hearings at which citizen comment is invited. Citizens are encouraged to participate in the budget process. A copy of the proposed budget and the 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 are legally restricted to expenditures for specific purposes.

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

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

PROPRIETARY FUNDS

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

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

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

FIDUCIARY FUNDS

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

FUNDING SOURCES FOR EACH DEPARTMENT

	Governmental Funds				Proprietary Funds	
Divisions	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				
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;

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. (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;

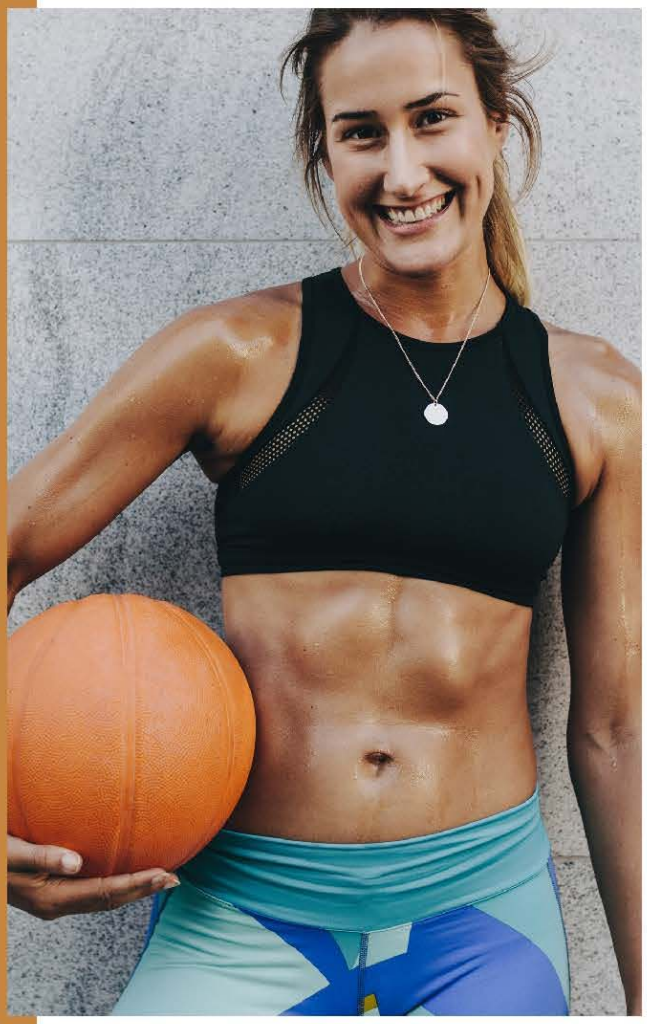
"Personal Services" category expenditures are **"Salaries and Benefit"** category expenditures. These expenditures are generally for payments directly to full and part-time employees of the City, including contributions to retirement and pensions, social security, health insurance, uniform allowances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







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

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 23 Budget

The Fiscal Year Ending June 30, 2023 (FYE 23) budget is a legally balanced budget in that total resources available for appropriations are greater than total expenditures.

Estimated Beginning Fund Balance	$ 15,120,647
Current Revenues & Interfund Transfers	100,769,620
Total Available Resources	115,890,267
Current Expenditures & Interfund Transfers	(89,208,118)
Estimated Ending Fund Balance	$26,682,149

In the City's Comprehensive Annual Financial Report, (page 88) for Fiscal Year ending June 30, 2021, 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, 2021	$ 1,397,595
Encumbrances outstanding	2,893,498
Fund summary cash balance	4,291,093
Current year accruals	10,394,973
"Rainy Day" Fund Balance	4,027,066
Total fund balances – fund balance sheet, June 30, 2021	$ 18,713,132

Estimated sales tax revenues are normally based on a 20-year, multivariate regression model. Due to variability in recent collection trends, FYE 23 sales tax is being projected at a 2% increase over estimated FYE 22 collections. Use tax is projected at a 4% increase from FYE 22 estimated figures. Franchise fees are projected at a 3% increase from FYE 22 estimated figures. Licenses and permit fees are projected at a 1% increase from FYE 22 estimated figures. Fines and forfeitures are estimated at a 3% increase over FYE 22 estimated collections and service fees and charges are estimated at a 1% increase from FYE 22 estimated figures.

FYE 23 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 2% increase in salaries and benefits, a 10% increase in supplies and materials and a -9% decrease in services and maintenance costs from FYE 22 estimated figures are proposed for FYE 23. The salary and benefit increase is attributable to merit increases. Internal service costs were increased by 13% from the FYE 22 estimated figures.

For the FYE 23 General Fund Budget, the following position changes were made:

Department	Change
City Manager's Department	Closed Internal Auditor & Internal Auditor Tech. positions
Police Department	Added 9 Police Officers
Information Technology Department	Added a Network and Infrastructure Engineer
Parks and Recreation Department	Added PPT Recreation Leader I

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 22 Estimate to FYE 23. Projections for FYE 24 through FYE 27 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 taxes, and other taxes are projected to increase at an average of 3% from FYE 23 through FYE 27, while 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 23 net expenditures represent an approximate 2% increase over FYE 22 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 23, except Internal Services, which is projected at a 2% increase after FYE 23. Salaries and Benefits are projected at a 2% increase from FYE 22 to FYE 23 and a 5% annual increase after FYE 23.

Summary

The FYE 23 General Fund Budget is a balanced budget that has maintained major service levels with current revenues estimated to exceed current expenditures by $11,561,502. Estimated year-end reserves of $26,682,149 exceed the 3% required operating reserve level.

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

	A	B	C	D	E	F	G	H
	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	$ 3,894,227	$ 2,502,276	$ 4,291,093	$ 15,120,647	$ 26,682,149	$ 37,961,381	$ 47,988,912	$ 56,657,805
2								
3 Revenues:								
4 Sales Tax	$47,172,094	$46,157,708	$ 53,036,961	$ 54,097,700	$ 55,179,654	$ 56,283,247	$ 57,408,912	$ 58,557,091
5 State Use Tax	9,250,568	9,188,804	10,487,431	10,906,928	11,343,205	11,796,934	12,268,811	12,759,563
6 Franchise Fees	6,358,546	6,743,092	6,743,092	6,945,385	7,153,746	7,368,359	7,589,409	7,817,092
7 Other Tax	2,463,548	2,559,900	3,218,776	3,315,339	3,414,799	3,517,243	3,622,760	3,731,443
8 Fines/Forfeitures	1,548,357	1,514,396	1,149,592	1,184,080	1,219,602	1,256,190	1,293,876	1,332,692
9 Interest/Investment Income	27,648	185,711	185,711	189,425	193,214	197,078	201,020	205,040
10 Other Revenues	14,783,511	2,615,466	2,615,466	2,641,621	2,668,037	2,694,717	2,721,664	2,748,881
11 License/Permit Fees	1,463,024	1,125,428	981,748	991,565	1,001,481	1,011,496	1,021,611	1,031,827
12 Service Fees and Charges	1,347,910	2,200,492	2,200,492	2,222,497	2,244,722	2,267,169	2,289,841	2,312,739
13 Cost Allocation Chrgs.	4,263,763	4,394,694	4,394,694	4,592,412	4,638,336	4,684,719	4,731,567	4,778,882
14 Internal Chrgs.	5,107,570	5,952,951	5,952,951	7,760,442	7,915,651	8,073,964	8,235,443	8,400,152
15								
16 Subtotal	$93,786,539	$82,638,642	$ 90,966,914	$ 94,847,394	$ 96,972,448	$ 99,151,116	$101,384,914	$103,675,402
17								
18 I/F Transf - Water	$ 1,103,653	$ 1,228,500	$ 1,228,500	$ 1,111,800	$ 1,134,036	$ 1,156,717	$ 1,179,851	$ 1,203,448
19 I/F Transf - Wastewater	582,405	625,754	625,754	638,269	651,034	664,055	677,336	690,882
20 I/F Transf - Sanitation	150,832	-	-	-	-	-	-	-
21 I/F Transf - CIP (St Maint)	70,000	77,175	77,175	81,034	85,085	89,340	93,807	98,497
22 I/F Transf - Capital Outlay	3,712,098	3,769,409	4,849,049	3,727,554	4,265,687	4,351,001	4,438,021	4,526,781
23 I/F Transf - Norman Forward Fd	187,695	349,828	349,828	363,569	377,998	393,147	409,055	425,758
24 I/F Transf - Transportation Fund	-	-	3,049,147	-	-	-	-	-
25 I/F Transf - Insurance	68,893	-	47,446	-	-	-	-	-
26 I/F Transf - UNP TIF Fund	-	-	-	-	-	-	-	-
27								
28 Subtotal	$ 5,875,576	$ 6,050,665	$ 10,226,899	$ 5,922,226	$ 6,513,840	$ 6,654,260	$ 6,798,069	$ 6,945,366
29								
30 Total Revenue	$99,662,115	$88,689,307	$ 101,193,813	$100,769,620	$103,486,288	$105,805,376	$108,182,983	$110,620,768
31								
32 Expenditures:								
33 Salary / Benefits	$58,048,630	$60,350,685	$ 60,372,507	$ 61,570,415	$ 64,648,936	$ 67,881,383	$ 71,275,452	$ 74,839,224
34 Supplies/Materials	4,986,615	5,951,091	6,822,229	7,514,758	7,589,906	7,665,805	7,742,463	7,819,887
35 Services/Maintenance	17,384,535	11,996,185	13,607,155	12,347,744	12,471,221	12,595,934	12,721,893	12,849,112
36 Internal Services	2,535,146	3,443,801	3,443,801	3,878,817	3,956,393	4,035,521	4,116,232	4,198,556
37 Capital Equipment	3,712,098	3,769,409	4,849,049	3,727,554	4,265,687	4,351,001	4,438,021	4,526,781
38								
39 Subtotal	$86,667,024	$85,511,171	$ 89,094,741	$ 89,039,288	$ 92,932,143	$ 96,529,643	$100,294,060	$104,233,561
40								
41 Audit Adjustments/Encumbrances	$ 685,717	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42 I/F Transf - Westwood	-	-	-	-	-	-	-	-
43 I/F Transf - Capital Fund	-	-	1,034,000	-	-	-	-	-
44 I/F Transf - Rainy Day Fund	135,000	-	183,039	-	-	-	-	-
45 I/F Transf - PSST Fd	2,422,192	1,069,875	-	-	-	-	-	-
46 I/F Transf - Transportation Fund	3,474,881	741,072	16,952	122,488	74,913	48,202	20,030	-
47 I/F Transf - Room Tax Fund	1,075,000	-	-	-	-	-	-	-
48 I/F Transf - Norman Forward Fund	4,800,000	-	-	-	-	-	-	-
49 I/F Transf - CLEET Fund	5,435							
50 Emergency Reserve	-	835,527	835,527	846,342	-	-	-	-
51								
52 Subtotal	$12,598,225	$ 2,646,474	$ 2,069,518	$ 968,830	$ 74,913	$ 48,202	$ 20,030	$ -
53								
54 Total Expenditures	$99,265,249	$88,157,645	$ 91,164,259	$ 90,008,118	$ 93,007,056	$ 96,577,845	$100,314,090	$104,233,561
55 Employee Turnover Savings		(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)
56 Supplies/Materials/Svs/Maint Savings								
57								
58 Net Expenditures	$99,265,249	$87,357,645	$ 90,364,259	$ 89,208,118	$ 92,207,056	$ 95,777,845	$ 99,514,090	$103,433,561
59								
60 Net Difference	$ 396,866	$ 1,331,662	$ 10,829,554	$ 11,561,502	$ 11,279,232	$ 10,027,531	$ 8,668,894	$ 7,187,207
61								
62 Ending Fund Balance	$ 4,291,093	$ 3,833,938	$ 15,120,647	$ 26,682,149	$ 37,961,381	$ 47,988,912	$ 56,657,805	$ 63,845,012
63								
64 Reserved for encumbrances	$ 2,893,498							
65 Reserved for Operations (3%)	2,866,595	2,482,581	2,540,390	2,539,027	2,638,241	2,742,805	2,852,282	2,967,203
66 Reserved for Community Outreach	-	-	-	-	-	-	-	-
67 Reserve (Deficit)	(1,469,000)	1,351,357	12,580,256	24,143,122	35,323,140	45,246,106	53,805,523	60,877,809
68								
69 Total Reserves	$ 4,291,093	$ 3,833,938	$ 15,120,647	$ 26,682,149	$ 37,961,381	$ 47,988,912	$ 56,657,805	$ 63,845,012

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 23 Budget

The FYE 23 Budget is projected to have a fund balance that is $78,394 more than the Rainy Day Fund's targeted (5%) level.

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

	A	B	C	D	E	F	G	H
	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	$ 3,889,175	$ 4,074,175	$ 4,027,066	$ 4,260,105	$ 4,310,105	$ 4,360,105	$ 4,410,105	$ 4,460,105
2								
3 Revenues:								
4 Interest Income	2,891	50,000	50,000	50,000	50,000	50,000	50,000	50,000
5								
6 Subtotal	$ 2,891	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
7								
8 I/F Transf - General Fund	135,000		183,039					
9 I/F Transf - PSST Fund	-		-					
10								
11 Subtotal	$ 135,000	$ -	$ 183,039	$ -	$ -	$ -	$ -	$ -
12								
13 Total Revenue	$ 137,891	$ 50,000	$ 233,039	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
14								
15 Expenditures:								
16 Audit Adjustments/Encumbrances	-	-	-	-	-	-	-	-
17 I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
18								
19 Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20								
21 Net Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22								
23 Net Difference	$ 137,891	$ 50,000	$ 233,039	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
24								
25 Ending Fund Balance	$ 4,027,066	$ 4,124,175	$ 4,260,105	$ 4,310,105	$ 4,360,105	$ 4,410,105	$ 4,460,105	$ 4,510,105
NOTE: Rainy Day Reserve of 5% (deficit)	$ (750,592)	$ (13,460.45)	$ 26,121	$ 78,394	$ (36,963)	$ (161,237)	$ (293,698)	$ (435,234)
NOTE: Rainy Day Reserve of 4% (deficit)	$ 204,940	$ 814,067	$ 872,918	$ 924,736	$ 842,450	$ 753,031	$ 657,062	$ 553,834

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 23 Budget

Estimated FYE 23 PSST revenues of $14,941,893 are being projected at a 2% increase over estimated FYE 22 collections. No major changes to the projects or programs budgeted in FYE 2022 are proposed, but the General Fund and Capital Fund will absorb any projected deficit of operational and capital costs.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 9,189,583	$ (0)	$ 8,822,863	$ 1,512,596	$ 1,958,792	$ 1,217,612	$ 1,273,350	$ 755,636
2									
3	Revenues:								
4	Sales Tax - Dedicated Public Safety	$ 10,254,803	$ 9,892,637	$ 12,183,076	$ 12,426,738	$ 12,675,272	$ 12,928,778	$ 13,187,353	$ 13,451,100
5	State Use Tax - Dedicated Public Safety	1,541,761	1,552,347	1,747,904	1,800,341	1,854,351	1,909,982	1,967,281	2,026,299
6	Interest / Other Income	1,325	50,000	2,000	50,000	50,000	50,000	50,000	50,000
7									
8	Subtotal	$ 11,797,889	$ 11,494,984	$ 13,932,980	$ 14,277,079	$ 14,579,623	$ 14,888,760	$ 15,204,634	$ 15,527,399
9									
10	Bond Proceeds	-		-	-	-	-	-	-
11	I/F Transfer - General Fund	2,422,192	1,069,875	-	-	-	-	-	-
12	I/F Transfer - Capital Fund	375,138	429,995	-	-	-	-	-	-
13	SRO Reimbursement - NPS	684,746	726,318	726,318	664,814	698,055	732,957	769,605	808,086
14									
15	Subtotal	$ 3,482,076	$ 2,226,188	$ 726,318	$ 664,814	$ 698,055	$ 732,957	$ 769,605	$ 808,086
16									
17	Total Revenue	$ 15,279,965	$ 13,721,172	$ 14,659,298	$ 14,941,893	$ 15,277,678	$ 15,621,717	$ 15,974,240	$ 16,335,485
18									
19	Expenditures:								
20	Salary / Benefits	$ 9,460,330	$ 9,217,631	$ 9,217,631	$ 9,485,462	$ 9,959,735	$ 10,457,722	$ 10,980,608	$ 11,529,638
21	Supplies/Materials	266,252	351,006	432,054	742,500	749,925	757,424	764,998	772,648
22	Services/Maintenance	207,533	288,960	377,174	359,547	363,142	366,773	370,441	374,145
23	Internal Service	183,036	375,486	375,486	445,576	454,488	463,578	472,850	482,307
24	Capital Equipment	539,979	358,747	2,294,190	291,792	2,110,493	1,135,493	1,510,493	-
25	Capital Projects	499,710	760,000	146,346	800,000	-	-	-	-
26	Bond Project - '16 Issue	2,002,816	-	6,757,342	-	-	-	-	-
27	Bond Issue Costs	-	-	-	-	-	-	-	-
28	Debt Service	2,361,281	2,369,342	2,369,342	2,370,820	2,381,075	2,384,989	2,392,564	2,398,741
29									
30	Subtotal	$ 15,520,937	$ 13,721,172	$ 21,969,565	$ 14,495,697	$ 16,018,858	$ 15,565,979	$ 16,491,954	$ 15,557,479
31									
32	Audit Adjustments/Encumbrances	125,748	-	-	-	-	-	-	-
33	I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
34	I/F Transf - General Fund	-	-	-	-	-	-	-	-
35	I/F Transf - Rainy Day Fund	-	-	-	-	-	-	-	-
36									
37	Subtotal	$ 125,748	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38									
39	Total Expenditures	$ 15,646,685	$ 13,721,172	$ 21,969,565	$ 14,495,697	$ 16,018,858	$ 15,565,979	$ 16,491,954	$ 15,557,479
40									
41	Net Expenditures	$ 15,646,685	$ 13,721,172	$ 21,969,565	$ 14,495,697	$ 16,018,858	$ 15,565,979	$ 16,491,954	$ 15,557,479
42									
43	Net Difference	$ (366,720)	$ 0	$ (7,310,267)	$ 446,196	$ (741,180)	$ 55,738	$ (517,714)	$ 778,006
44									
45	Ending Fund Balance	$ 8,822,863	$ 0	$ 1,512,596	$ 1,958,792	$ 1,217,612	$ 1,273,350	$ 755,636	$ 1,533,642
46									
47	Reserves:								
48	Reserved for encumbrances	$ 857,567	$ -	$ -	$ -	$ -	$ -	$ -	$ -
48	Reserve for Bond Proceeds - 16 Issue	8,972,368	(66,958)	2,215,026	2,215,026	2,215,026	2,215,026	2,215,026	2,215,026
90	Reserved for PSST activities	(1,007,072)	66,958	(702,430)	(256,234)	(997,414)	(941,676)	(1,459,390)	(681,384)
51									
52	Total Reserves	$ 8,822,863	$ 0	$ 1,512,596	$ 1,958,792	$ 1,217,612	$ 1,273,350	$ 755,636	$ 1,533,642

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 $52,986,432 in CDBG-HOME Program Funds (CDBG - $40,186,585 and HOME - $12,799,847) has been allocated to the City of Norman since fiscal year 1975-1975 (FYE 76), through FYE 23. The FYE 23 budget includes entitlements grants of $940,869 (CDBG), and $431,097 (HOME). In addition, $2,780,164 of CDBG CV CARES Act funds and $1,506,908 of HOME ARPA funds have been previously allocated to meet the needs of low and moderate income citizens of Norman.

FYE 23 Budget

Expenditures are accounted for based upon program and grant year. Any remaining funds are expected to be expended in FYE 23. Total FYE 2023 revenues are projected at $1,435,054 and total expenditures are projected at $1,435,054.

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	B
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 BUDGETED
1	Beginning Fund Balance	$3,141,260	$ 671,539	$2,498,110	$2,498,110
2					
3	Revenues				
4	Other Revenues	$ (4,193)	$ -	$ -	$ -
5	Grant Revenue	685,473	940,869	2,061,509	757,393
6	Home Grant Revenue	598,122	431,097	1,150,993	431,097
7	Emergency Shelter	214,159	-	433,432	183,476
8	CDBG-DR	-	-	-	-
9	CDBG_CV	616,100		2,169,642	63,088
10	COC Planning Grant	12,587	-	12,412	-
	ARPA			78,045	
12	I/F Transf - Capital	-	-	1,516,500	-
13					
14	Total Revenue	$2,122,248	$1,371,966	$7,422,533	$1,435,054
15					
16	Expenditures				
23	Community Development 14			27,110	
24	Community Development 15		-	23,024	-
26	Community Development 16		-	13,051	-
30	CDBG Housing 17	36,040	-		-
32	Community Development 18		-	92,250	-
33	CDBG Housing 18	14,186	-		-
35	Community Development 19	4,400	-	47,940	
36	CDBG Housing 19	71,992	-	167,830	
38	Community Development 20	24,620	-	371,978	
41	Community Development 21	227,110		297,181	-
42	CDBG Housing 21	238,780		80,276	-
43	CDBG Public Svs 21	67,869			-
44	Community Development 22		383,476	383,476	
45	CDBG Public Svs 22		120,322	120,322	
46	CDBG Housing 22		437,071	437,071	
	Community Development 23				210,000
	CDBG Public Svs 23				120,000
	CDBG Housing 23				427,393
49	FY14 Home Grant	35	-		-
51	FY16 Home Grant		-	8,415	-
52	FY17 Home Grant	216,585	-	201	-
53	FY18 Home Grant	194,569		155,426	
54	FY19 Home Grant	110,047	-	220,255	
55	FY20 Home Grant	76,886		335,599	-
56	FY21 Home Grant			431,097	
57	FY22 Home Grant		431,097		
	FY23 Home Grant				431,097
58	Emergency Shelter Grant	212,204	-	433,432	183,476
59	Accruals/Adjustments	641,388	-		-
60	COC Planning Grant	12,587	-	12,412	-
62	CDBG-CV	616,100		653,142	63,088
	CDBG-CV2			1,516,500	
	ARPA			78,045	
63					
64	Subtotal	$2,765,398	$1,371,966	$5,906,033	$1,435,054
65	I/F Transf - Capital	0	0	1,516,500	0
66					
67	Total Expenditures	$2,765,398	$1,371,966	$7,422,533	$1,435,054
68					
69	Net Difference	$ (643,150)	$ -	$ -	$ -
70					
71	Ending Fund Balance	$2,498,110	$ 671,539	$2,498,110	$2,498,110
72					
73	Reserves:				
74	Reserve for Contingency	2,498,110	671,539	2,498,110	2,498,110
75	Reserve for Affordable Housing	0	0	0	0
76					
77	Total Reserves	2,498,110	671,539	2,498,110	2,498,110

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 23 for which the City qualifies.

DUI Enforcement	$62,834

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 23 expenditures are anticipated to be $62,834.

Other Grants

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

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

		A FYE 21 ACTUAL	B FYE 22 BUDGET	C FYE 22 ESTIMATED	B FYE 23 BUDGET
1	Beginning Fund Balance	$ 1,997,198	$ 1,997,198	$ 2,040,757	$ 2,040,757
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	$ -	$ -	$ -	$ -
5	County Court DUI Fines	22,579	62,834	62,834	62,834
8	SHPO/CLG Grant	24,019	9,700	20,450	-
12	Emergency Management Planning Grant		-	10,324	-
15	Homeland Security	43,692	-	30,090	-
17	Traffic & Alcohol Enforcement	80,445	-	101,626	-
22	Jag Grant	4,956	-	57,301	-
24	DOJ BJA Grant	25,219		37,804	
30	ACOG Fleet Conversion	(71,150)	-	-	-
	FTA Grant - Elec Bus			639,969	
	FTA Grant - Charging Stations			121,800	
43	I/F Transf - Capital		-	639,969	-
46	State HWY 9 Multi-Modal Path		-	325,000	-
48	Traffic Control	10,400			
49	VOCA Grant		46,567	46,567	-
50	Stormwater Quality Grant	74,523		10,977	
51	CARES Program - Parks	233,781		115	
52	EOC - ARPA	-		9,600,000	
	Incentives - ARPA			500,000	
53					
54	Subtotal	$ 448,464	$ 119,101	$12,204,826	$ 62,834
55					
56	Total Revenue	$ 448,464	$ 119,101	$12,204,826	$ 62,834
57					
58	Expenditures				
59	DUI Enforcement	$ 38,471	$ 62,834	$ 62,834	$ 62,834
63	SHPO/CLG Grant	23,989	9,700	20,450	-
67	Homeland Security	43,692	-	30,090	-
68	Traffic & Alcohol Enforcement	58,134	-	101,626	-
70	Audit Adj/Encumbrances	(110,968)	-		-
78	Jag Grant	4,956	-	57,301	-
80	DOJ BJA Grant	22,929		37,804	
86	Traffic Control	10,400	-		-
90	FTA Grant - Elec Bus			639,969	
91	FTA Grant - Charging Stations			121,800	
93	Emergency Management Grant	5,000	-	10,324	-
104	Firehouse Art Center Grant		-	325,000	-
105	VOCA Grant		46,567	46,567	-
106	Stormwater Quality Grant	74,521		10,977	
107	CARES Program - Parks	233,781		115	
108	Arts & Humanities - ARPA			100,000	
109	EOC - ARPA			9,500,000	
	Incentives - ARPA			500,000	
110					
111	Subtotal	$ 404,905	$ 119,101	$11,564,857	$ 62,834
114	I/F Transf - Capital	-	-	639,969	-
115					
116	Total Expenditures	$ 404,905	$ 119,101	$12,204,826	$ 62,834
117					
118	Net Difference	$ 43,559	$ -	$ -	$ -
119					
120	Ending Fund Balance	$ 2,040,757	$ 1,997,198	$ 2,040,757	$ 2,040,757
121					
122	Reserved for County DUI Program	$ 376,294	$ 392,186	$ 376,294	$ 392,186
123	Reserved for ARPA	$ -		$ -	
124	Unreserved	1,664,463	1,605,012	1,664,463	1,648,571
125					
126	Total Reserves	$ 2,040,757	$ 1,997,198	$ 2,040,757	$ 2,040,757

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." On April 2, 2013, citizens approved a 1% increase to the room tax rate from 4% to a total of 5%.

A formula was devised for the distribution of the revenue as follows:

Administration Fee (City of Norman):	4%
Parks Development (City of Norman):	25% of Balance
Arts & Humanities (Norman Arts Council):	25% of Balance
Convention & Tourism (Norman Convention & Visitors Bureau):	50% of Balance

The City has authorized agreements between the Norman Arts Council, the Norman Convention and Visitors Bureau, and the City of Norman for the purpose of administering the proceeds of the distribution formula. Among the programs funded by the Room Tax are convention promotion activities, which have attracted major new hotels to the City; improvements to Norman's 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.

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 23 Budget

Revenues from the 5% tax are projected to be $1,716,250, a 2% increase from estimated collections for FYE 22. 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.

Expenditures in FYE 23 are based upon a pro rata share of the estimated revenue, as summarized below:

	FYE 2023
	Revenue
	1,716,250
Administrative Fee - 4%	$ 68,750
Arts & Humanities - 25%	412,500
Parks Development - 25%	44,000
Convention & Tourism - 50%	825,000
	$1,350,250

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).

One capital project to improve the Westwood Tennis Center is scheduled in FYE 23.

Five Year Outlook

Over the next five years, projected operating revenue of $9,124,304 will be available through this program to support convention, tourism, arts and humanities and parks development in the City of Norman.

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

		A	D	C	E	F	G	H	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 33,606	$ 194,002	$ 319,614	$ 281,031	$ 220,159	$ 215,348	$ 222,290	$ 241,431
2									
3	Revenues								
4	Taxes	$ 1,264,409	$ 1,312,500	$ 1,685,000	$ 1,716,250	$ 1,767,738	$ 1,820,770	$ 1,875,393	$ 1,931,654
5	Interest/Investment Income	(669)	2,500	2,500	2,500	2,500	2,500	2,500	2,500
6	I/F Transf - General Fund	1,075,000	-	-	-	-	-	-	-
7	Bond Proceeds - 2021 Note			3,882,000					
8									
9	Total Operating Revenues	$ 2,338,740	$ 1,315,000	$ 5,569,500	$ 1,718,750	$ 1,770,238	$ 1,823,270	$ 1,877,893	$ 1,934,154
10									
11	Expenditures								
12	Administration	$ 46,345	$ 52,500	$ 67,500	$ 68,750	$ 70,810	$ 72,931	$ 75,116	$ 77,366
13	Arts & Humanities	677,698	315,600	301,967	412,500	424,857	437,585	450,694	464,197
14	Parks Capital Projects	64,187	87,000	361,080	44,000	-	-	-	-
15	Conventions/Visitor Bureau	955,187	631,200	810,000	825,000	849,714	875,169	901,388	928,394
16	I/F Transf - Westwood	204,219	209,444	-	-	-	-	-	-
17	I/F Transf - Capital Fund	-	-	-	-	-	-	-	-
18	I/F Transf - Norman Forward Fund			3,801,683					
19	Debt Service - 2021 Note			185,536	429,372	429,668	430,642	431,554	433,306
20	Carryover Encumbrances/Audit Adj.	105,096	-	80,317	-	-	-	-	-
21									
22	Total Expenditures	$ 2,052,732	$ 1,295,744	$ 5,608,083	$ 1,779,622	$ 1,775,049	$ 1,816,327	$ 1,858,752	$ 1,903,263
23									
24									
25	Net Difference	$ 286,008	$ 19,256	$ (38,583)	$ (60,872)	$ (4,812)	$ 6,943	$ 19,141	$ 30,891
26									
27	Ending Fund Balance	$ 319,614	$ 213,258	$ 281,031	$ 220,159	$ 215,348	$ 222,290	$ 241,431	$ 272,322
28									
29	Reserves:								
30	Reserved for Administration	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1
31	Reserved for Arts & Humanities	(103,033)	25	-	-	(0)	(0)	(0)	(0)
32	Reserved for Parks & Rec.	203,442	213,181	61,826	954	(3,857)	3,086	22,226	53,117
33	Reserved for Conv. & Tourism	219,204	51	219,204	219,204	219,204	219,204	219,204	219,205
34									
35	Total Reserves	$ 319,614	$ 213,258	$ 281,031	$ 220,159	$ 215,348	$ 222,290	$ 241,431	$ 272,322

NACB

NORMAN ARTS COUNCIL
FISCAL YEAR ENDING JUNE 30, 2023 BUDGET

INCOME:

Norman Arts Council Share of City Room Tax Funds	$412,500
TOTAL INCOME	**$412,500**

EXPENSES:

Arts Grants: (59%)	**$129,694**

Project Support

A to Z Productions
Central Oklahoma Dance Company
Norman Cultural Connection
NAMRON Players Theatre
Norman Ballet Company
OU Fred Jones Jr. Museum
OU Neaustadt Festival
Pioneer Library
Resonator Institute
Scissortail Productions
OU Foundation: Medieval Fair
Oklahoma Youth Sing

Operational Support:

Cimarron Opera	
Cleveland County Historical Society	
Firehouse Art Center	
Jazz in June	
Norman Music Alliance	
Sooner Theatre	
The Depot	
Subtotal	**$244,000**

Norman Arts Council Hotel/Motel Administration: (18%) (estimate of spread of expenses)

Executive Director's Operations Budget	3,000
Payroll	15,367
Insurance	3,000
Communications	5,000
Education (Professional Development)	2,000
Fees and Services (Bank charges, Dues, Legal/accounting)	3,000
Printing (Equipment rental-RK Black)	2,500
Rent	37,133
Office Supplies	5,000
Subtotal	**$76,000**

Norman Arts Council Programs: (11%)	
Second Friday	15,000
Arts Education: Youth scholarships, Poole Travel Scholarships	10,000
Strategic Planning	5,000
MAINSITE Gallery Exhibits	15,000
Subtotal	**$45,000**
Norman Arts Council Marketing (12%)	
NAC Marketing	47,500
Subtotal	**$47,500**
TOTAL EXPENSES	**$412,500**

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2023 BUDGET

INCOME:	
Convention & Visitors Bureau Share of City Room Tax Fund	$825,000
CARES Act Supplement	23,534
Advertising Income	20,000
Special Events	10,000
Souvenirs	500
TOTAL INCOME:	**$ 879,034**
EXPENSES:	
Advertising / Marketing	$ 268,071
Operations	124,112
Research	1,250
Personnel:	475,101
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Intern	
Special Events	10,500
TOTAL EXPENSES	**$ 879,034**

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 23 Budget

There are no expenditures budgeted for FYE 23.

Available revenues ($1,036,389) from fund balance are projected to be drawn-down for capital needs to be used in enforcement activities.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Restatement								
2	Beginning Fund Balance	$ 496,988	$ 441,176	$ 1,062,741	$ 1,035,889	$ 1,036,389	$ 1,036,889	$ 1,037,389	$ 1,037,889
3									
4	Revenues								
5	Federal Seizures & Restitutions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	State Seizures & Restitutions	619,695	-	-	-	-	-	-	-
7	Court Fines - Juvenile	-	-	-	-	-	-	-	-
8	Interest/Investment Income	3,271	500	500	500	500	500	500	500
9	I/F Transfer - General Fund	-							
10	I/F Transfer -Capital Fund	-							
11									
12	Total Revenues	$ 622,966	$ 500	$ 500	$ 500	$ 500	$ 500	$ 500	$ 500
13									
14	Expenditures								
15	Audit Adjustments	$ (847)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Salaries & Benefits- State	-		-					
17	Supplies/Materials- State	1,225	-	52	-	-	-	-	-
18	Services/Maintenance- Federal	577	-	-	-	-	-	-	-
19	Services/Maintenance- State	2,971	-	-	-	-	-	-	-
20	I/F Transfer - Capital Fund	-	-	-	-	-	-	-	-
21	I/F Transfer - General Fund			-					
22	Capital Equipment- State	25,987	-	-	-	-	-	-	-
23	Capital Equipment- Federal	27,300	-	27,300	-	-	-	-	-
24									
25	Total Expenditures	$ 57,213	$ -	$ 27,352	$ -	$ -	$ -	$ -	$ -
26									
27	Net Difference	$ 565,753	$ 500	$ (26,852)	$ 500	$ 500	$ 500	$ 500	$ 500
28									
29	Ending Fund Balance	$ 1,062,741	$ 441,676	$ 1,035,889	$ 1,036,389	$ 1,036,889	$ 1,037,389	$ 1,037,889	$ 1,038,389
30									
31	Reserves								
32	Reserve for Federal Seizures	$ 239,173	$ 245,750	$ 211,873	$ 211,873	$ 211,873	$ 211,873	$ 211,873	$ 211,873
33	Reserve for State Seizures	823,568	195,926	824,016	824,516	825,016	825,516	826,016	826,516
34									
35	Total Reserves	$ 1,062,741	$ 441,676	$ 1,035,889	$ 1,036,389	$ 1,036,889	$ 1,037,389	$ 1,037,889	$ 1,038,389

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.

FYE 23 Budget

FYE 23 projected revenues are $32,000 with projected expenditures at $30,505, which uses $0 of reserves. This leaves a projected ending fund balance of $2,422.

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 4,680	$ 6,164	$ 19	$ 927	$ 2,422	$ 3,917	$ 5,412	$ 6,907
2									
3	Revenues								
4	CLEET for Police Training	$ 16,745	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
5	CLEET for Court Training	1,260	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6	Misc revenue	(9)	-	-	-	-	-	-	-
7	Transfer from GF	5,435	-	-	-	-	-	-	-
8									
9	Total Revenues	$ 23,431	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000	$ 32,000
10									
11	Expenditures								
12	Police Training	$ 27,734	$ 29,005	$ 29,592	$ 29,005	$ 29,005	$ 29,005	$ 29,005	$ 29,005
13	Court Training	400	1,500	1,500	1,500	1,500	1,500	1,500	1,500
14	Audit adjustments	(42)	-	-	-	-	-	-	-
15									
16	Total Expenditures	$ 28,092	$ 30,505	$ 31,092	$ 30,505	$ 30,505	$ 30,505	$ 30,505	$ 30,505
17									
18	Net Difference	$ (4,661)	$ 1,495	$ 908	$ 1,495	$ 1,495	$ 1,495	$ 1,495	$ 1,495
19									
20	Ending Fund Balance	$ 19	$ 7,659	$ 927	$ 2,422	$ 3,917	$ 5,412	$ 6,907	$ 8,402
21									
22	Reserves								
23	Reserve for Police Training	$ (11,001)	$ (3,501)	$ (10,593)	$ (9,598)	$ (8,603)	$ (7,608)	$ (6,613)	$ (5,618)
24	Reserve for Court Training	11,020	11,160	11,520	12,020	12,520	13,020	13,520	14,020
25									
26	Total Reserves	$ 19	$ 7,659	$ 927	$ 2,422	$ 3,917	$ 5,412	$ 6,907	$ 8,402

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 23 Budget

Projected revenues for FYE 23 include $3,106,684 in sales tax, $2,234,890 in grant revenue from the Federal Transit Administration, and a $122,488 subsidy from the General Fund. FYE 23 expenditures are budgeted at $6,114,802, including $4,045,950 for Services and Maintenance, which includes contract fees paid to EMBARK for the operation of the bus system.

PUBLIC TRANSPORTATION FUND (27)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 1,278,945	$ 483,530	$ 570,925	$ -	$ 0	$ (0)	$ 0	$ 0
2									
3	Revenues								
4	Fare Sales	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	Advertising Fees	18,000		$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000
6	Grant Revenue - FTA	1,862,755	2,000,000	$ 2,029,250	2,234,890	2,200,000	2,200,000	2,200,000	2,200,000
7	Grant Revenue - ODOT PTRF	134,285		$ 134,285	134,285	134,000	134,000	134,000	134,000
8	Grant Revenue - Other	2,658,130		$ 4,938,626					
9	Sales Tax	2,599,644	2,550,000	$ 3,045,769	3,106,684	3,168,818	3,232,194	3,296,838	3,362,775
10	Use Tax	385,440		$ 436,976	454,455	472,633	491,539	511,200	531,648
11	Misc	50,000		$ 50,000	50,000	50,000	50,000	50,000	50,000
12	Interest Income	5,708	-	-	-	-	-	-	-
13									
14	Subtotal	$ 7,713,962	$4,550,000	$10,646,906	$ 5,992,314	$ 6,037,451	$ 6,119,733	$ 6,204,038	$ 6,290,423
15									
16	I/F Transf - General Fund	$ 3,474,881	$ 741,072	$ 16,952	$ 122,488	$ 74,913	$ 48,202	$ 20,030	$ -
17	I/F Transf - Capital Fund	-		$ 534,426					
18									
19	Total Revenue	$11,188,843	$5,291,072	$11,198,284	$ 6,114,802	$ 6,112,364	$ 6,167,935	$ 6,224,068	$ 6,290,423
20									
21	Expenditures								
22	Salaries & Benefits	$ 509,163	$ 864,844	$ 864,844	$ 763,131	$ 770,762	$ 778,470	$ 786,255	$ 794,117
23	Supplies & Materials	689,330	420,121	482,156	604,547	610,592	616,698	622,865	629,094
24	Services & Maintenance	3,290,732	3,745,801	4,300,005	4,045,950	4,086,410	4,127,274	4,168,546	4,210,232
25	Internal Service	34,133	12,719	12,719	43,726	44,601	45,493	46,402	47,330
26	Capital Equipment	292,285	731,117	2,307,309	657,448	600,000	600,000	600,000	600,000
27	Capital Projects	307,573		218,603					
28	Audit adjustments	1,673,647	-	-	-	-	-	-	-
29									
30	Subtotal	$ 6,796,863	$5,774,602	$ 8,185,636	$ 6,114,802	$ 6,112,365	$ 6,167,934	$ 6,224,069	$ 6,280,773
31									
32	I/F Transf - General Fund	$ -	$ -	$ 3,049,147	$ -	$ -	$ -	$ -	$ -
33	I/F Transf - Capital Fund	$ 5,100,000		$ 534,426					
34									
35	Total Expenditures	$11,896,863	$5,774,602	$11,769,209	$ 6,114,802	$ 6,112,365	$ 6,167,934	$ 6,224,069	$ 6,280,773
36									
37	Net Difference	$ (708,020)	$ (483,530)	$ (570,925)	$ 0	$ (0)	$ 1	$ (0)	$ 9,650
38									
39	Ending Fund Balance	$ 570,925	$ -	$ -	$ 0	$ (0)	$ 0	$ 0	$ 9,650
40									
41	Reserves								
42		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	Unreserved	570,925	-	-	0	(0)	0	0	9,650
44									
45	Total Reserves	$ 570,925	$ -	$ -	$ 0	$ (0)	$ 0	$ 0	$ 9,650

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 23 Budget

FYE 23 projected revenues are $16,000. The Artist Designed Bicycle Racks project, to encourage the use of bicycles for transportation in the downtown area, is a recent project supported by donations to the Art in Public Places Fund (see pictures below). The fund has collected $134,355 in contributions since the beginning of FYE 08.



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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 1,731	$ -	$ 1,690	$ -	$ -	$ -	$ -	$ -
2									
3	Revenues								
4	Citizen Donations	$ 6,336	$ 16,000	$ 22,213	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
5	Interest income	12	-	-	-	-	-	-	-
6									
7	Total Revenues	$ 6,348	$ 16,000	$ 22,213	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
8									
9	Expenditures								
10	Audit adjustments/encumb			$ -					
11	Payment to Arts Board	6,389	16,000	23,903	16,000	16,000	16,000	16,000	16,000
12									
13	Total Expenditures	$ 6,389	$ 16,000	$ 23,903	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000
14									
15	Net Difference	$ (41)	$ -	$ (1,690)	$ -	$ -	$ -	$ -	$ -
16									
17	Ending Fund Balance	$ 1,690	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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 are transferred to the Westwood Fund to pay annual debt service.

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

FYE 23 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.



WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 67,188	$ 42,605	$ 207,077	$ 415,733	$ 396,766	$ 381,660	$ 370,688	$ 364,781
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$ 1,818,976	$ 2,103,280	$ 2,103,280	$ 2,087,500	$ 2,166,159	$ 2,248,093	$ 2,331,666	$ 2,416,910
5	Service Fees/Chgs	123,104	16,572	16,572	17,069	17,581	18,108	18,651	19,211
6									
7	Total Operating Revenues	$ 1,942,080	$ 2,119,852	$ 2,119,852	$ 2,104,569	$ 2,183,740	$ 2,266,201	$ 2,350,317	$ 2,436,121
8									
9	Operating Expenditures:								
10	Salaries and Benefits	$ 1,116,284	$ 1,316,466	$ 1,316,466	$ 1,381,421	$ 1,450,492	$ 1,523,017	$ 1,599,167	$ 1,679,126
11	Supplies and Materials	344,191	330,126	349,977	371,437	375,151	378,903	382,692	386,519
12	Services/Maintenance	375,546	293,407	312,502	430,438	434,742	439,089	443,480	447,915
13	Internal Service Fund Chgs	32,125	43,181	43,181	53,330	54,397	55,485	56,595	57,727
14	Cost Allocation Charges	-	-	-	-	-	-	-	-
15	Employee Turnover Savings	-	(34,215)	(34,215)	(35,295)	(36,718)	(38,411)	(41,605)	(43,685)
16	Supplies & Mat'l Savings		(34,215)	(34,215)	(35,295)	(36,718)	(38,410)	(41,605)	(43,685)
17									
18	Total Operating Expenditures	$ 1,868,146	$ 1,914,750	$ 1,953,696	$ 2,166,036	$ 2,241,346	$ 2,319,673	$ 2,398,724	$ 2,483,917
19									
20	Net Operating Revenue	$ 73,934	$ 205,102	$ 166,156	$ (61,467)	$ (57,606)	$ (53,472)	$ (48,407)	$ (47,796)
21									
22	Other Revenues:								
23	I/F Transf - Capital Fund - Golf	$ 24,793	$ 131,830	$ 238,705	$ 85,507	$ 61,500	$ 61,500	$ 61,500	$ 61,500
24	I/F Transf - Capital Fund - Pool	-	-	-	-	-	-	-	-
25	I/F Transf - Room Tax	204,219	209,444	-	-	-	-	-	-
26	I/F Transf - General Fund	-	-	-	-	-	-	-	-
27	I/F Transf - Norman Forward Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
28	Interest Income	1,488	7,500	7,500	7,500	7,500	7,500	7,500	7,500
29	Misc. revenue	7,774	-	-	-	-	-	-	-
30									
31	Total Other Revenues	$ 273,274	$ 383,774	$ 281,205	$ 128,007	$ 104,000	$ 104,000	$ 104,000	$ 104,000
32									
33									
34	Other Expenditures:								
35	Audit Accruals/Adj/encumbrances	(21,693)							
36	Debt Service	$ 204,219	$ 209,444	$ -	$ -	$ -	$ -	$ -	$ -
37	Capital Projects-GOLF	-	-	-	-	-	-	-	-
38	Capital Equipment-GOLF	24,793	62,180	102,205	43,507	19,500	19,500	19,500	19,500
39	Capital Projects-POOL		-	-	-	-	-	-	-
40	Capital Equipment-POOL		-	-	-	-	-	-	-
41	Capital Equipment - Golf Carts	-	69,650	136,500	42,000	42,000	42,000	42,000	42,000
42	Capital Equipment - Pool	-	-	-	-	-	-	-	-
43	Capital Equipment - Concessions								
44	I/F Transf - Parkland	-	-	-	-	-	-	-	-
45									
46	Total Other Expenditures	$ 207,319	$ 341,274	$ 238,705	$ 85,507	$ 61,500	$ 61,500	$ 61,500	$ 61,500
47									
48	Net Revenues (Expenditures)	$ 139,889	$ 247,602	$ 208,656	$ (18,967)	$ (15,106)	$ (10,972)	$ (5,907)	$ (5,296)
49									
50	Ending Fund Balance	$ 207,077	$ 290,207	$ 415,733	$ 396,766	$ 381,660	$ 370,688	$ 364,781	$ 359,485
51									
52	Reserves								
53	Reserve for Operations	$ 149,452	$ 153,180	$ 156,296	$ 173,283	$ 179,308	$ 185,574	$ 191,898	$ 198,713
54	Reserve for Pool Capital Replacemer	82,771	140,000	117,771	152,771	187,771	222,771	257,771	292,771
55	Reserve for Debt	-	-	-	-	-	-	-	-
56	Reserve for Capital Project	-	67,502	66,301	61,500	61,500	61,500	61,500	61,500
57	Reserve (Deficit)	(25,146)	(70,475)	75,365	9,212	(46,919)	(99,157)	(146,388)	(193,499)
58									
59	Total Reserves	$ 207,077	$ 290,207	$ 415,733	$ 396,766	$ 381,660	$ 370,688	$ 364,781	$ 359,485

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 635 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 March 2022, serves an average of 41,000 customers.

FYE 23 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, 2022) monthly residential water rates are as follows:

$6.00 Base Fee
$3.35 per thousand for 0 – 5,000 gallons
$4.10 per thousand gallons for 5,001 to 15,000 gallons
$5.20 per thousand gallons for 15,001 to 20,000 gallons
$6.80 per thousand gallons in excess of 20,001 gallons

Residential and commercial water rate increases were last approved by voters on January 13, 2015. 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 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 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 2023 expenditure projections are based on line-item analyses within the Water Division. Salary and benefit category expenditures are based on authorized staffing levels. The service and maintenance expenditure category includes increases in operating charges from the COMCD. All line items have been reviewed on multiple occasions by Department staff, Finance Department staff and by the City Manager.

Levelized Rate Policy

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

Reserve Policy

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

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

FYE 23 ending fund balance is projected to be $1,444,078 with a reserve deficit of -$19,304,224, 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. The voters of Norman were asked to consider increased rate structures to fund the near-term and strategic needs of the Water Utility Enterprise on April 5, 2022, but the vote failed.

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.

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 38,395,612	$ 7,530,865	$ 31,850,455	$ 1,452,241	$ 1,444,078	$ (19,425,693)	$ (27,439,032)	$ (27,995,117)
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$ 21,769,291	$ 23,900,000	$ 21,000,000	$ 21,420,000	$ 21,848,400	$ 22,285,368	$ 22,731,075	$ 23,185,697
5	Connection Fee	1,265,015	670,000	800,000	816,000	832,320	848,966	865,946	883,265
6	Capital Improvement Charge	1,679,490	1,393,776	1,393,776	1,407,714	1,421,791	1,436,009	1,450,369	1,464,873
7	Cost Allocation	876,013	756,751	756,751	776,641	784,407	792,251	800,174	808,176
8									
9	Total Operating Revenues	$ 25,589,809	$ 26,720,527	$ 23,950,527	$ 24,420,355	$ 24,886,918	$ 25,362,594	$ 25,847,564	$ 26,342,011
10									
11	Operating Expenditures:								
12	Salaries / Benefits	$ 4,285,886	$ 4,583,708	$ 4,583,708	$ 4,408,319	$ 4,628,735	$ 4,860,172	$ 5,103,180	$ 5,358,339
13	Supplies / Materials	2,741,029	3,002,384	3,189,016	3,100,195	3,131,197	3,162,509	3,194,134	3,226,075
14	Services / Maintenance	2,425,287	2,670,863	3,158,491	3,060,943	3,091,552	3,122,468	3,153,693	3,185,230
15	Internal Services	180,998	237,511	237,511	246,937	251,876	256,913	262,052	267,293
16	Cost Allocations	2,037,831	2,081,271	2,081,271	2,240,914	2,263,323	2,285,956	2,308,816	2,331,904
17	Employee Turnover Savings		(68,756)	(68,756)	(66,125)	(69,431)	(72,903)	(76,548)	(80,375)
18									
19	Total Operating Expenditures	$ 11,671,031	$ 12,506,981	$ 13,181,241	$ 12,991,183	$ 13,297,252	$ 13,615,116	$ 13,945,327	$ 14,288,466
20									
21	Net Operating Revenue	$ 13,918,778	$ 14,213,546	$ 10,769,286	$ 11,429,172	$ 11,589,666	$ 11,747,479	$ 11,902,237	$ 12,053,545
22									
23	Other Revenues:								
24	Interest Income	$ (8,673)	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
25	Other Misc. Revenue	762,335	-	-	-	-	-	-	-
26	I/F Tranfer - Sewer Fund	33,500	-	-	-	-	-	-	-
27	Revenue Bond Proceeds		-	5,879,798	-	-	-	-	-
28	Grant Revenue	-	-	-	-	-	-	-	-
29									
30	Total Other Revenues	$ 787,162	$ 120,000	$ 5,999,798	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
31									
32	Other Expenditures:								
33	Audit Accruals/Adj/Encumbrances	$ 2,791,668							
34	Master Conservancy Debt	71,749	$ 71,523	$ 264,631	$ 335,425	$ 334,884	$ 334,315	$ 333,797	$ 263,200
35	Debt Service - 15 Issue	1,565,891	1,478,310	1,478,310	1,480,034	1,476,119	1,486,619	1,491,319	740,275
36	Debt Service - 16 Issue	844,220	770,109	770,109	771,060	771,732	767,071	772,129	771,742
37	Debt Service - 17 Issue	2,292,137	2,352,500	1,804,317	1,996,641	1,996,641	1,996,641	1,996,641	1,996,641
38	Debt Service - 18 Issue	896,015	899,405	899,405	891,295	893,025	893,455	892,585	890,415
39	Debt Service - 21 Issue	-	-	-	-	-	-	-	-
40	Capital Projects	5,900,968	11,270,701	37,064,213	4,723,400	25,743,000	13,016,000	5,682,000	22,972,200
41	Capital Projects - 15 Issue	-	-	-	-	-	-	-	-
42	Capital Projects - 17 Issue	498,136	-	-	-	-	-	-	-
43	Capital Projects - 18 Issue	4,712,083	-	3,024,091	-	-	-	-	-
44	Bond issue costs	-	-	-	-	-	-	-	-
45	Capital Equipment	286,077	548,100	633,722	247,679	230,000	230,000	230,000	230,000
46	I/F Transf - General Fund	1,103,653	1,228,500	1,228,500	1,111,800	1,134,036	1,156,717	1,179,851	1,203,448
47	I/F Transf - General Fund - Meter Svs	-	-	-	-	-	-	-	-
48	I/F Transf - Capital Fund	288,500	-	-	-	-	-	-	-
49	I/F Transf - Norman Forward Fund	-							
50									
51	Total Other Expenditures	$ 21,251,097	$ 18,619,148	$ 47,167,298	$ 11,557,334	$ 32,579,437	$ 19,880,818	$ 12,578,322	$ 29,067,921
52									
53	Net Revenues (Expenditures)	$ (6,545,157)	$ (4,285,602)	$ (30,398,214)	$ (8,162)	$ (20,869,771)	$ (8,013,339)	$ (556,085)	$ (16,894,376)
54									
55	Ending Fund Balance	$ 31,850,455	$ 3,245,263	$ 1,452,241	$ 1,444,078	$ (19,425,693)	$ (27,439,032)	$ (27,995,117)	$ (44,889,493)
56									
57	Reserves								
58	Reserve for Operations	$ 933,682	$ 1,000,559	$ 1,054,499	$ 1,039,295	$ 1,063,780	$ 1,089,209	$ 1,115,626	$ 1,143,077
59	Reserve for Encumbrances	7,558,319	-	-	-	-	-	-	-
60	Reserve for Bond Projects - 17 Issue	-	2,451,693	-	-	-	-	-	-
61	Reserve for Bond Projects - 18 Issue	5,879,798	3,827,197	2,855,707	2,855,707	2,855,707	2,855,707	2,855,707	2,855,707
62	Reserve for Capital	17,245,723	12,291,100	14,427,320	16,853,300	13,890,067	14,327,100	22,972,200	22,972,200
63	Reserve (Deficit) Surplus	232,933	(16,325,286)	(16,885,285)	(19,304,224)	(37,235,246)	(45,711,048)	(54,938,650)	(71,860,477)
64									
65	Total Reserves	$ 31,850,455	$ 3,245,263	$ 1,452,241	$ 1,444,078	$ (19,425,693)	$ (27,439,032)	$ (27,995,117)	$ (44,889,493)

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 518.5 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.

