CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, April 23, 2024 at 6:30 PM

AMENDED AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 3 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING APRIL 20, 2024, AS THE 50TH BIRTHDAY OF THE COMMUNITY AFTER SCHOOL PROGRAM IN THE CITY OF NORMAN

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-32: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, MAY 15, 2024, AS PEACE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 12 THROUGH MAY 18, 2024, AS NATIONAL POLICE WEEK IN THE CITY OF NORMAN.

3. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-33: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 5TH THROUGH MAY 11TH, 2024, AS THE 55TH ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK IN THE CITY OF NORMAN.

4. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-34: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, APRIL 27, 2024, AS LEADERSHIP OKLAHOMA DAY IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 5 through Item 20 be placed on the consent docket.

Reports/Communications

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF MARCH, 2024.

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF MARCH 31, 2024, AND DIRECTING THE FILING THEREOF.

Encroachment

Release of Deferral

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A REQUEST TO RETURN A CASH SURETY FOR DEFERRED CONSTRUCTION FOR PAVING IMPROVEMENTS IN CONNECTION WITH P.B. ADDITION (GENERALLY LOCATED 175 FEET NORTH OF HIGHLAND PARKWAY ON THE WEST SIDE OF NORTH FLOOD AVENUE).

Contracts

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT THREE TO CONTRACT K-1819-70: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN OPTIMIST CLUB TO MODIFY THEIR PAYMENT OF METERED ELECTRIC COSTS AT REAVES PARK.

9. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2122-88: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY $975,723 FOR A REVISED CONTRACT AMOUNT OF $14,924,576 TO PROVIDE ADDITIONAL CONSTRUCTION SERVICES FOR THE EMERGENCY COMMUNICATIONS AND OPERATIONS CENTER (ECOC) AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

10. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO AND FINAL ACCEPTANCE OF CONTRACT K-2223-47: BY AND BETWEEN THE CITY OF NORMAN AND NASH CONSTRUCTION FOR THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT AND FUND TRANSFER AS DETAILED IN THE STAFF REPORT.

11. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER FOUR AND FINAL ACCEPTANCE TO CONTRACT K-2223-114: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY IN THE AMOUNT OF $2,040,703.65 AND CHANGE ORDER FOUR INCREASING THE CONTRACT BY $77,777.15 FOR A REVISED CONTRACT AMOUNT OF $2,118,480.80 FOR THE 12TH AVENUE N.E. AT HIGH MEADOWS DRIVE INTERSECTION IMPROVEMENT PROJECT, BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT TO PAY THE CONTRACTOR AND FOR MATERIAL TESTING SERVICES, AND FINAL CLOSE-OUT.

12. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2223-164: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RIVER NORTH TRANSIT, LLC, (VIA TRANSPORTATION, INC.), IN THE AMOUNT OF $39,225, FOR A REVISED NOT-TO-EXCEED AMOUNT OF $799,768, FOR EXPANSION OF THE NORMAN ON-DEMAND MICROTRANSIT PILOT PROGRAM; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-50: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE UNIVERSITY OF OKLAHOMA FOR EXPANSION OF THE NORMAN ON-DEMAND MICROTRANSIT PILOT PROGRAM AS OUTLINED IN THE STAFF REPORT.

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-140: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ACS PLAYGROUND ADVENTURES, INC. FOR THE BENTLEY PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF $200,000.00

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2324-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PRECISION CONSTRUCTION AND CONTRACTING, L.L.C. FOR THE BENTLEY PARK TENNIS AND PICKLEBALL COURTS PROJECT AND FINAL PAYMENT OF $17,102.20.

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2324-71: BY AND BETWEEN THE CITY OF NORMAN AND THE NORMAN YOUTH SOCCER ASSOCIATION INC., FOR THE USE AND MAINTENANCE OF GRIFFIN COMMUNITY PARK FOR A PERIOD OF FIVE YEARS.

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF GRANT IN THE AMOUNT OF $6,000 FROM THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY TO BE USED TO HOLD AN ELECTRONICS WASTE EVENT IN FYE 2024; CONTRACT K-2324-171 AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

18. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-175: AN AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND SMC CONSULTING ENGINEERS IN THE AMOUNT OF $103,000 FOR PROFESSIONAL SERVICES FOR THE CRIMSON FLATS AFFORDABLE HOUSING PROJECT AS OUTLINED IN THE STAFF REPORT.

Resolutions

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-137: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $2,066.85 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO REPAIR A CITY VEHICLE DAMAGED BY ANOTHER DRIVER IN A TRAFFIC COLLISION.

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-141: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CITY ATTORNEY TO RETAIN CERTAIN OUTSIDE COUNSEL TO PROVIDE LEGAL REPRESENTATION TO AND ON BEHALF OF THE CITY REGARDING DESIGN AND/OR CONSTRUCTION ISSUES WITH THE NORMAN PUBLIC LIBRARY CENTRAL.

NON-CONSENT ITEMS

Public Hearings

21. CONDUCTING AND CLOSING THE FIRST PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT THE FYE 2025 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.

Second Reading Ordinance

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-41 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT ONE (1), BLOCK ONE (1), OF ROSE ROCK SCHOOL ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1515 WEST MAIN STREET)

MISCELLANEOUS COMMENTS

This is an opportunity for citizens to address City Council. Due to Open Meeting Act regulations, Council is not able to participate in discussion during miscellaneous comments. Remarks should be directed to the Council as a whole and limited to three minutes or less.

Executive Session

23. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307 (B)(1) TO DISCUSS THE RESIGNATION OF THE CITY ATTORNEY.

ADJOURNMENT

File Attachments for Item:

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING APRIL 20, 2024, AS THE 50TH BIRTHDAY OF THE COMMUNITY AFTER SCHOOL PROGRAM IN THE CITY OF NORMAN

Item 2

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING APRIL 20, 2024, AS THE 50TH BIRTHDAY OF THE COMMUNITY AFTER SCHOOL PROGRAM IN THE CITY OF NORMAN

Proclamation

P-2324-31

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, APRIL 20, 2024, AS THE 50TH BIRTHDAY OF THE COMMUNITY AFTER SCHOOL PROGRAM IN THE CITY OF NORMAN.

§ 1. WHEREAS, fifty years ago, the Community After School Program (CASP) answered the call to provide after school care in the Norman Community. Since that time, CASP has expanded, changed, and now pivoted its services, to meet the growing needs of our local community.

§ 2. WHEREAS, CASP has been a safe haven for children in the Norman Community since 1974.

§ 3. WHEREAS, CASP works to assist elementary students improve literacy outcomes by providing free 1:1 literacy tutoring.

§ 4. WHEREAS, CASP works in partnership with local organizations to bring its services to those most in need within our local community.

§ 5. WHEREAS, CASP has provided quality programming and services to thousands of children and families in the Norman Community during the past 50 years.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 6. Do hereby proclaim Saturday, April 20, 2024, as a day to celebrate the 50th birthday of the Community After School Program (CASP) and to let us recognize CASP and its critical role in the growth and development of the City of Norman by supporting working families through both childcare and now tutoring services.

PASSED AND APPROVED this 23rd day of April, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-32: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, MAY 15, 2024, AS PEACE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 12 THROUGH MAY 18, 2024, AS NATIONAL POLICE WEEK IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-32: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, MAY 15, 2024, AS PEACE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 12 THROUGH MAY 18, 2024, AS NATIONAL POLICE WEEK IN THE CITY OF NORMAN.

Proclamation

P-2324-32

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, MAY 15, 2024, AS PEACE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 12 THROUGH MAY 18, 2024, AS NATIONAL POLICE WEEK IN THE CITY OF NORMAN.

§ 1. WHEREAS, Congress and the President of the United States have designated May 15 as National Peace Officers' Memorial Day and the week of May 12 through 18, 2024, as National Police Week; and

§ 2. WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

§ 3. WHEREAS, members of the Fraternal Order of Police Auxiliary invite residents of Norman to participate in "Project Blue Light" by placing a blue light in front of their homes or place of business during National Police Week in remembrance of those law enforcement officers who gave their lives in the line of duty and for the officers who continue to keep our neighborhoods and communities safe.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. Do hereby proclaim Wednesday, May 15, 2024, as Peace Officers Memorial Day and the week of May 12 through May 18, 2024, as National Police Week in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty and let us recognize and pay respect to the survivors of fallen heroes.

§ 5. Do hereby invite all citizens to attend the Norman Law Enforcement Memorial Service on Friday, May 17, 2024, at 10 a.m. at the Legacy Park Amphitheater located at 1898 Legacy Park Drive.

PASSED AND APPROVED this 23rd day of April, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

3. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-33: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 5TH THROUGH MAY 11TH, 2024, AS THE 55TH ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Darrel Pyle, City Manager

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-33: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 5TH THROUGH MAY 11TH, 2024, AS THE 55TH ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK IN THE CITY OF NORMAN.

Proclamation

P-2324-33

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 5TH THROUGH MAY 11TH, 2024, AS THE 55TH ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK IN THE CITY OF NORMAN.

§ 1. WHEREAS, the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

§ 2. WHEREAS, the Office of the Professional Municipal Clerk is the oldest among public servants; and

§ 3. WHEREAS, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

§ 4. WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

§ 5. WHEREAS, the Professional Municipal Clerk serves as the information center on functions of local government and community; and

§ 6. WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

§ 7. WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 8. Do hereby proclaim the week of May 5th through 11th, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Brenda Hall, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

PASSED AND APPROVED this 23rd day of April, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-34: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, APRIL 27, 2024, AS LEADERSHIP OKLAHOMA DAY IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-34: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, APRIL 27, 2024, AS LEADERSHIP OKLAHOMA DAY IN THE CITY OF NORMAN.

Proclamation

P-2324-34

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THURSDAY, MAY 2nd, 2024, AS LEADERSHIP OKLAHOMA DAY IN THE CITY OF NORMAN.

§ 1. WHEREAS, leadership Oklahoma exists to educate leaders across the State of Oklahoma on critical issues facing it's communities, with their mission being to create, inspire, and support it's member leaders whose commitment to service and excellence energizes them to positively shape our future; and

§ 2. WHEREAS, leadership Oklahoma's signature initiative is an annual 10-month program that takes class members deep into the state's inner workings and everywhere across the state, from the great plains of the panhandle to the hardwood forests and pine-covered mountains of southeastern Oklahoma; and

§ 3. WHEREAS, participants become familiar with the social and environmental complexities that afflict Oklahoma, including sovereignty, tourism, criminal justice, state government, education, economic development, military issues, agriculture, and energy; and

§ 4. WHEREAS, discussions with state leaders deepen participants understanding of the opportunities, needs, issues, and resources inherently available in the wide range of Oklahoma industries. This in turn stimulates collective problem solving for the greater good of the Sooner State; and

§ 5. WHEREAS, the program also works to develop the next generation of leaders through sister programs such as their Youth Leadership program, which is available to High School Juniors, and exists to strengthen efforts to retain Oklahoma's most valuable asset, its youth; and

§ 6. WHEREAS, leadership Oklahoma has nearly forty years of cultivating Oklahomans to become leaders in their communities and across the state.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 7. Do hereby wish to commend the Leadership Oklahoma Program for their years of continued service to improving our state, and proclaim Thursday, May 2nd, 2024, as Leadership Oklahoma Day in the City of Norman and encourage all citizens to acknowledge the dedication and commitment of those who serve this impactful program.

PASSED AND APPROVED this 23rd day of April, 2024.

ATTEST: _____ Mayor

_____
City Clerk

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF MARCH, 2024.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 4/23/2024

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF MARCH, 2024.

City of Norman

Monthly Departmental Report

March 2024

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
March 2024

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	12	120	2	14
Bus Service	0	0	0	0
CDBG	1	1	0	2
City Clerk	77	491	4	14
City Manager/Mayor	4	26	1	11
City Wide Garage Sale	0	0	0	0
Code Enforcement	31	380	1	16
Finance	5	24	0	0
Fire/Civil Defense	2	13	0	1
Human Resources	14	75	2	6
I.T.	7	28	0	0
Legal	8	41	1	4
Line Maintenance	16	231	0	6
Municipal Court	5	33	1	3
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	2	29	0	3
Parks & Recreation	14	199	1	10
Permits/Inspections	58	432	2	5
Planning	20	123	0	4
Police/Parking	68	795	5	19
Public Works	8	125	1	8
Recycling	0	0	1	1
Sanitation	52	440	4	19
Sidewalks	0	0	0	1
Storm Debris	0	0	0	0
Storm Water	10	69	4	16
Streets	24	255	8	24
Streets Lights	0	74	7	24
Traffic	30	177	1	9
Utilities	33	475	5	8
WC Questions	0	0	0	0
WC Violations	0	0	0	0
March Total: 729	**501**	**4656**	**177**	**228**

LICENSES

Three New licenses and 706 Renewals were issued during the month of March. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Bee Keeper	3	3	Retail Beer	38	39
Brewer	3	3	Retail Spirits Store	2	2
Coin-Operated Devices	202	204	Retail Wine	33	34
Distiller	0	0	Salvage Yard	0	0
Food	220	247	Sidewalk Dining	5	6
Game Machines	79	79	Solicitor/Peddler (30 day)	1	5
Impoundment Yard	2	2	Solicitor/Peddler (60 day)	1	4
Kennel	13	13	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	17	19	Special Event	0	7
Medical Marijuana Grower	7	8	Strong Beer & Wine/Winem613aker	10	11
Medical Marijuana Processor	10	11	Taxi/Motorbus/Limousine	2	3
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	29	32	Temp Food (one day)	0	9
Mixed Beverage/Caterer	25	27	Temp Food (30 day)	0	11
Pawnbroker	3	3	Temp Food (180 day)	1	17
Pedicab	0	0	Transient Amusement	0	0
YTD License Total: 799	**613**	**651**		**93**	**148**

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
NONE		

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
777 Roofing & Construction, LLC	WeedMan	

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Ted's Café Escondido		

LAW SUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
03-15-24	Raven Investments, LLC	Plaintiff vs. the Board of Adjustment for the City of Norman. Plaintiff alleges, NextEra sought to condemn several properties including properties owned by Raven Investments, LLC. NextEra submitted floodplain application permits. The Plaintiff claims consideration of permits 684 and 685 violated the Norman Municipal Code and the Oklahoma Open Meeting Act. As NextEra did not possess an ownership interest in all properties and the agenda did not identify that the Committee would consider issuance of permit No. 685. Which did not adequately inform the public of all items to be considered, therefor requesting all actions taken at the January 2, 2024 meeting should be consider invalid. Wherefore, Plaintiff/Appellant, Raven Investments, LLC respectfully request an order from the Court reversing the Defendant/Appellee, Board of Adjustment for the City of Norman, that the BOA reverse the Committee's approval of Floodplain Permit Nos. 684 and 685 and all further relief this Court may deem just and proper.	

CLAIMS FILED

DATE CLAIMS FILED	NAME	JUSTIFICATION	AMOUNT
03-06-24	John Miller	Claimant alleges on November 22, 2023, at 4500 Greystone Lane, that city police officers broke his front door while serving a search warrant. Doorjamb, doorknob, paint and stain all in need of repair.	$ 500.00
03-12-24	Julie Picek	Claimant alleges on February 09, 2024, at 508 Piney Oak Drive that City workers opened up manhole located in her backyard for repair and did not clean up after themselves, which lead to her dogs eyes being inflamed and infected.	$ 469.99
03-12-24	Marilou Bento	Claimant alleges on January 31, 2024, at intersection of S. Bryant and Broadway Ave. while stopped at a sign behind a City of Norman truck, the city driver backed into his vehicle and caused damage to the front of his vehicle. Report taken at the collision by City Safety Manager and Street Supervisor.	$1,506.00
03-12-24	Lauren Schueler	Claimant alleges on February 19, 2024, at 1719 Rowena Lane that city employees, replaced water meter at her residence then turned water back on, which caused faucets and stems to clog. Claimant had to call plumber to replace shower valve and clean out 16 stems.	$ 550.00

CLAIM FILED continued

DATE CLAIMS FILED	NAME	JUSTIFICATION	AMOUNT
03-19-24	Sally Gunn	Claimant alleges on December 20, 2023, at 3620 Joseph Circle that a police officer took her phone and put it in the wrong property bag and that the named owner of the property bag threw it away. Wants reimbursement for phone.	$ 379.00
03-20-24	Debra Poore	Claimant alleges on September 28, 2023, at 3309 Bright Street that city employees told her that the pipe breakage at her home was claimant's responsibility. Plumber came out uncovered pipe breakage and determined that it was the responsibility of the City of Norman to repair as it was on the city side of the line. City workers came back out and repaired the water main. Claimant received bill from the plumber for $2,422.00 for the work they did. She paid $250.00 and is asking for the City to pay the balance of invoice, as she was misinformed by the city and should not have had to call a plumber.	$2,172.00
03-29-2024	Alexander Beguhn	Claimant alleges on January 14, 2024, at the intersection of Andover Dr. and Alameda St. due to a burst water main, poor visibility and lack of warning signs of hazardous road conditions his vehicle became stuck in the slush and ice. Causing damage to front end of his vehicle and the undercarriage. Photos available.	$3,743.08

STUDY SESSION

On March 19, 2024, City Council met in a Study Session with Red Rock Behavioral Health Services representative who gave a presentation on the New Red Rock Crisis Center. Additionally, discussed the Water Reuse Pilot Program.

SPECIAL SESSION

On March 05, 2024, City Council met in a Special Session and discussed the Norman Nature Park design.

On March 12, 2024, City Council met in a Special Session and discussed the Lindsey Street Water Tower. Then adjourned into an Executive Session to discuss the possible purchase of real property located at 601 South Carter Ave.

On March 26, 2024, City Council met in a Special Session and discussed Summit Lakes Participation Agreement Amendment 2 and MOU and Grant application for Misty Lake Dam. Then adjourned into an Executive Session to discuss pending litigation in the City of Norman vs. The Uplands Development Co., LLC Case No. CJ-2021-227 and City of Norman vs. Hallbrooke Development Group One, LLC Case No. CJ-2021-228

FINANCE COMMITTEE

On March 21, 2024, the Finance Committee met and discussed the FYE 2024-2025 City of Norman Budget, monthly revenue and expenditure reports and internal audit program status.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On March 7, 2024, the Business & Community Affairs Committee met and discussed accessory commercial units and a Weather Museum request to hold a general obligation bond election for the construction of a New Weather Museum.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On March 28, 2024, the Community Planning & Transportation Committee met and discussed the public transit report and given a presentation on the location of the highest number of accident and fatality collisions.

OVERSIGHT COMMITTEE

On March 14, 2024, the Oversight Committee met and discussed Emergency Shelter, Cleveland County Health Department "Shred the Stigma" program and parking requirements for accessory dwelling units.

CITY MANAGER 2

No reports are being generated for the Monthly Department Report from the City Manager's Office, as of Jan 2023.

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – March 2024

Statistics on outputs from the various divisions of the Department of Finance (DOF) are presented on the following pages. Major projects which were completed or initiated by the DOF in March are discussed below:

Treasury Division:

In the month of March, the Treasury Division processed 37,355 payments in person and over the phone, a decrease of -6% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 13,279 payments in March, a decrease of -1.3% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of March by -1.7%. Revenues from the City's largest single source of revenue, sales tax, are above target by 0.1% for the year to date and -0.3% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 24 Budget To Date	FYE 24 Actual To Date	FYE 23 Actual To Date	FYE 22 Actual To Date
Sales Tax Revenue	$41,384,741	$41,447,282	$41,596,461	$41,054,789
General Fund Revenue	$78,996,552	$77,599,500	$75,363,204	$70,945,921
General Fund Expenses	$85,975,925	$82,155,645	$71,859,475	$63,781,569

Administration Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	3,200.00	480.00	2,600.00
Total Comp Time Available	2.00	13.00	2.75	38.50
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	1.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	482.00	3,214.00	482.75	2,638.50
Benefit Hours Taken	35.00	489.00	27.25	345.00
TOTAL ACCOUNTABLE STAFF HOURS	447.00	2,725.00	455.50	2,293.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
Total Regular Hours Available	1,680.00	11,200.00	1,680.00	11,200.00
Total Comp Time Available	3.75	19.25	1.50	21.50
Total Overtime Hours	7.50	29.50	5.25	82.75
Total Bonus Hours	0.00	4.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,691.25	11,252.75	1,686.75	11,304.25
Benefit Hours Taken	245.25	2,027.50	187.00	2,667.50
TOTAL ACCOUNTABLE STAFF HOURS	1,446.00	9,225.25	1,499.75	8,636.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS 3B

Treasury Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,141.00	7,853.00	1,200.00	8,000.00
Total Comp Time Available	13.00	81.25	8.25	24.50
Total Overtime Hours	48.25	307.50	46.00	405.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,202.25	8,241.75	1,254.25	8,430.25
Benefit Hours Taken	203.75	1,685.75	324.50	1,891.75
TOTAL ACCOUNTABLE STAFF HOURS	998.50	6,556.00	929.75	6,538.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Budget Services Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	2,880.00	480.00	3,200.00
Total Comp Time Available	0.00	1.25	0.00	1.25
Total Overtime Hours	0.00	0.25	1.50	3.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	480.00	2,881.50	481.50	3,204.50
Benefit Hours Taken	38.00	555.00	25.00	540.00
TOTAL ACCOUNTABLE STAFF HOURS	442.00	2,326.50	456.50	2,664.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

City Revenue Report

	FYE 24 February	FYE 24 March	Plus/Minus
Total Revenue Received ($)	$4,610,762	$4,295,897	($314,865)
Utility Payments - Office (#)	39,697	37,355	(2,342)
Utility Payments - Office ($)	$4,174,232	$4,089,467	($84,765)
Paymentus (#)	13,460	13,279	(181)
Paymentus ($)	$1,302,964	$1,243,948	($59,016)
Lockbox (#)	8,004	7,920	(84)
Lockbox ($)	$1,252,342	$1,134,773	($117,569)
E-Lockbox (#)	3,492	3,400	-92
E-Lockbox ($)	264,145	289,385	$25,240
Bank Draft Payments (#)	11902	10333	(1,569)
Bank Draft Payments ($)	$1,125,550	$987,531	($138,019)
Utility Deposits (#)			$0
Utility Deposits ($)			$0
Fix Payments (#)			$0
Fix Payments ($)			$0
Processed Return Checks (#)	77	96	19
Processed Return Checks ($)	($10,164)	($8,001)	$2,163
Other Revenue Transactions (#)			$0
Other Revenue Received ($)			$0
Accounts Receivable Payments ($)	0	0	$0
Municipal Court - Fines/Bonds ($)	247,530	198,233	($49,297)
Municipal Court - Credit Card (#)	558	454	(104)
Municipal Court - Credit Card ($)	129,850	97,786	(32,064)
Building Permits Cash Report ($)	0	0	$0
Building Permits Credit Card (#)	0	0	0
Building Permits Credit Card ($)	$0	$0	$0
Occupational License - Bldg Insp. ($)	$0	$0	$0
Occupational License - Bldg Insp. CC (#)	0	0	0
Occupational License - Bldg Insp. CC ($)	$0	$0	$0
Business License - City Clerk ($)	0	0	$0
Accounts Receivable Billed ($)	$0	$0	$0

Building Permits/Planning/City Clerk went to a new system in the beginning of November. The reporting is not matching up with the deposits. We are still trying to figure out the best way to report it and subsequently I haven't got the info to include on my daily reports.

This affects the Total Revenue Received as well.

UTILITY 3C

Utility Division Activity Report - FYE 2024

	FYE 24		FYE 23	
	March	YTD	March	YTD
STATUS REPORT				
Regular Utility Accounts Billed	46,605	398,940	43,755	399,972
New Deposit Ons Billed	700	5,915	752	6,529
Final Accounts Billed	636	5,862	715	5,952
TOTAL METERS READ	47,941	410,717	45,222	412,453

Drive-up Window and Mail Payments - FYE 2024

	24-Feb	24-Mar
Mail Payments - Lockbox	8,004	7,920
Mail Payments - E-Lockbox	3,492	3,400
Mail Payments - Office	93	321
Total Mail Payments - Subtotal	**11,589**	**11,641**
Night Deposits	147	127
Paymentus Payments	13,460	13,279
Without assistance paymnts - Subtotal	**13,607**	**13,406**
Office Payments	1,932	1,872
With assistance payments - Subtotal	**1,932**	**1,872**
Total Payments Processed - Subtotal	**27,128**	**26,919**
Bank Draft (ACH) Payments	11902	10333
Total Payments (Utility)	**39,030**	**37,252**
Total Payments	**54,256**	**53,838**

Traffic Counter at Drive-up Facility

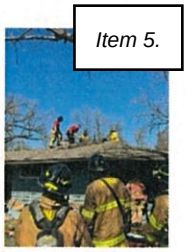
Night Drop *	Counter is broken	
8-5 Drive-up Window Customers *	Counter is broken	
Total Traffic Counter	**0**	**0**

* These figures are included in the above Total Customer Contact Payments.

Utility Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,460.00	9,860.00	1,680.00	11,200.00
Total Comp Time Available	82.50	214.75	45.25	105.70
Total Overtime Hours	92.50	443.00	98.25	590.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,635.00	10,517.75	1,823.50	11,896.20
Benefit Hours Taken	181.50	1,952.00	171.75	1,848.00
TOTAL ACCOUNTABLE STAFF HOURS	1,453.50	8,565.75	1,651.75	10,048.20
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

FIRE DEPARTMENT 4



NFD Monthly Progress Report
March 2024

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	25	1.61%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	905	58.27%
4 - Hazardous Conditions (No Fire)	31	2.00%
5 - Service Call	145	9.34%
6 - Good Intent Call	344	22.15%
7 - False Alarm & False Call	74	4.76%
8 - Severe Weather & Natural Disaster	1	0.06%
9 - Special Incident Type	0	0.00%
Incomplete Reports	28	1.80%
Total Incident Count (Unique Calls)	1553	100.00%
Number of Total Unit Responses	1936	

Total Fire Loss $655,400.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	327	296	0:04:56
Station #2	222	350	0:05:50
Station #3	260	367	0:06:07
Station #4	169	339	0:05:39
Station #5	61	649	0:10:49
Station #6	51	528	0:08:48
Station #7	165	339	0:05:39
Station #8	109	346	0:05:46
Station #9	183	374	0:06:14

Community Outreach

Tours and Special Events	9	Wildfire Evac. Drill Support (NPS), Easter Egg Hunt, Tomorrow's Leaders, Tours, Ride Alongs

Burn Permits

Burn Permits Issued	213	Conditions were favorable for burning 9 days in March

Training

Total Personnel Training Hours	2370	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support

NFD Monthly Progress Report
March 2024

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD3*	9	1		2	2			4		
Chief 301	13	1	3	2				5	2	
Chief 302	12	2	1	2	1			6		
Chief 304	20	5	3	2	1			7	2	
Chief 401	12	1	1	2		3	2	3		
Chief 402	15	1		1	1	2	3	3	1	3
Chief 404	9	2	1	1	1	1	1	1		1
Engine 1	324	302	4	5			2	9		2
Brush 1	8	4	2				1			1
Ladder 1	46	33	1	3	2			6		1
Engine 2	229	1	215	3	4			6		
Brush 2	2		2							
Ladder 2	17	2	7	2	2			4		
Engine 3	268	4	1	257			1	4		1
Brush 3	1						1			
Engine 4	178	1	3		168			6		
Engine 5	21					19	2			
Brush 5	67					65	2			
Engine 6	32					7	21	1		3
Brush 6	60					6	51	1		2
Rescue Boat 6	1						1			
Rescue 7	3	1						2		
Squad 7	191	8	6	4	3			163	4	3
Brush 7	2	1	1							
Engine 8	121		2		6			5	108	
Brush 8	4	1	2						1	
Tanker 8	1							1		
Engine 9	205	5	1	6		1	6	3		183
Brush 9	8	1				1	3			3
Tanker 9	10	1				2	3			4
HAZMAT	1		1							
EM1*	7			2	2			3		
EMS1*	10	1		3	2			4		
Fire Marshal 1	5	1			1		2			1
Fire Marshal 2	6	2	1	1						2
Fire Marshal 3	8		1	4		2		1		
Fire Marshal 4	8	1	1		1		1	2	1	1
Fire Marshal 6	2				1				1	
	1936	**383**	**260**	**302**	**198**	**109**	**103**	**250**	**120**	**211**

*EM1, EMS1 and NFD3 are "notified" of certain calls. They may or may not actually go on scene.

March 2024 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	280 hours	Berchtold CLEET Academy, Fire and Arson, Inspections, Photography, Crew Resource Management
Inspection/Re-Inspection Activities	102 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	20	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	11	1 Joint, 8 Closed, 1 Complete, 1 Pending
Investigative Activities	93 hours	Fire Scene Investigation, reports, OSBI, Court Appearances, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	20 (16 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	41 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	8	New homeowners workshop at the well, school contacts, Forest Pointe rescuers setup

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	17	26
Fire Protection System Plan Reviews	4	13
Building Inspections/Re-inspections	17	20
Meetings	11	15
Training (NFD Required/ IT/ Fire Sprinkler/ IEBC)	10	22
Communication	N/A	15
Totals		**111**
Time Off (VAC, SICK, Holiday)	N/A	17

Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance. Residents can assist by "Adopting a Pole" and reporting the siren status they adopt at the website www.w5nor.org	office and to other jurisdictions. Open to the public, the club provides the opportunity for the community to test for their Amateur license or upgrade a license. Note: the FCC has been directed to start charging for testing. Effective date is TBD Audible test of the outdoor warning system is conducted for 60 seconds. Three units are sounded for 20 seconds due to being a public park venue.
Second Thursday of each month is the Norman Emergency Response Team Volunteers and the Medical Reserve CORPS members to meet, network and discuss preparedness support and collaboration with the Cleveland County Health Department on use of the Medical Reserve Corps	The Volunteer meeting at 6:30 pm. At 6 pm we meet for social time before the meeting. Usually we have snacks and drinks. This networking allows for camaraderie and building relationships during different organizations. City staff is always welcome.
Each Third Thursday of the month is reserved for Division Staff duties and collaboration with the Disaster Assistance Teams (DAT) of the American Red Cross	Meetings are conducted at the Fire Training Center and usually held on an as needed basis.
Local Emergency Preparedness Committee	Meets quarterly (Meets at the Well) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information. Also, the LEPC is part of the oversight for the Citizens CORPS Council of Norman. A report on

	activities is provided each meeting.

Other Emergency Management Activities	
Planning Meeting for Upcoming Events each first Friday of the month	2024 is a busy year for supporting events. EM Division will conduct a planning meeting with CCHD and NERVT to plan support for a 30/60/90/ day schedule
Local Response	
Red Cross Coordination for burnouts. February resulted in 2 call out for assistance. One was a Family burn out in Norman and one was a mutual request to the Little Axe FD, a mobile home burn out. This was responded to by NERVT	With the reorganization in the Red Cross and the turmoil of having an in-home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
The annual OEMA\OEM Conference was held in Durant during the week of 3 Mar 24 to 7 Mar 24.	This conference was the most attended in conference history with 581 paid participants and 61 partner vendors displaying their products.
NERVT will support the Bicycle Safety Round up planned for April 12, 2024 at the Well.	NERV will provide traffic management and a first aid station
Norman EM along with other EM's from various counties will support the NSU-Broken Arrow second Preparedness Day camp in June 2024. The first draft of the course was submitted in Mar 2024.	Norman EM was chosen as the lead instructor and coordinator for the Camp. 30 participants will attend and go through different preparedness skills
Norman EM was asked to confer on the room design for the new EOC. Discussions were made regarding furniture and communications room needs. A budget request was submitted for the FY25 and with approval the EOC will have the ability to communication all levels of response organizations, local, state and Federal. To include high frequency and the ability to go long range.	A legal opinion was rendered regarding the PSST funds and the use of for Emergency Management. With a positive opinion, Norman EM can move forward to be a part of future project considerations.

Community Preparedness Events	
Demand for the Medical Reserve CORPS\Norman Response Volunteers continues to increase.	Anticipation of supporting several community event venues increases the ability to enhance preparedness in the community. The addition of having a UAV pilot in the group expands the capability to the community.
The monthly volunteer meeting was conducted at the County Wellness Center. The Well has committed to providing a meeting space and this will allow for the expansion of the volunteer program. Over 30 volunteers enjoyed the presentation.	The organization Wildcare provide information regarding the care and treatment of wild animals during disaster.
Norman EM continues to work with Homeland Security on youth preparedness camps.	The Northeastern State University-Broken Arrow preparedness Day Camp will be held June 4-7, 2024 at the NSU Broken Arrow Campus
	The Murray State Camp is set for July 14-19, 2024 in Tishomingo and the Panhandle State University Youth Camp is set for July 28-August 2, 2024.
Disaster Reimbursement Status	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through.	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
A long Term Recovery Committee has formed to those affected by the February 2024 tornado.	This storm was not a declared storm and the LTRC can coordinate assistance for those residents that still have unmet needs.

Mitigation Grant Status	
Many Divisions are applying for mitigation funds for various projects	Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications
Severe Weather Issues	
No significant events for weather occurred in March	
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
March 2024

HUMAN RESOURCES

Total number of Employees: 960
Orientations: 3 – 6 new hires
*All orientations require input from each area of the Human Resources Department
Terminations: 11

ADMINISTRATION

- FMLA cases – 5 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
    - 70 birthday and 71 anniversary

BENEFITS

New Enrollments: 2

Benefit Participation		
	#	%
Medical	783	92%
Dental	788	92%
Vision	585	69%
Disability	433	51%
Supplemental Life	448	52%

** Total Benefit Eligible Population: 854*

Claims	
Rx Claims	
ACTIVE	$207,754.13
RETIREE	$ 19,505.51
COBRA	$ -
Medical Claims	$ 1,232,620.00
Dental Claims	$ 82,239.69
Death Claims	0

PERSONNEL ACTIONS

NEW HIRES – 6

Dept./Div.	Position	Number of Employees
Planning & Community Development	Permit Manager	1
Parks & Rec/Golf Course	Golf Course Attendant	1
Parks & Rec/Westwood Pool	Aquatic Manager	1
Parks & Rec/YFAC	Recreation Center Specialist	1
Parks & Rec/YFAC	Lifeguard Leader	1
Utilities/SLM	Utility Collection Worker I	1

PROMOTIONS – 3

Dept./Div.	Position	Number of Employees
Parks & Rec/Recreation	Field Operations Supervisor	1
Police/Emergency Communications	Communications Officer II	1
Utilities/Water Reclamation Facility	Crew Chief	1

SEPARATIONS – 11

Dept./Div.	Position	Number of Employees
Human Resources/Admin	Human Resources Recruiter	1
Information Technology	Systems Support Technician	1
Parks & Rec/Golf Course	Golf Course Attendant	1
Planning & Community Development	Planner I	1
Police Department/Investigations	Police Sergeant	1
Public Works/Fleet	Mechanic II	1
Public Works/Streets	Maintenance Worker I	1
Public Works/Traffic	Traffic Engineer	1
Public Works/Traffic	Traffic Sign Fabricator	1
Utilities/Water Line Maintenance	Utility Distribution Worker I	1
Utilities/Water Treatment Plant	Maintenance Worker I	1

TURNOVER STATS

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	15		0.00%
City Clerk	6		0.00%
Finance	23		0.00%
Fire	164		0.00%
Human Resources	10	1	1.00%
Information Technology	17	1	5.90%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation-Total	81	1	1.24%
Planning & Comm Dev.	38	1	2.63%
Police	256	1	0.39%
Public Works	125	4	3.20%
Utilities	159	2	1.26%

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies) *included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
Parks & Recreation	
PT Lifeguard Leader – YFAC (1)	PT All Locations – Recreation Center Specialist
PT Recreation Specialist – YFAC (1)	PT Golf Course Attendant (2)

PT Tennis Shop Attendant - (1)	PT Recreation Leader – YFAC (1)
PT Recreation Technician – Westwood (1)	PT* Swim Instructor - Westwood (11)
PT* Admission Clerk I - Westwood (20)	PT* Admission Clerk II - Westwood (4)
PT* Shallow Lifeguard - Westwood (9)	PT* Assistant Aquatic Manager - Westwood (1)
PT* Aquatic Facility Maintenance I - Westwood (8)	PT* Aquatic Facility Maintenance II - Westwood (3)
PT* Lifeguard - Westwood (53)	PT* Food & Beverage Tech I (1)
PT* Laborer (1)	Maintenance Worker I (1)
Police	
Police Officer (2)	Animal Welfare Technician (1)
Communications Officer I (1)	Communications Officer II (6)
	Police Records Clerk (1)
Parking Services Officer (1)	PT Parking Service Officer (1)
Public Works	
Engineering - City Surveyor (1)	Traffic Management Center Engineer (1)
Maintenance Worker II – Streets (1)	Traffic Sign Fabricator (1)
Utilities	
Sanitation - Sanitation Worker I (4)	Utility Supervisor (1)
Utility Distribution Worker II (1)	Utility Distribution Worker I (2)
Plant Operator D (1)	
City Clerk & City Manager	
Assistant City Manager – offer pending	
Planning & IT	
Systems Support Technician (1)	Municipal Planner II (1)
Legal & Human Resources	
Assistant City Attorney (1)	Recruiter (1)

6 - New Hires

Full Time Position	Hire Date	Date Posted	Days to fill
Utility Collection Worker I	03/08/2024	01/09/2024	59
Lifeguard Leader	03/14/2024	11/07/2023	108
Permit Manager	03/15/2024	02/07/2024	37

PT/Seasonal Position	Hire Date	Date Posted	Days to fill
Recreation Center Specialist	03/04/2024	11/7/2023	118
Golf Course Attendant	03/14/2024	02/29/2024	14
Aquatic Manager	03/04/2024	01/02/2024	62

SUMMER HIRES: 47 Westwood hires complete, 30 Westwood hires in process as well

SAFETY

Fitness for Duty Meetings

Department	Number Held
Police	1

Return to Work Meetings

Department	Number Held
Fire	1
Utilities	1

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis	Prevention Method
Police/Animal Welfare	Strained left shoulder	Strained left shoulder picking up dog	Work restrictions	Use proper lifting method or ask for help
Fire/Suppression	Strained lower back	Strained lower back working out on duty	Work restrictions	Do not lift heavy weights during shift
Parks & Rec/Development	Contusion on top of head	T-post hit head area while planting tree	Released to work	Wear hard hat

Current number of "at fault" Vehicle Collisions per calendar year:

2024*	2023	2022
2	11	7

**CY2024 is current YTD*

Current number of "at fault" Vehicle Collisions per fiscal year:

2024	2023	2022
9	7	3

Recordable Injuries per calendar year:

2024*	2023	2022
12	78	60

**CY2024 is current YTD*

Recordable Injuries per fiscal year:

2024	2023	2022
50	67	54

Adult First Aid/CPR/AED - certified 9 employees (Municipal Court)
Forklift Driving Safety – certified 8 employees

CULTURE AND SOCIAL RESPONSIBILITY (CSR)

ADA Complaints and Resolutions

Complaints	Resolution
3/15/2024-3/21/2024: Received multiple calls and emails with concerns about the accessibility of the bathroom entry doors in City Hall and the Development Center being too heavy to open.	3/22/24: Spoke with the ADA Citizens Advisory Committee Chair and discussed that 5lbs complied with ADA standards for bathroom entry doors. Facility Maintenance will check the doors monthly for compliance.

ADA:

- Completed ADA Awareness for Title II Entities & Agencies training presented by BlueDAG.
- Received ADA Coordinator Certificate from the Great Plains ADA Center.
- Created and completed a diversely inclusive ADA coloring book and handed it out at the 2nd Annual Cleveland County Disability Resource Fair on March 12, 2024, at The Well.
- Placed assistive listening systems in Municipal Court.

CSR:

Employee Resource Groups (ERGs) – LGBTQ+ Alliance held a meeting and discussed the upcoming participation in Norman Pride Festival & Parade for 2024.

- Presented 'Basic Sign Language Sessions' for CoN employees to learn basic sign language in 4, 30 minute sessions over the course of Deaf History Month (March 13th-April 15th).
- Presented all of the women employed by the CoN a flower (carnation) in appreciation for Women's History Month, which is March of every year.
- Completed first class in the Diversity, Equity, and Inclusion certification program from Cornell University.

Committees:

Human Rights Commission (HRC) – The monthly meeting was scheduled to take place on Monday, March 25, 2024, but was cancelled as a quorum was not going to be present. The next meeting will be held on Monday, April 22, 2024, at City Hall.

ADA Citizen's Advisory Committee – The quarterly meeting took place on Monday, March 11, 2024. Updates on the Micro Transit (Norman On-Demand), ADA Transit Transition Plan, Transit Center, FY24 Concrete Projects, and Bus Stops were given. A motion passed for $125,000 to be used to pay ODOT for the design on 12th Ave NE, Robinson to Rock Creek. Accessibility of the bathrooms doors in City Hall and the Development Center were discussed and tested. The next meeting will held be on Monday, June 10, 2024, at City Hall.

Cleveland County disABILITY Coalition – In lieu of the monthly meeting, the 2nd Annual Cleveland County Disability Resource Fair was held on March 12, 2024, at The Well from 4:00 PM-7:00 PM. Over 30 agencies, including schools, were present to provide members of the community with pertinent disability and accessibility resources. The next meeting will be held on Tuesday April 2, 2024, at United Way of Norman.

CITY OF NORMAN EMPLOYEE DEMOGRAPHICS

(Includes full-time, part-time, and temp/seasonal employees)

Gender	Total Population	% of Total Population
Female	230	24.0%
Male	730	76.0%
	960	**100.00%**

Job Classification by Gender		
Job Classification	**Female**	**Male**
Full-Time	175	663
Part-Time	48	43
Permanent Part-Time	2	7
Temporary	5	17
	230	**730**

Ethnicity by Race		
Ethnicity	**Total #**	**Total %**
American Indian/Alaskan Native	37	3.9%
Asian	13	1.4%
Black/African American	45	4.7%
Hispanic/Latino	32	3.3%
Native Hawaiian	1	0.1%
Two or More Races	44	4.6%
White	788	82.0%
	960	**100.00%**

Diversity by Gender		
Ethnicity	**Female**	**Male**
American Indian/Alaskan Native	12	25
Asian	3	10
Black/African American	8	37
Hispanic/Latino	7	25
Native Hawaiian	0	1
Two or More Races	13	31
White	187	601
	230	**730**

Diversity % by Gender		
Ethnicity	**Female**	**Male**
American Indian/Alaskan Native	1.3%	2.6%
Asian	0.3%	1.0%
Black/African American	0.8%	3.9%
Hispanic/Latino	0.7%	2.6%
Pacific Islander	0%	0.1%
Two or More Races	1.4%	3.2%
White	19.5%	62.6%
	24.0%	**76.0%**

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department
Monthly Report – March 2024.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	Implementation Complete – Project refinement ongoing: The CoN team has completed implementation work on all major core software. However work continues in Finance, HR, Planning, and Parks to refine these new systems.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. New equipment is being implemented to replace the old and increase security and speed requirements.	Ongoing. IT Network staff are in implementation and testing of major networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing – taken over by Utilities Admin.

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in 2024
New Building construction/renovation support.	The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)	In Progress – ECOC, HR/IT Building, Building Maintenance, PD Moves, and Mary Abbot House expansion. Complete – YFAC, Sanitation, Line Maintenance Sr. Center, Development Center, Municipal Court, Bus Station
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Progress – Finance Dept. has made funds available. Work to be complete 2024.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business.	Ongoing frequent training continues as well as various types of PEN testing of the city network.
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress estimated full completion in 2027

Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning – customer portal configuration in progress.
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress, full completion in July/August of 2023. Renovation of new space should be complete by April 2024.
Network Infrastructure Improvements	Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress: The IT Department has been awarded 5% of the annual capital funds for business critical software and infrastructure needs.

Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of March 2024. The ticket count remains high due to various departmental moves and opening of new city facilities. IT support continues to assist with connections and configuration.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 8 emails from the groups shown were sent from city servers using city resources – of those 21,936 were delivered to outside mailboxes for the month of March 2024. The city servers generated mass communications to Norman citizens of 21,936 messages from only 8 sent (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering

capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 322,745 attempted incoming and 111,264 outgoing messages for the month of March 2024. Incoming messages totaling 137,534 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 42% of our inbound mail. This percentage is up from previous months for malicious email/spam and continues a trend of more scam attempts throughout the year. Our security efforts are having a positive effect on reducing the total number of malicious email inbound. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of March 2024, the City of Norman's web site had 112,409 individual web sessions access the web site for 208,716 total page views. Of those sessions, 69,507 were identified as Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

ERP Project Implementation Progress:

This project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The projects final implementations are complete as of March 2024. The City Council approved approximately $6 Million to replace the outdated software systems that run our daily business operations. Once fully complete the city will have enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work with these systems. The IT Department completed implementation of all major pieces of the ERP business systems software packages. These include Parks and Rec software, Municipal Court software, Financial Systems software, Utility Billing software, Payroll, Human Resource Management, Work Orders (Tyler EAM), Time and Attendence, and Planning and Community Services software packages. Daily work continues on these systems as well as additional training, enhancements, and configuration. We will continue to evaluate and enhance each of these systems moving forward. Our current efforts include a review of the HR Systems, post launch troubleshooting of Planning and Community Dev software, an upgraded Parks and Rec software package to help with golf management, concessions, and food carts. We Are also preparing for AMI (Automatic Meter Infrastructure), and integration with a customer portal for Utility Billing Systems software as well as a review of the current time and attendance software.

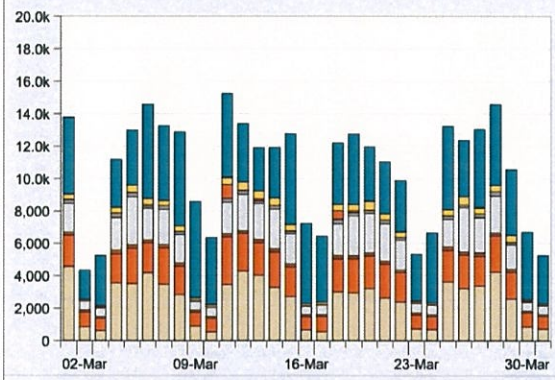
SECURE EMAIL GATEWAY

Executive Summary

ironport.example.com

01 Mar 2024 00:00 to 31 Mar 2024 23:59 (GMT -05:00) — **Data in time range: 100.0 % complete**

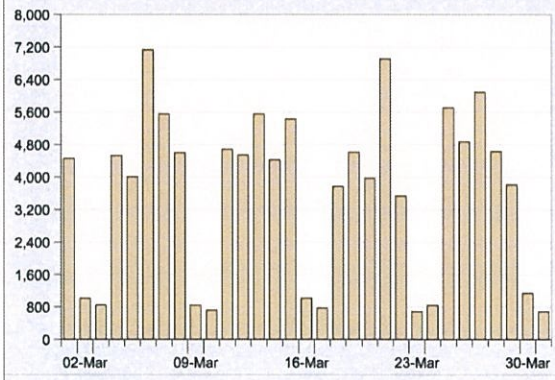
Incoming Mail Graph



Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	38.9%	125,408
Stopped by Domain Reputation Filtering	0.1%	289
Stopped as Invalid Recipients	0.0%	6
Spam Detected	3.0%	9,679
Virus Detected	0.0%	40
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.5%	1,528
Stopped by Content Filter	0.2%	584
Stopped by DMARC	1.4%	4,664
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	**42.6%**	**137,534**
Marketing Messages	15.7%	50,574
Social Networking Messages	1.6%	5,186
Bulk Messages	15.8%	50,886
Total Graymails:	**33.0%**	**106,646**
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	24.3%	78,565
Total Attempted Messages:		**322,745**

Outgoing Mail Graph



Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	111,263
Total Messages Processed:		**111,263**

Message Delivery	%	Messages
Hard Bounces	1.5%	1,626
Delivered	98.5%	109,638
Total Messages Delivered:		**111,264**

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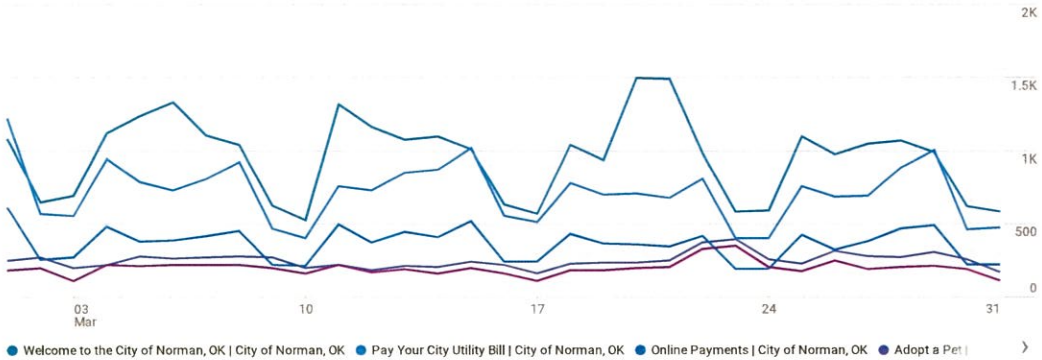
All Users | Add comparison | Custom Mar 1 - Mar 31, 2024

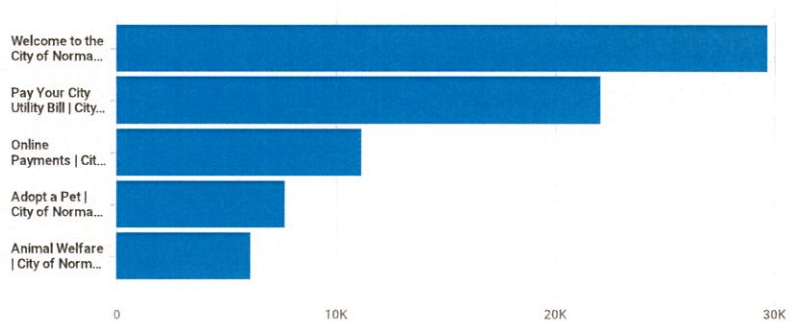
Monthly Page Views

Add filter

Views by Page title and screen class over time



Views by Page title and screen class



Search... Rows per page: 10 Go to: 1 1-10 of 1282

	Page title and screen class	Views	Users	Views per user	Average engagement time	Event count All events
		208,716 100% of total	69,507 100% of total	3.00 Avg 0%	1m 00s Avg 0%	631,326 100% of total
1	Welcome to the City of Norman, OK | City of Norman, OK	29,667	16,687	1.78	23s	81,898
2	Pay Your City Utility Bill | City of Norman, OK	22,048	13,193	1.67	15s	78,159
3	Online Payments | City of Norman, OK	11,141	6,959	1.60	13s	28,608
4	Adopt a Pet | City of Norman, OK	7,654	4,026	1.90	21s	25,488
5	Animal Welfare | City of Norman, OK	6,095	3,767	1.62	14s	19,303
6	Job Opportunities | City of Norman, OK	5,493	3,199	1.72	1m 20s	16,552
7	City of Norman's 2024 Residential Spring Clean-Up Information | City of Norman, OK	4,505	3,021	1.49	31s	11,348
8	Westwood Golf Course | City of Norman, OK	3,554	2,073	1.71	36s	12,630
9	Search Results | City of Norman, OK	3,330	1,629	2.04	43s	8,017
10	Burning Information | City of Norman, OK	3,023	867	3.49	54s	8,001

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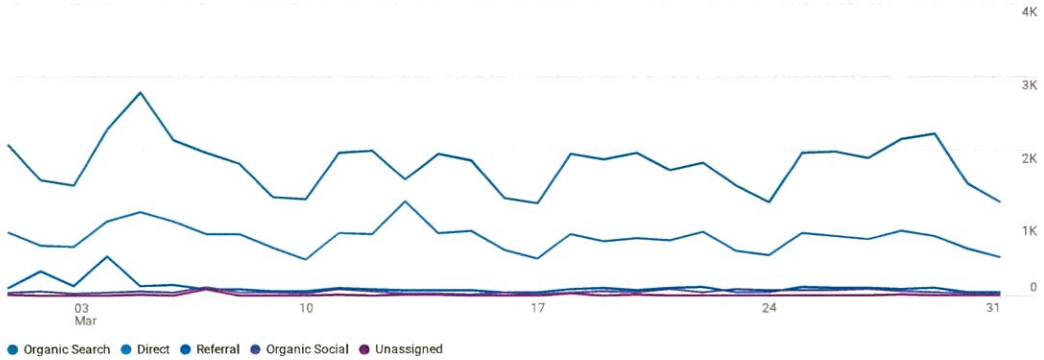
All Users | Add comparison | Custom Mar 1 - Mar 31, 2024

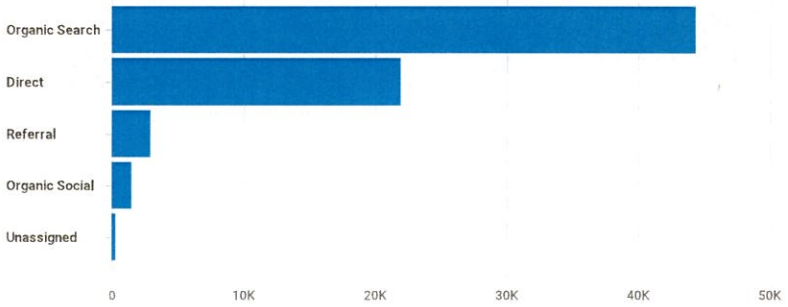
Monthly Site Traffic

Add filter

Users by Session primary channel group (Default Channel Group) over time



Users by Session primary channel group (Default Channel Group)



Search... Rows per page: 10 1-5 of 5

	Session primary...Channel Group)	Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count All events
		69,507 100% of total	112,409 100% of total	67,880 100% of total	37s Avg 0%	0.98 Avg 0%	5.62 Avg 0%	60.39% Avg 0%	631,326 100% of total
1	Organic Search	44,346	77,545	50,390	42s	1.14	5.68	64.98%	440,781
2	Direct	21,893	30,061	14,761	23s	0.67	5.18	49.1%	155,645
3	Referral	2,910	4,078	1,970	29s	0.68	5.14	48.31%	20,972
4	Organic Social	1,453	1,859	912	20s	0.63	5.04	49.06%	9,373
5	Unassigned	259	207	2	4m 41s	<0.01	22.00	0.97%	4,555

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Table 1

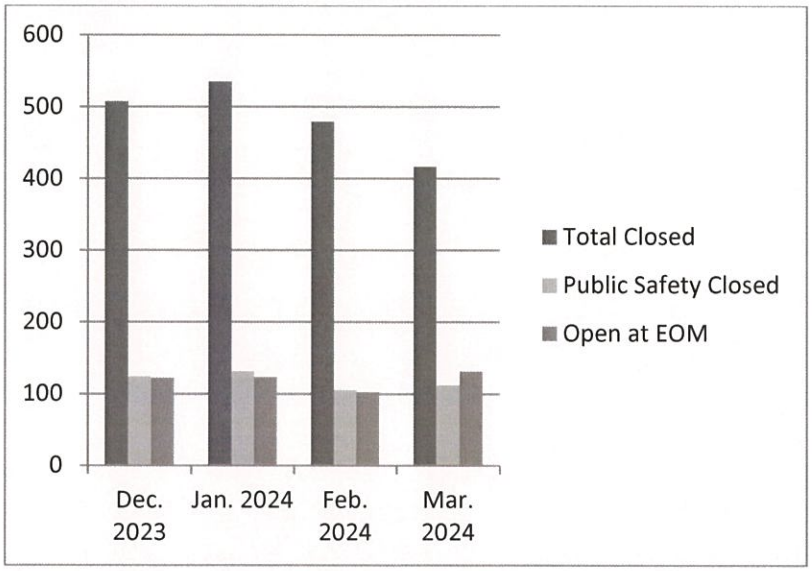


Table 2

March 2024 LIST SERVER REPORT			
Group	**Active Members**	**Mailings**	**Total Delivered**
Affirmative Action Group	12	0	0
Job Posting	1324	0	0
Norman News	2742	8	21936
Totals	4078	8	21936

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
March 2024 Report
(Submitted April 12, 2024)

MONTHLY HIGHLIGHTS:

Dollarhide v. Dennis Dickens, Oklahoma Highway Patrol, et al, CIV-2022-642 (K)
This case arises out of the Plaintiff's arrest for resisting arrest and assault and battery on a police officer. The defendants include law enforcement officers from the Oklahoma Highway Patrol, Oklahoma Park Rangers, Cleveland County Sheriff's Department, and the City. The City moved the Court to dismiss the City's police officers. On March 29, 2024, the district court granted in part and denied in part the City Defendant's motion to dismiss. The Motion was granted in part because Plaintiff failed to allege how the City Defendants violated Plaintiff's civil rights. Instead of dismissing the case, however, the Court granted Plaintiff twenty (20) days to file an amended complaint that either omits the municipal defendants or alleges what each of them did the violate Plaintiff's civil Rights. Plaintiff's amended complaint is due April 30, 2024. If Plaintiff fails to file an amended complaint that complies with the court's order, the case will be dismissed.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK
In re Payment Card Interchange Fee and Merchant Discount Antitrust Litigation, Case No. 05-MD-01720 (JG)(JO) (K)

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA
Smith v. City of Norman, CIV-22-1002 (K)
Dollarhide v. Dennis Dickens, Oklahoma Highway Patrol, et al, CIV-2022-642 (K)

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS
Walling v. Norman Regional Health System, et al, Case No. SD-121340, CJ-2014-874 (K)

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. ***General Lawsuits***

Armstrong v. City of Norman, CJ-2012-1638 (K)
City v. Haddock, CV-2010-357 TS (K, S)
City v. IAFF, CV-2011-48 L; DF-109447 (K)
City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)

Etter v. City of Norman, CJ-2021-731 (K)
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
FOP v. City of Norman, CV-2011-876 L (K)
Martin Flores v. City of Norman & John Doe, CJ-2021-1051
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)
Jaclyn Jacobs v. City of Norman and Norman Utilities Authority, CJ-2022-794 (K)
DBA Doe Medical Entity, CJ-2022-1348, CJ-2020-606 (K)
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)
City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Oklahoma Natural Gas v. Gene Methvin et al, CV-2024-841
The petition in this case was filed on March 15, 2024. It alleges a condemnation action against a number of defendant. The Legal staff's investigation indicates that the City does not have a property interest in the area ONG is seeking to condemn.
Raven Investments, LLC v. Board of Adjustment for the City of Norman, OK, CV-2024-839
This case is an appeal from a Board of Adjustment decision granting a variance to NextEra Energy Transmission Southwest, LLC to construct an overhead electric transmission line in West Norman. The appeal was filed on March 15, 2024.
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
West Lindsey Center Investors, LLC v. City of Norman, et al., CJ-2022-693 (K)

B. ***Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M)
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M)
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M).

C. ***Lawsuits involving a City claim/interest in Property, Foreclosure Actions, and Applications to Vacate***

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)
Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)

D. ***Municipal Court Appeals***

None

E. ***Small Claims Court***

None

F. ***Board of Adjustment Appeals***

LABOR / ADMINISTRATIVE PROCEEDINGS

A. Grievance & Arbitration Proceedings (K)
This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 24-06 – (Ross – Discipline)

IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation
IAFF Grievance FYE 23 – Matt Ferris – Discipline
IAFF Grievance FYE 23 – Carl Shanon Smith Termination/Forced Retirement Grievance
IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response
IAFF Grievance FYE-24 – Non-Emergency Call Back
IAFF Grievance FYE-24 – Failure to Staff Personnel

FOP Grievance FYE-24 – Lowell Wilcoxen Termination

B. Equal Employment Opportunity Commission (EEOC)

None

C. Contested Unemployment Claims (OESC)

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through March 2024. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
Month	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24
JULY	275	165	464	11	7	11	7	9	10
AUG	236	241	341	9	10	7	5	13	16
SEPT	263	245	295	9	15	18	5	10	8
OCT	269	244	346	12	13	7	6	9	11

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
NOV	228	205	292	2	10	11	6	6	10
DEC	162	165	163	1	5	9	3	8	4
JAN	185	205	280	9	9	9	6	10	5
FEB	787	256	338	8	17	20	8	10	12
MAR	282	272	466	13	13	8	9	12	10
APR	323	322		12	9		10	9	
MAY	582	395		21	17		12	13	
JUNE	268	344		7	31		11	9	
TOTALS / YTD	3,860	3,059	2,985	114	156	100	95	118	86

WORKERS' COMPENSATION COURT

The total number cases pending as of March 2024 are 16. There were no new workers compensation cases received during the month of March 2024. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE 24 CASES	FYE 23 CASES	FYE22 CASES	FYE21 CASES
Fire	Suppression	7	1	9	4	2
Fire	Prevention				1	
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool				1	
Planning	Development Services					
Police	Animal Welfare					2
Police	Criminal Investigation	1			1	
Police	Patrol	3	1	1	4	1
Police	Administration	0			2	
Public Works	Street Maintenance				1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control			1		
Utilities	Line Maintenance	1		1		
Utilities	Sanitation	1		1		
TOTALS		14	2	11	14	6

List of Pending Cases

Amason, Amber v. City of Norman, WCC 2012-12306 K
(Police, Patrol, MPO, Intestinal/Parasite/Infection)
Boxford, Steven Lee v. City of Norman, CM-2022-03698 N
(Police, Patrol, MPO, L. Shoulder, Neck, L. Hand, L. Arm, L. Hip, R. Knee)
Bussell, Michael v. City of Norman, CM-2024-00740 K
(Fire, Suppression, Fire Captain, R. Shoulder)

Faught, David L. v. City of Norman, CM-2023-03669 R
(Fire, Suppression, Firefighter, Binaural Hearing Loss)
Faught, David L. v. City of Norman, CM-2023-03668 L
(Fire, Suppression, Firefighter, Chest, Pectoral & Tricep Tendon)
Hambrick, John v. City of Norman, CM-2023-02469K
(Fire, suppression, Firefighter, BAW, Cancer)
Kizzia, Derrald v. City of Norman, WCC 2014-06995 K
(Parks & Rec, Park Maintenance, HEO, R. Knee/Reopen Request)
Kraeger, Casey W. v. City of Norman, CM-2023-00969 R
(Utilities, Sanitation, Sanitation Worker II, Head, Upper Back, Lower Back, L. Hip, L. Knee)
Lewis, Brian K. V. City of Norman, CM-2022-02245 H
(Fire/Suppression/Fire Driver Engineer, Neck, Back UNS, L Knee, L. Leg)
Newell, Richard v. City of Norman, CEC-2022-15014 H (Request to Reopen – Change in Condition for the Worse)
(PD/Narcotics/MPO/Sergeant, Right Knee)
Rayburn, Joshua L. v. City of Norman, CM-2023-00845 J
(Utilities, Line Maintenance, Utility Distribution Worker I, Back UNS)
Robertson, Kellee v. City of Norman, WCC 2010-13896 F
(Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)
Smith, Carl Shanon v. City of Norman, CM-23-00163 Q
(Fire, Suppression, Firefighter, Lower Back)
Wilkins, Levi v. City of Norman, CM-2019-05323 X
(Fire, Suppression, Fire Driver Engineer, BAW, Cancer)

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through March 2024.

DEPARTMENT	FYE 24 Month	FYE 24 YTD	FYE 23 YTD	FYE 22 YTD	FYE 21
Animal Control			2	2	1
Finance – IT					1
Fire		1		2	1
Legal					2
Other		4	5	6	11
Parks		1	1	2	4
Planning			1	2	
Police	2	8	8	8	3
Public Works – other		2	5	2	2
Public Works – Stormwater				1	
Public Works – Engineering					1
Public Works – Streets	1	11	8	10	9
Utilities – other		2			
Utilities – Water	2	5	16	6	11
Utilities – Sanitation		9	7	6	12
Utilities – Sewer	2	6	3	4	5
TOTAL CLAIMS	**7**	**49**	**56**	**51**	**63**

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	49	56	51	63
Claims Open and Under Consideration	7	0	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	16	25	15	11
Claims Paid Through Council Approval	3	2	2	7
Claims Resulting in a Lawsuit for FY	1	0	5	3
Claims Barred by Statute (No Further Action Allowed)	2	25	26	32
Claims in Denied Status (Still Subject to Lawsuit)	19	0	0	0

MUNICIPAL COURT 8

MUNICIPAL COURT
MONTHLY REPORT
MARCH - FY '24

CASES FILED

	FY24 MARCH	FY24 Y-T-D	FY23 MARCH	FY23 Y-T-D
Traffic	957	7,139	867	4,005
Non-Traffic	258	2,461	210	1,823
SUB TOTAL	1,215	9,600	1,077	5,828
Parking	942	7,089	639	6,290
GRAND TOTAL	2,157	16,689	1,716	12,118

CASES DISPOSED

	FY24 MARCH	FY24 Y-T-D	FY23 MARCH	FY23 Y-T-D
Traffic	1,056	6,407	744	3,516
Non-Traffic	187	1,922	256	1,967
SUB TOTAL	1,243	8,329	1,000	5,483
Parking	758	5,832	598	5,071
GRAND TOTAL	2,001	14,161	1,598	10,554

REVENUE

	FY24 MARCH	FY24 Y-T-D	FY23 MARCH	FY23 Y-T-D
Traffic	$ 113,959.97	$ 747,168.96	$ 85,666.04	$ 399,430.95
Non-Traffic	$ 22,378.45	$ 176,145.67	$ 22,344.60	$ 175,784.81
SUB TOTAL	$ 136,338.42	$ 923,314.63	$ 108,010.64	$ 575,215.76
Parking	$ 20,871.00	$ 183,136.75	$ 20,840.00	$ 185,650.00
GRAND TOTAL	$ 157,209.42	$ 1,106,451.38	$ 128,850.64	$ 760,865.76

MUNICIPAL COURT - MONTHLY REPORT
March 2024

JUVENILE COMMUNITY SERVICE PROGRAM

Due to a vacancy in program staff, juveniles located and worked community service projects on their own.

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 32 new cases and closed 27 cases during the month of March 2024. 3 Mediations were held.

PARKS AND RECREATION 9

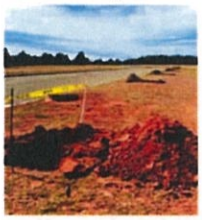
Park Development Activities
March 2024

Westwood Park

We are receiving bids to re-surface several of the outdoor courts and upgrade the lighting at the courts this year, as part of a multi-year program of upgrades to the existing USTA facilities, aimed at keeping us certified to host sanctioned events throughout the year. We are also working to get all the current windscreens around the courts re-secured or replaced for the upcoming season; and we are working to replace the banner sign on the indoor facility after receiving damage last year during several hail events.

We also reviewed proposals from design teams to work on a master plan at the Westwood Golf and Tennis clubhouse and service areas. We have selected a firm and have begun negotiations on a service contract for the process of gathering input and producing a design program to help us plan for a major project to modernize and expand the facilities. Our goal is to bring those areas up to the standard set by the new Westwood Family Aquatics Center and Indoor Tennis Facility built in the early phases of Norman Forward, similar to the plan recently adopted by Council for an Andrews Park Master Plan.

Forestry



We have started planting trees (40 total) in the parking lot areas of Griffin and Saxon Parks and at the Development Center. Park Maintenance crews are digging the holes; and our forester is installing the various elms and oaks, which will provide much needed shade in these areas over the years as we continue to grow our urban forest.

We worked with OG&E to host a Tree Giveaway on Friday, April 5th at Griffin Park. Residents signed up through the OG&E website, and Staff assisted with distribution and handing out information on tree care that day. There will also be 10 trees planted in Griffin Park that are being donated by OG&E as part of their partnership with the City. We will continue to plant trees in Griffin Park as we plan for the continued improvements to our soccer facility.

Young Family Athletic Center

We held a pre-bid meeting on-site early in the month to answer questions from contractors who will be bidding on our proposed project to build 6 lighted outdoor Pickleball courts on the east side (back) of the YFAC. Proposals were originally due on the March 22nd, however we extended the deadline to April 5th after additional bid documents were deemed necessary. The work will likely proceed this summer, while other projects are being reviewed to plan for other outdoor recreation opportunities, like sand volleyball, outdoor sports courts for futsal and basketball and possibly more seating and parking areas. We will continue to review and update our recreational offerings at all of our facilities, new and old.

Norman Forward Neighborhood Parks
We are continuing the work at Bentley Park to get it ready for a grand opening this spring. The walking trails, playground, site furniture and basketball areas are all in-progress. The park sign and memorial plaque for Lionel Bentley (former director of Norman Parks and Recreation) is being prepared for the park; and the tennis and pickleball courts will be ready for play when the park opens. We will also be adding some split rail fence segments to help separate the un-mowed natural landscape areas from the more manicured areas and highlight our evolving approach to park development that includes more native areas alongside the man-made features. This type of park is a highly-requested item according to recent survey data from the AIM Norman Comp Plan process, where there were questions posted for a month about parks and recreation (including a preference survey for items to include in neighborhood parks).

John Saxon Memorial Community Park
We have scheduled our first Ad-hoc Committee meeting for the Saxon Park Project included in the NORMAN FORWARD Program. The Committee will meet on April 5th with the design team from Wallace Engineering, who have acquired the services of Howell & VanCuren, Landscape Architects (the firm who produced the existing Master Plan for Saxon Park a few years ago). Once we have refined the design details for the project, we will proceed with construction documents and bid this project in 2024. This phase of park development will include another inclusive playground area, restrooms, additional parking and road segment, trail enhancements, park signs and improved fences and lighting in the parking and play areas.

Disc Golf Projects
We have purchased 27 new baskets for the disc golf course at Griffin Park, which will replace the old 18 baskets, plus 9 additional targets, to help provide more options for pro/am tournaments in this most heavily used disc golf course. We have worked with the Sooner Disc Golf representatives to coordinate this work, as well as producing new tee signs for the course at Colonial Estates Park. Other projects will include replacement of the creek crossing at NE Lions Park course after the old crossing was removed due to the erosion of the stream bank making the crossing unsafe. Additional trash cans will also be bought to help keep the courses clean and safe.

March 2024 PARK MAINTENANCE DIVISION

SAFETY REPORT	FY24 MTD	FY24 YTD	FY23 MTD	FY23 YTD
On-The-Job Injuries	0	4	0	6
Vehicle Accidents	0	1	0	0
Employee responsible	0	0	0	0
ROUTINE ACTIVITIES	**Total Man Hours**		**Total Man Hours**	
Big Mowing	42	565.25	40	944.50
Trim Mowing	175.5	3412.75	174	5376.00
Chemical Spraying	453.25	1511.25	267	1027.00
Fertilization	12	22.00	0	18.00
Park Tree Work	48.25	789.25	92	735.00
Street Tree Work	0	8.00	0	91.00
Trash Maintenance	270	3556.00	429.75	2447.75
Sprinkler Maintenance	224	1123.75	221	1052.75
Watering	40	52.00	0	279.00
Painting	55	129.00	0	415.00
Landscape Maintenance	233	2517.25	384	1708.75
Seeding/Sodding	4.5	45.50	0	613.00
Ballfield Maintenance	0	57.00	121	341.00
Fence Repairs	24	306.75	56	319.50
Equipment Repairs/Maintenance	182	1724.75	305	1374.50
Material Hauling	159.25	522.75	14	497.25
Snow/Ice Removal	0	297.00	3	520.27
Christmas Setup	2	1146.00	0	264.75
Vector Control	0	99.00	0	114.00
Events	24	392.00	0	201.00
Vandalism Repair	27	328.25	38	210.50
Trail Maintenance	64	150.00	0	8.00
Playground Maintenance	161.5	964.75	228.25	891.75
Restroom Maintenance	236.5	694.00	0	622.50
Carpentry/Welding	361.5	1402.00	150	441.00
Shop Time	47	483.25	201	493.00
Special Projects	34.5	1280.75	264	2481.00
Miscellaneous	57.5	909.25	224.75	1881.25

MARCH 2024
RECREATION DIVISION
MONTHLY REPORT

Little Axe Community Center: The Center served 704 Meals to the Little Axe community with our meals on wheels. This month, the Little Axe After School Program continued with 69 children. The children celebrated Easter with an ice cream party and an egg hunt. The Center partnered with Pioneer Library System to have a librarian on hand twice a week.

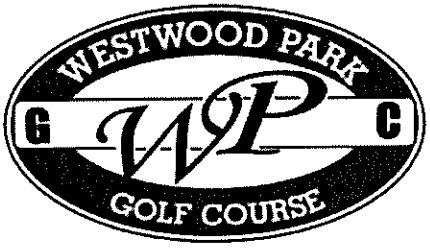
12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 33 students for the month of February. Students have begun learning about different variations of art with a guest that comes in each Friday. For the month of February, students learned more about color schemes, shapes, and painting textures! The 12th Avenue staff worked hard in preparation of the annual Daddy Daughter Dance held at Embassy Suites. Our staff handmade over 200 VIP friendship bracelets as well as 150 VIP gift bags!

Irving Recreation Center: This month at Irving, the After School Program continued with 29 children. The average daily attendance was 21 children. This month CASP has continued to tutor five of our children at the request of their parents. New toys, coloring books, and other books were also acquired for the children's use. This month we were the host site for the Granny Games as well as an additional weekly basketball rental each Monday.

Whittier Recreation Center: The 12th Avenue Recreation Center averaged 34 students for the month of March. The Center had a Spring Break camp March 15th through 25th and averaged 17 campers per day. During the camp, everyone got to learn new environmental lessons and help plant potatoes, onions, and other fun foods in the Community Garden behind the Recreation Center which officially opened on March 22nd. This was all made possible by the amazing work the Oklahoma State University Extension Master Gardener Program and leader, Courtney Dekalb-Meyers. Staff helped at both the Andrews Park Egg Hunt and Ruby Grant 5K and Fun Run Hunt! These events took place on Friday, March 29th and Saturday, March 30th. The 12th Avenue held its last day for indoor pickleball on Friday, March 8th. The facility is now open Monday and Friday evenings for open gym basketball in its place.

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	0	3,253
Little Axe Community Center	1,571	16,438
12th Avenue Recreation Center	1,277	11,001
Irving Recreation Center	325	3,488
Whittier Recreation Center	424	4,124
Reaves Center	300	2,700
Tennis Center	3,520	30,290

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



MARCH 2024

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	MAR FYE'24	MAR FYE'23
Regular Green Fees	797	514
Senior Green Fees	339	290
Junior Fees	358	531
School Fees (high school golf team players)	145	45
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	1042	768
Employee Comp Rounds	383	284
Golf Passport Rounds	0	0
9-Hole Green Fee	278	192
2:00 Fees	216	171
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	45	51
PGA Comp Rounds	1	11
*Rainchecks (not counted in total round count)	9	20
Misc Promo Fees (birthday, players cards, OU studen	63	68
Green Fee Adjustments (fee difference on rainchecks)	7	9
Total Rounds (*not included in total round count)	**3674**	**2934**
% change from FY '23	25.22%	
Range Tokens	**3774**	**3150**
% change from FY '23	19.81%	
18 - Hole Carts	208	192
9 - Hole Carts	103	84
½ / 18 - Hole Carts	1006	666
½ / 9 - Hole Carts	255	191
Total Carts	**1572**	**1133**
% change from FY '23	38.75%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	0
9-Hole Senior Trail Fees	0	0
Total Trail Fees	**0**	**0**
% change from FY '23	0.00%	
TOTAL REVENUE	$125,526.22	$96,857.23
% change from FY '23	29.60%	

MARCH 2024
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

SAFETY REPORT	FY 2024 MTD	FY 2024 YTD	FY 2023 MTD	FY 2023 YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FY 2023 MTD	FYE 2023 YTD
Green Fees	$51,122.39	$380,592.66	$43,656.67	$383,370.87
Driving Range	$13,207.50	$92,587.59	$12,590.27	$100,636.90
Cart Rental	$24,950.92	$196,746.80	$23,958.71	$202,577.87
Golf Classes	$0.00	$0.00	$0.00	$720.00
Golf Shop Rentals	$338.94	$2,191.49	$202.80	$459.52
USGA Handicap Fees	$0.00	$0.00	$183.90	$459.76
Golf Cart Capital	$1,847.28	$12,008.34	$0.00	$0.00
Golf Merchandise	$16,770.90	$135,733.84	$0.00	$0.00
Restaurant	$16,488.74	$119,430.79	$10,222.71	$135,112.05
Insufficient Check Charge	$0.00	$0.00	$0.00	$0.00
Interest Earnings	$799.55	$129,298.25	$6,042.17	$26,932.78
TOTAL INCOME	**$125,526.22**	**$1,068,589.76**	$96,857.23	**$850,269.75**
Expenditures	$113,095.23	$1,044,596.60	$131,784.88	$1,098,440.05
Income vs Expenditures	**$12,430.99**	**$23,993.16**	**($34,927.65)**	**-$248,170.30**
Rounds of Golf	3674	26516	2934	25939

The following is a list of Tasks and Goals for Golf Maintenance.

The greens are growing and responding to the soil sample recommendations. Many applications have been made including N,P,K,Ca,Mg, Mn and pre-emergent for Poa Annua. Greens quality rating of a 96%. Repairs were done to #16 pond bridge to replace rotted wood. Drainage between #1 and #2 are ready for sodding repairs. The removal of tree logs from last years storm remains a priority as weather allows. We started the construction of a Back Tee for #2 hole with the material being removed from #7 greenside bunker and pond perimeter. The Golf Course, Tennis and Westwood Pool grounds are sprayed with pre and post emergent herbicides.