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

FYE 23 Budget

Statement of Revenues and Expenditures

FYE 23 sewer user fee revenues have been estimated based on actual year-to-date receipts in FYE 22. 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 23 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Levelized Rate Policy

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

Reserve Policy

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

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

The FYE 23 ending fund balance is projected to be $1,112,792. 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 23 projected revenues are 2% higher than FYE 22 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

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 10,272,985	$ 892,502	$ 9,901,400	$ 1,771,231	$ 1,112,792	$ 176,249	$ 1,511,843	$ 978,143
2									
3	Operating Revenues:								
4	Enterprise Fund Fees/Chgs	$ 12,140,588	$ 12,515,071	$ 12,515,071	$ 12,765,372	$ 13,020,680	$ 13,281,093	$ 13,546,715	$ 13,817,650
5	Sewer Replacement Charge	21	-	-	-	-	-	-	-
6	Capital Improvement Charge	732,631	832,483	832,483	840,808	849,216	857,708	866,285	874,948
7									
8	Total Operating Revenues	$ 12,873,240	$ 13,347,554	$ 13,347,554	$ 13,606,180	$ 13,869,896	$ 14,138,802	$ 14,413,001	$ 14,692,598
9									
10	Operating Expenditures:								
11	Salaries and Benefits	$ 3,411,547	$ 3,526,205	$ 3,526,205	$ 3,862,370	$ 4,055,489	$ 4,258,263	$ 4,471,176	$ 4,694,735
12	Supplies and Materials	686,097	582,178	645,585	796,397	804,361	812,405	820,529	828,734
13	Services and Maintenance	1,080,924	1,379,026	1,428,947	1,773,335	1,791,068	1,808,979	1,827,069	1,845,340
14	Internal Services	166,666	201,264	201,264	234,364	239,051	243,832	248,709	253,683
15	Cost Allocations	2,157,297	1,978,169	1,978,169	1,931,946	1,951,265	1,970,778	1,990,486	2,010,391
16	Employee Turnover Savings	-	(52,893)	(52,893)	(57,936)	(60,832)	(63,874)	(67,068)	(70,421)
17									
18	Total Operating Expenditures	$ 7,502,531	$ 7,613,949	$ 7,727,277	$ 8,540,476	$ 8,780,402	$ 9,030,383	$ 9,290,901	$ 9,562,461
19									
20	Net Operating Revenue	$ 5,370,709	$ 5,733,605	$ 5,620,277	$ 5,065,704	$ 5,089,494	$ 5,108,419	$ 5,122,100	$ 5,130,137
21									
22	Other Revenues:								
23	Interest Income	$ (88,962)	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
24	Bond Proceeds/Grant Reimb.	-	-	-	-	-	-	-	-
25	Misc. Revenue/Cost Allocation	634,266	538,709	538,709	716,130	723,291	730,524	737,829	745,208
26	I/F Transf - Hallpark (capacity)	-	-	-	-	-	-	-	-
27	I/F Transf - Sanitation	-	-	-	-	-	-	-	-
28	I/F Transf - General Fund	-	-	-	-	-	-	-	-
29	I/F Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
30									
31	Total Other Revenues	$ 545,304	$ 588,709	$ 588,709	$ 766,130	$ 773,291	$ 780,524	$ 787,829	$ 795,208
32									
33									
34	Other Expenditures:								
35	Audit Accruals/Adjustments	$ 95,324							
36	Debt Service-14 SRF Note	2,256,043	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294
37	Capital Projects	2,831,497	3,670,000	10,751,986	3,334,025	3,891,000	1,632,000	3,509,000	
38	Capital Equipment	407,153	615,850	704,121	260,686	-	-	-	-
39	I/F Transf - General Fund (Dev. Engineer)	-	-	-	-	-	-	-	-
40	I/F Transf - Water Fund	33,500	-	-	-	-	-	-	-
41	I/F Transf - Capital Fund	81,676							
42	I/F Transf - Sewer Sales Tax Fund 323	-	-	-	-	-	-	-	-
43	I/F Transf - Hallpark	-	-	-	-	-	-	-	-
44	I/F Transf - General Fund	582,405	625,754	625,754	638,269	651,034	664,055	677,336	690,882
45	I/F Transf - General Fund - Meter Svs	-	-	-	-	-	-	-	-
46									
47	Total Other Expenditures	$ 6,287,598	$ 7,168,898	$ 14,339,155	$ 6,490,274	$ 6,799,328	$ 4,553,349	$ 6,443,630	$ 2,948,176
48									
49	Net Revenues (Expenditures)	$ (371,585)	$ (846,583)	$ (8,130,168)	$ (658,440)	$ (936,543)	$ 1,335,594	$ (533,700)	$ 2,977,169
50									
51	Ending Fund Balance	$ 9,901,400	$ 45,919	$ 1,771,231	$ 1,112,792	$ 176,249	$ 1,511,843	$ 978,143	$ 3,955,312
52									
53	Reserves								
54	Reserve for Encumbrances	$ 462,861	$ -	$ -	$ -	$ -	$ -	$ -	$ -
55	Reserve for Operations	600,202	609,116	618,182	683,238	702,432	722,431	743,272	764,997
56	Reserve for Capital	2,473,205	3,091,506	2,473,205	2,258,000	1,713,667	1,754,500	-	-
57	Reserve (Deficit) Surplus	6,365,132	(3,654,704)	(1,320,156)	(1,828,446)	(2,239,850)	(965,088)	234,871	3,190,315
58									
59	Total Reserves	$ 9,901,400	$ 45,919	$ 1,771,231	$ 1,112,792	$ 176,249	$ 1,511,843	$ 978,143	$ 3,955,312

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 23 and beyond, generally, the oldest lines in the system are scheduled for replacement first ("worst things first").

FYE 23 Budget

Statement of Revenues and Expenditures

Revenues have been estimated based on actual year to date receipts in FYE 22 extrapolated for a full year.

FYE 23 expenditure projections are based upon line-item analysis. Salaries and benefits are based on current authorized staffing levels. FYE 23 total budgeted expenditures are $2,565,384.

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.

SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 PROJECTED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 11,507,491	$ 1,671,954	$ 12,267,822	$ 2,077,944	$ 2,605,502	$ 2,840,046	$ 3,101,692	$ 3,470,550
2									
3	Operating Revenues:								
4	Capital Improvement Charge	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	Sewer Maintenance Rate	3,159,786	3,062,319	3,062,319	3,092,942	3,123,871	3,155,110	3,186,661	3,218,528
7									
8	Total Operating Revenues	$ 3,159,786	$ 3,062,319	$ 3,062,319	$ 3,092,942	$ 3,123,871	$ 3,155,110	$ 3,186,661	$ 3,218,528
9									
10	Operating Expenditures:								
11	Salaries and Benefits	$ 70,069	$ 73,971	$ 73,971	$ 76,975	$ 80,824	$ 84,865	$ 89,108	$ 93,564
12	Supplies and Materials	2,169	2,625	2,625	2,766	2,794	2,822	2,850	2,878
13	Services and Maintenance	2,991	4,825	4,825	4,625	4,671	4,718	4,765	4,813
14	Internal Services	-	800	800	1,018	1,038	1,059	1,080	1,102
15	Cost Allocations	-	-	-	-	-	-	-	-
16	Employee Turnover Savings	-	-	-	-	-	-	-	-
17									
18	Total Operating Expenditures	$ 75,229	$ 82,221	$ 82,221	$ 85,384	$ 89,327	$ 93,464	$ 97,803	$ 102,357
19									
20	Net Operating Revenue	$ 3,084,557	$ 2,980,098	$ 2,980,098	$ 3,007,558	$ 3,034,544	$ 3,061,646	$ 3,088,858	$ 3,116,171
21									
22	Other Revenues:								
23	Interest Income	$ 78,100	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	Misc. Revenue	16,848	-	-	-	-	-	-	-
25	I/F Transf - Wastewater Fund 32	-	-	-	-	-	-	-	-
26									
27	Total Other Revenues	$ 94,948	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28									
29									
30	Other Expenditures:								
31	Capital Projects	$ 2,419,174	$ 2,800,000	$ 13,169,976	$ 2,480,000	$ 2,800,000	$ 2,800,000	$ 2,720,000	$ 2,720,000
32	Capital Equipment	-	-	-	-	-	-	-	-
33	Audit Accruals/Adjustments	-	-	-	-	-	-	-	-
34									
35	Total Other Expenditures	$ 2,419,174	$ 2,800,000	$ 13,169,976	$ 2,480,000	$ 2,800,000	$ 2,800,000	$ 2,720,000	$ 2,720,000
36									
37	Total Revenues	$ 3,254,734	$ 3,062,319	$ 3,062,319	$ 3,092,942	$ 3,123,871	$ 3,155,110	$ 3,186,661	$ 3,218,528
38									
39	Total Expenditures	$ 2,494,403	$ 2,882,221	$ 13,252,197	$ 2,565,384	$ 2,889,327	$ 2,893,464	$ 2,817,803	$ 2,822,357
40									
41	Net Revenues (Expenditures)	$ 760,331	$ 180,098	$ (10,189,878)	$ 527,558	$ 234,544	$ 261,646	$ 368,858	$ 396,171
42									
43	Ending Fund Balance	$ 12,267,822	$ 1,852,052	$ 2,077,944	$ 2,605,502	$ 2,840,046	$ 3,101,692	$ 3,470,550	$ 3,866,721

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 $23,000,000 for system expansion and improvement.

FYE 23 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 23.

Five Year Outlook

Excise tax revenues are projected to be the same in years FYE 23 through FYE 27.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 6,364,991	$ 4,055,086	$ 6,821,107	$ 4,555,641	$ 3,282,499	$ (3,150,642)	$ (3,583,784)	$ (4,016,925)
2									
3	Operating Revenues:								
4	Excise Tax - Residential	$ 1,866,303	$ 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	440,798	300,000	300,000	300,000	300,000	300,000	300,000	300,000
6									
7	Total Operating Revenues	$ 2,307,101	$ 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	$ 2,307,101	$ 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	$ 47,155	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000
15	Bond Proceeds/Grant Reimb.	-	-	-	-	-	-	-	-
16	SRF Loan Proceeds	-	-	-	-	-	-	-	-
17	I/F Transf - General Fund	-	-	-	-	-	-	-	-
18	Transfer From Sewer Sales Tax	-	-	-	-	-	-	-	-
19									
20	Total Other Revenues	$ 47,155	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000
21									
22	Other Expenditures:								
23	Debt Service - 09 SRF	$ 350,584	$ 353,085	$ 353,085	$ 353,085	$ 353,085	$ 353,085	$ 353,085	$ 353,085
24	Debt Service - 14 SRF	1,547,556	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056
25	Services & maintenance	-	-	-	-	-	-	-	-
26	Capital Projects	-	105,000	1,832,325	840,000	6,000,000	-	-	
27									
28	Total Other Expenditures	$ 1,898,140	$ 2,008,141	$ 3,735,466	$ 2,743,141	$ 7,903,141	$ 1,903,141	$ 1,903,141	$ 1,903,141
29									
30	Net Revenues (Expenditures)	$ 456,116	$ (538,141)	$ (2,265,466)	$ (1,273,141)	$ (6,433,141)	$ (433,141)	$ (433,141)	$ (433,141)
31									
32	Ending Fund Balance	$ 6,821,107	$ 3,516,945	$ 4,555,641	$ 3,282,499	$ (3,150,642)	$ (3,583,784)	$ (4,016,925)	$ (4,450,067)
33									

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 Size	Base Rate	After	Rate cu. yd.
Commercial Customers	2 cu. yds.	52.12	8 cu. yds.	7.04
	3 cu. yds.	66.34	12 cu. yds.	5.95
	4 cu. yds.	78.17	16 cu. yds.	5.15
	6 cu. yds.	97.12	24 cu. yds.	4.48
	8 cu. yds.	113.71	32 cu. yds.	4.07

FYE 23 Budget

Statement of Revenues and Expenditures

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

FYE 23 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 23 ending fund balance is projected to be $6,383,547, 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.

SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

	A	D	C	E	F	G	H	H
	FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1 Beginning Fund Balance	$ 15,858,966	$ 9,095,511	$ 16,638,300	$ 7,850,211	$ 6,383,547	$ 6,927,311	$ 7,295,832	$ 7,140,885
2								
3 Operating Revenues:								
4 Enterprise Fund Fees/Chgs	$ 16,233,182	$ 15,550,000	$ 15,550,000	$ 15,830,000	$ 15,830,000	$ 15,830,000	$ 15,830,000	$ 15,830,000
5 Other Revenue	264,742	226,334	226,334	228,597	230,883	233,192	235,524	237,879
6								
7 Total Operating Revenues	$ 16,497,924	$ 15,776,334	$ 15,776,334	$ 16,058,597	$ 16,060,883	$ 16,063,192	$ 16,065,524	$ 16,067,879
8								
9 Operating Expenditures:								
10 Salaries / Benefits	$ 4,802,569	$ 4,601,713	$ 4,601,713	$ 4,613,621	$ 4,844,302	$ 5,086,517	$ 5,340,843	$ 5,607,885
11 Supplies / Materials	917,822	1,094,725	1,096,201	1,532,596	1,547,922	1,563,401	1,579,035	1,594,825
12 Services / Maintenance	4,029,708	4,111,357	4,125,862	4,239,502	4,281,897	4,324,716	4,367,963	4,411,643
13 Internal Services	635,438	807,362	807,362	902,831	920,888	939,306	958,092	977,254
14 Cost Allocations	1,539,883	1,578,214	1,578,214	1,843,673	1,862,110	1,880,731	1,899,538	1,918,533
15								
16 Total Operating Expenditures	$ 11,925,420	$ 12,193,371	$ 12,209,352	$ 13,132,223	$ 13,457,119	$ 13,794,671	$ 14,145,471	$ 14,510,140
17								
18 Net Operating Revenue	$ 4,572,504	$ 3,582,963	$ 3,566,982	$ 2,926,374	$ 2,603,764	$ 2,268,521	$ 1,920,053	$ 1,557,739
19								
20 Other Revenue:								
21 Interest Income	$ 18,731	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
22 Bond/Grant Proceeds	-	-	-	-	-	-	-	-
23								
24 Total Other Revenue	$ 18,731	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
25								
26 Other Expenditures:								
27 Audit Accruals/Adjustments	$ 98,856							
28 Capital Equipment	1,756,125	$ 4,060,629	$ 5,399,295	$ 3,500,038	$ 2,200,000	$ 2,200,000	$ 2,200,000	$ 2,200,000
31 Capital Projects	1,806,088	1,170,000	6,715,776	1,193,000	160,000	-	175,000	-
32 I/F Transfer - General Fund - Meter Svs	150,832	-	540,000	-	-	-	-	-
33								
34 Total Other Expenditures	$ 3,811,901	$ 5,230,629	$ 12,655,071	$ 4,693,038	$ 2,360,000	$ 2,200,000	$ 2,375,000	$ 2,200,000
35								
36 Net Revenues (Expenditures)	$ 779,334	$ (1,347,666)	$ (8,788,089)	$ (1,466,664)	$ 543,764	$ 368,521	$ (154,947)	$ (342,261)
37								
38 Ending Fund Balance	$ 16,638,300	$ 7,747,845	$ 7,850,211	$ 6,383,547	$ 6,927,311	$ 7,295,832	$ 7,140,885	$ 6,798,624
39								
40 Reserves								
41 Reserve for Operations	$ 954,034	$ 975,470	$ 976,748	$ 1,050,578	$ 1,076,570	$ 1,103,574	$ 1,131,638	$ 1,160,811
42 Reserve for Capital	4,748,622	2,907,010	2,765,608	2,283,750	2,258,333	2,287,500	2,200,000	2,200,000
43 Reserve (Deficit) Surplus	10,935,645	3,865,366	4,107,856	3,049,219	3,592,408	3,904,758	3,809,247	3,437,813
44								
45 Total Reserves	$ 16,638,300	$ 7,747,845	$ 7,850,211	$ 6,383,547	$ 6,927,311	$ 7,295,832	$ 7,140,885	$ 6,798,624

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 23 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 23 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 23 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 23 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.

RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	D	E	F	G	I
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 1,999,742	$ 1,707,187	$ 1,973,896	$ 4,026,963	$ 6,548,029	$ 10,174,039	$ 13,375,045	$ 16,250,800
2									
3	Revenues								
4	Int Svs Ch - W/C	$ 520,000	$ 1,300,000	$ 1,300,000	$ 1,400,000	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 2,500,000
5	Int Svs Ch - Risk	325,000	375,005	375,005	500,000	858,157	754,877	770,971	787,654
6	Int Svs Ch - Unemployment	22,220	22,437	22,437	22,422	22,422	22,646	22,873	23,101
7	Int Svs Ch - Health Ins Prem - City	11,451,228	12,197,246	12,197,246	12,441,191	12,690,015	12,943,816	13,202,692	13,466,746
8	Health Ins Premiums - Employee	2,751,151	2,638,230	2,638,230	2,690,994	2,744,814	2,799,711	2,855,705	2,912,819
9	Health Ins Refunds	271,898	1,429,509	1,429,509	1,458,099	1,487,261	1,517,007	1,547,347	1,578,294
10	Other Revenues	112,672	-	-	-	-	-	-	-
11	I/F Transfer - Debt Service	447,167	500,000	500,000	500,000	500,000	500,000	500,000	500,000
12	I/F Transfer - General Fd	-	-	-	-	-	-	-	-
13									
14	Total Revenues	$ 15,901,336	$ 18,462,427	$ 18,462,427	$ 19,012,707	$ 20,802,670	$ 21,038,055	$ 21,399,587	$ 21,768,614
15									
16	Expenditures								
17	Salary / Benefits - Risk	$ 253,684	$ 254,317	$ 254,317	$ 193,788	$ 203,477	$ 213,651	$ 224,334	$ 235,551
18	Salary / Benefits - Health Ins	74,249	73,336	73,336	79,802	83,792	87,982	92,381	97,000
19	Services / Maintenance	398,087	304,673	445,673	530,561	535,867	541,225	546,638	552,104
20	Judgments / Claims	177,850	170,000	311,726	270,000	320,000	320,000	320,000	320,000
21	Workers' Comp Pymts	937,083	1,512,500	2,002,872	2,143,500	2,229,240	2,318,410	2,411,146	2,507,592
22	Unemployment Claims	20,719	500	22,200	22,200	22,422	22,646	22,873	23,101
23	Health Insurance Claims	12,047,459	11,105,284	11,105,284	11,105,284	11,549,495	12,011,475	12,491,934	12,991,612
24	Health Insurance Fees	1,950,607	2,146,506	2,146,506	2,146,506	2,232,366	2,321,661	2,414,527	2,511,108
25	I/F Transfer - General Fd	68,893	-	47,446	-	-	-	-	-
26	I/F Transfer - Water Fd	-	-	-	-	-	-	-	-
27	Audit Accruals / Adjustments	(1,449)	-	-	-	-	-	-	-
28									
29	Total Expenditures	$ 15,927,182	$ 15,567,116	$ 16,409,360	$ 16,491,641	$ 17,176,660	$ 17,837,050	$ 18,523,832	$ 19,238,067
30									
31	Net Difference	$ (25,846)	$ 2,895,311	$ 2,053,067	$ 2,521,066	$ 3,626,010	$ 3,201,005	$ 2,875,755	$ 2,530,546
32									
33	Ending Fund Balance	$ 1,973,896	$ 4,602,498	$ 4,026,963	$ 6,548,029	$ 10,174,039	$ 13,375,045	$ 16,250,800	$ 18,781,346
34									
35	Reserves:								
36	Reserved for Health Insurance	$ 702,080	$ 4,049,198	$ 3,641,939	$ 6,900,632	$ 9,957,069	$ 12,796,484	$ 15,403,385	$ 17,761,524
37	Reserved for Unemployment	35,583	55,898	35,820	36,042	36,042	36,042	36,042	36,042
38	Reserved for W/C/Claims/Judgmen	758,266	305,359	243,668	(269,832)	180,928	542,518	811,372	983,781
39	Reserved for Risk Mgmt	477,967	192,043	105,536	(118,813)	-	-	-	-
40									
41	Total Reserves	$ 1,973,896	$ 4,602,498	$ 4,026,963	$ 6,548,029	$ 10,174,039	$ 13,375,045	$ 16,250,800	$ 18,781,346
42									
43	Targeted Reserves:								
44	Reserve for Health Insurance	$ 2,007,910	$ 1,850,881	$ 1,850,881	$ 1,850,881	$ 1,924,916	$ 2,001,913	$ 2,081,989	$ 2,165,269
45	Reserve for Workers Comp	156,181	252,083	333,812	357,250	371,540	386,402	401,858	417,932
46									
47	Total Targeted Reserves	$ 2,164,090	$ 2,102,964	$ 2,184,693	$ 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) 2023-2027. 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 2023-2027 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:

General Maintenance of Existing Facilities:	5%
Fleet Replacement Supplement:	7%
Capital Outlay:	27%
Street Maintenance:	25%
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, 50% of the Storm Water Program Manager, 70% of a Park Planner I, 60% of a Park Planner II, 80% of a Construction Inspector, 50% of a Construction Inspector, 80% of a Utility Coordinator, and 15% of a Parks Manager.

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

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

purchase of vehicles and equipment.

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

FYE 23 Budget

The FYE 23 Budget shows total projected resources available of $75,662,604, including beginning fund balance of $57,920,712 and total expenditures projected at $22,238,923 with an ending fund balance of $53,423,681. Sales tax is projected at a 2% increase from FYE 22 estimated revenue, and an average 2% growth rate in years FYE 24 through FYE 27. Expenditures are based on estimated project costs.

Capital projects funded in FYE 2023 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2023 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 2023-2027 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.

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

FYE 2023 projects			
Project Title	**Project Category**	**Operating Impact**	
36th NW Tecumseh to Indian Hills	Roadway Widening	Negligible	Ongoing maintenance
48th NW Phase 1 - Robinson to Rock Creek	Widening and Reconstruction	Negligible	$5,000 per year for electricity and preventive maintenance
ADA Compliance and Repair	2018 Transition Plan	Positive	Reduce maintenance costs
Alley Repair	General Maintenance	Positive	Reduce maintenance costs
Asphalt Pavement Maintenance	Street Maintenance	Negligible	Ongoing maintenance
Asphalt Paver Patch	Street Maintenance	Negligible	Ongoing maintenance
Bridge Maintenance	Street Maintenance	Negligible	Reduce maintenance costs
City Sidewalk Reconstruction	General Maintenance	Positive	Reduce maintenance costs
Community/Neighborhood Improvements	Infrastructure Improvements	Negligible	Reduce maintenance costs
Concrete Pavement Maintenance	Street Maintenance	Negligible	Ongoing maintenance
Concrete Valley Gutter	Street Maintenance	Positive	Reduce maintenance costs
Crack Seal	Street Maintenance	Positive	Reduce maintenance costs
Downtown Sidewalks & Curbs	General Maintenance	Positive	Improve access and public safety
Drainage Misc. Annual Projects	General Maintenance	Positive	Decrease in overall City effort and maintenance expense
Facility Maintenance HVAC Improvements	Parks & Recreation	Slight	Ongoing maintenance / unforseen repairs
Flood Ave. Multimodal Path	Other Special Traffic Improvement	Negligible	$5,000 per year for preventative maintnenance
Force Account Drainage	Stormwater Drainage	Neglible	Ongoing maintenance
Imhoff Creek Stabilization	Stormwater Drainage	Positive	Improve and reduce maintenance activity
Lake Thunderbird Watershed TMDL Compliance	Stormwater Drainage	Slight	Drinking water quality will improve
Park Site Amenities and Beautification	Misc. Maintenance	Neglible	Ongoing maintenance
Rural Asphalt	Bond Projects	Negligible	Reduce maintenance costs
Rural Roads System Improvements	Street Maintenance/ Bond Projects	Negligible	Reduce maintenance costs
Sidewalk Horizontal Saw Cut Program	General Maintenance	Positive	Will improve pedestrain access and reduce public risk
Sidewalk Program for Schools & Arterials	General Maintenance	Positive	Will improve pedestrain access and reduce public risk
Sidewalk & Trails	General Maintenance	Positive	Will improve pedestrain access and reduce public risk
Street Striping	Street Maintenance	Negligible	Ongoing maintenance
Tecumseh, Flood, and Robinson Wayfinding	Signage	Negligible	$3,000 per year for sign maintenance
Traffic Management Center	Traffic Facility	Neglible	$5,000 per year for electricity
Traffic Calming	Traffic Control Improvement	Negligible	$3,000 per year for sign and pavement marking maintenance
Urban Asphalt	Bond Projects	Negligible	Reduce maintenance costs
Urban Concrete	Bond Projects	Negligible	Reduce maintenance costs

Summary

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

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$58,254,661	$11,920,770	$ 75,149,657	$57,920,712	$ 53,423,681	$35,718,104	$49,293,375	$49,620,506
2									
3	Revenues:								
4	Sales Tax	$14,356,724	$13,960,772	$ 15,185,353	$15,489,060	$ 15,798,841	$16,114,818	$16,437,114	$16,765,857
5	Interest/Investment Income	26,898	400,000	400,000	400,000	400,000	400,000	400,000	400,000
6	GO Bond Interest Income	516,359	300,000	300,000	300,000	300,000	300,000	300,000	300,000
7	Donations/Other	173,178	200,000	200,000	1,552,832	-	-	-	-
8									
9	Subtotal	$15,073,159	$14,860,772	$ 16,085,353	$17,741,892	$ 16,498,841	$16,814,818	$17,137,114	$17,465,857
10	I/F Transf - CDBG Fund	-	-	1,516,500	-	-	-	-	-
11	I/F Transf - Special Grants Fund			639,969					
12	I/F Transf - General Fund			1,034,000					
13	I/F Transf - Water Fund	288,500		-					
14	I/F Transf - Sewer Fund	81,676							
15	I/F Transf - Sanitation Fund			540,000					
16	I/F Transf - Transit & Parking Fund	5,100,000		534,426					
17	Bond Proceeds	24,750,000	52,000,000	52,000,000	-	-	15,750,000	-	-
18									
19	Total Revenue	$45,293,335	$66,860,772	$ 72,350,248	$17,741,892	$ 16,498,841	$32,564,818	$17,137,114	$17,465,857
20									
21	Expenditures:								
22	Salary and Benefits	$ 1,165,118	$ 1,413,850	$ 1,413,850	$ 1,371,521	$ 1,440,097	$ 1,512,102	$ 1,587,707	$ 1,667,092
23	Services and Maintenance	2,103	16,699	16,699	16,699	16,866	17,035	17,205	17,377
24	Capital Outlay (Transfer)	3,712,098	3,769,409	4,849,049	3,727,554	4,265,687	4,351,001	4,438,021	4,526,781
25	Capital Outlay - Capital Fund	-	-	-	-	-	-	-	-
26	Street Maintenance	1,413,419	2,305,377	5,158,061	2,305,377	500,000	500,000	500,000	500,000
27	Capital Projects (See Detail)	8,362,265	6,275,102	29,619,226	5,400,157	7,050,000	7,865,000	2,780,000	2,825,000
28	Maintenance of Facilities	153,944	338,586	315,247	262,800	165,000	165,000	165,000	165,000
29	Paygo (Bond Projects)	-	-	600,705	-	-	-	-	-
30	New Bond Projects - 15 - 2012 Vote	729,375	745,608	8,085,028	911,405				
31	New Bond Projects - 16 - 2016 Vote	4,331,141		-		-	-	-	-
32	New Bond Projects - 18 - ERP	618,962		1,260,407	148,100				
33	New Bond Projects - 19A - 2016 Vote	1,183,603	2,700,213	851,191					
34	New Bond Projects - 19B - 2019 Vote	2,961,938	2,313,811	16,708,772					
35	New Bond Projects - 20A - 2008 Vote	1,636,871		7,601,271					
36	New Bond Projects - 21 - 2021 Vote		2,653,275	5,353,488	5,549,462				-
37	New Bond Projects - 22 - 2019 Vote			3,156,932	1,714,733	20,620,183	4,428,570	7,166,744	7,351,522
38	Bond Issue Cost	191,840	260,000	260,000	-	-	-	-	-
39	Debt Service- ERP	1,318,512	1,322,492	1,322,492	664,574	-	-	-	-
40	Audit Accruals/Adj/Encumbrances	147,219	-	-	-	-	-	-	-
41									
42	Subtotal	$27,928,408	$24,114,422	$ 86,572,418	$22,072,382	$ 34,057,833	$18,838,707	$16,654,677	$17,052,773
43	I/F Transf - GF (Storm Water Drainage Labor)	70,000	77,175	77,175	81,034	85,085	89,340	93,807	98,497
44	I/F Transf - Special Grant Fund	-	-	639,969	-	-	-	-	-
45	I/F Transf - PSST Fund	375,138	429,995	-	-	-	-	-	-
46	I/F Transf - CDBG Fund	-	-	1,516,500	-	-	-	-	-
47	I/F Transf - Westwood - Golf	24,793	131,830	238,705	85,507	61,500	61,500	61,500	61,500
48	I/F Transf - Transit & Parking Fund	0		534,426					
49									
50	Total Expenditures	$28,398,339	$24,753,422	$ 89,579,193	$22,238,923	$ 34,204,419	$18,989,547	$16,809,984	$17,212,770
51									
52	Net Difference	$16,894,996	$42,107,351	$(17,228,945)	$ (4,497,031)	$(17,705,577)	$13,575,271	$ 327,131	$ 253,087
53									
54	Ending Fund Balance	$75,149,657	$54,028,121	$ 57,920,712	$53,423,681	$ 35,718,104	$49,293,375	$49,620,506	$49,873,593
55									
56	Reserves:								
57	General Contingency	1,004,971	977,254	1,062,975	1,084,234	1,105,919	1,128,037	1,150,598	1,173,610
58	Reserve for Bond Proceeds - 15 - 2012 Vote	2,828,002	(3,914,770)	-	641,427	641,427	641,427	641,427	641,427
59	Reserve for Bond Proceeds - 18 - ERP	1,781,881	279,177	521,474	373,374	373,374	373,374	373,374	373,374
60	Reserve for Bond Proceeds - 19A - 2016 Vote	9,053,818	-	4,316,272	4,316,272	4,316,272	4,316,272	4,316,272	4,316,272
61	Reserve for Bond Proceeds - 19B - 2019 Vote	16,708,772	48,673,098	-	-	-	-	-	-
62	Reserve for Bond Proceeds - 20A - 2008 Vote	9,760,906	1,931,858	2,159,635	2,159,635	2,159,635	2,159,635	2,159,635	2,159,635
63	Reserve for Bond Proceeds - 21 - 2021 Vote	13,647,431	10,766,725	6,923,272	1,373,810	1,373,810	17,123,810	17,123,810	17,123,810
64	Reserve for Bond Proceeds - 22 - 2019 Vote	-		48,583,068	46,868,335	26,248,152	21,819,582	14,652,838	7,301,316
65	Reserve for Encumbrances	20,251,566	-	-	-	-	-	-	-
66	Available for New Projects	112,310	(4,685,221)	(5,645,984)	(3,393,406)	(500,485)	1,731,238	9,202,552	16,784,149
67									
68	Total Reserves	$75,149,657	$54,028,121	$ 57,920,712	$53,423,681	$ 35,718,104	$49,293,375	$49,620,506	$49,873,593

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
- New Indoor Aquatic Facility*
- 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
- New Indoor Multi-Sport Facility*
- 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.

*Combined with Young Family Athletic Center

FYE 23 Budget

In FYE 23, $16,892,891 in revenue is projected. Expenditures of $16,672,765 are projected with the majority going towards the Young Family Athletic Center, the new Senior Citizens Center, and the Griffin Park remodel. Design and site preparation work on many other Norman Forward projects will also be undertaken in FYE 2023.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$38,479,005	$ 37,973,627	$ 65,775,650	$ 3	$ 220,129	$ 6,447,320	$10,889,125	$15,713,537
2									
3	Revenues:								
4	Sales Tax Revenue	10,254,803	9,892,637	12,183,076	12,426,738	12,675,272	12,928,778	13,187,353	13,451,100
5	Use Tax Revenue	1,541,761	1,552,347	1,747,904	1,817,820	1,890,533	1,966,154	2,044,800	2,126,592
6	Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
7	Interest Income	54,215	-	-	-	-	-	-	-
8	Donations/Other	-	400,000	2,388,372	2,633,333	2,678,295	400,000	400,000	400,000
9									
10	Subtotal	$11,850,779	$ 11,859,984	$ 16,334,352	$16,892,891	$17,259,100	$15,309,932	$15,647,154	$15,992,693
11									
12	I/F Transf - General Fund	4,800,000		-					
13	I/F Transf - UNP TIF Fund	4,776,381		-					
14	I/F Transf - Room Tax Fund			3,801,683					
15	Bond Proceeds - 2020 Bonds	22,250,000	-	-	-	-	-	-	-
16									
17	Subtotal	$31,826,381	$ -	$ 3,801,683	$ -	$ -	$ -	$ -	$ -
18									
19	Total Revenue	$43,677,160	$ 11,859,984	$ 20,136,035	$16,892,891	$17,259,100	$15,309,932	$15,647,154	$15,992,693
20									
21	Expenditures:								
22	Audit Adjustments/Encumbrances	225,858	-	-	-	-	-	-	-
23	Services and Maintenance	419,213	1,000,000	1,663,105	-	-	-	-	-
24	Capital Projects - Pay Go	3,431,424	9,030,000	36,932,884	3,299,973	1,020,000	730,000	730,000	-
25	Capital Projects - 2017 Bonds	6,911,031	-	12,096,631	-	-	-	-	-
26	Capital Projects - 2020 Bonds	-	5,000,000	27,247,451	4,135,074		-		
27	Issue Costs	314,825		-					
28	Debt Service - 2015 Bonds	3,160,757	3,097,948	3,097,948	4,003,348	5,250,613	5,986,289	6,189,326	6,176,172
29	Debt Service - 2017 Bonds	1,694,712	2,167,300	2,167,300	2,625,300	2,577,300	2,529,300	2,481,300	3,228,500
30	Debt Service - 2020 Bonds	-	2,321,535	2,321,535	2,210,501	1,770,998	1,194,391	978,061	1,014,321
31	I/F Transf - General Fund-East Library	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
32	I/F Transf - General Fund-Central Library	112,695	118,330	118,330	124,246	130,459	136,981	143,831	151,022
33	I/F Transf - General Fund-Ruby Grant Park		156,498	156,498	164,323	172,539	181,166	190,224	199,736
34	I/F Transf - Westwood Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
35									
36	Total Expenditures	$16,380,515	$ 23,001,611	$ 85,911,682	$16,672,765	$11,031,909	$10,868,127	$10,822,742	$10,879,751
37									
38	Net Difference	$27,296,645	$(11,141,626)	$(65,775,647)	$ 220,126	$ 6,227,192	$ 4,441,805	$ 4,824,412	$ 5,112,942
39									
40	Ending Fund Balance	$65,775,650	$ 26,832,001	$ 3	$ 220,129	$ 6,447,320	$10,889,125	$15,713,537	$20,826,479
41									
42	Reserves:								
43	General Contingency	717,836	692,485	852,815	869,872	887,269	905,014	923,115	941,577
44	Reserve forBond Proceeds - 2017 Bonds	12,096,631	-	-	-	-	-	-	-
45	Reserve for Bond Proceeds - 2020 Bonds	21,936,134	17,250,000	(5,311,317)	(9,446,391)	(9,446,391)	(9,446,391)	(9,446,391)	(9,446,391)
46	Available for Pay-Go Projects	31,025,049	8,889,516	4,458,505	8,796,648	15,006,442	19,430,502	24,236,813	29,331,293
47									
48	Total Reserves	$65,775,650	$ 26,832,001	$ 3	$ 220,129	$ 6,447,320	$10,889,125	$15,713,537	$20,826,479

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 23 Budget

There are revenues of $95,000 estimated in FYE 23, which include fees of $85,000.

There is a fund balance of $535,378 projected at the end of FYE 23 that may be utilized for the purposes discussed in the Park Land Ordinance.

Two park Capital Projects are scheduled in FYE 23.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 868,999	$ 828,042	$ 1,036,562	$ 750,378	$ 535,378	$ 630,378	$ 725,378	$ 820,378
2									
3	Revenues								
4	Interest/Investment Income	$ 217	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
5	Community Park Fees	89,625	50,000	50,000	50,000	50,000	50,000	50,000	50,000
6	Neighborhood Park Fees	56,550	35,000	35,000	35,000	35,000	35,000	35,000	35,000
7	In-Lieu of/Other	21,549	-	-	-	-	-	-	-
8	I/F Transfer - Capital	-	-	-	-	-	-	-	-
9									
10	Total Revenue	$ 167,941	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000
11									
12	Expenditures								
13	Community Park Projects	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Neighborhood Park Projects	1,000	280,000	381,184	310,000	-	-	-	-
15	Parkland acquisition	-	-	-	-	-	-	-	-
16	I/F Transf - Norman Forward	-		-					
17	I/F Transf - Room Tax	-	-	-	-	-	-	-	-
18	I/F Transf - Capital	-	-	-	-	-	-	-	-
19	I/F Transf - GF	-	-	-	-	-	-	-	-
20	Services & maintenance	-	-	-	-	-	-	-	-
21	Audit Accruals/Adjustments	(6,622)	-	-	-	-	-	-	-
22									
23	Total Expenditures	$ 378	$ 280,000	$ 381,184	$ 310,000	$ -	$ -	$ -	$ -
24									
25	Net Difference	$ 167,563	$ (185,000)	$ (286,184)	$ (215,000)	$ 95,000	$ 95,000	$ 95,000	$ 95,000
26									
27	Ending Fund Balance	$ 1,036,562	$ 643,042	$ 750,378	$ 535,378	$ 630,378	$ 725,378	$ 820,378	$ 915,378
28									
29	Reserves								
30	Reserve for Community Parks	$ 329,470	$ 277,336	$ 379,470	$ 429,470	$ 479,470	$ 529,470	$ 579,470	$ 629,470
31	Reserve for Neighborhood Parks	1,417,760	1,084,762	1,071,576	796,576	831,576	866,576	901,576	936,576
32	Reserve for Park Land	(710,668)	(719,056)	(700,668)	(690,668)	(680,668)	(670,668)	(660,668)	(650,668)
33									
34	Total Reserves	$ 1,036,562	$ 643,042	$ 750,378	$ 535,378	$ 630,378	$ 725,378	$ 820,378	$ 915,378

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 23 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 2023 budget includes $200,000 from BID assessments and $150,882 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 2023. 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.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 17,728,184	$ 8,445,042	$ 10,980,761	$ 5,776,646	$ 5,849,764	$ 5,918,356	$ 5,982,286	$ 6,041,414
2									
3	Revenues								
4	Sales Tax	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	Sales Tax - Economic Dev	-	-	-	-	-	-	-	-
6	Interest Income	8,262	24,000	24,000	24,000	24,000	24,000	24,000	24,000
7	Property Tax	(393,293)	-	-	-	-	-	-	-
8	Bond Proceeds	-	-	-	-	-	-	-	-
9	Loan Proceeds	-	-	-	-	-	-	-	-
10	Misc Income	(36,512)	-	-	-	-	-	-	-
11	BID Assessment Receipts	211,512	200,000	200,000	200,000	200,000	200,000	200,000	200,000
12									
13	Subtotal	$ (210,031)	$ 224,000	$ 224,000	$ 224,000	$ 224,000	$ 224,000	$ 224,000	$ 224,000
14									
15	I/F Transf - Capital	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	I/F Transf - Debt Service	-							
17									
18	Total Revenue	$ (210,031)	$ 224,000	$ 224,000	$ 224,000	$ 224,000	$ 224,000	$ 224,000	$ 224,000
19									
20	Expenditures								
21	Services /Maintenance	$ 11,484	$ -	$ 11,371	$ -	$ -	$ -	$ -	$ -
22	Administration	-	-	-	-	-	-	-	-
23	BID Expenses	236,177	150,181	256,059	150,882	155,408	160,070	164,872	169,818
24	Capital Equipment	-		-					
25	Capital Projects	1,513,350	-	5,160,685	-	-	-	-	-
26	Debt Service	-	-	-	-	-	-	-	-
27	Audit adjustments	-	-	-	-	-	-	-	-
28	I/F Transf - General Fund	-							
29	I/F Transf - Capital Fund	-							
30	I/F Transf - Norman Forward Fund	4,776,381							
31									
32	Total Expenditures	$ 6,537,392	$ 150,181	$ 5,428,115	$ 150,882	$ 155,408	$ 160,070	$ 164,872	$ 169,818
33									
34	Net Difference	$ (6,747,423)	$ 73,819	$ (5,204,115)	$ 73,118	$ 68,592	$ 63,930	$ 59,128	$ 54,182
35									
36	Ending Fund Balance	$ 10,980,761	$ 8,518,861	$ 5,776,646	$ 5,849,764	$ 5,918,356	$ 5,982,286	$ 6,041,414	$ 6,095,596
37									
38	Reserves								
39	Reserved for BID	$ 496,416	$ 497,304	$ 440,357	$ 489,475	$ 534,067	$ 573,997	$ 609,125	$ 639,307
40	Available for Debt Repayment	-	-	-	-	-	-	-	-
41	Unreserved	10,484,345	8,021,557	5,336,289	5,360,289	5,384,289	5,408,289	5,432,289	5,456,289
42									
43	Total Reserves	$ 10,980,761	$ 8,518,861	$ 5,776,646	$ 5,849,764	$ 5,918,356	$ 5,982,286	$ 6,041,414	$ 6,095,596
44									

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 23 Budget

The FYE 23 Budget shows a beginning fund balance of $744,148 and projected property tax revenues of $312,000. No expenditures are projected for FYE 23.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 139,508	$ 139,508	$ 442,148	$ 744,148	$ 1,058,148	$ 1,384,628	$ 1,724,087	$ 2,077,045
2									
3	Revenues								
4	Property Tax	$ 300,650	$ -	$ 300,000	$ 312,000	$ 324,480	$ 337,459	$ 350,958	$ 364,996
6	Interest Income	1,990	-	2,000	2,000	2,000	2,000	2,000	2,000
12									
13	Subtotal	$ 302,640	$ -	$ 302,000	$ 314,000	$ 326,480	$ 339,459	$ 352,958	$ 366,996
14									
15	I/F Transf - General Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17									
18	Total Revenue	$ 302,640	$ -	$ 302,000	$ 314,000	$ 326,480	$ 339,459	$ 352,958	$ 366,996
19									
20	Expenditures								
21	Services /Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	Audit adjustments	-	-	-	-	-	-	-	-
28	I/F Transf - General Fund	-		-					
29									
30	Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31									
32	Net Difference	$ 302,640	$ -	$ 302,000	$ 314,000	$ 326,480	$ 339,459	$ 352,958	$ 366,996
33									
34	Ending Fund Balance	$ 442,148	$ 139,508	$ 744,148	$ 1,058,148	$ 1,384,628	$ 1,724,087	$ 2,077,045	$ 2,444,041
35									
36	Reserves								
37		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	Unreserved	442,148	139,508	744,148	1,058,148	1,384,628	1,724,087	2,077,045	2,444,041
39									
40	Total Reserves	$ 442,148	$ 139,508	$ 744,148	$ 1,058,148	$ 1,384,628	$ 1,724,087	$ 2,077,045	$ 2,444,041

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, 2021, including debt to be paid by City-operated enterprises.

General Government Debt	**Final Maturity**	**Outstanding Balance**	**Interest Rate**
Combined Purpose Bonds of 2012D	Dec. 1, 2032	12,665,000	2.5% - 3%
Combined Purpose Bonds of 2015	June 1, 2035	16,600,000	0.5% - 4%
Combined Purpose Bonds of 2016A	July 1, 2027	3,910,000	4.0% -5.0%
Combined Purpose Bonds of 2019A	June 1, 2022	5,000,000	2.5%
Combined Purpose Bonds of 2019B	June 1, 2039	18,950,000	2.0% - 3.0%
Combined Purpose Bonds of 2020A	August 1, 2040	11,250,000	2.0%-2.125%
Combined Purpose Bonds of 2021	June 21, 2026	13,500,000	0.25%-1.5%
Total		$ 81,875,000	

Enterprise Fund Debt	Maturity	Balance	Rate
NMA Sales Tax Revenue Note, Series 2017B	Dec. 1, 2022	1,940,000	2.16%
Clean Water OWRB SRF Note	March 15, 2031	3,143,593	2.91%
NUA Clean Water OWRB SRF Note	Sept. 15, 2029	22,851,658	2.25%
NUA Utility Revenue Note, Series 2015	Nov. 1, 2026	7,640,000	2.13%
NMA Sales Tax Revenue Note, Series 2015	Mar. 1, 2027	13,255,000	2.33%
NMA Sales Tax Revenue Note, Series 2015B	Jan. 1, 2029	37,260,000	2.98%
NUA Utility Revenue Note, Series 2016	Sept. 1, 2030	6,550,000	2.23%
NMA Sales Tax Revenue Note, Series 2017	July 1, 2030	27,950,000	3%
NMA Sales Tax Revenue Note, Series 2020	July 1, 2031	22,250,000	2.29%
Drinking Water OWRB SRF Note	Oct. 1, 2039	27,900,000	2.82%
Drinking Water OWRB Note	Oct. 1, 2038	11,290,000	3.2% - 5.2%
Total		$182,030,251	

Grand Total **$248,235,251**

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

THE CITY OF NORMAN

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

FISCAL YEAR	(1) GROSS REVENUE	(2) OPERATING EXPENSES	NET REVENUE AVAILABLE FOR DEBT SERVICE	DEBT SERVICE REQUIREMENT PRINCIPAL	INTEREST	TOTAL	(3) COVERAGE RATIO
2012	31,347	14,361	16,986	3,153	1,667	4,820	3.52
2013	31,037	17,001	14,036	3,163	1,430	4,593	3.06
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	40,436	21,194	19,242	7,409	2,239	9,648	1.99

(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, 2021 Comprehensive Annual Financial Report, p. 126

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, 2021 (in thousands)

Assessed Valuation:		
Net Assessed Value		$1,117,342
Section 26 limitation:		
10% of net assessed value	$ 111,734	
Section 27 limitation:		
30% of net assessed value		$335,203
Debt applicable to limitation:		
Total general bonded debt	$ 81,875	
Less amount available for payment	(4,879)	
Total debt applicable to limitation	$ 76,996	
Legal debt margin		$258,207

Source: City of Norman, 2021 Comprehensive Annual Financial Report, p. 125

FYE 23 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 April, 2021, a G.O. Bond referendum was approved for continuation of the previous 2016 street maintenance program with additional street locations and the addition of a preventative maintenance program.