MARCH 2024
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	$15,560.00	$21,410.00	$2,425.00	$410,413.50
Swim Pool Gate Admission	$0.00	$186,635.00	$0.00	$269,113.00
Swim Lesson Fees	$12,888.00	$21,013.15	$0.00	$82,874.00
Pool Rental	$0.00	$47,927.56	$0.00	$41,515.00
Locker Fees	$0.00	$0.00	$0.00	$0.00
Pool Classes	$3,625.00	$6,682.00	$0.00	$27,333.00
Pool Merchandise Sales	$0.00	$236.44	$0.00	$0.00
Concessions	$0.00	$104,250.55	$0.00	166,989.10
TOTAL INCOME	**$32,073.00**	**$388,154.70**	**$2,425.00**	**$998,237.60**
Expenditures	$12,445.20	$721,238.05	$11,907.94	$406,410.58
Income verses Expenditures	**$19,627.80**	**-$333,083.35**	**-$9,482.94**	**$591,827.02**

ATTENDANCE INFORMATION

	FYE 2024 MTD Mar-24	2023 YTD	2022 YTD	2021 YTD
a. Pool Attendance	0	114,679	58,459	75,468
b. Adult Lap Swim Morning/Night	0	950	65	1,802
c. Water Walkers	0	1,124	970	4,923
d. Toddler Time	0	4,328	1,578	5,421
e. Water Fitness	0	2,610	775	2,826
f. Swim Team	0	1,435	1,325	4,423
g. Scuba Rentals	0	514	488	54
h. Scuba Participants	0	282	52	100
i. Swim Lessons	0	1,465	860	1,697
j. Private Swim Lessons	0	73	34	51
g. Movie Night/Special Events	0	2156	1,604	1,298
h. Party / Rentals	0	259	65	116
TOTAL ATTENDANCE	**0**	**129,875**	**66,275**	**98,179**

FACILITY MAINTENANCE 9B

	Labor hours	Labor cost	MATERIAL
CUSTODIAL	$ 296.00	$ 7,205.60	$ 11,086.62
DOORS	$ 16.50	$ 637.42	$ 15,840.44
ELECTRICAL	$ 211.00	$ 8,034.66	$ 3,927.83
ELEVATORS	$ -	$ -	$ -
HVAC	$ 113.50	$ 4,059.43	$ 33,377.23
MISC	$ 84.50	$ 3,197.84	$ 8,739.47
PEST	$ -	$ -	$ -
PLUMBING	$ 137.50	$ 5,195.94	$ 19,990.55
ROOFS	$ 3.50	$ 130.34	$ 5,600.00
INDIRECT	$ 196.00	$ 7,338.82	$ 1,703.69
MISC	$ -	$ -	$ -
TOTAL	$ 1,058.50	$ 35,800.04	$ 100,265.83

TOTAL COST	
$	18,292.22
$	16,477.86
$	11,962.49
$	-
$	37,436.66
$	11,937.31
$	-
$	25,186.49
$	5,730.34
$	9,042.51
$	-
$	136,065.87

	Labor hours	Labor cost	Material Cost	TOTAL COST
Indirect	498	14767.86	13524.75	28292.61
12th Ave Rec	7.5	281.925	0	281.925
718 Porter	0	0	0	0
Adult Wellness	8	290.38	5.29	295.67
Andrews Park	3	116.64	175	291.64
Animal Welfare	3	113.47	7588.27	7701.74
Bldg A - Courts	24.5	892.93	67.19	960.12
Bldg B - Police	43.5	1623.55	3027.71	4651.26
Bldg C - HR/IT	5	188.06	0	188.06
Bldg D - Development Center	39.5	1449.565	18946.9	20396.465
Bus Turnaround	4	155.52	71.97	227.49
Central Library	13	478	20.88	498.88
City Hall	16.5	611.73	1435.18	2046.91
CNG Station	0	0	0	0
Compactors	0	0	0	0
Compost	2	77.76	0	77.76
Container Maintenance	0	0	0	0
Dumpster Barn	0	0	0	0
East Library	14	515.35	5528.12	6043.47
ECOC	0	0	0	0
Environmental Services	0	0	0	0
Facility Maintenance	0	0	0	0
Fire Admin	0	0	0	0
Fire Station 1	2	76.12	0	76.12
Fire Station 2	1.5	55.86	430	485.86
Fire Station 3	11.5	443.95	1763.06	2207.01
Fire Station 4	0	0	86.89	86.89
Fire Station 5	1	35.71	0	35.71
Fire Station 6	5.5	204.82	13760	13964.82
Fire Station 7	5	194.4	1867.76	2062.16
Fire Station 8	3.5	127.28	0	127.28

Fire Station 9	0	0	0	0
Firehouse Art	1.5	55.86	0	55.86
Fleet	5.5	203.29	0	203.29
Griffin Park	3	116.64	196.66	313.3
Historical House	0	0	0	0
Household Hazardous Waste	6	220.6	37.4	258
Irving Rec	4.5	164.52	0	164.52
Legacy Park	4	152.24	380.68	532.92
Legacy Trail	1	38.88	0	38.88
Lift Stations	0	0	0	0
Line Maintenance	0	0	0	0
Lions Memorial Park	0	0	0	0
Lions NE Park	8	301.2	207.63	508.83
Lions Park	4	150.6	0	150.6
Little Axe Rec	11.5	423.89	37.05	460.94
Moore-Lindsay Historical House Museum	1	35.71	0	35.71
Neighborhood Parks	4	148.96	0	148.96
NIC - Norman Investigation Center	6	217.32	0	217.32
Normandy Park	0	0	0	0
Park Maintenance	1	37.24	0	37.24
Parks	0	0	0	0
Radio Towers	2	74.48	0	74.48
Reaves Garden Center	0	0	0	0
Reaves Park	17	656.04	816.02	1472.06
Rotary Park	30	1117.2	536.49	1653.69
Ruby Grant Park	28.5	1084.3	953.9	2038.2
Sanitation	1	38.88	73.66	112.54
Santa Fe Depot	3	116.64	0	116.64
Senior Center	48.5	1885.68	17962.4	19848.08
Shooting Range	3	107.13	2800	2907.13
Sooner Theater	7	254.56	103.33	357.89

Special Ops	0	0	0	0
Stormwater	2	71.42	0	71.42
Streets	0	0	3785.25	3785.25
Traffic Controls	6	225.08	76.99	302.07
Transfer Station	0	0	0	0
Transit	0	0	0	0
Transit/EVT	2.5	93.1	0	93.1
Warming Shelter	0	0	0	0
Water Reclamation Facility	17	644.56	308.64	953.2
Water Towers	0	0	0	0
Water Treatment Plant	7	249.97	225.52	475.49
Water Wells	0	0	0	0
Westwood Golf	22.5	869.06	685.04	1554.1
Westwood Pools	8	311.04	10.39	321.43
Westwood Tennis	1.5	55.86	0	55.86
Whittier Rec	36.5	1349.535	120.63	1470.165
YFAC	43	1627.675	2649.18	4276.855
TOTAL	1058.5	35800.04	100265.83	136065.87

Indirect	Animal Welfare	Bus Turnaround	Compost	Environmental Serv	Fire Station 3	Fire Station 8	Historical House	Lift Stations	Little Axe Rec	Park Maintenance	Rotary Park	Shooting Range	Traffic Controls	Water Reclamation	Westwood Pools
12th Ave Rec	Bldg A - Courts	Central Library	Container Maintena	Facility Maintenanc	Fire Station 4	Fire Station 9	Household Hazardo	Line Maintenance	Moore-Lindsay Hist	Parks	Ruby Grant Park	Sooner Theater	Transfer Station	Water Towers	Westwood Tennis
718 Porter	Bldg B - Police	City Hall	Dumpster Barn	Fire Admin	Fire Station 5	Firehouse Art	Irving Rec	Lions Memorial Par	Neighborhood Park	Radio Towers	Sanitation	Special Ops	Transit	Water Treatment Pl	Whittier Rec
Adult Wellness	Bldg C - HR/IT	CNG Station	East Library	Fire Station 1	Fire Station 6	Fleet	Legacy Park	Lions NE Park	NIC - Norman Inves	Reaves Garden Cent	Santa Fe Depot	Stormwater	Transit/EVT	Water Wells	YFAC
Andrews Park	Bldg D - Developme	Compactors	ECOC	Fire Station 2	Fire Station 7	Griffin Park	Legacy Trail	Lions Park	Normandy Park	Reaves Park	Senior Center	Streets	Warming Shelter	Westwood Golf	

	JEFF	BRIAN	BOB	JERRY	DON	BILL	KATHY	JASON	TARA	BLAKE	LANCE	MISC	Labor hours	Labor cost	Material Cost	TOTAL
Indirect																
CUSTODIAL	0	0	0	0	0	0	144	152	0	0	0	0	296	$ 7,205.60	$ 8,356.04	$ 15,561.64
DOORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELECTRICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ 3,465.02	$ 3,465.02
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	0	6	0	0	0	0	0	0	0	0	0	0	6	$ 223.44	$ -	$ 223.44
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	42	42.5	56	0	21	34.5	0	0	0	0	0	0	196	$ 7,338.82	$ 1,703.69	$ 9,042.51
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	42	48.5	56	0	21	34.5	144	152	0	0	0	0	498	$ 14,767.86	$ 13,524.75	$ 28,292.61
TOTAL COST	$ 1,632.96	$ 1,806.14	$ 1,999.76	$ -	$ 782.04	$ 1,341.36	$ 4,363.20	$ 2,842.40	$ -	$ -	$ -	$ -				
12th Ave Rec																
CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	1	1	0	0	0	0	0	0	0	0	0	0	2	$ 76.12	$ -	$ 76.12
ELECTRICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	1.5	0	0	0	0	0	0	0	0	0	1.5	$ 53.57	$ -	$ 53.57
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	2	2	0	0	0	0	0	0	0	0	0	0	4	$ 152.24	$ -	$ 152.24
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	3	3	1.5	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 281.93
TOTAL COST	$ 116.64	$ 111.72	$ 53.57	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				
Adult Wellness																
CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELECTRICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	6	0	0	0	0	0	0	0	0	0	6	$ 214.26	$ -	$ 214.26
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	1	1	0	0	0	0	0	0	0	0	0	0	2	$ 76.12	$ 5.29	$ 81.41
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	1	1	6	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 295.67
TOTAL COST	$ 38.88	$ 37.24	$ 214.26	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				
Andrews Park																
CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELECTRICAL	0	0	0	0	0	2	0	0	0	0	0	0	2	$ 77.76	$ -	$ 77.76
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	1	0	0	0	0	0	0	0	0	0	0	0	1	$ 38.88	$ 175.00	$ 213.88
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	1	0	0	0	0	2	0	0	0	0	0	0	0	$ -	$ -	$ 291.64
TOTAL COST	$ 38.88	$ -	$ -	$ -	$ -	$ 77.76	$ -	$ -	$ -	$ -	$ -	$ -				
Animal Welfare																
CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELECTRICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	1	0	0	0	0	0	0	0	0	0	1	$ 35.71	$ 7,588.27	$ 7,623.98
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	2	0	0	0	0	0	0	0	0	0	0	0	2	$ 77.76	$ -	$ 77.76
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	2	0	1	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 7,701.74
TOTAL COST	$ 77.76	$ -	$ 35.71	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				
Bldg A - Courts																
CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	1	0	0	0	0	0	0	0	0	0	0	0	1	$ 38.88	$ -	$ 38.88

ELECTRICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	17	0	0	0	0	0	0	0	0	0	0	0	17	$ 607.07	$ -	$ 607.07
MISC	3	2	0	0	0	0	0	0	0	0	0	0	0	0	5	$ 191.12	$ 67.19	$ 258.31
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	0	1.5	0	0	0	0	0	0	0	0	0	0	0	0	1.5	$ 55.86	$ -	$ 55.86
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	4	3.5	17	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 960.12
TOTAL COST	$ 155.52	$ 130.34	$ 607.07	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				

Bldg B - Police

CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	$ 38.88	$ -	$ 38.88
ELECTRICAL	0	0	0	0	3	3	0	0	0	0	0	0	0	0	6	$ 228.36	$ 227.71	$ 456.07
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3	$ 107.13	$ -	$ 107.13
MISC	1	16.5	0	0	3	0	0	0	0	0	0	0	0	0	20.5	$ 765.06	$ -	$ 765.06
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	0	13	0	0	0	0	0	0	0	0	0	0	0	0	13	$ 484.12	$ -	$ 484.12
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ 2,800.00	$ 2,800.00
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	2	29.5	3	0	6	3	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 4,651.26
TOTAL COST	$ 77.76	$ 1,098.58	$ 107.13	$ -	$ 223.44	$ 116.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				

Bldg C - HR/TT

CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELECTRICAL	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	$ 77.76	$ -	$ 77.76
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	$ 71.42	$ -	$ 71.42
MISC	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	$ 38.88	$ -	$ 38.88
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 188.06
TOTAL COST	$ 38.88	$ -	$ 71.42	$ -	$ -	$ 77.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				

Bldg D - Development Center

CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ 223.12	$ 223.12
DOORS	2	0	0	0	0	1	0	0	0	0	0	0	0	0	3	$ 116.64	$ 1.44	$ 118.08
ELECTRICAL	0	0	0	0	5.5	3	0	0	0	0	0	0	0	0	8.5	$ 321.46	$ 29.28	$ 350.74
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	21.5	0	0	0	0	0	0	0	0	0	0	0	21.5	$ 767.77	$ 28.44	$ 796.21
MISC	1	1.5	0	0	0	0	0	0	0	0	0	0	0	0	2.5	$ 94.74	$ 2,245.66	$ 2,340.40
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	$ 148.96	$ 16,418.96	$ 16,567.92
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	3	5.5	21.5	0	5.5	4	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 20,396.47
TOTAL COST	$ 116.64	$ 204.82	$ 767.77	$ -	$ 204.82	$ 155.52	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				

Bus Turnaround

CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELECTRICAL	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	$ 77.76	$ -	$ 77.76
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	$ 77.76	$ 71.97	$ 149.73
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 227.49
TOTAL COST	$ 77.76	$ -	$ -	$ -	$ -	$ 77.76	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -				

Central Library

CUSTODIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
DOORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELECTRICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ELEVATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
HVAC	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4	$ 142.84	$ -	$ 142.84
MISC	0	9	0	0	0	0	0	0	0	0	0	0	0	0	9	$ 335.16	$ 20.88	$ 356.04
PEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
PLUMBING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
ROOFS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
INDIRECT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
MISC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -
TOTAL HOURS	0	9	4	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ 498.88

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PLANNING AND COMMUNITY DEVELOPMENT 10

CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
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	Permit Number	Date Issued	Valuation	Address	Area (Sq Ft)	Zoning	Ward	Subdivision	Contractor / Tenant
	104		**$14,843,261.68**						
Residential, New Construction	**28**		**$9,973,678.00**						
	PRSF202400755	03/01/24	$181,300.00	3625 CASSIDY DR	1905	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
	PRSF202400813	03/04/24	$218,120.00	3912 LYNFORD LN	2018	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
	PRSF202400776	03/05/24	$640,000.00	3916 YELLOWSTONE DR	3928	PUD	6	PINE CREEK ADDITION	LANDMARK FINE HOMES, LP
	PRSF202400811	03/05/24	$360,000.00	1222 FLINT HILLS ST	2832	PUD	8	SPRINGS AT FLINT HILLS #1	LANDMARK FINE HOMES, LP
	PRSF202400829	03/05/24	$510,000.00	409 YARMOUTH RD	3840	R-1	6	THE VINEYARD PHASE III	LANDMARK FINE HOMES, LP
	PRSF202400864	03/06/24	$426,216.00	1102 MUIR FOREST WAY	3260	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
	PRSFD202304824	03/07/24	$264,040.00	3608 HAVENBROOK ST	2404	RM6	3	BROOKHAVEN, VILLAGE AT #1	SHERIDAN HOMES LLC
	PRSF202400879	03/07/24	$377,020.00	3904 YELLOWSTONE DR	3845	PUD	6	PINE CREEK ADDITION	IDEAL HOMES OF NORMAN, LP
	PRSF202400807	03/07/24	$291,760.00	2502 BIRMINGHAM DR	2965	R-1	5	ST JAMES PARK 5	R HOMES, LLC
	PRSF202400893	03/08/24	$193,900.00	1518 FLINT HILLS ST	2103	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
	PRSF202400820	03/08/24	$238,140.00	3916 LYNFORD LN	2239	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
	PRSF202400939	03/12/24	$380,000.00	2909 KINGSWOOD DR	2940	R-1	1	SUMMIT LAKES ADD SEC 12	RIVERSTONE HOMES
	PRSF202400952	03/12/24	$208,320.00	3710 CASSIDY DR	2119	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
	PRSF202400936	03/12/24	$395,000.00	2814 DUNHAM DR	3154	R-1	1	SUMMIT LAKES ADD SEC 12	RIVERSTONE HOMES

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	PRSF202400938	03/12/24	$380,000.00	2906 SUMMIT HOLLOW CIR	2940	R-1	1	SUMMIT LAKES ADD SEC 12	RIVERSTONE HOMES
	PRSF202400869	03/13/24	$308,500.00	4011 LYNFORD LN	2203	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
	PRSF202400855	03/13/24	$367,000.00	4006 LYNFORD LN	2621	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
	PRSF202400911	03/13/24	$360,360.00	4003 LYNFORD LN	2574	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
	PRSF202400848	03/13/24	$318,220.00	4002 LYNFORD LN	2273	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
	PRSF202400983	03/15/24	$600,000.00	1102 S FLOOD AVE	8275	R-1	4	OAK RIDGE ADD - AMENDED	LAW CONSTRUCTION
	PRSF202305727	03/15/24	$248,222.00	1716 142ND AVE SE	1502	RE	5	NOT SUBDIVIDED	JACKSON, AUSTIN
	PRSF202401016	03/19/24	$330,820.00	2503 RED BUD DR	2363	R-1	5	WHISPERING HILLS	STAVEK, JAREK
	PRSF202401012	03/19/24	$222,740.00	3801 CASSIDY DR	2283	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
	PRSF202401032	03/19/24	$393,400.00	417 BASIN WAY	3720	PUD	6	PINE CREEK ADDITION	IDEAL HOMES OF NORMAN, LP
	PRSF202400328 Demo Units: 1	03/25/24	$405,600.00	465 ELM AVE	2805	SPUD	4	ELMWOOD	LAW CONSTRUCTION
	PRSF202401052	03/27/24	$500,000.00	1903 BURNING TREE	4136	R-1	6	HALLBROOKE 6	C.A. MCCARTY CONSTRUCTION LLC
	PRSF202401183	03/28/24	$460,000.00	4027 EVANS CT	3425	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC
	PRSF202401077	03/28/24	$395,000.00	3308 WAUWINET WAY	3888	R-1	6	THE VINEYARD PHASE III	GENESIS FINE HOMES, LLC.
Residential Duplex		**0**	**$0.00**						
Residential, New Manufactured Home		**1**	**$5,000.00**						
	PRMF202400954	03/27/24	$5,000.00	12200 E POST OAK RD	1140	RE	5	NOT SUBDIVIDED	MARQUEZ, RICARDO

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Residential, Storm Shelter	**24**	**$99,385.00**							
PRSS202400833	03/01/24	$2,645.00	2004 MARYMOUNT RD	35	R-1	6	HALLBROOKE SEC 2	GROUND ZERO SHELTERS
PRSS202400865	03/05/24	$2,500.00	1102 MUIR FOREST WAY	26	PUD	6	RED CANYON RANCH SEC 8	STORM SAFE SHELTER, LLC
PRSS202400872	03/06/24	$3,000.00	2021 OLD CENTRAL DR	32	R-1	5	EAST RIDGE 11	GROUND ZERO SHELTERS
PRSS202400723	03/07/24	$5,000.00	1010 N BERRY RD	29	R-1	2	WOODSLAWN 2	RED DIRT SEPTIC
PRSS202400930	03/07/24	$3,700.00	1018 CLINGMANS DOME RD	21	PUD	8	GREENLEAF TRAILS 3	FLAT SAFE TORNADO SHELTERS
PRSS202400931	03/11/24	$2,995.00	1525 CINDERELLA AVE	31	R-1	2	WESTLAND	GROUND ZERO SHELTERS
PRSS202400513	03/11/24	$4,495.00	1401 PETER PAN ST	32	R-1	3	WESTLAND	GROUND ZERO SHELTERS
PRSS202400989	03/12/24	$5,000.00	4311 DUSTY TRL	24	PUD	3	GLENRIDGE 2	STORM SAFE SHELTER, LLC
PRSS202400987	03/14/24	$3,800.00	4513 ASHTON CIR	28	PUD	8	ASHTON GROVE SEC. 3	GROUND ZERO SHELTERS
PRSS202401024	03/14/24	$3,300.00	1342 CONCORD CT	21	R-1	1	WOODCREEK ADD #3	OKLAHOMA SHELTERS
PRSS202401003	03/14/24	$13,575.00	4400 SPOTTED OWL CIR	45	R-1	7	EAGLE CLIFF SOUTH 1	OZ SAFEROOMS TECHNOLOGIES, INC
PRSS202401062	03/15/24	$4,495.00	504 PERTH CT	24	R-1	8	HIGHLAND VILLAGE 8	GROUND ZERO SHELTERS
PRSS202401071	03/15/24	$3,000.00	1420 CHARLES ST	35	R-1	2	WOODSLAWN 3 REPLAT	STORM SAFE SHELTER, LLC
PRSS202401100	03/19/24	$2,645.00	1708 ATTICUS AVE	24	R-1	7	CEDAR LANE 3	GROUND ZERO SHELTERS
PRSS202401114	03/19/24	$2,800.00	5518 WINDSTONE LN	24	PUD	3	GLENRIDGE 3	STORM SAFE SHELTER, LLC

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RESIDENTIAL

	PRSS202401082	03/19/24	$4,595.00	4801 WELLMAN WAY	35	R-1	3	ARBOR LAKE 5	GROUND ZERO SHELTERS
	PRSS202401141	03/20/24	$3,300.00	2501 SUMMIT CROSSING PKWY	21	R-1	1	SUMMIT LAKES SEC. 11	OKLAHOMA SHELTERS
	PRSS202401035	03/21/24	$4,950.00	3305 120TH AVE NE	35	A-2	5	NOT SUBDIVIDED	SUPERIOR SAFE ROOMS
	PRSS202401184	03/22/24	$2,500.00	4027 EVANS CT	35	R-1	7	CEDAR LANE 3	STORM SAFE SHELTER, LLC
	PRSS202401228	03/25/24	$5,400.00	3336 MOUNT MITCHELL LN	15	PUD	8	SPRINGS AT GREENLEAF TRAILS 2	FAMILY SAFE SAFE ROOMS
	PRSS202401249	03/25/24	$5,000.00	1309 WILMOT ST	24	PUD	8	SPRINGS AT FLINT HILLS SEC. #1	LANDMARK FINE HOMES, LP
	PRSS202401271	03/27/24	$3,695.00	4201 HACKNEY WICK RD	24	R-1	8	CARRINGTON PLACE ADD #7	GROUND ZERO SHELTERS
	PRSS202401265	03/28/24	$4,495.00	304 SUMMIT BEND	32	R-1	1	SUMMIT LAKES 9	GROUND ZERO SHELTERS
	PRSS202401310	03/29/24	$2,500.00	3713 ALTA VISTA DR	23	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
Residential, Addition/ Alteration		**2**	**$16,000.00**						
	PRAD202401025	03/19/24	$15,000.00	1902 KIAMICHI RD	600	RE	5	INDIAN HILLS ESTATES	POWELL, RONALD D
	PRAD202401296	03/28/24	$1,000.00	4601 HIGHLAND LAKE DR	100	RE	5	HIGHLAND HILLS 3	SAVANNAH BUILDERS
Residential, Carport		**5**	**$62,934.51**						
	PRCP202400536	03/04/24	$2,934.51	1914 MELROSE DR	432	R-1	2	PLUMWOOD HEIGHTS	INFINITY CARPORTS INC-MIKE ADAMS
	PRAB202400597	03/05/24	$15,000.00	2000 156TH AVE NE	900	A-2	5	NOT SUBDIVIDED	WETHERELL, KEVIN EARL
	PRCP202400541	03/07/24	$15,000.00	1204 WESTLAWN DR	430	R-1	2	EDGEMERE 2ND ADD	HARALSON RENOVATION-SAM HARALSON

	PRCP202400968	03/22/24	$15,000.00	463 ELM AVE	360	R-1	4	ELMWOOD REPLAT	LAW CONSTRUCTION
	PRCP202400971	03/22/24	$15,000.00	465 ELM AVE	360	R-1	4	ELMWOOD REPLAT	LAW CONSTRUCTION
	18		**$1,194,874.00**						
Residential, Storage Building	PRAB202400783	03/01/24	$15,000.00	4250 48TH AVE NW	240	PUD	3	RED SKY RANCH 1	APOLLO BUILDING SYSTEMS INC
	PRAD202400417	03/01/24	$35,000.00	1241 HONEYBEE CT	189	PUD	6	FROST CREEK	TUCKER, DAVID/TUCKER HOUSE
	PRAD202400627	03/01/24	$80,000.00	1212 WINDSOR WAY	1344	R-1	2	EDGEMERE 3RD ADD	MURRELL, JT
	PRAD202400830	03/04/24	$42,000.00	1512 CRUCE ST	177	R-1	2	HETHERINGTON HEIGHTS 3	DELAROSA BROTHERS CONSTRUCTION, LLC
	PRPV202400601	03/07/24	$8,000.00	12326 RED BUD DR	684	R-1	5	WHISPERING HILLS	BARRY, DONNA J
	PRAB202400817	03/11/24	$60,000.00	1450 36TH AVE SE	2400	A-2	5	LINDSEY HEIGHTS	ETM INVESTMENT LLC
	PRAD202400620	03/12/24	$400,000.00	2607 LYNNWOOD CIR	3254	R-1	2	ROLLING HILLS 2	FORM GENERAL CONTRACTING LLC
	PRAD202400769	03/12/24	$35,000.00	933 HEATHER GLEN DR	600	PUD	2	FIDDLERS GRN @ TRLS	FORM GENERAL CONTRACTING LLC
	PRAB202400153	03/15/24	$50,000.00	1716 142ND AVE SE	1600	RE	5	THUNDERBIRD HILLS	JACKSON, AUSTIN
	PRAD202400862	03/19/24	$60,000.00	817 MCCALL DR	2000	R-1	4	WILLOW BROOK ADD	LAW, BARRY ANGELA
	PRAB202401113	03/21/24	$7,000.00	828 E EUFAULA ST	288	R-2	4	RUCKERS 1	LOVE, BETTY
	PRAB202400941	03/21/24	$45,000.00	1019 VILLAVERDE CIR	528	PUD	6	MONTORO RIDGE 2	MELOTT, DANIEL AARON & JANESSA
	PRAB202401097	03/22/24	$8,000.00	807 NANCY LYNN TER	384	R-1	2	UNIVERSAL HEIGHTS 2ND	RAND, VINCENT

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	PRAB202401040	03/29/24	$5,300.00	1918 OAKHOLLOW DR	192	R-1	Ward 1	OAKHURST ADD SEC 12	TUFF SHED INC
	PRAB202400732	03/06/24	$70,000.00	5315 84TH AVE NE	2460	A-2	Ward 5	NOT SUBDIVIDED	BERRY, TROY L
	PRPV202400858	03/22/24	$50,000.00	809 HEATHERHILL CT	400	R-1	3	BROOKHAVEN 11	WILLIAMS, SCOTT
	PRAB202400756	03/26/24	$60,000.00	3060 TWIN ACRES DR	1600	R-1	6	TWIN ACRES	WILLIAMS, BRODIE
	PRAB202401110	03/28/24	$164,574.00	825 S LAHOMA AVE, NORMAN, OK 73069	1408	R-1	4	PARSONS	MACCINI CONSTRUCTION CO
Residential, Fire Repair	**3**		**$182,274.00**						
	PRDB202400917	03/07/24	$49,655.00	1014 QUANAH PARKER TRL	900	R-1	6	WILDWOOD GREEN 2	MANN, JORDAN TREVOR
	PRDB202400929	03/07/24	$50,000.00	909 W COMANCHE ST	300	R-1	4	EPPERLY-DOTSON ADD	MCKINLEY, KEVIN
	PRDB202401239	03/28/24	$82,619.00	108 E DALE ST	1000	R-1	8	TULLS 1	SPENCER CAMERON'S
Residential, Swimming Pool	**11**		**$945,859.00**						
	PRPO202400719	03/01/24	$65,998.00	1600 GRAND CANYON DR	648	A-2	5	LINDSEY HEIGHTS	OKLAHOMA POOL AND PATIO
	PRPO202400284	03/04/24	$134,929.00	2621 TURNBRIDGE CT	1443	R-1	8	WARWICK 7	TROPHY ELECTRIC
	PRPO202400743	03/06/24	$113,000.00	4202 FARM HILL RD	588	R-1	8	FOUNTAIN VIEW SEC 1	SPLASH ME POOLS
	PRPO202400846	03/06/24	$95,000.00	1920 GUILFORD CT	792	R-1	3	BROOKHAVEN 25	GALAXY POOL CONSTRUCTION (TULSA)
	PRPO202400899	03/11/24	$67,866.00	1240 HONEYBEE CT	414	PUD	6	FROST CREEK	BLUE HAVEN POOLS OF OK
	PRPO202400873	03/14/24	$50,000.00	4701 ISABELLA RD	238	R-1	8	LAS COLINAS 1	ARTISTIC POOLS

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	PRPO202400967	03/14/24	$95,000.00	113 HALIFAX WAY	670	R-1	8	HAWTHORNE PLACE	AQUATIC DESIGNS POOL & SPA
	PRPO202401018	03/20/24	$70,000.00	3003 ISABELLA RD	810	R-1	8	LAS COLINAS 1	SIGNATURE CUSTOM POOLS
	PRPO202401031	03/21/24	$99,066.00	5543 PIONEER CIR NW	1415	R-1	3	MARLATT	BLUE HAVEN POOLS OF OK
	PRPO202401111	03/25/24	$80,000.00	404 GREENS PKWY	950	R-1	8	HIGHLAND VILLAGE 10	AQUATIC DESIGNS POOL & SPA
	PRPO202401029	03/26/24	$75,000.00	4311 DUSTY TRL	1438	PUD	3	GLENRIDGE 3	ACE POOLS
Residential, Manufactured Home Replacement		**0**	**$0.00**						
Residential, Solar		**6**	**$233,565.17**						
	PRSO202400937 KW: 10.25	03/14/24	$74,793.00	2601 132ND AVE SE		A-2	5	PRIDE 5	GREEN LIGHT SOLAR
	PRSO202401015 KW: 7.6	03/15/24	$38,249.00	3301 ENTERPRISE DR		A-2	5	NOT SUBDIVIDED	SHINE SOLAR DBA SHINE AIR
	PRSO202401046 KW: 6.15	03/25/24	$11,685.00	626 RED CEDAR WAY		PUD	8	GREENLEAF TRAILS ADD 12	NIVO SOLAR
	PRSO202401216 KW: 8.47	03/27/24	$48,160.12	620 TALON DR		R-1	7	EAGLE CLIFF SOUTH 5	FREEDOM FOREVER OKLAHOMA, LLC
	PRSO202401260 KW: 6.3	03/27/24	$40,678.05	1718 CAMBRIDGE DR		R-1	2	WOODSLAWN 2	SUNTRIA (CONTRACTOR PORTAL)
	PRSO202400990 KW: 3.84	03/27/24	$20,000.00	2200 LAFAYETTE DR		R-1	1	COLONIAL ESTATES 9	OKIE SOLAR
Residential, Paving		**4**	**$29,692.00**						
	PRPV202400837	03/05/24	$10,000.00	1826 WESTBROOKE TER	1502	R-1	2	HILLTOP	R.A.M. CONCRETE LLC
	PRPV202400784	03/19/24	$6,000.00	1104 W APACHE ST	2333	R-1	4	ELM HEIGHTS ADD SEC	AMERICAN CONSTRUCTION PRO, LLC

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	PRPV202401112	03/25/24	$2,000.00	401 WATERFRONT DR	270	R-1	6	BONNIE BRAE-REPL PT ROY PK	JACKSON, JAMES ROBERT
	PRPV202400988	03/26/24	$11,692.00	1224 CHAUTAUQUA AVE	870	R-1	4	BRADBURY'S ADD #2	TMC CONSTRUCTION
Multi-Family, New Construction 3+ Family	1		$2,000,000.00						
	PR3FMN202304847 Demo Units: 1	03/07/24	$2,000,000.00	1727 JENKINS AVE	17361	R-3	7	NOT SUBDIVIDED	MCCOWN, TAMMY
Multi-Family, Addition/Alteration	1		$100,000.00						
	PRAD202400747	03/05/24	$100,000.00	700 CHAUTAUQUA AVE	3846	R-2	4	NOT SUBDIVIDED	HENSHAW, DANIEL
Multi-Family,	**0**		**$0.00**						
Multi-Family,	**0**		**$0.00**						

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	Category/Description	Count	Valuation
	TOTAL	**104**	**$14,843,261.68**
RESIDENTIAL	Residential, New Construction	28	$9,973,678.00
	Residential Duplex, New Construction	0	$0.00
	Residential, New Manufactured Home	1	$5,000.00
	Residential, Storm Shelter	24	$99,385.00
	Residential, Addition/Alteration	2	$16,000.00
	Residential, Carport	5	$62,934.51
	Residential, Storage Building	18	$1,194,874.00
	Residential, Fire Repair	3	$182,274.00
	Residential, Swimming Pool	11	$945,859.00
	Residential, Manufactured Home	0	$0.00
	Residential, Solar	6	$233,565.17
	Residential, Paving	4	$29,692.00
	Multi-Family, New Construction 3+	1	$2,000,000.00
	Multi-Family, Addition/Alteration	1	$100,000.00
	Multi-Family, Foundation	0	$0.00
	Multi-Family, Fire Repair	0	$0.00
	Residential, Roll off	0	$0.00
	Other, Roll off	0	$0.00
	Seasonal Sotage Container	0	$0.00
	Storage Container	0	$0.00

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	Permit Number	Date	Valuation	Address	Area	Zoning	Ward	Subdivision	Contractor / Tenant
	16		**$6,985,309.00**						
Commercial, New Construction	1		$900,000.00						
	PRNR202305717	03/28/24	$900,000.00	1350 E IMHOFF RD	4520	C-2	1	CAREY ADD	EYE CARE CENTER
Commercial, Parking Lot	0		$0.00						
Commercial, New Shell	0		$0.00						
Commercial, Addition / Alteration	**10**		**$2,522,000.00**						
	PRAD202400507	03/04/24	$25,000.00	598 24TH AVE SE	100	A-2	1	NOT SUBDIVIDED	AT&T WIRELESS
	PRAD202400152	03/04/24	$30,000.00	4712 N PORTER AVE	1200	SPUD	6	NOT SUBDIVIDED	HOLLYWOOD CORNERS BAR
	PRAD202400788	03/06/24	$10,000.00	1274 N INTERSTATE DR	300	C-2	8	TOWN WEST VILLAGE	MASSAGE RELAX DAY SPA
	PRAD202400287	03/07/24	$6,000.00	728 RESEARCH PARK BLVD	320	I-1	8	NORMAN RESEARCH PARK	PURE PRESSURE EXTRACTION
	PRAD202400815	03/14/24	$31,000.00	3400 W MAIN ST	131	C-2	3	STRAWBERRY LAKE 1	SAM'S CLUB SUSHI KIOSK
	PRAD202400890	03/15/24	$20,000.00	2824 CLASSEN BLVD	100	C-2	7	MOOSE LODGE CHAPTER 1799	CLASSEN URGENT CARE
	PRAD202400574	03/21/24	$50,000.00	1150 E CEDAR LANE RD	1700	C-2	7	EAGLE CLIFF 14	OPULUCK CAFE/BAKERY SHOP

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	PRAD202305659		03/28/24	$2,200,000.00	2437 W MAIN ST	6639	C-2	2	NORMAN CENTER NORTH	CHICK-FIL-A-RESTAURANT
	PRAD202401001		03/28/24	$50,000.00	730 ASP AVE 100	856	C-1	4	LARSH'S UNIVERSITY	FIVE STAR PUBLISHING LLC. DBA SOONER SCOOP.COM
	PRAD202400975		03/29/24	$100,000.00	1631 24TH AVE NW	1778	PUD	8	UNIVERSITY NORTH PARK SEC V	RED WING SHOES
Commercial, Fire Repair		**3**		**$3,551,798.00**						
	PRDB202400088		03/04/24	$1,821,435.00	2100 24TH AVE SE	7515	C-2	1	WILLOW GROVE 4 REPLAT	EXTRA SPACE STORAGE
	PRDB202400091		03/04/24	$637,502.00	2100 24TH AVE SE	7500	C-2	1	WILLOW GROVE 4 REPLAT	EXTRA SPACE STORAGE
	PRDB202400175		03/04/24	$1,092,861.00	2100 24TH AVE SE	7425	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
Commercial, New Foundation		**0**		**$0.00**						
Commercial, Temporary Bldg./Const Trailer		**2**		**$11,511.00**						
	PRTN202400532		03/04/24	$10,000.00	615 E ROBINSON ST	2500	R-1	6	HARDIE FIELD	GREAT BENJAMINS CIRCUS
	PRTN202400914		03/14/24	$1,511.00	3301 W MAIN ST	2500	C-2	8	SOONER FASHION MALL	SOONER BLOOMERS

CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

	Category/Description		Valuation
		16	**$6,985,309.00**
NON-RESIDENTIAL	Commercial, New Construction	1	$900,000.00
	Commercial, Parking Lot	0	$0.00
	Commercial, New Shell Building	0	$0.00
	Commercial, Addition / Alteration	10	$2,522,000.00
	Commercial, Fire Repair	3	$3,551,798.00
	Commercial, New Foundation	0	$0.00
	Commercial, Temporary Bldg./Const Trailer	2	$11,511.00

CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
March 2024 (to-date)

	CATEGORY	2024		2023	
		No of Permits	Valuation	No of Permits	Valuation
RESIDENTIAL	Residential, New Construction	86	$35,769,826.00	364	$142,749,195.00
	Residential Duplex, New Construction	1	$725,000.00	8	$1,334,512.00
	Residential, New Manufactured Home	3	$50,000.00	10	$1,488,826.00
	Residential, Storm Shelter	59	$230,535.00	340	$1,369,648.00
	Residential, Addition/Alteration	3	$233,000.00	107	$7,422,804.00
	Residential, Carport	11	$123,429.51	32	$226,425.57
	Residential, Storage Building	48	$2,715,151.20	139	$5,695,401.96
	Residential, Fire Repair	6	$325,607.00	46	$4,417,476.00
	Residential, Swimming Pool	21	$2,219,112.00	97	$8,675,680.00
	Residential, Manufactured Home Replacement		-	5	$464,900.00
	Residential, Solar	30	$1,451,608.77	238	$7,860,681.83
	Residential, Paving	15	$79,492.00	92	$945,375.00
	Multi-Family, New Construction 3+ Family	1	$2,000,000.00	4	$8,940,000.00
	Multi-Family, Addition/Alteration	2	$108,900.00	33	$448,916.00
	Multi-Family, Foundation	1	$680,000.00	1	$50,000.00
	Multi-Family, Fire Repair	1	$685,792.00	1	$619,021.00
	Residential, Roll off		-	0	-
	Other, Roll off		-	0	-
	Seasonal Sotage Container		-	0	-
	Storage Container		-	0	-
	Sub Total for: RESIDENTIAL	**288**	$47,397,453.48	1517	$192,708,862.36
		No of Permits	Valuation	No of Permits	Valuation
NON-RESIDENTIAL	Commercial, New Construction	12	$5,298,000.00	33	$110,625,200.00
	Commercial, Parking Lot	4	$4,595.00	5	$438,700.00
	Commercial, New Shell Building	2	$4,000,000.00	3	$1,965,000.00
	Commercial, Addition / Alteration	28	$4,582,000.00	125	$60,201,370.00
	Commercial, Fire Repair	14	$8,912,349.00	4	$2,375,000.00
	Commercial, New Foundation		-	3	$1,930,000.00
	Commercial, Temporary Bldg./Const Trailer	2	$11,511.00	25	$326,580.00
	Sub Total for: NON-RESIDENTIAL	**62**	$22,808,455.00	198	$177,861,850.00
		No of Permits	Valuation	No of Permits	Valuation
OTHER ACTIVITY	Electrical Permits	341	-	1730	-
	Heat/Air/Refrigeration Permits	260	-	1716	-
	Plumbing and Gas Permits	368		1837	-
	Sign Permits	142		503	-
	Water Well Permits	4		29	-
	Garage Sale Permits	202		683	-
	Structure Moving Permits	2		23	-
	Demo-Residential Permits	7		31	-
	Demo-Non-Residential Permits	2		7	-
	Certificate of Occupancy (CO)			1116	-
	All Field Inspections			25516	-
	Sub Total for: OTHER ACTIVITY	1338		33191	-
	Total	1688	**$70,205,908.48**	34906	**$370,570,712.36**

POLICE 11

NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

@normanokpd

MARCH | 2024

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2024	5-YEAR AVERAGE	2023
MURDER	0	0	0
SEXUAL ASSAULTS	10	17	13
ROBBERY	2	3	0
AGGRAVATED ASSAULTS	19	28	24
BURGLARY OF BUILDING	27	52	50
LARCENY/THEFT	168	263	208
MOTOR VEHICLE THEFT	18	45	35
ARSON	0	1	1
KIDNAPPING	1	3	4
FRAUD/FORGERY	71	88	77
DUI/APC	31	40	35
PUBLIC INTOXICATION	51	52	53
RUNAWAYS	35	29	28
DRUG VIOLATIONS	84	79	56
THREATS/HARASSMENT	30	46	40
VANDALISM	68	89	81
OTHER	594	743	610
TOTAL REPORTED OFFENSES	**1,208**	**1,579**	**1,315**
TOTAL ARRESTS:	**722**	**843**	**687**
PROTECTIVE CUSTODY:	85	112	92
TOTAL CASE REPORTS*	**976**	**1,260**	**1,052**
COLLISIONS	**231**	**216**	**191**
FATALITY	0	1	1
INJURY	59	63	68
NON-INJURY	172	152	122
NUMBER OF PEOPLE INJURED	87	96	114
CITATIONS & WARNINGS	**3,210**	**3,630**	**2,824**
TRAFFIC CITATIONS	923	1,108	840
TRAFFIC WARNINGS	1,346	1,677	1,375
PARKING CITATIONS & WARNINGS	941	845	609

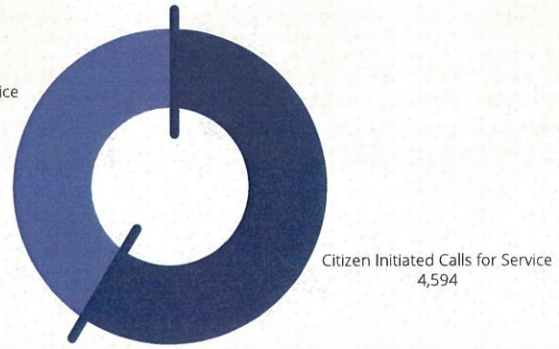
COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,978

NON-EMERGENCY CALLS TAKEN: 14,988

TOTAL INCOMING CALLS: 24,053

TOTAL CALLS FOR SERVICE GENERATED: 11,352



POLICE CALLS FOR SERVICE: 7,681
- OFFICER INITIATED: 3,087
- CITIZEN INITIATED: 4,594

OTHER CAD ACTIVITY:
- NORMAN FIRE: 1,554
- EMSSTAT: 2,117

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 234

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 78

CASES CLOSED DURING REPORTING PERIOD: 442
- CLEARED BY ARREST / WARRANT: 15
- CLEARED BY EXCEPTION: 24
- COP FOLLOW-UP: 20
- DEACTIVATED: 282
- DEACTIVATED DUE TO STAFFING: 41
- MISSING PERSONS RECOVERED: 21
- REFERRED INTERNALLY: 37
- UNFOUNDED: 2

ANIMAL WELFARE

INTAKES: 264
LIVE RELEASES: 266
LIVE OUTCOME RATE: 94%
ANIMALS FOSTERED: 38
ANIMALS LICENSED: 69
VOLUNTEER HOURS: 186

RECORDS

CUSTOMER SERVICE CONTACTS: 2,065
- IN-PERSON CONTACTS: 818
- PHONE CONTACTS: 678
- EMAIL CONTACTS: 569

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184
ACTUAL EMPLOYED: 170
AVAILABLE FOR ASSIGNMENT: 141**

AUTHORIZED NON-COMMISSIONED: 76
ACTUAL NON-COMMISSIONED: 69
AVAILABLE FOR ASSIGNMENT: 67**

*This number is less than reported crime due to multiple offenses occurring or being reported as part of one case report.
**This number reflects personnel available for assignment. This does not include individuals on non-discretionary leave, in the police academy, or in field training.