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

		A	B	C	D	E	F	G	H
		FYE 21 ACTUAL	FYE 22 BUDGETED	FYE 22 ESTIMATED	FYE 23 PROJECTED	FYE 24 PROJECTED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED
1	Beginning Fund Balance	$ 7,158,368	$ 5,581,370	$ 4,853,045	$ 6,037,208	$ 6,062,208	$ 6,087,208	$ 6,112,208	$ 6,137,208
2									
3	Revenues:								
4	Property Tax	$ 9,050,479	$ 12,750,792	$ 12,750,792	$ 10,315,634	$ 10,174,096	$ 10,002,246	$ 9,395,342	$ 5,964,716
5	Interest/Investment Income	40,409	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6	Assessment District-HP	-	-	-	-	-	-	-	-
7									
8	Subtotal	$ 9,090,888	$ 12,775,792	$ 12,775,792	$ 10,340,634	$ 10,199,096	$ 10,027,246	$ 9,420,342	$ 5,989,716
9	I/F Transf - 92 & 95 Bonds	-	-	-	-	-	-	-	-
10	I/F Transf - GF	-	-	-	-	-	-	-	-
11									
12	Total Revenue	$ 9,090,888	$ 12,775,792	$ 12,775,792	$ 10,340,634	$ 10,199,096	$ 10,027,246	$ 9,420,342	$ 5,989,716
13									
14	Expenditures								
15	Principal Payments	$ 9,080,000	$ 9,085,000	$ 9,085,000	$ 8,050,000	$ 8,050,000	$ 8,045,000	$ 7,625,000	$ 4,245,000
16	Interest Payments	1,884,395	2,001,629	2,001,629	1,760,634	1,619,096	1,452,246	1,265,342	1,199,966
17	Agents Fees	1,450	5,000	5,000	5,000	5,000	5,000	5,000	5,000
18	Assessment District-HP	-	-	-	-	-	-	-	-
19	Audit Accruals/Adjustments	(16,801)	-	-	-	-	-	-	-
20									
21	Subtotal	$ 10,949,044	$ 11,091,629	$ 11,091,629	$ 9,815,634	$ 9,674,096	$ 9,502,246	$ 8,895,342	$ 5,449,966
22	I/F Transf - Insurance	447,167	500,000	500,000	500,000	500,000	500,000	500,000	500,000
23	I/F Transf - UNP TIF	-	-	-	-	-	-	-	-
24									
25	Total Expenditures	$ 11,396,211	$ 11,591,629	$ 11,591,629	$ 10,315,634	$ 10,174,096	$ 10,002,246	$ 9,395,342	$ 5,949,966
26									
27	Net Difference	$ (2,305,323)	$ 1,184,163	$ 1,184,163	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 39,750
28									
29	Ending Fund Balance	$ 4,853,045	$ 6,765,533	$ 6,037,208	$ 6,062,208	$ 6,087,208	$ 6,112,208	$ 6,137,208	$ 6,176,958
30									

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 23 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, 2022, the Plan included 6 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

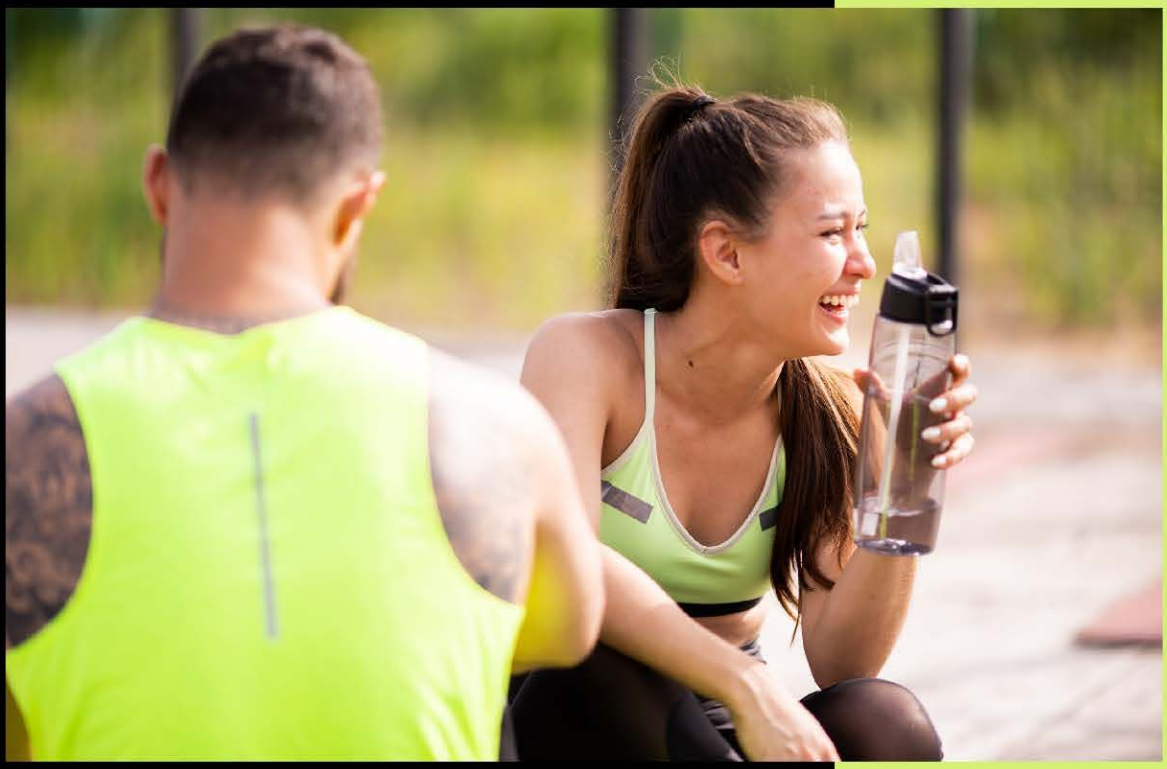
The Oklahoma Firefighters Pension and Retirement System (OFPRS) cover uniformed members of the City's Fire Department, which is a cost sharing multiple-employer public employee retirement system. All full-time firefighters, who are hired before age 45, are eligible to participate in the system. The pension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





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:

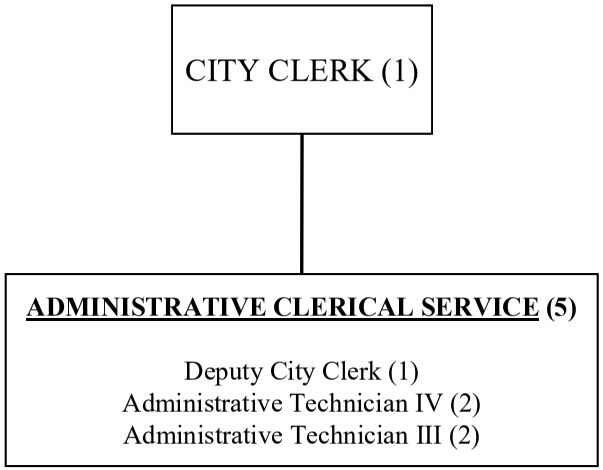
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	604	610	610	610	618
Part-time Positions	19	20	20	20	21
Total Budgeted Positions	623	630	630	630	639

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 58,048,630	$ 60,350,685	$ 60,372,507	$ 60,372,507	$ 61,570,415
Supplies & Materials	$ 4,986,615	$ 5,951,091	$ 6,822,229	$ 6,822,229	$ 7,514,758
Services & Maintenance	$ 17,384,535	$ 12,831,712	$ 14,442,682	$ 14,442,682	$ 13,194,086
Internal Services	$ 2,535,145	$ 3,443,801	$ 3,443,801	$ 3,443,801	$ 3,878,818
Capital Equipment	$ 3,712,098	$ 3,769,409	$ 4,849,049	$ 4,849,049	$ 3,727,554
Subtotal	$ 86,667,023	$ 86,346,698	$ 89,930,268	$ 89,930,268	$ 89,885,631
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 11,912,508	$ 1,810,947	$ 1,233,991	$ 1,233,991	$ 122,488
Audit Adjust/Encumbrances	$ 685,717	$ -	$ -	$ -	$ -
Subtotal	$ 12,598,225	$ 1,810,947	$ 1,233,991	$ 1,233,991	$ 122,488
Fund Total	$ 99,265,248	$ 88,157,645	$ 91,164,259	$ 91,164,259	$ 90,008,119

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
- Programs special announcements and meeting notices on the City's cable access channel
- Programs various City meetings for rebroadcast on the City's cable access channels

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 509,710	$ 513,264	$ 513,264	$ 513,264	$ 542,407
Supplies & Materials	$ 4,182	$ 5,528	$ 5,528	$ 5,528	$ 5,528
Services & Maintenance	$ 168,006	$ 164,759	$ 164,759	$ 164,759	$ 159,202
Internal Services	$ 17,717	$ 20,461	$ 20,461	$ 20,461	$ 26,230
Capital Equipment	$ 3,349	$ -	$ -	$ -	$ 2,000
Subtotal	$ 702,964	$ 704,012	$ 704,012	$ 704,012	$ 735,367
Department Total	$ 702,964	$ 704,012	$ 704,012	$ 704,012	$ 735,367

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 Facility Maintenance Divison
- Provides clerical administrative support for the City Council
- Administers Municipal campaign revenue and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City's cable access channel
- Programs various City meetings for rebroadcast on the City's cable access channel

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 509,710	$ 513,264	$ 513,264	$ 513,264	$ 542,407
Supplies & Materials	$ 4,182	$ 5,528	$ 5,528	$ 5,528	$ 5,528
Services & Maintenance	$ 87,075	$ 82,644	$ 82,644	$ 82,644	$ 77,087
Internal Services	$ 17,717	$ 20,461	$ 20,461	$ 20,461	$ 26,230
Capital Equipment	$ 3,349	$ -	$ -	$ -	$ 2,000
Subtotal	$ 622,033	$ 621,897	$ 621,897	$ 621,897	$ 653,252
Division Total	$ 622,033	$ 621,897	$ 621,897	$ 621,897	$ 653,252

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
- Increase the number of documents provided electronically
- Program City meetings for rebroadcast, special announcements, and meeting notices on the cable access channels
- Responding to citizens requests through the Action Center

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	99%	85%	90%
Percentage of licenses issued while applicant waits	99%	99%	99%	99%	99%
Percent of agendas provided to City Council five days in advance of the meeting	100%	90%	100%	95%	100%
Percentage of Council items indexed and distributed within 3 days of Council action	100%	100%	100%	100%	100%
Percentage of minutes prepared within 3 days of Council meeting	95%	95%	95%	70%	85%
Percentage of minutes requiring correction	1%	1%	1%	1%	1%
Percent of responses to citizens by the next working day from Action Center personnel	98%	98%	98%	98%	98%

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 80,931	$ 82,115	$ 82,115	$ 82,115	$ 82,115
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 80,931	$ 82,115	$ 82,115	$ 82,115	$ 82,115
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 80,931	$ 82,115	$ 82,115	$ 82,115	$ 82,115

DEPARTMENT SUMMARY

TOTAL CITY COUNCIL

MISSION:

The mission of the City Council of Norman is to promote a community of excellence with effective, efficient, and responsive services which promote the health, safety, and general well-being of the citizens. The City Council encourages group and individual initiatives that create social and physical environments of high quality.

DESCRIPTION:

The City Council is the legislative and governing body of City government. All legislative powers, except the initiative and referendum, are vested in the City Council. The City Council consists of a Mayor elected at large and eight Council members elected from and by the registered voters of the respective wards of the City. The Mayor shall preside at all meetings of the Council and shall perform in addition to his/her legislative duties such ceremonial duties as are necessary in the conduct of the City's business.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 10,717	$ 11,627	$ 11,627	$ 11,627	$ 11,628
Supplies & Materials	$ 7,226	$ 16,925	$ 26,925	$ 26,925	$ 40,925
Services & Maintenance	$ 586,282	$ 1,646,569	$ 1,707,488	$ 1,707,488	$ 1,632,597
Internal Services	$ 29,856	$ 24,779	$ 24,779	$ 24,779	$ 24,539
Capital Equipment	$ 9,666	$ -	$ -	$ -	$ -
Subtotal	$ 643,747	$ 1,699,900	$ 1,770,819	$ 1,770,819	$ 1,709,689
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 643,747	$ 1,699,900	$ 1,770,819	$ 1,770,819	$ 1,709,689

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 from and by the registered voters of the respective wards of the City. The Mayor shall preside at all meetings of the Council and shall perform in addition to his/her legislative duties such ceremonial duties as are necessary in the conduct of the City's business.

The FYE 2023 General Fund allocation to the City Council includes funding in the amount of $627,630 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) - $120,000
Kiwanis Kruiser - $14,500
Performing Arts Studio - $5,600
Veterans Day Parade - $530
Association of Central Oklahoma Governments (ACOG) – Membership - $67,000
Oklahoma Municipal League (OML) – Membership - $65,000
Oklahoma Municipal Management Services – Membership - $5,000
Social and Voluntary Services Commission - $225,000

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	0	0	0	0

EXPENDITURES:

	FYE 20 ACTUAL	FYE 21 ORIGINAL	FYE 21 REVISED	FYE 21 ESTIMATE	FYE 22 PROPOSED
Salaries & Benefits	$ 10,717	$ 11,627	$ 11,627	$ 11,627	$ 11,628
Supplies & Materials	$ 7,226	$ 15,925	$ 15,925	$ 15,925	$ 15,925
Services & Maintenance	$ 415,647	$ 1,396,569	$ 1,451,488	$ 1,451,488	$ 1,407,597
Internal Services	$ 29,856	$ 24,779	$ 24,779	$ 24,779	$ 24,539
Capital Equipment	$ 9,666	$ -	$ -	$ -	$ -
Subtotal	$ 473,112	$ 1,448,900	$ 1,503,819	$ 1,503,819	$ 1,459,689
Division Total	$ 473,112	$ 1,448,900	$ 1,503,819	$ 1,503,819	$ 1,459,689

*FYE 23 includes a 1% Emergency Reserve of $846,342 and FYE 22 included a 1% Emergency Reserve of $835,527.

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ 1,000	$ 11,000	$ 11,000	$ 25,000
Services & Maintenance	$ 2,549	$ -	$ 6,000	$ 6,000	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,549	$ 1,000	$ 17,000	$ 17,000	$ 25,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 2,549	$ 1,000	$ 17,000	$ 17,000	$ 25,000

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. Also, to coordinate those services designed to prevent, alleviate or contribute to the solution of recognized social problems, and to improve the well-being of individuals, groups and the community.

DESCRIPTION:

The Social and Voluntary Services Commission acts in an advisory capacity to the City Council with specific attention to the evaluation and coordination of social and voluntary services in, but not limited to, the following areas: Arts and Humanities, community goals analysis and evaluation, health and mental health, income security, information referral, senior citizens and youth.

PERSONNEL:

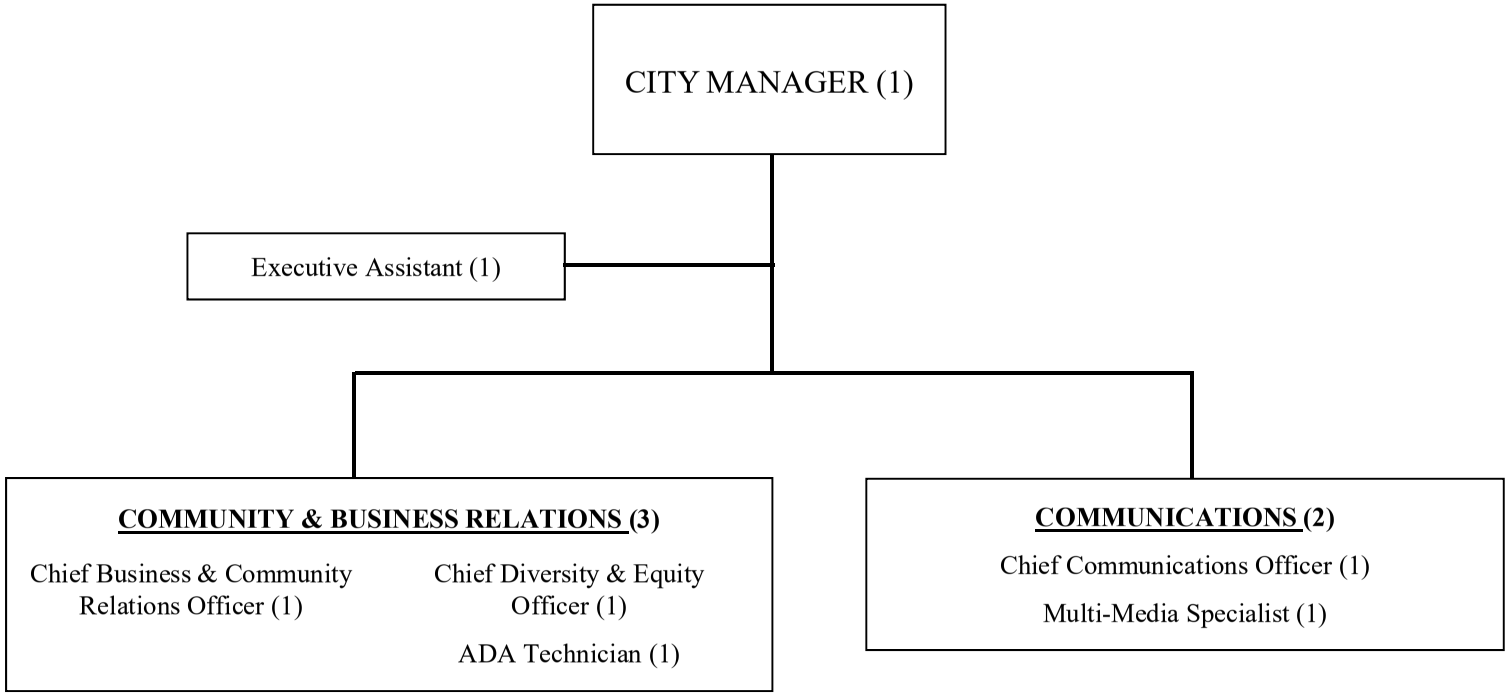
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 168,086	$ 250,000	$ 250,000	$ 250,000	$ 225,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 168,086	$ 250,000	$ 250,000	$ 250,000	$ 225,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 168,086	$ 250,000	$ 250,000	$ 250,000	$ 225,000

OFFICE OF THE CITY MANAGER

7 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	9	8	9	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	8	9	7	7

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 783,297	$ 942,674	$ 946,846	$ 946,846	$ 900,897
Supplies & Materials	$ 19,516	$ 21,667	$ 31,118	$ 31,118	$ 33,817
Services & Maintenance	$ 3,045,739	$ 1,377,168	$ 1,628,374	$ 1,628,374	$ 259,155
Internal Services	$ 41,660	$ 36,953	$ 36,953	$ 36,953	$ 42,417
Capital Equipment	$ (20,480)	$ 73,621	$ 64,946	$ 64,946	$ 16,000
Subtotal	$ 3,869,732	$ 2,452,083	$ 2,708,237	$ 2,708,237	$ 1,252,286
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 3,869,732	$ 2,452,083	$ 2,708,237	$ 2,708,237	$ 1,252,286

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 368,931	$ 451,426	$ 451,426	$ 451,426	$ 360,993
Supplies & Materials	$ 6,534	$ 6,718	$ 15,318	$ 15,318	$ 6,718
Services & Maintenance	$ 105,569	$ 1,150,617	$ 1,347,375	$ 1,347,375	$ 20,528
Internal Services	$ 41,128	$ 36,208	$ 36,208	$ 36,208	$ 41,544
Capital Equipment	$ -	$ 73,621	$ 56,600	$ 56,600	$ 2,500
Subtotal	$ 522,162	$ 1,718,590	$ 1,906,927	$ 1,906,927	$ 432,283
				$ -	
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
				$ -	
Division Total	$ 522,162	$ 1,718,590	$ 1,906,927	$ 1,906,927	$ 432,283

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY MANAGER

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.
- Development of a new stand-alone Senior Center.
- Construction of the new Emergency Communication Center and construction of the new City-wide emergency radio communication system.
- Continue to work with intergovernmental stakeholders at the local and state level to prepare proposed rules, options and regulations for water re-use.
- Implementation of the street projects in east Norman funded by the $17 million CDBG Disaster Recovery Grant.
- Administration of the 2021-2025 General Obligation Street Bond Package, upon voter approval.
- 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, of-street parking requirements, green building, short-term rentals, e-scooters, carports in residential areas and restructuring boards, commissions and committees.
- Development of renewable/sustainable energy projects working towards Ready For 100.

DIVISION SUMMARY

10110006 ADA

MISSION:

The mission of the City of Norman Americans with Disabilities Act (ADA) Program is to enforce the ADA Civil Rights law, as it pertains to Title I and II, and ensure people with disabilities have the same opportunities in all programs, activities, and services as everyone else.

DESCRIPTION:

The ADA Program, ran under the City of Norman Diversity & Equity Office, is made up of the ADA Coordinator and one fulltime ADA Technician. City Council appointed an ADA Citizen Advisory Committee and City Leadership took the initiative to create an ADA Staff Liason Committee, made up of representatives from all City of Norman Departments. *Note: Prior August 2021, ADA functions were ran under Public Works.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 63,464	$ 68,745	$ 68,745	$ 68,745	$ 73,032
Supplies & Materials	$ 2,103	$ 4,250	$ 4,620	$ 4,620	$ 6,400
Services & Maintenance	$ 8,892	$ 110,600	$ 148,577	$ 148,577	$ 43,450
Internal Services	$ 29	$ 175	$ 175	$ 175	$ 275
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 74,488	$ 183,770	$ 222,117	$ 222,117	$ 123,157
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 74,488	$ 183,770	$ 222,117	$ 222,117	$ 123,157

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADA

GOALS:

- Provide professional leadership for the City
- Execute ADA Standards copmliance procedures, including Transition Plan and Self-Evaluations.
- Develop and recommend ADA-focused solutions to community problems for consideration by the Mayor and City Council.
- Develop new programs and measures to expand ADA awareness and advocacy across the City.
- Manage within department's operating budget.
- Partner with other city departments to accelerate ADA impact.
- Promote confidence in city government through citizen involvement and excellent customer service.

OBJECTIVES:

- Document progress and actionable plans towards Transition Plan & Self Evaluations.
- Coordinate Transit Transition Remediation.
- Document progress and actionable plans towards Parks Self Evaluations.
- Build and leverage positive relationships with community stakeholders, including but not limited to the ADA Citizens Advisory Committee.
- Coordinate ADA-focused projects, including ADA remediation projects, Equity focused community engagement, and other promotions for City projects.
- Develop ways to create awareness and learning of ADA compliance and understanding.
- Participate in professional development of ADA-focused concepts
- Develop training for workforce to increase ADA familiarity and sense of support.
- Maximize budget allocations to reinforce ADA complinace and ADA programming.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Implementation of 2018 ADA Transition Plan Update	5%	5%	5%	10%	30%
Development of ADA Transition Plan for the City's Public Transportation (Bus) System	10%	10%	10%	100%	n/a
Coordination of ADA Transition Plan for the City's Public Transportation (Bus) System	n/a	n/a	10%	10%	40%
Development of Parks Self-Evaluations	n/a	5%	60%	70%	100%

Notes to Results Report:

*NPDES – National Pollutant Discharge Elimination System

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 178,166	$ 181,522	$ 185,694	$ 185,694	$ 202,669
Supplies & Materials	$ 7,440	$ 9,210	$ 9,597	$ 9,597	$ 9,210
Services & Maintenance	$ 42,782	$ 42,823	$ 38,264	$ 38,264	$ 58,323
Internal Services	$ 184	$ 207	$ 207	$ 207	$ 216
Capital Equipment	$ (24,307)	$ -	$ 8,346	$ 8,346	$ 9,500
Subtotal	$ 204,265	$ 233,762	$ 242,108	$ 242,108	$ 279,918
				$ -	
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
				$ -	
Division Total	$ 204,265	$ 233,762	$ 242,108	$ 242,108	$ 279,918

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNICATIONS

GOALS:

- To effectively promote City services to Norman residents.
- To educate citizens regrding 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Report weekly newsletter distributions	50	47	49	45	45
Report press release/advisory/PSA distribution	101	112	170	140	150
Report visits to the City of Norman website	2,138,000	1,328,837	2,582,896	1,264,950	1,500,000
Report Instagram followers	n/a	n/a	n/a	2,200	2,600
Report Facebook followers	15,495	n/a	17,200	20,400	21,500
Report Twitter followers	6,338	n/a	7,000	7,600	8,100
Report in-house video productions	88	24	35	30	40
Report YouTube subscribers	1,748	2,545	3,300	3,300	4,000
Report live-stream videos	86	95	n/a	80	85
Report election/ awareness campaigns	2	2	2	2	2

DIVISION SUMMARY

10110111 COMMUNITY & BUSINESS RELATIONS

MISSION:

To create an environment of support and belonging, through the advancement of local entrepreneurship and equity, for everyone associated with the City of Norman, with the goal of increasing economic prosperity and quality for all.

DESCRIPTION:

The Community & Business Development division is a part of the City Manager's department. It oversees policy and programs to advance entrepreneurship, local economic development, and Diversity Equity. This division works with internal stakeholders, workforce, as well as serves as a liason to external outreach.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 172,736	$ 240,981	$ 240,981	$ 240,981	$ 264,203
Supplies & Materials	$ 3,439	$ 1,489	$ 1,583	$ 1,583	$ 11,489
Services & Maintenance	$ 2,888,496	$ 68,128	$ 94,158	$ 94,158	$ 131,854
Internal Services	$ 319	$ 363	$ 363	$ 363	$ 382
Capital Equipment	$ 3,827	$ -	$ -	$ -	$ 4,000
Subtotal	$ 3,068,817	$ 310,961	$ 337,085	$ 337,085	$ 411,928
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 3,068,817	$ 310,961	$ 337,085	$ 337,085	$ 411,928

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY & BUSINESS RELATIONS

GOALS:

- Increase retail sales tax revenue and attract new retailers to Norman, without compromising exisiting retail.
- Collaborate with community partners to work towards building economic resiliency following the COVID-19 pandemic.
- Recognize and capitalize on existing consumer opportunities and identify retail gaps.
- Retention and strengthening of existing businesses.
- Promote retail as an important amenity in the broader context of quality of life and place-making, specifically for mixed use and historic districts.

OBJECTIVES:

- Assist on additional projects as assigned such as E-scooters, Special Events, Norman Forward, etc.
- Continue recruitment of targeted retailers based on updated retail leakage reports and community needs.
- Represent Norman at industry events, specifically the International Council of Shopping Centers (ICSC), both regionally and nationally.
- Develop programs aimed at assisting small business in Norman.
- Provide requested data to potential leads in a timely fashion (48 hours or less).
- Maintain and publish up-to-date information on Norman's retail market, including inventory and classification of retail space, land use inventory, new commercial developments, databases and maps of existing businesses, demographics, etc.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Website Data					
DestinationNorman.com (launched January 2015)	1,398 visits	1557 visits	750 visits	1,500 visits	1500 visits
RebootNorman.com (launched April 2020 to share business recovery info)	1,540 visits, 4 blog post updates	1,753 visits, 19 updates	2,000 visits, 16 updates	2,200 visits, 6 updates	2,000 visits, 4 updates
Community Relations & Outreach*					
Meetings with local business community & community partners	208	171	160	160	160
Local Outreach Events (presentations given & workshops hosted)	8	4	6	6	6
Regional/National Outreach Events	84	87	24	30	24

Notes to Results Report: * events attended both virtually and in-person

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:

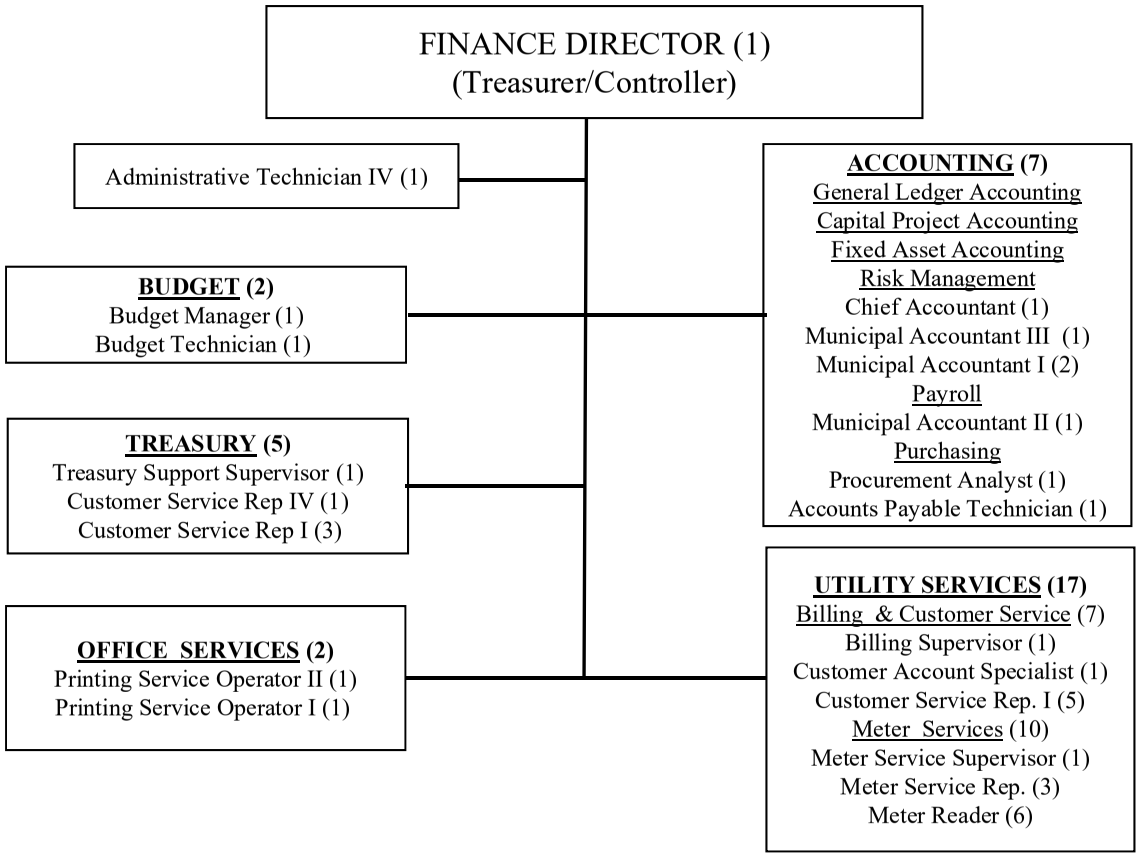
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ 5,000	$ -	$ -	$ 5,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ 5,000	$ -	$ -	$ 5,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ 5,000	$ -	$ -	$ 5,000

FINANCE DEPARTMENT

35 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, collections, and meter reading services to customers in the City of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	34	34	35	35	35
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	34	34	35	35	35

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 2,520,525	$ 2,437,401	$ 2,437,401	$ 2,437,401	$ 2,556,240
Supplies & Materials	$ 67,687	$ 67,542	$ 68,492	$ 68,492	$ 84,431
Services & Maintenance	$ 868,624	$ 1,014,294	$ 1,013,344	$ 1,013,344	$ 1,098,736
Internal Services	$ 219,476	$ 253,312	$ 253,312	$ 253,312	$ 322,905
Capital Equipment	$ 38,112	$ 18,000	$ 18,284	$ 18,284	$ 20,000
Subtotal	$ 3,714,424	$ 3,790,549	$ 3,790,833	$ 3,790,833	$ 4,082,312
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ 91,632	$ -	$ -	$ -	$ -
Subtotal	$ 91,632	$ -	$ -	$ -	$ -
Department Total	$ 3,806,056	$ 3,790,549	$ 3,790,833	$ 3,790,833	$ 4,082,312

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	6	6	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	7	7	7

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 565,827	$ 566,378	$ 566,378	$ 566,378	$ 667,313
Supplies & Materials	$ 5,874	$ 4,397	$ 4,397	$ 4,397	$ 4,397
Services & Maintenance	$ 160,017	$ 164,536	$ 164,536	$ 164,536	$ 217,536
Internal Services	$ 11,972	$ 14,859	$ 14,859	$ 14,859	$ 17,913
Capital Equipment	$ 20,000	$ -	$ 6,550	$ 6,550	$ 2,000
Subtotal	$ 763,690	$ 750,170	$ 756,720	$ 756,720	$ 909,159
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 763,690	$ 750,170	$ 756,720	$ 756,720	$ 909,159

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Accounting and Financial					
Audited CAFR will be published within 180 days from end of fiscal year, 100% of the time	180 days	180 days	180 days	180 days	180 days
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received since 1991	27	28	29	29	30
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	3 days
Readily available fixed assets inventoried, and all fixed assets and infrastructure reconciled annually	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Financial statements in the format required by GASB	100%	100%	100%	100%	100%
Payroll:					
Receive hours information from all departments on time, 95% of the time	96%	96%	96%	96%	96%
Checks processed on Wednesday prior to pay day, 100% of the time	100%	100%	100%	100%	100%
Taxes deposited timely, 100% of the time	100%	100%	100%	100%	100%
Increase in number of employees participating in direct deposit	100%	100%	100%	100%	100%
Purchasing:					
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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 313,301	$ 251,614	$ 251,614	$ 251,614	$ 266,588
Supplies & Materials	$ 1,295	$ 680	$ 1,630	$ 1,630	$ 680
Services & Maintenance	$ 10,488	$ 20,572	$ 19,622	$ 19,622	$ 20,910
Internal Services	$ 78,797	$ 91,461	$ 91,461	$ 91,461	$ 105,981
Capital Equipment	$ 1,800	$ -	$ -	$ -	$ 2,000
Subtotal	$ 405,681	$ 364,327	$ 364,327	$ 364,327	$ 396,159
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 405,681	$ 364,327	$ 364,327	$ 364,327	$ 396,159

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 178,267	$ 186,279	$ 186,279	$ 186,279	$ 193,649
Supplies & Materials	$ 512	$ 475	$ 475	$ 475	$ 475
Services & Maintenance	$ 5,731	$ 6,610	$ 6,610	$ 6,610	$ 21,610
Internal Services	$ 9,042	$ 11,005	$ 11,005	$ 11,005	$ 11,014
Capital Equipment	$ -	$ 18,000	$ 11,734	$ 11,734	$ -
Subtotal	$ 193,552	$ 222,369	$ 216,103	$ 216,103	$ 226,748
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 193,552	$ 222,369	$ 216,103	$ 216,103	$ 226,748

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of years GFOA Distinguished Presentation Award received since 1991	30	31	33	33	34
City Manager's proposed Budget delivered to City Council at least 30 days prior to the end of the current fiscal year	79 days	88 days	77 days	77 days	77 days
Number of Training Workshops conducted/ attended	1/1	1/2	1/2	1/2	1/3
Issue monthly analysis reports within 3 days of receipt of monthly accounting reports, 95% of the time	99%	100%	99%	99%	99%
Actual revenues received vs. budget	-19.00%	+29.3%	n/a	-6.40%	n/a
Actual expenditures vs. budget	-50.30%	-45.50%	n/a	-45.50%	n/a

DIVISION SUMMARY

10330123 OFFICE SERVICES

MISSION:

Office Services Division provides document solutions, printing, copying, scanning, and mailing services within the City of Norman. It is our commitment to consistently provide exceptional customer satisfaction, with priorities focused on meeting 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:

- Produce high volume production printing / copying, scanning, and duplicating services to divisions and departments within the City of Norman
- Assist in the use of multifunction printers / copiers and scanners
- Provide technical advice of various capacities within the organization, as well as vendors and outside source investigation of price, specifications, and logistics
- Contacting vendors including suppliers, maintenance, and installation involved in the purchase of equipment, to guarantee the best price, when possible
- Process all internal and external mail daily for City of Norman

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 130,208	$ 137,872	$ 137,872	$ 137,872	$ 141,534
Supplies & Materials	$ 19,334	$ 24,276	$ 24,276	$ 24,276	$ 24,276
Services & Maintenance	$ 90,802	$ 117,416	$ 117,416	$ 117,416	$ 117,306
Internal Services	$ 980	$ 1,092	$ 1,092	$ 1,092	$ 1,372
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 241,324	$ 280,656	$ 280,656	$ 280,656	$ 284,488
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 241,324	$ 280,656	$ 280,656	$ 280,656	$ 284,488

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of equipment down time	>5%	>5%	>5%	3%	>5%
Complete requests for services by the scheduled completion date and time as specified percentage of time	98%	99%	99%	95%	100%
Reduce follow up time	8%	7%	7%	2%	10%
Increase awareness regarding minimizing waste, monitor workflow, and advertise services	95%	95%	95%	93%	100%
Reduce outside printing costs by specified percentage	>5%	>5%	10%	5%	10%

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 379,089	$ 373,428	$ 373,428	$ 373,428	$ 401,993
Supplies & Materials	$ 1,640	$ 4,675	$ 4,675	$ 4,675	$ 4,675
Services & Maintenance	$ 331,830	$ 437,863	$ 437,863	$ 437,863	$ 437,863
Internal Services	$ 6,757	$ 10,487	$ 10,487	$ 10,487	$ 13,610
Capital Equipment	$ -	$ -	$ -	$ -	$ 10,000
Subtotal	$ 719,316	$ 826,453	$ 826,453	$ 826,453	$ 868,141
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 719,316	$ 826,453	$ 826,453	$ 826,453	$ 868,141

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TREASURY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Funds deposited in bank within 24 hours of receipt	95%	95%	95%	95%	95%
Number of hours spent in cross training per clerk/per year	20	30	80	20	40
Keep payment errors to 1% a year	1%	1%	1%	1%	1%
Time spent on the reorganization of storage per year	24 hours	18 hours	24 hours	24 hours	36 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 Division consists of Utility Billing, Customer Service, and Meter Reading/Field Service sections. The Division opens, closes, connects and disconnects utility accounts, notifies customers of delinquencies, reads meters, verifies and investigates unusual water consumption, provides customer service for all City utility accounts, produces accurate and timely billings of all utilities offered by the City, and researches and responds to various citizen and agency requests for utility related information.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	17	17	17	17	17
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	17	17	17	17	17

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 953,833	$ 921,830	$ 921,830	$ 921,830	$ 885,163
Supplies & Materials	$ 39,032	$ 33,039	$ 33,039	$ 33,039	$ 49,928
Services & Maintenance	$ 247,960	$ 267,297	$ 267,297	$ 267,297	$ 266,994
Internal Services	$ 111,928	$ 124,408	$ 124,408	$ 124,408	$ 173,015
Capital Equipment	$ 16,312	$ -	$ -	$ -	$ 6,000
Subtotal	$ 1,369,065	$ 1,346,574	$ 1,346,574	$ 1,346,574	$ 1,381,100
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,369,065	$ 1,346,574	$ 1,346,574	$ 1,346,574	$ 1,381,100

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

- Accommodate customers by providing billing options
- Complete billing system conversion
- Establish a collection process for bad debt
- Read meters in a timely and accurate manner
- Increase number of delinquent cutoffs
- Produce billings in accordance to cycle schedule
- Increase ACH billing participation
- Increase electronic billing participation
- Maintain meter boxes in order to accurately read meters
- Reduce errors and re-reads

OBJECTIVES:

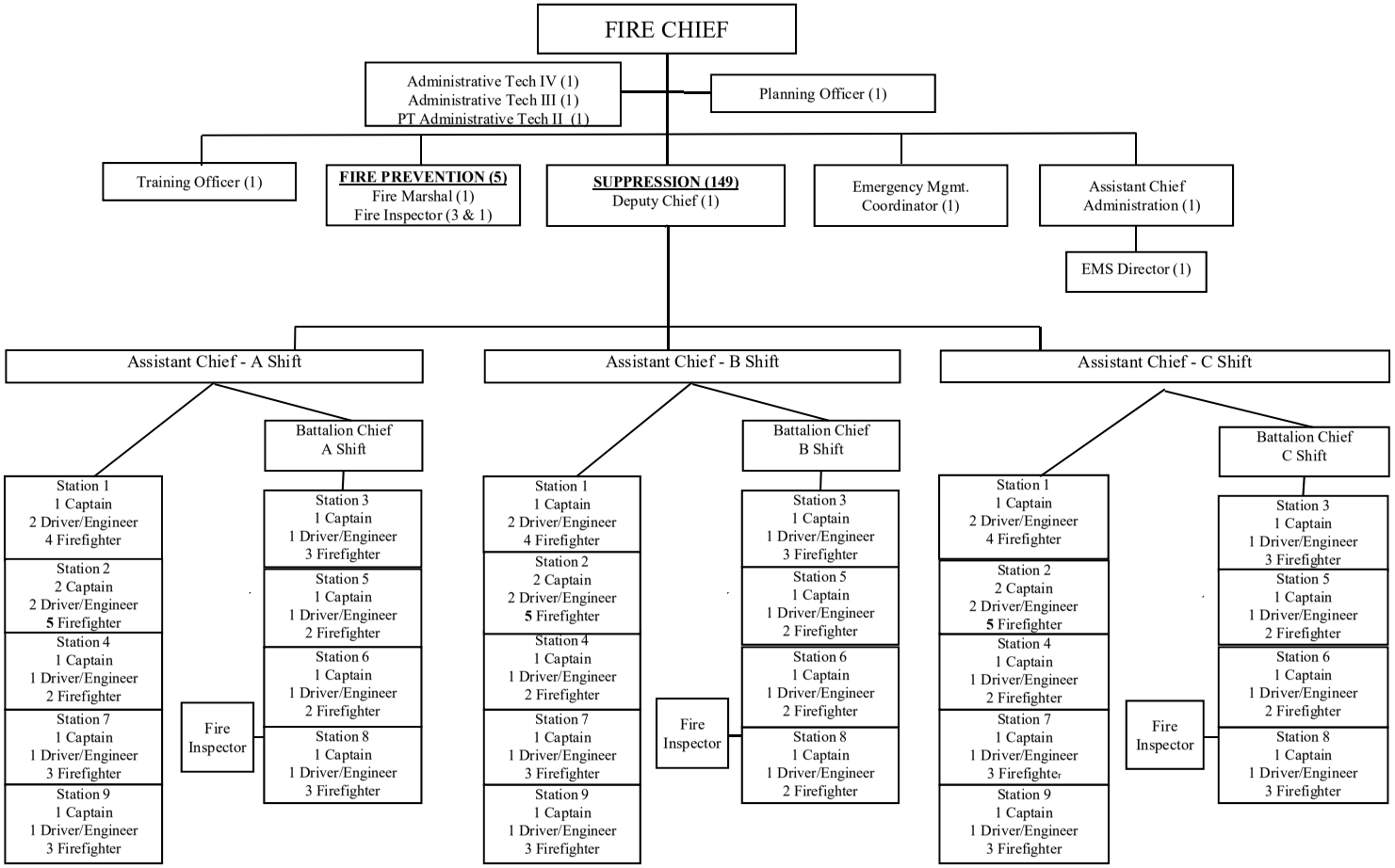
Please review the performance measurements for the objectives as a response to the goals listed above.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Customer Service/Billing:					
Number of billings produced and mailed on time	515,270	523,102	515,000	516,000	516,000
Ratio of ACH billing customers to total	20%	21%	22%	24%	24%
Ratio of Electronic billing customers to total	11.57%	13%	13%	15%	17%
Percentage of utility accounts reviewed for conversion	70%	100%	n/a	n/a	n/a
Accounts <90 days turned over to collection agency	100%	100%	100%	100%	100%
Meter Reading Services:					
Percentage of routes read on time (every 28 to 31 days)	75%	75%	70%	70%	75%
Meter reading error rate	25%	25%	5%	30%	25%
Average number of meters read per month	38,488	n/a	39,800	n/a	40,000
Percentage actual cutoffs to total	16%	20%	19%	20%	25%

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	133	133	134	134	134
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	133	133	134	134	134

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 15,293,677	$ 15,330,905	$ 15,330,905	$ 15,330,905	$ 15,484,862
Supplies & Materials	$ 320,582	$ 323,617	$ 321,602	$ 321,602	$ 332,162
Services & Maintenance	$ 385,718	$ 433,237	$ 445,737	$ 445,737	$ 449,093
Internal Services	$ 338,202	$ 549,902	$ 549,902	$ 549,902	$ 593,562
Capital Equipment	$ 237,306	$ 151,245	$ 237,407	$ 237,407	$ 17,500
Subtotal	$ 16,575,485	$ 16,788,906	$ 16,885,553	$ 16,885,553	$ 16,877,179
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 16,575,485	$ 16,788,906	$ 16,885,553	$ 16,885,553	$ 16,877,179

DIVISION SUMMARY

10664240 ADMINISTRATION

MISSION:

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

DESCRIPTION:

The Fire Department Administration Division provides for the general supervision of all activities in the Fire Department and is responsible for short and long-range department planning, budget formulation and administration, personnel administration, and the assembling and effective distribution of all Fire Department resources.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 951,405	$ 1,016,001	$ 1,016,001	$ 1,016,001	$ 966,845
Supplies & Materials	$ 5,278	$ 9,883	$ 9,883	$ 9,883	$ 7,431
Services & Maintenance	$ 123,898	$ 108,261	$ 108,261	$ 108,261	$ 124,117
Internal Services	$ 10,519	$ 13,614	$ 13,614	$ 13,614	$ 13,440
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,091,100	$ 1,147,759	$ 1,147,759	$ 1,147,759	$ 1,111,833
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,091,100	$ 1,147,759	$ 1,147,759	$ 1,147,759	$ 1,111,833

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Apparatus replacement overhaul	100%	100%	100%	100%	100%
Future growth and management	100%	100%	100%	100%	100%
CAD/RMS implementation and Improv.	100%	100%	100%	100%	100%

Notes to Results Report:

CAD/RMS – Computer Aided Dispatch/Records Management System

DIVISION SUMMARY

10664144 EMERGENCY MANAGEMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 136,516	$ 120,543	$ 120,543	$ 120,543	$ 125,619
Supplies & Materials	$ 85,385	$ 56,359	$ 43,859	$ 43,859	$ 55,222
Services & Maintenance	$ 18,622	$ 13,291	$ 25,791	$ 25,791	$ 13,291
Internal Services	$ 2,803	$ 6,962	$ 6,962	$ 6,962	$ 6,550
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 243,326	$ 197,155	$ 197,155	$ 197,155	$ 200,682
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 243,326	$ 197,155	$ 197,155	$ 197,155	$ 200,682

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
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
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	40	40	40	40	40
Training attended	4	4	6	4	6
Public awareness activities	2	2	4	2	4
Staff exercises	0	0	1	1	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 765,632	$ 680,957	$ 680,957	$ 680,957	$ 619,526
Supplies & Materials	$ 14,945	$ 20,830	$ 20,830	$ 20,830	$ 26,633
Services & Maintenance	$ 4,833	$ 12,065	$ 12,065	$ 12,065	$ 12,065
Internal Services	$ 13,766	$ 25,684	$ 25,684	$ 25,684	$ 26,018
Capital Equipment	$ (500)	$ 9,000	$ 9,000	$ 9,000	$ -
Subtotal	$ 798,676	$ 748,536	$ 748,536	$ 748,536	$ 684,242
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 798,676	$ 748,536	$ 748,536	$ 748,536	$ 684,242

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PREVENTION

GOALS:

- Get all inspections and investigations in New World.
- To request and receive Dell lap top computers so that the Fire Inspectors can enter data for the Police side of New World as well as the Fire side of New World.
- Provide for the public's safety by creating awareness of fire as a personal, family, business and community concern and by securing the cooperation of individuals and property owners in fire-safe practices for the safety of themselves and others.
- Maintain Fire Inspector and Fire Protection Engineer skills to current state law and national standards.
- Provide for a fire-safe community through the development of fire safety codes and ordinances, and inspection and enforcement by discovering and correcting deficiencies that pose a threat to life and property from fire.
- Provide for the public safety through engineering and plan review to ensure compliance with the fire protection and life safety provisions of the fire prevention code.
- Determine the nature and scope of the local fire problem by identifying areas that may require corrective educational efforts, inspection emphasis, and legislation or criminal prosecution.

OBJECTIVES:

- Conduct 100% of all educational programs requested by the public. Host the annual Fire Prevention Week, Arson Awareness Week, Norman Regional Hospital Kids are Special Program, participate in Safety Town and other activities related to public education.
- Maintain Fire Inspector and Fire Protection Engineer skills through certifications to current state law and national standards by attending CLEET courses, seminars and the National Fire Academy. Have qualified Fire Inspectors complete the state CLEET requirement. Send rookie Fire Inspectors to Inspection and Investigation schools for certification.
- Inspect 100% of all new construction and existing "Target Hazard" properties subject to the Fire Prevention Code annually.
- Inspect 100% of all existing small unit properties subject to the Fire Prevention Code biannually.
- Examine 100% of all plans submitted for deficiencies of built-in safeguards designed to prevent fire from starting, protect the occupants and limit the spread of the fire, should it occur.
- Determine the cause for 90% of all fires that occur. Maintain a 60% clearance rate and 95% conviction rate for fires determined to be arson.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	12	30	57	30	65
Personnel fully certified	5	5	5	5	5
Code Enforcement inspections	1,422	706	2,450	1,400	1,400
Plans reviewed	n/a	n/a	n/a	n/a	n/a
Fire cause determined	90%	90%	90%	90%	90%
Conviction rate	90%	100%	90%	90%	100%
Fire Investigations	201	113	200	225	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	118	118	119	119	119
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	118	118	119	119	119

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 13,265,061	$ 13,342,539	$ 13,342,539	$ 13,342,539	$ 13,603,608
Supplies & Materials	$ 209,714	$ 228,015	$ 238,500	$ 238,500	$ 234,090
Services & Maintenance	$ 225,849	$ 284,300	$ 284,300	$ 284,300	$ 284,300
Internal Services	$ 307,578	$ 498,629	$ 498,629	$ 498,629	$ 541,359
Capital Equipment	$ 182,221	$ 142,245	$ 228,407	$ 228,407	$ 17,500
Subtotal	$ 14,190,423	$ 14,495,728	$ 14,592,375	$ 14,592,375	$ 14,680,857
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 14,190,423	$ 14,495,728	$ 14,592,375	$ 14,592,375	$ 14,680,857

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	307	307	325	315	325
Emergency medical calls answered	10,096	9,936	10,000	10,255	12,500
Average response time (urban area) (in minutes)	5.21	6.28	6	5.5	5.3
Fire loss per capita	$50	$48	$35	$35	$35
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%
Ratio to national per capita loss	90%	90%	90%	90%	90%

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 175,063	$ 170,865	$ 170,865	$ 170,865	$ 169,264
Supplies & Materials	$ 5,260	$ 8,530	$ 8,530	$ 8,530	$ 8,786
Services & Maintenance	$ 12,516	$ 15,320	$ 15,320	$ 15,320	$ 15,320
Internal Services	$ 3,536	$ 5,013	$ 5,013	$ 5,013	$ 6,195
Capital Equipment	$ 55,585	$ -	$ -	$ -	$ -
Subtotal	$ 251,960	$ 199,728	$ 199,728	$ 199,728	$ 199,565
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 251,960	$ 199,728	$ 199,728	$ 199,728	$ 199,565

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

- Provide essential job skill training to all Department members to assure a high level of proficiency
- Improve pre-hospital care and proficiency
- 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.

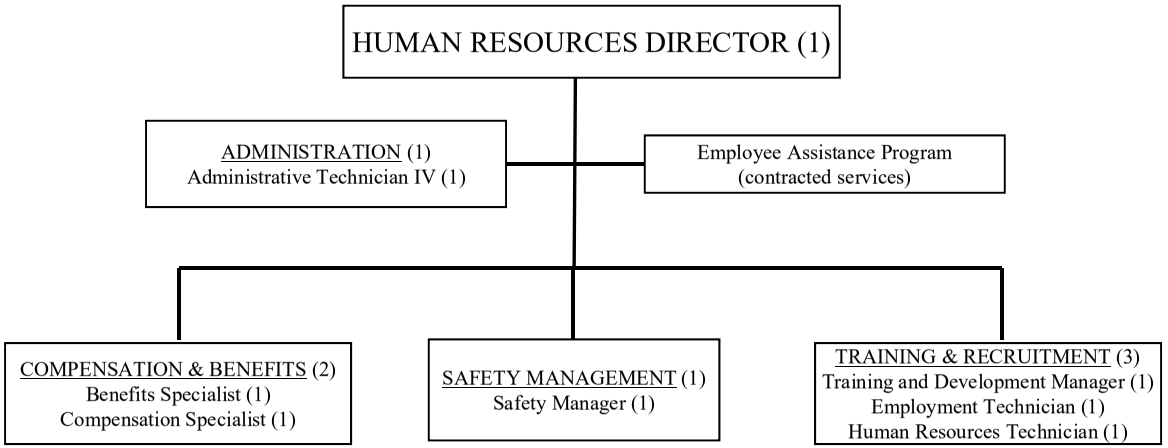
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Total staff hours in internal training programs	39,212	26,730	30,000	29,800	30,000
Percentage of firefighters with Firefighter Certification I	100%	100%	100%	100%	100%
Outside training classes attended	25	25	120	65	100
Total EMT members	95	104	104	104	110
Total A-EMT members	19	27	27	27	30
Total Paramedic members	20	22	20	22	26

Notes to Results Report:
EMT – Emergency Medical Technician-Basic
A-EMT – Advanced Medical Technician

HUMAN RESOURCES DEPARTMENT

8 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL HUMAN RESOURCES DEPARTMENT

MISSION:

The Human Resources Department is committed to hiring, developing, and retaining a diverse, knowledgeable and effective workforce focused on providing high quality and cost-effective services to Norman citizens. Through leadership, direction, and support, the Human Resources staff partners with managers and employees to provide strategies that support a fair and equitable Human Resources system that values employees. Our programs are designed to optimize contributions to City Council goals and promote open communication between and representation of management and labor aimed at assisting the City government to operate in a financially responsible manner.

DESCRIPTION:

The Human Resources Department fulfills this mission through:

- Administration of all human resource programs, policies, employee relations and benefits through service guided by integrity and professionalism.
- Recruitment and selection in compliance with federal, state, and local laws.
- Training and development to further strengthen our premier workforce and maximize individual and organizational performance.
- Safety management and employee assistance dedicated to the well-being of employees and citizens and aimed at minimizing the adverse effects of risk to the organization.
- Maintenance of an equitable classification and compensation system for municipal employees.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	7	7	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	8	8	8

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 648,579	$ 662,036	$ 662,036	$ 662,036	$ 709,137
Supplies & Materials	$ 33,930	$ 28,047	$ 28,047	$ 28,047	$ 29,290
Services & Maintenance	$ 162,067	$ 281,496	$ 281,496	$ 281,496	$ 287,356
Internal Services	$ 36,196	$ 53,604	$ 53,604	$ 53,604	$ 57,237
Capital Equipment	$ 1,787	$ -	$ 3,006	$ 3,006	$ -
Subtotal	$ 882,559	$ 1,025,183	$ 1,028,189	$ 1,028,189	$ 1,083,020
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 882,559	$ 1,025,183	$ 1,028,189	$ 1,028,189	$ 1,083,020

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, the Human Resources staff partners with managers and employees to provide strategies that support a fair and equitable Human Resources system that values employees. Our programs are designed to optimize contributions to City Council goals and promote open communication between and representation of management and labor aimed at assisting the City government to operate in a financially responsible manner.