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report
March 2024

IN SHELTER ANIMAL COUNTS

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	72	27	99	93	27	120	21	21%
Ending	79	51	130	84	51	135	5	4%

ANIMAL INTAKES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	128	78	206	129	73	202	(4)	-2%
Owner Relinquish	12	26	38	6	39	45	7	18%
Owner Intended Euth	1	0	1	3	0	3	2	200%
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes*	8	2	10	4	1	5	(5)	-50%
Returned Animal	3	5	8	3	6	9	1	13%
TOTAL LIVE INTAKES	152	111	263	145	119	264	1	0%

*Confiscate, Protective Custody, Born in Shelter, and all other infrequent entries

OTHER STATISTICS

	2023	Total	2024	Total	Comparisons Difference	Comparisons Percent
Wildlife Collected (DOA)	3	3	1	1	(2)	-67%
Dog Collected (DOA)	6	6	0	0	(6)	-100%
Cat Collected (DOA)	1	1	2	2	1	100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	2	2	1	1	(1)	-50%
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	0	0	0	#DIV/0!
TOTAL OTHER ITEMS	12	12	4	4	(8)	-67%

LENGTH OF STAY (DAYS)

	2023	2024
Dog	19.6	19.3
Puppy	8.4	15.8
Cat	10.9	7.1
Kitten	2.6	9.7

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	143	4	0	147

Norman Animal Welfare Monthly Statistical Report
March 2024

LIVE ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	62	62	124	78	50	128	4	3%
Return To Owner	61	3	64	48	1	49	(15)	-23%
Transferred Out	11	6	17	12	30	42	25	147%
Returned to Field	0	16	16	0	13	13	(3)	-19%
Returned to Owner in Field	N/A	N/A	N/A	34	0	34		
TOTAL LIVE OUTCOMES	134	87	221	172	94	266	45	20%

OTHER ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	0	1	1	1	#DIV/0!
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	10	0	10	14	0	14	4	40%
Owner Intended Euth	1	0	1	2	0	2	1	100%
TOTAL OTHER OUTCOMES	11	0	11	16	1	17	6	55%

TOTAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	134	87	221	172	94	266	45	20%
Total Other Outcomes	11	0	11	16	1	17	6	55%
TOTAL OUTCOMES	145	87	232	188	95	283	51	22%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	3	0	0	3	19%
Medical - Injured	1	0	0	1	6%
Behavior - Aggressive	7	0	0	7	44%
Behavior - Other	5	0	0	5	31%
TOTAL EUTHANASIA	16	0	0	16	

MONTHLY LIVE RELEASE RATE

2023	2024
95.7%	94.7%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
March 2024

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Right-of-Way closure and two (2) Preliminary Plats for Planning Commission; one (1) Final Plat for the Development Committee; three (3) Preliminary Plats and one (1) Final Plat to City Council. The Development Engineer reviewed 24 sets of construction plans and 4 punch lists. There were 139 permits reviewed and/or issued. Fees were collected in the amount of $7059.00.

CAPITAL PROJECTS:

James Garner Phase 2 – Acres Street to Flood Avenue:

The Oklahoma Department of Transportation conducted a bid opening on October 20, 2022, for the James Garner Avenue Norman Forward Project. The low bidder was Redlands Contracting, LLC of Warr Acres, Oklahoma, with a construction cost of $7,820,000. Approximately $4.8 million of this will be paid from federal grant funds. The remainder is paid for with Norman Forward funding.

ODOT awarded the project on November 7, 2022. This project has a 460-calendar day construction schedule, which will likely result in summer 2024 completion. The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Smith Roberts Baldischwiler.
The project involves the following items:

- Construction of a new roadway extension of James Garner Avenue beginning from just north of Acres Street adjacent to the Norman Municipal Library and extending north of Robinson Street to connect to Flood Avenue.
- New multilane roundabout intersection between the Flood Avenue and the new James Garner extension
- A new vehicular and pedestrian bridge over Robinson Street with aesthetics honoring James Garner as the roadway's namesake.
- Reconstruction and extension of the Legacy Trail with improved pedestrian lighting.
- Low Impact Development such as plantings and landscaping in the roadway medians and at bridge abutments to filter runoff and help prevent erosion.
- Reconfigured connections between local streets from Johnson Street to Himes Street.
- Decorative roadway lighting and landscaping.

As of the last pay application on 3/15/2024, 71% of the total contract amount has been expended. Through 3/15/24, 63% of the contract time had expired.
The contractor's activities this month were as follows:

- Completed bridge parapet walls
- Completed paving on the east side of roundabout at Flood Avenue
- Continued installing light poles along James Garner Avenue
- Continued landscaping along James Garner Avenue south of Robinson Street
- Began landscaping terraces at Bridge abutments
- Completed restoration of Robinson median under bridge and decorative median paving.

Porter Avenue Streetscape – Alameda Street to Robinson Street:

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of nineteen transportation improvement projects. Two of the nineteen 2019 bond projects are the Porter Avenue and Acres Street Intersection Bond Project and the Porter Avenue Streetscape 2019 Bond Project. The Porter Avenue Streetscape 2019 Bond Project consists of design and construction of streetscape elements along the Porter Avenue corridor between Robinson Avenue on the north and Alameda Street on the south. The total construction cost for the project is approximately $5.1 million. Of that, approximately $2.8 million will be paid by federal grant. The remaining $2.3 million will be paid for through the City of Noman 2019 Bond Program.

The Oklahoma Department of Transportation conducted a bid opening on October 20, 2022, for the Porter Avenue Streetscape 2019 Bond Project. The low bidder was SAC Services, Inc. of Oklahoma City, Oklahoma. ODOT awarded the project on November 7, 2022. *The project is expected to be complete in April 2024.* The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Atkins.

Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- New Decorative Traffic Signals
- Pedestrian safety improvements

As of the last pay application on 3/15/2024, 87% of the total contract amount has been expended. Through 3/15/2024, 130% of the contract time has been expended.

The city has imposed a number of restrictions on the contractor in an effort to reduce the impact of the construction on local businesses and traffic along Porter Avenue. Although these restrictions have been successful in mitigating disruption to individual property owners and have allowed larger portions of the roadway to stay open at a given time, they have resulted in extending the overall project duration beyond what was expected at bidding. City staff and ODOT are working together with the contractor to determine a reasonable way to extend the allowable contract time to compensate for these added restrictions to the work. Once that change is implemented, the time used percentage will more closely align with the contract completion. Furthermore, many of the larger cost items in this project, such as lighting, traffic signals, landscaping and roadway paving, are not scheduled to be completed until the very end of the project. This too, helps to account for a portion of the lag between amount spent and time spent. Now that the signal and lighting poles have been delivered, it is expected that over the next month multiple major cost items will be completed bringing the completion percentage more in line with the construction time.

The contractor's activities this month were as follows:

- Completed installation of light pole bases, irrigation and electrical conduit
- Signal installation completed at Johnson Street
- Installed custom bus stop at Johnson Street
- Completed all paving mill and overlay
- Completed striping of pavement
- Installed decorative planters along entire project

Sidewalk Programs:

FYE 2024 Sidewalk Concrete Projects. This project was awarded to Arroyo's Concrete LLC and is under construction. This contract includes Citywide Sidewalk Reconstruction Projects, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Curbs and Sidewalks and Trials. This contract will be on going through June of 2024.This project has been updated to include 54 bus stop installations and/or modifications. As of 2/28/2024, 86% of the total contract amount has been expended and 60% of the contract time has been expended.

Rock Creek and Ward 7 Sidewalks. This project was awarded to Arroyo's Concrete LLC and is scheduled to be under construction in late April or early May of 2024. This contract includes sidewalk repairs and installation along W Rock Creek, College Avenue, George Street and US 77/Classen Boulevard. Construction is expected to be on going through June of 2024.

Lindsey Street Sidewalk Repair Project. This project is 80% funded through an ACOG grant and is currently in design with EST, 30% plans have been completed and a Plan In Hand meeting has been scheduled to review the plans. This project will include removal and replacement of sidewalks, ramps, driveways and pedestrian push button actuators along Lindsey Street from 12th Avenue SE to 24th Avenue SE on the north and south sides of Lindsey Street. Construction is anticipated to start in the fall of 2024.

12th Ave NE and W Brooks Street Sidewalk Project. This project is 80% funded through an ACOG grant and is currently in design with Garver, 30% plans are expected in April of 2024 which will be turned over to ODOT for review and to move the project along to the next phase. This project will include placement of sidewalks, ramps, and driveways along 12th Avenue NE from E Robinson Street to E Rock Creek Road and W Brooks Street from S Pickard Avenue to Wylie Road. Construction is anticipated to start in the fall of 2024.

FYE 2024 Horizontal Saw Cutting. This project has been completed. This contract included sidewalk trip hazard removal by horizontal saw cutting along Berry Road starting at W Imhoff Road and going north on the east and west sides of Berry Road to Robinson Street, then on Alameda from 12th Avenue SE to the library and fire station east of 24th Avenue SE.

Street Maintenance Bond Programs:

FYE 2024 Street Maintenance Bond – Urban Concrete 1

Urban Concrete Bid 1 bids were opened on June 22, 2023. Seven bids were received and the contract was awarded on July 25, 2023 to Nash Construction Company in the amount of $1,340,825.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by June 2024.
The contractor mobilized on October 12, 2023. During March, the contractor continued work on 24th Ave NE between Robinson and Rock Creek and the intersection of Rock Creek and 24th Ave NE which required a detour. The second crew worked on Drake Drive, Louise Street, and Highland Parkway.

FYE 2024 Street Maintenance Bond – Urban Concrete 2

Urban Concrete Bid 2 bids were opened on June 22, 2023. Seven bids were received and the contract was awarded on July 25, 2023 to Arroyo's Concrete LLC in the amount of $1,337,100.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by June 2024.
The contractor mobilized on October 13, 2023. During March, the contractor worked on concrete panel replacement along Camden Way.

TRANSIT AND PARKING DIVISION

PUBLIC TRANSIT

Go Norman Transit Plan (City of Norman Transit Long Range Plan Update)

The Go Norman Transit Plan was approved by resolution by Council on June 22, 2021. On December 13, 2022 Council approved a resolution to alter transit bus service as recommended in the Plan. The route changes were effective October 16, 2023 after many months of implementation work, including the remodel of 320 E. Comanche into the Norman Transit Center. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

Go Norman Transit Plan: Vehicle Procurement

- The City is currently in the process of purchasing 5 paratransit vans and due to supply chain and warranty delays, the first two of these vehicles were delivered on December 15, 2023. These vehicles will undergo final inspections and processing before being put into service to replace vehicles that have already been decommissioned. The remaining three vehicles were delivered in February 2024, however are still undergoing additional warranty repairs and have not yet been accepted. Below is background on this purchase:
  - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring $346,703 from the Capital Fund Balance to be matched with $122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of $469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8, 2022 transferring an additional $149,454 (for a total cost of $584,655) to cover the cost increase. FTA grant OK-2020-026 was amended to $496,157 leaving a local match of $88,508 (a reduction in the local matching funds of $34,304.)
- The City is currently in the early stages of purchasing 6 CNG cutaway transit buses for the paratransit fleet. Staff are currently working on developing specifications for these vehicles and anticipate bringing a request to Council this spring for acceptance of the grant and procurement of these vehicles. Below is background on this purchase:
  - On April 11, 2023, Council approved Resolution R-2223-117 authorizing an application to the FTA's Bus and Bus Facilities (5339b) and Low- or No-Emissions Grants program to purchase 6 CNG cutaway transit buses for the paratransit fleet. The proposed cost share per bus is $146,173 federal (75%) and $25,890 local match (25%), resulting in $172,603 total per bus. Thus the proposed cost share for 6 cutaway buses is $776,713 federal (75%) and $258,905 local (25%), resulting in a $1,035,618 total cost for 6 units. On June 26, 2023, the FTA awarded the City's grant application to purchase 6 CNG cutaway buses for fleet replacement without any changes.

Transit Professionals Appreciation Day – March 18, 2024

- City Council passed and approved proclamation P-2324-26 on March 12, 2024 proclaiming Monday, March 18, 2024 as Public Transit Professional Appreciation Day in the City of Norman. This follows a national trend of recognizing the work of transit professionals and the positive impact transit service provides for the community.
- As part of the proclamation, Transit and Parking Program Manager Taylor Johnson recognized staff from operations, maintenance, and administration.
- An appreciation lunch was hosted for staff at the Transit Maintenance Facility on March 18, 2024.
- Transit & Parking staff delivered 'thank you' cookies to staff in other departments that assist with accomplishing the goals of the Transit & Parking Division.

OK Transit Day – March 26, 2024

- On March 26, the Oklahoma State Capitol hosted "OK Transit Day," an event dedicated to promoting public transportation and increasing awareness of its benefits.
- Transit and Parking Program Manager Taylor Johnson attended on behalf of City of Norman Transit and as a board member for the Oklahoma Transit Association (OkTA).
- The event highlighted public transit's role in enhancing mobility, mitigating traffic congestion, and improving the quality of life for citizens who relied on transit to get to shopping, medical appointments, and activities.
- Participants were also encouraged to arrange meetings with their legislators to discuss the significance of transit funding in their regions and the utilization of state-revolving funds within their communities.

Microtransit Pilot Program with Via Transportation – Norman On-Demand

- Following a study to determine the best plan for establishing a microtransit pilot program in the City of Norman, staff conducted a competitive bid process for a turnkey pilot program. The proposal from Via Transportation was determined to be the best suited to the needs of Norman. Contract K-2223-164 with Via Transportation was approved unanimously by council on June 27, 2023.
- After discovering the University of Oklahoma was interested in collaborating on microtransit services with the renewal of their SafeRide program, staff worked to amend the agreement with Via to include that collaboration. On August 8, 2023 Council approved both Amendment 1 to contract K-2223-164, and Contract K-2324-50 with the University of Oklahoma for microtransit services. Website updates and the end user app both went live on August 16, 2023 and the microtransit service, named Norman On-Demand,

launched as planned on August 21, 2023.

- Staff presented an overview of the program with options for expansion and continuation to Councilmembers at the City Council Conference held on February 27, 2024. Following guidance from Council, staff are now working to prepare agenda items for expansion of the existing program for the remainder of the current contract, through August 21, 2024. Staff are also beginning the preliminary work to continue and possibly expand the program for the 2025 fiscal year. More details can be found in the monthly performance report for this service, which is attached.

Transit Monthly Performance Reports
Attached are both the EMBARK Norman Performance Report and the Norman On-Demand Performance Report for February 2024.

STREETS DIVISION

CAPITAL PROJECTS:
48TH AVENUE NE: ROBINSON STREET TO ROCK CREEK ROAD
Streets crews worked a deep patch at 48th Avenue NE: Robinson Street to Rock Creek Road that required 2,123.83 tons of asphalt for the repair.

CASTLE ROCK ADDITION – BRIDGE PORT LANE
Streets crews replaced damaged concrete panels in Castle Rock Addition on Bridge Port Lane. This repair required 99 cubic yards of concrete and resulted in over 448 square yards repaired.

ASPHALT PROJECTS:
HIGHLAND HILLS DRIVE – DEEP PATCH
Streets crews worked a deep patch at Highland Hills Drive that required 28.50 tons of asphalt for the repair.

THOMPSON DRIVE AND MAIN STREET – DEEP PATCH
Streets crews worked a deep patch at Thompson Drive and Main Street that required 40.84 tons of asphalt for the repair.

DUSTIN DRIVE – DEEP PATCH
Streets crews worked a deep patch at Dustin Drive that required 177.47 tons of asphalt for the repair.

ROBINSON STREET AT PETERS AVENUE INTERSECTION – DEEP PATCH
Streets crews worked a deep patch at Robinson Street at Peters Avenue Intersection that required 7.23 tons of asphalt for the repair.

CONCRETE PROJECTS:
1720 CHAMBLEE DRIVE
Streets crews replaced curb & gutter at Dustin Drive. This repair required 47.50 cubic yards of concrete and resulted in over 315 square yards repaired.

ROADSIDE OPERATIONS:

ROUTINE POTHOLE PATCHING OPERATIONS
This month approximately 32.38 tons of asphalt was utilized in routine pothole patching operations.

MOWING OF ROADSIDE RIGHTS-OF-WAY
Streets Roadside Mowing crew continued their summer mowing schedule. During March, 2024, 3,500,141 sq. ft. of urban rights-of-way were mowed.

STORMWATER DIVISION

CAPITAL PROJECTS:
THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT
For several years, residents of The Vineyard Addition have experienced property damage due to flooding. The Vineyard Addition is a residential subdivision located east of Porter Avenue and South of Tecumseh Road. In

July 2015, the City hired Meshek and Associates to perform an analysis of flooding issues reported by the residents of The Vineyard Addition. This included a review of the previous drainage reports and studies that were available. Additional detailed modeling was done to determine if any structural changes could be made that would reduce the risk of flooding in this area.

Meshek and Associates provided plans for this project to reduce the flood risk by expanding and re-grading the existing detention pond to increase the stormwater storage. The existing sidewalk will be shifted several feet to the north to allow the pond to be expanded. The dam on the eastern boundary of the pond will be raised approximately five feet above existing grade to provide additional stormwater storage. Any water from the spillway will be conveyed across a new 7.5-foot wide flume into a tributary of Woodcrest Creek east of the new pond. The vertical wall on either side of the flume will vary in height along the length of the channel but will provide at least two feet of depth for stormwater storage and conveyance. This flume will also serve as a sidewalk for the residents in the area. The existing discharge pipe will be upsized to address the modified flow.

During the month of March, the contractor completed this project. Final acceptance of the Vineyards Drainage Improvement Project will go before City Council on April 23, 2024.

WORK ORDER RESPONSE
Stormwater Division received 25 work order requests and closed 25 work orders.

INFRASTRUCTURE MAINTENANCE
The Infrastructure Maintenance Crew repaired a washout at Palomino Way. The Infrastructure Maintenance Crew repaired a hole in a pipe causing a sinkhole on Hemphill Drive. They also helped the Street Division pour 60 feet of curb at 1720 Chamblee Drive. The crew day lighted a pipe at the intersection of 164th Ave and Carson Drive. The Infrastructure Maintenance Crew poured a floor slab for the Household Hazardous Waste Facility.

CHANNEL MAINTENANCE
The Channel Maintenance Crew installed grass mat on the small bridge structure in the Vineyard Addition for erosion control. The crew removed debris from Berry, Hollywood, and Armory channels totaling 5 tons of debris. The Channel Maintenance Crew cleaned flumes at Nantucket Blvd, Rivera Dr., Acres St, and Wheaton Drive. They also removed a mattress from 24th and Franklin, a shopping cart from Anitol, and an r/c car in a grate on Osprey Drive.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS
A total of 452 lane miles were swept in March resulting in the removal of approximately 152 tons of debris from various curb-lined streets throughout the city. The Camera Crew completed 4,704 linear feet of pipe inspection.

INLET CLEARING OPERATIONS
Stormwater crews checked 833 inlets and cleaned 167 inlets totaling 1.75 tons of debris removed in Wards 2, 3, 4 and 7.

STORMWATER OKIE LOCATES
During the month of March 2,769 Call 811 Okie Spots were received. Of those requests, 167 were marked stormwater pipe locates.

FLEET DIVISION

The Fleet Management Division Activity Report shows a comprehensive summary of the activity during the month, broken down into 3 subgroups: Fuel Report, Maintenance Report, and Productivity Report.

FUEL REPORT
Purchases: The Inventory fuel and Outside fuel purchases are added together for each category of fuel - Unleaded gasoline, Diesel fuel, and CNG.

Amount Sold: The amount of Inventory fuel and Outside fuel disbursed to city divisions are shown.

Price Per Gallon: For Inventory Purchases, each time a purchase is made the invoice information, such as quantity and total price is receipted into the Faster system. The Faster program then tallies the information and decides on a price-per-gallon for that purchase. The monthly high and the monthly low price-per-gallon for unleaded gasoline and diesel fuel are shown.

MAINTENANCE REPORT

Repair Parts Sold: This shows the amount of money spent on repair parts for vehicles during the month.

Tires Sold: This shows the amount of money spent on tires for city vehicles during the month.

Total Parts Sold: This is the sum of Repair Parts and Tires Sold added together.

Sublet Repairs: This is the amount spent on outside repairs during the month.

Road Calls: This is the amount of times Fleet was called out to retrieve/repair a vehicle.

Preventative Maintenance Services: This is the amount of times a vehicle failed to make the appointed preventative maintenance service and had to be rescheduled.

Total Work Orders: This is the amount of work orders for the entire month.

Year to Date Work Order Total: This is the amount of work orders for the entire year.

PRODUCTIVITY REPORT

Direct Labor Hours: Each mechanic's total direct labor hours are shown. Then the direct labor hours are tallied together. After that the total available hours are shown to assess productivity.

Productivity Goal: When mechanics are productive at 70%, meaning that 70% of their day was spent actually working on vehicles, the City of Norman is in equilibrium. We are able to use the money generated from their direct labor to pay wages, benefits and the utilities.

Actual Productivity: This is the average percent of all the mechanics' total productivity during the available working hours for the month.

March 2024
DEVELOPMENT COORDINATION, ENGINEERING AND PERMIT REVIEW

Subdivision Development:

FYE 2024 Associated Fees

		This Month	Last Month	FY Total
Planning Commission/Dev Comm Review:				
*Norman Rural Cert of Survey…	0			
*Final Plats……	0			
*Preliminary Plats……	2			
*Short Form Plat……	1			
*Center City Form Based Code..	0			
*Concurrent Constr. Request…	0			
City Council Review:				
Certificate of Survey……	0			
Preliminary Plat……	3			
Final Plats …….	1			
Certificate of Plat Correction……	0			
Encroachment……	0			
Easements……	0			
Closure……	1			
Release of Deferral……	0			
		$ 4,625.00		
Development Committee:				
Final Plats……	1			
Fee-In-Lieu of Detention……	0	$0.00		
Subtotal:		$4,625.00	$475.00	$40,730.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family……	42				
***Commercial……	9				
Multi-Family……	1				
Addition/Alteration……	17				
House Moving……	0				
Paving Only……	13				
Storage Building……	8				
Swimming Pool……	11				
Storm Shelters……	24				
Public Improvements……	0				
Temporary Encroachments……	0				
Fire Line Pits/Misc……	0				
Franchise Utilities ……	14				
Other revenue ……	……	$0.00		$0.00	
Flood Plain (@$100.00 each)……	2	$200.00		$200.00	$2,200.00
Total Permits……		$2,234.00		$3,723.16	$63,172.58
Grand Total……		$7,059.00		$4,398.16	$105,322.58
****Construction Plan Review Occurrences**		24		43	232
*****Punch Lists Prepared**……		4		5	44

* All Final Plat review completed within ten days…… PI # 13

** All Single Family Permits were reviewed and completed within three days…..PI # 10

*** All Commercial Permits were reviewed and completed within seven days..... PI # 11

**** All Construction Plans were reviewed within ten days……..PI # 12

*****All Punch Lists prepared within one day of Final Inspection……PI # 8

March 2024

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	4	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	42	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	9	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	24	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%

EMBARK NORMAN

PERFORMANCE REPORT

City of Norman
Public Works Department

Summary of Services Table: February 2024

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals.

EMBARK Norman Service Summary	ADP Feb FY24	FY24 YTD	FY23 YTD		Service Profile	Feb FY24	Feb FY23
Fixed Routes (M-F)	1,474	230,410	175,482		Weekdays	21	20
Fixed Routes (Sat)	667	23,375	16,466		Saturdays	4	4
PLUS (M-F)	82	14,671	14,452		Gamedays	0	0
-Zone 1*	58	10,846	12,172		Holidays	0	0
-Zone 2**	25	3,825	2,280		Weather	1	2
PLUS (Sat)***	20	711	799		Fiscal YTD Days	204	203
					Cal. YTD Days	51	49

*Requires ¾ mile
**Operates only on Weekdays until 7:00 pm
***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 24 YTD	FY 24 Targets	
# of Norman fixed-route passenger trips provided	253,785	251,881	■
# of Norman paratransit trips provided	15,382	21,000	■
% of on-time Norman paratransit pick-ups	97.20%	98.58%	●
# of Norman bus passengers per service hour, cumulative	18.79	13.04	■
# of Norman bus passengers per day, average	1,203	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	65.50%	80.94%	◆

*These targets are not being tracked in LFR but can be found in the KPI spreadsheet.
**One denial due to capacity was recorded for FY23

Norman On-Demand

Performance Report

City of Norman
Public Works Department

Microtransit Pilot Program Performance Report

February 2023

Purpose

The Microtransit Pilot Program Performance Report provides a summary of service performance measures used to evaluate the performance of the Norman On-Demand microtransit transportation system for the City of Norman. The performance measures used by staff may change over the course of the pilot program. Initially we will be comparing the key performance indicator goals that were outlined in the request for proposals (RFP) to the data provided from Via for the Norman On-Demand program. These indicators and performance measures include average walking distance, maximum walking distance, average rider wait time, maximum rider wait time, and the percentage of ride requests completed within 20 minute wait time.

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store. This service compliments existing public transit service by extending service into the late night hours and during the day on Sundays for a small fee. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

Service Hours		Pricing	
Monday-Wednesday	7pm – 1am	First Passenger	$2.00
Thursday-Saturday	7pm – 3am	Each Additional Passenger	$1.00
OU SafeRide: Thursday-Saturday	10pm – 3am	OU SafeRide (OU Students using OU email address during SafeRide hours)	Free
Sunday	10am – 6pm		
ADA/Wheelchair Accessible Vehicles available upon request.			

Key Performance Indicator Measures

Measure	Target	February	Service to Date (8/21/23 – 2/29/24)
Average Walking Distance	<0.10 miles	0.06 miles	0.07 miles
Maximum Walking Distance	0.25 miles	0.32 miles	0.32 miles
Average Rider Wait Time*	<15 min	28.7 min	22.3 min
Maximum Rider Wait Time*	20 min	70.8 min*	70.8 min*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	33.93%**	54.83%**

*OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). This affects the original goal of 20 minutes that was identified in the original Request for Proposals.

**Number of ride requests with 'Completed' status that have a wait time of 20 minutes or less as a percentage of the total number of ride requests with 'Completed' status. This data is skewed by longer available wait times for OU students during SafeRide hours.

Additional Performance Measures

Ridership

Norman On-Demand completed 2,619 rides in February 2024, which is a 5.3% increase from the January 2024 total of 2,481. There were a total of 19 completed trips that requested a wheelchair accessible vehicle (WAV) in the month of December.

Ridership	February	Service to Date (8/21/23 – 2/29/24)
Total number of passengers	2,619	15,870
Total number of Trips Completed	1,721	9,844
# of Completed Trips Requesting WAV	19	117

Rider Experience

The system includes an automated feedback process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. No rider complaints were reported to Via in the month of February. One complaint from a citizen was brought to City of Norman staff which led to an investigation of a near-miss accident.

Rider Experience	February	Service to Date (8/21/23 – 2/29/24)
Average Ride Duration	8.9 min	9 min
Average Ride Distance	2.9 miles	2.9 miles
Average Ride Rating	4.9 (out of 5 stars)	4.9 (out of 5 stars)

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, 4,268 individual accounts have been created, which is a 10.1% increase over the January 2024 service to date total of 3,835. Of these accounts a little more than two in five, or 45.5%, have utilized the service at least once. Approximately 21.3% or 908 active accounts have completed more than five rides. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Engagement – Service to Date (8/21/23 – 2/29/24)		
App Accounts Created Since Launch	4,268	
OU Accounts	N/A	N/A
Active Accounts*	2,741	64.2%
Rider Accounts**	1,943	45.5%
Repeat Rider Accounts***	1,490	34.9%

*accounts where user has engaged with ride requests at least once
**accounts with at least 1 completed ride
***accounts with at least 2 completed rides

Accidents and Vehicles

Two near miss incidents were classified as accidents that occurred in February 2024. No property damage or injury were associated with these accidents. All incidents are reported to City of Norman Transit staff in a timely manner by our provider Via.

Three of five vehicles were in active service during the month of February, which is below the target fleet availability of four active vehicles. The minor maintenance issues have since been resolved and the vehicles have all returned to active service.

STREET DIVISION					
	FYE 2024 March 2024	FYE 2024 March 2024	Year to Date	Year to Date	FYE 2024
PERFORMANCE INDICATORS	**ACTUAL**	**PERCENT**	**ACTUAL**	**PERCENT**	**PROJECTED**
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	32.38		78.82		
Overlay/pave 10 miles per year.	1.00	10%	3.00	30%	100%
Replace 2,000 square yards of concrete pavement panels	653.00	33%	2,885.88	144%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	5.00	1%	23.00	5%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	3,500,141.00	28%	19,158,184.00	151%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	1,361.00	307%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	100%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STORMWATER DIVISION					
	FYE 2024 March, 2024	FYE 2024 March, 2024	Year to Date	Year to Date	FYE24
PERFORMANCE INDICATORS	**ACTUAL**	**PER CENT**	**ACTUAL**	**PER CENT**	**PROJECTED**
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	452.00	90%	3,254.87	54%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	914.00	9%	11,876.00	119%	65%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	4,865,526.00	36%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23	0%				
Permit all floodplain activities as appropriate.	-	0%	12.00		100%

PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT

March 2024

IN GALLONS **FYE 2024** **FUEL REPORT**

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	20,102.00	20,093.00	24,830.01
Outside - sublet	767.00	370.00	2,731.57
TOTAL	**20,869.00**	**20,463.00**	**27,561.58**

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	18,276.80	**16,995.60**	**24,830.01**	**2,731.57**

FYE 2024 TO DATE CONSUMPTION

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	174,335.02	**173,536.44**	**278,935.09**	**31,987.68**

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	$2.70	Low	$2.55	UNLEADED	High	$2.75	Low	$2.61
DIESEL	High	$2.76	Low	$2.62	DIESEL	High	$2.78	Low	$2.67
CNG	High	$1.28	Low	$0.51	CNG	High	$2.10	Low	$2.10

CONSUMABLE PARTS PURCHASED	
REPAIR PARTS	$75,965.27
OILS/FLUIDS	$10,284.80
TIRES	$11,032.67
SUBLET REPAIRS	**$12,031.43**
TOTAL SPENT ALL Parts/Sublet	**$109,314.17**

PUBLIC CNG SALES	
Month Total Public CNG Sales	$5,719
FYE 2024 To Date Public Sales	$67,297
LIFE TO DATE CNG GAS GALLON EQUIVALENT	
Total Sold Gallons Life To Date	1,115,471
Total Gross Sales Life To Date	$1,665,926
Life To Date CNG Gas Gallon Equivalent	
Total Public/City **Through-Put CNG Gallons** @ Station:	3,491,854

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	7	5	78
EMERGENCY ROAD CALLS	5	10	11	137
PM SERVICES	81	76	92	1,914
INCLEMENT WEATHER	0	0	0	9
WORK ORDERS	170	162	172	4,776
SCHEDULED REPAIRS	81	76	92	2,116
NON SCHEDULED REPAIRS	89	86	80	1,708

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	7	1	0	54
EMERGENCY ROAD CALLS	6	12	18	376
PM SERVICES	46	30	43	780
INCLEMENT WEATHER	0	0	0	4
WORK ORDERS	134	130	140	3,319
SCHEDULED REPAIRS	46	30	43	833
NON SCHEDULED REPAIRS	88	100	97	1,672

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	1	0	18
EMERGENCY ROAD CALLS	0	0	0	16
PM SERVICES	16	23	5	250
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	87	88	82	1,604
SCHEDULED REPAIRS	16	23	5	304
NON SCHEDULED REPAIRS	71	65	77	944

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	2	3	159
EMERGENCY ROAD CALLS	0	1	1	18
PM SERVICES	3	2	1	99
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	17	21	17	585
SCHEDULED REPAIRS	3	2	1	195
NON SCHEDULED REPAIRS	14	19	16	148

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	10	11	8	294
EMERGENCY ROAD CALLS	11	23	30	541
PM SERVICES	146	131	141	2925
INCLEMENT WEATHER	0	0	0	19
WORK ORDERS	408	401	411	9994
SCHEDULED REPAIRS	146	131	141	3381
NON SCHEDULED REPAIRS	262	270	270	4070

FLEET DIVISION
INVENTORY
March 2024

FUEL

WESTWOOD GOLF	295.6	gallons	DIESEL	@	3.140	$ 928.18
WESTWOOD GOLF	230.4	gallons	UNLEADED	@	2.430	$ 559.87
NORTH BASE	9,876.4	gallons	UNLEADED	@	2.640	$ 26,073.62
NORTH BASE	7,852.4	gallons	DIESEL	@	2.680	$ 21,044.43
FIRE STATION #5	384.6	gallons	UNLEADED	@	2.610	$ 1,003.81
FIRE STATION #5	361.8	gallons	DIESEL	@	2.740	$ 991.33
FIRE STATION #6	390.3	gallons	UNLEADED	@	2.690	$ 1,049.91
FIRE STATION #6	343.2	gallons	DIESEL	@	2.740	$ 940.37
BULK TANKS	1,200.0	gallons	DIESEL	@	2.680	$ 3,216.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	10,881.7	$ 28,687.20
DIESEL	10,053.0	$ 27,120.32

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
March FYE 2024

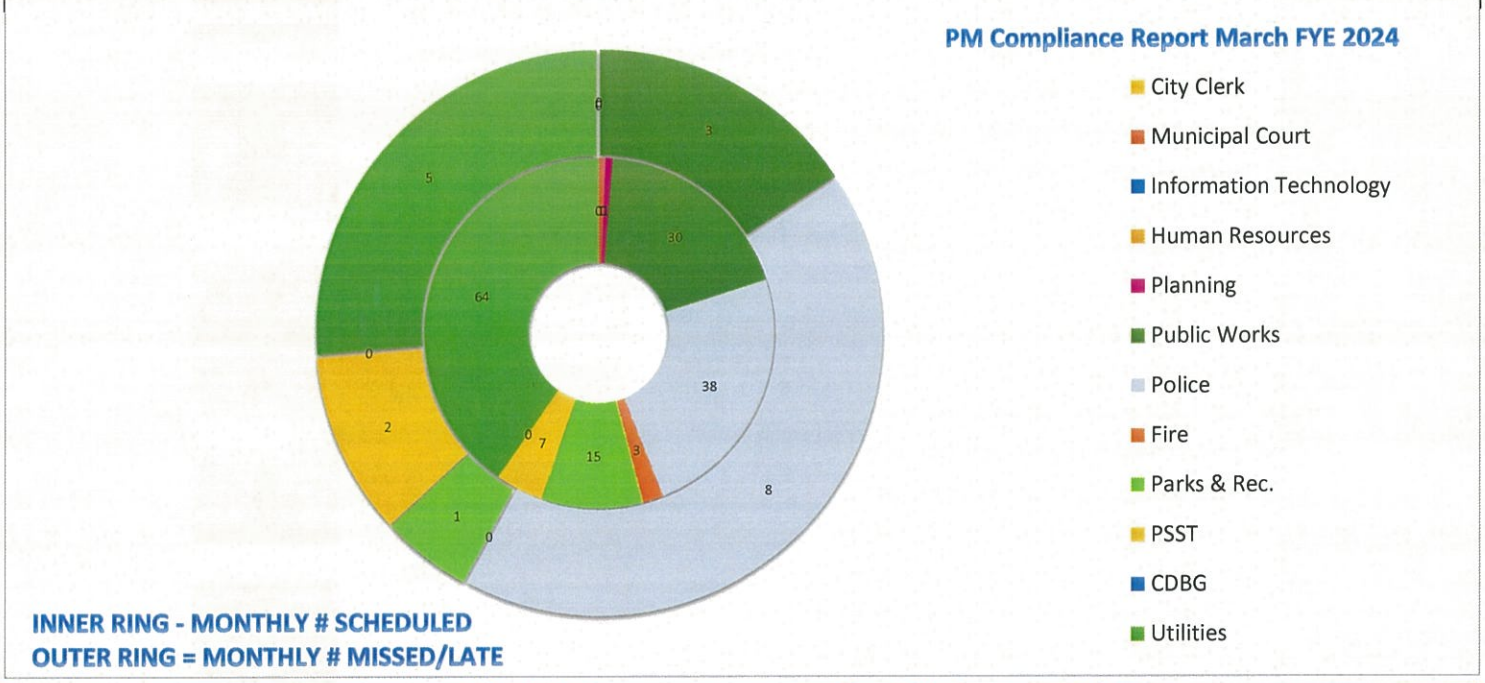
Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT	1	1			0%	40%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	2%
HUMAN RESOURCES					0%	0%
HUMAN RESOURCES					0%	0%
					0%	0%
PLANNING						
PLANNING	1	1			0%	100%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	140%
PUBLIC WORKS						
ENGINEERING					0%	83%
STREETS	7	4	2	3	43%	93%
STORMWATER	16	16			0%	68%
TRAFFIC					0%	107%
STORMWATER QUALITY					0%	100%
FLEET	7	7			0%	86%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	4	3	1	1	25%	84%
POLICE ADMINISTRATION					0%	71%
POLICE STAFF SERVICES	3	3			0%	71%
POLICE CRIMINAL INVESTIGATIONS	6	6			0%	88%
POLICE PATROL	22	17	5	6	27%	30%
POLICE SPECIAL INVESTIGATIONS	3	2		1	33%	86%
POLICE EMERGENCY COMMUNICATIONS					0%	100%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING	2	2			0%	100%
FIRE PREVENTION					0%	88%
FIRE SUPPRESSION	1	1			0%	115%
FIRE DISASTER PREPAREDNESS					0%	150%
PARKS & RECREATION						
PARK MAINTENANCE	14	14			0%	84%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE	1		1	1	100%	75%
PARKS FORESTRY					0%	100%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	7	5	1	2	29%	83%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	75%
PSST FIRE SUPPRESION					0%	100%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	100%
WATER TREATMENT PLANT	2	2			0%	88%
WATER PLANT					0%	63%
WATER PLANT WELLS	2	2			0%	71%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	17	14	3	2	12%	82%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	100%
WRF INDUSTRIAL	2	2			0%	67%
WRF BIOSOLIDS	2	2			0%	83%
WRF OPERATIONS	1		1	1	100%	100%
SEWER LINE MAINTENANCE	8	8			0%	92%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	15	14		1	7%	80%
SANITATION COMMERCIAL	4	4			0%	77%
SANITATION TRANSFER	5	5			0%	87%
SANITATION COMPOST	1	1			0%	100%
SANITATION RECYCLE	2	2			0%	85%
SANITATION YARD WASTE	3	2		1	33%	71%
					0%	0%
UTILITIES EVIROMENTAL					0%	0%
ENVIROMENTAL & SUSTAINABILITY					0%	3900%
CITYWIDE TOTAL	**159**	**140**	**14**	**19**	**12%**	**59%**

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
March FYE 2024

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
Public Works										
21106T	2021 Holt Trailer	Streets	4/1/2024	3/1/2024	-31	Days	3/8/2024	Light Repair	PM-A	
Police										
1225	2011 Ford Crown Vic	PSST Patrol	156394	156000	-394	Miles	3/7/2024	Light Repair	PM-C	
1070	2000 Ford E250	PD Special Investigations	16473	16000	-473	Miles	3/22/2024	Light Repair	PM-C	
Utilities										
0253	2014 Peterbilt 365	Sanitation Yard Waste	4/1/2024	1/10/2024	-82	Days	3/15/2024	Heavy Repair	PM-C	
0257	2015 Peterbilt 320 Sideloader	Sanitation Residential	16727	11500	-5227	Hours	2/9/2024	Light Repair	PM-C	



Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	1	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	1	0	0.0%
Public Works	30	3	10.0%
Police	38	8	21.1%
Fire	3	0	0.0%
Parks & Rec.	15	1	6.7%
PSST	7	2	28.6%
CDBG	0	0	0.0%
Utilities	64	5	7.8%
Citywide Total	**158**	**19**	**12.0%**

PUBLIC WORKS
FLEET DIVISION
Technician Productivity
Report

FYE 2024

March 2024

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY GOAL	INDIVIDUAL PRODUCTIVITY *ACTUAL*	*DIFFERENCE*
497	125.08	72%	*85.2%*	*13.2%*
642	138.66	72%	*85.2%*	*13.2%*
1554	93.35	72%	*56.0%*	*-16.0%*
1676	127.33	72%	*87.8%*	*15.8%*
2098	132.85	72%	*81.8%*	*9.8%*
2300	128.52	72%	*91.5%*	*19.5%*
2495	111.57	72%	*80.3%*	*8.3%*
2745	135.43	72%	*99.3%*	*27.3%*
3001	85.40	72%	*61.7%*	*-10.3%*
3134	0.00	72%	*#DIV/0!*	*#DIV/0!*
3151	100.85	72%	*86.7%*	*14.7%*
3167	126.84	72%	*87.4%*	*15.4%*
3470	167.58	72%	*82.9%*	*10.9%*
3487	155.21	72%	*89.4%*	*17.4%*
3502	121.03	72%	*86.6%*	*14.6%*
3572	142.45	72%	*87.4%*	*15.4%*
3800	107.89	72%	*62.7%*	*-9.3%*
3843	106.75	72%	*88.2%*	*16.2%*
3968	105.91	72%	*90.0%*	*18.0%*
4033	217.76	72%	*93.0%*	*21.0%*

DIRECT LABOR HOURS	2430.44
TOTAL AVAILABLE HOURS	2922.68
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	**83.2%**

CITY OF NORMAN
DEPARTMENT OF PUBLIC WORKS-TRAFFIC CONTROL DIVISION
MONTHLY PROGRESS REPORT

MARCH 2024	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
	Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	81	81	100%	799	799	100%
Provide information requested by citizens within 7 days	95%	81	81	100%	793	793	100%
Complete traffic engineering studies within 45 days.	99%	11	11	100%	26	27	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	23	23	100%	186	186	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	1.77	1208	368.75	0.31
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations		Crew Work Days	Total Installations	Average
		3.86	33	8.55	16.15	130	8.05
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		15	15	100%	131	131	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		14	14	100%	159	159	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	25	25	100%	97	97	100%
Lower Priority all other signs within one day	90%	48	48	100%	403	403	100%
Street Name Signs within two weeks	90%	48	48	100%	174	174	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		3264	0	0.00	28744	0	0.00

UTILITIES 13

Monthly Report

March 2024

LINE MAINTENANCE:

Waterline Capital Projects

- Beaumont Drive – 100%
- 1357 12th NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%
- Page Street – 100%
- Crail Drive – 0% Hold – Pending Lead Survey

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove project generator was installed and project closed out. Sutton Place project generator was installed pending scada completion.