DESCRIPTION:

The Human Resources Department fulfills this mission through:

- Administration of all human resource programs, policies, employee relations and benefits through service guided by integrity and professionalism.
- Recruitment and selection in compliance with federal, state, and local laws.
- Training and development to further strengthen our premier workforce and maximize individual and organizational performance.
- Employee assistance dedicated to the well-being of employees and citizens and aimed at minimizing the adverse effects of risk to the organization.
- Maintenance of an equitable classification and compensation system for municipal employees.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	6	6	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	7	7	7

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 566,247	$ 578,623	$ 578,623	$ 578,623	$ 621,821
Supplies & Materials	$ 21,436	$ 18,875	$ 18,875	$ 18,875	$ 20,118
Services & Maintenance	$ 101,323	$ 189,630	$ 189,630	$ 189,630	$ 195,490
Internal Services	$ 36,196	$ 53,604	$ 53,604	$ 53,604	$ 57,237
Capital Equipment	$ 1,787	$ -	$ 3,006	$ 3,006	$ -
Subtotal	$ 726,989	$ 840,732	$ 843,738	$ 843,738	$ 894,666
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 726,989	$ 840,732	$ 843,738	$ 843,738	$ 894,666

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

- Provide and interpret policies, procedures, programs and collective bargaining agreements that uphold the welfare, safety, and rights of employees and management.
- Facilitate productive management/employee workplace partnerships, conflict resolution and negotiation.
- Utilize recruitment and selection methods that contribute to our highly qualified workforce.
- Administer a quality benefit program and employee classification and compensation system that is cost effective and assists in attracting and retaining employees.
- Educate employees to be more knowledgeable about their benefits and to deal effectively with health care providers.
- Provide appropriate evaluation criteria for assessing and improving job performance.
- Support City organizational goals by managing training and development systems to bring about changes in people and processes that improve employee performance and so contribute to the City's business results.
- Contribute as a strategic partner in new technology implementation and E-Government services.
- 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.
- Conduct training programs on employment law, City policy, leadership and supervisory topics.
- Provide Computer Training Lab services for software training, development, testing, and project support.
- Expand interactive Human Resources Website to meet needs of internal and external customers.
- Provide employee special events and programs that enhance employee engagement and community involvement.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Ratio of AFSCME and non-union grievances resolved or pending resolution prior to arbitration to number of grievances.	100%	100%	100%	100%	100%
# of grievances / % total employees	10/1.11%	6/0.74%	15/1.7%	8/0.98%	10/1.23%
Total number of employees hired	286	326	300	306	296
Percent of total claims for generic drugs vs brand name	82%	83%	82%	82%	80%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of employees/spouses participating in the Wellness Program	0-COVID	972	1,000	950	900
Cost savings resulting from utilization of computer training lab versus contracting with outside facility and/or instructors	$98,280	$98,280	$73,710	$66,400	$65,000
Website utilization/average # of visits per month to HR site	7,605	7,560	8,255	6,575	7,583
To job posting site/% of HR visits	5,986/78.7%	6,601/87%	6,636/80%	6,411/98%	6,294/83%
Total number of employees participating in multiple special events and programs	495-COVID	304	500	400	448

DIVISION SUMMARY

10131192 EMPLOYEE ASSISTANCE PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 32	$ 44	$ 44	$ 44	$ 44
Services & Maintenance	$ 29,400	$ 29,400	$ 29,400	$ 29,400	$ 29,400
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 29,432	$ 29,444	$ 29,444	$ 29,444	$ 29,444
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 29,432	$ 29,444	$ 29,444	$ 29,444	$ 29,444

DIVISION SUMMARY

10131232 SAFETY

MISSION:

It is the primary mission of the Safety Division to coach and train all City employees to provide municipal services in a manner that minimizes worksite hazards, prevent injuries to people and damage to property and equipment. It is also the mission of this division to ensure that the citizens are protected from potential hazards that may be caused by the City employees engaged in service operations.

DESCRIPTION:

The Safety Division provides City employees with the oversight, coaching and training to assure that safe operations will be the first priority in all City activities. All practical steps shall be taken to maintain a safe and healthy workplace, reasonably complying with all applicable regulations. These assurances are managed through regular worksite inspection, hazard assessment, activity hazard analysis, training needs assessment – gap analysis, and providing the appropriate training / coaching / guidance to the employees.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 82,332	$ 83,413	$ 83,413	$ 83,413	$ 87,316
Supplies & Materials	$ 12,462	$ 9,128	$ 9,128	$ 9,128	$ 9,128
Services & Maintenance	$ 31,344	$ 62,466	$ 62,466	$ 62,466	$ 62,466
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 126,138	$ 155,007	$ 155,007	$ 155,007	$ 158,910
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 126,138	$ 155,007	$ 155,007	$ 155,007	$ 158,910

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

- Continue to Promote effective safety practices for all employees to help reduce accidents and injuries
- Continue to Inspect facilities making sure employees are safe and free from workplace hazards
- Continue to Provide training opportunities which will benefit employees by improving their own 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
- 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

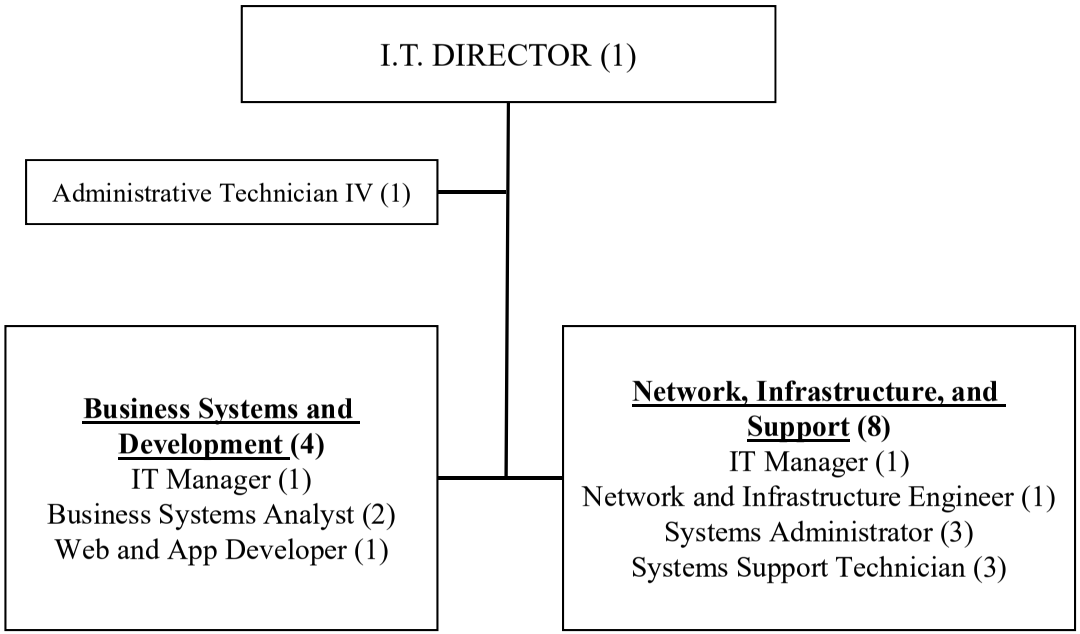
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Certification of employees in First Aid/CPR/AED	40	40	8	8	20
Cost savings of certifying employees in First Aid/CPR/AED	2,400	2,400	480	480	1,200
Conduct safety meetings at CON facilities in compliance with OSHA standards to help minimize accidents/injuries	110 Meetings	120 Meetings	50 Meetings	50 Meetings	80 Meetings
Perform Job Hazard Analyses at work sites and correct or improve hazards if applicable	20 JHA's	20 JHA's	10 JHA's	10 JHA's	20 JHA's
Implementation of CON Safety Committee team working together collectively to discuss hazards and make safety improvements as needed	n/a	3 Meetings	1 Meetings	0 Meetings	5 Meetings
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	n/a	2 Training sessions	2 Training sessions	2 Training sessions	2 Training sessions

Notes to Results Report:
CON – City of Norman
JHA – Job Hazard Analysis

INFORMATION TECHNOLOGY DEPARTMENT

14 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL INFORMATION TECHNOLOGY (10123121)

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	13	13	13	13	14
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	14

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,509,944	$ 1,603,448	$ 1,603,448	$ 1,603,448	$ 1,792,729
Supplies & Materials	$ 8,680	$ 51,748	$ 51,748	$ 51,748	$ 30,213
Services & Maintenance	$ 1,107,636	$ 1,238,694	$ 1,238,694	$ 1,238,694	$ 1,459,452
Internal Services	$ 13,724	$ 17,330	$ 17,330	$ 17,330	$ 18,539
Capital Equipment	$ 103,025	$ 304,000	$ 327,880	$ 327,880	$ 120,800
Subtotal	$ 2,743,009	$ 3,215,220	$ 3,239,100	$ 3,239,100	$ 3,421,733
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 2,743,009	$ 3,215,220	$ 3,239,100	$ 3,239,100	$ 3,421,733

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

INFORMATION TECHNOLOGY

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 with other municipalities to create a broader range of technology solutions that are more robust and secure.

OBJECTIVES:

- Sustain and monitor filters for email tracking, web filtering appliance, and infrastructure protection to reduce system intrusion and to help create a solid sustainment strategy. This includes the implementation of a new enhanced SIEM (Security Information and Event Manager) appliance to be monitored by IT Department System Administrators and their supervisor. 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. This 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 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, electric 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 City staff will create a more secure environment to 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 software 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 a modern ERP solution. Plan, manage, and commit to learning the new software and teach the new business process to all ERP system users. Reduce waste by automating currently manual processes and digitizing forms, documents and records.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

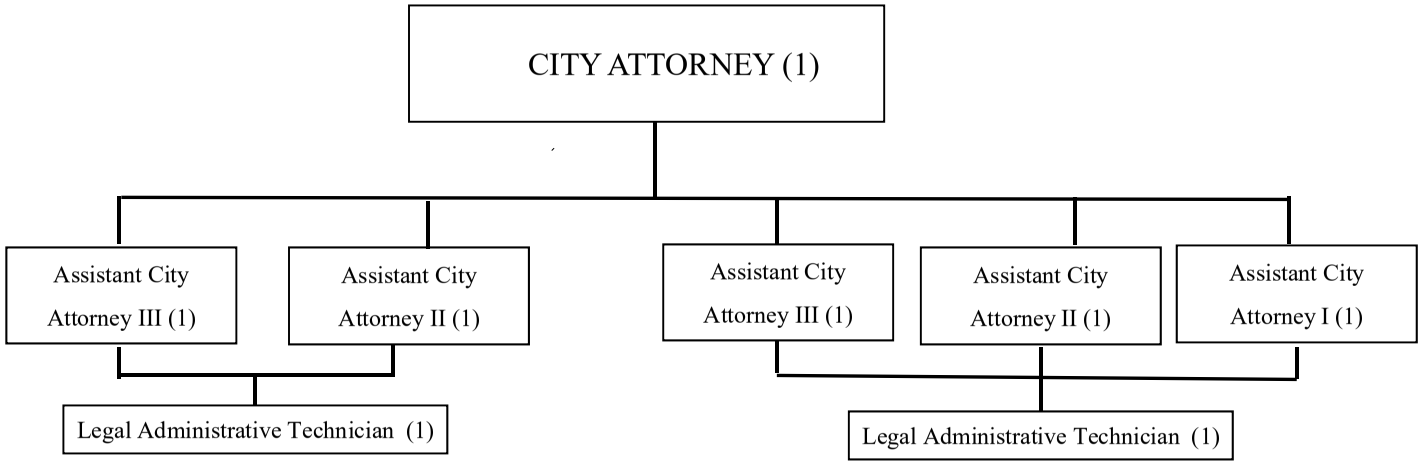
	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of IT work requests completed	3,824	2,953	3,850	3,080	3,500
Number of public safety users supported	415	377	425	392	400
Number of public safety systems supported (PC's, laptops, printers, faxes, copiers, phones)	1,195	1,195	380	357	365
Number of public safety vehicles outfitted with IT supported equipment	152	152	152	154	155
Number of public safety network and infrastructure devices supported (wireless air cards, access points, network switches)	211	211	210	215	215
Number of public safety work requests resolved	1,272	1,142	1,380	1,012	1,300
Number of department system users supported (excluding public safety)	488	463	495	363	375
Number of department devices supported (excluding public safety) (VOIP Phones , Cell Phones/Devices, Access Control (Doors, Cameras), Tablets)	1,540	1,540	540	536	545
Number of business applications supported	365	365	383	370	370
Number and type of major projects launched	15	15	14	13	15
Percent of servers virtualized	97%	99%	99%	99%	99%
Data growth in Terabytes*	410	950	450	1.3 PB	1.4 PB

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.

LEGAL DEPARTMENT

8 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 876,611	$ 984,012	$ 984,012	$ 984,012	$ 1,046,699
Supplies & Materials	$ 9,154	$ 11,598	$ 11,598	$ 11,598	$ 11,598
Services & Maintenance	$ 436,016	$ 271,120	$ 271,120	$ 271,120	$ 271,831
Internal Services	$ 24,799	$ 28,968	$ 28,968	$ 28,968	$ 33,897
Capital Equipment	$ -	$ -	$ 24,416	$ 24,416	$ 44,600
Subtotal	$ 1,346,580	$ 1,295,698	$ 1,320,114	$ 1,320,114	$ 1,408,625
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 1,346,580	$ 1,295,698	$ 1,320,114	$ 1,320,114	$ 1,408,625

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 876,611	$ 984,012	$ 984,012	$ 984,012	$ 1,046,699
Supplies & Materials	$ 9,154	$ 11,498	$ 11,498	$ 11,498	$ 11,498
Services & Maintenance	$ 436,016	$ 270,814	$ 270,814	$ 270,814	$ 271,525
Internal Services	$ 24,799	$ 28,968	$ 28,968	$ 28,968	$ 33,897
Capital Equipment	$ -	$ -	$ 24,416	$ 24,416	$ 44,600
Subtotal	$ 1,346,580	$ 1,295,292	$ 1,319,708	$ 1,319,708	$ 1,408,219
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,346,580	$ 1,295,292	$ 1,319,708	$ 1,319,708	$ 1,408,219

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	75%	75%	75%	70%	80%
Process payment of tort claims within 30 business days of receipt of departmental response	75%	75%	75%	70%	75%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	98%	98%	98%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	98%	98%	98%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	98%	98%	98%	95%	98%
Expand use of various software packages to assist staff with tracking and maintaining updated information on departmental files and encouraging efficient use of time on the part of staff	50%	50%	50%	40%	50%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	98%	98%	98%	95%	98%
Develop departmental policy/procedures handbook	75%	75%	75%	50%	75%

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:

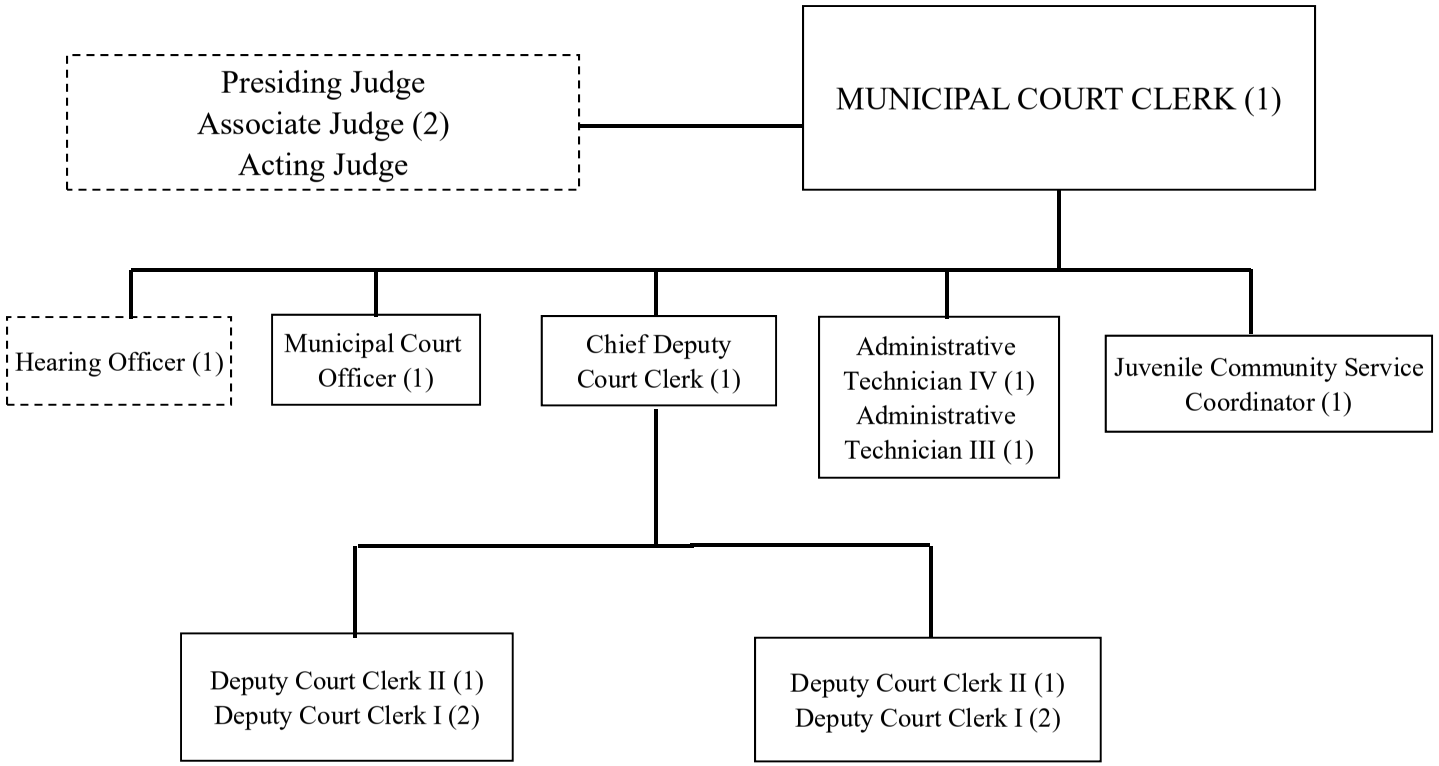
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ 100	$ 100	$ 100	$ 100
Services & Maintenance	$ -	$ 306	$ 306	$ 306	$ 306
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ 406	$ 406	$ 406	$ 406
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ 406	$ 406	$ 406	$ 406

MUNICIPAL COURT

12 EMPLOYEES



The positions in the dashed boxes are not considered full-time or permanent part-time employees.
We only include full-time and permanent part-time positions in the employee count.

DEPARTMENT SUMMARY

TOTAL MUNICIPAL COURT

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,066,891	$ 1,117,060	$ 1,117,060	$ 1,117,060	$ 1,148,190
Supplies & Materials	$ 9,283	$ 13,382	$ 13,382	$ 13,382	$ 13,833
Services & Maintenance	$ 21,125	$ 57,128	$ 57,128	$ 57,128	$ 58,624
Internal Services	$ 24,402	$ 32,306	$ 32,306	$ 32,306	$ 38,364
Capital Equipment	$ -	$ -	$ 1,800	$ 1,800	$ 41,200
Subtotal	$ 1,121,701	$ 1,219,876	$ 1,221,676	$ 1,221,676	$ 1,300,211
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 1,121,701	$ 1,219,876	$ 1,221,676	$ 1,221,676	$ 1,300,211

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,040,677	$ 1,089,128	$ 1,089,128	$ 1,089,128	$ 1,117,232
Supplies & Materials	$ 8,958	$ 9,812	$ 9,812	$ 9,812	$ 10,263
Services & Maintenance	$ 19,840	$ 49,098	$ 49,098	$ 49,098	$ 50,221
Internal Services	$ 24,402	$ 32,206	$ 32,206	$ 32,206	$ 38,264
Capital Equipment	$ -	$ -	$ 1,800	$ 1,800	$ 41,200
Subtotal	$ 1,093,877	$ 1,180,244	$ 1,182,044	$ 1,182,044	$ 1,257,180
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,093,877	$ 1,180,244	$ 1,182,044	$ 1,182,044	$ 1,257,180

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 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%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of court appointed interpreters provided within 48 hours to qualified defendants	100%	100%	100%	100%	100%
Expand the number of customer service development sessions with staff	2	1	1	1	1
Expedition and Timeliness:					
Administrative Deferred Sentence Program*	439	210	95	250	250
Disposition rate of traffic and non-traffic cases*	91%	89%	91%	92%	92%
Recovered costs for prisoner care*	6%	11%	5%	8%	8%
Equality, Fairness and Integrity:					
Assignment of court appointed attorneys for indigent defendants within 48 hours of approval	100%	100%	100%	100%	100%
Ratio of warrants served to warrants issued	81%	75%	82%	82%	82%
Percentage of case action review prior to archiving	100%	100%	100%	100%	100%
Independence and Accountability:					
Provide employee diversity training sessions*	1	1	2	2	2
Public Trust and Confidence:					
Number of Community Outreach Events (Law Day for Youth)*	1	1	12	12	12
Attendance and participation in courses to meet continuing education requirements (4 hours required annually x 4 employees)*	2	2	2	2	2

Notes to Results Report:
*Due to the ongoing COVID-19 Pandemic, court numbers are historically low due to fewer tickets being issued and the cancellation of numerous court sessions.

DIVISION SUMMARY

10121135 JUVENILE PROGRAMS

MISSION:

It is the mission of the Juvenile Division of the Municipal Court is to promote education, prevention and accountability for juvenile offenders rather than only punishment thereby preventing juvenile offenders from becoming more deeply involved in the juvenile justice system thus saving taxpayers money and preventing more citizens from becoming victims of crime.

DESCRIPTION:

The Juvenile Division of the Municipal Court provides juvenile offenders a meaningful opportunity to give back to their community through community service, making them more accountable for their actions by promoting education and prevention programs. In cooperation with various City agencies, education and prevention programs have been developed to support intervention efforts aimed at deterring at-risk youth from possible re-offending. The Juvenile Division provides staff supervision and additional support to assist in guiding youthful offenders into becoming productive citizens.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 26,214	$ 27,932	$ 27,932	$ 27,932	$ 30,958
Supplies & Materials	$ 325	$ 3,570	$ 3,570	$ 3,570	$ 3,570
Services & Maintenance	$ 1,285	$ 8,030	$ 8,030	$ 8,030	$ 8,403
Internal Services	$ -	$ 100	$ 100	$ 100	$ 100
Capital Equipment	$ -	$ -	$ -	$ -	
Subtotal	$ 27,824	$ 39,632	$ 39,632	$ 39,632	$ 43,031
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 27,824	$ 39,632	$ 39,632	$ 39,632	$ 43,031

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

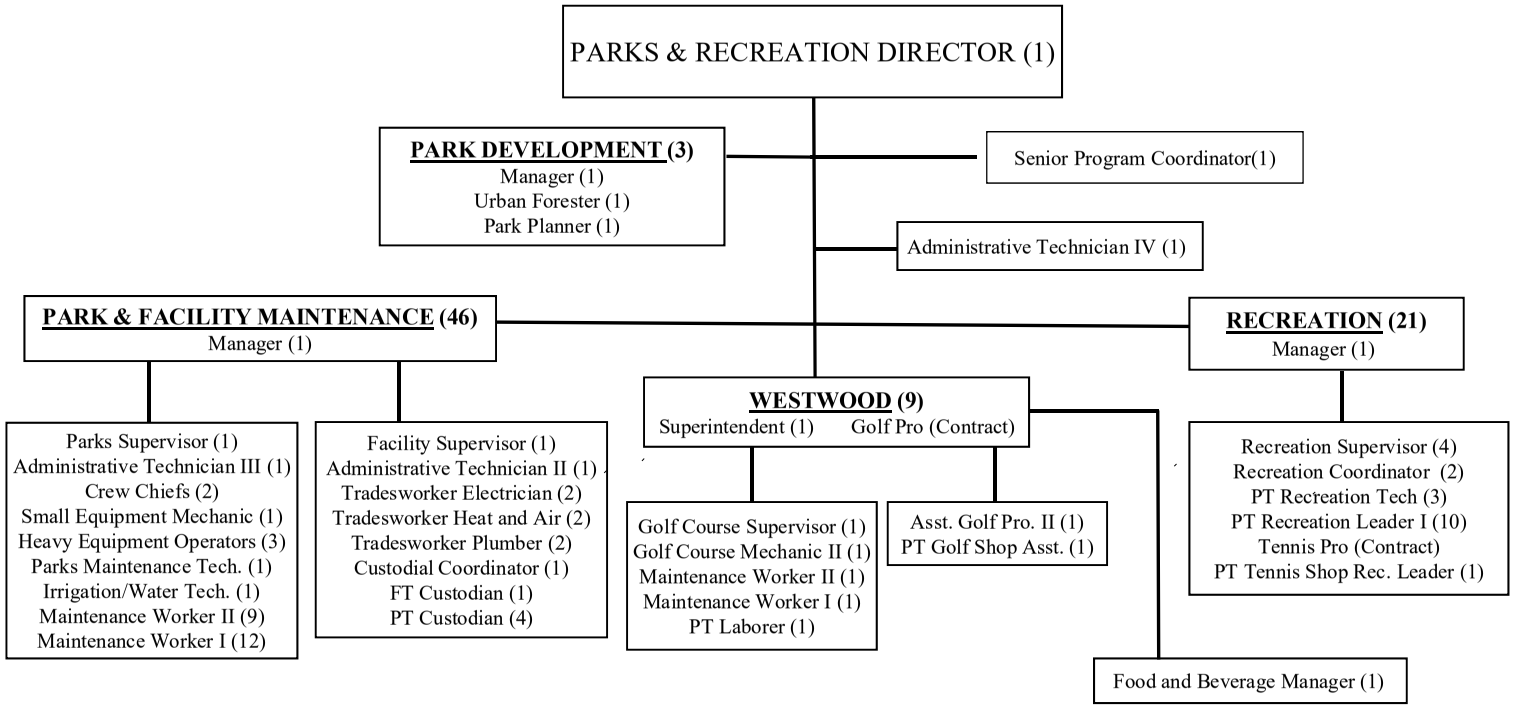
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of community service opportunities	9	40	35	30	37
Number of juveniles referred to intervention counseling	13	11	15	17	20
Number of juveniles referred to drug testing	20	18	20	20	20
Number of juveniles referred to drug counseling	23	11	15	12	17

Notes to Results Report:
Citations are not being issued to juveniles for smoking. Accordingly, there are no referrals to the TEG Program.

PARKS & RECREATION DEPARTMENT

82 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	51	55	55	55	55
Part-time Positions	17	17	17	17	18
Total Budgeted Positions	68	72	72	72	73

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 4,032,554	$ 4,646,155	$ 4,646,155	$ 4,646,155	$ 4,775,207
Supplies & Materials	$ 501,169	$ 584,710	$ 584,810	$ 584,810	$ 679,812
Services & Maintenance	$ 777,712	$ 1,033,675	$ 1,046,675	$ 1,046,675	$ 1,315,111
Internal Services	$ 276,512	$ 362,143	$ 362,143	$ 362,143	$ 418,182
Capital Equipment	$ 229,466	$ 478,192	$ 515,983	$ 515,983	$ 205,456
Subtotal	$ 5,817,413	$ 7,104,875	$ 7,155,766	$ 7,155,766	$ 7,393,768
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 5,817,413	$ 7,104,875	$ 7,155,766	$ 7,155,766	$ 7,393,768

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 521,219	$ 445,757	$ 445,757	$ 445,757	$ 321,957
Supplies & Materials	$ 3,332	$ 4,897	$ 4,897	$ 4,897	$ 4,897
Services & Maintenance	$ 232,326	$ 195,240	$ 195,240	$ 195,240	$ 252,565
Internal Services	$ 16,025	$ 18,159	$ 18,159	$ 18,159	$ 23,296
Capital Equipment	$ -	$ -	$ -	$ -	$ 8,000
Subtotal	$ 772,902	$ 664,053	$ 664,053	$ 664,053	$ 610,715
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 772,902	$ 664,053	$ 664,053	$ 664,053	$ 610,715

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Westwood Pool participants	124,044	94,000	120,000	120,000	125,000
Westwood Golf participants	30,996	36,553	33,384	34,813	34,689
Park development participants	50	50	115	125	140
Recreation Programs participants	120,000*	31,164*	40,000	40,000	100,000
Senior Center participants	9,000*	5,000*	8,000*	8,000*	10,000*
Total number of participants in activities listed above	155,090	250,000	402,539	369,665	409,924

* COVID-19 pandemic along with shutdowns affected attendance numbers

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	6	6	6	6	6

EXPENDITURE

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 155,482	$ 190,056	$ 190,056	$ 190,056	$ 211,420
Supplies & Materials	$ 34,851	$ 43,529	$ 43,529	$ 43,529	$ 58,053
Services & Maintenance	$ 292	$ 400	$ 400	$ 400	$ 400
Internal Services	$ 3,196	$ 3,528	$ 3,528	$ 3,528	$ 4,748
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 193,821	$ 237,513	$ 237,513	$ 237,513	$ 274,621
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 193,821	$ 237,513	$ 237,513	$ 237,513	$ 274,621

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY CUSTODIAL SERVICES

GOALS:

- Plan and coordinate custodial functions to have minimal disruption during working hours.
- Implement an inventory control system for custodial supplies.

OBJECTIVES:

- Monitor custodial work in Municipal Complex and the library to make sure a high degree of building cleanliness is
- Monitor supplies dispensed to make sure waste is at a minimum.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time products are available	100%	100%	100%	95%	95%
Number of work orders processed for daytime activities	840	708	880	900	980

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 89,915	$ 91,531	$ 91,531	$ 91,531	$ 82,325
Supplies & Materials	$ 757	$ 11,362	$ 11,362	$ 11,362	$ 11,469
Services & Maintenance	$ 14,475	$ 15,917	$ 15,917	$ 15,917	$ 186,798
Internal Services	$ 2,308	$ 2,845	$ 2,845	$ 2,845	$ 3,471
Capital Equipment	$ -	$ -	$ -	$ -	$ 7,000
Subtotal	$ 107,455	$ 121,655	$ 121,655	$ 121,655	$ 291,063
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 107,455	$ 121,655	$ 121,655	$ 121,655	$ 291,063

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE ADMINISTRATION

GOALS:

- Implement a facility maintenance software program for work orders, preventative mainenance, capital improvements, and utility tracking costs.
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
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 books properly indexed and open to the public for inspection
- Maintains separate books for ordinances, resolutions, and action of the Council
- City Clerk serves as clerk to the Council
- Attends all Council meetings
- Maintains a record of the proceedings
- Signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the Facility Maintenance Division
- Provides clerical administrative support for the City Council
- Administers Municipal campaign revenue and expenditure reports to ensure their compliance with City and State law
- Programs special announcements and meeting notices on the City's cable access channel
- Programs various City meetings for rebroadcast on the City's cable access channel
- Maintains 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	6	6	6	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 450,965	$ 534,922	$ 534,922	$ 534,922	$ 567,992
Supplies & Materials	$ 55,920	$ 76,287	$ 89,387	$ 89,387	$ 69,211
Services & Maintenance	$ 63,501	$ 134,449	$ 134,449	$ 134,449	$ 82,707
Internal Services	$ 10,267	$ 10,006	$ 10,006	$ 10,006	$ 11,184
Capital Equipment	$ (35,819)	$ 45,200	$ 84,349	$ 84,349	$ 2,000
Subtotal	$ 544,834	$ 800,864	$ 853,113	$ 853,113	$ 733,094
Division Total	$ 544,834	$ 800,864	$ 853,113	$ 853,113	$ 733,094

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Total Work orders requested	2,397	3,783	3,350	3,660	4,100
HVAC work orders requested	587	1,350	800	1,200	1,300
Electrical work orders requested	1,148	1,468	1,200	1,300	1,500
Plumbing work orders requested	608	680	1,000	780	1,000
Misc. work orders requested	54	285	350	320	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 92,842	$ 95,326	$ 95,326	$ 95,326	$ 190,659
Supplies & Materials	$ 15,064	$ 23,992	$ 23,992	$ 23,992	$ 26,462
Services & Maintenance	$ 44,255	$ 51,068	$ 51,068	$ 51,068	$ 41,068
Internal Services	$ 6	$ 7	$ 7	$ 7	$ 181
Capital Equipment	$ 7,326	$ 1,500	$ 1,500	$ 1,500	$ -
Subtotal	$ 159,493	$ 171,893	$ 171,893	$ 171,893	$ 258,370
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 159,493	$ 171,893	$ 171,893	$ 171,893	$ 258,370

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Hazardous Tree Removals	10	15	15	20	10
Number of volunteers during the Earth Day Festival	127	**	60	20	150
Number of Trees planted through the Norman Forward Initiative and other City Projects	2,348	191	200	150	250
Number of citizen advised regarding tree issues: civic groups and individuals	*	1,000	500	500	350
Number of tree protection plans for developers	*	3	5	5	5
Number of parks inventoried	*	3	10	10	25

Notes to results report: There was no official forester until FYE20

**COVID-19 affected these numbers

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 704	$ 686	$ 686	$ 686	$ 686
Services & Maintenance	$ -	$ 81	$ 81	$ 81	$ 81
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 704	$ 767	$ 767	$ 767	$ 767
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 704	$ 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	28	31	32	32	32
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	28	31	32	32	32

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,842,170	$ 2,271,327	$ 2,326,892	$ 2,326,892	$ 2,369,225
Supplies & Materials	$ 234,864	$ 233,111	$ 233,111	$ 233,111	$ 298,480
Services & Maintenance	$ 122,035	$ 242,265	$ 242,265	$ 242,265	$ 244,265
Internal Services	$ 173,276	$ 238,036	$ 238,036	$ 238,036	$ 275,390
Capital Equipment	$ 230,353	$ 370,442	$ 370,442	$ 370,442	$ 132,612
Subtotal	$ 2,602,698	$ 3,355,181	$ 3,410,746	$ 3,410,746	$ 3,319,972
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 2,602,698	$ 3,355,181	$ 3,410,746	$ 3,410,746	$ 3,319,972

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Weekly mowing, playground inspection/ maintenance, athletic field maintenance frequency	90%	90%	90%	90%	90%
On the job injuries	3	2	2	2	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 (12th Avenue). These centers not only provide recreational opportunities through their programming, but also offer rental space for meetings, parties and special events.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	1	1	1	1	2
Total Budgeted Positions	4	4	4	4	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 341,189	$ 320,328	$ 320,328	$ 320,328	$ 373,144
Supplies & Materials	$ 87,095	$ 119,118	$ 109,118	$ 109,118	$ 138,826
Services & Maintenance	$ 242,781	$ 320,333	$ 330,333	$ 330,333	$ 434,700
Internal Services	$ 57,544	$ 74,109	$ 74,109	$ 74,109	$ 87,156
Capital Equipment	$ 27,606	$ 61,050	$ 59,692	$ 59,692	$ 53,844
Subtotal	$ 756,215	$ 894,938	$ 893,580	$ 893,580	$ 1,087,670
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 756,215	$ 894,938	$ 893,580	$ 893,580	$ 1,087,670

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Attendance at six recreation centers for both fee and non-fee activities	120,000*	31,164*	40,000	40,000	100,000
Tennis lessons, open court and tournament participants	22,000*	32,273	35,000	35,000	40,000
Daddy-Daughter Dance participants	4,195	0*	2,354	2,354	4,100
Child Care revenue	$164,102*	$125,326	$130,000	$130,000	$165,000
Annual Senior Fee Programs revenue	$4,117*	$1,649*	$1,500	$1,500	$1,500
Annual Participants including Congregate Meals and Special Events	15,000*	4,679*	5,000	5,000	6,000
Total recreation revenue	$388,538*	$157,635*	$165,000	$165,000	$220,000

*Covid-19 pandemic along with shutdowns affected revenue and attendance

DIVISION SUMMARY

10770425 12th 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:

12th 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 112,059	$ 172,935	$ 172,935	$ 172,935	$ 185,872
Supplies & Materials	$ 18,516	$ 19,300	$ 19,300	$ 19,300	$ 19,300
Services & Maintenance	$ 14,246	$ 14,300	$ 14,300	$ 14,300	$ 14,300
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 144,821	$ 206,535	$ 206,535	$ 206,535	$ 219,472
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 144,821	$ 206,535	$ 206,535	$ 206,535	$ 219,472

DIVISION SUMMARY

10770126 IRVING 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:

Irving Recreation Center is attached to Irving Middle School. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 139,926	$ 197,690	$ 197,690	$ 197,690	$ 207,171
Supplies & Materials	$ 20,122	$ 21,500	$ 21,500	$ 21,500	$ 21,500
Services & Maintenance	$ 620	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 160,668	$ 219,190	$ 219,190	$ 219,190	$ 228,671
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 160,668	$ 219,190	$ 219,190	$ 219,190	$ 228,671

DIVISION SUMMARY

10770127 WHITTIER 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:

Whittier Recreation Center is attached to Whittier Middle School. This center not only provides recreational opportunities through their programming, but also offers rental space for meetings, parties and special events.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 117,817	$ 165,778	$ 165,778	$ 165,778	$ 177,163
Supplies & Materials	$ 26,980	$ 27,000	$ 24,000	$ 24,000	$ 27,000
Services & Maintenance	$ 35,383	$ 39,000	$ 42,000	$ 42,000	$ 39,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 180,180	$ 231,778	$ 231,778	$ 231,778	$ 243,163
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 180,180	$ 231,778	$ 231,778	$ 231,778	$ 243,163

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

PERSONNEL:

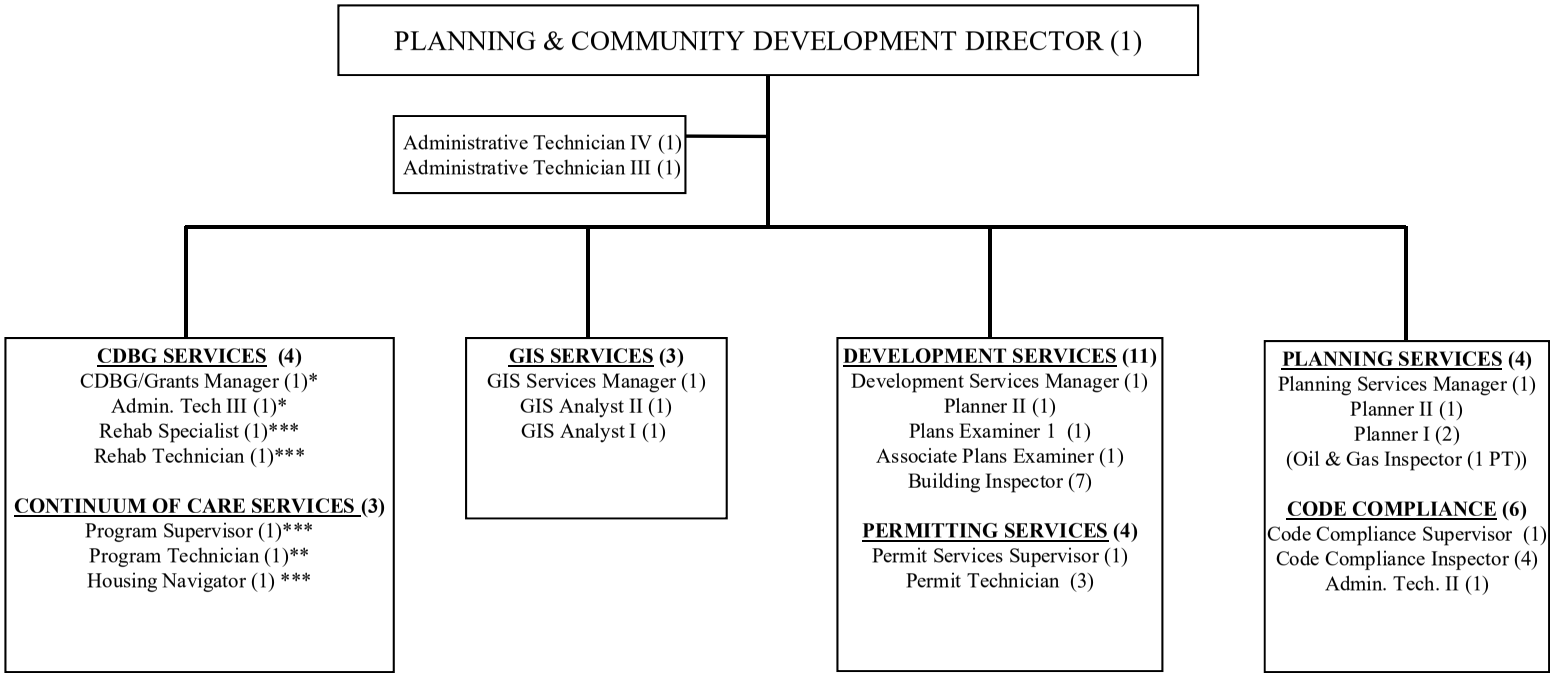
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions3	2	2	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 168,970	$ 160,505	$ 104,940	$ 104,940	$ 88,279
Supplies & Materials	$ 2,964	$ 3,928	$ 3,928	$ 3,928	$ 3,928
Services & Maintenance	$ 7,798	$ 20,622	$ 20,622	$ 20,622	$ 19,227
Internal Services	$ 13,890	$ 15,453	$ 15,453	$ 15,453	$ 12,756
Capital Equipment	$ -	$ -	$ -	$ -	$ 2,000
Subtotal	$ 193,622	$ 200,508	$ 144,943	$ 144,943	$ 126,190
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 193,622	$ 200,508	$ 144,943	$ 144,943	$ 126,190

PLANNING & COMMUNITY DEVELOPMENT

38 POSITIONS



* Two CDBG positions are funded in part from the General Fund and in part from the Community Development Fund. ** One position is funded entirely by the General Fund. *** Four 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 22 – 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	31	32	32	32	32
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	31	32	32	32	32

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 2,998,644	$ 3,369,578	$ 3,395,378	$ 3,395,378	$ 3,368,065
Supplies & Materials	$ 36,317	$ 45,171	$ 47,472	$ 47,472	$ 67,818
Services & Maintenance	$ 168,488	$ 325,778	$ 297,678	$ 297,678	$ 317,135
Internal Services	$ 125,200	$ 151,558	$ 151,558	$ 151,558	$ 178,464
Capital Equipment	$ 42,135	$ 2,500	$ 2,500	$ 2,500	$ 27,405
Subtotal	$ 3,370,784	$ 3,894,585	$ 3,894,586	$ 3,894,586	$ 3,958,887
Department Total	$ 3,370,784	$ 3,894,585	$ 3,894,586	$ 3,894,586	$ 3,958,887

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	5	5	5	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	5	5	5	4

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 506,498	$ 631,020	$ 656,820	$ 656,820	$ 596,242
Supplies & Materials	$ 3,535	$ 4,262	$ 6,262	$ 6,262	$ 4,068
Services & Maintenance	$ 25,571	$ 127,241	$ 99,441	$ 99,441	$ 51,235
Internal Services	$ 72,720	$ 87,025	$ 87,025	$ 87,025	$ 103,693
Capital Equipment	$ 2,410	$ -	$ -	$ -	$ 5,905
Subtotal	$ 610,734	$ 849,548	$ 849,548	$ 849,548	$ 761,143
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 610,734	$ 849,548	$ 849,548	$ 849,548	$ 761,143

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.
- Update Zoning Code changes for distribution internally and on the website for the public.

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Prepare information packets for all Board and Commission meetings	100%	100%	100%	100%	100%
Prepare information packets for City Council meetings	100%	100%	100%	100%	100%
Implement adopted plans through recommendations to Boards, Commissions and City Council	100%	100%	100%	100%	100%

DIVISION SUMMARY

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 5, 10, 13, 15, 18 and 22 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 614,314	$ 498,394	$ 498,394	$ 498,394	$ 496,255
Supplies & Materials	$ 8,150	$ 11,920	$ 12,092	$ 12,092	$ 19,054
Services & Maintenance	$ 83,371	$ 96,771	$ 96,600	$ 96,600	$ 96,759
Internal Services	$ 14,517	$ 16,424	$ 16,424	$ 16,424	$ 20,894
Capital Equipment	$ 12,566	$ -	$ -	$ -	$ -
Subtotal	$ 732,918	$ 623,509	$ 623,510	$ 623,510	$ 632,962
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 732,918	$ 623,509	$ 623,510	$ 623,510	$ 632,962

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 operations.
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percent of violations voluntarily abated after owner notification	67%	74%	65%	70%	74%
Percent of abatement work orders voluntarily abated after work order issued to contractor	21%	33%	24%	30%	30%
Percentage of code cases that are proactive	59%	55%	55%	55%	59%
Percent of total compliance rate	97%	97%	95%	95%	95%

DIVISION SUMMARY

10440153 CURRENT PLANNING

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	2	2	2	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	2	2	2	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 175,553	$ 132,862	$ 132,862	$ 132,862	$ 319,463
Supplies & Materials	$ -	$ -	$ 84	$ 84	$ -
Services & Maintenance	$ -	$ 2,373	$ 2,289	$ 2,289	$ 2,373
Internal Services	$ 1,048	$ 1,205	$ 1,205	$ 1,205	$ 1,503
Capital Equipment	$ 3,142	$ -	$ -	$ -	$ -
Subtotal	$ 179,743	$ 136,440	$ 136,440	$ 136,440	$ 323,339
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 179,743	$ 136,440	$ 136,440	$ 136,440	$ 323,339

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CURRENT PLANNING

GOALS:

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

OBJECTIVES:

- Assist the public in filing applications to the City Council, Planning Commission, Greenbelt Commission, 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
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 enforcing the currently adopted building, state, and local codes consistent with policies 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 lawful occupancy. Managing these efforts includes multiple City Departments; including the Planning Department, Public Works Department, Parks and Recreation, Utilities Department and the Fire Department.

Construction permit applications range from industrial, commercial and multi-family projects, include but not limited to: new construction, new shell, new interior finish, addition/alteration, new multi-family, multi-family additions/alterations, temporary construction, construction trailer, swimming pool and paving permits. Construction permit applications for One and Two Family dwelling and related residential include, but are not limited to: single-family, two-family/duplex, townhomes, all addition/alterations, manufactured homes, storage buildings, storm shelters, carports, and swimming pools.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	15	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	15	16	16	16	16

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,339,198	$ 1,739,240	$ 1,739,240	$ 1,739,240	$ 1,576,728
Supplies & Materials	$ 21,845	$ 22,809	$ 22,809	$ 22,809	$ 38,516
Services & Maintenance	$ 13,932	$ 20,134	$ 20,134	$ 20,134	$ 80,109
Internal Services	$ 28,845	$ 36,899	$ 36,899	$ 36,899	$ 41,055
Capital Equipment	$ 25,017	$ 2,500	$ 2,500	$ 2,500	$ 6,000
Subtotal	$ 1,428,837	$ 1,821,582	$ 1,821,582	$ 1,821,582	$ 1,742,408
Division Total	$ 1,428,837	$ 1,821,582	$ 1,821,582	$ 1,821,582	$ 1,742,408

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

DEVELOPMENT SERVICES

GOALS:

- Improve the timeliness of the permit review process by continously updating the permit application process and adopting specific performane targets.
- Enhance inspection services; utilize all available technologies to minimize delays when inspection are required.
- Improve employee training, certification and knowledge base to allow for greater skill sets so we have redundant skills for various tasks.
- Ensure work is built in the conformance with the Building Codes.
- Help educate the public and stake holders about the permit process, building science, and the building codes to promote quality plans and buildings.
- Continue improving customer service in permitting and inspection services.

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Non–residential permits reviewed within 14 days.	41%	75%	60%	77%	64%
Non-residential permits reviewed and approved within 28 days.	87%	99%	90%	97%	94%
FYE 21 average review days: 12 FYE 22 to-date average review days: 8					
Residential permit applications reviewed and approved within 2 days	46%	28%	50%	29%	34%
Residential permit applications reviewed and approved within 5 days.	85%	80%	95%	88%	84%
FYE 21 average review days: 5 FYE 22 to date average review days: 4					
Inspections performed within 48 hours FYE 21 average inspection time: 1 day	98%	99%	99%	99%	99%

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 requried to comply with regulation, and the evaluation of the impact of changes in the built and regulatroy 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 acces to City maps and data for public consumption

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 363,081	$ 368,062	$ 368,062	$ 368,062	$ 379,377
Supplies & Materials	$ 2,787	$ 5,800	$ 5,800	$ 5,800	$ 5,800
Services & Maintenance	$ 45,441	$ 76,158	$ 76,158	$ 76,158	$ 83,558
Internal Services	$ 7,805	$ 9,708	$ 9,708	$ 9,708	$ 10,884
Capital Equipment	$ (1,000)	$ -	$ -	$ -	$ 15,500
Subtotal	$ 418,114	$ 459,728	$ 459,728	$ 459,728	$ 495,119
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 418,114	$ 459,728	$ 459,728	$ 459,728	$ 495,119

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 interactie 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, CItyView, 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Update zoning database within 1 week of receipt of the ordinance by the division.	85%	100%	100%	100%	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.	99%	100%	100%	96%	100%
Complete downloads and SDE layer updates, from GPS field collected data, on a weekly basis or by specified deadline	n/a	n/a	n/a	n/a	100%
Review address issues from New World, CityView or CIS within 2 days or by specified deadline	n/a	n/a	n/a	n/a	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ 290	$ 290	$ 290	$ 290
Services & Maintenance	$ -	$ 200	$ 200	$ 200	$ 200
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ 490	$ 490	$ 490	$ 490
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ 490	$ 490	$ 490	$ 490

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. And to promote the use of the historic districts for the culture, prosperity, education, and welfare of the people of the City and visitors to the City.