Water Line Breaks Total – 11 in March
Water Lines Hit by Contractors – 2

Sewer Line Data

- Total obstruction service requests - 23
  - Private Plumbing: 22
  - City Infrastructure: 1
  - Sanitary Sewer Overflows: 1 on private side, 0 on city side

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.405 MGD
- Total Monthly flow: 43.570 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 60 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately $7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022. Approval of the GMP was held on the October 11, 2022 Council docket. Line Maintenance staff officially moved into the new building on January 4, 2024. A meeting was held on January 11, 2024 to discuss repairs and design changes to the road as a lot of the drainage is not being captured by the stormwater controls. These repairs have been completed and will be paid from the ECOC project. A grand opening was held for the facility on January 29, 2024. A claim for retainage was received in March, but staff is waiting on the final word regarding whether the light shields should be installed or not. In addition, final as-built documents are still needed from the architect. All warranties and O&M manuals (both physical and electronic have been received).

As-Built Linking Project: Project is an engineering effort to develop a system for linking as-built records to a GIS interface to allow for staff to more efficiently find as-built records. Contract K-2021-72 was awarded to Meshek & Associates on December 1, 2020. The project will allow users to click on a water or sanitary sewer asset in a GIS viewer which will then provide the as-built record document in a new window for viewing or downloading. Additional internal staff discussion was required to determine naming conventions for the consultant to use that would create a standardized system that could be used for this project and any future projects. As such, the project deadlines were set back a couple of months. All existing as-built information was provided to the consultant for their use. Pilot area information has been received and reviewed by staff. The effort required to complete the remainder of the project is more than the current contract amount. Staff will bring Council a proposed amendment for approval to complete the entire City in June 2024.

AIM Water and Wastewater Master Planning Effort: In combination with the overall comprehensive land use plan, Water and Wastewater master planning efforts are being done to evaluate the current infrastructure, provide input on future development locations, and determine infrastructure needed to support the selected land use alternative(s). RDG, with Garver performing the engineering for water and wastewater efforts, was selected as the consultant for the project. Contract K-2324-46 was awarded to RDG (with Garver as a subconsultant) in July 2023. Initial work has begun by Garver and the first Water and Wastewater Subcommittee meeting was held.

Tangentially, staff worked with Garver and RJN to complete the wastewater collection system flow monitoring necessary for proper calibration of the wastewater model being developed and updated by Garver. Completion of the Baseline Technical Memoranda is expected in March 2024. The Water/Wastewater Subcommittee is expected to meet again April 12, 2024.

WASTEWATER PROJECTS:

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. For the rest of 2023, Garver convened regular meetings with ODEQ to review the draft report findings and conclusions in detail. ODEQ is now reviewing a preliminary final version of the report, and it is expected that they will require several months to complete their review. Once ODEQ has approved the report, Garver's Contract calls for submitting the report to a team of independent industry experts who will review and also approve the report's conclusions, at which point, the report will be considered final. This is expected to require several more months after date of ODEQ approval.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to $700,000 that would pay up to 25% of all costs incurred on this project. Grant contract was approved by NUA and BOR and fully executed in

September 2021. As of March 2023, all funds authorized by this Grant have been requited and received by City Norman.

In October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of the future reuse program that is the subject of the pilot study. This grant includes $209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022 and 2023 for research and investigations and can be extended with additional funds added in future years as conclusions are reached and recommendations made based on the work done during the initial years' funding. A kick-off meeting for the Green Infrastructure grant convened in early November 2021 and work (research and data gathering) is ongoing. Initial conclusions and recommendations are expected to be reached by June 2024. If, based on initial conclusions and recommendations, additional funds are authorized, work will continue through the remainder of 2024 and possibly beyond.

In April 2022, NUA learned that a third grant associated with possible IPR from BOR had been authorized. The third grant was an applied science grant for $148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of $196,190 (of which $148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. Project is ongoing and scheduled to be completed by June 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers were approved for inclusion in the bidding documents.

Garver completed and submitted 60% design documents for review in August 2022 and 90% design documents in January 2023 with design review meetings convening two weeks after each submission. In March 2023, ODEQ Permit to Construct application was submitted to ODEQ and the permit was issued in April 2023. Also, in April 2023, NUA learned that it has been approved for a federal community funding grant for FYE September 30, 2024 in the amount of $5,000,000.00 for this project. However, because the Federal Budget for FY 2024 is not yet approved, funds for the grant have not been earmarked and EPA has not allocated them, and there is no certainty on when or if these funds will be approved. Because of the critical nature of this project and based on conversations with EPA and with grant experts at Garver, it has been determined that the best course of action for Norman Utilities Authority is to bid the project now and include all requirements for EPA Community Grant projects in the bidding documents. EPA has advised that, as long as the contract meets their requirements for the grant, we can apply for the funds at whatever time in the future they are officially allocated. EPA should then be able to approve "after the fact" and Norman Utilities can seek reimbursement for funds already spent at that point.

Based on further discussion, an additional concern arose based on the fact that until funding is approved by Congress, exact details in grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, if project is receiving funding via another Federal Program and project meets requirements of that program, EPA Community Grants will approve project on that basis. As a result, NUA has commenced process of seeking a Clean Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request will be worded to also cover other planned projects at the WRF so, assuming EPA Community Grant is eventually made, the CWSRF loan funds will be directed to those other projects. OWRB has advised that, as with the EPA Community Grant, the project may start before the loan is granted. Then, once approved, NUA can immediately seek reimbursement for all work completed on the project prior to loan approval. It should also be noted that the use of CWSRF loans for upcoming capital projects at the WRF was recommended by the Raftelis report for upcoming wastewater capital spending.

Based on the above-described EPA Community Grant process and timing, the ongoing CWSRF loan process, and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF if/when those financial instruments are approved. As a result, project was advertised on Thursday, August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Contractors were deemed the lowest and best Bidder with a base bid in the amount of $3,320,000, and Contract was awarded at the November 28, 2023 Council Meeting. Pre-Work Meeting convened in December 2023. Notice to Proceed was issued in January 2024, and shop drawing review and procurement processes are ongoing. Based on current lead times for dewatering equipment, construction should be complete in July 2025.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF New Maintenance Building (WW0318) and WRF Main Control Building Renovation (WW0325): - These two projects are being designed under a single design contract and are anticipated to be bid as a single project, so they will be updated as a single project as well. Due to plant improvements projects over the past two decades, space formerly used for spare part storage and maintenance work has gradually been incorporated into plant operations space, leaving a shortage of viable storage and work space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities since the main building was commissioned.

The Main Control Building at the WRF was constructed in 1982 and, while some building systems have been replaced and/or upgraded since then, many of the original interior and exterior finishes and fixtures as well as the main laboratory have not been replaced, updated, or renovated since original construction and are now nearing the end of their useful lives. Project WW0325 will renovate existing building and update layout and building systems as well as expand and renovate the laboratory to meet current standards.

Greeley Hansen was selected as the Architect for these two projects, and their Contract was approved on June 8, 2021. A design kickoff meeting convened in late June 2021. Greeley Hansen submitted a draft Preliminary Engineering Report (PER) in November 2021 and, after a review meeting later in November 2021, they submitted a final PER in late January 2022.

In March 2022, NUA elected to defer construction of this project for one fiscal year to FY 2023 for budgetary reasons. For this reason, while Construction Manager at Risk (CMaR) was originally being considered as the project delivery method, the project will instead be delivered by a traditional Design/Bid/Build method with Greeley Hansen completing a bid-ready final design during the remainder of 2022 but project will not bid until Spring 2023.

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision has been made to defer construction of this project until fiscal year FYE26. Assuming the project is not deferred again, bidding documents will be finalized in time to advertise in May 2025. Bids would then be opened in June 2025, and Contracts Awarded at the first Council Meeting in July 2025. Construction would then take one calendar year to June 2026.

In June 2023, Greely and Hansen submitted a request for Contract Amendment based on delays in bidding the projec change from CMAR to traditional Design/Bid/Build project delivery along with several other perceived changes that occurred during design. Final costs were negotiated in November and December 2023 and Amendment No. 1 was approved by City Council on January 9, 2024.

Engineer: Greely and Hansen LLC (Ana Stagg)

WRF Digester #3 Roof Replacement (WW0336): The existing roof for Digester 3 has reached the end of its useful life and has experienced high rates of failure that warrant a project to upgrade the existing facility. Funding in FYE 24 is for an evaluation of Digester 3 and the roof. Future funding will be used to upgrade and rehabilitate the digester to extend the useful life of the asset. The operating impact of this project is that a full rehabilitation or replacement of the digester roof will more efficiently use funds rather than reactively repairing the roof when it fails. Staff began initial evaluation March 2024.

Engineer: Garver – On-Call services

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. The pipe has been completely installed and is currently in service. Final acceptance occurred on January 23, 2024. This will be the final report for this item.

Engineer: PEC, Inc. (Chris Grizer)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to the best alternative due to capital cost and operational familiarity considerations. The project was put on hold pending further discussions with landowners for land application of bio-solids that is a lower cost option than co-composting. Staff have located additional lands to allow for the continued land application of digested and dewatered biosolids which is more cost-efficient than co-composting. As such, this project will be closed out until a future need arises necessitating the project.

Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted for FYE20. This project is not a high priority for service reliability and has been deferred due to funding availability. This project will be closed out until the project is moved forward.

Engineer: Olsson, Inc. (Kevin Rood)

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east. Staff completed review of plans and final plans. Line Maintenance staff requested 4 small areas be added to the scope of work. Final plans including additional areas will be complete by April 2024.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE19 (WW0321): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The FYE 2019 study area is generally bounded by Lindsey Street and Timberdell Road and 24th Avenue SW and South Berry Road. Project will replace approximately 31,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting techniques, and rehabilitate an additional 1,000 LF of 8" sanitary sewer lines using cast-in-place pipe lining techniques along with rehabilitation or replacement of 160 manholes and 610 services.

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of $5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting convened in January 2024. After an extended procurement process, KRCC mobilized to the project in late March 2024. Sanitary sewer replacement and manhole rehabilitation in the project area should commence by April 1, 2024.

Engineer: Parkhill

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. Developers might initially fund the lift station and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff has placed this project on hold as they work through new Comp Plan and the outcome effects of a possible turnpike.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors in the in the Bishop Creek wastewater basin to accommodate the full build-out wastewater flows. The project area generally lies between Highway 9 and Constitution and between Jenkins and Classen Boulevard. Staff will soon prepare an RFP to select design consultant for this and other water/sewer projects.

Water Reclamation Facility (WRF) PFAS and Microplastics Fate and Transport: New regulations for PFAS are being promulgated by the EPA for drinking water but future regulations for wastewater effluent and biosolids are envisioned as well. To get information ahead of future rules for wastewater, this project will sample for PFAS and microplastics at locations throughout the WRF to determine levels through each process, PFAS formation or removal, and percentages of materials within liquid effluent or biosolids. Funding for this work will be from a loan from the Oklahoma Water Resources Board with 100 percent loan forgiveness (i.e., no ratepayer funds to be used). Staff is finalizing scope and contract with Garver and will bring it forward for NUA consideration April 2024.

Engineer: Garver (Bryce Callies)

WATER PROJECTS:

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of $95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. Public Works is reviewing the current waterline plans before sending to engineers for revisions. Final plans, bidding, and construction dates will be determined based on the schedule for the rest of the project. ROW issues have now been resolved.

Well Field Blending and Future Groundwater Treatment Site (WA0214):

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines ($NHCL_2$) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of $95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for $16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of $800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of $528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. Engineers are working on completing 90% plans and incorporation of some additional design elements following the public meeting held in December. Architects are working on getting renderings from the street view and nearby properties to show a more accurate depiction of what nearby homeowners would see when the berms are added around the facility. An additional sum of $49,286 was added to the contract this week for work needed to improve the design following public comments.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)
Disinfection System Engineer: Plummer Associates (Alan Swartz)

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic

flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of $93,800 on June 22, 2021. A contract transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work has still not been determined. This funding will determine when the waterline project needs to begin and end. The waterline will need to be completed before the roadway work begins.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work's ODOT funded Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabbiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of $58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at $2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. A final change order and pay app was approved by Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new waterline conflicted with a few future light poles and future storm drain that will be constructed by Public Works. Adjustments will be made to the light pole design by Public Works. Line Maintenance potholed and took accurate elevations of the waterline in these areas. Utilities staff attended the pre-work meeting for the streetscape project, which has a start date of April 3, 2023. Their contractors will start on the south end and move their way north. They will let us know when they have the far west lane close at Himes so that we can contact Cimarron to install the missing bends needed for a new storm drain. The light poles that will be in conflict with our waterline will be moved a few feet in the field to accommodate these conflicts. Staff was notified by Public Works that their contractors will be at Porter and Himes this month and they were wanting our bends installed before they get there. A field meeting was held on November 28, 2023 and contractors started excavating the waterline on December 4, 2023. A conversation was held as to what kind of replacement Public Works would want from us since they'll be coming back and milling and laying asphalt in addition to addition of a new storm sewer. Staff and contractors had a field meeting on December 5, 2023 and it was determined that our waterline is actually deep enough that bends will not be necessary, even though the Engineer drew the asbuilts showing out waterline going through the future stormwater pipe. Our contractors were instructed that the bends will not be needed and are installing full depth asphalt for most of the area per Public Works instruction. Staff is waiting on the invoice from the contractors for work they did excavating and refilling the trench for the bends that were ultimately not installed. Once an invoice is received, staff will close out the project.

Engineer: Garver Engineering (Bret Cabbiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for $75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of $228,975 in December 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with

ordering the tank on April 25, 2022. The new tank was shipped on September 28, 2022 and it was delivered to the W on October 3, 2022. The apparatus on top of the tanks has been leaking since installation. It was installed for the tank and the threads did not fit properly. So, a new apparatus arrived to plant on January 24, 2023. Replacement and shut down of the plant occurred on January 26, 2023. Tomco informed staff that this new apparatus was quality control checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was notified that they need to provide replacement of this as well. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

Water Treatment Plant Clarifier 1 and 2 Rehabilitation (WA0375):

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water Technology Solutions Services, Inc., who currently own the "Accelator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and re-painting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of $73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. A final Technical Memo was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about $551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are $2,306,254, $2,742,868, and $2,887,684, respectively. Life cycle costs decrease with each alternate. In addition, repairs and recoating to clarifier 3 were included at a cost of $502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline. Staff has determined that clarifier 3 is in most dire need for recoating/potential metal repairs and would like this to be accomplished with funds for this project. Repairs to clarifiers 1 and 2 would be completed at a later date if funding allows. Staff met with Carollo on July 19, 2023 to discuss combining this work with other WTP projects that need to be completed.

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of $59,000 was awarded on November 9, 2021. Line Maintenance potholed 27 locations (approximately 20%) in this neighborhood to determine if lead service line replacement will be necessary. All service lines potholed were found to be made of copper. Bids were opened on July 13, 2023 where Cimarron Construction Company was the low bidder at $2,631,347.00. This number includes replacement of Southlake Addition waterlines as well as waterlines at 1932 E Lindsey Street that have had frequent breaks in the last fiscal year, for which Line Maintenance has had to temporarily repair. A contract with Cimarron Construction Co. was approved by City Council on August 8, 2023. A pre-construction meeting was held on August 29, 2023. All punch list items have been completed at the apartment complex. Contractors have pulled off for another project but will be back in May to start work on the Southlake addition. Staff is still working on getting easements acquired from the Cervi properties nearby the Southlake addition.

Water Line Replacement, Parsons Addition Phases I and II (WA0246): Contract (K-1819-87) with Cabbine Engineering, LLC (now part of Garver) was approved by NUA 12/11/18 to design the replacement of approximately 4,500 lineal feet of water line in the Parsons addition. Due to the project's close proximity to campus, the design process included public input from University of Oklahoma (OU), OU's sororities and fraternities, homeowners and landlords, and, based on that input and discussions with consultant and potential contractors, it was determined that the best of course of action would be to divide the project into two phases that would proceed generally during summer months when OU is not in regular session. As part of this process, it was also decided to install replacement mains in the streets rather than sidewalks wherever possible. Phase I was scheduled to begin July 1, 2019, and Phase II was originally scheduled for the summer of 2020.

Bids were opened for Phase I on June 13, 2019 and SW Water Works was low bidder at $828,112. NUA approved contract June 25, 2019 and construction began July 8, 2019. Crews completed last concrete pours November 5, 2019. A final walk through by staff was performed on November 8, 2019, and NUA approved final as-bid to as-built quantities change order on January 28, 2020.

In March 2020, 2021, 2022, and 2023, Phase II was delayed until the following Spring each year, and final determination was made to proceed with this project in Spring of 2024. As a result, Phase II was advertised on March 7, 2024 and bids were opened on March 28, 2024. Southwest Water Works (SWWW) of Oklahoma City, Oklahoma was the apparent low bidder with a base bid of $3,250,256. Approval of Contract Award is on the City Council Agenda for April 9, 2024. Immediately after Contract Award, Notice to Proceed with shop drawings and material procurement will be issued. Then, as per Contract, Notice to Proceed with Construction will be issued as of May 13, 2024, which is the Monday after OU's Spring 2024 Graduation Weekend. Construction is expected to continue through the summer and be complete no later than August 11, 2024, which is the day before the start of OU sorority and fraternity rush for the Fall 2024 semester.

Engineer: Garver/Cabbiness Engineering, LLC (Sean Price)

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24thAve NE to 12thAve NE. The contract was approved by NUA on November 26, 2019, and project kickoff meeting was held January 14th, 2020. On May 6, 2020, a preliminary plan review meeting convened with NUA and Jacobs staff in attendance, and updated preliminary plans were approved in August 2020. In February 2021, 65% plans and specifications were submitted, and, after review by NUA and additional investigations by Jacobs, the 65% plans were approved in late 2021 with a revised alignment that included 900 LF of pipeline being installed in the southernmost traffic lane of E. Robinson Avenue.

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2023/24. From that point, final design work and easement acquisition was scheduled at a pace intended to synchronize completion of final design, permit application/receipt, and all easement purchases with a scheduled advertisement date of early May 2023. However, while preparing easement documents during Summer 2022, Jacobs determined that there was a potential issue with a long segment of their alignment that was intended to be in easements on property owned by the United States Department of Veterans Affairs (VA) and J.D. McCarty (McCarty). There were existing easements owned by Oklahoma Gas & Electric (OG&E) on both properties (seemingly much larger than needed to accommodate OG&E's overhead power lines in the area) extending into the area Jacobs intended to use for their current alignment for this project. After consideration of several alternatives, it was agreed to determine if OG&E would allow encroachment in their easement as long as it was a reasonable distance from their overhead lines, and in December 2022, OG&E furnished authorization to encroach on their easements on the VA and McCarty properties. As a result, Jacobs is now able to proceed with final design and acquisition of easements so project may be readied for bid.

As noted above, two of the easements required for the project must be purchased from the VA and McCarty who both own large properties fronting on the south of side of E. Robinson Avenue. VA and McCarty are also two of the large property owners in Norman who have multiple meters that NUA would like to replace with a single master meter. Now that negotiations for these two easements can begin again, NUA will work to negotiate master meter agreements concurrently with Jacobs' easement negotiations and incorporate the meter replacement work into this project.

In May 2023, Jacobs advised that they were preparing a request for a contract amendment for various perceived extras encountered during design to date, and they expected to submit this request within a few weeks. NUA agreed to review the details of the request upon receipt, but did not necessarily agree that an amendment of any amount was merited. To

date, this request has not been submitted. If, upon receipt and review, NUA finds an amendment is merited, final co would likely be negotiated during December 2023 and the Amendment submitted for City Council approval in January 2024.

Assuming project is not deferred, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely continue through Spring 2024 with Bidding and Contract Award to follow in Summer 2024. Construction would then continue until Summer 2025.

Engineer: Jacobs Engineering (Arun Srinivasan)

Robinson Water Tower Resurfacing (WA0382), Lindsey Water Tower Resurfacing or Demolition (WA0182), and Non-Potable Water Expansion Study: Lindsey Tower was decommissioned approximately 10 years ago because it is not tall enough to act as viable potable water system storage at current system operating pressures. However, before receiving bids to demolish the tank, In 2020, the coatings on the tower began to show signs of deterioration. For this reason, Dunham Engineering evaluated the condition of the tank in the Fall of 2020, and they determined that the underlying steel was in good condition and the tank could be repainted and recommissioned for many years of additional service if needed. In July 2021, NUA requested that Dunham provide a proposed scope and fee for Lindsey Water Tower rehabilitation. Dunham submitted their proposed scope and fee in early October 2021. Scope and fees were negotiated, However, before submitting Contract for City Council approval, NUA has decided to await outcome of ongoing study being performed by Plummer Engineering, which is described in the following paragraphs and will directly impact future usage, if any, for Lindsey Tank.

In October 2021, NUA requested that Plummer Engineering furnish a scope and fee proposal to analyze the possibility of extending a non-potable water system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's *2060 Strategic Water Supply Plan*. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for this new non-potable water system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. In March 2023, City of Norman furnished additional requested data to Plummer to assist in finalizing their analysis, and on September 29, 2023, a draft report was submitted for City of Norman review. During the fall of 2024, there were multiple meetings and conference calls between Plummer and NUA to clarify details of report. Final conclusion was that neither the repurposing of Lindsey Tower for a future Non-Potable Recycled Water System nor returning Lindsey Tower to service as potable water storage were financially viable. As a result, the only option left to NUA was the demolition of Lindsey Tower. .

The conclusions of Plummer's report were presented to City Council in the March 12, 2024 Executive Session. In response, City Council indicated that, because of its visibility and proximity to OU's stadium, the tower may have value to the City as a landmark with City of Norman logo (and possibly an OU logo paid for by OU). For this reason, City Council indicated that, depending on costs and possible contributions by others, they may be interested in City of Norman taking possession of Lindsey Tower and using General Funds (and other contributions) to paint just the exterior of the tank so it could serve as a landmark. After further discussion, NUA noted that, unrelated to Lindsey Water Tower, funding has been budgeted in FY 2025 for Project WA0382, Robinson Tower Resurfacing. Consequently, NUA could prepare a single bid package that would include both Robinson Tower Resurfacing and two alternates for Lindsey Tower: (1). Demolition of Lindsey Tower; and (2). Resurfacing of Exterior of Lindsey Tower (so it could serve as a landmark). By combining the work on two water towers, NUA could expect to receive the most competitive bids. After bids are received, City Council could determine, based on actual costs, if they want to proceed with funding the exterior resurfacing of Lindsey Tower from the General Fund with a contribution from NUA equal to the cost of the demolition alternative or if they will simply direct NUA to accept the demolition alternative and demolish Lindsey Tower. City Council directed that NUA proceed with this option.

Based on this direction, a proposal was requested from Coastal Windforce, Inc. (formerly Dunham Engineering) to prepare a single set of Bidding Documents covering Robinson Tower Resurfacing and the two alternates for Lindsey Tower (Demolition or Exterior Resurfacing Only) and to perform construction administration and management services for the Work at both towers. This Engineering Contract has been negotiated and will be submitted to City Council for approval during April 2024.

On March 21, 2024, the combined bid package for Robinson Tower Resurfacing and the two alternates for Lindsey Tower were advertised. These bids are currently scheduled to be opened on April 18, 2024. Once the lowest and best bidder is

known, the cost data will be presented to City Council, who will make a determination on which Lindsey Tower alternati will be pursued. A single contract should then be awarded for Robinson Tower Resurfacing and for the selected alternative for Lindsey Tower in May 2024. The construction schedule will driven by which alternate is selected by City Council and by weather and market conditions at time of Contract Award. Based on best available information, either alternate for Lindsey Tower is expected to be completed during late spring and early summer of 2024. However, by the time Contract is awarded, it may be too close to the summer peak-demand period to take Robinson Tower out of service for the resurfacing work so it is reasonably likely that Work on Robinson Tower will not commence until Fall 2024.

Engineer: Dunham Engineering for Lindsey Tower (Joe Seiter) and Plummer (Jonathan McCarthy) for Non-potable Water System Study.

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a $500,000 grant under the Watersmart program or a $2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals were received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway. A waiver from the BOR was received and the project is now moving forward with contracts awarded on April 9, 2024.

Consultant: E Source (Alyssa Pourciau)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24th NE to 12th NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. These two large property owners with whom easement agreements must be negotiated, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project. Staff will continue to work on obtaining these agreements. In addition, staff is evaluating meter locations at the USPS with in-house forces.

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a vital component of the Norman water distribution system. The crossing of Interstate 35 is a portion that is extremely deep and is not able to be worked on by City staff due to this depth. This project will replace the pipe generally from Flood Avenue to Journey Parkway to provide more reliable and maintainable water service to the area and for transmission of water under Interstate 35. This project will also replace several ductile iron laterals along this corridor. Contract was executed

on Februrary 27, 2024. A project site walkthrough was completed with consultant March 2024. Project will enter desi phase in May 2024.

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south the north to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet. The final design will also include waterline replacement of all five cul-de-sacs located in this section of Danfield. As of the first week in February, design for the Master Alignment has been completed. As of the first week in March 2024, design is underway. Design phase completion is expected in late April 2024.

Lead Service Line Inventory and Replacement (WA0384): The recent Lead and Copper Rule Revision will require new measures for utilities to comply with the rule. Specifically included within this proposed funding are 1) Inventory of approximately 5,000 service lines, 2) Distribution of pitchers to 20,000 locations, and 3) testing of 20,000 locations resulting from any disturbance. Costs for the inventory continue until completed. Reduced costs for the pitchers and testing are proposed in later years since the Advanced Water Metering project will be completed.

Water Line Desktop Condition Assessment (WA0337): This contract provides for our consultant, Voda.AI, to complete a desktop condition assessment of the water lines within the distribution system. Each segment of water line within the City's database will be evaluated and scored for both likelihood and consequence of failure using information from GIS databases such as pipe age, material, soil conditions, and other factors relevant to pipe reliability. To prove their model's validity for our system, the model will be set up using historical data and will the analysis will then be performed and compared against actual results for a test year.

SANITATION CAPITAL PROJECTS:

SA0025 – Sanitation Cost-of-Service Study: This study will complete a financial evaluation of the Sanitation Fund. Raftelis, who has performed several financial studies for the Utilities Department, was selected to complete this work. Under this contract, Raftelis will evaluate the overall financial condition of the Sanitation fund amidst increasing costs. In summary, this study will develop a financial plan based on historical revenues and anticipated operating and capital expenditures, assess costs for service for various customer classes and services provided to sanitation customers, evaluate the current rate structure and prepare recommended modifications or increases to eliminate customer class subsidies and/or meet requirements for the financial plan; and present information to City Council. Contract was awarded by City Council on January 23, 2024. Staff expects preliminary results in May 2024.

Compost Facility Scale House (SA0019):
This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of $30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to $39,000. The engineer requested an increase of $4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of $43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for

concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore. City of Norman comments on the plans and specifications are currently being addressed by TriCore prior to entering the bidding phase of this project. TriCore is still in the process of addressing comments as of the first week in April 2024.

Engineer: TriCore Group, LLC (Greg Vance)

Transfer Station Renovations (SA005):
The Transfer Station has several elements that have deteriorated since its installation in 2008 due to its heavy use. This project will repair the Transfer Station floor install fire suppression system, truck parking area, and improvements to the building exterior. Repair of the floor and installation of the fire suppression system will be expedited and the Transfer Station will be required to stay in operation during the entire construction. Request for Qualifications were sent on September 29, 2022 and an optional on-site meeting was held on October 11, 2022. Qualifications were due Thursday, October 20, 2022 and one firm, Parkhill Engineering, submitted qualifications. Staff approved the qualifications submitted by Parkhill Engineering after reviewing their qualifications. A scope was received by Parkhill on December 19, 2022. Staff is still reviewing before Council approval. Council will consider the contract in March 2024.

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009) / Household Hazardous Waste Facility (SA0012): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the proposed location is adjacent to the Truck Wash Facility to allow for efficient operations by staff. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public Works have begun coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

A Household Hazardous Waste Facility will also be included within this project. This Facility is necessary to allow for City residents a timely disposal option for household wastes that cannot be disposed using their normal polycart service. Currently, an annual collection day is held for City residents to dispose of their items but this has proven to be challenging in recent years.

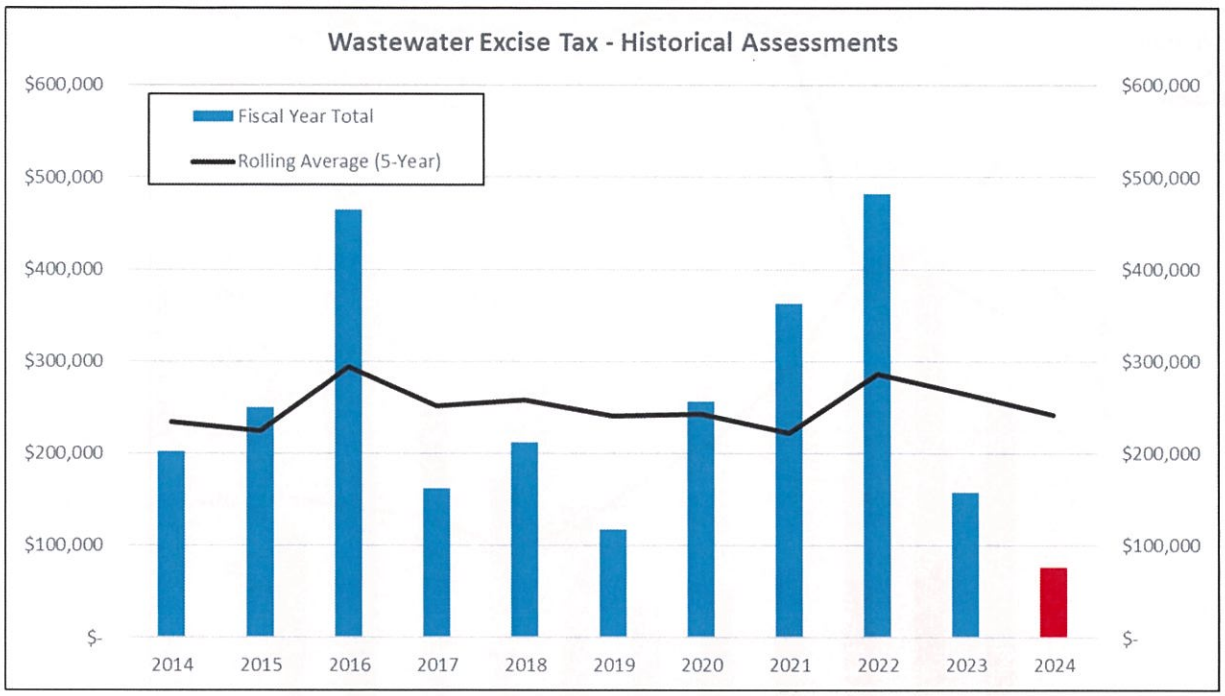
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household Hazardous Waste and Container Maintenance facilities and entry drive modifications to the Transfer Station facility to improve accessibility and safety for vehicles entering and leaving the facility.

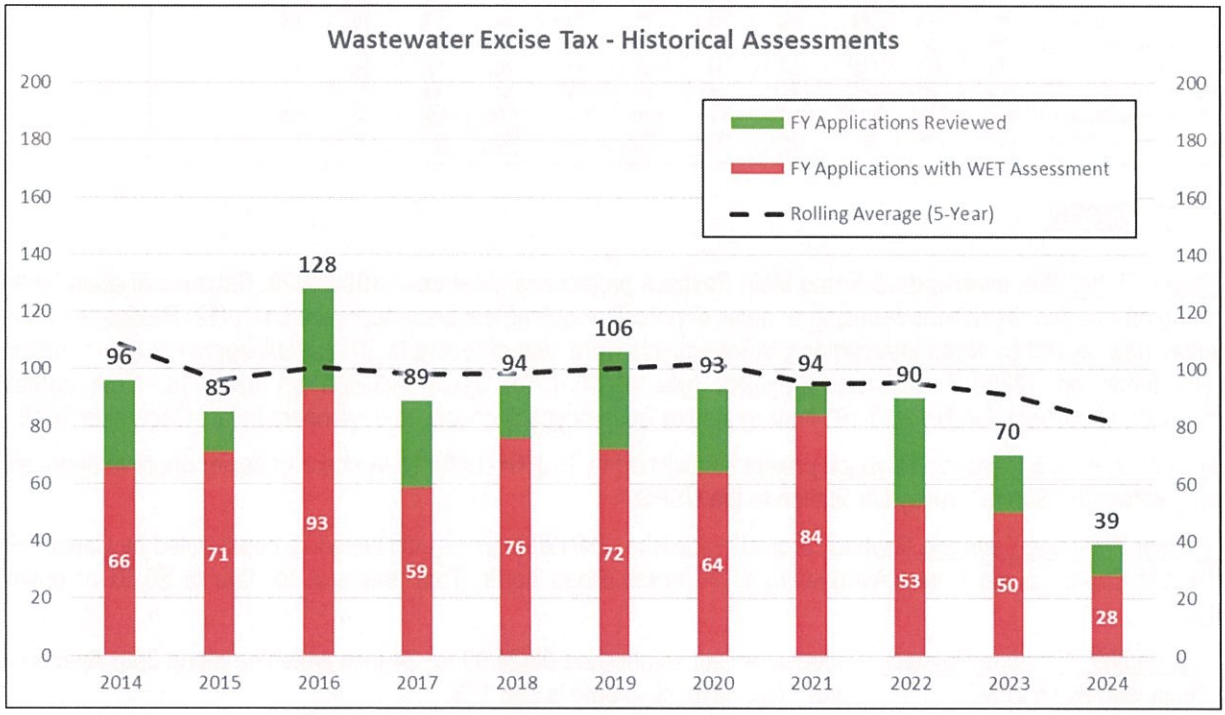
The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark Construction Group on January 12, 2021. The Household Hazardous Waste building is complete and the ribbon cutting was held on February 1, 2022. All finals have been obtained for the Container Maintenance building and the Certificate of Occupancy should be issued in February. Both projects are complete and in operation. All work is complete. Staff will have the final acceptance on the second docket in March.

Architect: Studio Architects, LLC (George Winters)

Wastewater Excise Tax – Non-Residential:

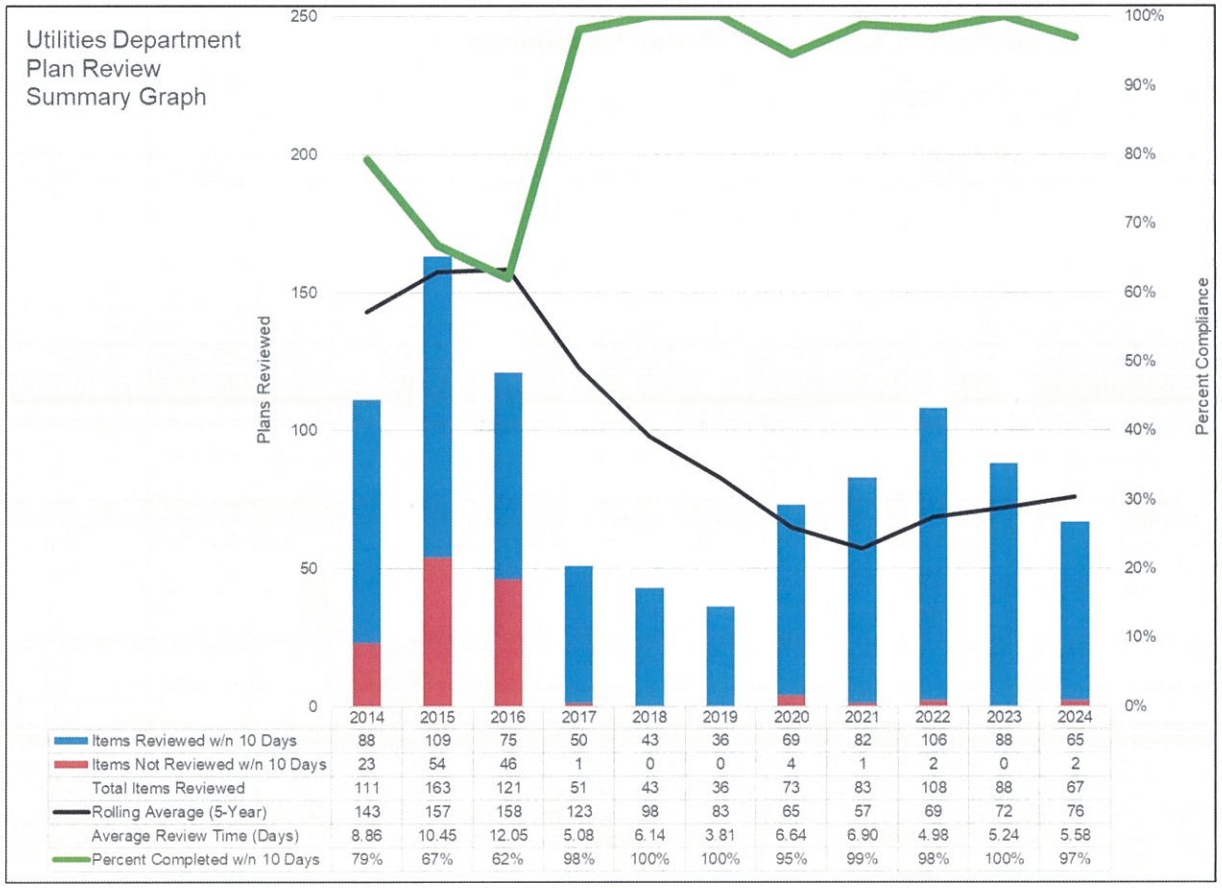
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 2 commercial entities last month. Of the 2 applications, both applications were assessed since they were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 34 commercial properties have been reviewed and a total of $71,959.44 has been assessed to the entities that will increase wastewater flows for their respective property. Below are graphs showing the amount assessed and the number reviewed (current through date of report preparation)).





PLAN REVIEW:

Six plan sets were reviewed this past month. Staff has reviewed 58 plans for the current fiscal year with an average review time of 5.58 days and with 97 percent of plans reviewed within 10 days. *Graph below shows current reviews as of the date of this report.*



	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Items Reviewed w/n 10 Days	88	109	75	50	43	36	69	82	106	88	65
Items Not Reviewed w/n 10 Days	23	54	46	1	0	0	4	1	2	0	2
Total Items Reviewed	111	163	121	51	43	36	73	83	108	88	67
Rolling Average (5-Year)	143	157	158	123	98	83	65	57	69	72	76
Average Review Time (Days)	8.86	10.45	12.05	5.08	6.14	3.81	6.64	6.90	4.98	5.24	5.58
Percent Completed w/n 10 Days	79%	67%	62%	98%	100%	100%	95%	99%	98%	100%	97%

RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of $697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is $0.00 of potential $61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is $65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed $27,212 on 04/15/20; total payback to date is $87,074 of original project cost of $346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of $15,717.09 paid 12/15/15; total of $15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.
7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed $28,540 on 04/24/20 and UNP was billed $32,963 for detention pond on 04/24/20.

8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvemen along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

No permits were issued for March.

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY March 2024 SUMMARY

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	85	774
ACTIVE SITES	80	806
CITATIONS	0	0
NOVS	0	0
CDOS	0	1
SWOS	0	0
ECPS	1	6

STORMWATER MS4 OPERATIONS		
ACTION CENTER	2	44
PWSTORMWATER	0	8
CALLS	8	82
OTHER	6	98
TOTAL INQUIRIES	16	222
OUTFALL INSPECTIONS	0	16
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	0	12

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	16	185
FOOD LICENSE APPROVAL	2	17
SIU INSPECTIONS	0	8
SIU SITES SAMPLED	1	3
TABLE II MONITORING (%)	100%	100%
TABLE III MONITORING (%)	25%	25%

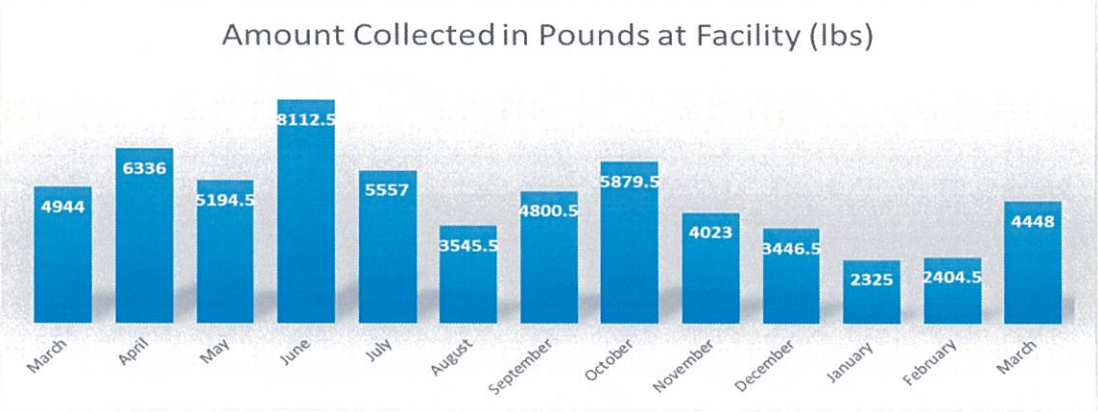
HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	69	556
SWAP SHOP VISITS	9	91
OIL DISPOSED	7077	19358
ANTIFREEZE DISPOSED	540	1394
TIRES DISPOSED	408	2571
HHW MATERIAL COLLECTED	4448	36429.5
E-WASTE: CARS SERVED	0	300
E-WASTE COLLECTED	0	20570
TOTAL CARS SERVED	69	856
TOTAL MATERIAL COLLECTED	4448	56999.5

REVENUE		
FOG PROGRAM	$ 7,900.00	$ 27,500.00
SURCHARGE	$ 4,416.66	$ 66,274.36
LAB ANALYSIS RECOVERY	$ -	$ -
IND. Dischg. Permit fee	$ 1,000.00	$ 5,500.00
TOTAL	$ 13,316.66	$ 99,274.36

ACTIVITIES
ECAB
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Preparing for Earth Day Festival
Judged Waters Worth It Poster Contest
Continuing meetings about MCPA
Working on efforts to reduce contamination in recycling
DoERS
Particpating in planning for SW-AWWA conference - on Transportation, Meet and greet and technical committees.
LTWA Board Member - very active
COSWA Board Member - very active
OCASA Board Member - very active
State Pretreatment Coordinators - very active
Active member on AIM Stormwater Subcommittee and General Steering committee
On March 12, DoERS had a strategic planning meeting
On March 11, DoERS montored Dave Blue Creek as part of Blue Thumb
DoERS interviewed for intern and hired Sara Bondy
Coordinating with Ginna Dowling and Jason Wells (through P&R and NAC) to do a pollinator wrap
Member of TX/OK resiliency cohort
Coordinating with Mr. Pyle, NREL and Legal to negotiate the OG&E franchise agreement
Press conference held for Solar Initiative
On March 25, Loudenback spoke to Women in Action on Carbon Footprint Reductions
On March 29, the Artful Inlets Review Committee chose the 2024 pieces
On March 24, the GAC, Green Norman Eco Month kicked off with a cleanup of over 130 pounds in the cold rain at Ruby Grant
Loudenback attended SWANA
Chao, Gates, and Loudenback attend Operator Certification class in MWC on PFAS
On March 9, Chao and Loudenback facilitated a cleanup at Sutton Wilderness Park (130 lbs)

Upcoming Events:

4/2/2024	OKR video at Compost Facility
4/3/2024	Solar Initiative Kickoff
4/4/2024	Pretreatment Meeting in Sand Springs
4/5-4/6	Rain Barrel distribution
4/9/2024	OFMA in Tulsa
4/11-4/12	Artful Inlets installation
4/14/24	Reaves Park Cleanup
4/15/24	Artul Inlets Walk-through
4/21/24	Earth Day Festival
4/22/24	Earth Day Festival
4/25/24	PCI - Pretreatment



CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
SEWER MAINTENANCE

	FYE 2024		FYE 2023	
March 2024	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	13	5	19
Property Owner Responsibility	22	179	13	187
TOTAL	23	192	18	206
Number of Feet of Sewer Cleaned:				
Cleaned	73,888	742,948	121,270	837,676
Rodded	5,200	26,913	7,440	36,545
Foamed	33,366	101,572	0	77,694
SL-RAT	10,606	10,606	0	0
TOTAL	**123,060**	**882,039**	**128,710**	**951,915**
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	3	6
Obstruction	0	0	1	3
Private	1	10	1	6
Other (Lift Station, Line Break, etc.)	0	0	0	1
Total Overflows	**1**	**11**	**5**	**16**
Feet of Sewer Lines Televised	31,603	222,710	29,768	193,577
Locates Completed	295	2,762	327	3,244
Manholes:				
Inspected	1,272	10,194	1,268	10,649
New	0	0	0	3
Raised	6	15	2	13
Repaired	2	13	3	19
Feet of Sewer Lines Replaced/Repaired	15.50	73.50	9	71
Hours Worked at Lift Station	56.79	373.12	36	627
Hours Worked for Other Departments	3.50	37.96	3.04	25.04
OJI's	0	0	0	2
Square Feet of Concrete	0	0	0	81
Average Response Time (Minutes)	26.00	27.01	25.00	27.64
Number of Claims	1.00	3.00	0.00	2.00

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2024		FYE 2023	
March 2024	MONTH	YTD	MONTH	YTD
New Meter Sets:	**28**	**276**	**41**	**241**
Number Short Sets	24	268	40	236
Number Long Sets	4	8	1	5
Average Meter Set Time	6.45	6.01	6.52	5.69
Number of Work Orders:				
Service Calls	541	4,249	530	4,540
Meter Resets	0	4	0	8
Meter Removals	3	35	4	47
Meter Changes	100	523	49	272
Locates Completed	416	3,633	344	3,436
Number of Water Main Breaks	11	116	24	171
Average Time Water Off	1.40	1.63	1.79	1.76
Number of Water Leaks	45	437	59	463
Fire Hydrants:				
New	0	0	0	5
Replaced	0	4	0	3
Maintained	14	438	43	957
Number of Valves Exercised	57	796	162	2,140
Feet of Main Construction	0	500	723	4,638
Hours of Main Construction	0	1,631	625	2,514
Meter Changeovers	0	5	0	3
OJI's	0	1	0	4
Hours Flushing/Testing New Mains	0.23	139	32	498
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
March 1-31, 2024

Flow Statistics

	FYE 2024		FYE 2023	
	This Month	YTD	This Month	YTD
Total Influent Flow (M.G.)	358.0	3102.8	356.4	2830.5
Total Effluent Flow (M.G.)	342.4	2905.1	339.4	2664.0
Influent Peak Flow (MGD)	16.2	28.3	14.5	16.9
Effluent Peak Flow (MGD)	15.9	27.7	13.9	15.9
Daily Avg. Influent Flow (MGD)	11.5	11.3	11.5	10.4
Daily Avg. Effluent Flow (MGD)	11.0	10.5	10.9	9.8
Precipitation (inches)	3.4	31.2	4.6	19.3

Discharge Monitoring Report Stats	EPA minimum percentage removal 85%	
5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	148.0	198.0
Effluent Carbonaceous Total	3.0	4.0
Percent Removal	98.0	98.0
Total Suspended Solids:		
Influent (mg/L)	230.0	314.0
Effluent (mg/L)	6.0	15.0
Percent Removal	97.4	95.5
Dissolved Oxygen:		
Influent (min)	0.9	0.5
Effluent (min)	6.3	5.4
pH		
Influent (Low)	6.9	7.6
(High)	7.5	7.2
Effluent (Low)	6.6	7.4
(High)	7.1	7.0
Ammonia Nitrogen		
Influent (mg/L)	29.3	29.0
Effluent (mg/L)	1.7	0.2
Percent Removal	98.6	99.3

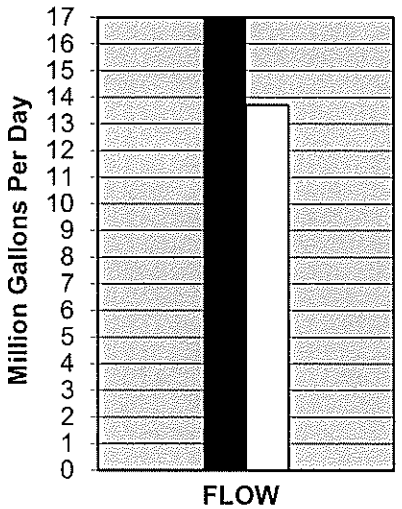
Utilities

Electrical				
Total kWh Used (Plant wide)	461,940	4,049,200	455,740	4,404,840
Aeration Blowers	117,500	1,116,300	144,200	1,465,000
UV Facility	81,000	575,200	23,800	406,000
Natural Gas				
Total cubic feet/day (plant wide)	381,000	2,689,000	408,000	3,046,000
Public Education (Tours)	2	48	1	24
Total Attendees for FYE 24		202		101
			0.0	0.0
OU Golf Course	2.1	80.2	0.9	52.2

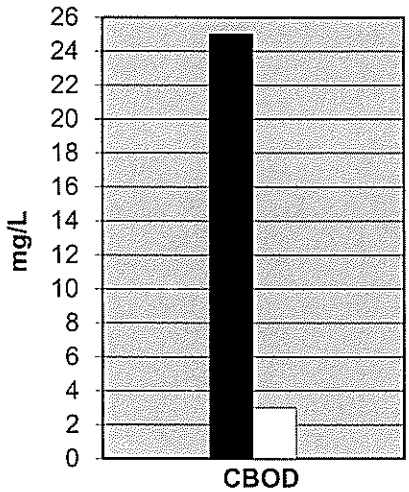
E. coli average for March 2024 222 (Limit is 630)

CITY OF NORMAN
WATER RECLAMATION FACILITY
March 2024

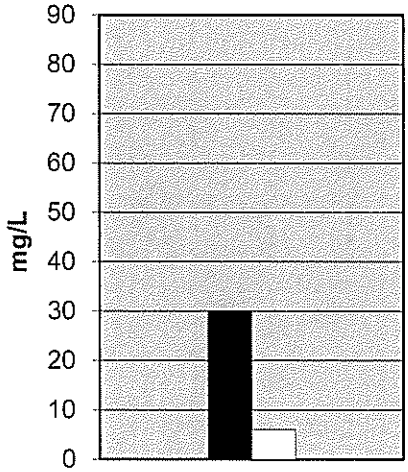
Influent Flow Volume Treated



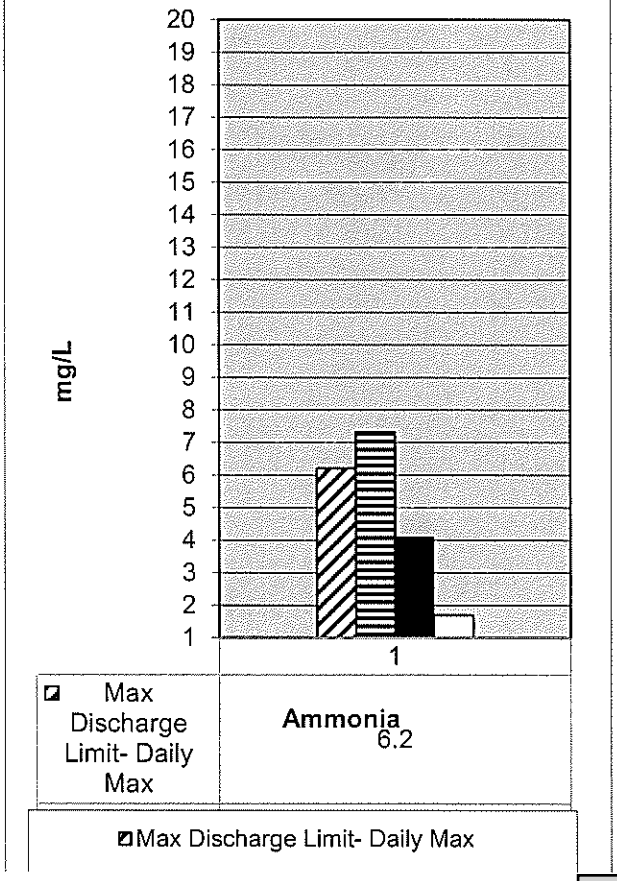
Effluent CBOD: Strength of Wastewater



Effluent Total Suspended Solids



Effluent Ammonia- Nitrogen



Comments here

CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES

MONTHLY PROGRESS REPORT

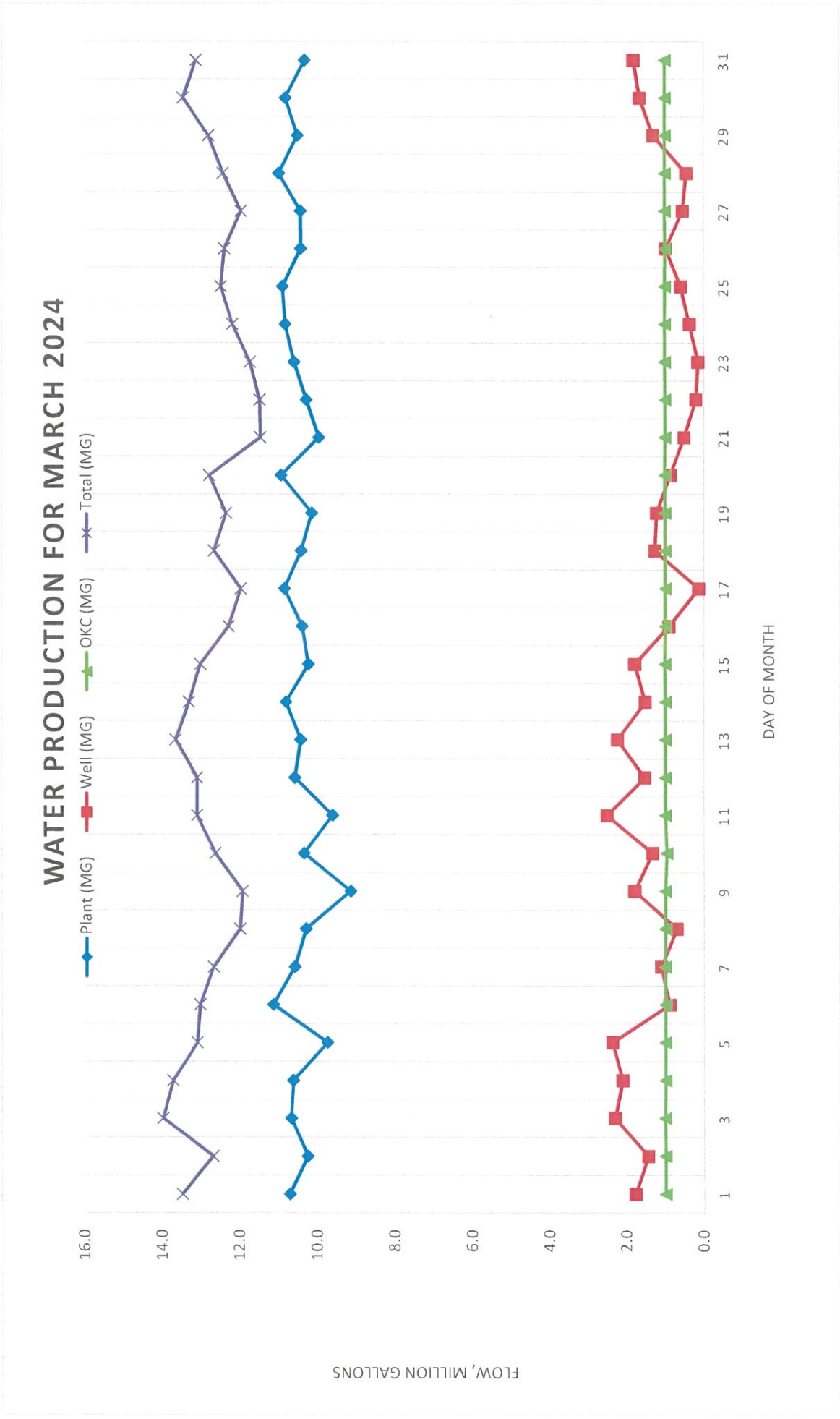
WATER TREATMENT DIVISION

MONTH: March-2024

	FYE 2024		FYE 2023	
Water Supply	This month	Year to date	This month	Year to date
Plant Production (MG)	323.83	2774.87	200.55	2640.50
Well Production (MG)	38.31	1067.93	133.72	1231.45
Oklahoma City Water Used (MG)	30.96	274.08	31.11	271.35
Total Water Produced (MG)	393.10	4116.87	365.38	4143.30
Average Daily Production	12.68	14.97	11.79	15.18
Peak Day Demand				
Million Gallons	13.98	23.32	12.99	25.52
Date	3/3/2024	9/4/2023	3/6/2023	7/27/2022
System Capacity (see note 1)	25.78	25.78	25.78	25.78
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	$728,916.06	$6,181,403.01	$661,998.77	$6,043,947.19
Wells	$216,704.71	$2,251,881.57	$236,035.91	$2,283,552.53
OKC	$91,203.14	$860,311.05	$86,774.67	$822,926.35
Total	$1,036,823.91	$9,293,595.63	$984,809.35	$9,150,426.07
Cost per Million Gallons				
Plant	$2,250.92	$2,227.64	$3,300.97	$2,288.94
Wells	$5,657.20	$2,108.65	$1,765.11	$1,854.37
OKC	$2,945.74	$3,138.94	$2,789.73	$3,032.75
Total	$2,637.58	$2,257.44	$2,695.34	$2,208.49
Water Quality				
Bacterial Samples in Compliance	100	908	100	896
Bacterial Samples out of Compliance	0	2	0	4
Total number of inquiries (Note 2)	1	19	1	27
Total number of complaints (Note 2)	4	48	3	55
Number of complaints per 1000 service connections	0.10	1.17	0.08	1.43
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	8	1	2
Public Education				
Number of tours conducted	2	12	2	6
Number of people on tours	4	165	8	118

Notes:

Replaced slurry loop pump liner and impeller. Replaced one ambeint ozone analyzer in ozone generation room. Intermediate pump 2 has been repaired and reinstalled by Rush pump. Repaired bad connection on IMPS pump 3 motor. Staff tested Raw water tank bypass for two days with no problems. Staff replaced lime slaker inlet valves on slaker 2. Staff replace breaker at well 68 due to failure. Staff replaced pinch tube on SCC 4 slurry valve.


WATER PRODUCTION FOR MARCH 2024
Plant (MG)
Well (MG)
OKC (MG)
Total (MG)
16.0
14.0
12.0
10.0
8.0
6.0
4.0
2.0
0.0
FLOW, MILLION GALLONS
1
3
5
7
9
11
13
15
17
19
21
23
25
27
29
31
DAY OF MONTH

MONTHLY TRANSFER STATION REPORT
March

	TONS PER MONTH	REVENUE PER MONTH
O.U.	294.31	$16,165.36
STANDARD GATE	1,710.12	$145,557.92
RESIDENTIAL	533.99	$21,780.20
TOTALS:	2,538.42	$183,503.48

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	496.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9373.71
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
TOTAL LOADS BROUGHT TO LANDFILLS:	496.00
GRAND TOTAL TONS TO LANDFILLS	9,373.71
DISPOSAL COST PER TON (OKC)	$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	$214,751.70
GRAND TOTAL TIPPING FEE'S	$214,751.70
# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	637.00
# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3642.12
# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	426.00
# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2735.94
TOTAL LOADS BROUGHT TO TRANSFER STATION:	1063.00
TOTAL TONS BROUGHT TO TRANSFER STATION:	6378.06
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	185.38
TOTAL TONS RECEIVED AT TRANSFER STATION	9101.86

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2024

	FYE 23		FYE 24	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
Vehicle Accidents	0	23	3	10
On The Job Injuries	0	6	0	0
Bulk Pickups	35	206	52	270
Refuse Complaints	86	553	97	527
New Polycarts Requests	65	441	66	251
Polycarts Exchanges	9	84	4	25
Additional Polycart Requests	72	499	70	286
Replaced Stolen Polycarts	94	178	12	88
Replaced Damaged Polycarts	84	794	59	250
Polycarts Repaired	34	355	26	148

COMPOST MONTHLY REPORT
March

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	341.21
LANDFILL TIPPING FEE'S	$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 7,817.12
TONS BROUGHT IN BY PUBLIC:	2,200.00
TONS BROUGHT IN BY CONTRACTORS :	2,800.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	300.00
LANDFILL TIPPING FEE'S	$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 121,423.00
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 129,240.12
REVENUE COLLECTED FROM COMPOST SALES:	**$1,350.00**
REVENUE COLLECTED FROM GATE SALES:	**$11,300.00**
TOTAL TONS COLLECTED	**5,641.21**

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	45	
DRYING BEDS	5,000	
COMPOST SOLD BY CUBIC YARDS		405
MULCH SOLD BY CUBIC YARDS	260	
TOTAL:	5,305	405

CURBSIDE MONTHLY RECYCLING REPORT

MARCH

PROGRAM STATISTICS	
	AVERAGE MONTH
SET OUT/PARTICIPATION RATE:	85%
AVERAGE TONS PER DAY :	10.30
POUNDS PER HOME:	8.79

COMMODITY BY TON		
	% of Total	**TONS**
ALUMINUM BEVERAGE CAN	2.10%	6.49
#1 PET	5.50%	16.99
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	17.67
MIX PAPER	33.40%	103.18
PLASTIC FILM	0.57%	1.76
#2 NATURAL	0.90%	2.78
#2 COLOR	1.10%	3.4
#3-#7	0.00%	0
METAL	0.82%	2.53
RIGIDS	0.89%	2.75
TIN-STEEL SCRAP	3.30%	10.19
TRASH	28.30%	87.42
OCC	17.40%	53.75
TOTAL	**100.00%**	**308.91**

	MONTH
SERVICE CALLS (MISSES)	24
HOUSESIDE	4
REMINDER	3
SCATTERED	0
MISC.	0
REPAIR	31
NEW	33
ADD	2
MISSING	11
EXCHANGE	0
REPLACE	8
PICK UP	25
TOTAL CALLS	141.00

	MONTH
LANDFILL COST AVOIDANCE	$6,100.97

Drop Center Report March

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	$ Diverted
ALUMINUM:	$1,050.00	$0.00	0	0	0%	$22.91	232.98	$5,337.57
PLASTICS:	$5.00	$0.00						
STEEL CANS:	$0.00	$0.00						
MIXED OFFICE PAPER:	$0.00	$0.00						
CARDBOARD:	$90.00	$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.21	0.07	0.31	0.02	0.61	$0.00	$640.50	$640.50
PLASTICS:	3.72	2.33	5.01	0.43	11.49	$0.00	$57.45	$57.45
STEEL CANS:	0.21	0.07	0.31	0.02	0.61	$0.00	$0.00	$0.00
MIXED OFFICE PAPER:	3.57	1.39	5.32	0	10.28	$0.00	$0.00	$0.00
CARDBOARD:	19.87	11.32	34.01	2.13	67.33	$0.00	$6,059.70	$6,059.70
RECYCLING CENTER TOTALS:	27.58	15.18	44.96	2.6	90.32	$0.00	$6,757.65	$6,757.65

Commercial Cardboard Containers		Compactors		Wood		Glass		Metal	
TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues
48.4	$4,356.00	19.66	$1,769.40	0	$0.00	0	$0.00	3.27	$320.50
								Cost	$0.00
								Profit	$320.50

Expenses	Average hrly+ benefits		$26.78		
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	50	193.75	12	20	275.75
Labor $	$1,339.00	$5,188.63	$321.36	$535.60	$7,384.59
Vehicle cost	$0.00	$0.00	$0.00	$0.00	$0.00

Customer Revenue
$12,264.09

Total All Recycle and Cardboard	
Tons	Revenues
161.65	$13,203.55

Total Recycle Only	
Tons	Revenues
26.26	$1,018.45

Total Cardboard	
Tons	Revenues
135.39	$12,185.10

Revenue	Income	Expense	Net
	$25,467.64	$7,384.59	$ 18,083.06

File Attachments for Item:

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF MARCH 31, 2024, AND DIRECTING THE FILING THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 4/23/2024

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF MARCH 31, 2024, AND DIRECTING THE FILING THEREOF.

DATE: April 8, 2024

TO: City Council

FROM: Anthony Francisco, Director of Finance
REVIEWED BY: Clint Mercer, Chief Accountant
PREPARED BY: Debbie Whitaker, Municipal Accountant III

SUBJECT: Finance Director's Investment Report

	MONTHLY COMPARISON						ANNUAL COMPARISON			
FUND	MONTHLY BUDGETED INTEREST EARNINGS FYE24	MONTHLY INTEREST EARNINGS March 2024	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE March 2024	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE24-YTD	INTEREST EARNINGS YTD FYE24	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	$16,101	$64,925	303.23%	6.66%	14,486,746	5.84%	$144,911	$444,749	206.91%	6.33%
NET REVENUE STABILIZATION	$4,167	$22,165	431.97%	2.27%	4,693,137	1.89%	$37,500	$139,848	272.93%	1.99%
PUBLIC SAFETY SALES TAX FUND	$4,167	$17,928	330.28%	1.84%	1,512,774	0.61%	$37,500	$195,169	420.45%	2.78%
HOUSING	N/A	$572	100.00%	0.06%	3,693,464	1.49%	N/A	$5,027	100.00%	0.07%
SPECIAL GRANTS FUND	N/A	$48,064	100.00%	4.93%	19,362,710	7.81%	N/A	$433,925	100.00%	6.18%
ROOM TAX FUND	$208	$3,429	1545.93%	0.35%	478,817	0.19%	$1,875	$24,419	1202.32%	0.35%
YFAC FUND	$0	$0	0.00%	0.00%	(207,293)	-0.08%	$0	$0	0.00%	0.00%
SEIZURES	$42	$8,876	21203.07%	0.91%	1,992,683	0.80%	$375	$53,349	14126.50%	0.76%
CLEET FUND	N/A	$13	100.00%	0.00%	2,150	0.00%	N/A	$86	100.00%	0.00%
TRANSIT & PARKING FUND	$0	$5,596	0.00%	0.57%	1,326,467	0.54%	$0	$25,803	0.00%	0.37%
ART IN PUBLIC PLACES FUND	N/A	$10	100.00%	0.00%	2,303	0.00%	N/A	$59	100.00%	0.00%
WESTWOOD FUND	$625	$800	27.93%	0.08%	1,159,318	0.47%	$5,625	$129,298	2198.64%	1.84%
WATER FUND	$10,000	$200,473	1904.73%	20.56%	43,748,247	17.65%	$90,000	$1,246,979	1285.53%	17.76%
WASTEWATER FUND	$4,167	$31,425	654.20%	3.22%	7,109,935	2.87%	$37,500	$217,637	480.36%	3.10%
SEWER MAINTENANCE FUND	N/A	$83,668	100.00%	8.58%	17,826,535	7.19%	N/A	$516,297	100.00%	7.35%
DEVELOPMENT EXCISE	$5,833	$22,852	291.75%	2.34%	5,203,792	2.10%	$52,500	$151,312	188.21%	2.16%
SANITATION FUND	$25,000	$49,449	97.80%	5.07%	10,605,397	4.28%	$225,000	$333,018	48.01%	4.74%
RISK MANAGEMENT FUND	N/A	$8,919	100.00%	0.91%	1,512,923	0.61%	N/A	$32,107	100.00%	0.46%
CAPITAL PROJECTS FUND	$58,333	$246,376	322.36%	25.26%	74,421,515	30.02%	$525,000	$2,101,639	300.31%	29.93%
NORMAN FORWARD SALES TAX	$1,250	$10,359	728.73%	1.06%	6,252,604	2.52%	$11,250	$279,960	2388.54%	3.99%
PARKLAND FUND	$833	$4,059	387.05%	0.42%	860,047	0.35%	$7,500	$25,784	243.79%	0.37%
UNP TAX INCREMENT DISTRICT	$2,000	$48,444	2322.22%	4.97%	10,893,194	4.39%	$180,000	$369,848	105.47%	5.27%
CENTER CITY TAX INCREMENT DIST	$167	$17,318	0.00%	1.78%	3,764,373	1.52%	N/A	$89,965	100.00%	1.28%
SINKING FUND	$2,083	$73,970	3450.54%	7.59%	16,056,131	6.48%	$18,750	$169,802	805.61%	2.42%
SITE IMPROVEMENT FUND	N/A	$251	100.00%	0.03%	53,091	0.02%	N/A	$1,582	100.00%	0.02%
TRUST & AGENCY FUNDS	N/A	$48	100.00%	0.00%	10,199	0.00%	N/A	$304	100.00%	0.00%
ARTERIAL ROAD FUND	N/A	$5,208	100.00%	0.53%	1,102,732	0.44%	N/A	$32,860	100.00%	0.47%
	$134,976	$975,196	622.50%	100.00%	247,923,992	100.00%	$1,375,286	$7,020,827	410.50%	100.00%

City funds are invested in interest bearing accounts and investment securities, as directed by the City's Investment Policy. Rates of return on these investments relate directly to current Treasury and Money Market rates. Total funds on deposit of $247.92 million as of 03/31/24 are represented by working capital cash balances of all City funds of approximately $117.74 million, outstanding encumbrances of $49.47 million, General Obligation Bond proceeds of $57.03 million, NUA revenue bond proceeds of $8.47 million, NMA bond proceeds of $4.97 million, and UNP TIF reserve amounts of $10.24 million.

INVESTMENT BY TYPE

March 31, 2024

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			3.26%	$61,732.87	$22,330,315.02	$22,330,315.02
BANK OF OKLAHOMA	WARRANTS PAYABLE					($1,442,593.85)	($1,442,593.85)
BANK OF OKLAHOMA	PAYROLL					($4,451,820.52)	($4,451,820.52)
BANK OF OKLAHOMA	COURT BOND REFUNDS					$236,014.81	$236,014.81
BANK OF OKLAHOMA	INSURANCE CLAIMS					($188,079.71)	($188,079.71)
BANK OF OKLAHOMA	LOCK BOX					$1,476,812.50	$1,476,812.50
BANK OF OKLAHOMA	RETURN CHECKS					($1,682.01)	($1,682.01)
BANK OF OKLAHOMA	PARKS					$990.90	$990.90
BANK OF OKLAHOMA	FLEXIBLE SPENDING					($5,552.29)	($5,552.29)
BANK OF OKLAHOMA	CDBG-CV			3.30%	$571.77	$208,280.09	$208,280.09
**Subtotal					$62,304.64	$18,162,684.94	$18,162,684.94
**Money Market							
BANCFIRST-NUA	MONEY MKT.			5.19%	$3,042.30	$1,158,311.28	$1,158,311.28
BANCFIRST-NMA Room Tax	MONEY MKT.			5.26%	$718.65	$37,976.28	$37,976.28
BANCFIRST-NUA Water	MONEY MKT.			5.19%	$23,981.76	$6,324,222.74	$6,324,222.74
BANCFIRST-NUA Clean Water	MONEY MKT.			5.26%	$2,595.91	$982,945.79	$982,945.79
BANCFIRST-NMA PSST	MONEY MKT.			5.19%	$17,928.22	$2,488,300.85	$2,488,300.85
BANCFIRST-NMA Norman Forward	MONEY MKT.			5.19%	$3,386.45	$2,440,080.90	$2,440,080.90
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			5.26%	$45,308.03	$10,238,345.11	$10,238,345.11
BANK OF OKLAHOMA ARPA	MONEY MKT.			3.30%	$47,970.14	$17,474,343.27	$17,474,343.27
BANK OF OKLAHOMA-Westwood	MONEY MKT.			3.30%	$799.55	$0.00	$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			3.30%	$35.32	$12,867.67	$12,867.67
BANK OF OKLAHOMA	MONEY MKT.			3.30%	$93.77	$34,156.72	$34,156.72
BANK OF OKLAHOMA	MONEY MKT.			3.30%	$746.76	$271,444.89	$271,444.89
BANK OF OKLAHOMA-SW	MONEY MKT.			3.30%	$0.36	$130.68	$130.68
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			3.30%	$1,692.47	$616,524.54	$616,524.54
BANK OF OKLAHOMA-2023A	MONEY MKT.			3.30%	$74,237.54	$27,042,886.18	$27,042,886.18
BANK OF OKLAHOMA-2023B	MONEY MKT.			3.30%	$38,512.06	$14,028,970.51	$14,028,970.51
BANK OF OKLAHOMA-2019B	MONEY MKT.			3.30%	$20,962.71	$7,604,203.40	$7,604,203.40
BANK OF OKLAHOMA-2020A	MONEY MKT.			3.30%	$0.14	$50.85	$50.85
BANK OF OKLAHOMA-2021	MONEY MKT.			3.30%	$23,014.90	$8,349,640.25	$8,349,640.25
**Subtotal					$305,027.04	$99,105,401.91	$99,105,401.91
**Sweep/Overnight							
GOLDMAN SACHS	GOVT SELECT 1237			4.93%	$10,877.11	$2,654,706.99	$2,654,706.99
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			5.11%	$284,786.17	$65,733,198.01	$65,733,198.01
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	09/30/23	03/30/24	2.97%	$618.75	$250,000.00	$250,000.00
GREAT NATIONS BANK	CD	09/30/23	09/30/24	1.55%	$322.92	$250,000.00	$250,000.00
VALLIANCE BANK	CD	11/30/23	11/30/24	2.55%	$531.20	$250,000.00	$250,000.00
FIRST NATIONAL BANK	CD	12/28/23	12/28/24	2.85%	$593.75	$250,000.00	$250,000.00
**Subtotal					$2,066.62	$1,000,000.00	$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
FMAC	31422XYB2	05/23/22	05/02/24	2.59%	16,213.13	7,528,000.00	$7,511,890.08
FHLB	3130A8HK2	11/30/21	06/14/24	0.70%	3,391.78	6,240,000.00	$6,195,321.60
US T-Note	91282CCT6	01/31/22	08/15/24	1.27%	8,088.09	7,500,000.00	$7,363,500.00
FHLB	3130AVB84	07/31/23	09/13/24	5.35%	33,485.67	7,500,000.00	$7,498,050.00
FFCB	3133ENEJ5	06/30/22	11/18/24	3.15%	32,898.98	12,500,000.00	$12,167,500.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	2,869.74	2,500,000.00	$2,458,250.00
US T-STRIPS	912833LU2	08/31/22	02/15/25	3.38%	21,100.78	7,500,000.00	$7,176,450.00
TVA Note	880591CJ9	08/31/23	11/01/25	4.89%	41,044.96	10,000,000.00	$10,292,500.00
**Subtotal					159,093.13	61,268,000.00	$60,663,461.68
TOTAL					824,154.71	247,923,991.85	$244,664,746.54

The Governmental Accounting Standards Board requires the reporting of market values of investment securities. These market values represent the amount of money the security would sell for on the open market, if cash flow demands were such that the security had to be sold. The City of Norman purchases investment securities with the intent of holding them to maturity, as stated in the City's Investment Policy. Only in exceptional circumstances would securities be sold before their maturity, due to cash flow demands or favorable market conditions.

File Attachments for Item:

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A REQUEST TO RETURN A CASH SURETY FOR DEFERRED CONSTRUCTION FOR PAVING IMPROVEMENTS IN CONNECTION WITH P.B. ADDITION (GENERALLY LOCATED 175 FEET NORTH OF HIGHLAND PARKWAY ON THE WEST SIDE OF NORTH FLOOD AVENUE).

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 4/23/2024

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Scott Sturtz, Interim Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A REQUEST TO RETURN A CASH SURETY FOR DEFERRED CONSTRUCTION FOR PAVING IMPROVEMENTS IN CONNECTION WITH P.B. ADDITION (GENERALLY LOCATED 175 FEET NORTH OF HIGHLAND PARKWAY ON THE WEST SIDE OF NORTH FLOOD AVENUE).

BACKGROUND:

P. B. Addition is generally located 175 feet north of Highland Parkway on the west side of North Flood Avenue. This subdivision contains 2.16 acres and one lot. It has a frontage of 115-feet. City Council, at its meeting of April 9, 2013, approved deferral of street paving improvements for North Flood Avenue in the amount of $8,095 as a condition of approval for the final plat. The deferred paving improvements consisted of four feet (4') of widening to bring North Flood Street to the required width of 34 feet. City Council, at its meeting of October 22, 2013, approved the Amended final plat for P. B. Addition and additional deferral of street improvements in the amount of $550.

The applicant/developer has made a request to City Council for the return of the cash sureties based on the fact they have been on deposit with the City for over ten (10) years. In accordance with Chapter 30-602 B7 of the City Code, after ten (10) years, the applicant/devcloper can request the City Council release the obligation and return the cash surety. Chapter 30-602 B7 states City Council may return the cash surety after ten (10) years.

Before rendering a decision on the current request, staff suggests it is important to understand the history regarding the developments that have occurred in this vicinity of North Flood Avenue.

Prior to the early 1970's in Norman, commercial property was not normally platted prior to issuance of building permits. With the adoption of the City's Subdivision Regulations on May 29, 1973, small businesses began platting property that fronted North Flood Avenue. The north 70.82 feet of Lot B, south 12.45 feet of Lot B and all of Lot C, Block 1 Woodslawn Industrial Tract Addition was approved by City Council November 27, 1973 and was one of the first plats submitted requiring street paving improvements. Initially, a Subdivision Bond was accepted as surety for street paving improvements. The City's policy for deferral of paving improvements was adopted October 26, 1976 with the requirement of cash or irrevocable letter of credit. City

Council adopted Ordinance No. O-7778-51 at its meeting of March 21, 1978, changing the payment method to cash or certificate of deposit.

City Council approved the return of cash surety in the following developments because the obligation had exceeded the statutory ten (10) years and there were no capital projects planned for the widening of North Flood Avenue.

Thurman Morris Addition was platted in 1974. City Council accepted a subdivision bond as surety for street widening improvements on Flood Avenue. City Council, at its meeting of October 30, 1984, released the developer of that obligation and directed the return of the cash surety.

Jacksonville No. 1 Addition was platted in 1974. City Council accepted a subdivision bond securing street paving improvements on Flood Avenue. City Council, at its meeting of May 13, 1986, released the developer of that obligation and directed the return of the cash surety.

K-C No. 1 Addition was platted in 1975. City Council accepted a subdivision bond securing the street paving improvements on Flood Avenue. City Council, at its meeting of May 26, 1987 released the developer of that obligation and directed the return of the cash surety.

Dawn No. 1 Addition was platted in 1976. Originally, a subdivision bond was accepted for street paving improvements on Flood Avenue. City Council, at its meeting of April 8, 1986, released the developer of his obligation and directed the return of cash surety.

Louis C. Boyd Addition was platted in 1976 and City Council approved deferred construction of street paving improvements on Flood Avenue. City Council, at its meeting of June 23, 1987, released the developer of that obligation and directed the return of cash surety.

Powell Flood Street Addition was platted in 1977 and City Council approved deferred construction of street paving improvements for Flood Avenue. City Council, at its meeting of January 8, 1991, released the developer of that obligation and directed the return of the cash surety.

North Flood Addition was platted in 1998 and City Council approved deferred construction of street improvements for Flood Avenue. City Council, at its meeting of August 26, 2013, released the developer of the obligation and directed the return of the cash surety.

The above mentioned development deferrals were released after a total of ten (10) years had elapsed through bonding and/or deferral. However, the following development was released prior to the end of the ten (10) years. Lot C and the south 12.45 feet of Lot B, Woodslawn Industrial Tract Addition was platted in 1977 including deferred construction for street paving improvements. City Council, at its meeting of April 8, 1986, released the developer of that obligation and directed the return of the cash surety to the developer.

DISCUSSION:

City Council adopted the Norman COMPLAN March 10, 1981. The plan established development tiers within the City of Norman. Tier One was basically the developed area of Norman (Central Core Area). North Flood Avenue was located in Tier One.

In 1982, with the adoption of Ordinance No. O-8182-46 of the City Code, public improvements could be waived with the approval of City Council when certain conditions were met. If the property was located in Tier One and contained less than five (5) acres, (which has been the case for most of the developments fronting North Flood Avenue), or if the tracts are adjacent to a developed street and the improvements would not add an additional lane and would not serve for its intended use, City Council could waive the street paving improvements. As a result, the above mentioned addition was released prior to the full ten (10) years. During this time, Artesian Properties Addition street improvements were waived by City Council, at its meeting of May 11, 1982. Artesian Properties II Addition street improvements were waived by City Council, at its meeting of August 2, 1983. Wadco Addition street improvements were waived by City Council at its meeting of July 26, 1994. With the adoption of NORMAN 2020 and 2025 Land Use and Transportation Plans, the option to waive street improvements was removed from the City's Subdivision Regulations. Currently, new developments must seek the deferral method for a minimum of ten (10) years.

Currently, The Amended P.B. Addition which was approved by City Council at its meeting of October 22, 2013, is the remaining deferral for Flood Avenue. The applicant did install required sidewalks.

RECOMMENDATION:

Based on the above information, staff recommends the release of the developer's obligation and the return of cash sureties for street paving improvements (widening) on North Flood Avenue in the amounts of $8,095 and $550.

Date Opened: 03/26/13 Term: 12 Month(s) Tax ID: 441-72-4561 Number: 25384

Certificate of Deposit

Account Number: 25384

Dollar Amount of Deposit: Eight thousand ninety five & no/100 $ 8,095.00

This Time Deposit is Issued to:

Sassan K Moghadam
City of Norman
221 48th Ave NW
Norman OK 73072-4443

Issuer:

Republic Bank & Trust
Downtown Business Banking Ctr
401 W Main St
Norman, OK 73069

By _____
DARRELL SIMPSON

Not Negotiable - Not Transferable - Additional terms are below.