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ 45	$ 45	$ -
Services & Maintenance	$ 173	$ 2,644	$ 2,599	$ 2,599	$ 2,644
Internal Services	$ 265	$ 297	$ 297	$ 297	$ 435
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 438	$ 2,941	$ 2,941	$ 2,941	$ 3,079
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 438	$ 2,941	$ 2,941	$ 2,941	$ 3,079

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:

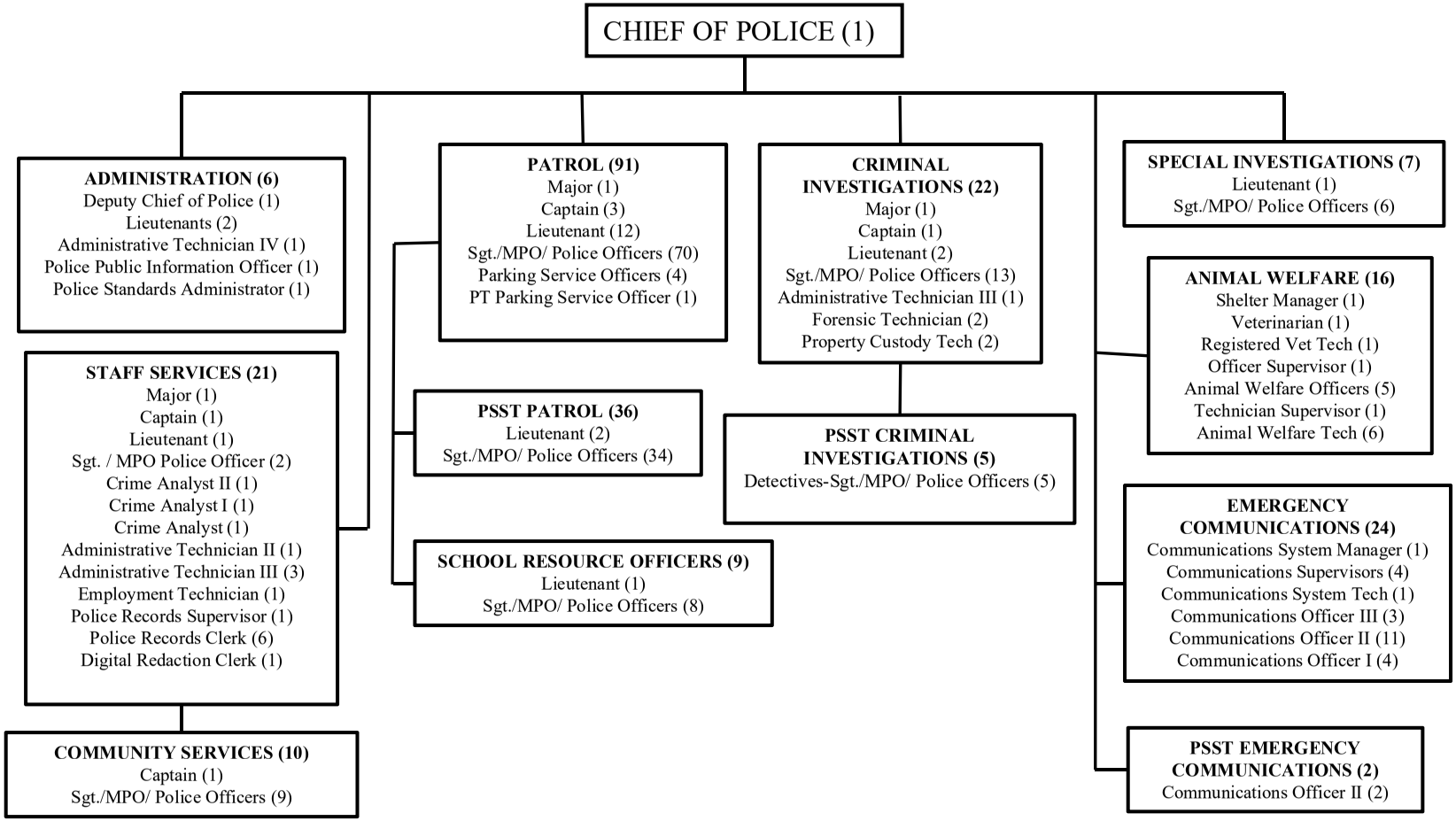
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ 90	$ 90	$ 90	$ 90
Services & Maintenance	$ -	$ 257	$ 257	$ 257	$ 257
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ 347	$ 347	$ 347	$ 347
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ 347	$ 347	$ 347	$ 347

POLICE DEPARTMENT

250 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	189	189	188	188	197
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	190	190	189	189	198

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 19,483,285	$ 19,476,797	$ 19,453,785	$ 19,453,785	$ 19,873,514
Supplies & Materials	$ 547,115	$ 720,789	$ 839,564	$ 839,564	$ 943,061
Services & Maintenance	$ 1,103,775	$ 1,423,247	$ 1,318,653	$ 1,318,653	$ 1,776,072
Internal Services	$ 650,490	$ 914,643	$ 914,643	$ 914,643	$ 1,027,148
Capital Equipment	$ 587,953	$ 1,030,350	$ 1,019,656	$ 1,019,656	$ 1,195,089
Subtotal	$ 22,372,618	$ 23,565,826	$ 23,546,301	$ 23,546,301	$ 24,814,884
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 22,372,618	$ 23,565,826	$ 23,546,301	$ 23,546,301	$ 24,814,884

DIVISION SUMMARY

10660310 ADMINISTRATION

MISSION:

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

DESCRIPTION:

The Administration Division is responsible for 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 890,087	$ 982,020	$ 982,020	$ 982,020	$ 948,446
Supplies & Materials	$ 12,417	$ 10,822	$ 11,322	$ 11,322	$ 21,567
Services & Maintenance	$ 201,876	$ 179,526	$ 177,526	$ 177,526	$ 245,643
Internal Services	$ 95,193	$ 102,229	$ 102,229	$ 102,229	$ 138,792
Capital Equipment	$ 5,363	$ 7,800	$ 7,800	$ 7,800	$ 325,000
Subtotal	$ 1,204,936	$ 1,282,397	$ 1,280,897	$ 1,280,897	$ 1,679,448
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,204,936	$ 1,282,397	$ 1,280,897	$ 1,280,897	$ 1,679,448

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Renew and ensure a department wide approach to Community Policing and relationship building with the community.
- Expand employee mental health evaluation and assistance.
- Reduction of employee OJI's.
- Improve the security and safety of the main department building and parking lots.
- 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:

PERFORMANCE INDICATORS:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
Provide exceptional service within budget	Within budget	Within budget	Within budget	Within budget	Within budget
Cost per capita of providing police services	$235	$227	$230	$233	$235

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 two sections: Animal Welfare Response and Animal Welfare Facility. Animal Welfare Officers 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 provides customer service to citizens in person, over the phone, or through electronic communication, intake animals at the facility, provide medical evaluation and treatment, 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.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	16	16	16	16	16
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	16	16	16	16	16

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,169,683	$ 1,181,900	$ 1,158,888	$ 1,158,888	$ 1,148,771
Supplies & Materials	$ 194,888	$ 170,785	$ 167,971	$ 167,971	$ 191,216
Services & Maintenance	$ 100,195	$ 118,201	$ 139,963	$ 139,963	$ 121,815
Internal Services	$ 43,346	$ 99,166	$ 99,166	$ 99,166	$ 118,169
Capital Equipment	$ (12,123)	$ 16,800	$ (7,282)	$ (7,282)	$ 65,785
Subtotal	$ 1,495,989	$ 1,586,852	$ 1,558,706	$ 1,558,706	$ 1,645,756
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,495,989	$ 1,586,852	$ 1,558,706	$ 1,558,706	$ 1,645,756

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Provide ongoing information sharing and public education opportunities.
- Develop and expand department safety training programs.
- Maintain 90% or greater live release rate for Animal Welfare Division.
- Ensure foundational animal related education and services are available to members of the homeless community.
- Build current foster and volunteer program to increase the adoptability of animals in care.
- Evaluate current and future staffing and deployment needs.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Intakes-Strays (cats and dogs)	1,380	2,030	2,500	2,700	2,900
Intakes-owner relinquishments	536	381	600	550	600
Total intakes of all animals	2,436	2,807	3,800	3,250	3,500
Outcomes-adoptions	1,251	1,595	2,000	1,800	2,000
Outcomes-Animals returned to Owner	457	570	750	585	750
Live Release Rate * Based on calendar years	96%	93%	94%	95%	95%
Presentations	13	8	12	6	12
Volunteer Hours	3,150	2,495	3,500	2,600	3,500

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 realted 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	23	23	22	22	22
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	23	23	22	22	22

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 2,468,027	$ 2,521,594	$ 2,521,594	$ 2,521,594	$ 2,434,180
Supplies & Materials	$ 34,302	$ 49,234	$ 47,278	$ 47,278	$ 66,614
Services & Maintenance	$ 133,334	$ 98,028	$ 96,884	$ 96,884	$ 103,199
Internal Services	$ 53,436	$ 74,755	$ 74,755	$ 74,755	$ 64,984
Capital Equipment	$ 6,534	$ 16,900	$ 18,250	$ 18,250	$ 72,725
Subtotal	$ 2,695,633	$ 2,760,511	$ 2,758,761	$ 2,758,761	$ 2,741,702
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 2,695,633	$ 2,760,511	$ 2,758,761	$ 2,758,761	$ 2,741,702

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

1. Implementation of a Multi-Jursidiction Critical Incident Team- Investigative group used to investigate critical incidnets within Cleveland County. 2. Complete internal and external training specific to the division operations and mission. 3. Enhance partnerships and cross training with other agenceis. 4. Ensure effective information and deconfliction are taking place between bureaus.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PEFORMANCE INDICATORS:					
Investigators	17	16	18	16	18
Cases closed by arrest	127	192	225	225	225
C.O.P. Follow-up	456	109	150	150	150
Cases Investigated	1,983	2,099	2,100	2,100	2,100

Notes to Results Report:

COP-Community Oriented Policing

CID-Criminal Investigations Division

DIVISION SUMMARY

10660139 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Emergency Communications Dvision 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 to 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, EMSTAT EMS and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the City CAD software and radio systems, used across many cty departments and partnering jurisdictions.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	24	24	24	24	24
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	24	24	24	24	24

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,836,008	$ 1,839,872	$ 1,839,872	$ 1,839,872	$ 1,885,474
Supplies & Materials	$ 11,609	$ 29,987	$ 29,987	$ 29,987	$ 34,778
Services & Maintenance	$ 182,011	$ 317,824	$ 317,824	$ 317,824	$ 567,664
Internal Services	$ 36,730	$ 51,612	$ 51,612	$ 51,612	$ 61,287
Capital Equipment	$ -	$ 9,000	$ 9,000	$ 9,000	$ 64,382
Subtotal	$ 2,066,358	$ 2,248,295	$ 2,248,295	$ 2,248,295	$ 2,613,585
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ 2,066,358	$ 2,248,295	$ 2,248,295	$ 2,248,295	$ 2,613,585

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies
- Implement text to 911 along with region
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Interoperability solutions	50%	50%	75%	75%	100%
Dipatchers with CIT Training	95%	95%	100%	100%	Done
NG911	10%	10%	100%	90%	100%
Call Queue Time in seconds	12	13	9	13	9
911 Answer Time	87%	89%	95%	89%	95%
Time to dispatch	10%	10%	10%	10%	10%
Employee Recruitment and Retention	17%	20%	10%	15%	10%

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, Traffic and Parking Services, and the Community Outreach Section. 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. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address homelessness and mental health concerns in our community.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	91	91	91	91	91
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	92	92	92	92	92

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 10,226,472	$ 10,135,386	$ 10,135,386	$ 10,135,386	$ 9,992,284
Supplies & Materials	$ 210,301	$ 314,818	$ 312,914	$ 312,914	$ 370,911
Services & Maintenance	$ 82,088	$ 146,786	$ 153,640	$ 153,640	$ 153,086
Internal Services	$ 330,030	$ 444,841	$ 444,841	$ 444,841	$ 485,788
Capital Equipment	$ 549,626	$ 925,350	$ 925,350	$ 925,350	$ 330,192
Subtotal	$ 11,398,517	$ 11,967,181	$ 11,972,131	$ 11,972,131	$ 11,332,261
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 11,398,517	$ 11,967,181	$ 11,972,131	$ 11,972,131	$ 11,332,261

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Identify individuals involved in criminal activity and provide enforcement of their illegal actions
- Make our roadways safe for our citizens to travel
- Reduce crime and disorder in our neighborhoods, parks, and businesses
- Develop lasting partnerships with those working towards a prosperous community
- Serve with honor as a family

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Calls for service	92,229	66,377	107,500	75,000	92,000
Case reports taken	12,554	12,143	13,000	12,500	13,200
Traffic Contacts (citations/warnings)	39,090	15,091	45,000	16,300	18,400
Collisions investigated	2,033	1,850	2,050	1,925	2,000
Arrests made	5,382	5,036	5,750	5,175	5,350

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,036,790	$ 872,810	$ 872,810	$ 872,810	$ 865,879
Supplies & Materials	$ 33,891	$ 36,936	$ 31,355	$ 31,355	$ 58,608
Services & Maintenance	$ 26,627	$ 40,158	$ 40,122	$ 40,122	$ 40,158
Internal Services	$ 28,920	$ 36,297	$ 36,297	$ 36,297	$ 44,626
Capital Equipment	$ 4,995	$ -	$ 13,186	$ 13,186	$ 2,000
Subtotal	$ 1,131,223	$ 986,201	$ 993,770	$ 993,770	$ 1,011,271
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,131,223	$ 986,201	$ 993,770	$ 993,770	$ 1,011,271

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

• Fill vacant positions

• Updated aging/non-functioning equipment

• Increase deficient funding to optimize capabilities and service to the community, increasing productivity and quality of work product

• Continue participation in Internet Crimes against Children Investigations/Human trafficking

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of Intelligence Reports	103	164	175	175	175
Number of cases investigated	97	86	90	90	90
Number of persons arrested	52	30	45	45	45
Number of surveillance operations	153	168	175	175	175

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, employee 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 Sectin. 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 concers in our community.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	21	21	21	21	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	21	21	21	21	30

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,856,218	$ 1,943,215	$ 1,943,215	$ 1,943,215	$ 2,598,480
Supplies & Materials	$ 49,707	$ 108,207	$ 238,737	$ 238,737	$ 199,367
Services & Maintenance	$ 377,644	$ 522,724	$ 392,694	$ 392,694	$ 544,507
Internal Services	$ 62,835	$ 105,743	$ 105,743	$ 105,743	$ 113,502
Capital Equipment	$ 33,558	$ 54,500	$ 53,352	$ 53,352	$ 335,005
Subtotal	$ 2,379,962	$ 2,734,389	$ 2,733,741	$ 2,733,741	$ 3,790,861
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 2,379,962	$ 2,734,389	$ 2,733,741	$ 2,733,741	$ 3,790,861

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Full implementation of problem resolution section
- Implement a voluntary employee physical fitness program and evaluation tool
- Deployment of department's new traffic unit
- Strong focus on recruiting and hiring in today's challenging environment
- Improve the security and safety of the main department building and parking lots

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Total number of in-service training hours scheduled of commisioned personnel	30	30	30	30	30
Total number of firearems training sessions for commissioned officer	2	4	4	4	4
Percentage of officers qualified on CLEET firearms courses	100%	100%	100%	100%	100%
Number of officers qualified on NPD firearms courses	100%	100%	100%	100%	100%
Monthly Crime prediction packets	12%	12	12	12	12
Records Counter Contacts	8,936	7,620	12,500	10,000	12,000
Records Phone Contacts	7,677	8,108	13,000	11,000	13,500
Records Cases Managed	11,201	11,239	13,000	12,500	13,000
Records Released	5,262	6,401	7,000	8,000	7,500
Videos Processed	536	742	500	850	850

PUBLIC WORKS DEPARTMENT

128 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 I (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
Emergency Vehicle Tech Specialist (1)
Emergency 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 (2)
Maintenance Worker II (3)
Maintenance Worker I (2)

CONCRETE CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maintenance Worker II (1)
Maintenance Worker I (2)

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 (2)
Maintenance Worker II (3)
Maintenance Worker I (2)

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 (23)
Stormwater Program Manager (1)
Administrative Technician III (1)

STORMWATER QUALITY
Stormwater Program Specialist (1)
Stormwater Compliance Inspector (2)

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)
Maint. 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 Management, 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. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet. The department also manages the City's public transportation (bus transit) services.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	112	113	113	113	113
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	112	113	113	113	113

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 8,319,227	$ 9,059,178	$ 9,063,028	$ 9,063,028	$ 9,360,840
Supplies & Materials	$ 3,041,722	$ 4,054,737	$ 4,038,277	$ 4,038,277	$ 5,242,270
Services & Maintenance	$ 7,185,396	$ 2,821,796	$ 3,103,609	$ 3,103,609	$ 3,360,031
Internal Services	$ 609,655	$ 854,640	$ 854,640	$ 854,640	$ 950,580
Capital Equipment	$ 1,288,281	$ 1,711,501	$ 1,700,828	$ 1,700,828	$ 2,037,504
Subtotal	$ 20,444,281	$ 18,501,852	$ 18,760,382	$ 18,760,382	$ 20,951,225
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 20,444,281	$ 18,501,852	$ 18,760,382	$ 18,760,382	$ 20,951,225

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 301,782	$ 302,725	$ 306,575	$ 306,575	$ 314,330
Supplies & Materials	$ 4,919	$ 5,267	$ 5,267	$ 5,267	$ 5,267
Services & Maintenance	$ 14,514	$ 33,464	$ 29,614	$ 29,614	$ 59,029
Internal Services	$ 31,515	$ 35,992	$ 35,992	$ 35,992	$ 44,417
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 352,730	$ 377,448	$ 377,448	$ 377,448	$ 423,043
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 352,730	$ 377,448	$ 377,448	$ 377,448	$ 423,043

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

- Coordinate major highway improvement projects with the Oklahoma Department of Transportation including Interstate 35, State Highway 9, 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 Bon 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 on 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	90%	95%	95%	95%	95%
*NPDES permit compliance	100%	100%	100%	100%	100%
Implement Stormwater Master Plan	50%	60%	65%	65%	70%
Completion of Comprehensive Transportation Plan	30%	35%	40%	40%	45%
Implementation of Wayfinding plan	25%	30%	35%	35%	50%
Implementation of 2012 Bond Program	60%	80%	85%	85%	88%
Implementation of 2019 Transportation Bond Program	n/a	5%	10%	10%	15%
Completion of 2021-2026 Street Maintenance Bond Program	n/a	n/a	20%	20%	20%
Implementation 2014 Comprehensive Transportation Plan (CTP)	20%	20%	30%	30%	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,092,043	$ 1,181,755	$ 1,181,755	$ 1,181,755	$ 1,211,729
Supplies & Materials	$ 12,301	$ 28,117	$ 27,972	$ 27,972	$ 33,534
Services & Maintenance	$ 26,916	$ 48,122	$ 48,267	$ 48,267	$ 48,705
Internal Services	$ 25,750	$ 35,452	$ 35,452	$ 35,452	$ 35,913
Capital Equipment	$ 16,043	$ 7,500	$ 7,500	$ 7,500	$ 4,000
Subtotal	$ 1,173,053	$ 1,300,946	$ 1,300,946	$ 1,300,946	$ 1,333,881
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,173,053	$ 1,300,946	$ 1,300,946	$ 1,300,946	$ 1,333,881

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	95%	100%	80%	100%	95%
Complete projects on time, 75% of the time	85%	90%	80%	90%	85%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	90%	100%	90%	95%	95%
Addresses will be assigned within 5 working days, 70% of the time	85%	95%	70%	100%	80%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	100%	85%	90%	90%
Public requests for information will be provided within 2 hours, 70% of the time	98%	98%	95%	95%	95%
Will inspect all active projects once a day, 90% of the time	100%	95%	95%	100%	95%
Prepare development punch list within 1 day of the final inspection, 90% of the time	98%	100%	90%	95%	95%
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	95%	98%	75%	95%	90%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	100%	75%	90%	100%
2012 Transportation Bond Program	70%	70%	86%	70%	86%
2019 Transportation Bond Program	0%	0%	16%	5%	16%

DIVISION SUMMARY

10550170 FLEET ADMINISTRATION

MISSION:

The mission of the Public Works Fleet Management Division is to provide safe, economical, state-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official duties 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 remains open to the public 24 hours a day. Fleet Administration uses a computer program, FASTER Asset Solutions, 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 bi-weekly usage of CNG from the public and private sector to the Internal Revenue Division for tax purposes.

DESCRIPTION:

There are 26 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 349,154	$ 373,781	$ 373,781	$ 373,781	$ 387,846
Supplies & Materials	$ 9,427	$ 12,586	$ 12,586	$ 12,586	$ 12,821
Services & Maintenance	$ 41,793	$ 115,038	$ 115,038	$ 115,038	$ 96,021
Internal Services	$ 1,907	$ 3,372	$ 3,372	$ 3,372	$ 3,678
Capital Equipment	$ 10,047	$ 257,040	$ 253,265	$ 253,265	$ 4,000
Subtotal	$ 412,328	$ 761,817	$ 758,042	$ 758,042	$ 504,366
Division Total	$ 412,328	$ 761,817	$ 758,042	$ 758,042	$ 504,366

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program					
(missed or late services)	384	353	214	317	306
(completed services)	1,307	1,411	1,304	1,340	1,546
Capital Equipment/Vehicle Outlay					
General Fund (excluding Westwood)	$1,991,083	$2,150,365	$2,203,186	$2,147,635	$2,203,186
PSST Fund	$990,710	$211,272	$353,179	$0	$1,662,035
Water/WRF Utility Funds	$623,949	$0	$709,614	$234,769	$359,665
Sanitation Fund	$1,760,370	$3,575,162	$3,689,600	$1,496,843	$4,198,444
Public Transportation Fund	$327,275	$5,114,079	$5,845,941	$563,635	$4,505,000
Vehicle Replacement Report:					
No. of requests received for replacement					
General Fund (excluding Westwood)	151	144	156	156	139
PSST Fund	1	3	4	3	15
Water/WRF Utility Funds	7	9	17	17	4
Sanitation Fund	28	10	11	12	20
Public Transportation Fund	0	14	15	14	13
Fixed Routes	0	9	9	9	8
Paratransit	0	5	5	5	5

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
No. of requests approved for replacement					
General Fund (excluding Westwood)	35	28	40	27	15
PSST Fund	1	0	4	3	3
Water/WRF Utility Funds	7	3	16	17	3
Sanitation Fund	18	10	12	12	15
Public Transportation Fund	0	1	4	4	5
No. of requests deferred for replacement					
General Fund (excluding Westwood)	116	116	116	117	124
PSST Fund	0	3	0	3	12
Water/WRF Utility Funds	0	6	0	16	1
Sanitation Fund	10	10	0	3	5
Public Transportation Fund	0	4	0	13	8
Fuel Report:					
Diesel / gallons dispensed	225,305	221,832	127,156	191,431	216,139
Unleaded gasoline / gallons dispensed	239,172	225,016	117,822	194,003	182,947
Compressed natural gas dispensed	273,602	182,124	201,473	219,066	210,887
Compressed natural gas sold to public:					
Gallons	67,857	47,321	51,703	55,627	51,550
Sales	$91,728	$66,411	$76,420	$78,186	$73,672

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:

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.

DESCRIPTION:

FuelMaster is a system used by Fleet to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows Fleet to 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.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 71,782	$ 86,519	$ 86,519	$ 86,519	$ 107,869
Supplies & Materials	$ 171,297	$ 161,306	$ 161,306	$ 161,306	$ 146,050
Services & Maintenance	$ 34,322	$ 109,700	$ 109,700	$ 109,700	$ 109,700
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ 75,000
Subtotal	$ 277,401	$ 357,525	$ 357,525	$ 357,525	$ 438,619
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 277,401	$ 357,525	$ 357,525	$ 357,525	$ 438,619

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of CNG Transactions	3,130	3,248	3,189	3,034	3,137
Number of CNG gallons	496,190	257,816	377,003	226,284	326,763

DIVISION SUMMARY

10550173 FLEET FUEL & PARTS INVENTORY

MISSION:

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

DESCRIPTION:

This division accounts for all fuel and parts inventory for all of the City's vehicles and pieces of equipment.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 1,756,073	$ 2,503,959	$ 2,503,959	$ 2,503,959	$ 3,547,595
Services & Maintenance	$ 390,239	$ 434,524	$ 632,974	$ 632,974	$ 509,077
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,146,312	$ 2,938,483	$ 3,136,933	$ 3,136,933	$ 4,056,672
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 2,146,312	$ 2,938,483	$ 3,136,933	$ 3,136,933	$ 4,056,672

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

10550173 FLEET FUEL & PARTS INVENTORY

GOALS:

Provide 90% of the non-consumable parts requirements on demand and 95% of the parts requirements within two (2) business hours of demand.

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.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Non-consumable parts: On-Demand	>90%	>90%	>90%	>90%	>90%
Within 2 business hours	>95%	>95%	>95%	>95%	>95%

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 1 shop Supervisor and 7 Technicians: 1 Mechanic II, 3 Mechanic I's, 2 Auto Service Technicians, and 1 Tire Technician. These 8 Fleet employees are responsible for 583 of the 905 pieces of 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, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 476,379	$ 492,898	$ 492,898	$ 492,898	$ 528,844
Supplies & Materials	$ 23,784	$ 26,495	$ 25,876	$ 25,876	$ 28,210
Services & Maintenance	$ 10,891	$ 22,044	$ 22,663	$ 22,663	$ 25,819
Internal Services	$ 7,056	$ 13,982	$ 13,982	$ 13,982	$ 17,094
Capital Equipment	$ 5,130	$ -	$ -	$ -	$ 17,840
Subtotal	$ 523,240	$ 555,419	$ 555,419	$ 555,419	$ 617,807
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 523,240	$ 555,419	$ 555,419	$ 555,419	$ 617,807

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of light duty units	594	611	626	630	635
Number of light duty CNG units	87	90	93	95	96
Yearly productive average (national average is 70%)	77%	75%	>70%	77%	70%
Benchmark vehicle repair standards (average exceeding industry standard)	0.35%	0.35%	>0.30%	0.40%	>0.3%
Preventive Maintenance Program:					
(missed or late services)	306	271	162	246	250
(completed services)	957	967	867	930	970
Work orders completed	2,298	2,603	2,924	2,608	3,000
(# of scheduled repairs)	1,173	1,286	1,488	1,315	2,000
(# of unscheduled repairs)	1,125	1,317	1,436	1,293	1,000
# of Sublet Vendor Repairs	56	54	26	45	30

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 is tasked with maintenance, repair, and procurement of the City of Norman's heavy equipment and class 5 through class 8 trucks and trailers. This division consists of one Public Works Supervisor, one Field Service Mechanic II, three Mechanic II's, and two Service Technicians. These nine employees are responsible for all heavy trucks and pieces of equipment. This includes all of the refuse trucks and all large equipment used to repoar 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.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 677,482	$ 750,358	$ 750,358	$ 750,358	$ 755,923
Supplies & Materials	$ 22,503	$ 30,879	$ 30,495	$ 30,495	$ 29,804
Services & Maintenance	$ 13,413	$ 17,937	$ 18,321	$ 18,321	$ 17,937
Internal Services	$ 5,876	$ 12,447	$ 12,447	$ 12,447	$ 13,250
Capital Equipment	$ 51,289	$ 129,900	$ 129,900	$ 129,900	$ 19,000
Subtotal	$ 770,563	$ 941,521	$ 941,521	$ 941,521	$ 835,914
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 770,563	$ 941,521	$ 941,521	$ 941,521	$ 835,914

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Heavy duty units	318	322	325	327	335
Heavy duty CNG vehicles	42	46	50	48	55
Yearly productive average (national standard avg is 70%)	80%	75%	>70%	77%	>70%
Benchmark vehicle repair standards (avg exceeding industry standard)	0.52%	0.53%	>0.5%	0.56%	>.5%
Preventive Maintenance Program:					
(missed or late services)	77	79	50	78	68
(completed services)	239	340	375	290	318
Work orders completed	2,178	2,500	2,784	2,339	2,487
(# of scheduled repairs)	585	713	804	649	2,000
(# of unscheduled repairs)	1,593	1,439	1,980	1,690	1,487
# of sublet vendor repairs	112	107	90	109.5	100

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 controls the direct or indirect introduction of pollutants by any source or user into the MS4 through the permitting 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 ensure flood waters 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.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- 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.
- Maintain bridges and culverts.
- 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	18	18	18	18	18
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	18	18	18	18

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,168,793	$ 1,366,145	$ 1,366,145	$ 1,366,145	$ 1,362,664
Supplies & Materials	$ 223,688	$ 250,834	$ 250,834	$ 250,834	$ 290,580
Services & Maintenance	$ 131,148	$ 220,632	$ 220,632	$ 220,632	$ 216,940
Internal Services	$ 128,955	$ 186,512	$ 186,512	$ 186,512	$ 223,308
Capital Equipment	$ 2,026	$ 419,136	$ 419,136	$ 419,136	$ 846,600
Subtotal	$ 1,654,610	$ 2,443,259	$ 2,443,259	$ 2,443,259	$ 2,940,092
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,654,610	$ 2,443,259	$ 2,443,259	$ 2,443,259	$ 2,940,092

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.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- 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.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Respond to stormwater complaints and drainage concerns within 24 hours	98%	99%	95%	99%	99%
Mechanically sweep 500 curb miles per month	81%	83%	50%	90%	85%
Inspect and clean 100% of the urban drainage inlets three times a year	130%	82%	50%	75%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, 6x per year	63%	53%	90%	75%	75%
Apply chemical vegetative control to open drainage channels, one time per year*	50%	0%	50%	25%	50%
collect 60 tons of litter annually from drainage cahnnels and rights of way in the urban and rural areas	0%	0%	100%	20%	90%

DIVISION SUMMARY

10550225 STORMWATER QUALITY

MISSION:

Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman by the regulation of non-stormwater discharges to the City's municipal separate storm sewer system (MS4), the administration of the floodplain permitting process, and the management, maintenance, and improvement of the MS4. The Stormwater Division exists to control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user, to prvide effective stormwate infrastructure maintenance, to administer the floodplain permitting process, to ensure compliance with state stormwater regualtions, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL), and to provide responsive emergency services to all citizens of Norman and their visitors.

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.
- Ensure proper management of compliance with the Phase II MS4 program and Lake Thunderbird TMDL Compliance and Monitoring Plans.
- Control the direct or indirect introduction of pollutants into the MS4 by stormwater discharges from any source or user.
- Control the introduction into the MS4 of any spills or dumped or disposed material other than stormwater.
- Prohibit illicit connections and illegal discharges to the MS4.
- Inspect and monitor the MS4 to ensure compliance with applicable stormwater requirements.
- Inspect and enforce stormwater requirements at construction sites.
- 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.
- Maintain bridges and culverts.
- 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 325,677	$ 349,063	$ 349,063	$ 349,063	$ 329,691
Supplies & Materials	$ 28,969	$ 71,147	$ 41,577	$ 41,577	$ 75,112
Services & Maintenance	$ 46,895	$ 62,664	$ 92,234	$ 92,234	$ 62,664
Internal Services	$ 14,202	$ 15,693	$ 15,693	$ 15,693	$ 17,150
Capital Equipment	$ 13,997	$ -	$ -	$ -	$ -
Subtotal	$ 429,740	$ 498,567	$ 498,567	$ 498,567	$ 484,617
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 429,740	$ 498,567	$ 498,567	$ 498,567	$ 484,617

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER QUALITY

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.
- Permit earth disturbing activities greater than or equal to 1 acre.
- Permit floodplain activities as appropriate.
- 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.
- Ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Permit all earth disturbing operations over >1 acre in size	100%	100%	95%	100%	100%
Permit all floodplain activities as appropriate	100%	100%	95%	100%	100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines	100%	100%	100%	100%	100%
Perform erosion control inspections of permitted sites within 30 days	119%	100%	100%	100%	100%
Respond to stormwater complaints within 24 hours of report	98%	99%	95%	99%	99%
Inspect City facilities identified as potential stormwater pollution sources	0%	50%	50%	25%	50%
Mechanically sweep 500 curb miles per month	81%	83%	50%	90%	85%
Inspect and clean 100% of urban drainage inlets 3 times per year	130%	82%	50%	75%	65%
Mow 2,271,548 sq ft of open drainage ways six times per year	63%	53%	90%	75%	75%
Apply chemicals vegetative control to open drainage channels, one time per year	50%	0%	50%	25%	50%
Collect 60 tons of litter annually from drainage channels and rights of way in the urban and rural areas	0%	0%	100%	20%	90%

DIVISION SUMMARY

10550221 STREETS DIVISION

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 emergeny 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	33	33	33	33	33
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	33	33	33	33	33

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 2,277,161	$ 2,513,623	$ 2,513,623	$ 2,513,623	$ 2,534,379
Supplies & Materials	$ 514,311	$ 716,454	$ 712,074	$ 712,074	$ 804,272
Services & Maintenance	$ 5,280,319	$ 274,462	$ 301,887	$ 301,887	$ 284,268
Internal Services	$ 325,467	$ 483,994	$ 483,994	$ 483,994	$ 520,483
Capital Equipment	$ 823,273	$ 498,315	$ 491,417	$ 491,417	$ 670,400
Subtotal	$ 9,220,531	$ 4,486,848	$ 4,502,995	$ 4,502,995	$ 4,813,802
Division Total	$ 9,220,531	$ 4,486,848	$ 4,502,995	$ 4,502,995	$ 4,813,802

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREETS DIVISION

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within 1 day	99%	99%	99%	99%	99%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	95%	100%	95%
Overlay/pave 10 miles per year	133%	175%	100%	123%	100%
Replace 2,000 square yards of concrete pavement panels	36%	211%	100%	98%	100%
Grade all unpaved alleys 2 times per year (approx. 210 blocks)	10%	27%	100%	24%	100%
Mow 15 miles of Urban rights-of-way, eight (8) times per year	102%	190%	100%	101%	100%
Mow 148 miles of Rural rights-of-way, three (3) times per year	221%	294%	100%	240%	100%
Debris Removal - pre-positioned contractor on notice 24 hours prior to storm event	0%	0%	0%	0%	100%
Debris removal - issue notice to proceed/task order within 48 hours of storm event	0%	0%	0%	0%	100%
Bridge-maintain 5 non-deficient bridges in a year	0%	0%	0%	0%	100%
Bridge-rehab 7 structurally deficient bridges per year through outside contract.	0%	0%	0%	0%	100%
Bridge-replace one functionally obsolete bridge per year	0%	0%	0%	0%	100%
Bond Program-contract all selected projects for the bond year within the same fiscal year	90% #	100%	100%	100%	100%
Capital program-complete all selected projects within the same fiscal year.	80%	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, 24,000-plus traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	19	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	19	20	20	20	20

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,578,974	$ 1,642,311	$ 1,642,311	$ 1,642,311	$ 1,827,565
Supplies & Materials	$ 274,450	$ 247,693	$ 266,331	$ 266,331	$ 269,025
Services & Maintenance	$ 1,194,946	$ 1,483,209	$ 1,512,279	$ 1,512,279	$ 1,929,871
Internal Services	$ 68,927	$ 67,196	$ 67,196	$ 67,196	$ 75,287
Capital Equipment	$ 366,476	$ 399,610	$ 399,610	$ 399,610	$ 400,664
Subtotal	$ 3,483,773	$ 3,840,019	$ 3,887,727	$ 3,887,727	$ 4,502,412
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 3,483,773	$ 3,840,019	$ 3,887,727	$ 3,887,727	$ 4,502,412

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAFFIC CONTROL

GOALS:

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

OBJECTIVES:

- Investigate traffic problems reported by the public in a timely manner.
- Complete traffic studies in a timely manner.
- Review plans in a timely manner.
- Maintain high quality pavement markings on roadways with more than 1,000 vehicles per day on average. Stripe high traffic volume roadways (with more than 10,000 vehicles per day) utilizing thermoplastic which is re-striped every 4 to 6 years depending on wear. All other roadways with more than 1,000 vehicles per day are striped annually utilizing waterborne paint.
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquiries within 2 days	100%	100%	100%	100%	100%
Provide information requested by citizens within 7 days	100%	100%	95%	100%	95%
Complete traffic engineering studies within 45 days	100%	100%	99%	100%	99%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days	100%	100%	95%	100%	95%
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	4 to 6 per day	5	5	4 to 6 per day	5
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
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	99% high priority - 90% other signs	100	99% high priority - 90% other signs	99% high priority - 90% other signs	99% high priority - 90% other signs
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	100%	99%	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%
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 wihtin budget	95%	95%	95%	95%	95%

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 the utilities and a contribution to help allow continued operation of the center.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 68,750	$ 70,020	$ 70,020	$ 70,020	$ 71,027
Internal Services	$ 2,805	$ 3,236	$ 3,236	$ 3,236	$ 3,139
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 71,555	$ 73,256	$ 73,256	$ 73,256	$ 74,166
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 71,555	$ 73,256	$ 73,256	$ 73,256	$ 74,166

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 the utility costs and a contribution to help with funding for the continued operation of the museum.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 38,204	$ 41,704	$ 41,704	$ 41,704	$ 52,501
Internal Services	$ 155	$ -	$ -	$ -	$ 121
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 38,359	$ 41,704	$ 41,704	$ 41,704	$ 52,622
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 38,359	$ 41,704	$ 41,704	$ 41,704	$ 52,622

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Public Safety Sales Tax	$ 2,422,192	$ 1,069,875	$ 1,069,875	$ 1,069,875	$ -
Rainy Day Fund	$ 135,000	$ -	$ 183,039	$ 183,039	$ -
Westwood	$ -	$ -	$ -	$ -	$ -
Capital Project Fund	$ -	$ -	$ 1,034,000	$ 1,034,000	$ -
Public Transit Fund	$ 3,474,881	$ 741,072	$ 758,024	$ 758,024	$ 122,488
Room Tax Fund	$ 1,075,000	$ -	$ -	$ -	$ -
CLEET Fund	$ 5,435	$ -	$ -	$ -	$ -
Norman Forward Fund	$ 4,800,000	$ -	$ -	$ -	$ -
Division Total	$ 11,912,508	$ 1,810,947	$ 3,044,938	$ 3,044,938	$ 122,488

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 City Clerk's 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 St. 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 open in June 2018.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 436,565	$ 518,952	$ 518,952	$ 518,952	$ 540,059
Internal Services	$ 118,364	$ 133,539	$ 133,539	$ 133,539	$ 136,419
Capital Equipment	$ -	$ -	$ -	$ -	
Subtotal	$ 554,929	$ 652,491	$ 652,491	$ 652,491	$ 676,478
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 554,929	$ 652,491	$ 652,491	$ 652,491	$ 676,478

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 4,807	$ 5,569	$ 5,569	$ 5,569	$ 6,041
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 4,807	$ 5,569	$ 5,569	$ 5,569	$ 6,041
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 4,807	$ 5,569	$ 5,569	$ 5,569	$ 6,041

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 the utility costs and provides a contribution to help fund continued operation of the theatre.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 76,852	$ 80,480	$ 80,480	$ 80,480	$ 80,063
Internal Services	$ 5,932	$ 6,427	$ 6,427	$ 6,427	$ 7,075
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 82,784	$ 86,907	$ 86,907	$ 86,907	$ 87,138
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 82,784	$ 86,907	$ 86,907	$ 86,907	$ 87,138







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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 6,389	$ 16,000	$ 16,000	$ 16,000	$ 16,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 6,389	$ 16,000	$ 16,000	$ 16,000	$ 16,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ 6,389	$ 16,000	$ 16,000	$ 16,000	$ 16,000

FUND SUMMARY

TOTAL CLEET PROGRAM FUND - (26)

MISSION:

The collection and disbursement of the portion of CLEET funds retained by the City for court and police training.

DESCRIPTION:

To accurately collect, account for, and disburse CLEET funds retained by the City.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 28,134	$ 30,505	$ 30,505	$ 30,505	$ 30,505
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 28,134	$ 30,505	$ 30,505	$ 30,505	$ 30,505
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ (42)	$ -	$ -	$ -	$ -
Subtotal	$ (42)	$ -	$ -	$ -	$ -
Fund Total	$ 28,092	$ 30,505	$ 30,505	$ 30,505	$ 30,505

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 400	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 400	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 400	$ 1,500	$ 1,500	$ 1,500	$ 1,500

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 27,734	$ 29,005	$ 29,005	$ 29,005	$ 29,005
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 27,734	$ 29,005	$ 29,005	$ 29,005	$ 29,005
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 27,734	$ 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	7	7	7	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	7	7	7	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Community Development	$ 617,128	$ 940,869	$ 1,941,187	$ 1,941,187	$ 637,393
HOME	$ 598,122	$ 431,097	$ 1,150,993	$ 1,150,993	$ 431,097
Emergency Shelter	$ 212,204	$ -	$ 433,432	$ 433,432	$ 183,476
ARPA	$ -	$ -	$ 78,045	$ 78,045	$ -
Neighborhood Stabilization	$ -	$ -	$ -	$ -	$ -
CDBG-DR	$ -	$ -	$ -	$ -	$ -
CDBG-CV	$ 616,100	$ -	$ 2,169,642	$ 2,169,642	$ 63,088
SHPRP ARRA Grant	$ -	$ -	$ -	$ -	$ -
COC Planning Grant	$ 12,587	$ -	$ 12,412	$ 12,412	$ -
Public Services	$ 67,869	$ -	$ 120,322	$ 120,322	$ 120,000
Interfund Transfers		$ -	$ 1,516,500	$ 1,516,500	$ -
Audit Adjust/Encumbrances	$ 641,388	$ -	$ -	$ -	$ -
Fund Total	$ 2,765,398	$ 1,371,966	$ 7,422,533	$ 7,422,533	$ 1,435,054

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
CDBG Entitlement funding	$850,844	$910,483	$940,869	$940,859	$910,483
CDBG CARES Act funding	$0	$1,273,256	$2,789,756	$2,789,756	$0
HOME Entitlement funding	$374,974	$412,485	$431,097	$431,097	$412,485
HOME Recovery funding	$0	$0	$0	$79,045	$1,482,863
Continuum of Care funding	$426,422	$426,422	$447,669	$447,669	$447,669
ESG CoC CARES Act funding	$0	$767,882	$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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Community Park Improve	$ 6,000	$ -	$ -	$ -	$ -
Neighborhood Park Improve	$ 1,000	$ 280,000	$ 381,184	$ 381,184	$ 310,000
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ (6,622)	$ -	$ -	$ -	$ -
Fund Total	$ 378	$ 280,000	$ 381,184	$ 381,184	$ 310,000

FUND SUMMARY

TOTAL PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

On May 13, 2008, the citizens of Norman passed a 7-year, one-half percent (1/2%) Public Safety Sales Tax (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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	84	84	84	84	84
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	84	84	84	84	84

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 9,460,330	$ 9,217,631	$ 9,217,631	$ 9,217,631	$ 9,485,462
Supplies & Materials	$ 266,252	$ 351,006	$ 351,006	$ 351,006	$ 742,500
Services & Maintenance	$ 207,533	$ 288,960	$ 288,961	$ 288,961	$ 359,547
Internal Services	$ 183,036	$ 375,486	$ 375,486	$ 375,486	$ 445,576
Capital Equipment	$ 539,979	$ 1,118,747	$ 1,118,747	$ 1,118,747	$ 1,091,792
Subtotal	$ 10,657,130	$ 11,351,830	$ 11,351,831	$ 11,351,831	$ 12,124,877
Capital Projects	$ 2,502,526	$ -	$ 6,538,145	$ 6,538,145	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 2,361,281	$ 2,369,342	$ 2,369,342	$ 2,369,342	$ 2,370,820
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumb	$ 125,748	$ -	$ -	$ -	$ -
Subtotal	$ 4,989,555	$ 2,369,342	$ 8,907,487	$ 8,907,487	$ 2,370,820
Fund Total	$ 15,646,685	$ 13,721,172	$ 20,259,318	$ 20,259,318	$ 14,495,697

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 resources.

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 3,558,756	$ 3,506,671	$ 3,506,671	$ 3,506,671	$ 3,547,373
Supplies & Materials	$ 109,671	$ 145,217	$ 145,217	$ 145,217	$ 164,233
Services & Maintenance	$ 57,050	$ 95,785	$ 95,785	$ 95,785	$ 90,622
Internal Services	$ 81,372	$ 106,302	$ 106,302	$ 106,302	$ 118,846
Capital Equipment	$ 433,295	$ 911,017	$ 911,017	$ 911,017	$ 804,000
Subtotal	$ 4,240,144	$ 4,764,992	$ 4,764,992	$ 4,764,992	$ 4,725,074
Capital Projects	$ 458,622	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 458,622	$ -	$ -	$ -	$ -
Division Total	$ 4,698,766	$ 4,764,992	$ 4,764,992	$ 4,764,992	$ 4,725,074

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 need.

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 3,558,756	$ 3,506,671	$ 3,506,671	$ 3,506,671	$ 3,547,373
Supplies & Materials	$ 109,671	$ 145,217	$ 145,217	$ 145,217	$ 164,233
Services & Maintenance	$ 57,050	$ 95,785	$ 95,785	$ 95,785	$ 90,622
Internal Services	$ 81,372	$ 106,302	$ 106,302	$ 106,302	$ 118,846
Capital Equipment	$ 433,295	$ 911,017	$ 911,017	$ 911,017	$ 804,000
Subtotal	$ 4,240,144	$ 4,764,992	$ 4,764,992	$ 4,764,992	$ 4,725,074
Capital Projects	$ 458,622	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 458,622	$ -	$ -	$ -	$ -
Division Total	$ 4,698,766	$ 4,764,992	$ 4,764,992	$ 4,764,992	$ 4,725,074

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION – PUBLIC SAFETY SALES TAX

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	307	307	325	315	325
Emergency medical calls answered	10,096	9,936	10,000	10,255	12,500
Average response time (urban area)	5.21 minutes	6.28 minutes	6 minutes	5.50 minutes	5.30 minutes
Fire loss per capita	$ 50	$ 48	$ 35	$ 35	$ 35
Typical staff/unit	4	4	4	4	4
Ratio to national staff / unit	100%	100%	100%	100%	100%
Ratio to national per capita loss	90%	90%	90%	90%	90%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	52	52	52	52	52
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	52	52	52	52	52

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 5,901,574	$ 5,555,860	$ 5,555,860	$ 5,555,860	$ 5,785,222
Supplies & Materials	$ 115,391	$ 195,482	$ 195,482	$ 195,482	$ 263,436
Services & Maintenance	$ 104,225	$ 166,945	$ 166,946	$ 166,946	$ 166,945
Internal Services	$ 101,664	$ 269,084	$ 269,084	$ 269,084	$ 301,217
Capital Equipment	$ (136,070)	$ 124,630	$ 124,630	$ 124,630	$ 287,792
Subtotal	$ 6,086,784	$ 6,312,001	$ 6,312,002	$ 6,312,002	$ 6,804,612
Capital Projects	$ 50,203	$ -	$ 6,538,145	$ 6,538,145	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 2,361,281	$ 2,369,342	$ 2,369,342	$ 2,369,342	$ 2,370,820
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,411,484	$ 2,369,342	$ 8,907,487	$ 8,907,487	$ 2,370,820
Department Total	$ 8,498,268	$ 8,681,343	$ 15,219,489	$ 15,219,489	$ 9,175,432

DIVISION SUMMARY

15661321 CRIMINAL INVESTIGATIONS

MISSION:

It is the mission of the Norman Police Department Criminal Investigation Division to provide apropriate assistance to victims of crimes, conduct thorough investigatins into reported criminial 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 743,192	$ 695,837	$ 695,837	$ 695,837	$ 628,043
Supplies & Materials	$ 3,709	$ 4,064	$ 4,064	$ 4,064	$ 1,431
Services & Maintenance	$ -	$ 2,160	$ 2,160	$ 2,160	$ 2,160
Internal Services	$ 7,756	$ 9,026	$ 9,026	$ 9,026	$ 9,931
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 754,657	$ 711,087	$ 711,087	$ 711,087	$ 641,565
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 754,657	$ 711,087	$ 711,087	$ 711,087	$ 641,565

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS – PUBLIC SAFETY SALES TAX

GOALS:

- Identify needs and implement processes for succesful leadership transitions, empolyee development, and resource needs for organizational growth, resilience, and accountability.

- Establish, facilitate, and participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect. And to Establish long term programs and resources for improvement of all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependent, and mental health consumers.

- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.

OBJECTIVES:

- Define and implement victim advocacy program
- Complete staffing evalution and planning for future growth of the investigative division
- Ensure completeion of investigative follow-up and citizen feedback processes on all reasonable cases with related tracking of such activites
- Develop monthly relevant public safety tip focused on community safety and education for public distribution through PIO

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	17	17	18	16	19
Cases closed by arrest	127	119	300	140	300
C.O.P. Follow-up	412	608	450	600	450
Cases investigated	1,941	1,876	2,000	1,650	2,000

Notes to Results Report:
COP – Community Oriented Policing Program
CID-Criminal Investigations Division

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, coureous and professional manner; thereby protecting lives, and property while providing accurate information to 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 EMS, Little Axe Fire Department, and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the city wide radio systems, used across many city departments and partnering jurisdictions.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 141,468	$ 128,996	$ 128,996	$ 128,996	$ 135,123
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 599	$ 1,200	$ 1,200	$ 1,200	$ 1,200
Internal Services	$ 50	$ 50	$ 50	$ 50	$ 50
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 142,117	$ 130,246	$ 130,246	$ 130,246	$ 136,373
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ 142,117	$ 130,246	$ 130,246	$ 130,246	$ 136,373

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS - PUBLIC SAFETY SALES TAX

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Implement text to 911 along with region.
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Interoperability solutions	50%	50%	75%	75%	100%
Queue Time in seconds	12	13	9	13	9
Answer Time	87%	89%	95%	89%	95%
Time to dispatch	10%	10%	10%	10%	10%
Train all Call takers in CIT awareness	95%	95%	100%	100%	Done
Recruitment and Retention	0%	0%	50%	50%	0%
Implement NG911 (regional)	10%	10%	100%	90%	100%

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, Traffic and Parking Services, and the Community Outreach Section. 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. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address homelessness and mental health concerns in our community.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	36	36	36	36	36
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	36	36	36	36	36

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 3,791,693	$ 3,628,065	$ 3,628,065	$ 3,628,065	$ 3,953,016
Supplies & Materials	$ 111,475	$ 191,418	$ 191,418	$ 191,418	$ 262,005
Services & Maintenance	$ 83,687	$ 109,143	$ 109,143	$ 109,143	$ 109,143
Internal Services	$ 93,858	$ 260,008	$ 260,008	$ 260,008	$ 291,236
Capital Equipment	$ -	$ 124,630	$ 124,630	$ 124,630	$ 287,792
Subtotal	$ 4,080,713	$ 4,313,264	$ 4,313,264	$ 4,313,264	$ 4,903,192
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 4,080,713	$ 4,313,264	$ 4,313,264	$ 4,313,264	$ 4,903,192

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL – PUBLIC SAFETY SALES TAX

GOALS:

- Establish, facilitate, or participate in focused activities and community efforts intended to promote and strengthen community partnerships, build trust between citizens and officers, and increase shared mutual respect.
- Establish long term programs and resources for improvement of all employees overall emotional and physical wellenss and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.
- Expand knowledge, understanding, collection, and use of statistical data to allow for effective allocation of resources, reduce social harms, and improve quality of life for our community, its residents and its visitors.
- Work in partnership with local, state, and regional partners to identify concerns and develop creative solutions to our community's growing number of homeless, substance dependant, and mental health consumers.
- Identify needs and implement processes for successful leadership transitions, internal preparedness, employee development, and resource needs for continued growth, resilience, and accountability.

OBJECTIVES:

- Provide ongoing information sharing and public education opportunities.
- Develop and implement an effective operational plan for addressing crime, traffic and social harm concerns.
- Provide public and internal outreach to ensure local mental health and homeless resources are known and available to those needing them.
- Participate in development of COCMHC multi-agency team to respond to mental health community members in need of services/evaluation.
- Evaluate current and future staffing and deployment needs.
- Review and update department ICS/NIMS program to ensure successful response to large scale critical incident.
- Development of functional out of class program that produces competent and capable out of class field level supervisors. (L&P).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
COP hours	10,884	6,000	9,000		
Calls for service	92,229	75,000	107,500		
Case reports taken	12,554	12,000	13,000		
Traffic contracts	39,090	25,000	45,000		
Collisions investigated	2,033	1,400	2,050		
Arrests made	5,382	3,500	5,750		

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. SRO's ensure a safe learning environment while providing valuable resources to students, faculty, staff and parents. SRO's 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,225,221	$ 1,102,962	$ 1,102,962	$ 1,102,962	$ 1,069,040
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 1,858	$ 4,415	$ 4,415	$ 4,415	$ 4,415
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,227,079	$ 1,107,377	$ 1,107,377	$ 1,107,377	$ 1,073,455
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,227,079	$ 1,107,377	$ 1,107,377	$ 1,107,377	$ 1,073,455

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

15661115 SCHOOL RESOURCE OFFICERS

GOALS:

• Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.

• Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.

• Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.

• Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizations, and the public.

• Improve all employees' overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and out community.

OBJECTIVES:

• Evaluate current and future staffing and employment needs.

• Continue to ensure all new SRO's are CIT certified.

• Increase community transparency and engagement through publication of meaningful substantive department data and statistics.