Additional Terms and Disclosures

This form contains the terms for your time deposit. It is also the Truth-in-Savings disclosure for those depositors entitled to one. There are additional terms and disclosures on page two of this form, some of which explain or expand on those below. You should keep one copy of this form.

Maturity Date: This account matures 03/26/14 (See below for renewal information.)

Rate Information: The interest rate for this account is .25 % with an annual percentage yield of .25 %. This rate will be paid until the maturity date specified above. Interest begins to accrue on the business day you deposit any noncash item (for example, a check).

Interest will be compounded at maturity.

Interest will be credited at maturity added back to the certificate.

☒ The annual percentage yield assumes that interest remains on deposit until maturity. A withdrawal of interest will reduce earnings.

☐ If you close your account before interest is credited, you will not receive the accrued interest.

The **NUMBER OF ENDORSEMENTS** needed for withdrawal or any other purpose is: 1.

Minimum Balance Requirement: You must make a minimum deposit to open this account of $ 1,000.00.

☐ You must maintain this minimum balance on a daily basis to earn the annual percentage yield disclosed.

Withdrawals of Interest: Interest ☐ accrued ☐ credited during a term can be withdrawn: _____

Early Withdrawal Penalty: If we consent to a request for a withdrawal that is otherwise not permitted you may have to pay a penalty. The penalty will be an amount equal to: 3 months' _____ interest on the amount withdrawn.

Renewal Policy:

☐ **Single Maturity:** If checked, this account will not automatically renew. Interest ☐ will ☐ will not accrue after maturity.

☒ **Automatic Renewal:** If checked, this account will automatically renew on the maturity date. (see page two for terms)
Interest ☒ will ☐ will not accrue after final maturity.

ACCOUNT OWNERSHIP: You have requested and intend the type of account marked below.

☒ Individual
☐ Joint Account - With Survivorship (and not as tenants in common)
☐ Joint Account - No Survivorship (as tenants in common)
☐ Trust: Separate Agreement Dated _____
☐ _____

☐ Revocable Trust or ☐ Pay on Death Designation as defined in this agreement (Beneficiaries' names and addresses)

BACKUP WITHHOLDING CERTIFICATIONS

TIN: 441-72-4561

☒ **Taxpayer I.D. Number** - The Taxpayer Identification Number shown above (TIN) is my correct taxpayer identification number.

☒ **Backup Withholding** - I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.

☐ **Exempt Recipients** - I am an exempt recipient under the Internal Revenue Service Regulations.

A provision for my signature, certifying under penalty of perjury the statements checked in this section and that I am a U.S. person (including a U.S. resident alien), is contained on the first copy of this certificate.

ENDORSEMENTS / SIGN ONLY WHEN YOU REQUEST WITHDRAWAL

X _____
X _____
X _____

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READ PAGE TWO FOR ADDITIONAL TERMS

City of Norman, OK

Municipal Building Council Chambers
201 West Gray Street
Norman, OK 73069

Master

File Number: FP-1213-28

File ID:	FP-1213-28	**Type:**	Final Plat	**Status:**	Consent Item
Version:	1	**Reference:**	Item No. 16	**In Control:**	City Council
Department:	Public Works Department	**Cost:**		**File Created:**	02/14/2013
File Name:	PB Addition Final Plat			**Final Action:**	

Title: CONSIDERATION OF A FINAL PLAT FOR P.B. ADDITION, THE ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN AND APPROVAL OF DEFERRAL OF STREET WIDENING FOR FLOOD AVENUE.. (LOCATED ON THE WEST SIDE OF FLOOD AVENUE NORTH OF HIGHLAND PARKWAY)

Notes: ACTION NEEDED: Motion to approve or reject the final plat and deferral of street improvements for Flood Avenue; and, if approved, accept the public dedications contained within the plat; authorize the Mayor to sign the final plat, subdivision bonds, and maintenance bonds subject to receipt of a fee in the amount of $8,095.00 for deferral of paving improvements for Flood Avenue within 10 days after approval and the City Development Committee's acceptance of all required public improvements, and direct the filing of the final plat.

ACTION TAKEN: _____

Agenda Date: 04/09/2013

Agenda Number: 16

Attachments: Text File PB Addition, PB_Addition Location Map, PB FInal Plat, PB Addition Staff Report, PB Addition Deferral Memo, SMC Deferral Ltr.pdf, Final Site Plan PB Addition, Preliminary Plat PB Addition, 3-14-13 PC Minutes - FP-1213-28

Project Manager: Ken Danner, Subdivision Manager

Entered by: rone.tromble@normanok.gov

Effective Date:

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Planning Commission	03/14/2013					

Text of Legislative File FP-1213-28

body

BACKGROUND: This item is a final plat for P.B. Addition is generally located on the west side of Flood Avenue approximately 160° north of Highland Parkway. This property consists of 1.98 acres and one commercial lot to provide office and storage of construction equipment.

City Council, at its meeting of October 26, 1954, adopted Ordinance 899, placing this property in C-2, General Commercial District. City Council, at its meeting of January 22, 2013, approved the preliminary plat for P.B. Addition.

DISCUSSION: Street widening of Flood Avenue is the only required public improvement. The widening consist of five-foot (5') with curb and gutter. Approximately 105 feet of Flood Avenue will be required to be constructed to City standards as a collector street (minor arterial). Section 19-602 B 1.2. (a)(b)(c) and (d) of the City Code establishes a method of deferring public street improvements under the following situation: (a) where incompatible grades exist; (b) where there are inadequate or a lack of connecting facilities; (c) where construction of the improvement would not immediately function for its intended use; or (d) where such improvement would be replaced by a planned future project. The developer is required to post a certificate of deposit or cash with the City in a special account to be used with a future paving project or at such time as development occurs adjacent to the property. Staff has observed over the years that gap paving or "piecemeal" paving has been less than effective for arterial streets. There have been times over the years that paving improvements have been constructed and then replaced because they did not fit in the overall design of the street. Because of this short length of pavement, staff is recommending deferral until future development occurs.

STAFF RECOMMENDATION: The final plat is consistent with the preliminary plat. Based upon the above information, staff recommends approval of the deferral of paving improvements for Flood Avenue and the final plat, acceptance of the public dedications contained therein, and authorization for the Mayor to sign the final plat subject to receipt of $8,095 for deferral of paving improvements for Flood Avenue.

Item 16, being:

CONSIDERATION OF A FINAL PLAT FOR P.B. ADDITION, THE ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN, AND APPROVAL OF DEFERRAL OF STREET WIDENING FOR FLOOD AVENUE. (LOCATED ON THE WEST SIDE OF FLOOD AVENUE NORTH OF HIGHLAND PARKWAY)

Councilmember Kovach moved that the final plat for P.B. Addition be approved; the public dedications contained within the plat be accepted; the Mayor be authorized to sign the final plat and subdivision and maintenance bonds subject to receipt of a fee in the amount of $8,095 for deferral of paving improvements for Flood Avenue within 10 days after approval and the City Development Committee's acceptance of all required public improvements; and the filing of the final plat be directed, which motion was duly seconded by Councilmember Griffith;

Items submitted for the record

1. Text File No. FP-1213-26 dated February 14, 2013, by Ken Danner, Subdivision Manager
2. Location map
3. Final plat
4. Staff Report dated March 14, 2013, recommending approval
5. Memorandum requesting deferral dated March 5, 2013, from Shawn O'Leary, Director of Public Works, to Chris Lewis, Chairman Planning Commission
6. Engineer's estimate dated March 14, 2013, from Tom L. McCaleb, P.E., SMC Consulting Engineers, to Mr. Todd McClellan, P.E., Development Engineer, in the amount of $8,095
7. Final site plan
8. Preliminary plat
9. Pertinent excerpts from Planning Commission minutes of March 14, 2013

and the question being upon approving the final plat for P.B. Addition and upon the subsequent acceptance, authorization, and directive, a vote was taken with the following result:

YEAS:	Councilmembers Castleberry, Gallagher, Griffith, Jungman, Kovach, Lockett, Spaulding, Williams, Mayor Rosenthal
NAYES:	None

The Mayor declared the motion carried and the final plat for P.B. Addition approved; the public dedications contained within the plat were accepted, the Mayor was authorized to sign the final plat and subdivision and maintenance bonds subject to receipt of a fee in the amount of $8,095 for deferral of paving improvements for Flood Avenue within 10 days after approval and the City Development Committee's acceptance of all required public improvements, and the filing of the final plat was directed.

* * * * *

Item 17, being:

CONSIDERATION OF ACCEPTANCE OF A GRANT FROM THE OKLAHOMA OFFICE OF HOMELAND SECURITY IN THE AMOUNT OF $10,992.13 TO BE USED BY THE FIRE DEPARTMENT TO PURCHASE EQUIPMENT NEEDED BY EMERGENCY RESPONSE VOLUNTEERS AND THE CLEVELAND COUNTY MEDICAL RESERVE CORPS TO SUPPORT COMMUNITY EVENTS AND DISASTER RESPONSE AND ADOPT RESOLUTION NO. R-1213-116 APPROPRIATING FUNDS.

Councilmember Kovach moved that a grant from the Oklahoma Office of Homeland Security in the amount of $10,992.13 be accepted and Resolution No. R-1213-116 be adopted, which motion was duly seconded by Councilmember Griffith;

Items submitted for the record

1. Text File No. GID-1213-125 dated March 20, 2013, by David Grizzle, Emergency Management Coordinator
2. Sub-Grantee Award dated September 21, 2011, in the amount of $10,992.13 from Oklahoma Office of Homeland Security to Steve Lewis, City Manager, City of Norman
3. Resolution No. R-1213-116

Participants in discussion

1. Mr. James Fullingim, Fire Chief

City of Norman, OK

Municipal Building Council Chambers
201 West Gray Street
Norman, OK 73069

Master

File Number: FP-1213-28A

File ID:	FP-1213-28A	**Type:**	Final Plat	**Status:**	Consent Item
Version:	1	**Reference:**	Item No. 17	**In Control:**	City Council
Department:	Public Works Department	**Cost:**		**File Created:**	09/17/2013
File Name:	Amended Final Plat-PB Addition			**Final Action:**	

Title: CONSIDERATION OF AN AMENDED FINAL PLAT FOR P.B. ADDITION, ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN, AND APPROVAL OF DEFERRED CONSTRUCTION OF PAVING IMPROVEMENTS FOR FLOOD AVENUE. (GENERALLY LOCATED ON THE WEST SIDE OF FLOOD AVENUE NORTH OF HIGHLAND PARKWAY)

Notes: ACTION NEEDED: Motion to approve or reject the amended final plat for P.B. Addition and deferral of street improvements for Flood Avenue; and, if approved, accept the public dedications contained therein, authorize the Mayor to sign the final plat and subdivision and maintenance bonds subject to the City Development Committee's acceptance of all required public improvements and receipt of a fee in the amount of $850 for deferral of street improvements for Flood Avenue within ten days after approval; and direct the filing of the final plat.

ACTION TAKEN: TK | CW 8/0

Agenda Date: 10/22/2013

Agenda Number: 17

Attachments: Text File Final Plat PB Addition, Location Map.pdf, Final Plat PB Addition, SMC Letter.pdf, Dev Comm App.pdf, Amended Final Plat PB Addition, Dev Comm Staff Report.pdf

Project Manager: Ken Danner, Subdivision Manager

Entered by: pam.jones@normanok.gov

Effective Date:

History of Legislative File

Ver-sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File FP-1213-28A

body

BACKGROUND: This item is an amended final plat for P.B. Addition and is generally located on the west side of Flood Avenue approximately 160' north of Highland Parkway. This property consists of 2.16 acres and one commercial lot to provide office and storage of construction equipment.

City Council, at its meeting of October 26, 1954, adopted Ordinance 899, placing this property in C-2, General

Commercial District. City Council, at its meeting of January 22, 2013, approved the preliminary plat for P.B. Addition. City Council, at its meeting of April 9, 2013, approved the final plat for P.B. Addition and deferred construction for paving improvements in connection with Flood Avenue. The final plat was filed of record with the Cleveland County Clerk on April 12, 2013.

It has been brought to staff's attention that the original final plat for P.B. Addition inadvertently did not include the entire ownership and agreements with adjacent property owners. The errors in the plat were identified by the applicant's surveyor. The eastern boundary of the amended final plat has been increased a total of 13.84 feet. At the southern portion of the plat, the lot line follows an existing fence alignment. Also, the frontage on Flood Avenue has changed from 105.23 to 115.21 feet.

As a result, an additional ten feet (10') of frontage has been added at its location for Flood Avenue. In April, 2013, the applicant submitted a certificate of deposit in the amount of $8,095.00 deferring the Flood Avenue paving improvements. Staff is recommending with the additional frontage the applicant will be required to submit an additional $550.00 for the deferral of street paving improvements for Flood Avenue.

DISCUSSION: Street widening of Flood Avenue is the only required public improvement for the subdivision. The Flood Avenue widening consists of adding five-foot (5') of additional roadway and replacing the curb and gutter. An additional ten-foot (10') frontage of Flood Avenue will be required to be constructed to City standards as a collector street with right-of-way/roadway easements meeting minor arterial road requirements consisting of a fifty-foot (50') width. Section 19-602 B 1.2(a)(b)(c) and (d) of the City Code establishes a method of deferring public street improvements under the following situation: (a) where incompatible grades exist; (b) where there are inadequate or a lack of connecting facilities; (c) where construction of the improvement would not immediately function for its intended use; or (d) where such improvement would be replaced by a planned future project. The developer is required to post a certificate of deposit or cash with the City in a special account to be used with a future paving project or at such time as development occurs adjacent to the property. Staff has observed over the years that gap paving or "piecemeal" paving has been less than effective for arterial streets. There have been times over the years where paving improvements have been constructed and then replaced because they did not fit in the overall design of the street. Because of this short length of pavement, staff is recommending deferral until future development occurs.

STAFF RECOMMENDATION: Based upon the above information, staff recommends approval of the deferral of the additional street paving improvements for Flood Avenue and the final plat, acceptance of the public dedication contained therein, and additionally recommends that the Mayor be authorized to sign the final plat subject to receipt of $550.00 for deferral of paving improvements in connection with Flood Avenue.

Item 17, being:

CONSIDERATION OF AN AMENDED FINAL PLAT FOR P.B. ADDITION, ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN, AND APPROVAL OF DEFERRED CONSTRUCTION OF PAVING IMPROVEMENTS FOR FLOOD AVENUE. (GENERALLY LOCATED ON THE WEST SIDE OF FLOOD AVENUE NORTH OF HIGHLAND PARKWAY)

Councilmember Kovach moved that the amended final plat for P.B. Addition and deferral of street improvements for Flood Avenue be approved; the public dedications contained therein be accepted; the Mayor be authorized to sign the final plat and subdivision and maintenance bonds subject to the City Development Committee's acceptance of all required public improvements and receipt of a fee in the amount of $550 for deferral of street improvements for Flood Avenue within ten days and the filing of the final plat be directed, which motion was duly seconded by Councilmember Williams;

Items submitted for the record

1. Text File No. FP-1213-28A dated September 17, 2013, by Ken Danner, Subdivision Manager
2. Location map
3. Development Committee Staff Report dated September 16, 2013, recommending approval
4. Approved final plat
5. Letter dated August 29, 2013, from Tom L. McCaleb, P.E., SMC Consulting Engineers, P.E., to Ken Danner, City of Norman
6. Development Committee Application dated August 30, 2013, submitted by Tom L. McCaleb, P.E., agent for applicant, Precision Builders, for P.B. Addition, Amended Final Plat
7. Amended final plat

and the question being upon approving amended final plat for P.B. Addition and deferral of street improvements for Flood Avenue and upon the subsequent acceptance, authorization, and directive, a vote was taken with the following result:

YEAS:	Councilmembers Castleberry, Heiple, Holman, Jungman, Kovach, Miller, Williams, Mayor Pro Tem Griffith
NAYES:	None

The Mayor Pro Tem declared the motion carried and the final plat for P.B. Addition and deferral of street improvements for Flood Avenue approved; the public dedications contained within the plat were accepted, the Mayor was authorized to sign the final plat and subdivision and maintenance bonds subject to the City Development Committee's acceptance of all required public improvements and receipt of a fee in the amount of $550 for deferral of street improvements for Flood Avenue within ten days, and the filing of the final plat was directed.

* * * * *

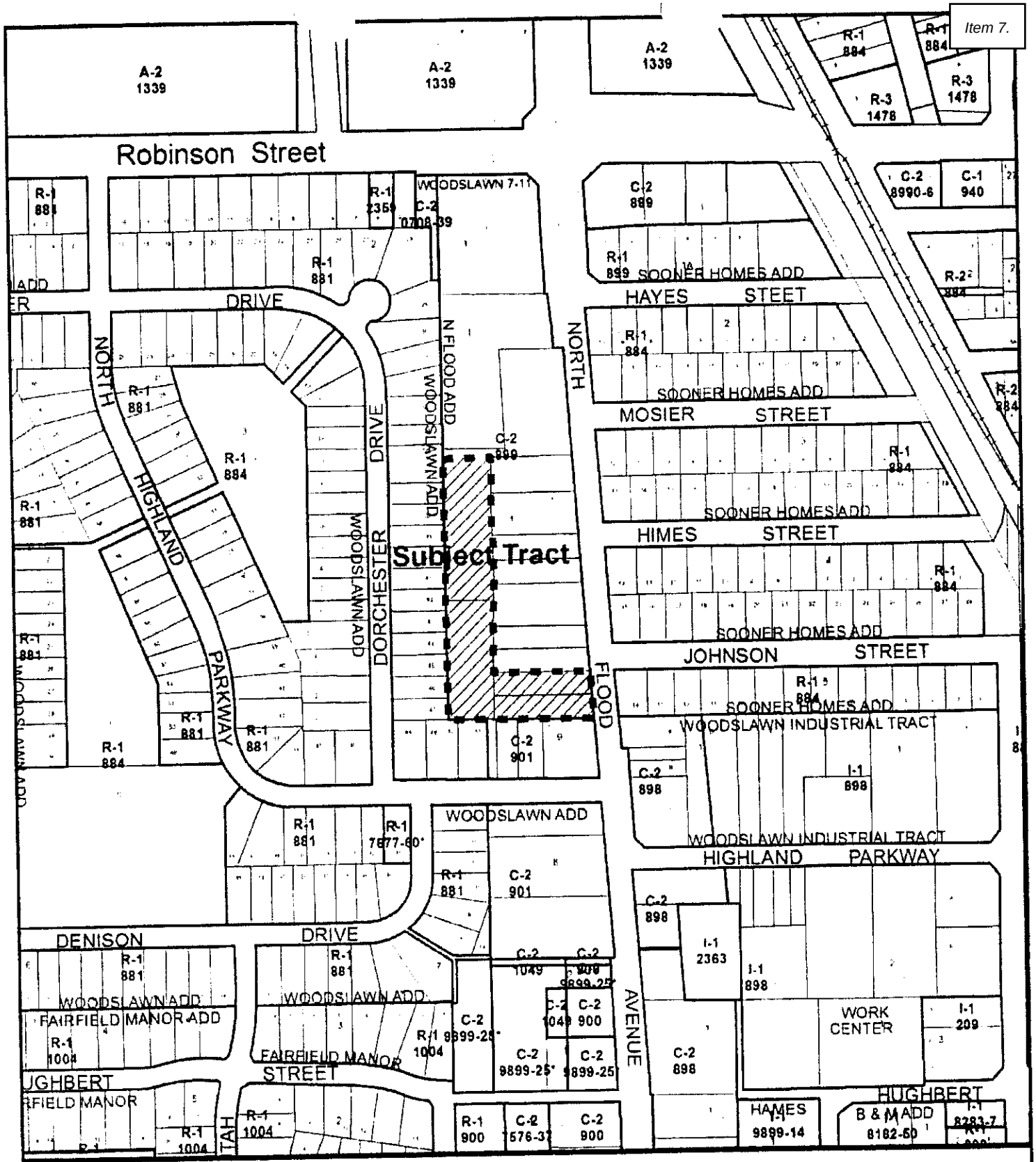
Item 18, being:

CONSIDERATION OF CONSENT TO ENCROACHMENT NO. EN-1314-4 FOR LOT 1, BLOCK 1, LOTS 1 AND 10, BLOCK 2, AND LOT 1, BLOCK 3, INDEPENDENCE VALLEY ADDITION, SECTION 1. (INTERSECTIONS OF CEDAR LANE AND GLENDALE DRIVE AND CEDAR LANE AND TRUMAN AVENUE)

Councilmember Kovach moved that Consent to Encroachment No. EN-1314-4 be approved and the filing thereof with the Cleveland County Clerk be directed, which motion was duly seconded by Councilmember Williams;

Items submitted for the record

1. Text File No. EN-1314-4 dated October 8, 2013, by Leah Messner, Assistant City Attorney
2. Memorandum dated September 30, 2013, from Brenda Hall, City Clerk, to Jeff Bryant, City Attorney; Rone Tromble, Administrative Technician IV; Ken Danner, Subdivision Manager; Ken Komiske, Director of Utilities; and Jane Hudson, Principal Planner
3. Letter of request filed September 30, 2013, from Zia Muneer, Attorney, Colony Homes, L.L.C., to City Clerk of Norman
4. Location map
5. Consent to Encroachment No. EN-1314-4



Location Map

Map Produced by the City of Norman
Geographic Information System
(405) 366-5316
The City of Norman assumes no responsibility for errors or omissions in the information presented.

N
W E
S

September 12, 2012

0 150 300 Ft.

Subject Tract

Zoning

Ken Danner

City of Norman

Subject: Request for Release of PB Additional Street Deferral Bond

Ken,

I hope this letter finds you well. I am writing to formally request the release of the PB Additional Street Deferral Bond, with a maturity date of 3/26/2023, in the amount of $8,095.00. It is my understanding that after ten (10) years deferred bonds may be released by Council. This request is in accordance with the terms and conditions of the bond agreement and is a result of our ongoing commitment to the development and betterment of our community.

Our organization has been actively involved in various community projects, striving to enhance the quality of life for residents in the City of Norman. The completion of these projects often requires financial resources that are crucial for timely execution. With the maturity date of the PB Additional Street Deferral Bond approaching, we believe that releasing these funds will provide us with the additional capital to continue investing in the growth and prosperity of our community.

We kindly request that you initiate the necessary steps to release the funds in accordance with the bond's terms and conditions. We understand the importance of ensuring proper procedures are followed in such matters and are prepared to provide any additional information or documentation as needed to expedite the process.

Please feel free to contact me to discuss any further details or requirements related to this request. We greatly appreciate your attention to this matter and look forward to a positive response.

Thank you for your time and consideration.

Sincerely,

Sassan

City Council Agenda April 23, 2024

ITEM: CONSIDERATION OF THE RETURN OF CASH SURETY FOR DEFERRED CONSTRUCTION FOR PAVING IMPROVEMENTS IN CONNECTION WITH CANAAN ACRES ADDITION.

INFORMATION: City Council, on April 9, 2013, approved the final plat for P.B. Addition and deferred construction of paving improvements to Flood Avenue. City Council, on October 22, 2013, approved the Amended final plat for P.B. Addition and deferred construction of paving improvements to Flood Avenue. The owners submitted a certificates of deposit as surety for the deferred construction. Section 30-602 B7 of the City Code states if construction of the deferred facility has not commenced within ten (10) years from the date of deferment, then the cost paid or the certificate of deposit may be returned upon action of the Council upon written request of the payor. Based on the fact there are no current paving projects for Flood Avenue south of Robinson Street and there are no connecting facilities, Staff recommends releasing the owners' obligation and returning the certificates of deposit in the amount of $8,095 and $550. Copies of a Staff memorandum, a location map, final plat, certificates of deposit, and letter of request from the owners are included in the Agenda Book.

ACTION NEEDED: Motion to approve or reject the release of the owner's obligation for deferred construction; and, if, approved, direct the return of certificates of deposit in the amount of $8,095 and $550 to the owners; and, if rejected direct the construction of paving improvements.

ACTION TAKEN: _____

File Attachments for Item:

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT THREE TO CONTRACT K-1819-70: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN OPTIMIST CLUB TO MODIFY THEIR PAYMENT OF METERED ELECTRIC COSTS AT REAVES PARK.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT THREE TO CONTRACT K-1819-70: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN OPTIMIST CLUB TO MODIFY THEIR PAYMENT OF METERED ELECTRIC COSTS AT REAVES PARK.

BACKGROUND:

In November 2018, the City contracted with the Ball Clubs of Norman to manage the youth softball and baseball programs and the adult softball program. The contract auto-renewed for five (5) one-year terms, expiring in November 2023.

The contract allowed for the use of the fields at Griffin Park for these programs. In February 2019, the agreement was amended to enable the use of the fields at Reaves Park. It was further amended in 2021 to take over the adult softball programming, limit its programming to the fields at Reaves Park, and extend the contract term for five (5) more one-year terms to 2026.

For a $1 annual payment to the City, use of equipment owned by the City, and the City's mowing the grounds weekly, the contract requires the operating entity to pay a pro-rated portion of the electric bill (will require they pay 100% in 2023), carry workers compensation and liability insurance for its programming, maintain the park areas used for programming, provide concession operations and provide a schedule of regular season play, tournaments and other sanctioned events to the City's Parks and Recreation Department.

The Ball Clubs of Norman (BCON) disbanded on December 31, 2022, and their Board voted to transfer their contract to the Norman Optimist Club ("Association"). The Association provides youth sports programming, including football, volleyball, and basketball. Amendment and Addendum No. Two to K-1819-70 was entered into on or about November 30, 2021, between the City and the Association regarding the assignment of K-1819-70 from the BCON to the Association and associated modifications to the scope of the Association's rights, obligations, and services.

DISCUSSION:

The Norman Optimist Club has requested to modify their payment of metered electrical costs at Reaves Park due to financial hardship, to which the Parks Department is agreeable. The parties now intend to amend and modify the Amendment and Addendum Two to K-1819-70 and the original agreement. The modification, as described below, waives the metered electrical costs for the current contract year and then reverts back to the original payment schedule for the last two one-year renewal terms.

The parties agree to amend paragraph (3) of K-1819-70 and section (3) of Amendment and Addendum Two to K-1819-70 to modify the NOC's payment of metered electrical cost, as follows, with "Year 3" beginning on November 30, 2023, and ending November 29, 2024:

- Year 3: 0% of the electric bill

- Year 4: 80% of the electric bill (assuming contract renewal)

- Year 5: 100% of the electric bill (assuming contract renewal)

RECOMMENDATION:

It is recommended that Amendment Three to Contract K-1819-70 be approved to allow the Norman Optimist Club to modify their payment of metered electric costs at Reaves Park for the duration outlined above.

AMENDMENT NUMBER THREE
To
CONTRACT NO. K-1819-70

WHEREAS, the City of Norman ("City") and the Ball Clubs of Norman ("BCON") entered into K-1819-70 on or about November 27, 2018 regarding the BCON's use of premises and equipment identified as and within Griffin Community Park, and

WHEREAS, the same parties entered into Addendum No. One to K-1819-70 on or about February 26, 2019, allowing and setting forth terms regarding the BCON's additional rights to utilize premises located at Reaves Park in Norman for its operations, and

WHEREAS, Amendment and Addendum No. Two to K-1819-70 was entered into on or about November 30, 2021, between the City and the Norman Optimist Club ("Association"), regarding the assignment of K-1819-70 from the BCON to the Association and associated modifications to the scope of the Association's rights, obligations, and services, and

WHEREAS, upon the effective date of this Amendment, the Association intends to occupy certain areas of Reaves Park only for the purposes of providing youth baseball and softball and adult softball programs for the use and benefit of the City of Norman, and

WHEREAS, the Association has requested a modification of their payment of metered electrical costs at Reaves Park to which the City is agreeable and the parties now intend to so amend and modify the Amendment and Addendum No. Two to K-1819-70 and the original Agreement, and

WHEREAS this Amendment No. 3 is effective this ___ day of _____, 2024.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in K-1819-70, in Addendum No. One to K-1819-70, in Amendment and Addendum No. Two to K-1819-70, and as set forth herein, the parties hereto agree as follows:

1. The parties hereby amend paragraph (3) of K-1819-70 and section (3) of Amendment and Addendum No. Two to K-1819-70 to modify the Association's payment of metered electrical cost, as follows, with "Year 3" beginning on November 30, 2023 and ending November 29, 2024:

   - Year 3: 0% of the electric bill

   - Year 4: 80% of the electric bill (assuming contract renewal)

   - Year 5: 100% of the electric bill (assuming contract renewal)

All other terms and conditions of Contract Number K-1819-70, Addendum No. One to K-1819-70, and Amendment and Addendum No. Two to K-1819-70 shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. Three to K-1819-70 as of the Effective Date. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

THE NORMAN OPTIMIST CLUB

SIGNED: ATTEST:

President Corporate Secretary

Subscribed and sworn to before me this 15 day of April, 2024.

LISA GRIGGS
Notary Public - State of Oklahoma
Commission Number 16011372
My Commission Expires Dec 7, 2024

Notary Public

My commission expires: Dec 7, 2024

Commission number: 16011372

THE CITY OF NORMAN

SIGNED: ATTEST:

Mayor City Clerk

Approved as to form and legality this 16 day of April, 2024.

City Attorney

File Attachments for Item:

9. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2122-88: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY $975,723 FOR A REVISED CONTRACT AMOUNT OF $14,924,576 TO PROVIDE ADDITIONAL CONSTRUCTION SERVICES FOR THE EMERGENCY COMMUNICATIONS AND OPERATIONS CENTER (ECOC) AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: City of Norman Police Department

PRESENTER: Major Brent Barbour, Norman Police Department

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2122-88: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY $975,723 FOR A REVISED CONTRACT AMOUNT OF $14,924,576 TO PROVIDE ADDITIONAL CONSTRUCTION SERVICES FOR THE EMERGENCY COMMUNICATIONS AND OPERATIONS CENTER (ECOC) AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

This item is an Amendment to our contract with Crossland Construction Company, Inc., (Crossland) to build the Emergency Communications and Operations Center Project (ECOC). The additional services would provide completed construction of the vehicle storage facility as outlined in the original construction documents (Alternate #1), bid package, and related contract at a guaranteed maximum price. The background and history of the Project that has solidified funding and brought the City to this point are outlined below.

On April 1, 2014, the voters of Norman approved Ordinance O-1314-33, extending the dedicated ½ percent Public Safety Sales Tax (PSST) permanently (effective October 1, 2015). The Ordinance directed that 71 employees added to the City public safety workforce be made permanent; an additional 19 employees be added over a period of four years (13 police officers to staff a School Resource Officer program; 4 additional Dispatchers; and 2 Emergency Vehicle Mechanics); and a program to replace or acquire Critical Public Safety Capital Needs be implemented. The Critical Public Safety Capital Needs were identified, in priority order, as follows:

Emergency Communication System Replacement - $15,000,000
Emergency Operations/Dispatch Center Facility - $ 6,500,000
Fire Apparatus Replacement Program - $ 6,800,000
Reconstruct/Relocate Fire Station #5 - $ 3,500,000

TOTAL - $31,800,000

In discussions and presentations leading up to the approval of the PSST extension, the plan to finance the Emergency Communications (Radio) System and Emergency Operations Center (ECOC) facilities through some type of debt issuance was discussed and acknowledged, due to the need to have those facilities functional before sufficient PSST revenues would accrue. Under this plan, available PSST Fund balance would be used as a partial "down payment" on the Communication System and ECOC facility and PSST Fund balance would be used to pay for the fire apparatus and Fire Station 5 reconstruction on a pay-as-you-go basis, as funds became available after the Radio System and ECOC were financed.

Subsequent to the passage of the PSST extension ("PSST II"), Fire Department staff provided a presentation to the City Manager and Council Finance Committee outlining the urgency of replacing a platform fire truck with an estimated cost of $1,100,000 as the most critical need of the Fire Department. The Police Department staff also presented the need to hire the School Resource Officer program personnel a year in advance of the originally projected time. It was predicted that the PSST Fund would be able to absorb these advanced expenses, but the amount of debt financing required with this accelerated schedule would be increased. The Finance Department and Legal Department staff, in consultation with the City's financial advisor and bond counsel teams, proposed a financing package, including the Emergency Communications System, the ECOC Facility and the fire platform truck. This comprehensive financing package for the Critical Public Safety Capital needs was discussed and approved by the Council Finance Committee on February 12, 2015. Proposals from qualified local and regional banking institutions to provide approximately $22,825,000 in financing with a final maturity in 12 years, secured by a pledge of the PSST II proceeds, were solicited.

Responses in the form of interest rate proposals were received on March 10, 2015, and the lowest and best interest rate bid was forwarded for consideration of the Norman Municipal Authority (NMA) Trustees and Council. Information on the tabulated interest rate bid proposals was distributed at the meeting as an attachment. The Norman Municipal Authority Trustees and Council considered two resolutions. Several actions were accomplished by the resolutions. Resolution R-1415-90 was a resolution of the NMA to issue the debt, and R-1415-91 was a resolution of the City of Norman authorizing the issuance of the debt by the NMA in an aggregate amount not to exceed $22,825,000.

The NMA Resolution (R-1415-90) authorized the following actions:

- Authorize the Issuance of the PSST Revenue Notes;
- Pledge the Revenues of the PSST II sales tax and a portion of the dedicated Capital Sales Tax, subject to annual appropriation, to the repayment of the note indebtedness;
- Waive Competitive Bidding and Authorize the Note to be sold on a Negotiated Basis; Authorize a Sales Tax Agreement between the City of Norman and the NMA;
- Establish the Tax-Exempt Nature of the Note; and
- Authorize the Chair of the NMA Board of Trustees to execute final documents related to the financing.

The City of Norman Resolution (R-1415-91) authorized the following actions:

- Approve the Incurrence of the Indebtedness by the NMA; Waive Competitive Bidding and Authorize the Note to be sold on a Negotiated Basis;
- Authorize a Sales Tax Agreement between the City of Norman and the NMA;
- Establish the Tax-Exempt Nature of the Note; and
- Authorize the Mayor to execute final documents related to the financing.

That financing closed and those revenues for the Project are noted as Bond Proceeds in the PSST Fund Summary in the Capital Improvement Plan budget document. During the budget process, the City budgeted expenditures of $500,000 in fiscal year 2015-2016 (FY16) for Design (account 15695523-46201) and in FY17, $2,000,000 for Land (account 15695523-46001; project BP0029) plus $4,000,000 for materials (account 15695523-46301; project BP0029) for the ECOC facility. This totals the $6,500,000 identified for the ECOC facility in the original PSST II Plan. With funding for the Project secured, the design and construction process was then moved forward.

A Request for Qualifications (RFQ 1516-58) was issued on May 16, 2016 asking for firms to present their qualifications for architectural and engineering design of the ECOC. Following vetting, including interviews and presentations, the Architects Design Group of Winter Park, Florida was selected for this project, its work to be completed in phases pursuant to Contract K-1617-69. Amendments have been brought to augment the scope of design based on funding.

On May 25, 2021, the City Council appropriated $9,500,000 in American Recovery Plan Act entitlement funding (Resolution R-2021-128) to provide for the full completion of the ECOC project. The 19,800 square foot design provides for all necessary components and fully hardens the entire structure to help ensure its usability in the event of severe weather emergencies

It was ultimately determined a Construction Manager at Risk (CMaR) format was preferable for this project much as for the City's many ongoing Norman Forward projects. Construction Manager at Risk is a process whereby the Norman Municipal Authority (NMA, or "Owner") will hire a Construction Manager to handle all of the bidding of the different sections of the work and all the subsequent construction activity for the project for a Guaranteed Maximum Price (GMP). The GMP is subsequently considered as an amendment to the CMaR contract after the most responsible bids are secured through the proper bidding procedures that govern public projects. Project bids are sealed and opened consistent with the City's bidding policies. This method allows the CMaR to work for the Owner while gathering bids from their best pre-qualified vendors and subcontractors, who have a history of working with the CMaR. This can deliver better bid pricing to a known project manager. Also, the CMaR process often maximizes opportunities to get participation from local, smaller sub-contractors. It can result in quicker project delivery without change orders due to the GMP agreed upon at the time of awarding the construction contract(s) to the CMaR.

On November 5, 2021, the City advertised its Request for Qualifications and on November 17, 2021 received CMaR service proposals from four (4) construction management service companies. Two (2) firms were selected for interviews which were conducted on December 17, 2021. Based on their experience with other similar projects, Crossland Construction Company, Inc. was selected as the firm having the best proposal for managing the construction work on the ECOC. The CMaR contract, K-2122-88, for $32,250 was approved by City Council on January 18, 2022.

The construction will be fully bonded when the construction bids are awarded for the GMP. At that stage, the CMaR contract includes all of the necessary professional liability and insurance and affidavits that come with all professional services contracts. Crossland Construction Company Inc. has used this method on many of their projects in the past decade, including work for the City of Norman/Norman Municipal Authority, University of Oklahoma, City of Wichita, KS, City of Tulsa, and Tulsa RiverParks Authority (Gathering Place).

For these projects, since the construction documents were nearly complete, the fee for pre-construction services was relatively small. The CMaR used the completed plans and specifications to secure all bids and create the GMP to be awarded by amendment to this contract. The amount awarded via this CMaR contract is those monthly expenses listed in the contract associated with doing the business of the CMaR for the anticipated duration of the project. If the project extends beyond this time, unless due to the extreme circumstances itemized in the contract, then those costs are borne by the CMaR, which are factors for the project to stay on time and within budget. The GMP, which will be awarded as an amendment to this contract, will also include all of the CMaR's profit on the project, itemized in the amendment. Whereas the costs and profits of a "hard bid" design-bid-build project are often not known (since those are a lump sum bid submitted by each general contractor bidding on the work), the CMaR method allows for full transparency of the budget and costs for each division of work, including profit. This way, all the fees, and services are stated and memorialized in the contract agreement.

Construction documents for the project were completed by the Architects Design Group of Winter Park, Florida in November of 2022. On November 30, 2022 City of Norman Bid Package #1 for the project was released. Due to unexpected delays and related holiday conflicts, the original December 13, 2022 deadline submission of bids was delayed and advertised. Bids for the project were opened and reviewed on January 17, 2023. After review of the bids and additional Value Engineering work, the GMP for completion of the construction was offered for amendment and approval.

On February 14, 2023 contract amendment No. One was approved by City Council to accept the GMP project, submitted bids, and initiate construction services for the construction of the ECOC facility. The GMP for the project was contracted at $13,916,603. Due to significant inflation in the current construction market, this price was higher than originally estimated and required additional funding. To address this barrier, the City Council approved the reallocation of $450,000 of ARPA funds to the project. (Project BG0083)

Funds from proceeds of the 2015 Norman Municipal Authority Sales Tax Notes are available in the Public Safety Sales Tax Fund Emergency Communications Center Capital Projects; Project BP0029.

Further, since this project is being partially funded with bond money through the Norman Municipal Authority, the Norman Municipal Authority cannot pass the sales tax exemption on to the Construction Manager. Our Staff has collected invoices for taxable materials from Crossland Construction Company, Inc. every month and purchase those materials directly from the suppliers to avoid sales tax payments for those materials purchases.

DISCUSSION:

The plan to complete the ECOC project with a vehicle storage building was part of the original 2017 design. The storage facility was reluctantly removed during a value engineering process in 2019 and returned during the final design when funding for the full scope of the project (hardening, size, etc.) was provided in 2020. The vehicle facility was fully designed and was included as an alternative option No 1 in the construction GMP bidding process completed in January 2023. Due to significant construction price increases in 2022, this alternate was not able to be funded with available project resources.

The approximately 3,300 square foot building will allow for the safe and secured storage of the City of Norman Emergency Services Command Post, Emergency Management trailers and mass care equipment, and City outdoor warning system parts and materials. The combined value of these assets approximates the bid cost of the vehicle storage building, and there is currently no alternative facility to secure this equipment. These critical city resources, which are maintained by both the Norman Fire and Police Departments, are relied upon for use by the city as a whole to provide services and resources to our residents in critical times of need.

After recommendation from the City Public Safety Sales Tax Committee, an effort to identify potential funding sources to ensure completion of this facility was undertaken. In discussion with the construction project team the city was advised the cost to fund the facility at a later time after completion of the ongoing project would be significantly more. Among other factors, this price increase would be the result of on scene management services, mobilization of trade services, continuing inflationary processes. Finding that the cost of the facility today was nearly equal to the cost of critical equipment needing protection from weather and other risks this process was initiated.

This effort has identified ARPA funding, currently appropriated for the Imhoff Creek Stabilization Project (DR0062-CONST2), which may be replaced by FEMA grant opportunities. This ongoing project is underway, but delayed in time as the necessary design and evaluation phases continue. Due to this potential FEMA funding opportunity and time requirements for the expenditure of ARPA funds, staff recommends transfer of funds between the projects with intent to seek FEMA funds or other future city actions as needed while the Imhoff Creek project continues.

Additionally, during the process of review, $6,840 was identified as unused from the ARPA Non-Profit Support Administration allocation. This balance is unexpected savings and Finance staff recommends allocating these funds to this project to close out that fund.

On March 7, 2024, City of Norman Bid Package #4 for the project was released. Bids for the project were opened and reviewed on March 28, 2024. After review of the bids, the GMP for completion of the construction was offered for amendment and approval. The amendment for the project was set at $975,723.