• Provide public and internal outreach to ensure local mental health and homeless resources are known and available to those needing them.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
SRO's assigned	9	9	13	9	13
Incidents*	633	598	650	900	1250
Arrests*	0	5	5	5	5
Protective custody detentions*	70	39	90	90	100

*Significant impacts from COVID/virtual formats

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, employee 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 casue 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 207	$ -	$ -	$ -	$ -
Services & Maintenance	$ 18,081	$ 50,027	$ 50,028	$ 50,028	$ 50,027
Internal Services	$ -	$ -	$ -	$ -	
Capital Equipment	$ (136,070)	$ -	$ -	$ -	
Subtotal	$ (117,782)	$ 50,027	$ 50,028	$ 50,028	$ 50,027
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ (117,782)	$ 50,027	$ 50,028	$ 50,028	$ 50,027

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES - PSST

GOALS:

- Reduce our community's social harms and improve the overall quality of life for our community's residents, visitors, and businesses.
- Develop and expand community partnerships to cultivate solutions to community concerns, including crime and fear of crime, while improving relationships.
- Recruit and retain a highly skilled and motivated work force while ensuring opportunities for employee success, growth, and resilience.
- Ensure effective and efficient pathways and processes for effective communication between the department, our employees, partner organizaitons, and the public.
- Improve all employees overall emotional and physical wellness and safety so that they are equipped to care for themselves, their loved ones, each other, and our community.

OBJECTIVES:

- Full implementation of problem resolution section
- Implement a voluntary employee physical fitness program and evaluation tool
- Deployment of department's new traffic unit
- Strong focus on recruiting and hiring in today's challenging environment
- Improve the security and safety of the main department building and parking lots

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Total number of in-service training hours scheduled of commisioned personnel	30	30	30		
Total number of firearems training sessions for commissioned officer	4	4	4		
Percentage of officers qualified on CLEET firearms	100%	100%	100%		
Number of officers qualified on NPD firearms courses	100%	100%	100%		
Monthly Crime prediction packet	12	12	12		
Records Counter Contacts	7,620	10,000	12,000		
Records Phone Contacts	8,108	11,000	13,500		
Records Cases Managed	11,239	12,500	13,000		
Records Released	6,401	8,000	7,500		
Videos Processed	742	850	850		

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ 155,100	$ 155,100	$ 155,100	$ 152,867
Supplies & Materials	$ 4,936	$ 10,307	$ 10,307	$ 10,307	$ 314,831
Services & Maintenance	$ 1,799	$ 26,230	$ 26,230	$ 26,230	$ 101,980
Internal Services	$ -	$ 100	$ 100	$ 100	$ 25,513
Capital Equipment	$ 5,872	$ 83,100	$ 83,100	$ 83,100	$ -
Subtotal	$ 12,607	$ 274,837	$ 274,837	$ 274,837	$ 595,191
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 12,607	$ 274,837	$ 274,837	$ 274,837	$ 595,191

DIVISION SUMMARY

15550172 FLEET EVT

MISSION:

The mission of the Fleet Emergency Vehicle Technician (EVT) Division is to service and maintain the City's Public Safety fleets for the Police and Fire Departments, and support them during natural disaster events, fire events, and remote training where vehicle support may be required.

DESCRIPTION:

The Public Safety Fleet Division, known as the Emergency Vehicle Technician (EVT) Division, is tasked with the maintenance, repair, and procurement of the City's Public Safety fleet for the Police and Fire Departments. This Division consists of 1 Supervisor, 1 EVT Specialist, and 1 EVT Mechanic II. These 3 employees are responsible for 70 units for the Fire Department and 3 units for the Police Department. These include all pumper/tanker and ladder units for the Fire Department, as well as the SWAT and Mobile Emergency Command Center for the Police Department. Our Specialist and Mechanic maintain master status in the Heavy Truck Automotive Service Excellence (ASE) as well as master certification in the Emergency Vehicle Technician (EVT) program. The EVT division supplies support for the Police and Fire Departments during natual disaster events as well as training events such as the Police Department's Law Enforcement Driver Training (LEDT) courses.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ 155,100	$ 155,100	$ 155,100	$ 152,867
Supplies & Materials	$ 4,936	$ 10,307	$ 10,307	$ 10,307	$ 314,831
Services & Maintenance	$ 1,799	$ 26,230	$ 26,230	$ 26,230	$ 101,980
Internal Services	$ -	$ 100	$ 100	$ 100	$ 25,513
Capital Equipment	$ 5,872	$ 83,100	$ 83,100	$ 83,100	$ -
Subtotal	$ 12,607	$ 274,837	$ 274,837	$ 274,837	$ 595,191
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 12,607	$ 274,837	$ 274,837	$ 274,837	$ 595,191

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of EVT units	-	-	40	36	38
Number of EVT CNG vehicles	-	-	-	-	0
Yearly productive average (national standard average is 70%)	-	-	>70%	>70%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	-	-	>.50%	>.50%	>.50%
Preventive Maintenance Program:					
(missed or late services)	-	-	5	3	<15
(completed services)	-	-	40	36	38
Work orders completed	-	-	200	150	300
(# of scheduled repairs)	-	-	200	150	200
(# of unscheduled repairs)	-	-	75	125	100
# of sublet vendor repairs	-	-	15	10	<25

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 Norman.

DESCRIPTION:

The Public Transportation Fund consists of 6 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations
- 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
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary
- Maintain the fleet of 29 transit vehicles, including full compliance with all Federal Transit Administration (FTA) regulations

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	10	9	9	9
Part-time Positions	1	1	0	0	0
Total Budgeted Positions	9	11	9	9	9

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 509,162	$ 864,844	$ 836,018	$ 836,018	$ 763,131
Supplies & Materials	$ 689,330	$ 420,121	$ 443,458	$ 443,458	$ 604,547
Services & Maintenance	$ 3,290,732	$ 3,745,801	$ 3,902,527	$ 3,902,527	$ 4,045,950
Internal Services	$ 34,133	$ 12,719	$ 12,719	$ 12,719	$ 43,726
Capital Equipment	$ 292,285	$ 731,117	$ 1,265,543	$ 1,265,543	$ 657,448
Subtotal	$ 4,815,642	$ 5,774,602	$ 6,460,265	$ 6,460,265	$ 6,114,802
Capital Projects	$ 307,573	$ -	$ 127,601	$ 127,601	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 5,100,000	$ -	$ 3,583,573	$ 3,583,573	$ -
Audit Adjust/Encumb	$ 1,673,647	$ -	$ -	$ -	$ -
Subtotal	$ 7,081,220	$ -	$ 3,711,174	$ 3,711,174	$ -
Fund Total	$ 11,896,862	$ 5,774,602	$ 10,171,439	$ 10,171,439	$ 6,114,802

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 inlcude 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 1 Shop Supervisor, 1 Transit Specialist, 1 Transit Service Technician, and 2 Transit Mechanic II's. These 5 employees are responsible for the daily availability, preventative maintenance and repair of the City's 28 transit buses and associated equipment as well as 3 transit support vehicles. 14 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 every weekday morning.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	6	7	6	6	6
Part-time Positions	1	1	0	0	0
Total Budgeted Positions	7	8	6	6	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 393,880	$ 555,127	$ 526,301	$ 526,301	$ 457,188
Supplies & Materials	$ 676,092	$ 414,321	$ 434,321	$ 434,321	$ 598,747
Services & Maintenance	$ 248,402	$ 310,316	$ 223,577	$ 223,577	$ 501,676
Internal Services	$ 33,743	$ 12,173	$ 12,173	$ 12,173	$ 43,040
Capital Equipment	$ 11,756	$ 720,917	$ 1,255,343	$ 1,255,343	$ 625,000
Subtotal	$ 1,363,873	$ 2,012,854	$ 2,451,715	$ 2,451,715	$ 2,225,651
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,363,873	$ 2,012,854	$ 2,451,715	$ 2,451,715	$ 2,225,651

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Fixed Route units	9	9	9	9	11
Fixed Route CNG vehicles	4	4	4	4	10
Paratransits	13	13	13	13	15
Paratransit CNG Vehicles	8	9	9	9	11
Yearly productive average (national standard avg. is 70%)	89%	75%	>70%	77%	>70%
Benchmark vehicle repair standards (average exceeding industry standard)	0.52%	0.54%	>0.5%	0.56%	>0.5%
Preventive Maintenance Program:					
(missed or late services)	1	3	2	2	2
(completed services)	111	104	62	92	102
Work orders completed	467	695	866	676	612
(# of scheduled repairs)	154	134	128	138	142
(# of unscheduled repairs)	313	561	738	538	470
# of sublet vendor repairs	72	76	60	69	72

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 servies:

- 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
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 115,282	$ 309,717	$ 309,717	$ 309,717	$ 305,943
Supplies & Materials	$ 1,466	$ 5,800	$ 9,137	$ 9,137	$ 5,800
Services & Maintenance	$ 2,863,028	$ 3,435,485	$ 3,678,950	$ 3,678,950	$ 3,544,274
Internal Services	$ 390	$ 546	$ 546	$ 546	$ 686
Capital Equipment	$ -	$ 10,200	$ 10,200	$ 10,200	$ 32,448
Subtotal	$ 2,980,166	$ 3,761,748	$ 4,008,550	$ 4,008,550	$ 3,889,151
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 2,980,166	$ 3,761,748	$ 4,008,550	$ 4,008,550	$ 3,889,151

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRANSIT AND PARKING ADMINISTRATION - PUBLIC TRANSPORTATION

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:

- To plan for and make improvements outlined in the updated transit long range plan, to improve overall satisfaction in public transit service, to improve reliability of transit by increasing on-time performance, and to continue to provide safe public transit service and attract both old and new passengers as COVID-19 capacity restrictions are discontinued as appropriate.

- To plan for and make improvements outlined in the parking strategic plan, to improve user-friendliness of parking technologies, and to enhance the parking experience in Norman in an effort to support the community's strategic goals.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of public transportation customers surveyed as satisfactory	n/a	90%	84%	89%	84%
Number of fixed-route passenger trips provided	n/a	189,664	265,054	326,858	251,881
Number of paratransit trips provided	n/a	16,338	19,000	16,421	21,000
Percentage of on-time fixed-route arrivals	n/a	75%	75%	75%	80%
Percentage of on-time paratransit pick-ups	n/a	99.13%	98%	95%	98%
Number of bus passengers per service hour, cumulative	n/a	11	13	13	13
Number of bus passengers per day, average	n/a	628	809	924	800
Percentage of required paratransit pickups denied due to capacity	n/a	0.06%	0.06%	0%	0%
Completion of long range transit plan update	n/a	100%	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 1,632,885	$ 946,800	$ 1,111,967	$ 1,111,967	$ 1,237,500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,632,885	$ 946,800	$ 1,111,967	$ 1,111,967	$ 1,237,500
Capital Projects	$ 64,187	$ 87,000	$ 361,080	$ 361,080	$ 44,000
Cost Allocation	$ 46,345	$ 52,500	$ 67,500	$ 67,500	$ 68,750
Debt Service	$ -	$ -	$ 185,536	$ 185,536	$ 429,372
Interfund Transfers	$ 204,219	$ 209,444	$ 3,801,683	$ 3,801,683	$ -
Audit Adjust/Encumb	$ 105,096	$ -	$ 80,317	$ 80,317	$ -
Subtotal	$ 419,847	$ 348,944	$ 4,496,116	$ 4,496,116	$ 542,122
Fund Total	$ 2,052,732	$ 1,295,744	$ 5,608,083	$ 5,608,083	$ 1,779,622

DIVISON 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 46,345	$ 52,500	$ 67,500	$ 67,500	$ 68,750
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 46,345	$ 52,500	$ 67,500	$ 67,500	$ 68,750
Division Total	$ 46,345	$ 52,500	$ 67,500	$ 67,500	$ 68,750

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 677,698	$ 315,600	$ 301,967	$ 301,967	$ 412,500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 677,698	$ 315,600	$ 301,967	$ 301,967	$ 412,500
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 677,698	$ 315,600	$ 301,967	$ 301,967	$ 412,500

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 846,313	$ 631,200	$ 810,000	$ 810,000	$ 825,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 846,313	$ 631,200	$ 810,000	$ 810,000	$ 825,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 846,313	$ 631,200	$ 810,000	$ 810,000	$ 825,000

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 22 - FYE 26 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 64,187	$ 87,000	$ 361,080	$ 361,080	$ 44,000
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 64,187	$ 87,000	$ 361,080	$ 361,080	$ 44,000
Division Total	$ 64,187	$ 87,000	$ 361,080	$ 361,080	$ 44,000

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 1,802	$ -	$ -	$ -	$ -
Services & Maintenance	$ 2,971	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ 53,287	$ -	$ 27,300	$ 27,300	$ -
Subtotal	$ 58,060	$ -	$ 27,300	$ 27,300	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumb	$ (847)	$ -	$ -	$ -	$ -
Subtotal	$ (847)	$ -	$ -	$ -	$ -
Fund Total	$ 57,213	$ -	$ 27,300	$ 27,300	$ -

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 577	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ 27,300	$ -	$ 27,300	$ 27,300	$ -
Subtotal	$ 27,877	$ -	$ 27,300	$ 27,300	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 27,877	$ -	$ 27,300	$ 27,300	$ -

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 1,225	$ -	$ -	$ -	$ -
Services & Maintenance	$ 2,971	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ 25,987	$ -	$ -	$ -	$ -
Subtotal	$ 30,183	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 30,183	$ -	$ -	$ -	$ -

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 216,199	$ 89,901	$ 183,652	$ 183,652	$ 43,334
Supplies & Materials	$ 63,835	$ 1,000	$ 44,545	$ 44,545	$ 1,000
Services & Maintenance	$ 148,033	$ 18,500	$ 660,080	$ 660,080	$ 18,500
Internal Services	$ 2,014	$ 9,700	$ 10,000	$ 10,000	$ -
Capital Equipment	$ 73,692	$ -	$ 708,286	$ 708,286	$ -
Subtotal	$ 503,773	$ 119,101	$ 1,606,563	$ 1,606,563	$ 62,834
Capital Projects	$ (626)	$ -	$ 11,038,493	$ 11,038,493	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ -	$ -	$ -	$ -	$ -
Subtotal	$ (626)	$ -	$ 11,038,493	$ 11,038,493 #	$ -
Fund Total	$ 503,147	$ 119,101	$ 12,645,056	$ 12,645,056	$ 62,834

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,116,284	$ 1,316,466	$ 1,316,466	$ 1,316,466	$ 1,381,421
Supplies & Materials	$ 344,191	$ 330,126	$ 338,269	$ 338,269	$ 371,437
Services & Maintenance	$ 375,546	$ 293,407	$ 293,407	$ 293,407	$ 430,438
Internal Services	$ 32,125	$ 43,181	$ 43,181	$ 43,181	$ 53,330
Capital Equipment	$ 24,793	$ 131,830	$ 131,830	$ 131,830	$ 85,507
Subtotal	$ 1,892,939	$ 2,115,010	$ 2,123,153	$ 2,123,153	$ 2,322,133
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 204,219	$ 209,444	$ 209,444	$ 209,444	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ (21,693)	$ -	$ -	$ -	$ -
Subtotal	$ 182,526	$ 209,444	$ 209,444	$ 209,444	$ -
Division Total	$ 2,075,465	$ 2,324,454	$ 2,332,597	$ 2,332,597	$ 2,322,133

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 172,805	$ 161,306	$ 161,306	$ 161,306	$ 173,098
Supplies & Materials	$ 7,869	$ 6,135	$ 6,135	$ 6,135	$ 6,135
Services & Maintenance	$ 107,381	$ 142,273	$ 142,273	$ 142,273	$ 192,670
Internal Services	$ 1,571	$ 1,627	$ 1,627	$ 1,627	$ 1,848
Capital Equipment	$ 2,843	$ 1,800	$ 1,800	$ 1,800	$ -
Subtotal	$ 292,469	$ 313,141	$ 313,141	$ 313,141	$ 373,751
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 292,469	$ 313,141	$ 313,141	$ 313,141	$ 373,751

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF COURSE

GOALS:

- To grow the game of golf and create future interest in Westwood as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman citizens and citizens from across the state.
- To continue to improve the course and provide an excellent golf facility with outstanding customer service and satisfaction.
- To increase revenue by increasing regular rounds of golf played, memberships, association activity and tournament play.
- To create junior, women's and couples play.

OBJECTIVES:

- Continue to improve membership programs and promote the men's, women's and junior associations to increase customer loyalty and frequency of play by implementing current trend indicators in the golf industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, association members and all players informed by emailing notices and having greater website ability becoming more proactive to the informational needs of the golfing community.
- Promote the game of golf through our professional teaching staff that has knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	30,996	36,553	33,384	34,813	34,689
Men's & Women's Associations	27	18	32	32	33
Outside tournaments	17	37	35	42	45
Junior Academy Participants	60	85	80	85	85
Regular annual membership	6	1	2	1	1
Regular annual memb w/range	1	2	1	2	2
Regular annual memb w/cart	27	23	25	24	25
Regular annual memb w/cart & w/range	26	21	23	22	23
Senior annual membership	7	5	5	5	6
Senior annual memb w/range	0	0	0	0	0
Senior annual memb w/cart	5	3	4	4	5
Senior annual memb w/cart & w/range	2	3	2	3	3
Junior annual membership	5	1	4	2	3
Junior summer membership	2	2	3	2	3
Range only membership	1	1	2	1	1
Additional family member	11	9	12	10	12
Annual trail fee membership	1	1	1	1	1

Notes to Results Report: *Number of rounds played is affected by weather, course conditions, price and number of other available

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 five full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 434,769	$ 556,453	$ 556,453	$ 556,453	$ 606,391
Supplies & Materials	$ 91,123	$ 94,416	$ 94,416	$ 94,416	$ 135,727
Services & Maintenance	$ 100,251	$ 31,726	$ 31,726	$ 31,726	$ 117,908
Internal Services	$ 17,581	$ 17,120	$ 17,120	$ 17,120	$ 26,760
Capital Equipment	$ 21,950	$ 111,030	$ 111,030	$ 111,030	$ 85,507
Subtotal	$ 665,674	$ 810,745	$ 810,745	$ 810,745	$ 972,293
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 665,674	$ 810,745	$ 810,745	$ 810,745	$ 972,293

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 turf.
- To provide a safe working environment for Westwood staff.
- To collect customer satisfaction data by customer surveys.

OBJECTIVES:

- Provide a program for customer comments.
- Produce vigorous turf using good cultural practices, as well as an integrated pest management system.
- Conduct regular safety meetings and training sessions.
- Initiate renovation projects.
- Monitor and improve quality of turf on the golf course.
- Achieve 95% customer satisfaction level.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
golf car availability	80%	85%	100%	99.90%	100%
turf quality	8.3	8.4	8.7	8.5	8.5
customer satisfaction	**	**	4.5	5	5
satisfaction survey participation	**	**	0.10%	0.10%	0.20%

**COVID-19 related issues affected numbers due to social distancing and closures

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 392,361	$ 484,425	$ 484,425	$ 484,425	$ 484,428
Supplies & Materials	$ 89,370	$ 93,900	$ 93,900	$ 93,900	$ 93,900
Services & Maintenance	$ 146,925	$ 85,558	$ 85,558	$ 85,558	$ 86,010
Internal Services	$ 12,583	$ 23,988	$ 23,988	$ 23,988	$ 24,136
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 641,239	$ 687,871	$ 687,871	$ 687,871	$ 688,474
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 641,239	$ 687,871	$ 687,871	$ 687,871	$ 688,474

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	45,607	2,861	6,000	6,000	8,000
Number of season passes sold	2,081	5,887	6,300	6,300	7,000
Number of swim lessons sold	424	860	1,000	1,000	1,200
Total season attendance	124,044	94,000	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 116,349	$ 114,282	$ 114,282	$ 114,282	$ 117,504
Supplies & Materials	$ 148,990	$ 135,675	$ 143,818	$ 143,818	$ 135,675
Services & Maintenance	$ 11,078	$ 33,850	$ 33,850	$ 33,850	$ 33,850
Internal Services	$ 390	$ 446	$ 446	$ 446	$ 586
Capital Equipment	$ -	$ 19,000	$ 19,000	$ 19,000	$ -
Subtotal	$ 276,807	$ 303,253	$ 311,396	$ 311,396	$ 287,615
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 276,807	$ 303,253	$ 311,396	$ 311,396	$ 287,615

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Projected Profit	$41,379	$27,370	$30,000	$30,000	$30,000
Pool Concession Revenue	$127,066	$123,105	$12,800	$128,000	$130,000
Golf Restaurant Revenue	$90,943	$102,669	$104,000	$104,000	$106,000
Alcohol Sales	$40,870	$46,170	$48,000	$48,000	$50,000

DIVISION SUMMARY

29930149 - WESTWOOD / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Westwood Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 204,219	$ 209,444	$ 209,444	$ 209,444	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 204,219	$ 209,444	$ 209,444	$ 209,444	$ -
Division Total	$ 204,219	$ 209,444	$ 209,444	$ 209,444	$ -







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

152 EMPLOYEES

Utilities Engineer (1)
Capital Projects Engineer (2)
GIS Utilities Analyst (1)
GIS Utilities Technician (1)

UTILITIES DIRECTOR (1)

Administrative Technician IV (1)

ENVIRONMENTAL (6)
Environmental & Sust. Manager (1)
Hazardous Waste Facility Coordinator (1)
Cross Connection Program Coord. (1)
Assistant (1)
Pollution Prevention Specialist (1)
Administrative Technician II PPT (1)

SANITATION (54)
Solid Waste Manager (1)
Administrative Technician III (2)
Administrative Technician II (1)

Utilities Supervisor (1)
Commercial Collection
Sanitation Worker II (11)
Container Repair Shop
Container Repair Asst. (1)

Utilities Supervisor (1)
Transfer Station
Transfer Station Attendant (1)
Heavy Equipment Operator (6)
Compost Facility
Heavy Equipment Operator (2)
Compost Facility Attendant (1)
Recycling
Recycling Operator (3)

Residential Collection
Utilities Supervisor (1)
Sanitation Worker II (9)
Sanitation Worker I (1)
Greenwaste Collection
Sanitation Worker II (6)
Sanitation Worker I (6)

WATER RECLAMATION (20)
Plant Manager (1)
Utilities Supervisor (1)
Administrative Technician III (1)

Laboratory
Lab Manager (1)
Lab Technician (2)

Bio-Solids
Heavy Equipment Operator (3)

Operations & Maintenance
Crew Chief (1)
Plant Mechanic (1)
Maintenance Worker II (1)
Maintenance Worker I (1)
Plant Operator B (2)
Plant Operator C (4)
PT Custodian (1)

WATER TREATMENT (16)
Plant Manager (1)
Utilities Supervisor (1)
Administrative Technician III (1)

Laboratory
Lab Manager (1)
Lab Technician (1)
PT Lab Intern (1)

Plant Operations
Water Plant Specialist (1)
Plant Operator A (1)
Plant Operator C (2)
Plant Operator D (3)
Plant Op./Maint. Tech (1)
Maintenance Worker I (1)

LINE MAINTENANCE (49)
Manager (1)
Administrative Technician III (2)

Water Line Maintenance
Water Line Maint. Supervisor (1)
Crew Chief (4)
Heavy Equipment Operators (5)
Maintenance Worker II (9)
Maintenance Worker I (5)
Specialist (1)
Utilities Inspector (.25)

Sewer Line Maintenance
Sewer Line Maint.Supervisor (1)
Crew Chief (2)
Heavy Equipment Operators (4)
Maintenance Worker II (10)
Maintenance Worker I (2)
Specialist (1)
Utilities Inspector (.75)

DEPARTMENT SUMMARY

TOTAL UTILITIES DEPARTMENT

MISSION:

Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	146	149	149	149	149
Part-time Positions	3	3	3	3	3
Total Budgeted Positions	149	152	152	152	152

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 12,570,071	$ 12,785,597	$ 12,785,597	$ 12,785,597	$ 12,961,285
Supplies & Materials	$ 4,347,117	$ 4,681,912	$ 4,765,498	$ 4,765,498	$ 5,431,954
Services & Maintenance	$ 7,538,910	$ 8,166,071	$ 8,047,985	$ 8,047,985	$ 9,078,405
Internal Services	$ 983,101	$ 1,246,937	$ 1,246,937	$ 1,246,937	$ 1,385,149
Capital Equipment	$ 2,449,355	$ 5,224,579	$ 5,259,379	$ 5,259,379	$ 4,008,403
Subtotal	$ 27,888,554	$ 32,105,096	$ 32,105,396	$ 32,105,396	$ 32,865,196
Capital Projects	$ 18,167,946	$ 19,015,701	$ 70,340,726	$ 70,340,726	$ 12,570,425
Cost Allocation	$ 5,735,011	$ 5,637,654	$ 5,637,654	$ 5,637,654	$ 6,016,533
Debt Service	$ 9,824,195	$ 9,732,282	$ 9,732,282	$ 9,732,282	$ 9,634,890
Interfund Transfers	$ 2,240,566	$ 1,854,254	$ 2,439,254	$ 2,439,254	$ 1,750,069
Audit Adjust/Encumbrances	$ 2,985,848	$ -	$ -	$ -	$ -
Subtotal	$ 38,953,566	$ 36,239,891	$ 88,149,916	$ 88,149,916	$ 29,971,917
Department Total	$ 66,842,120	$ 68,344,987	$ 120,255,312	$ 120,255,312	$ 62,837,113

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITIES DEPARTMENT

GOALS:

- Protect the environment and provide a cleaner, greener Norman for our customers.
- Improve services and minimize costs for our water, water reclamation and sanitation customers through long-term planning, proper maintenance of our systems, proper contract and compliance management, by increasing employee knowledge through training and implementing new technologies where practical and cost effective.
- Increase knowledge of the general public regarding the capabilities of our utility systems and our need to maintain compliance with existing and proposed regulatory requirements.
- Provide a safe workplace for our staff, our contractors, and the general public by minimizing safety related accidents and associated costs.

OBJECTIVES:

- Protect the Environment**:**

1. 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
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.	100%	99%	90%	98%	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%	100%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt.	98%	95%	90%	100%	95%
Reduce outside design consultant use by completing 3 projects in-house. Completeness measured by readiness to bid project.	2	3	3	2	3

Notes to Results Report:
OSHA – Occupational Safety & Health Administration
CIP – Capital Improvement Projects

FUND SUMMARY

TOTAL SANITATION FUND (33)

MISSION:

The mission of the Sanitation Division is to ensure quality sanitation services to the citizens and businesses in the City of Norman. The Sanitation Division is committed to keeping the City of Norman clean and environmentally safe for the citizens of Norman.

DESCRIPTION:

The Sanitation Division's primary responsibility is to collect all municipal solid waste and to dispose of or recycle in compliance with Federal and State regulations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	52	55	55	55	54
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	52	55	55	55	54

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 4,802,569	$ 4,601,713	$ 4,601,713	$ 4,601,713	$ 4,613,621
Supplies & Materials	$ 917,822	$ 1,094,725	$ 1,094,725	$ 1,094,725	$ 1,532,596
Services & Maintenance	$ 4,029,708	$ 4,111,357	$ 4,117,357	$ 4,117,357	$ 4,239,502
Internal Services	$ 635,438	$ 807,362	$ 807,362	$ 807,362	$ 902,831
Capital Equipment	$ 1,756,125	$ 4,060,629	$ 4,054,629	$ 4,054,629	$ 3,500,038
Subtotal	$ 12,141,662	$ 14,675,786	$ 14,675,786	$ 14,675,786	$ 14,788,588
Capital Projects	$ 1,806,088	$ 1,170,000	$ 4,498,135	$ 4,498,135	$ 1,193,000
Cost Allocations	$ 1,539,883	$ 1,578,214	$ 1,578,214	$ 1,578,214	$ 1,843,673
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 150,832	$ -	$ 540,000	$ 540,000	$ -
Audit Adjust/Encumbrances	$ 98,856	$ -	$ -	$ -	$ -
Subtotal	$ 3,595,659	$ 2,748,214	$ 6,616,349	$ 6,616,349	$ 3,036,673
Fund Total	$ 15,737,321	$ 17,424,000	$ 21,292,135	$ 21,292,135	$ 17,825,261

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 to service to the community; to 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 for the next 30+ years.

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. The sanitation division is keeping long term mentality that insures 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 buit to grow with the City.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 374,795	$ 367,915	$ 367,915	$ 367,915	$ 383,737
Supplies & Materials	$ 7,453	$ 22,738	$ 22,738	$ 22,738	$ 21,570
Services & Maintenance	$ 77,910	$ 79,174	$ 79,174	$ 79,174	$ 80,940
Internal Services	$ 15,408	$ 14,650	$ 14,650	$ 14,650	$ 23,747
Capital Equipment	$ 1,951	$ 5,400	$ 5,400	$ 5,400	$ -
Subtotal	$ 477,517	$ 489,877	$ 489,877	$ 489,877	$ 509,994
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 67,064	$ 67,774	$ 67,774	$ 67,774	$ 70,852
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 150,832	$ -	$ 540,000	$ 540,000	$ -
Subtotal	$ 217,896	$ 67,774	$ 607,774	$ 607,774	$ 70,852
Division Total	$ 695,413	$ 557,651	$ 1,097,651	$ 1,097,651	$ 580,846

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Total Sanitation accounts (residential and commercial)	43,980	42,763	44,000	44,000	45,000
Total tons MSW collected (residential, recycle, commercial, and private businesses)	82,881	108,224	110,000	120,000	125,000
Total annual disposal	$2,052,267	$2,212,852	$2,270,000	$2,640,000	$2,750,000
Total vehicle accidents	13	8	6	6	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	12	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	13	13	13	13

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,033,111	$ 1,068,463	$ 1,068,463	$ 1,068,463	$ 997,126
Supplies & Materials	$ 208,919	$ 268,508	$ 268,508	$ 268,508	$ 323,398
Services & Maintenance	$ 19,206	$ 18,052	$ 24,052	$ 24,052	$ 13,042
Internal Services	$ 153,326	$ 186,789	$ 186,789	$ 186,789	$ 210,581
Capital Equipment	$ 362,156	$ 1,084,455	$ 1,084,455	$ 1,084,455	$ 1,420,001
Subtotal	$ 1,776,718	$ 2,626,267	$ 2,632,267	$ 2,632,267	$ 2,964,148
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 265,364	$ 270,794	$ 270,794	$ 270,794	$ 283,097
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 265,364	$ 270,794	$ 270,794	$ 270,794	$ 283,097
Division Total	$ 2,042,082	$ 2,897,061	$ 2,903,061	$ 2,903,061	$ 3,247,245

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMMERCIAL COLLECTION

GOALS:

To provide a safe, effective and efficient collectin system for Commercial Solid waste. By dividing the increasing customer base into manageable routes to provide timely customer service, and maintain and improve the appearance of the city.

OBJECTIVES:

To improve the high level of customer service we are providing employees and customer education, on spring and fall clean-up events, vehicle accident and personal injury prevention training, continued monitoring of customer base so as to provide effective and efficient commercial solid waste.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,565	2,652	2,604	2,604	2,753
Annual tons collected	45,205	44,803	47,000	47,650	48,000
Annual disposal cost	$862,671	$940,863	$960,680	$994,935	$970,680
Chargeable vehicle accidents	3	4	0	2	2
Percent of hours lost to OJI's	1.30%	2.00%	1%	1.50%	1.75%

Notes to Results Report:
OJI-on the job injuries

DIVISION SUMMARY

33955165 SANITATION / COMPOST OPERATIONS

MISSION:

Provide quality compost in volumes that are sustainable for as close to year round as possible. Operate in a safe manner with no lost time due to accidents. Provide coureous service. Offset as much landfill colume 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. Diversion from the landfill as many tons as our space will allow.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 336,273	$ 253,409	$ 253,409	$ 253,409	$ 266,457
Supplies & Materials	$ 51,237	$ 63,051	$ 63,051	$ 63,051	$ 143,579
Services & Maintenance	$ 184,966	$ 10,752	$ 30,752	$ 30,752	$ 13,161
Internal Services	$ 23,884	$ 42,547	$ 42,547	$ 42,547	$ 73,640
Capital Equipment	$ 11,695	$ 817,599	$ 817,599	$ 817,599	$ 355,200
Subtotal	$ 608,055	$ 1,187,358	$ 1,207,358	$ 1,207,358	$ 852,037
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 133,082	$ 156,445	$ 156,445	$ 156,445	$ 357,304
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 133,082	$ 156,445	$ 156,445	$ 156,445	$ 357,304
Division Total	$ 741,137	$ 1,343,803	$ 1,363,803	$ 1,363,803	$ 1,209,341

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 14,000 cubic yards of 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	28,007	88,513	29,000	25,000	30,000
vs.					
Compost/mulch generated (tons)	12,069	22,569	15,000	18,000	18,000
Savings from landfill (cost avoidance)	$602,150	$1,848,155	$605,520	$525,000	$640,000
Revenue from sale of Mulch	$23,920	$14,190	$165,000	$155,000	$180,000
Length of time to mature compost (in months)	3.5	3.5	12	11.5	12

Notes to Results Report:
ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

33950171 SANITATION / FLEET 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 the interfund transfer from the Sanitation Fund to the General Fund was made for the Salary and Benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division. In FYE 14 the Fleet Auto Parts Assistant was reclassed 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 93,692	$ 94,095	$ 94,095	$ 94,095	$ 98,404
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 93,692	$ 94,095	$ 94,095	$ 94,095	$ 98,404
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 93,692	$ 94,095	$ 94,095	$ 94,095	$ 98,404

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.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential yard waste inside the city, and also once a week curbside collection of residential yard waste in the rural areas of the City of Norman.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 786,409	$ 762,217	$ 762,217	$ 762,217	$ 820,566
Supplies & Materials	$ 90,428	$ 120,489	$ 120,489	$ 120,489	$ 142,849
Services & Maintenance	$ 169,602	$ 188,150	$ 188,150	$ 188,150	$ 224,003
Internal Services	$ 60,946	$ 80,760	$ 80,760	$ 80,760	$ 82,935
Capital Equipment	$ 159,282	$ 911,700	$ 911,700	$ 911,700	$ -
Subtotal	$ 1,266,667	$ 2,063,316	$ 2,063,316	$ 2,063,316	$ 1,270,353
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 562,732	$ 568,728	$ 568,728	$ 568,728	$ 594,567
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 562,732	$ 568,728	$ 568,728	$ 568,728	$ 594,567
Division Total	$ 1,829,399	$ 2,632,044	$ 2,632,044	$ 2,632,044	$ 1,864,920

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	41,373	41,110	43,230	42,600	43,230
Annual tons collected	4,860	4,059	5,300	4,684	5,300
Saving from landfill (cost avoidance)	$98,706	$84,751	$108,332	$97,818	$108,332
Percent hours lost to OJI (hours lost/total hours worked)	5%	5%	1%	2%	2%
Chargeable vehicle accidents per year	1	1	0	1	1
Reduce average number of complaints per route per year	30	30	0	20	20
Average number of households per route per day	919	919	725	742	763

Notes to Results Report:
OJI – On-the-Job Injury

DIVISION SUMMARY

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 projcets in waste reduction, reuse, recycling and disposal.

DESCRIPTION:

The Recycling Department of the Sanitation Division collects recyclables from local businesses and recycles centers placed throughout the city. The Recycling Department oversees a private contractor that collects our resident's recyclables at the curb. The Recycling Department holds said contactor to the same standard of services our residents have come to expect from our Sanitation Division.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 273,551	$ 254,239	$ 254,239	$ 254,239	$ 255,735
Supplies & Materials	$ 53,630	$ 45,832	$ 45,832	$ 45,832	$ 72,525
Services & Maintenance	$ 1,137,007	$ 1,564,150	$ 1,564,150	$ 1,564,150	$ 1,564,150
Internal Services	$ 28,430	$ 38,038	$ 38,038	$ 38,038	$ 45,469
Capital Equipment	$ 55,475	$ 57,125	$ 57,125	$ 57,125	$ 68,087
Subtotal	$ 1,548,093	$ 1,959,384	$ 1,959,384	$ 1,959,384	$ 2,005,966
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 44,507	$ 44,983	$ 44,983	$ 44,983	$ 47,025
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 44,507	$ 44,983	$ 44,983	$ 44,983	$ 47,025
Division Total	$ 1,592,600	$ 2,004,367	$ 2,004,367	$ 2,004,367	$ 2,052,991

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RECYCLING OPERATION

GOALS:

- To maintain a recycling program that is convienient to the citizens of Norman
- To operate a recycling program that is cost effective
- To promote reuse of recycled materials
- Toensure 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables (drop centers)	$ 42,941	$ 93,916	$ 52,000	$ 26,900	$ 55,000
Total tons of waste recycled(curbside)	2,134	2,178	2,150	2,150	2,200
Collect the following quantities (tons) of recyclable materials: (drop centers)					
aluminum	9	11	9	13	13
plastics	108	92	107	88	95
steel cans	20	21	22	99	22
mixed glass	155	303	120	186	350
metal	40	49	51	49	55
wood	22	58	45	46	60
mixed paper	375	302	390	177	350
cardboard	1,404	1,340	1,405	1,492	1,255
recycling center totals	2,134	2,178	2,150	2,150	2,200
Savings of landfill cost avoidance	$43,335	$45,483	$46,160	$46,160	$48,576
Collection of the following quantities (tons) of recyclable material (curbside recycling)					
Total tons of waste recycled	3,909	3,304	3,755	2,789	3,752
glass	803	647	800	412	667
aluminum	68	64	65	80	68
steel cans	89	80	90	88	83
plastics # pet	221	188	200	167	194
cardboard/occ	615	597	600	828	910
mixed paper	2,112	1,726	2,000	1,214	1,830
recycling totals	3,909	3,304	3,755	2,789	3,752
Savings of landfill cost avoidance	$79,391	$68,987	$80,620	$59,880	$82,844
recycling contamination rate-					

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. The Sanitation Division collects household junk twice per year, at no charge to the residents, during spring and fall cleanups.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	11	12	12	12	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	12	12	12	11

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,078,997	$ 1,026,267	$ 1,026,267	$ 1,026,267	$ 968,042
Supplies & Materials	$ 227,996	$ 266,642	$ 266,642	$ 266,642	$ 327,193
Services & Maintenance	$ 14,507	$ 25,694	$ 25,694	$ 25,694	$ 13,144
Internal Services	$ 245,572	$ 286,182	$ 286,182	$ 286,182	$ 284,378
Capital Equipment	$ 567,138	$ 535,750	$ 535,750	$ 535,750	$ 1,059,350
Subtotal	$ 2,134,210	$ 2,140,535	$ 2,140,535	$ 2,140,535	$ 2,652,107
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 333,169	$ 334,096	$ 334,096	$ 334,096	$ 349,279
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 333,169	$ 334,096	$ 334,096	$ 334,096	$ 349,279
Division Total	$ 2,467,379	$ 2,474,631	$ 2,474,631	$ 2,474,631	$ 3,001,386

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RESIDENTIAL COLLECTION

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	41,373	41,110	43,230	43,230	44,150
Annual tons collected	32,815	39,100	34,414	45,018	46,368
Annual disposal cost	$648,096	$794,121	$695,850	$939,975	$968,163
Percent hours lost to OJI (hours lost/total hours worked)	3.5%	3.5%	0%	3%	3%
Chargeable vehicle accidents per year	3	3	0	3	3
Reduce average number of complaints per route per year	30	30	30	40	30
Average number of households per route per day	919	965	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 74,776	$ 67,528	$ 67,528	$ 67,528	$ 77,316
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 74,776	$ 67,528	$ 67,528	$ 67,528	$ 77,316
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 74,776	$ 67,528	$ 67,528	$ 67,528	$ 77,316

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 all 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 779,129	$ 707,580	$ 707,580	$ 707,580	$ 746,238
Supplies & Materials	$ 249,152	$ 307,465	$ 307,465	$ 307,465	$ 501,482
Services & Maintenance	$ 2,423,571	$ 2,225,385	$ 2,205,385	$ 2,205,385	$ 2,331,062
Internal Services	$ 107,874	$ 158,396	$ 158,396	$ 158,396	$ 182,081
Capital Equipment	$ 171,819	$ 648,600	$ 642,600	$ 642,600	$ 597,400
Subtotal	$ 3,731,545	$ 4,047,426	$ 4,021,426	$ 4,021,426	$ 4,358,263
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 133,965	$ 135,394	$ 135,394	$ 135,394	$ 141,549
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 133,965	$ 135,394	$ 135,394	$ 135,394	$ 141,549
Division Total	$ 3,865,510	$ 4,182,820	$ 4,156,820	$ 4,156,820	$ 4,499,812

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	104,224	108,954	110,000	120,000	125,000
Disposal Cost	$2,165,167	$2,212,852	$2,270,000	$2,640,000	$2,750,000
Quantity of municipal solid waste received at transfer station outside of route collections	26,204	26,900	26,000	33,000	35,000
Miles driven per year (transport trucks)	207,500	207,500	210,000	211,000	212,000
Tons of household waste disposed of during spring & fall cleanup	1,214	2,407	1,800	2,400	2,600

*Seasonally adjusted forecast

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

Our goal is to invest in ifrastrucutre that will provide low cost solid waste management for the next 30+ years.

DESCRIPTION:

The Sanitation Division is keeping long term mentality that insures 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 1,679,058	$ 1,170,000	$ 4,498,135	$ 4,498,135	$ 1,193,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,679,058	$ 1,170,000	$ 4,498,135	$ 4,498,135	$ 1,193,000
Division Total	$ 1,679,058	$ 1,170,000	$ 4,498,135	$ 4,498,135	$ 1,193,000

FUND SUMMARY

TOTAL WATER RECLAMATION FUND (32)

MISSION:

The mission of the Water Reclamation Division is to transport and treat all wastewater, received into the City's sewer system, to a sufficient quality that no negative environmental impact will occur to the South Canadian River and agricultural application site.

DESCRIPTION:

The Water Reclamation Division's responsibility is to transport and treat all wastewater discharged into the City of Norman's sewer system, to a sufficient quality before discharging it into the South Canadian River. In FYE 02, the Water Reclamation Fund reorganized into 5 separate cost centers. 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.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	42	42	42	42	44
Part-time Positions	2	2	2	2	2
Total Budgeted Positions	44	44	44	44	46

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 3,411,547	$ 3,526,205	$ 3,526,205	$ 3,526,205	$ 3,862,370
Supplies & Materials	$ 686,097	$ 582,178	$ 678,464	$ 678,464	$ 796,397
Services & Maintenance	$ 1,080,924	$ 1,379,026	$ 1,242,240	$ 1,242,240	$ 1,773,185
Internal Services	$ 166,666	$ 201,264	$ 201,264	$ 201,264	$ 234,514
Capital Equipment	$ 407,153	$ 615,850	$ 656,650	$ 656,650	$ 260,686
Subtotal	$ 5,752,387	$ 6,304,523	$ 6,304,823	$ 6,304,823	$ 6,927,152
Capital Projects	$ 2,831,497	$ 3,670,000	$ 10,751,986	$ 10,751,986	$ 3,334,025
Cost Allocations	$ 2,157,297	$ 1,978,169	$ 1,978,169	$ 1,978,169	$ 1,931,946
Debt Service	$ 2,256,043	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,257,294
Interfund Transfers	$ 697,581	$ 625,754	$ 625,754	$ 625,754	$ 638,269
Audit Adjust/Encumbrances	$ 95,324	$ -	$ -	$ -	$ -
Subtotal	$ 8,037,742	$ 8,531,217	$ 15,613,203	$ 15,613,203	$ 8,161,534
Fund Total	$ 13,790,129	$ 14,835,740	$ 21,918,026	$ 21,918,026	$ 15,088,686

DIVISON 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 415,215	$ 425,635	$ 425,635	$ 425,635	$ 441,206
Supplies & Materials	$ 4,528	$ 11,294	$ 12,094	$ 12,094	$ 11,548
Services & Maintenance	$ 17,915	$ 70,182	$ 69,382	$ 69,382	$ 70,082
Internal Services	$ 6,455	$ 7,647	$ 7,647	$ 7,647	$ 10,045
Capital Equipment	$ 22,664	$ 33,600	$ 33,600	$ 33,600	$ -
Subtotal	$ 466,777	$ 548,358	$ 548,358	$ 548,358	$ 532,881
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 665,911	$ 553,007	$ 553,007	$ 553,007	$ 492,646
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 665,911	$ 553,007	$ 553,007	$ 553,007	$ 492,646
Division Total	$ 1,132,688	$ 1,101,365	$ 1,101,365	$ 1,101,365	$ 1,025,527

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ADMINISTRATION

GOALS:

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory analysis.

OBJECTIVES:

- Improve energy conservation through enhanced operator and maintenance input.
- Continue providing safety training for all staff members.
- Provide training for operators and maintenance staff for license upgrades.
- Facilitate cross-training by giving employees time to cross-train in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	100%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	8	8	12	12	12
Employees cross-trained	2	2	2	2	2

DIVISON SUMMARY

32955145 WATER RECLAMATION / BIO-SOLIDS

MISSION:

To transport environmentall 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 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 consist of 3 heavy equipment operators.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 278,987	$ 264,731	$ 264,731	$ 264,731	$ 284,459
Supplies & Materials	$ 284,118	$ 217,020	$ 257,359	$ 257,359	$ 217,911
Services & Maintenance	$ 49,267	$ 204,959	$ 68,920	$ 68,920	$ 204,859
Internal Services	$ 14,148	$ 14,572	$ 14,572	$ 14,572	$ 14,045
Capital Equipment	$ -	$ 159,565	$ 199,265	$ 199,265	$ -
Subtotal	$ 626,520	$ 860,847	$ 804,847	$ 804,847	$ 721,274
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 86,728	$ 83,727	$ 83,727	$ 83,727	$ 87,114
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 86,728	$ 83,727	$ 83,727	$ 83,727	$ 87,114
Division Total	$ 713,248	$ 944,574	$ 888,574	$ 888,574	$ 808,388

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / BIO-SOLIDS

GOALS:

- Comply with all Environmental Protection Agency's and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of formal and informal training.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Maintain consistent TWAS of 5% or less and thickening centrate of less than 100 mg/l.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
Number of training hours per employee	18	16	18	16	18
Thickened waste activated sludge percent total solids	5%	4.9%	5%	5.1%	5%
Thickening centrifuge centrate concentration in mg/l	87	126	100	111	100

Notes to Results Report:
*Mainly due to centrifuge training
**New Thickening Equipment Online

DIVISON 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 38,640	$ 39,062	$ 39,062	$ 39,062	$ 41,073
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 38,640	$ 39,062	$ 39,062	$ 39,062	$ 41,073
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 38,640	$ 39,062	$ 39,062	$ 39,062	$ 41,073

DIVISON SUMMARY

32955343 WATER RECLAMATION / ENVIRONMENTAL SERVICES

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 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 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 connuminty's resources.
- To provide a safe and reliable place for residents to reuse, recycle and/or dispose of household hazardous materials.
- Act as the Utilities Department representative on environmental issues.

DESCRIPTION:

The Environmental Services Division provides support to various City Departments and Divisions by monitoring and controlling pollutants from businesses that could cause harm to employees, residents, environment and City property and by helping them maintain compliance with environemental permits and requirements, as well as providing support and advice in the adoption of environmental and conservatorial activities, plans and programs. This support is accomplished though programs such as the Industrial Pretreatment Program, the Fats, Oil, and Grease program, the Backflow Prevention 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 envirionmental 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	5
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	4	4	4	4	6

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 389,632	$ 345,837	$ 345,837	$ 345,837	$ 504,886
Supplies & Materials	$ 5,401	$ 13,724	$ 14,024	$ 14,024	$ 110,046
Services & Maintenance	$ 51,034	$ 170,035	$ 170,035	$ 170,035	$ 403,184
Internal Services	$ 6,918	$ 9,112	$ 9,112	$ 9,112	$ 13,000
Capital Equipment	$ -	$ -	$ -	$ -	$ 6,000
Subtotal	$ 452,985	$ 538,708	$ 539,008	$ 539,008	$ 1,037,116
Cost Allocations	$ 188,212	$ 174,402	$ 174,402	$ 174,402	$ 180,947
Subtotal	$ 188,212	$ 174,402	$ 174,402	$ 174,402	$ 180,947
Division Total	$ 641,197	$ 713,110	$ 713,410	$ 713,410	$ 1,218,063

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ENVIRONMENTAL SERVICES

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 environemnt from pollution
- To educate businesses and the community on environemntal 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 Pretreatement, to other division/departments.
- Develop new programs and measures to meet emerging and future needs of division.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Industrial users who have achieved compliance with all of the significant requirements of the industrial pretreatment program	71%	88%	100%	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%
Revenue collected	$174,756	$111,261	$100,000	$125,000	$100,000

Notes to Results Report:
CFR – Code of Federal Regulations
OPDES – Oklahoma Pollutant Discharge Elimination System
POTW – Publicly Owned Treatment Works

DIVISON 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.

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 alalyses including metals, bio-monitoring and other parameters as deemed necessary.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 217,378	$ 248,555	$ 248,555	$ 248,555	$ 261,860
Supplies & Materials	$ 34,112	$ 30,800	$ 47,573	$ 47,573	$ 30,800
Services & Maintenance	$ 17,223	$ 26,290	$ 17,517	$ 17,517	$ 26,290
Internal Services	$ 29	$ 31	$ 31	$ 31	$ 60
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 268,742	$ 305,676	$ 313,676	$ 313,676	$ 319,010
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 104,229	$ 105,166	$ 105,166	$ 105,166	$ 109,602
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 104,229	$ 105,166	$ 105,166	$ 105,166	$ 109,602
Division Total	$ 372,971	$ 410,842	$ 418,842	$ 418,842	$ 428,612

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Number of deficiencies on ODEQ annual inspections	0	0	0	2	0
Percent compliance with QC standards	100%	100%	100%	100%	100%

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 4 shift operators. Their main focus is to assure the treatment processes are performing as designed. Maintenace staff consist of a crew chief, a plant mechanic, a maintenance worker II, a maintenance worker I, and 2 maintenance operators. Maintenance staff maintain the treatment equipment to design standards as well as other duties.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 761,067	$ 803,906	$ 803,906	$ 803,906	$ 830,035
Supplies & Materials	$ 196,922	$ 168,509	$ 206,583	$ 206,583	$ 216,855
Services & Maintenance	$ 601,473	$ 545,126	$ 553,952	$ 553,952	$ 640,294
Internal Services	$ 22,276	$ 24,380	$ 24,380	$ 24,380	$ 32,995
Capital Equipment	$ 112,190	$ 232,500	$ 233,600	$ 233,600	$ 185,000
Subtotal	$ 1,693,928	$ 1,774,421	$ 1,822,421	$ 1,822,421	$ 1,905,179
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 247,385	$ 251,816	$ 251,816	$ 251,816	$ 263,146
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 247,385	$ 251,816	$ 251,816	$ 251,816	$ 263,146
Division Total	$ 1,941,313	$ 2,026,237	$ 2,074,237	$ 2,074,237	$ 2,168,325

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters	100%	98.8%*	100%	97.6%**	100%
Number of training hours per employee	24	***16	24	***16	20
Standard Operating Procedures on file	24	20	24	27	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 two violations being reported

***Covid restrictions limited training abilities

DIVISION SUMMARY

32955252 WATER RECLAMATION / SEWER LINE MAINTENANCE

MISSION:

To safely transport wastewater from the community and commerce to the water reclamation facility. The wastewater collection systen 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 500.8 miles of gravity mains, 13 miles of force mains, 4.7 miles of service laterals, 12,191 manholes, and 13 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	20

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,258,574	$ 1,330,951	$ 1,330,951	$ 1,330,951	$ 1,421,535
Supplies & Materials	$ 139,053	$ 140,831	$ 140,831	$ 140,831	$ 209,237
Services & Maintenance	$ 263,407	$ 362,434	$ 362,434	$ 362,434	$ 428,476
Internal Services	$ 116,839	$ 145,522	$ 145,522	$ 145,522	$ 164,369
Capital Equipment	$ 25,662	$ 190,185	$ 190,185	$ 190,185	$ 69,686
Subtotal	$ 1,803,535	$ 2,169,923	$ 2,169,923	$ 2,169,923	$ 2,293,303
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 864,832	$ 810,051	$ 810,051	$ 810,051	$ 798,491
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 864,832	$ 810,051	$ 810,051	$ 810,051	$ 798,491
Division Total	$ 2,668,367	$ 2,979,974	$ 2,979,974	$ 2,979,974	$ 3,091,794

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 75% of 12" and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,500,000 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
- Acoustially survey 150,000 feet of sewer main.
- Respond to 95% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	0	0	0	0
Response to citizen calls (minutes)	24	24	45	25	45
% hours lost due to OJI per 1,000 hours worked	0	0	0	0.032	0
Feet of sewer line cleaned	1,049,805	1,170,963	1,800,000	1,409,042	1,500,000
Feet of sewer line roots mechanically removed	44,413	64,648	60,000	39,894	60,000
Feet of sewer pipe treated for roots	81,182	81,695	84,000	74,476	100,000
Feet of sewer pipe CCTV inspected	262,833	266,970	350,000	74,476	350,000
Feet of sewer pipe acoustically surveyed	126,205	112,739	150,000	50,000	150,000
Lift station preventive maintenance hours	1,855	1,650	1,800	1,108	1,400
Safety training per employee per year	12	12	12	12	12
Number of locates completed	2,900	3,220	4,000	3,070	3,500
Number of service requests responded to	271	287	300	200	300
Number of sanitary sewer overflows	20	12	15	18	15
City side	7	6	5	6	5
Private side	13	6	10	12	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 52,054	$ 67,528	$ 67,528	$ 67,528	$ 77,316
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 52,054	$ 67,528	$ 67,528	$ 67,528	$ 77,316
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 52,054	$ 67,528	$ 67,528	$ 67,528	$ 77,316

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 23 - FYE 27 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 2,831,497	$ 3,670,000	$ 10,751,986	$ 10,751,986	$ 3,334,025
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,831,497	$ 3,670,000	$ 10,751,986	$ 10,751,986	$ 3,334,025
Division Total	$ 2,831,497	$ 3,670,000	$ 10,751,986	$ 10,751,986	$ 3,334,025

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 2,256,043	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,257,294
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,256,043	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,257,294
Division Total	$ 2,256,043	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,257,294

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 70,069	$ 73,971	$ 73,971	$ 73,971	$ 76,975
Supplies & Materials	$ 2,169	$ 2,625	$ 2,625	$ 2,625	$ 2,766
Services & Maintenance	$ 2,991	$ 4,825	$ 4,825	$ 4,825	$ 4,775
Internal Services	$ -	$ 800	$ 800	$ 800	$ 868
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 75,229	$ 82,221	$ 82,221	$ 82,221	$ 85,384
Capital Projects	$ 2,419,174	$ 2,800,000	$ 13,169,976	$ 13,169,976	$ 2,480,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ - #	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,419,174	$ 2,800,000	$ 13,169,976	$ 13,169,976	$ 2,480,000
Fund Total	$ 2,494,403	$ 2,882,221	$ 13,252,197	$ 13,252,197	$ 2,565,384

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 70,069	$ 73,971	$ 73,971	$ 73,971	$ 76,975
Supplies & Materials	$ 2,169	$ 2,625	$ 2,625	$ 2,625	$ 2,766
Services & Maintenance	$ 2,991	$ 4,825	$ 4,825	$ 4,825	$ 4,775
Internal Services	$ -	$ 800	$ 800	$ 800	$ 868
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 75,229	$ 82,221	$ 82,221	$ 82,221	$ 85,384
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 75,229	$ 82,221	$ 82,221	$ 82,221	$ 85,384

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	99%	99%	90%	97%	95%
Respond to public requests for information within 4 working hours – 90% of the time	100%	100%	90%	95%	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 23 – FYE 27 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 2,419,174	$ 2,800,000	$ 13,169,976	$ 13,169,976	$ 2,480,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,419,174	$ 2,800,000	$ 13,169,976	$ 13,169,976	$ 2,480,000
Division Total	$ 2,419,174	$ 2,800,000	$ 13,169,976	$ 13,169,976	$ 2,480,000

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ 105,000	$ 1,832,325	$ 1,832,325	$ 840,000
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 1,898,140	$ 1,903,141	$ 1,903,141	$ 1,903,141	$ 1,903,141
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,898,140	$ 2,008,141	$ 3,735,466	$ 3,735,466	$ 2,743,141
Fund Total	$ 1,898,140	$ 2,008,141	$ 3,735,466	$ 3,735,466	$ 2,743,141

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	51	51	51	51	50
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	52	52	52	52	51

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 4,285,886	$ 4,583,708	$ 4,583,708	$ 4,583,708	$ 4,408,319
Supplies & Materials	$ 2,741,029	$ 3,002,384	$ 2,989,684	$ 2,989,684	$ 3,100,195
Services & Maintenance	$ 2,425,287	$ 2,670,863	$ 2,683,563	$ 2,683,563	$ 3,060,943
Internal Services	$ 180,997	$ 237,511	$ 237,511	$ 237,511	$ 246,936
Capital Equipment	$ 286,077	$ 548,100	$ 548,100	$ 548,100	$ 247,679
Subtotal	$ 9,919,276	$ 11,042,566	$ 11,042,566	$ 11,042,566	$ 11,064,072
Capital Projects	$ 11,111,187	$ 11,270,701	$ 40,088,304	$ 40,088,304	$ 4,723,400
Cost Allocations	$ 2,037,831	$ 2,081,271	$ 2,081,271	$ 2,081,271	$ 2,240,914
Debt Service	$ 5,670,012	$ 5,571,847	$ 5,571,847	$ 5,571,847	$ 5,474,455
Interfund Transfers	$ 1,392,153	$ 1,228,500	$ 1,273,500	$ 1,273,500	$ 1,111,800
Audit Adjust/Encumbrances	$ 2,791,668	$ -	$ -	$ -	$ -
Subtotal	$ 23,002,851	$ 20,152,319	$ 49,014,922	$ 49,014,922	$ 13,550,569
Fund Total	$ 32,922,127	$ 31,194,885	$ 60,057,488	$ 60,057,488	$ 24,614,641

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 679,594	$ 670,461	$ 670,461	$ 670,461	$ 703,402
Supplies & Materials	$ 1,182	$ 2,564	$ 3,864	$ 3,864	$ 2,601
Services & Maintenance	$ 53,988	$ 65,598	$ 64,298	$ 64,298	$ 71,488
Internal Services	$ 13,506	$ 15,738	$ 15,738	$ 15,738	$ 18,528
Capital Equipment	$ (2,120)	$ 1,000	$ 1,000	$ 1,000	$ 32,179
Subtotal	$ 746,150	$ 755,361	$ 755,361	$ 755,361	$ 828,198
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 201,318	$ 206,797	$ 206,797	$ 206,797	$ 213,964
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 1,392,153	$ 1,228,500	$ 1,273,500	$ 1,273,500	$ 1,111,800
Subtotal	$ 1,593,471	$ 1,435,297	$ 1,480,297	$ 1,480,297	$ 1,325,764
Division Total	$ 2,339,621	$ 2,190,658	$ 2,235,658	$ 2,235,658	$ 2,153,962

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 38,641	$ 39,062	$ 39,062	$ 39,062	$ 41,073
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 38,641	$ 39,062	$ 39,062	$ 39,062	$ 41,073
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 38,641	$ 39,062	$ 39,062	$ 39,062	$ 41,073

DIVISION SUMMARY

31955233 WATER / UTILITIES MODELING

MISSION:

To maintain accurate and complete GIS information relating to the City's water and wastewater assets and to make that information available to suport 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 82,870	$ 86,045	$ 86,045	$ 86,045	$ 89,466
Supplies & Materials	$ 425	$ 1,375	$ 1,375	$ 1,375	$ 1,375
Services & Maintenance	$ 5,913	$ 6,175	$ 6,175	$ 6,175	$ 6,175
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ (1,839)	$ 3,500	$ 3,500	$ 3,500	$ -
Subtotal	$ 87,369	$ 97,095	$ 97,095	$ 97,095	$ 97,016
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 87,369	$ 97,095	$ 97,095	$ 97,095	$ 97,016

*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 maintainence support to the City software applications including; Tyler EAM, Advanced CIS Infinity, and CityView.
- Work with field personnel to improve the accurace 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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Complete all custom requests for data within 1 week or by specified deadline	n/a	n/a	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.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 290,119	$ 294,213	$ 294,213	$ 294,213	$ 262,785
Supplies & Materials	$ 1,095	$ 7,350	$ 7,350	$ 7,350	$ 2,304
Services & Maintenance	$ 76,391	$ 89,021	$ 89,021	$ 89,021	$ 98,195
Internal Services	$ 3,264	$ 4,940	$ 4,940	$ 4,940	$ 4,140
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 370,869	$ 395,524	$ 395,524	$ 395,524	$ 367,424
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 120,780	$ 124,075	$ 124,075	$ 124,075	$ 128,378
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 120,780	$ 124,075	$ 124,075	$ 124,075	$ 128,378
Division Total	$ 491,649	$ 519,599	$ 519,599	$ 519,599	$ 495,802

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer service requests completed per day	25	20	25	20	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
% hours lost due to OJI per 1,000 hours worked	0%	0%	0%	0%	0%
Total annual cross training hours	n/a	n/a	n/a	240	200
% of daily work reports entered into Munis database system for asset tracking within 3 days	85%	85%	90%	50%	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. 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 maintaining approximately 634.2 miles of water lines, 6,604 fire hydrants, and 13,035 line valves, along with five water storage towers. New water meter services, as well as maintenance on over 40,854 existing water meters, are provided by Section staff. 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.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	25	25	25	25	25
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	25	25	25	25	25

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,855,868	$ 1,989,031	$ 1,989,031	$ 1,989,031	$ 1,939,261
Supplies & Materials	$ 380,713	$ 401,777	$ 401,777	$ 401,777	$ 490,495
Services & Maintenance	$ 70,650	$ 77,306	$ 77,306	$ 77,306	$ 78,006
Internal Services	$ 123,159	$ 175,165	$ 175,165	$ 175,165	$ 176,166
Capital Equipment	$ (13,391)	$ 367,700	$ 367,700	$ 367,700	$ 205,300
Subtotal	$ 2,416,999	$ 3,010,979	$ 3,010,979	$ 3,010,979	$ 2,889,228
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 1,006,971	$ 1,034,379	$ 1,034,379	$ 1,034,379	$ 1,070,241
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,006,971	$ 1,034,379	$ 1,034,379	$ 1,034,379	$ 1,070,241
Division Total	$ 3,423,970	$ 4,045,358	$ 4,045,358	$ 4,045,358	$ 3,959,469

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on (in hours)	2.4	1.66	2.2	2	2.2
Number of AMR/AMI meters installed	0	0	10	10	10
Service calls completed	4,802	4,800	5,500	4,800	5,500
Number of locates completed	5,639	9,253	6,000	12,282	6,000
Number of valves exercised	1,535	2,251	1,500	2,112	2,000
% hours lost to OJI per 1,000 hours worked	0.27%	0.53%	0%	0%	0%
Fire hydrants maintained	1,138	1,212	1,500	1,668	1,500
Hours of safety training per yer/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	5,100	2,358	3,210	2,500	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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	4	4	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 295,523	$ 382,008	$ 382,008	$ 382,008	$ 314,381
Supplies & Materials	$ 11,224	$ 10,729	$ 10,729	$ 10,729	$ 8,835
Services & Maintenance	$ 44,067	$ 93,031	$ 93,031	$ 93,031	$ 58,136
Internal Services	$ 32,459	$ 35,641	$ 35,641	$ 35,641	$ 40,330
Capital Equipment	$ 4,671	$ 1,000	$ 1,000	$ 1,000	$ 2,000
Subtotal	$ 387,944	$ 522,409	$ 522,409	$ 522,409	$ 423,682
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 708,762	$ 716,020	$ 716,020	$ 716,020	$ 828,331
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 708,762	$ 716,020	$ 716,020	$ 716,020	$ 828,331
Division Total	$ 1,096,706	$ 1,238,429	$ 1,238,429	$ 1,238,429	$ 1,252,013

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Safety training	70	34*	70	70	70
OJI	1	0	0	0	0
Tours	8	2*	10	10	10
Number of people on tours	177	2*	120	120	120
Job related training (personnel hours)	644	268	400	400	400
Cross training (personnel hours)	0	0	60	28	60
Million gallons of Well Water Produced	1,248	905**	1,430	1,200	1,430

Notes to Results Report:

* No tours conducted due to COVID-19 pandemic

** Wells shut down during voluntary boil order

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 111,860	$ 172,338	$ 172,338	$ 172,338	$ 175,247
Supplies & Materials	$ 85,144	$ 58,713	$ 66,213	$ 66,213	$ 88,263
Services & Maintenance	$ 110,696	$ 90,395	$ 104,395	$ 104,395	$ 105,395
Internal Services	$ -	$ 100	$ 100	$ 100	$ 65
Capital Equipment	$ 3,590	$ 3,600	$ -	$ -	$ -
Subtotal	$ 311,290	$ 325,146	$ 343,046	$ 343,046	$ 368,970
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 311,290	$ 325,146	$ 343,046	$ 343,046	$ 368,970

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 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Micro sample collection	114%	100%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to in person	97%	100%	70%	70%	100%
Performance tests passed	92%	32%*	100%	100%	100%
Laboratory inspection deficiencies	no inspections	0	0	4	no inspections
Laboratory inspection corrective actions	no inspections	0	0	4	no inspections
Compliance Chemistry Well Sample Collection	100%	99%	100%	100%	100%
Number of samples invalidated	7	11	0	7	7

Notes to Results Report:
WTP – Water Treatment Plant
DEQ – Department of Environmental Quality
EPA – Environmental Protection Agency
* Trouble with Most Probable Number (MPN) methods

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 701,802	$ 726,219	$ 726,219	$ 726,219	$ 701,992
Supplies & Materials	$ 2,046,405	$ 2,425,614	$ 2,404,114	$ 2,404,114	$ 2,416,111
Services & Maintenance	$ 1,221,201	$ 1,700,971	$ 1,700,971	$ 1,700,971	$ 1,992,959
Internal Services	$ 6,746	$ 3,524	$ 3,524	$ 3,524	$ 5,375
Capital Equipment	$ 77,560	$ 124,300	$ 123,700	$ 123,700	$ 8,200
Subtotal	$ 4,053,714	$ 4,980,628	$ 4,958,528	$ 4,958,528	$ 5,124,637
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 4,053,714	$ 4,980,628	$ 4,958,528	$ 4,958,528	$ 5,124,637

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT

GOALS:

- Operate the water plant to meet demand, maintain water quality, and monitor cost.
- Maintain the water plant in good operating condition.

OBJECTIVES:

- Maintain tap turbidity below 0.10 NTU.**
- Continue use of maintenance database to capture the maintenance activities of the plant staff.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	90.6%	87.70%	95%	91.6%	100%
Percent of bacteriologically "Safe" compliance water samples	99.91%	99.81%	99.50%	99.92%	100%
Number of complaints on water quality or pressure	36	37	50	35	40
Water production, million gallons per day					
Average day	13.4	13.9	13.2	13.7	13.7
Maximum day	22.2	26	22	21.2	22
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	91%	90%	100%	100%	100%
Number of months more than 30.4 million gallons of water was purchased from Oklahoma City	2	4	0	1	0

Notes to Results Report:

The maximum day production FYE 21 was due to a line break. Lost an estimated 17 million gallons over a 4 day period.

**NTU, or Nephlometer Turbidity Units, is a measure of water clarity. Regulations require being less than 0.3 NTU for 95% of the time. Our standards are higher, being below 0.1 NTU for 95% of the time.

DIVISION SUMMARY

31930122 WATER / UTILITY SERVICES

MISSION:

To provide accurate and efficient billing services for the City of Norman utiltiy 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 77,042	$ 69,575	$ 69,575	$ 69,575	$ 79,588
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 77,042	$ 69,575	$ 69,575	$ 69,575	$ 79,588
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 77,042	$ 69,575	$ 69,575	$ 69,575	$ 79,588

DIVISION SUMMARY

31955335 WATER / WATER WELLS

MISSION:

To ensure the City's water wells are available to the Plant Division to provide potable water to the citizens and visitors of Norman.

DESCRIPTION:

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 149,953	$ 154,756	$ 154,756	$ 154,756	$ 101,124
Supplies & Materials	$ 66,015	$ 87,262	$ 87,262	$ 87,262	$ 90,211
Services & Maintenance	$ 517,873	$ 547,707	$ 547,707	$ 547,707	$ 650,589
Internal Services	$ 1,863	$ 2,403	$ 2,403	$ 2,403	$ 2,332
Capital Equipment	$ 12,665	$ 50,600	$ 51,200	$ 51,200	$ -
Subtotal	$ 748,369	$ 842,728	$ 843,328	$ 843,328	$ 844,256
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 748,369	$ 842,728	$ 843,328	$ 843,328	$ 844,256

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- Keep all wells in good operating condition.
- Work to meet all DEQ requirements for ground water wells.
- Maintain the grounds and maintain a good relationship with land owners adjacent to wells.

OBJECTIVES:

- Use the Antero database to track routine and emergency work.
- Perform scheduled maintenance the week it is due.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 20 ACTUAL	FYE 21 ACTUAL	FYE 22 PLAN	FYE 22 ESTIMATE	FYE 23 PROJECTED
PERFORMANCE INDICATORS:					
Percent of wells operational during the peak period (May - Sept)	99%	97%*	95% 9	95%	95%
Percent of preventative maintenance well disinfected completed	100%	100%	100%	100%	100%
Number of Total Coliform positive samples collected from wells	31	21	0	5	0
Number of Emergency work orders on water wells	2	1	0	0	0
Percent of routine work orders on water wells completed within 1 week	100%	100%	100%	100%	100%

Note to Results Report: * Well 38 pump and motor were backordered for momths due to COVID-19

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 23 - FYE 27 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 11,111,187	$ 11,270,701	$ 40,088,304	$ 40,088,304	$ 4,723,400
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 11,111,187	$ 11,270,701	$ 40,088,304	$ 40,088,304	$ 4,723,400
Division Total	$ 11,111,187	$ 11,270,701	$ 40,088,304	$ 40,088,304	$ 4,723,400

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 5,670,012	$ 5,571,847	$ 5,571,847	$ 5,571,847	$ 5,474,455
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 5,670,012	$ 5,571,847	$ 5,571,847	$ 5,571,847	$ 5,474,455
Division Total	$ 5,670,012	$ 5,571,847	$ 5,571,847	$ 5,571,847	$ 5,474,455

DIVISION SUMMARY

31955282 ENVIRONMENTAL CONTROL ADVISORY BOARD

MISSION:

The mission of the Environmental Control Advisory Board (ECAB) is to act in an advisory capacity with respect to, but not limited to the following areas of environmental quality control; air pollution, water pollution, solid waste disposal, liquid waste disposal, and noise. ECAB's main charge is for public education.

DESCRIPTION:

The Environmental Control Advisory Board holds public meetings on environmental issues, and makes recommendations to the City Council on issues related to environmental quality for the health and safety of Norman residents. Begginning in FYE 23, this division will move to 32955343 - Environmental Services.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 50	$ 7,000	$ 7,000	$ 7,000	$ -
Services & Maintenance	$ 23	$ 659	$ 659	$ 659	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 73	$ 7,659	$ 7,659	$ 7,659	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 73	$ 7,659	$ 7,659	$ 7,659	$ -







Internal Service Fund

INTERNAL SERVICE FUNDS

The Internal Service Funds account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

DEPARTMENT SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

To administer an effective citywide Risk Management program that assists departments in developing employees motivated to work safely in a safe environment.

DESCRIPTION:

The Risk Management / Insurance Fund accounts for health insurance claims against the City including judgments and claims, workers' compensation and unemployment compensation.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 551,185	$ 980,353	$ 914,353	$ 914,353	$ 996,178
Supplies & Materials	$ 409	$ -	$ -	$ -	$ -
Services & Maintenance	$ 15,308,078	$ 15,239,463	$ 15,446,463	$ 15,446,463	$ 15,495,463
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 15,859,672	$ 16,219,816	$ 16,360,816	$ 16,360,816	$ 16,491,641
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 68,893	$ -	$ 47,446	$ 47,446	$ -
Audit Adjust/Encum	$ (1,449)	$ -	$ -	$ -	$ -
Subtotal	$ 67,444	$ -	$ 47,446	$ 47,446	$ -
Department Total	$ 15,927,116	$ 16,219,816	$ 16,408,262	$ 16,408,262	$ 16,491,641

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 74,249	$ 73,336	$ 73,336	$ 73,336	$ 79,802
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 13,998,066	$ 13,251,790	$ 13,251,790	$ 13,251,790	$ 13,251,790
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 14,072,315	$ 13,325,126	$ 13,325,126	$ 13,325,126	$ 13,331,592
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 14,072,315	$ 13,325,126	$ 13,325,126	$ 13,325,126	$ 13,331,592

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 177,850	$ 170,000	$ 377,726	$ 377,726	$ 270,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 177,850	$ 170,000	$ 377,726	$ 377,726	$ 270,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 177,850	$ 170,000	$ 377,726	$ 377,726	$ 270,000

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 253,684	$ 254,317	$ 254,317	$ 254,317	$ 263,676
Supplies & Materials	$ 409	$ -	$ -	$ -	$ -
Services & Maintenance	$ 397,678	$ 304,673	$ 445,673	$ 445,673	$ 460,673
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 651,771	$ 558,990	$ 699,990	$ 699,990	$ 724,349
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 651,771	$ 558,990	$ 699,990	$ 699,990	$ 724,349

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 20,719	$ 21,700	$ 21,700	$ 21,700	$ 21,700
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ 500	$ 500	$ 500	$ 500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 20,719	$ 22,200	$ 22,200	$ 22,200	$ 22,200
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 20,719	$ 22,200	$ 22,200	$ 22,200	$ 22,200

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:

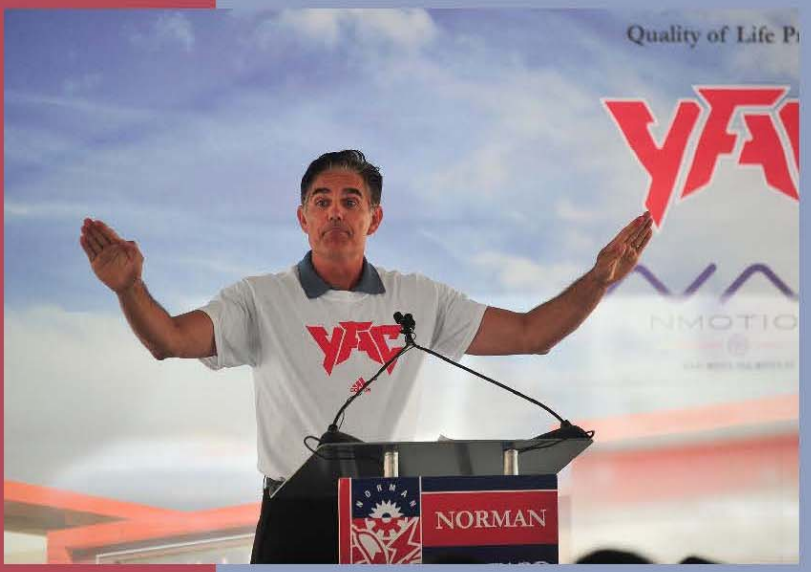
	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 202,533	$ 631,000	$ 565,000	$ 565,000	$ 631,000
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 734,484	$ 1,512,500	$ 1,370,774	$ 1,370,774	$ 1,512,500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 937,017	$ 2,143,500	$ 1,935,774	$ 1,935,774	$ 2,143,500
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 937,017	$ 2,143,500	$ 1,935,774	$ 1,935,774	$ 2,143,500







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 COMPLAN and Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent ($.01) sales tax is set aside for capital improvements and allocated as follows: 7% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 25% street projects, 5% maintenance of facilities, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 22 - FYE 26 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 1,165,118	$ 1,413,850	$ 1,413,850	$ 1,413,850	$ 1,371,521
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 1,903	$ 16,499	$ 16,499	$ 16,499	$ 16,499
Internal Services	$ 200	$ 200	$ 200	$ 200	$ 200
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,167,221	$ 1,430,549	$ 1,430,549	$ 1,430,549	$ 1,388,220
Capital Projects	$ 21,391,518	$ 17,331,972	$ 78,710,328	$ 78,710,328	$ 16,292,034
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 1,510,352	$ 1,582,492	$ 1,582,492	$ 1,582,492	$ 664,574
Interfund Transfers	$ 4,182,029	$ 4,408,409	$ 7,855,824	$ 7,855,824	$ 3,894,095
Audit Adjust/Encumb	$ 147,219	$ -	$ -	$ -	$ -
Subtotal	$ 27,231,118	$ 23,322,873	$ 88,148,644	$ 88,148,644	$ 20,850,703
Fund Total	$ 28,398,339	$ 24,753,422	$ 89,579,193	$ 89,579,193	$ 22,238,923

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Full-time Positions	4	4	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	5	5	5

EXPENDITURES:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 924,981	$ 1,171,718	$ 1,171,718	$ 1,171,718	$ 1,187,984
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ 499	$ 499	$ 499	$ 499
Internal Services	$ 200	$ 200	$ 200	$ 200	$ 200
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 925,181	$ 1,172,417	$ 1,172,417	$ 1,172,417	$ 1,188,683
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 925,181	$ 1,172,417	$ 1,172,417	$ 1,172,417	$ 1,188,683

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 the Parks Manager compensation due to Capital Project management.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 110,003	$ 111,446	$ 111,446	$ 111,446	$ 69,745
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 110,003	$ 111,446	$ 111,446	$ 111,446	$ 69,745
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 110,003	$ 111,446	$ 111,446	$ 111,446	$ 69,745

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ 130,134	$ 130,686	$ 130,686	$ 130,686	$ 113,792
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 130,134	$ 130,686	$ 130,686	$ 130,686	$ 113,792
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 130,134	$ 130,686	$ 130,686	$ 130,686	$ 113,792

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 22 - FYE 26 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 21,391,518	$ 17,331,972	$ 78,710,328	$ 78,710,328	$ 16,292,034
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 21,391,518	$ 17,331,972	$ 78,710,328	$ 78,710,328	$ 16,292,034
Division Total	$ 21,391,518	$ 17,331,972	$ 78,710,328	$ 78,710,328	$ 16,292,034

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 419,213	$ 1,000,000	$ 1,663,105	$ 1,663,105	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 419,213	$ 1,000,000	$ 1,663,105	$ 1,663,105	$ -
Capital Projects	$ 10,342,455	$ 14,030,000	$ 76,276,966	$ 76,276,966	$ 7,435,047
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 5,170,294	$ 7,586,783	$ 7,586,783	$ 7,586,783	$ 8,839,149
Interfund Transfers	$ 222,695	$ 384,828	$ 384,828	$ 384,828	$ 398,569
Audit Adjust/Encum.	$ 225,858	$ -	$ -	$ -	$ -
Subtotal	$ 15,961,302	$ 22,001,611	$ 84,248,577	$ 84,248,577	$ 16,672,765
Division Total	$ 16,380,515	$ 23,001,611	$ 85,911,682	$ 85,911,682	$ 16,672,765

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 247,661	$ 150,181	$ 267,430	$ 267,430	$ 150,882
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 247,661	$ 150,181	$ 267,430	$ 267,430	$ 150,882
Capital Projects	$ 1,513,350	$ -	$ 5,160,685	$ 5,160,685	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 4,776,381	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 6,289,731	$ -	$ 5,160,685	$ 5,160,685	$ -
Fund Total	$ 6,537,392	$ 150,181	$ 5,428,115	$ 5,428,115	$ 150,882

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ -	$ -	$ -	$ -	$ -

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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Audit Adjustments	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ -	$ -	$ -	$ -	$ -

PUBLIC SAFETY SALES TAX FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
I. Bond Funded									
15695523	**BP0029**	**Emergency Communications Center**	6,757,341	-	-	-	-	-	-
		SUBTOTAL BOND FUNDED	**$ 6,757,341**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
II. Paygo Funded									
15693377	BG0064	Fire Storage Building	146,346	-	-	-	-	-	-
15665143	FT0004	Fire Apparatus Replacement	1,935,443	800,000	1,800,000	850,000	194,600	-	1,700,000
015-		Capital Outlay	358,747	291,792	2,110,493	1,135,493	1,510,493	-	310,493
015-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	3,500,000
		SUBTOTAL PAYGO FUNDED	**$ 2,440,536**	**$ 1,091,792**	**$ 3,910,493**	**$ 1,985,493**	**$ 1,705,093**	**$ -**	**$ 5,510,493**
		TOTAL PSST FUND 15 PROJECTS	**$ 9,197,877**	**$ 1,091,792**	**$ 3,910,493**	**$ 1,985,493**	**$ 1,705,093**	**$ -**	**$ 5,510,493**

CDBG FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
21240200	GC0051	Cate Park Improvements	63,184	-	-	-	-	-	-
21240297	GC0072	CDBG Land Acquisition RFPs	25,000					-	
21240203	GC0077	CDBG Target Area Tree Planting Project	47,940	-	-	-	-	-	-
21240007	GC0080	Original Townsite Street Improvements B19	271,978	-	-	-	-	-	-
21240007	GC0081	CDBG Target Area Tree Planting Proj B19	-	-	-	-	-	-	-
21240011	GC0083	CDBG Target Area Tree Planting Proj B20	17,109	-	-	-	-	-	-
21240297	GC0087	Tree Pruning/Removal/Replacement	67,250						
21240011	GC0088	CDBG Target Area Tree Planting Proj B21	50,000	-	-	-	-	-	-
21240011	GC0084	Senior Center Kitchen Rehabilitation	40,646	-	-	-	-	-	-
21240011	GC0085	Non-Profit Rehabilitation B-20	114,425	-	-	-	-	-	-
21240011	GC0086	CDBG Land Acquisition	125,000	-	-	-	-	-	-
21240016	GC0089	Habitat for Humanity Land Acquisition	30,000	-	-	-	-	-	-
21240016	GC0090	Land Acquisition for NAHC	100,000	-	-	-	-	-	-
21240023	GC-	Senior Center Kitchen Rehab FYE 23	-	70,000	-	-	-	-	-
21240023	GC-	FYE 23 habitat for Humanity Land Acquisition	-	40,000	-	-	-	-	-
21240023	GC-	FYE 23 Land Acq Norman Affordable Houing Corp	-	100,000	-	-	-	-	-
21240007	GC0082	CDBG Land Acquisition B19	100,000	-	-	-	-	-	-
		TOTAL CDBG FUND 21 PROJECTS	**$ 1,052,532**	**$ 210,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

SPECIAL GRANTS FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
22590078	BG0081	Northbase EV Chargers	89,600	-	-	-	-	-	-
22695523	BG0083	Emergency Operations Center ARPA	9,500,000	-	-	-	-	-	-
22796638	PR0026	Firehouse Art Center Addition	325,000	-	300,000	-	-	-	-
		TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**$ 9,914,600**	**$ -**	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ -**

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

ROOM TAX FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
23794442	RT0089	Bicycle Skills Park	-	-	-	-	-	-	-
23793375	RT0084	Disc Golf Improvements Citywide	4,423	-	-	-	-	-	-
23796638	RT0027	Firehouse Art Center addition (match)	125,000	-	-	-	-	-	-
23796627	RT0090	Historic Museum Parking	127,481	-	-	-	-	-	-
23798814	RT0087	Sooner Theatre Seat Replace & Interiors (matc	32,056	-	-	-	-	-	-
23793364	RT0091	Westwood Tennis Center Improvements	25,000	44,000	-	-	-	-	-
23794442	PR0172	Ruby Grant Park SE Parking Lot	46,250	-	-	-	-	-	-
23798815	RT0008	12th Avenue Tennis Court Renovation	870	-	-	-	-	-	-
		TOTAL ROOM TAX FUND 23 PROJECTS	**$ 361,080**	**$ 44,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

PUBLIC TRANSPORTATION FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
27590078	BG0079	Eight Dual Slowfill Pumps	172,603	-	-	-	-	-	-
27590078	BG0084	North Base EV Charger - FTA	46,000	-	-	-	-	-	-
		TOTAL TRANSIT FUND 27 PROJECTS	**$ 218,603**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* closed

- means unused funds to be returned to fund balance at end of fiscal year.

WATER FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
		WATER DISTRIBUTION SYSTEM							
31999942	WA0337	Asset Management Plan	141,500	-	-	-	-	-	-
31993360	WA0348	Corporate Addition Utilities	301,200	-	-	-	-	-	-
31993395	WA0365	GIS As-Built Linking	63,720	-	-	-	-	-	-
31993346	WA0371	Crest Place - FY22 Urban SVC WL	104,000	-	-	-	-	-	-
31993346	WA0373	Jackson DR - FY22 Urban SVC WL	55,000	-	-	-	-	-	-
31993346	WA0372	Blessing Court FY22 Urban SVC WL	16,000	-	-	-	-	-	-
31993346	WA0377	Morren Dr - Urban SVC WL	66,000	-	-	-	-	-	-
31999942	WA0368	Utility Connection Fee Evaluation	49,002	-	-	-	-	-	-
31993345	WA0369	Blending of Wells 5,6,52 at WTP	52,410	-	-	-	-	-	-
31993395	WA0021	Water Meter GPS	187,000	-	-	-	-	-	-
31993360	WA0349	Water Line Improvements-Segment B (24th NE: Robinson to Tecumseh)	324,900	-	-	2,300,000	-	-	-
031-	WA	Water Line Replacement: Alameda: 24th NE to Carter	-	-	-	1,260,000	-	-	-
31995521	WA0338	Water Line Replacement: Classen/Flood, Highway 9 to Indian Hills	1,943,699	-	-	350,000	2,520,000	3,620,000	3,300,000
31993360	WA0328	Water Line Replacement: Flood-Robinson to Venture	3,814,635	-	-	-	-	-	-
31996683	WA0339	Water Line Replacement: Sooner Mall	91,717	-	-	-	-	-	-
31995521	WA	Water Line Replacement: Hall Park Phase 2	-	-	-	698,000	-	-	-
031-	WA	Water Line Replacement: Main Street: Berry to Interstate Drive	-	-	-	-	1,220,000	4,010,000	4,010,000
31993360	WA0173	Master Meters Installation	322,529	-	-	-	-	-	-
31993360	WA0195	Water Line Replacement: Robinson Under I-35	129,451	-	-	-	-	-	-
31993361	WA0351	Water Meter Automatic Metering Infrastructure (AMI)	2,564,231	1,900,000	1,600,000	1,600,000	1,600,000	1,600,000	4,000,000
31993345	WA0196	I-35 Waterline Relocation	2,353	-	-	-	-	-	-
31999939	WA0274	Backwash Tower Repaint	23,931	-	-	-	-	-	-
31993360	WA0350	Water Distribution System Sampling Stations	281,620	-	-	-	-	-	-
31993395	WA0201	Backflow Prevention Program	66,215	-	-	-	-	-	-
31995521	WA0202	Water Line Replacement: Gray/Main Street	130,808	-	-	-	-	-	-
31996683	WA0352	WL Replacement Southlake Addition	1,169,000	-	-	-	-	-	-
31993395	WA0367	Water Line Replacement: Brownwood & Buckingham	6,015	-	-	-	-	-	-
31996683	WA0353	Water Line Replacement: Jenkins Replacement	696,726	-	-	-	-	-	-
31993360	WA0224	Water Line Replacement: Gray & Tonhawa	149,524	-	-	-	-	-	-
31996683	WA0354	Water Line Replacement: Porter Replacement	2,237,949	-	-	-	-	-	-
31993360	WA0239	WL Improvements: Segment D 24" Phase 4	2,223,315	-	-	-	-	-	-
31996683	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	77,696	-	-	-	-	-	-
031-	WA	Water Line Replacement: 24th NE: Beaumont to Lindsey	-	-	-	-	-	-	-
31995521	WA0241	Water Meter: Large Water Meter Testing	226,266	-	-	-	-	-	-
31996683	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	5,694,874	-	3,700,000	6,000,000	-	-	-
31993360	WA0245	Water Line Replacement: Interstate Drive	919,517	-	-	-	-	-	-
31993360	WA0246	Water Line Replacement: Parsons Addition	1,018,644	-	-	-	-	-	-
31993346	WA0355-0358	Water Line Replacement: Urban Service Area Water Line Projects	183,000	-	-	-	-	-	-
31995521	WA0363	Water Line Replacement: Fire Hydrant and Valve Replacements	179,106	100,000	100,000	100,000	100,000	100,000	-
031-	WA	Water Line Replacement: Danfield -B/w Brookhaven	-	810,000	-	-	-	-	-
031-	WA	Water Line Replacement: Tecumseh, 24th Ave NW to Journey Parkway	-	428,400	3,060,000	-	-	-	-
031-	WA	Water Line Replacement: Urban Service Area Water Line Projects FYE :	-	262,000	203,000	183,000	242,000	250,000	-
		Subtotal Water Distribution System Projects	**$ 25,513,552.52**	**$ 3,500,400**	**$ 8,663,000**	**$ 12,491,000**	**$ 5,682,000**	**$ 9,580,000**	**$ 11,310,000**
		WATER TOWERS							
	WA	Water Tower - New SE Tower	-	-	-	-	-	-	3,500,000
31993354	WA0364	Water Tower - Boyd Tower	384,000	-	230,000	-	-	856,000	-
31993345	WA0182	Water Tower - Lindsey Tower	350,000	-	350,000	-	-	-	-
31993345	WA0189	Water Tower - Cascade Tower	487,432	-	-	-	-	-	-
31993345	WA	Water Tower - Robinson Tower	-	773,000	-	-	-	-	-
31993345	WA0294	Water Tower- Hall Park Tower	100,000	-	-	-	-	-	-
		Subtotal Water Tower Projects	**$ 1,321,432**	**$ 773,000**	**$ 580,000**	**$ -**	**$ -**	**$ 856,000**	**$ 3,500,000**
		WATER WELL IMPROVEMENTS							
31993345	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	209,435	-	-	-	-	-	-
31993345	WA0235	Water Well: 2015 Well Field Development (paygo)	194,397	-	-	-	-	-	-
31995521	WA0243	Water Well: Horizontal Well	121,721	-	-	-	-	-	-
		Subtotal Water Well and Distribution System Projects	**$ 525,553**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		WATER TREATMENT PLANT							
031-	WA	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,800
31995521	WA0329	New Building for Line Maintenance (match)	3,784,025	-	-	-	-	-	-
031-	WA	Update Water Supply Plan	-	-	-	500,000	-	-	-
31993395	WA0359	Corrosion Control Study	175,000	-	-	-	-	-	-
31999939	WA0330	WTP Laboratory Remodel	12,407	-	-	-	-	-	-
31993395	WA0360	Cyber & Physical Security Assessment (Split 50/50 between 031/032)	113,749	-	-	25,000	-	-	-
31993395	WA0362	WTP Sludge Disposal Study	100,000	-	-	-	-	-	2,000,000
31993398	WA0214	WTP Well Field Blending	3,139,500	-	16,000,000	-	-	-	-
31999939	WA0248	WTP Fiber Expansion	55,000	-	-	-	-	-	-
31999939	WA0291	WTP Improvement Phase 1	152,826	-	-	-	-	-	-
31999939	WA0249	WTP SCADA Improvements	897	-	-	-	-	-	-
31999939	WA0374	WTP: CO2 Tank	385,000	-	-	-	-	-	-
31993395	WA0370	WTP: Solar Array	1,357,500	-	-	-	-	-	-
31993395	WA0375	WTP: Clarifier 1 and 2 rehab	80,000	400,000	-	-	-	-	-
31993395	WA0376	WTP: Filter 1-4 Influent Pipe rehab	30,000	50,000	500,000	-	-	-	-
		Subtotal WTP Other Projects	**$ 9,385,904**	**$ 450,000**	**$ 16,500,000**	**$ 525,000**	**$ -**	**$ 12,536,200**	**$ 89,188,800**

WATER FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		URBAN SERVICE AREA WATER LINES							
		FYE 2018 Lines							
		FYE 2019 Lines							
31993346	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
		FYE 2020 Lines							
31993346	WA0340	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	1,569	-	-	-	-	-	-
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	-	-	-	-	-	-
31993346	WA0343	E Eufaula: Porter to Ponca	-	-	-	-	-	-	-
31993346	WA0344	Comanche: Porter to Ponca	6,202	-	-	-	-	-	-
		Subtotal Urban Service Area Water Line Projects	**$ 217,771**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		HOT SOILS WATER LINE REPAIR PROGRAM							
		FYE 2018 Lines							
		FYE 2019 Lines							
		FYE 2020 Lines							
31993344	WA0346	Crail Dr: 36th Ave NW to Astor Dr	50,000	-	-	-	-	-	-
31993344	WA0347	Buckingham Dr: Brownwood Ln to Bridgeport Rd	50,000	-	-	-	-	-	-
		Subtotal Hot Soils Water Line Repair Program	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		SUBTOTAL PAYGO WATER PROJECTS	**$ 37,064,213**	**$ 4,723,400**	**$ 25,743,000**	**$ 13,016,000**	**$ 5,682,000**	**$ 22,972,200**	**$ 103,998,800**
		WATER BOND PROJECTS Series 2006							
31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)	2,969,313	-	-	-	-	-	-
31999939	WB0292	WTP: Phase 2 Improvements	54,778	-	-	-	-	-	-
		Subtotal Bond Expenses for 2006 Water Bond Projects	**$ 3,024,091**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL ALL WATER FUND 31 PROJECTS	**$ 40,088,304**	**$ 4,723,400**	**$ 25,743,000**	**$ 13,016,000**	**$ 5,682,000**	**$ 22,972,200**	**$ 103,998,800**

* closed

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WATER RECLAMATION FUNDS
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
32999911	WW0052	WRF SCADA Improvements	-	-	-	-	-	-	-
32999911	WW0058	WWTP Effluent Re-Use at Compost Facility	-	-	-	-	-	-	-
32999911	WW0170	WRF Land Purchase 20 acres	634,847	-	-	-	-	-	-
32993394	WW0205	WRF Non-Potable Reuse System	878,984	-	-	97,000	3,509,000	-	-
32990048	WW0278	Summit Valley Interceptor	-	-	-	-	-	-	-
032-	WW	Brookhaven Creek Interceptors	-	-	-	-	-	-	-
32995521	WW0329	Line Maintenance Building (match)	-	3,334,025	-	-	-	-	-
032-	WW	South WRF Phase 3 Improvements (match)	-	-	-	-	-	-	-
032-	WW	Westside Lift Station Roof Replacement	-	-	41,000	-	-	-	360,000
32999911	WW0323	WRF Blower Building Roof Replacement	117,000	-	-	-	-	-	-
32993363	WW0312	Sludge Co-Composting	171,875	-	-	1,035,000	-	-	-
032-	WW	WRF Digester Gas Storage/Co-Generation	-	-	-	-	-	-	-
32999911	WW0173	WRF Environmental Services Roof Replacement	106,000	-	-	-	-	-	-
32990048	WW0317	WRF Re-Use Pilot Study	1,269,263	-	-	-	-	-	-
32999911	WW0318	WRF Storage Building	133,020	-	850,000	-	-	-	-
32999942	WW0177	WW Conn Fee/Excise Tax Assessment	30,000	-	-	-	-	-	-
32999911	WW0324	WRF Strucutre Painting	170,000	-	-	-	-	-	-
32999911	WW0325	WRF Main Control Building Renovation	333,480	-	3,000,000	-	-	-	-
32999942	WW0360	Cyber & Physical Security Assessment	145,000	-	-	-	-	-	-
32999911	WW0326	Centrifuge Replacement	2,917,450	-	-	-	-	-	-
	WW0331	WRF Solar Array	3,075,000	-	-	-	-	-	-
32999911	WW0332	Aeration Basin Turbo Blower Replacement	320,000	-	-	-	-	-	-
32999911	WW0319	WRF Septage Receiving Station	42,800	-	-	500,000	-	-	-
		TOTAL WATER RECLAMATION FUND 32 PROJECTS	**$ 10,344,719**	**$ 3,334,025**	**$ 3,891,000**	**$ 1,632,000**	**$ 3,509,000**	**$ -**	**$ 360,000**

SEWER MAINTENANCE FUNDS
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
32190048	WW0091	Replace Lift Station D Force Main-Phase 2	675,134	300,000	-	-	-	-	-
32190048	WW0174	Bishop Interceptors (match)	2,650,000	-	-	-	-	-	-
32193338	WW0202	Sewer Maint Projects FY14	169,113	-	-	-	-	-	-
32199974	WW0248	SS Emergency Repairs	371,218	100,000	100,000	100,000	100,000	100,000	100,000
32193338	WW0307	Sewer Maint Projects FY17	606,941	-	-	-	-	-	-
32193338	WW0316	Sewer Maint Projects FY18	2,848,146	-	-	-	-	-	-
32193338	WW0321	Sewer Maint Projects FY19	1,399,603	2,000,000	-	-	-	-	-
32192236	WW0327	Sewer Lift Station Rehab 2021: Post Oak	-	-	-	-	-	-	-
32193338	WW0330	12th Ave NE Manhole Replacements	1,249,820	-	-	-	-	-	-
32193338	WW0334	Sewer Maint Projects FYE 2022	2,620,000	-	-	-	-	-	-
32192236	WW0333	Sewer Lift Station Rehab: Sutton Place	80,000	-	-	-	-	-	-
32192236	WW	Sewer Lift Station Rehab: Park Hill	-	-	80,000	-	-	-	-
32192236	WW	Sewer Lift Station Rehab: Eagle Cliff	-	-	-	80,000	-	-	-
32192236	WW	Sewer Lift Station Rehab: Ashton Grove	-	80,000	-	-	-	-	-
32190048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	-
32193338	WW	Sewer Maint Projects FYE 2024	-	-	2,620,000	-	-	-	-
	WW	Sewer Maint Projects FYE 2025-2027	-	-	-	2,620,000	2,620,000	2,620,000	2,620,000
		TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**$ 13,169,975**	**$ 2,480,000**	**$ 2,800,000**	**$ 2,800,000**	**$ 2,720,000**	**$ 2,720,000**	**$ 2,720,000**

NEW DEVELOPMENT EXCISE FUNDS
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
32290048	WW0278	Summit Valley Interceptor Payback	24,224	-	-	-	-	-	-
32290048	WW0308	SE Lift Station Payback	92,000	840,000	6,000,000	-	-	-	-
32290048	WW0174	Bishop Creek Interceptors	939,700	-	-	-	-	-	1,791,700
32290048	WW0328	Brookhaven Creek Interceptors	500,000	-	-	-	-	-	2,181,500
32290722	WW0348	Corporation Addition Utilities	276,400	-	-	-	-	-	-
322-	WW	South WRF Phase 3 BNR Improvements (match)	-	-	-	-	-	-	-
322-	WW	4.5 MGD North WRF	-	-	-	-	-	-	50,200,000
		TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS	**$ 1,832,324**	**$ 840,000**	**$ 6,000,000**	**$ -**	**$ -**	**$ -**	**$ 54,173,200**

SANITATION FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
33999975	SA0014	Compost Area Pad Improvements	205,718	-	160,000	-	175,000	-	-
33999975	SA0019	Compost Facility Scale House	412,775	-	-	-	-	-	-
33999975	SA0015	Effluent Truck Washing Facility	3,805	-	-	-	-	-	-
33999975	SA0005	Transfer Station Renovation	127,241	1,168,000	-	-	-	-	-
33999975	SA0009	Sanit Cont Maint Facility	566,556	25,000	-	-	-	-	-
33999975	WW0312	WRF Class A Sludge Improvement	1,206,874	-	-	-	-	-	-
33999975	SA0021	New Sanitation Facility	2,449,200	-	-	-	-	-	-
33999975	SA0022	West Norman Recycle Center	98,950	-	-	-	-	-	-
33999975	SA0012	Material Recovery Facility	1,104,657	-	-	-	-	-	-
		TOTAL SANITATION FUND 33 PROJECTS	**$ 6,175,776**	**$ 1,193,000**	**$ 160,000**	**$ -**	**$ 175,000**	**$ -**	**$ -**

* closed
# - means unused funds to be returned to fund balance at end of fiscal year.

CAPITAL FUND
FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
EXPENDITURES										
I. CAPITAL OUTLAY (Approximately 27% by Formula)										
	50930194	n.a.	**Capital Outlay (Capital Sales Tax) (6/7/19)**	3,769,409	3,727,554	-	-	-	-	-
	**SUBTOTAL CAPITAL OUTLAY			**$ 3,769,409.00**	**3,727,554**	-	-	-	-	-
II. STREET MAINTENANCE (Approximately 25% by Formula)										
	50593369	SC0622	Alley Repair Program FYE18	35,565	-	-	-	-	-	-
	50593369	SC0728	McCullough Front Alley	27,900	-	-	-	-	-	-
	50593369	SC0700	Alley Repair Program FYE21	117,786	-	-	-	-	-	-
	50593369	SC0725	**Alley Repair Program**	200,000	200,000	200,000	200,000	200,000	200,000	200,000
			Asphalt Pavt Maint							
	50595511	SC0644	Brookhaven Addition	4,726	-	-	-	-	-	-
	50595511	SC0645	Robinson Street 3294-3650	1,647	-	-	-	-	-	-
	50595511	SC0646	Berkeley Addition	253	-	-	-	-	-	-
	50595511	SC0663	Rock Creek; Bruckner Dr to 24th NE	97,803	-	-	-	-	-	-
	50595511	SC0680	72nd Ave SE	246,960	-	-	-	-	-	-
	50595511	SC0681	Post Oak Rd	225,876	-	-	-	-	-	-
	50595511	SC0682	Rock Creek Road	156,917	-	-	-	-	-	-
	50595511	SC0683	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
	50595511	SC0706	Infrastucrure Data Collection Testing	12,000	-	-	-	-	-	-
	50595511	SC0705	Rock Creek Road (72nd NE to 84th NE)	205,572	-	-	-	-	-	-
	50595511	SC0704	144th Ave SE (Lindsey to Imhoffe)	201,085	-	-	-	-	-	-
	50595511	SC0703	72nd Ave NE (Alameda to Lindsey)	206,870	-	-	-	-	-	-
	50595511	SC0701	48th Ave NW: Multi Agency Agreement	125,000	-	-	-	-	-	-
	50595511	SC0702	72nd Ave NE (Robinson to Alameda)	208,350	-	-	-	-	-	-
	50595511	SC-	72nd Ave SE (Lindsey to Hwy 9)	-	233,513	-	-	-	-	-
	50595511	SC-	Tecumseh Rd (60th Ave NW to 72nd Ave NW)	-	201,093	-	-	-	-	-
	50595511	SC-	48th Ave SE (Lindsey to Hwy 9)	-	188,679	-	-	-	-	-
	50595511	SC-	Lindsey Street to Hwy 9	-	200,592	-	-	-	-	-
	50595511	SC-	Asphalt Pavt Infrastructure Data/Testing FYE 23	-	10,000	-	-	-	-	-
			Asphalt Paver Patch							-
	50596692	SC0605	Whispering Hills South Addition Streets	2,142	-	-	-	-	-	-
	50596692	SC0648	East Interstate Dr: Main to Robinson	135,170	-	-	-	-	-	-
	50596692	SC0685	36th Ave SE	40,000	-	-	-	-	-	-
	50596692	SC0687	Infrastucture Data Collection/Testing	10,000	-	-	-	-	-	-
	50596692	SC0707	Nutmeg (72nd to Allspice Run)	76,925	-	-	-	-	-	-
	50596692	SC0708	48th Ave NW	-	-	-	-	-	-	-
	50596692	SC0709	Allspice (Ginger Dr. to Allspice Run)	26,840	-	-	-	-	-	-
	50596692	SC0710	Cinnamon Circle (Allspice Run to end)	8,575	-	-	-	-	-	-
	50596692	SC0711	Infrastructre Data Collection/Testing	12,000	10,000	-	-	-	-	-
	50596692	SC-	132nd Ave SE (Cedar Lane to Post Oak Rd)	-	130,500	-	-	-	-	-
	50596692	SC-	132nd Ave SE (Post Oak Rd to Etowah Rd)	-	130,500	-	-	-	-	-
			Concrete Pavement Maintenance							
	50597718	SC0608	Morningside Dr: Schulze Dr to Alameda St	760	-	-	-	-	-	-
	50597718	SC0610	Schulze Dr: Morningside Dr to 938 Schultz Dr	266	-	-	-	-	-	-
	50597718	SC0627	Stubbeman at Norman Horth High School	222	-	-	-	-	-	-
	50597718	SC0628	University/Hughbert Intersection	2,553	-	-	-	-	-	-
	50597718	SC0650	Brooks: Pickard to Flood	7,251	-	-	-	-	-	-
	50597718	SC0651	Woodslawn Industrial Tract	55,024	-	-	-	-	-	-
	50597718	SC0652	Pickard: Timberdell to Whispering Pines Dr	2,938	-	-	-	-	-	-
	50597718	SC0670	917 24th Ave SW: curb alignment	5,246	-	-	-	-	-	-
	50597718	SC0671	Lindsey St: 12th SE to Creekside	95,000	-	-	-	-	-	-
	50597718	SC0672	Rock Creek: Flood to Stubbeman	105,000	-	-	-	-	-	-
	50597718	SC0688	Windermere Dr.	233	-	-	-	-	-	-
	50597718	SC0689	McGee Dr.	146,400	-	-	-	-	-	-
	50597718	SC0691	Ridge Lake Blvd	18,862	-	-	-	-	-	-
	50597718	SC0692	Oakhurst Add.	13,760	-	-	-	-	-	-
	50597718	SC0693	High Meadows Dr	11,547	-	-	-	-	-	-
	50597718	SC0694	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
	50597718	SC0712	Brookhaven #33	30,000	-	-	-	-	-	-
	50597718	SC0713	Summit Valley Addition	40,000	-	-	-	-	-	-
	50597718	SC0714	Larsh's Addition	40,000	-	-	-	-	-	-
	50597718	SC0715	Town & Country Estates	75,000	-	-	-	-	-	-
	50597718	SC0716	Bessent Add & Land T. Add.	20,000	-	-	-	-	-	-
	50597718	SC0717	Heatherington Heights Addition	25,000	-	-	-	-	-	-
	50597718	SC0718	Universal Heights	40,000	-	-	-	-	-	-
	50597718	SC0719	Sherwood Forest	20,500	-	-	-	-	-	-
	50597718	SC-	Reeds Addition (College Ave-Brooks to Cruce St)	-	77,825	-	-	-	-	-
	50597718	SC-	Riverside Addition (Belknap Ave to 2333 to Riverside Dr)	-	34,760	-	-	-	-	-
	50597718	SC-	Castle Rock Addition (Stonehurst/DrawBridge Ln/CastleRo	-	77,425	-	-	-	-	-
	50597718	SC-	Sunset Addition (Dakota/Barbour Ave)	-	62,170	-	-	-	-	-
	50597718	SC-	Sunset Addition (Dakota/Sherry Ave)	-	38,320	-	-	-	-	-
	50597718	SC0720	Infrastructure Data Collection/Testing	10,000	10,000	-	-	-	-	-
	50590051	SC0630	**Concrete Valley Gutter Project FYE 2018**	40,692	-	-	-	-	-	-
	50590051	SC0654	**Concrete Valley Gutter Project FYE 2019**	75,000	-	-	-	-	-	-
	50590051	SC0698	**Concrete Valley Gutter Project FYE 2020**	75,000	-	-	-	-	-	-
	50590051	SC0726	**Concrete Valley Gutter Program**	75,000	75,000	75,000	75,000	75,000	75,000	75,000
	50596686	SC0638	**Crack Seal FY18**	2,317	-	-	-	-	-	-
	50596686	SC0655	**Crack Seal FY19**	372,508	-	-	-	-	-	-
	50596686	SC0699	**Crack Seal FY21**	225,000	-	-	-	-	-	-
	50596686	SC0727	**Crack Seal Program**	225,000	225,000	225,000	225,000	225,000	225,000	225,000
			Rural Roads Improvements							
	50596696	SC0537	120 NE: 1/2 Mi N of Lindsey to End	5,399	-	-	-	-	-	-
	50596696	SC0578	Rural Chip Seal FYE15	43,869	-	-	-	-	-	-
	50596696	SC0616	Post Oak Rd: 60th Ave SE to 72nd Ave SE	18,612	-	-	-	-	-	-
	50596696	SC0633	96th SE: Post Oak-Etowah	2,040	-	-	-	-	-	-
	50596696	SC0635	Piost Oak Rd: 72nd SE-84th SE	1,569	-	-	-	-	-	-
	50596696	SC0677	Infrastructure Data Collection/Testing	2,871	-	-	-	-	-	-
	50596696	SC0695	Tecumseh Rd	276,660	-	-	-	-	-	-
	50596696	SC0696	36th Ave NE	135,000	-	-	-	-	-	-
	50596696	SC0697	Infrastructure Data Collection/Testing	10,000	-	-	-	-	-	-
	50596696	SC0721	Imhoff Rd: 132nd SE to 144th SE	139,392	-	-	-	-	-	-
	50596696	SC0722	Lindsey St: 12th SE to Creekside	153,132	-	-	-	-	-	-
	50596696	SC0723	Indian Hills Rd: 72nd Ave NE to 84th Ave NE	95,476	-	-	-	-	-	-
	50596696	SC-	Post Oak Rd (96th SE to 108th SE)	-	126,873	-	-	-	-	-
	50596696	SC-	48th Ave SE (Hwy 9 to Cedar Lane)	-	135,758	-	-	-	-	-
	50596696	SC-	48th Ave SE (Cedar Lane Rd to Post Oak)	-	127,369	-	-	-	-	-
	50596696	SC0724	Infrastructure Data Collection/Testing	12,000	10,000	-	-	-	-	-
			Subtotal Street Maintenance Projects	**$ 5,158,061**	**$ 2,305,377**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**

CAPITAL FUND
FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
III. MAINTENANCE OF EXISTING FACILITIES 5%										
	50196677	EF0229	Fire Station 1,2,4 Overhead Doors	76,898	-	-	-	-	-	-
	50196677	EF0006	Fire Station 4	700	-	-	-	-	-	-
	50196677	EF0226	Fire Station 4 - Rehabilitation	35,658	22,800	-	-	-	-	-
	50196677	EF0169	Painting Municipal Complex	-	50,000	50,000	50,000	50,000	50,000	50,000
	50196677	EF0187	Park Electrical Services Maintenance	5,686	5,000	5,000	5,000	5,000	5,000	5,000
	50196677	EF0012	Park Parking Lots & Sidewalks Maintenance	41,973	40,000	40,000	40,000	40,000	40,000	40,000
	50196677	EF0062	Playground component replacement	15,000	15,000	15,000	15,000	15,000	15,000	15,000
	50196677	EF0197	Park Shelter,Restroom & Structure Maintenance	21,807	20,000	20,000	20,000	20,000	20,000	20,000
	50196677	EF0134	Fire Station 1 repair	300	-	-	-	-	-	-
	50196677	EF0124	Park Sign & Fence Maintenance	50,000	50,000	25,000	25,000	25,000	25,000	25,000
	50196677	EF0173	Recreation Center Interior Renovations	25,000	-	-	-	-	-	-
	50196677	EF0193	Sooner Theater Sign and Marquee Repairs	711	-	-	-	-	-	-
	50196677	EF0017	Sports Field Relighting	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	50196677	EF0222	Whittier & Irving Exterior Paint & Door Replacement	9,014	-	-	-	-	-	-
	50196677	EF0227	Room in Police Building B	22,500	-	-	-	-	-	-
	50196677	EF0225	ADA Compliance	-	50,000	-	-	-	-	-
	**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			$ 315,247	$ 262,800	$ 165,000	$ 165,000	$ 165,000	$ 165,000	$ 165,000
IV. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO										
			TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING							
	50590076	TR0061	12th SE & Triad Village Signal	71,252	-	-	-	-	-	-
	50590079	TR0051	12th Ave. NE & Highmeadows Dr.	525,853	-	-	-	-	-	-
	50590076	TR0102	36th Ave NW & Crail Dr Signal	28,252	-	-	240,000	-	-	-
	50590076	TR0108	36th Ave NW & Tecumseh Road	33,712	-	100,000	-	-	-	-
	50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	21,885	-	-	-	-	-	-
	50590076	TR0237	Alameda/Summit Lakes Blvd/Lochwood Dr Signal	5,519	-	-	-	-	-	-
	50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	220,000	-	-	-	-	-	-
	50590076	TR0057	Classen Blvd Signals	150,000	-	-	-	-	-	-
	50596688	TR0111	Constitution Street Multi-Modal Path Extension	237,542	-	-	-	-	-	-
	50590076	TR0064	Flood Ave & Venture Drive Signal	155,810	-	-	-	-	-	-
	50596688	TR0112	Flood Avenue Multi-Modal Path	89,055	250,000	-	-	-	-	-
	50593352	TR0042	Hwy 9/Little River Bridge	1,605	-	-	-	-	-	-
	50596688	TR0082	Legacy Trail Multi Modal Path Extension (match)	1,012	-	-	-	-	-	-
	50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	67,202	-	-	-	-	-	-
	50595535	TR0068	ODOT Audit Adjustments	234,891	100,000	100,000	100,000	100,000	-	ongoing
	50591169	TR0019	Railroad Corridor Safety	84,538	-	-	-	-	-	-
	50591169	TR0066	Railroad Quiet Zone	660,343	-	-	-	-	-	-
	50590079	TR0097	Porter & Acres Intersection	8,000	-	-	-	-	-	-
	50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	677,243	-	-	-	-	-	-
	50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523	-	-	700,000	-	-	-
	50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	529,050	-	670,000	-	-	-	-
	50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572	-	-	-	-	-	-
	50593387	SR0104	Site #28 72ndNE/Tecumseh	114,268	-	-	-	-	-	-
	50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975	-	-	-	-	-	-
	50593387	SR0101	Site #9 Post Oak/108E/120E	20,650	-	-	-	-	-	-
	50596688	BG-	Traffic Management Center	-	300,000	-	-	-	-	-
	50593387	SR0110	Franklin: 26th E-48th E	3,414	-	-	-	-	-	-
	50593357	TR0120	Technology Place street extension	550,000	-	-	-	-	-	-
	50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000	-	-	-	-	-	-
			Subtotal Transp w/ Fed'l Funds	$ 4,903,166	$ 650,000	$ 870,000	$ 1,040,000	$ 100,000	$ -	$ -
			TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING							
	50592206	TC0038	ADA Compliance Audit and Repair	716,474	386,000	300,000	300,000	300,000	300,000	300,000
	50593391	TC0047	Regional Transportation Authority	151,384	-	-	-	-	-	-
	50596687	TC0254	Bridge Maintenance Program	946,797	750,000	750,000	750,000	750,000	750,000	750,000
	50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	190,996	-	-	-	-	-	-
	50590052	TC0273	Citywide Sidewalk Reconstruction	209,243	100,000	100,000	100,000	100,000	100,000	100,000
	50593373	CD0001	Community/Neighborhood Improvements	440,138	100,000	100,000	100,000	100,000	100,000	100,000
	50597716	TC0274	Downtown Area Sidewalks & Curbs	51,362	50,000	50,000	50,000	50,000	50,000	50,000
	50593378	SC0659	Driveway Repair Program	13,609	10,000	10,000	10,000	10,000	10,000	10,000
	50594908	BG0076	EDC Manual Update, Phases 2 & 3	180,241	-	-	-	-	-	-
	50597712	TR0113	Flood Sidewalk: Gray-Acres	279,988	-	-	-	-	-	-
	50596611	TR0114	Tecumseh, Flood and Robinson Wayfinding	206,100	220,000	-	-	-	-	-
	50593316	TC0238	Sidewalk Accessibility	27,931	30,000	30,000	30,000	30,000	30,000	30,000
	50594407	TC0155	Sidewalk Horizontal Saw Cut Program	40,037	40,000	40,000	40,000	40,000	40,000	40,000
	50593317	TC0249	Sidewalk Prog Schools & Arterials	54,762	80,000	80,000	80,000	80,000	80,000	80,000
	50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	12,884	-	-	-	-	-	-
	50591179	TC0262	Sidewalks & Trails	123,789	120,000	120,000	120,000	120,000	120,000	120,000
	50594406	TC0270	Street Striping	446,564	100,000	100,000	100,000	100,000	100,000	100,000
	50590073	TC0230	Traffic Calming	149,756	50,000	50,000	50,000	50,000	50,000	50,000
	50596688	TC0279	Historical Markers	30,000	-	-	-	-	-	-
	50592206	TC0280	Acres Street Inset Parking	18,453	-	-	-	-	-	-
	50593352	TC0281	Imhoff Rd Emergency Bridge Repair	1,440,695	-	-	-	-	-	-
	50596687	TC0282	Bridge Program Site Discovery	61,400	-	-	-	-	-	-
	50592206	TC0278	ADA Building & Park Evaluation	1,650	-	-	-	-	-	-
			Subtotal Transp City Funds Only	$ 5,794,253	$ 2,036,000	$ 1,730,000	$ 1,730,000	$ 1,730,000	$ 1,730,000	$ 1,730,000

CAPITAL FUND
FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
			BUILDINGS AND GROUNDS							
	50196644	BG0067	201 W Gray Admin Building Generator	165,000	-	-	-	-	-	-
	50196677	BG0078	201 W Gray Bldg A Generator	121,000	-	-	-	-	-	-
	50195556	BG0047	Access Control System Consolidation/Migrations	1,945	-	-	-	-	-	-
	50595540	EF1004	Building Maintenance - Lighting	17,916	12,507	-	-	-	-	-
	50595540	EF1003	Building Maintenance - Mechanical/HVAC	79,538	75,000	50,000	50,000	50,000	50,000	50,000
	50595540	EF1002	Building Maintenance - Roofs	400,000	140,000	-	-	-	-	-
	50195556	BG0060	City Fiber Infrastructure Repair & Expansion	94,722	-	-	-	-	-	-
	50195556	BG0063	City Website Design and Mobile App	28,350	81,650	-	-	-	-	-
	50193365	BG0071	Core Network Switches Replace	61,631	-	-	-	-	-	-
	50595534	WS0002	Debris Management Plan	40,000	-	-	-	-	-	-
	50195529	BG0070	ERP Replacement Project (2017 Loan)	1,260,407	148,100	-	-	-	-	-
	50693377	FT0003	Fire Station 9 Eastside (PSST)	2,066	-	-	-	-	-	-
	50495533	BG0074	GIS Mapping Update	81,657	145,000	-	145,000	-	145,000	-
	50196644	BG0075	Municipal Complex Reno/Expansion (PayGo)	1,962,863	-	3,000,000	4,000,000	-	-	-
	50196644	BP0045	Municipal Complex Reno/Expansion (2008 GOB)	7,601,271	-	-	-	-	-	-
	50593388	BG0165	North Base Feasibility Study	99,600	-	-	-	-	-	-
	50196644	BG0046	Signage Replacement Municipal Complex	200,000	-	-	-	-	-	-
	50593388	BG0253	Strategic Housing Plan	218,432	-	-	-	-	-	-
	50593388	BG0252	Transit/Fire Maintenance Facility	4,895,724	-	-	-	-	-	-
	50593379	BG0254	Transit Transfer Station	1,234,900	-	-	-	-	-	-
		BG0255	Debt Repayment for Asp Ave Parking Lot Purchase	934,000	-	-	-	-	-	-
	50193365	BG0082	718 N Porter	200,000	-	-	-	-	-	-
	50793365	BG0257	Mattoon Property Cleanup	259,125	-	-	-	-	-	-
	50590078	BG0081	Northbase EV Chargers	115,313	-	-	-	-	-	-
	50590078	BG0260	North Base Ph2 Vehicle Wash Facility	1,800,000	-	-	-	-	-	-
	50593388	BG0164	Comprehensive Land Use Plan	150,000	-	-	-	-	-	-
			Subtotal Buildings and Grounds	**$ 22,025,460**	**$ 602,257**	**$ 3,050,000**	**$ 4,195,000**	**$ 50,000**	**$ 195,000**	**$ 50,000**
			PARKS AND RECREATION							
	50790050	PR0140	Andrews Park Reforestation	3,062	-	-	-	-	-	-
	50796639	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	30,473	-	-	-	-	-	-
	50792218	PR0151	Park Mstr Pln: Eastwood Park	31,183	-	-	-	-	-	-
	50792218	PR0153	Park Mstr Pln: NE Lions Park	26,952	-	-	-	-	-	-
	50799973	PR0013	Park Site Amenities and Furnishings	35,000	120,000	35,000	35,000	35,000	35,000	35,000
	50796674	PC0003	Saxon Community Park Design & Improvements	10,059	-	-	-	-	-	-
	50799966	PR0212	Tree Program - Matching Funds	27,238	115,000	15,000	15,000	15,000	15,000	15,000
	50794442	PR0027	ADA Andrew Park	350,000	-	-	-	-	-	-
	50793364	PR0170	Westwood Tennis IT Fiber Network Connection	1,824	-	-	-	-	-	-
			Subtotal Parks & Recreation	**$ 515,791**	**$ 235,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**
			STORMWATER DRAINAGE AND STORM SEWER SYSTEMS							
	50599968	DR0014	Bishop Creek Erosion Corr	27,421	-	-	-	-	-	-
	50599968	DR0063	Creston Way and Schulze Drive Storm Sewer	469,964	-	-	-	-	-	-
			Drainage Miscellaneous Annual Projects							
	50599967	DR0019	Drainage Miscellaneous Annual Projects	175,000	-	-	-	-	-	-
	50599966	DR-	Rowena Dr Drainage Improvements	-	100,000	-	-	-	-	-
	50599967	DR-	Other Projects as Required	-	75,000	-	-	-	-	-
			Drainage Projects							
	50599968	DR0057	Drainage Projects FYE 10	446,298						
	50599968	DR0067	Drainage Projects FYE 20	497,669	-	-	-	-	-	-
	50599967	DR-	Butler Dr Drainage Improvements	-	600,000	-	-	-	-	-
	50599967	DR-	Findlay Drive Drainage Improvements	-	150,000	-	-	-	-	-
	50599967	DR-	Barton Street Drainage Improvements	-	100,000	-	-	-	-	-
			Force Account Drainage							
	50599906	SC0613	Merkel Creek: Reestablish natural vegetative liner	47,913	-	-	-	-	-	-
	50599906	SC0632	Merkle Creek at Crestmont	65,000	-	-	-	-	-	-
	50599906	DR-	Rolling Meadows Pipe Replacement	-	25,000	-	-	-	-	-
	50599906	DR-	Regis Court Drainage Improvement	-	20,000	-	-	-	-	-
	50599906	DR-	Other Projects as Required	-	105,000	-	-	-	-	-
			Stormwater Projects							
	50595531	DR0062	Imhoff Creek Stabilization	1,178,753	550,000	550,000	550,000	550,000	550,000	550,000
	50596686	DR0065	Misty Lake Dam Repair	625,978	-	-	-	-	-	-
	50595528	DR0020	Vineyard Detention Drainage	753,600	-	-	-	-	-	-
	50599968	DR0061	Lake Thunderbird Watershed TMDL Compliance	931,850	300,000	300,000	300,000	300,000	300,000	300,000
	50599968	DR0015	Tecumseh/36th NW - channel	22,788	-	-	-	-	-	-
			Subtotal Drainage	**$ 5,242,234**	**$ 2,025,000**	**$ 850,000**	**$ 850,000**	**$ 850,000**	**$ 850,000**	**$ 850,000**
			****SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)**	**$ 38,480,904**	**$ 5,548,257**	**$ 6,550,000**	**$ 7,865,000**	**$ 2,780,000**	**$ 2,825,000**	**$ 2,680,000**
			V. Transfers							
	50930194		Transfer to GF St Maint Drainage Labor # (4/4/19)	77,175	81,034	-	-	-	-	-
	50930194		Services and Maintenance Cap # (4/4/19)	16,699	16,699	-	-	-	-	-
	50930194		I/F Transf - PSST Fund (6/10/19)	429,995	-	-	-	-	-	-
	50930194		Transfer To Westwood Golf # (4/4/19)	131,830	85,507	-	-	-	-	-
			Subtotal Transfers for Projects	**$ 655,699**	**$ 183,240**	**$ -**	**$ -**	**$ -**		**$ -**
			VI. SALARIES AND BENEFITS							
	50120430/50550411/50770		Salary and Benefits # (4/4/19)	1,413,850	1,371,521	-	-	-	-	-
			****SUBTOTAL SALARIES AND BENEFITS**	$ 1,413,850	$ 1,371,521	$ -	$ -	$ -		$ -
			IX. BOND PROJECTS (October 2012 Referendum)							
			Proposition Issuance Cost (GOB)(rev 3-21-13)	-	-	-	-	-	-	-
	50595552	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening	12,110	-	-	-	-	-	-
	50595552	BP0192	24th East Widening from Lindsey to Robinson	6,312	-	-	-	-	-	-
	50595552	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	4,152,525	911,402	-	-	-	-	-
	50595552	BP0190	Alameda Street Safety Project	3,814,193	-	-	-	-	-	-
	50593352	BP0194	Bridge Replacement Main St Local Bridge No 016	78,449	-	-	-	-	-	-
	50590079	BP0196	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	-	-	-	-	-	-
	50595552	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1	15,270	-	-	-	-	-	-
	50595552	BP0189	Lindsey: 24th SW to Berry Rd Widening	6,000	-	-	-	-	-	-
			Subtotal 2012 GOB Bond Issuance Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
			Subtotal 2012 GOB Fund 50	**$ 8,100,297**	**$ 911,402**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
			Subtotal PAYGO	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL FUND
FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
X. BOND PROJECTS (April 5, 2016 Referendum; April 6, 2021 Referendum)										
			Proposition 1 Issuance Cost (GOB)							
	50594401		**Urban Asphalt Pavement**							
		BP0482	Sunset Addition	32,100	-	-	-	-	-	-
		BP0483	Classen-Miller Addition	473,370	-	-	-	-	-	-
		BP0484	Parsons Addition	259,850	-	-	-	-	-	-
		BP0485	Oakridge Addition	98,490	-	-	-	-	-	-
		BP0486	Berkley Addition	31,490	-	-	-	-	-	-
		BP-	Normandy Acres First	-	526,950	-	-	-	-	-
		BP-	Classen Miller Addition	-	78,840	-	-	-	-	-
		BP-	Norman Old Town	-	146,000	-	-	-	-	-
		BP-	Campus Addition	-	96,360	-	-	-	-	-
		BP-	Eagle Cliff Addition	-	385,440	-	-	-	-	-
	50593393		**Urban Concrete Pavement**							
		BP0387	Woodslawn Addition	147,678	-	-	-	-	-	-
		BP0487	Shiloh Heights Addition	160,000	-	-	-	-	-	-
		BP0488	Sherwood Forest Addition	320,000	-	-	-	-	-	-
		BP0489	Forest Hills Addition	610,000	-	-	-	-	-	-
		BP0490	Edgemer Addition	212,000	-	-	-	-	-	-
		BP0491	Rolling Hills Estates	112,000	-	-	-	-	-	-
		BP0492	Westfield Manor Addition	392,000	-	-	-	-	-	-
		BP0493	Lincoln terrace Addition	132,000	-	-	-	-	-	-
		BP0494	Summit Valley Addition	132,000	-	-	-	-	-	-
		BP0495	Woodslawn Additin	224,000	-	-	-	-	-	-
		BP-	Americana Estates	-	21,000	-	-	-	-	-
		BP-	Colonial Estates	-	71,400	-	-	-	-	-
		BP-	Forest Hills Addition	-	325,500	-	-	-	-	-
		BP-	Lydicks Addition	-	378,000	-	-	-	-	-
		BP-	Hetherington Heights Addition	-	504,000	-	-	-	-	-
		BP-	Brookhaven Addition	-	136,500	-	-	-	-	-
		BP-	Lincoln terrace Addition	-	147,000	-	-	-	-	-
		BP-	Willow Brook Addition	-	63,000	-	-	-	-	-
		BP-	Lakeview Terrace	-	56,700	-	-	-	-	-
		BP-	Hardie Rucker Addition	-	210,000	-	-	-	-	-
		BP-	Woodslawn Addition	-	588,000	-	-	-	-	-
	50593376		**Rural Asphalt**							
		BP0496	Franklin Rd	324,720	-	-	-	-	-	-
		BP0497	Alameda St	216,480	-	-	-	-	-	-
		BP0519	72nd Ave NW: Franklin Rd- South End	180,000	-	-	-	-	-	-
		BP-	36th Ave NE	-	652,400	-	-	-	-	-
	50593385		**Urban Reconstruction**							
		BP0480	Pickard Ave: Kansas St/Acres St	703,513	-	-	-	-	-	-
		BP0498	State University Addition	690,000	-	-	-	-	-	-
		BP0499	Grover Addition	290,500	-	-	-	-	-	-
		BP-	Ross's Addition	-	250,900	-	-	-	-	-
		BP-	Willowbrook Addition	-	494,600	-	-	-	-	-
	50593399		**Preventative Maintenance**			-				
		BP0500	Bart Connor Dr	46,935	-	-	-	-	-	-
		BP0501	Broce Dr	39,020	-	-	-	-	-	-
		BP0502	Broce Ct	8,790	-	-	-	-	-	-
		BP0503	Creekwood Ct	11,440	-	-	-	-	-	-
		BP0504	Cove Hollow Ct	11,095	-	-	-	-	-	-
		BP0505	Woodsbro Dr	15,820	-	-	-	-	-	-
		BP0506	Woodsborrow Ct	5,480	-	-	-	-	-	-
		BP0507	Greenwood Ct	16,220	-	-	-	-	-	-
		BP0508	Pheasant Run Dr	15,800	-	-	-	-	-	-
		BP0509	Comanche St	42,276	-	-	-	-	-	-
		BP0510	Symmes St	43,260	-	-	-	-	-	-
		BP0511	Apache St	37,320	-	-	-	-	-	-
		BP0512	Aniol Ave	7,620	-	-	-	-	-	-
		BP0513	Reed Ave	17,700	-	-	-	-	-	-
		BP0514	Linn St	4,620	-	-	-	-	-	-
		BP0515	Ponca Ave	61,020	-	-	-	-	-	-
		BP0516	Stewart Ave	27,720	-	-	-	-	-	-
		BP0517	Cockrel Ave	14,232	-	-	-	-	-	-
		BP0518	Carter Ave	36,120	-	-	-	-	-	-
		BP-	Red Oaks Dr	-	9,545	-	-	-	-	-
		BP-	Piney Oak Dr	-	11,360	-	-	-	-	-
		BP-	Evergreen Cr	-	7,015	-	-	-	-	-
		BP-	Kensington Rd	-	16,200	-	-	-	-	-
		BP-	Willowbranch Rd	-	31,980	-	-	-	-	-
		BP-	Quail Rdge Rd	-	8,650	-	-	-	-	-
		BP-	Bluestem Cr	-	3,825	-	-	-	-	-
		BP-	Northwich Dr	-	19,565	-	-	-	-	-
		BP-	David Ct	-	3,213	-	-	-	-	-
		BP-	Jackson Dr	-	77,112	-	-	-	-	-
		BP-	Paul Ct	-	3,213	-	-	-	-	-
		BP-	Teresa Dr	-	15,750	-	-	-	-	-
		BP-	Morren Dr	-	40,131	-	-	-	-	-
		BP-	Barb Dr/Ct	-	28,571	-	-	-	-	-
		BP-	Vanessa Dr	-	49,833	-	-	-	-	-
		BP-	Cindy Ave	-	20,538	-	-	-	-	-
		BP-	Crestland Dr	-	30,303	-	-	-	-	-
		BP-	Crest Ct	-	6,552	-	-	-	-	-
		BP-	Crest Pl	-	33,516	-	-	-	-	-
			Subtotal 2016 GOB Bond Issuance Costs		$ -	$ -	$ -	$ -	$ -	$ -
			Subtotal 2016 GOB Project Expenses	$ 851,191	$ -	$ -	$ -	$ -	$ -	$ -
			TOTAL 2016 BOND	$ 851,191	$ -	$ -	$ -	$ -	$ -	$ -
			Subtotal 2021 GOB Project Expenses	$ 5,353,488	$ 5,549,462	$ -	$ -	$ -	$ -	$ -
			TOTAL 2021 BOND	$ 5,353,488	$ 5,549,462	$ -	$ -	$ -	$ -	$ -

CAPITAL FUND
FYE 23 Capital Improvement Projects Budget

Pg #	Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
XI. BOND PROJECTS (April 2, 2019 Referendum)										
			Bond Issuance Cost (GOB)							
	50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Reconstructior	772,512	-	575,000	300,000	1,268,980	-	-
	50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.	1,070,000	-	3,933,017	-	-	-	-
	50594019	BP0416	Porter Avenue and Acres Street Widening and Signal	1,803,723	-	-	-	-	-	-
	50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Reconst.	-	-	962,774	637,500	500,000	1,725,290	-
	50594019	BP0417	Jenkins Ave - Imhoff Road to Lindsey Street Widening & Re	9,056,783	-	-	-	-	-	-
	50594019	BP0418	Porter Ave Streetscape	2,234,743	-	-	-	-	-	-
	50594019	BP0419	James Garner Ave - Acres to Duffy St Roadway Improvt	545,342	-	3,979,477	-	-	-	-
	50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd Reconst.	2,457,953	-	-	-	-	-	-
	50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Widening	458,835	979,700	300,000	740,009	-	-	-
	50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Widening	991,926	-	420,000	500,000	1,629,404	-	-
	50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek Widening	-	735,033	1,729,400	400,000	-	1,229,367	-
	50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widening	-	-	-	-	-	-	2,566,039
	50594019	BP0424	Gray Street 2-way conversion	447,910	-	4,172,138	-	-	-	-
	50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widening	-	-	935,688	-	-	-	1,592,915
	50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widening	-	-	-	-	-	-	2,049,260
	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	BP0434	Rock Creek Road - Queenston Ave to 24th Ave NE	-	-	589,934	477,500	1,057,160	-	-
	50594019	BP0422	Traffic Management Center Study	25,977	-	-	-	-	-	-
	50594019	BP0455	GOB 2019 Project Oversight	-	-	1,022,755	-	-	-	-
			Subtotal 2019 GOB Bond Issuance Costs	**-**	**-**	**-**	**-**	**-**		**-**
			Subtotal 2019 GOB Project Expenses	**$ 19,865,704**	**$ 1,714,733**	**$ 20,620,183**	**$ 4,428,570**	**$ 7,166,744**	**$ 7,351,522**	**$ 6,208,214**
			TOTAL 2019 BOND	**$ 19,865,704**	**$ 1,714,733**	**$ 20,620,183**	**$ 4,428,570**	**$ 7,166,744**	**$ 7,351,522**	**$ 6,208,214**
			TOTAL CAPITAL FUND 50 PROJECTS' EXPE	**$ 83,963,850**	**$ 21,574,346**	**$ 27,835,183**	**$ 12,958,570**	**$ 10,611,744**	**$ 10,841,522**	**$ 9,553,214**
			RESERVE FOR SENIOR CENTER	$ -						
			RESERVE FOR ROBINSON/I-35 West /CROSSROADS	$ 786,690						
			RESERVE - 7% OF NEW REVENUE FOR CONTINGENC	$ 987,535	$ 1,084,234	$ 1,105,919	$ 1,128,037	$ 1,150,598	$ 1,173,610	$ 1,164,949

REVENUES

I. NEW SALES CAPITAL SALES TAX REVENUE			**$ 14,107,639.00**	**$ 14,225,764.00**	**$ 14,794,795.00**	**$ 15,386,587.00**	**$ 16,002,050.48**		**$ 16,642,132.50**
		II. GOB PROCCEDS							
		Municipal Complex Renovation 2008 Election	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		GOB - 2019 Vote	$ 52,000,000	$ -	$ -	$ -	$ -	$ -	$ -
		GOB - 2021 Vote	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Subtotal	$ 52,000,000.00	$ -	$ -	$ -			$ -
		III. OTHER INCOME							
BNSF	TR0019	Railroad Safety (claims submitted to BNSF in 2001)	$ -	$ -	$ -	$ -	$ -	$ -	$ 506,380.00
		Subtotal Donations/Other	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**$ 506,380.00**

NORMAN FORWARD SALES TAX CAPITAL FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
I. Bond Funded									
51790050	NFB019	Andrews Park Improvements	63,235	-	-	-	-	-	-
51195507	NFB016	Library-New Central Branch	100,000	-	-	-	-	-	-
51195507	NFB017	Library-New East Branch	5,001	-	-	-	-	-	-
51796639	NFB001	Griffin Park Remodel	5,881,778	4,135,074	-	-	-	-	-
51795546	NFB002	Indoor Aquatic Facility	13,496,685	-	-	-	-	-	-
51796601	NFB003	Indoor Sports Facility	10,726,434	-	-	-	-	-	-
51794442	NFB005	Community Sports Park Development	1,637,589	-	-	-	-	-	-
51792205	NFB006	Reaves Park Remodel	7,433,357	-	-	-	-	-	-
51794404	NFB018	Westwood Swim Complex Replacement	-	-	-	-	-	-	-
		SUBTOTAL BOND FUNDED	**$ 39,344,079**	**$ 4,135,074**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
II. Paygo Funded									
51798830	NFP101	Neighborhood Park Improvements	443,285	56,966	650,000	650,000	600,000		2,750,000
51798830	NFP104	New Neighborhood Park Development	350,000	740,866	-	-	-	-	
51790601	NFP110	Young Family Athletic Center PayGo	20,222,706	-	-	-	-	-	-
51793365	NFP108	New Senior Citizens Center	12,400,000	-	-	-	-	-	-
51790097	NFP107	New Trail Development Throughout Town	395,459	970,541	-	-	-	-	5,604,541
51794442	NFP103	Lease Payments for Griffin Park	80,000	80,000	80,000	80,000	80,000	80,000	1,360,000
51795500	NFP100	Public Arts Projects	170,609	234,000	290,000	-	-	-	150,000
51793325	NFP105	Ruby Grant Park Development	-	-	-	-	-	-	-
51594405	NFP120	Traffic and Road Improvements	500,000	-	-	-	-	-	-
51796674	NFP106	Saxon Park Development	156,144	1,217,600	-	-	-	-	-
51594403	NFP109	James Garner Blvd: Flood to Acres	2,214,682	-	-	-	-	-	-
051-	NFP	Canadian River Park Development	-	-	-	-	-	-	2,000,000
		SUBTOTAL PAYGO FUNDED	**$ 36,932,885**	**$ 3,299,973**	**$ 1,020,000**	**$ 730,000**	**$ 680,000**		**$ 11,864,541**
		TOTAL NORMAN FORWARD FUND 51 PROJECTS	**$ 76,276,964**	**$ 7,435,047**	**$ 1,020,000**	**$ 730,000**	**$ 680,000**		**$ 11,864,541**

PARK LAND AND DEVELOPMENT FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
		COMMUNITY PARKS							
52794442	PC0018	Sports Complex Bleachers	474	-	-	-	-	-	-
52795518	PC0022	Legacy Pk Foundation Strm Damg Repair	50,000	-	-	-	-	-	-
52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
		Subtotal Community Parks	**$ 62,509**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NEIGHBORHOOD PARKS							
52796609	PR0155	Brookhaven Park Improvements	5,943	-	-	-	-	-	-
52793067	PR0171	Summit Lakes Park Improv	7,325	-	-	-	-	-	-
52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
052-	PR-	Andrews Park Master Plan	-	50,000	-	-	-	-	-
052-	PR-	Reaves Park Restroom Building	-	260,000	-	-	-	-	-
52794442	PR0172	Ruby Grant Park SE Parking Lot	280,407	-	-	-	-	-	-
		Subtotal Neighborhood Parks	**$ 318,675**	**$ 310,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**$ 381,184**	**$ 310,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
57595552	UT0015	24th & Flood at Tecumseh Intersection	2,530,092	-	-	-	-	-	-
57796601	UT0017	Recreation Facility	2,069,971	-	-	-	-	-	-
57595512	UT0008	Economic Development	553,685	-	-	-	-	-	-
57595552	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	1,909	-	-	-	-	-	-
57595512	UT0016	Legacy Park Parking Lot	5,026	-	-	-	-	-	-
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS			**$ 5,160,683**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* closed
# - means unused funds to be returned to fund balance at end of fiscal year.

ARTERIAL ROADS RECOUPMENT FUND
FYE 23 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2022 Budget	FYE 2023 Proposed	FYE 2024	FYE 2025	FYE 2026	FYE 2027	BEYOND 5 YEARS
		EXPENDITURES							
78599964	AR	TBD	-	-	-	-	-	-	-
78595517	AR	TBD	-	-	-	-	-	-	-
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

* closed
# - means unused funds to be returned to fund balance at end of fiscal year.





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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 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 21 ACTUAL	FYE 22 ORIGINAL	FYE 22 REVISED	FYE 22 ESTIMATE	FYE 23 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -		$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 10,965,845	$ 11,091,629	$ 11,091,629	$ 11,091,629	$ 9,815,634
Interfund Transfers	$ 447,167	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Audit Adjust/Encum	$ (16,801)	$ -	$ -	$ -	$ -
Subtotal	$ 11,396,211	$ 11,591,629	$ 11,591,629	$ 11,591,629	$ 10,315,634
Fund Total	$ 11,396,211	$ 11,591,629	$ 11,591,629	$ 11,591,629	$ 10,315,634

2012D GENERAL OBLIGATION BONDS
60-3050

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

To be Paid

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

2015 GENERAL OBLIGATION BONDS
60-3050

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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
2047-2028	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	

2016A GENERAL OBLIGATION REFUNDING BONDS
60-3050

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

To be Paid

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

2019B GENERAL OBLIGATION REFUNDING BONDS
60-3050

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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
2047-2028	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	

2020A GENERAL OBLIGATION BONDS
60-3050

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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
2047-2028	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	

2021 GENERAL OBLIGATION REFUNDING BONDS
60-3050

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

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
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
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
		13,500,000	405,000	13,905,000	

2015 NORMAN MUNICIPAL AUTHORITY BONDS
015-3050

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

To be Paid

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

2015B NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

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

To be Paid

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

2017 NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

Name: Combined Purpose
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $30,950,000
Interest:
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	474,567	874,567	30,550,000
2018-2019	30,550,000	800,000	910,500	1,710,500	29,750,000
2019-2020	29,750,000	800,000	886,500	1,686,500	28,950,000
2020-2021	28,950,000	1,000,000	861,000	1,861,000	27,950,000
2021-2022	27,950,000	1,500,000	831,000	2,331,000	26,450,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	26,450,000	2,000,000	778,500	2,778,500	24,450,000
2023-2024	24,450,000	2,000,000	718,500	2,718,500	22,450,000
2024-2025	22,450,000	2,000,000	658,500	2,658,500	20,450,000
2025-2026	20,450,000	2,000,000	598,500	2,598,500	18,450,000
2026-2027	18,450,000	2,800,000	532,500	3,332,500	15,650,000
2027-2028	15,650,000	3,100,000	448,500	3,548,500	12,550,000
2028-2029	12,550,000	3,700,000	351,000	4,051,000	8,850,000
2029-2030	8,850,000	5,400,000	235,500	5,635,500	3,450,000
2030-2031	3,450,000	3,450,000	51,750	3,501,750	0
		30,950,000	8,336,817	39,286,817	

2020 NORMAN MUNICIPAL AUTHORITY BONDS
051-3050

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

To be Paid

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

2017B NORMAN MUNICIPAL AUTHORITY BONDS
050-3050

Name: ERP System Upgrade
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $6,105,000
Interest:
Dated: December 29, 2017
Retired: December 1, 2022
Source of Funds Capital Fund Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	0	490,000	55,678	545,678	5,615,000
2018-2019	5,615,000	1,195,000	114,858	1,309,858	4,420,000
2019-2020	4,420,000	1,225,000	88,884	1,313,884	3,195,000
2020-2021	3,195,000	1,255,000	62,262	1,317,262	1,940,000
2021-2022	1,940,000	1,285,000	34,992	1,319,992	655,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	655,000	655,000	7,074	662,074	0
		6,105,000	363,748	6,468,748	

2021 NORMAN MUNICIPAL AUTHORITY BONDS
050-3050

Name: Hotel/Motel Tax Revenue Note, Taxable Series 2021
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $3,882,000
Interest:
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

To be Paid

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

2015 NORMAN UTILITIES AUTHORITY
31-5539 & 32-5549

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

To be Paid

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

2009 NORMAN UTILITIES AUTHORITY
322-5549

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	104,374	357,520	3,337,080
2020-2021	3,337,080	260,950	96,570	357,520	3,076,130
2021-2022	3,076,130	268,706	88,814	357,520	2,807,424

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	2,807,424	276,693	80,827	357,520	2,530,731
2023-2024	2,530,731	284,723	72,797	357,520	2,246,008
2024-2025	2,246,008	293,379	64,141	357,520	1,952,629
2025-2026	1,952,629	302,098	55,422	357,520	1,650,531
2026-2027	1,650,531	311,078	46,442	357,520	1,339,453
2027-2028	1,339,453	320,228	37,292	357,520	1,019,225
2028-2029	1,019,225	329,841	27,679	357,520	689,384
2029-2030	689,384	339,645	17,875	357,520	349,739
2030-2031	349,739	349,739	7,781	357,520	0
		4,964,024	1,429,087	6,393,111	

2014 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
32-5549 & 322-5549

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

To be Paid

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

2016 NORMAN UTILITIES AUTHORITY
31-5539

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

To be Paid

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

2017 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31-5539

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	1,550,000	800,739	2,350,739	26,350,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	26,350,000	1,550,000	766,617	2,316,617	24,800,000
2023-2024	24,800,000	1,550,000	731,438	2,281,438	23,250,000
2024-2025	23,250,000	1,550,000	695,342	2,245,342	21,700,000
2025-2026	21,700,000	1,550,000	658,259	2,208,259	20,150,000
2026-2027	20,150,000	1,550,000	620,118	2,170,118	18,600,000
2027-2028	18,600,000	1,550,000	580,920	2,130,920	17,050,000
2028-2029	17,050,000	1,550,000	540,594	2,090,594	15,500,000
2029-2030	15,500,000	1,550,000	499,140	2,049,140	13,950,000
2030-2031	13,950,000	1,550,000	456,417	2,006,417	12,400,000
2031-2032	12,400,000	1,550,000	412,636	1,962,636	10,850,000
2032-2033	10,850,000	1,550,000	367,516	1,917,516	9,300,000
2033-2034	9,300,000	1,550,000	321,197	1,871,197	7,750,000
2034-2035	7,750,000	1,550,000	273,398	1,823,398	6,200,000
2035-2036	6,200,000	1,550,000	224,401	1,774,401	4,650,000
2036-2037	4,650,000	1,550,000	173,994	1,723,994	3,100,000
2037-2038	3,100,000	1,550,000	122,036	1,672,036	1,550,000
2038-2039	1,550,000	1,550,000	68,738	1,618,738	0
		31,000,000	10,844,992	41,844,992	

Note: Interest amounts estimated

2018 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31-5539

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

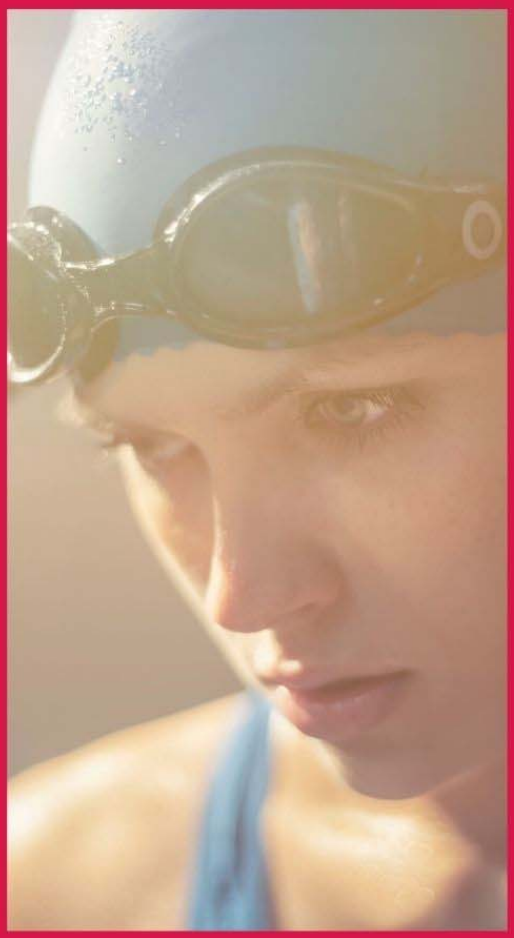
Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2018-2019	0	0	352,390	352,390	0
2019-2020	12,000,000	300,000	496,625	796,625	11,700,000
2020-2021	11,700,000	410,000	485,265	895,265	11,290,000
2021-2022	11,290,000	425,000	471,905	896,905	10,865,000

To be Paid

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







Pension Funds

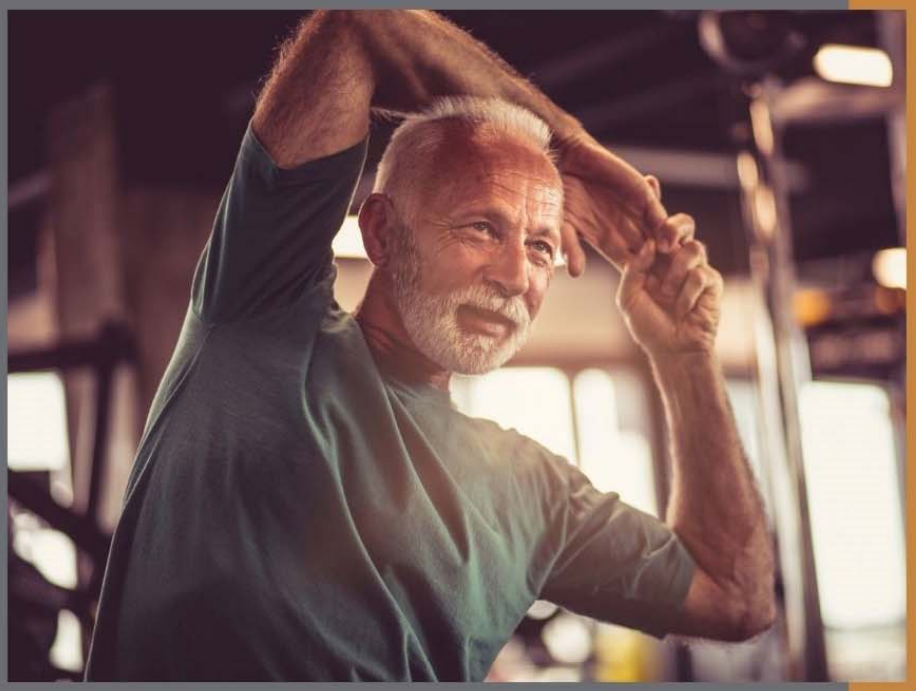
PENSION FUNDS

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

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

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







Appendix

GLOSSARY OF TERMS and ACRONYMS

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

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

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

ADA – American Disabilities Act

AFIS – Automated Fingerprint Identification System

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

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

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

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

BASIN – An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOLOGICAL OXYGEN DEMAND (BOD) – A standard measure of wastewater strength that quantifies the oxygen consumed in a stated period of time, usually 5 days and at 20°C.

BIOLOGICAL PROCESS – The process by which the metabolic activities of bacteria and other microorganisms break down complex organic materials to simple, more stable substances.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. 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

CONNECTION FEE – Previously known as the tap fee, was first developed in 1970. A charge for sewer or water connection based upon the size of the service line leading into and to be utilized for the furnishing of water or sewer to any user or structure. Monies received from the connection charge are evenly divided between the City of Norman's Water and Wastewater Funds. Collected fees are used to fund activities performed in both the water and sewer utility systems.

CORE AREA – Boundaries are officially Berry Road on the west, Robinson on the north, 12th Avenue on the east, and Constitution / Imhoff extended on the south.

COST ALLOCATION - Distribution of costs of centrally provided support services such as management, accounting, purchasing, payroll, information services, and legal.

DEBT SERVICE - The City's obligation to pay the principal and interest of general obligation and revenue bonds according to a predetermined payment schedule.

DEFICIT - The excess of the liabilities of a fund over its assets, or the excess of expenditures over revenues during an accounting period.

DEPARTMENT - A section of the total organization which is comprised of Divisions and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION – The decrease in value of physical assets due to use and passage of time.

DEQ – Department of Environmental Quality

DIVISION - A sub-section of a Department which carries out a specific line of work assigned to the Department.

DMR – Discharge Monitoring Report

DO – Dissolved oxygen

DOF – Department of Finance

DUI – Driving Under the Influence

DTMF – Dual-tone-multi-frequency or "touch-tone"

E911 – Emergency 911 Telephone Fund

ECAB – Environmental Control Advisory Board

EEOC – Equal Employment Opportunity Commission

EFFLUENT – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

EID (Environmental Information Document)– The document which provides the basic information about a project and its environmental effects.

EMD – Emergency Medical Dispatch

EMS – Emergency Medical Services

EMT-B – Emergency Medical Technician-Basic

EMT-P – Emergency Medical Technician-Paramedic

ENCUMBRANCE - A commitment related to unperformed contracts or goods or services. Encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA – Environmental Protection Agency

EXCISE TAX – An excise tax is any tax, which is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege.

EXPENDITURES (EXPENSES) - Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FACE VALUE (PAR, PRINCIPAL) – The full amount of an investment security, usually appearing on the face of the instrument.

FIDUCIARY FUNDS (TRUST & AGENCY FUNDS) – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for assets held by the municipality as trustee or agent for individuals, private organizations or other governmental units or purposes.

FISCAL YEAR - The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Norman has a fiscal year of July 1 through June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, and improvements other than building and land.

FT – Full-time (employee)

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - Fund balance is the excess of assets over liabilities.

FUND BALANCE - RESERVED FOR DEBT SERVICE - A portion of fund balance that is legally restricted to the payment of long term debt principal and interest maturing in future years.

FY – Fiscal Year

FYE – Fiscal Year Ending

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all monies received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO) - Legal debt instruments, which finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues.

GF – General Fund

GFOA – Government Finance Officers Association

GIS – Graphical Interface System

GO – General Obligation (bond)

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 – Nephlometer Units

NUA – Norman Utilities Authority – Established in February 1970 includes financing and operating the utility systems for the City (water and wastewater).

NYSCA – Norman Youth Sports Coaches Association

OBJECT - Expenditure classification according to the types of items purchased or services obtained.

ODEQ – Oklahoma Department of Environmental Quality

OFPRS – Oklahoma Firefighters Pension & Retirement System

OJI – On-the-Job Injury

OMCCA – Oklahoma Municipal Court Clerks Association

OPERATING BUDGET - Plans of current expenditures and the PROPOSED means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.

OPDES – Oklahoma Pollutant Discharge Elimination System

OPPRS – Oklahoma Police Pension & Retirement System

OSHA – Occupational Safety Hazard Association

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 – Trial Total Disability (payments)

USE TAX – A tax levied by the City of Norman on out-of-state purchases of tangible personal property that is stored, used or otherwise consumed within the State of Oklahoma by the purchaser.

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue to offset the cost of improvements made to the Norman Wastewater Treatment Plant in 2000. The WWTPIF 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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