Our Consultants from ADG Blatt (Oklahoma City) have participated throughout the entire process up to our current point of construction of the project. Further, the City Attorney's office has reviewed and approved the amendment documents.

RECOMMENDATION 1:

Staff recommends that City Council approve Amendment Number Two to CMaR Contract K-2122-88 with Crossland Construction Company, Inc., in the amount of $975,723 for a revised contract amount of $14,924,576 for construction services for the Emergency Communications and Operations Center project and, if approved, authorize the execution thereof.

RECOMMENDATION 2:

Staff recommends that City Council reallocate $968,883 that was appropriated for the ARPA Imhoff Creek Stabilization (Project DR0062, Account 22595303-46101 CONST2) to Emergency Operations Center ARPA (Project BG0083, Account 22695523-46101 CONST).

RECOMMENDATION 3:

Staff recommends that City Council reallocate $6,840 that was appropriated for the ARPA Non-Profit Support Admin (Account 22110187-44199) to Emergency Operations Center ARPA (Project BG0083, Account 22695523-46101 CONST).

AMENDMENT NO. 2 TO CONSTRUCTION MANAGER AT RISK AGREEMENT BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION COMPANY, INC.

THIS AMENDMENT NO. 2 TO CONSTRUCTION MANAGER AT RISK AGREEMENT (this "Second Amendment") is made as of April 23rd, 2024, between the Norman Municipal Authority, a public trust having as its sole beneficiary, the City of Norman, Oklahoma ("NMA") and CROSSLAND CONSTRUCTION COMPANY, INC., an Oklahoma corporation (the "Construction Manager").

RECITALS:

A. The City of Norman and the Construction Manager entered into that certain Construction Manager at Risk Agreement (Contract No. K-2122-88) dated January 12th, 2022, (the "Agreement"), for construction management services for the Emergency Communications & Operations Center project including plan review, design assistance, bidding services, and value engineering.

B. Pursuant to Section 2.2 of the Agreement, (i) once the drawings and specifications are complete, and after the award of subcontracts to subcontractors, the Construction Manager shall propose a guaranteed maximum price ("GMP"), which shall be the sum of all subcontracts, lump sum self-perform amounts, including allowances and contingencies, and the Construction Manager's fee.

C. The original contract value for preconstruction services was $32,250. GMP No. 1 was approved on February 14th, 2022, for a total contract amount of $13,916,603 (derived from the total cost of work for the Construction Phase of $12,040,841 + the indirect Cost and Fee of $1,875,762). GMP Amendment No. 2 is a total contract amount of $975,723 (derived from the total cost of work for the Construction Phase of $907,141 + the Indirect Cost and Fee of $68,582). The total amount of all amendments combined represent the total contract amount of $14,924,576. Preconstruction Services were billed separately and are not included in GMP per previous Council approval attributed to the Norman ECOC Project.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, other such good and valuable consideration, the receipt, and sufficiency of which are hereby acknowledged, and the promises and covenants set forth below, NMA and the Construction Manager hereby agree as follows:

1. GMP Established. The Construction Manager's guaranteed maximum price for the Work inclusive of all subcontracts, lump sum self-perform amounts, including allowances and contingencies and the Construction Manager's fee, is hereby agreed to be $14,924,576 (derived from the total cost of work for the Construction Phase of $12,947,982

+ the Indirect Cost and Fee of $1,976,594). The GMP is the total compensation from the City to the Construction Manager for its fee for the performance of the work in accordance with Contract Documents and pursuant to any of the following documents, as applicable:

A. Basis for GMP. Refer **Exhibit _A_** to GMP #2 Letter

B. Contract Document Log. Refer to **Exhibit _B_** for a list of the Drawings and Specifications, including all addenda that were used in preparation of the GMP Proposal, is attached hereto as Exhibit _B_ and incorporated herein by reference.

C. Allowances. Refer to **Exhibit _C_** for a list of allowances included by the Construction Manager in preparation of this GMP Proposal, is attached hereto as Exhibit _C_ and incorporated herein by reference.

D. Assumptions. Refer to **Exhibit _D_** for a list of the assumptions and clarifications made by the Construction Manager in the preparation of the GMP Proposal to supplement the information contained in the Drawings and Specifications is attached hereto as Exhibit _D_ and incorporated herein by reference.

E. Proposed GMP. Refer to **Exhibit _E_** for the proposed GMP, including a statement of the estimated cost organized by trade categories, allowances, contingency, General Conditions, and other items and the Fee that comprise the GMP is attached hereto as Exhibit _E_ and incorporated herein by reference.

F. Substantial Completion. Refer to **Exhibit _F_** for Substantial Completion date upon which the GMP Proposal is based and a schedule of the Construction Documents issuance dates upon which the date of Substantial Completion is based is attached hereto as Exhibit _F_ and incorporated herein by reference.

G. Acceptance Period. The time limit for acceptance of the GMP Proposal is attached hereto as part of **Exhibit _G_**.

2. Effect of Amendment. In all other respects, the Agreement is affirmed and ratified and, except as expressly modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

3. Non-Default. By executing this Second Amendment, the Construction Manager affirmatively asserts that (i) NMA is not currently in default, nor has been in default at any time prior to this Second Amendment, under any of the terms or conditions of this Agreement and (ii) any and all claims, known and unknown, relating to the Agreement and existing on or before the date of this Second Amendment are forever waived.

[SIGNATURES ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the Parties have executed this SECOND AMENDMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the Chairperson of the Norman Municipal Authority.

CONSTRUCTION MANAGER
(CROSSLAND CONSTRUCTION COMPANY, INC.)

By: _____

Name: Aaron Stoops

Title: VP - OKC

Date: 4/9/24

ATTEST:

By: _____

Subscribed and sworn to me this 9 day of April, 2024.

STEPHANIE PACE NOTARY # 08005275 EXP. 05/29/24 PUBLIC STATE OF OKLAHOMA

Commission Number: 08005275

Expiration Date: 05-29-24

NORMAN MUNICIPAL AUTHORITY

Reviewed and approved for form and legality this 19 day of April, 2024.

_____
Office of the General Counsel

Approved by The City of Norman on this _____ day of _____, 2024.

By: _____
Larry Heikkila, Chairman

ATTEST:

By: _____
Brenda Hall, Secretary

Contract No. K-2122-88
Amendment No. 2

CITY OF NORMAN

Approved as to form and legality this 19 day of April 2024

Elizabeth Ludlam
City Attorney's Office

By:_____
Mayor

ATTEST:

_____
City Clerk

CROSSLAND
CONSTRUCTION COMPANY, INC.
408 NE 145th Place
Oklahoma City, OK 73013
tel 405.748.5043
fax 405.748.7214

Exhibit A – Basis for GMP 2
K-2122-88 – Emergency Communications & Operations Center (ECOC)
April 9th, 2024

Major Brent Barbour
Norman Police Department
Community & Staff Services Bureau

RE: Emergency Communications & Operations Center
Recommendation Award Letter Bid Package #02 - Letter #1

Dear Major Brent Barbour,

For the above referenced project, we are proposing a guaranteed maximum price (GMP 2) of nine hundred seventy-five thousand, seven hundred twenty-three dollars (**$975,723**).

Bids for the Emergency Communications & Operations Center RV Facility – Bid Package #4, were received and publicly read aloud in the city council chambers at 201 W Gray St. Norman, OK on March 28th, 2024, at 2:00 PM CST. The bidding process was conducted in accordance with the Oklahoma Public Competitive Bidding Act, 61 O.S. 1974, §101

Crossland Construction Company has reviewed the bids for qualifications, completeness, responsiveness, cost, & best value to the owner. For additional information, see breakout pages & summaries below.

Subcontractor / Supplier	Total

3A Concrete (Crossland) **$72,000**
- Crossland Construction is recommending responsive low bidder, Crossland, for this trade contract. Scope includes the entirety of trade contract 3A as detailed in Bid Package #01 documents as it relates to the RV addition. Crossland has honored their original bid for this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

6A Millwork (Woodsystems) **$3,000**
- Crossland Construction is recommending responsive low bidder, Woodsystems, for this trade contract. Scope includes the entirety of trade contract 6A as detailed in Bid Package #01 documents as it relates to the RV Addition. Woodsystems has honored their original bid for this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

8A Door Assemblies Supply & Install (Piper Weatherford) **$22,000**
- Crossland Construction is recommending responsive low bidder, Piper Weatherford for this trade contract. Scope includes the entirety of trade contract 8A as detailed in Bid Package #04 documents.

8D OH Doors (DH Pace) **$84,984**
- Crossland Construction is recommending responsive low bidder, DH Pace, for this trade contract. Scope includes the entirety of trade contract 8B as detailed in Bid Package #04 documents.

9A Gypsum Assemblies (Wiljo Interiors) **$19,030**

- Crossland Construction is recommending responsive low bidder, Wiljo, for this trade contract. Scope includes the entirety of trade contract 9A as detailed in Bid Package #01 documents as it relates to the RV Addition. Wiljo has honored their original bid for this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

9B Flooring and Wall Tile (Bryan's Flooring)..... $3,643

- Crossland Construction is recommending responsive low bidder, Bryan's Flooring, for this trade contract. Scope includes the entirety of trade contract 9B as detailed in Bid Package #01 documents as it relates to the RV Addition. Bryan's Flooring has honored their original bid for this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

9C Painting (Real Eagle) $18,599

- Crossland Construction is recommending responsive low bidder, Real Eagle, for this trade contract. Scope includes the entirety of trade contract 9C as detailed in Bid Package #04 documents.

10A Specialties (Czarniecki)..... $1,818

- Crossland Construction is recommending responsive low bidder, Czarniecki, for this trade contract. Scope includes the entirety of trade contract 10A as detailed in Bid Package #01 documents as it relates to the RV Addition. Czarniecki has honored their original bid for this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

10B Signage (Vital Signs) $1,675

- Crossland Construction is recommending responsive low bidder, Vital Signs, for this trade contract. Scope includes the entirety of trade contract 10B as detailed in Bid Package #01 documents as it relates to the RV Addition. Vital Signs has honored their original bid for this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

13A PEMB (Crossland)..... $167,000

- Crossland Construction is recommending responsive low bidder, Crossland, for this trade contract. Scope includes the entirety of trade contract 13A as detailed in Bid Package #04 documents.

21A Fire Suppression (Kanske Fire)..... $48,900

- Crossland Construction is recommending responsive low bidder, Kanske Fire, for this trade contract. Scope includes the entirety of trade contract 21A as detailed in Bid Package #04 documents.

22A Plumbing (Waggoners)..... $164,214

- Crossland Construction is recommending responsive low bidder, Waggoners, for this trade contract. Scope includes the entirety of trade contract 22A as detailed in Bid Package #04 documents.

23A HVAC (Dense Mechanical) $103,422

- Crossland Construction is recommending responsive low bidder, Dense Mechanical, for this trade contract. Scope includes the entirety of trade contract 23A as detailed in Bid Package #04 documents.

26A Electrical (Prime Electric)..... $168,986

- Crossland Construction is recommending responsive low bidder, Prime Electric, for this trade contract. Scope includes the entirety of trade contract 26A as detailed in Bid Package #01 documents as it relates to the RV Addition. Prime Electric has honored their original bid for this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

31A Earthwork (Hammer)..... $12,870

- Crossland Construction is recommending responsive low bidder, Hammer, for this trade contract. Scope includes the entirety of trade contract 31A as detailed in Bid Package #01 documents as it relates to the RV Addition. Hammer has honored their original bid for

this scope of work and will be issued a change order to assume this portion of work. The change order amount falls within the allowable percentage for public requirements.

Please contact me should you have any questions.

Sincerely,

Aaron Stoops
Vice President - OKC
Crossland Construction Company

Project Documents List

GENERAL		
Sheet Number	Sheet Name	Date Issued
G-000	COVER	11/18/2022
G-102	LIFE SAFETY PLAN	11/18/2022
G-201	WALL TYPES	11/18/2022

CIVIL		
Sheet Number	Sheet Name	Date Issued
C100	GENERAL NOTES	11/18/2022
C200	SURVEY	11/18/2022
C300	DEMOLITION & EROSION CONTROL PLAN	11/18/2022
C500	GRADING PLAN	11/18/2022
C600	UTILITY PLAN	11/18/2022
C610	WATER LINE PLAN & PROFILE	11/18/2022
C620	STORM SEWER PLAN & PROFILE	11/18/2022
C700	DETAILS	11/18/2022
C710	DETAILS	11/18/2022

LANDSCAPE		
Sheet Number	Sheet Name	Date Issued
L-100	OVERALL SITE PLAN	11/18/2022
L-200	COURTYARD LAYOUT PLAN	11/18/2022
L-210	COURTYARD GRADING PLAN	11/18/2022
L-310	BUILDING LANDSCAPE PLAN	11/18/2022
L-320	COURTYARD LANDSCAPE PLAN	11/18/2022
IR-100	IRRIGATION PLAN	11/18/2022
IR-110	IRRIGATION DETAILS AND NOTES	11/18/2022

STRUCTURAL		
Sheet Number	Sheet Name	Date Issued
S001	GENERAL NOTES	11/18/2022
S002	STRUCTURAL SPECIAL INSPECTIONS	11/18/2022
S003	STRUCTURAL SPECIAL INSPECTIONS	11/18/2022
S301	WALL SCHEDULES AND TYPICAL DETAILS	11/18/2022
S302	FOUNDATION SCHEDULES AND TYPICAL DETAILS	11/18/2022
S303	FOUNDATION DETAILS	11/18/2022
S304	FOUNDATION DETAILS	11/18/2022
S602	ADD ALT 1 - R.V. STORAGE PLANS AND DETAILS	11/18/2022

ARCHITECTURAL

Sheet Number	Sheet Name	Date Issued
A-102	ALTERNATE NO. 1 - R.V. STORAGE FACILITY FLOOR PLAN	11/18/2022
A-112	ALTERNATE NO. 1 - RV STORAGE FACILITY REFLECTED CEILING PLAN	11/18/2022
A-123	ALTERNATE NO.1 - RV STORAGE FACILITY ROOF PLAN	11/18/2022
A-203	ALTERNATE NO. 1 - RV STORAGE FACILITY EXTERIOR ELEVATIONS	11/18/2022
A-210	EXTERIOR SIGNAGE INSTALLATION PLAN	11/18/2022
A-211	ENLARGED EXTERIOR ELEVATION & SIGNAGE	11/18/2022
A-212	ENLARGED EXTERIOR ELEVATION DETAILS	11/18/2022
A-301	BUILDING SECTIONS	11/18/2022
A-302	BUILDING SECTIONS	11/18/2022
A-303	ALTERNATE NO. 1 - R.V. STORAGE FACILITY BLDG. SECTIONS & WALL SECTIONS	11/18/2022
A-603	ALTERNATE NO. 1 – R.V. STORAGE FACILITY DOOR SCHEDULE, ELEV. & DETAILS	11/18/2022

INTERIORS		
Sheet Number	Sheet Name	Date Issued
ID-100	INTERIOR GENERAL NOTES & DETAILS	11/18/2022
ID-100.A	INTERIOR GENERAL NOTES & DETAILS	11/18/2022
ID-102	ALTERNATE NO. 1 - RV STORAGE FACILITY INTERIOR FINISH PLAN	11/18/2022
ID-401	INTERIOR FINISH LEGEND	11/18/2022
ID-503	ALTERNATE NO. 1 - R.V. STORAGE FACILITY INTERIOR SIGNAGE	11/18/2022

MECHANICAL		
Sheet Number	Sheet Name	Date Issued
M-100	MECHANICAL LEGEND & ABBREVIATIONS	11/18/2022
M-201	ALTERNATE NO. 1 - RV STORAGE FACILITY MECHANICAL HVAC PLAN	11/18/2022
M-301	ALTERNATE NO. 1 - RV STORAGE FACILITY MECHANICAL PIPING PLAN	11/18/2022
M-401	ALTERNATE NO. 1 - RV STORAGE FACILITY MECHANICAL ROOF PLAN	11/18/2022
M-600	MECHANICAL SCHEDULES	11/18/2022
M-601	MECHANICAL SCHEDULES	11/18/2022
M-700	MECHANICAL DETAILS	11/18/2022
M-701	MECHANICAL DETAILS	11/18/2022
M-800	CONTROLS & SEQUENCES	11/18/2022
M-801	CONTROLS & SEQUENCES	11/18/2022
M-900	MECHANICAL SEISMIC DESIGN	11/18/2022
M-901	MECHANICAL SEISMIC DESIGN	11/18/2022
M-902	MECHANICAL SEISMIC DESIGN	11/18/2022

ELECTRICAL		
Sheet Number	Sheet Name	Date Issued
E-000	ELECTRICAL LEGEND	11/18/2022
E-210	ELECTRICAL LIGHTING PLAN C.U.P. & RV	11/18/2022
E-220	ELECTRICAL LIGHTING DETAILS	11/18/2022
E-310	ELECTRICAL POWER PLAN C.U.P. & RV	11/18/2022
E-320	ELECTRICAL POWER DETAILS	11/18/2022

E-440	ELECTRICAL SYSTEMS SCHEDULE	11/18/2022
E-500	ELECTRICAL RISER DIAGRAM	11/18/2022
E-510	ELECTRICAL PANEL SCHEDULES	11/18/2022
E-520	ELECTRICAL PANEL SCHEDULES	11/18/2022
E-600	LIGHTNING PROTECTION SYSTEM PLAN - FACILITY	11/18/2022
E-620	LIGHTNING PROTECTION SYSTEM DETAILS	11/18/2022
E-630	LIGHTNING PROTECTION SYSTEM DETAILS	11/18/2022

FIRE PROTECTION		
Sheet Number	Sheet Name	Date Issued
FP-102	ALTERNATE NO. 1 - RV STORAGE FACILITY FIRE PTORECTION PLAN	11/18/2022
FP-200	FIRE PROTECTION DETAILS	11/18/2022

- Specifications provided by Architectural Design Group

DIVISION 00 - GENERAL CONDITIONS		
SPECIFICATION	DESCRIPTION	Date Issued
00 31 32	GEOTECHNICAL DATA	11/18/2022
---------	SUBSURFACE INVESTIGATION & GEOTECHNICAL ENGINEERING REPORT	11/18/2022
---------	GEOTECHNICAL ENGINEERING REPORT	11/18/2022
---------	ADDITIONAL GEOTECH EXPLORATION	11/18/2022

DIVISION 01 - GENERAL REQUIREMENTS		
SPECIFICATION	DESCRIPTION	Date Issued
01 10 00	SUMMARY	11/18/2022
01 23 00	ALTERNATES	11/18/2022
01 25 00	SUBSTITUTION PROCEDURES	11/18/2022
01 26 00	CONTRACT MODIFICATION PROCEDURES	11/18/2022
01 29 00	PAYMENT PROCEDURES	11/18/2022
01 31 00	PROJECT MANAGEMENT AND COORDINATION	11/18/2022
01 32 00	CONSTRUCTION PROGRESS DOCUMENTATION	11/18/2022
01 32 33	PHOTOGRAPHIC DOCUMENTATION	11/18/2022
01 33 00	SUBMITTAL PROCEDURES	11/18/2022
01 40 00	QUALITY REQUIREMENTS	11/18/2022
01 42 00	REFERENCES	11/18/2022
01 50 00	TEMPORARY FACILITIES AND CONTROLS	11/18/2022
01 60 00	PRODUCT REQUIREMENTS	11/18/2022
01 73 00	EXECUTION	11/18/2022
01 77 00	CLOSEOUT PROCEDURES	11/18/2022
01 78 23	OPERATION AND MAINTENANCE DATA	11/18/2022
01 78 39	PROJECT RECORD DOCUMENTS	11/18/2022
01 79 00	DEMONSTRATION AND TRAINING	11/18/2022

DIVISION 03 - CONCRETE		
SPECIFICATION	DESCRIPTION	Date Issued
03 30 00	CAST-IN-PLACE CONCRETE	11/18/2022
03 35 45	SEALED CONCRETE FINISHING	11/18/2022
03 45 00	PRECAST CONCRETE SHAPES	11/18/2022

DIVISION 05 - METALS		
SPECIFICATION	DESCRIPTION	Date Issued
05 12 00	STRUCTURAL STEEL FRAMING	11/18/2022
05 21 00	STEEL JOIST FRAMING	11/18/2022
05 31 00	STEEL DECKING	11/18/2022
05 50 00	METAL FABRICATIONS	11/18/2022
05 52 13	PIPE AND TUBE RAILINGS	11/18/2022
05 75 00	METAL SCREEN WALLS	11/18/2022

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES		
SPECIFICATION	DESCRIPTION	Date Issued
06 10 53	MISCELLANEOUS ROUGH CARPENTRY	11/18/2022
06 41 16	PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS	11/18/2022
06 64 00	PLASTIC PANELING	11/18/2022

DIVISION 07 - THERMAL AND MOISTURE PROTECTION		
SPECIFICATION	DESCRIPTION	Date Issued
07 13 26	SELF-ADHERING SHEET MEMBRANE WATERPROOFING	11/18/2022
07 21 00	BUILDING INSULATION	11/18/2022
07 25 00	WEATHER BARRIERS	11/18/2022
07 26 10	UNDERSLAB VAPOR BARRIER	11/18/2022
07 54 00	THERMOPLASTIC MEMBRANE ROOFING (TPO)	11/18/2022
07 62 00	SHEET METAL FLASHING AND TRIM	11/18/2022
07 81 23	INTUMESCENT FIRE PROTECTION	11/18/2022
07 84 13	PENETRATION FIRESTOPPING	11/18/2022
07 92 00	JOINT SEALANTS	11/18/2022

DIVISION 08 - OPENINGS		
SPECIFICATION	DESCRIPTION	Date Issued
08 11 13	HOLLOW METAL DOORS AND FRAMES	11/18/2022
08 14 16	FLUSH WOOD DOORS	11/18/2022
08 31 13	ACCESS DOORS AND FRAMES	11/18/2022
08 33 23	OVERHEAD COILING DOORS	11/18/2022
08 56 53.	13 WIND AND IMPACT SECURITY WINDOWS	11/18/2022
08 71 00	DOOR HARDWARE	11/18/2022
08 80 00	GLAZING	11/18/2022

08 83 00	MIRRORS	11/18/2022
08 91 19	FIXED LOUVERS	11/18/2022

DIVISION 09 - FINISHES		
SPECIFICATION	DESCRIPTION	Date Issued
09 22 16	NON-STRUCTURAL METAL FRAMING	11/18/2022
09 24 00	CEMENT PLASTERING	11/18/2022
09 29 00	GYPSUM BOARD	11/18/2022
09 30 00	TILING	11/18/2022
09 51 13	ACOUSTICAL PANEL CEILINGS	11/18/2022
09 54 23	SUSPENDED METAL CEILINGS	11/18/2022
09 65 13	RESILIENT BASE AND ACCESSORIES	11/18/2022
09 65 66	RESILIENT ATHLETIC FLOORING	11/18/2022
09 68 13	TILE CARPETING	11/18/2022
09 69 00	ACCESS FLOORING	11/18/2022
09 84 13	FIXED SOUND-ABSORPTIVE PANELS	11/18/2022
09 91 00	PAINTING	11/18/2022

DIVISION 10 - SPECIALTIES		
SPECIFICATION	DESCRIPTION	Date Issued
10 14 19	DIMENSIONAL LETTER SIGNAGE	11/18/2022
10 14 23	INTERIOR SIGNAGE	11/18/2022
10 22 39.19	FOLDING GLASS-PANEL PARTITIONS	11/18/2022
10 26 00	WALL PROTECTION	11/18/2022
10 28 13	TOILET ACCESSORIES	11/18/2022
10 41 16	EMERGENCY KEY CABINETS	11/18/2022
10 43 13	DEFIBRILLATOR SPECIALTIES	11/18/2022
10 44 00	FIRE PROTECTION SPECIALTIES	11/18/2022
10 56 26	STORAGE SHELVING UNITS (MECHANICALLY ASSISTED)	11/18/2022
10 73 16	ALUMINUM CANOPIES	11/18/2022
10 75 16	GROUND-SET FLAGPOLES	11/18/2022

DIVISION 11 - EQUIPMENT		
SPECIFICATION	DESCRIPTION	Date Issued
11 94 13	MISCELLANEOUS EQUIPMENT	11/18/2022

DIVISION 12 - FURNISH		
SPECIFICATION	DESCRIPTION	Date Issued
12 24 13	ROLLER WINDOW SHADES	11/18/2022
12 36 61	SOLID SURFACE COUNTERTOPS	11/18/2022
12 48 16	ENTRANCE FLOOR GRILLES	11/18/2022
12 48 43	WALK OFF MATS	11/18/2022
12 59 83.3	CUSTOM SYSTEM FURNITURE: 911 DISPATCH CONSOLES	11/18/2022
12 93 13	BICYCLE RACKS	11/18/2022

DIVISION 13 - SPECIAL CONSTRUCTION		
SPECIFICATION	DESCRIPTION	Date Issued
13 34 19	METAL BUILDING SYSTEMS	11/18/2022

DIVISION 21 - FIRE SUPPRESSION		
SPECIFICATION	DESCRIPTION	Date Issued
21 05 00	COMMON WORK RESULTS FOR FIRE-SUPPRESSION	11/18/2022
21 05 48	VIBRATION AND SEISMIC CONTROLS FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT	11/18/2022
21 13 13	WET-PIPE SPRINKLER SYSTEMS	11/18/2022
21 13 16	DRY-PIPE SPRINKLER SYSTEMS	11/18/2022

DIVISION 22 - PLUMBING		
SPECIFICATION	DESCRIPTION	Date Issued
22 05 00	COMMON WORK RESULTS FOR PLUMBING	11/18/2022
22 05 23	GENERAL-DUTY VALVES FOR PLUMBING PIPING	11/18/2022
22 05 29	HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT	11/18/2022
22 05 48	SEISMIC CONTROLS FOR PLUMBING	11/18/2022
22 05 53	IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT	11/18/2022
22 07 19	PLUMBING PIPING INSULATION	11/18/2022
22 11 13	FACILITY WATER DISTRIBUTION PIPING	11/18/2022
22 11 16	DOMESTIC WATER PIPING	11/18/2022
22 11 19	DOMESTIC WATER PIPING SPECIALTIES	11/18/2022
22 11 23	DOMESTIC WATER PUMPS	11/18/2022
22 13 13	FACILITY SANITARY SEWERS	11/18/2022
22 13 16	SANITARY WASTE AND VENT PIPING	11/18/2022
22 13 19	SANITARY WASTE PIPING SPECIALTIES	11/18/2022
22 13 23	SANITARY WASTE INTERCEPTORS	11/18/2022
22 15 13	GENERAL-SERVICE COMPRESSED-AIR PIPING	11/18/2022
22 34 00	FUEL-FIRED, DOMESTIC-WATER HEATERS	11/18/2022
22 42 13	COMMERCIAL PLUMBING FIXTURES	11/18/2022
22 47 16	PRESSURE WATER COOLERS	11/18/2022

DIVISION 23 - HEATING VENTILATING AND AIR CONDITIONING		
SPECIFICATION	DESCRIPTION	Date Issued
23 00 00	BASIC MECHANICAL REQUIREMENTS	11/18/2022
23 00 01	TEMPORARY USE OF MECHANICAL EQUIPMENT	11/18/2022
23 00 10	COMMON WORK RESULTS FOR MECHANICAL	11/18/2022
23 05 29	HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT	11/18/2022
23 05 48	VIBRATION AND SEISMIC CONTROLS FOR HVAC PIPING AND EQUIPMENT	11/18/2022
23 05 53	IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT	11/18/2022
23 05 93	TESTING, ADJUSTING, AND BALANCING FOR HVAC	11/18/2022
23 07 13	DUCT INSULATION	11/18/2022
23 07 19	HVAC PIPING INSULATION	11/18/2022

23 09 00	INSTRUMENTATION AND CONTROL FOR HVAC	11/18/2022
23 11 23	FACILITY NATURAL-GAS PIPING	11/18/2022
23 21 13	HYDRONIC PIPING	11/18/2022
23 23 00	REFRIGERANT PIPING	11/18/2022
23 31 13	METAL DUCTS	11/18/2022
23 33 00	AIR DUCT ACCESSORIES	11/18/2022
23 34 23	HVAC POWER VENTILATORS	11/18/2022
23 37 13	DIFFUSERS, REGISTERS, AND GRILLES	11/18/2022
23 55 33	FUEL-FIRED UNIT HEATERS	11/18/2022
23 74 33	DEDICATED OUTDOOR-AIR UNITS	11/18/2022
23 81 27	VARIABLE REFRIGERANT FLOW AIR CONDITIONERS	11/18/2022
23 82 39.	16 ELECTRIC UNIT HEATERS	11/18/2022
23 90 00	LOUVERS AND VENTS	11/18/2022

DIVISION 26 - ELECTRICAL		
SPECIFICATION	DESCRIPTION	Date Issued
26 05 00	BASIC ELECTRICAL REQUIREMENTS	11/18/2022
26 05 01	ELECTRICAL TEMPORARY FACILITIES	11/18/2022
26 05 04	CLEANING, INSPECTION, AND TESTING OF ELECTRICAL EQUIPMENT	11/18/2022
26 05 19	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES	11/18/2022
26 05 26	ELECTRICAL GROUNDING	11/18/2022
26 05 29	HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS	11/18/2022
26 05 33	ELECTRICAL RACEWYS	11/18/2022
26 05 34	ELECTRICAL BOXES AND FITTINGS	11/18/2022
26 05 53	IDENTIFICATION FOR ELECTRICAL SYSTEMS	11/18/2022
26 05 73	SHORT CIRCUIT/COORDINATION AND ARC-FLASH HAZARD STUDY	11/18/2022
26 09 23	LIGHTING CONTROL DEVICES	11/18/2022
26 22 00	LOW-VOLTAGE TRANSFORMERS	11/18/2022
26 24 16	PANELBOARDS	11/18/2022
26 27 02	EQUIPMENT WIRING SYSTEMS	11/18/2022
26 27 26	WIRING DEVICES	11/18/2022
26 28 16	ENCLOSED SWITCHES AND CIRCUIT BREAKERS	11/18/2022
26 29 00	LOW-VOLTAGE CONTROLLERS	11/18/2022
26 32 00	PACKAGED GENERATOR ASSEMBLIES	11/18/2022
26 33 53	STATIC UNINTERRUPTIBLE POWER SUPPLY	11/18/2022
26 36 00	TRANSFER SWITCHES	11/18/2022
26 36 01	GENERATOR TAP BOX	11/18/2022
26 41 13	LIGHTNING PROTECTION FOR STRUCTURES	11/18/2022
26 43 13	SURGE PROTECTIVE DEVICES	11/18/2022
26 51 19	LED INTERIOR LIGHTING	11/18/2022
26 56 19	LED EXTERIOR LIGHTING	11/18/2022

DIVISION 27 - COMMUNICATIONS		
SPECIFICATION	DESCRIPTION	Date Issued

27 00 10	TECHNOLOGY GENERAL PROVISIONS	11/18/2022
27 05 26	GROUNDING AND BONDING FOR COMMUNICATION SYSTEMS	11/18/2022
27 05 28	RACEWAYS FOR TECHNOLOGY	11/18/2022
27 10 00	STRUCTURED CABLING SYSTEMS	11/18/2022
27 11 26	COMMUNICATIONS RACK MOUNTED POWER PROTECTION AND POWER STRIPS	11/18/2022
27 41 00	AUDIO VISUAL SYSTEMS	11/18/2022
27 41 34	BROADBAND DISTRIBUTION SYSTEM	11/18/2022
27 51 23	INTERCOM COMMUNICATION SYSTEMS	11/18/2022

DIVISION 28 - ELECTRONIC SAFETY AND SECURITY		
SPECIFICATION	DESCRIPTION	Date Issued
28 05 37	SECURITY VOICE COMMUNICATIONS – DISTRIBUTED ANTENNA SYSTEM	11/18/2022
28 10 00	ELECTRONIC SECURITY SYSTEMS	11/18/2022
28 20 00	CLOSED CIRCUIT TELEVISION/VIDEO SURVEILLANCE SYSTEM	11/18/2022

DIVISION 31 - EARTHWORK		
SPECIFICATION	DESCRIPTION	Date Issued
31 10 00	SITE CLEARING	11/18/2022
31 11 00	STORM WATER POLLUTION PREVENTION PLAN	11/18/2022
31 20 00	EARTH MOVING	11/18/2022
31 20 01	STRUCTURAL EARTH MOVING	11/18/2022
31 31 16	TERMITE CONTROL	11/18/2022
31 63 29	DRILLED CONCRETE PIERS AND SHAFTS	11/18/2022

DIVISION 32 - EXTERIOR IMPROVEMENTS		
SPECIFICATION	DESCRIPTION	Date Issued
32 12 16	ASPHALT PAVING	11/18/2022
32 13 13	CONCRETE PAVING	11/18/2022
32 13 73	CONCRETE PAVING JOINT SEALANTS	11/18/2022
32 31 13	CHAIN LINK FENCES AND GATES	11/18/2022
32 31 32	PRECAST CONCRETE FENCING	11/18/2022
32 84 00	IRRIGATION	11/18/2022
32 92 00	SODDING	11/18/2022
32 93 00	PLANT MATERIAL AND OPERATION	11/18/2022

DIVISION 33 - UTILITIES		
SPECIFICATION	DESCRIPTION	Date Issued
33 41 00	STORM DRAINAGE UTILITY PIPING	11/18/2022

Other reports to be included as part of the contract documents:

Crossland Construction – Bid Package #4 Dated 3/07/2024

Allowances

- **Bollards $15,000**
  - This is for costs associated with providing and install all bollards shown.

Assumptions.

1. No General Conditions or Project Requirements have been included within this GMP. It is assumed that Crossland will be able to complete this scope of work within the schedule of the main project (GMP 1). Should this portion of the project extend beyond the schedule of the main building, due to no fault of the Construction Manager, or should the schedule otherwise require alteration, any additional charges for General Conditions & Project Requirements or other necessary adjustments shall be subject to further agreement between the parties.

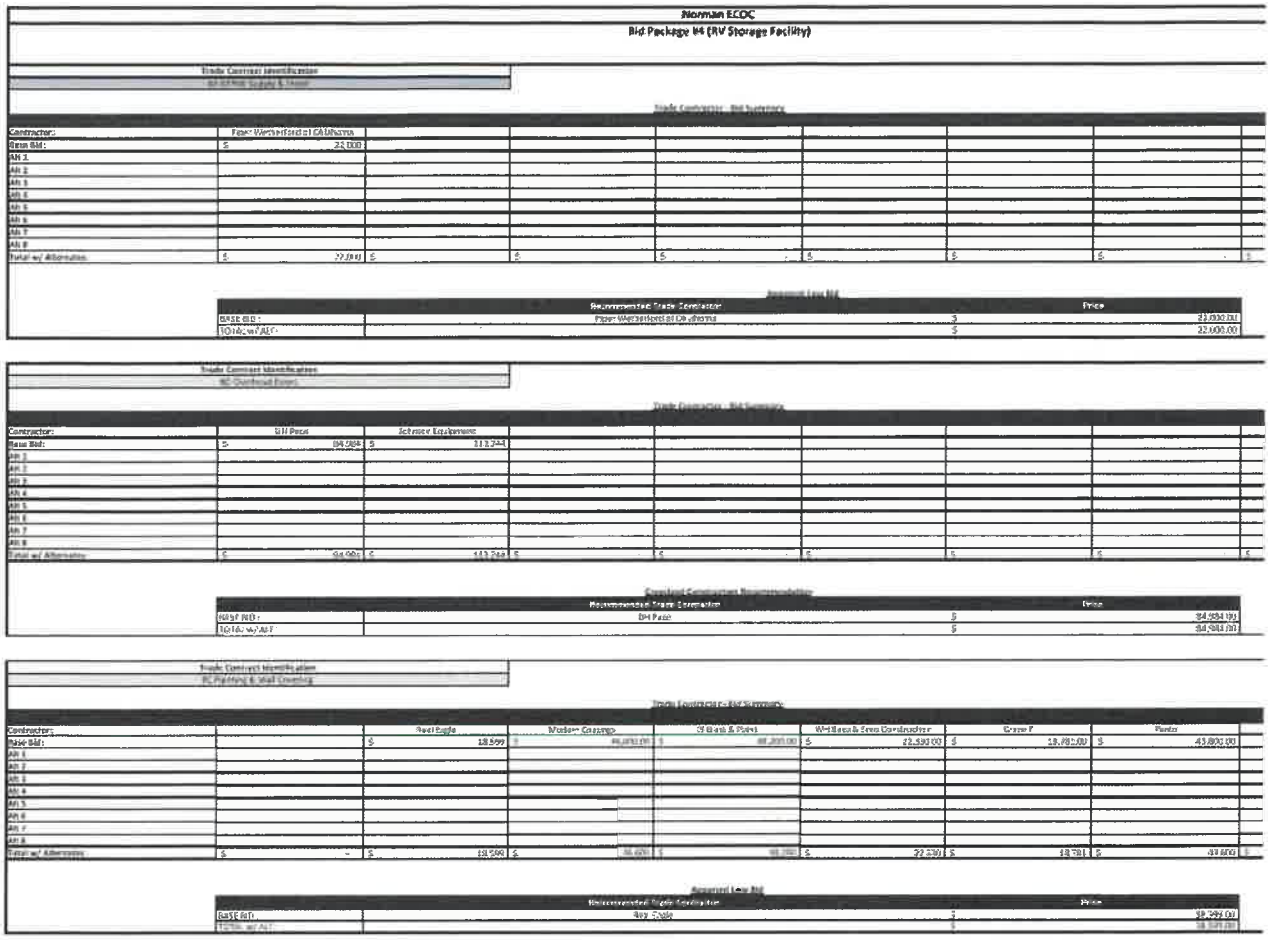
Proposed GMP
Bid Tab Summary

Norman ECOC
Bid Package #4 (RV Storage Facility)
Bid Tab

CROSSLAND CONSTRUCTION COMPANY, INC.

Norman ECOC		Bid Package #4 (RV Storage Facility)	Subcontractor
SF:	3,298		
Date:	4/9/2024		
BP#	Description	Bid Price	Subcontractor
3A	Concrete	$ 72,000	Crossland Construction
6A	Architectural Millwork	$ 3,000	Wood Systems
8A	Door Assemblies – Supply & Install	$ 22,000	Piper Wetherford of Oklahoma
8D	Overhead Doors	$ 84,984	DH Pace
9A	Gypsum Assemblies	$ 19,030	Wiljo
9B	Flooring & Wall Tile	$ 3,643	Bryan's
9C	Painting & Wall Covering	$ 18,599	Real Eagle
10A	Specialties	$ 1,818	Czarniecki
10B	Signage	$ 1,675	Vital Signs
13A	Pre-Engineered Metal Buildings - Supply & Erection	$ 167,000	Crossland Construction
21A	Fire Suppression	$ 48,900	Kanske Fire
22A	Plumbing	$ 164,214	Waggoners
23A	HVAC	$ 103,422	Dense Mechanical
26A	Electrical & Fire Alarm	$ 168,986	Prime
31A	Earthwork	$ 12,870	Hammer
	Allowances	$ 15,000	
	Subtotal Direct Costs	$ 907,141	
3.00%	Construction Contingency	$ 27,214	
	General Conditions		
	Project Requirements		
	Insurance	$ 7,008	
	Construction Management Fee	$ 34,360	
	Construction Total	$ 975,723	

Trade Specific Bid Tabs



Norman ECOC

Bid Package #4 (RV Storage Facility)

Trade Contract Identification

04 Site Prep, Grading & Paving

Trade Contractor - Bid Summary

Contractor:	Fiser Weatherford Oklahoma							
Base Bid:	$ 22,000							
Alt 1								
Alt 2								
Alt 3								
Alt 4								
Alt 5								
Alt 6								
Alt 7								
Alt 8								
Total w/ Alternates	$ 22,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Apparent Low Bid

Recommended Trade Contractor		Price
BASE BID =	Fiser Weatherford Oklahoma	$ 22,000.00
TOTAL w/ ALT =		$ 22,000.00

Trade Contract Identification

05 Overhead Doors

Trade Contractor - Bid Summary

Contractor:	GH Pace	Schuler Equipment						
Base Bid:	$ 84,984	$ 113,244						
Alt 1								
Alt 2								
Alt 3								
Alt 4								
Alt 5								
Alt 6								
Alt 7								
Alt 8								
Total w/ Alternates	$ 84,984	$ 113,244	$ -	$ -	$ -	$ -	$ -	$ -

Apparent Low Bid

Recommended Trade Contractor		Price
Alt 8 Bid =	GH Pace	$ 84,984.00
TOTAL w/ ALT =		$ 84,984.00

Trade Contract Identification

06 Painting & Wall Covering

Trade Contractor - Bid Summary

Contractors:		Reed Eagle	Modern Coatings	JS Blasting & Paint	Whitlock & Ewen Construction	Crowe P	Painter	
Base Bid:		$ 18,599	$ 46,000.00	$ 48,200.00	$ 22,330.00	$ 18,780.00	$ 43,800.00	
Alt 1								
Alt 2								
Alt 3								
Alt 4								
Alt 5								
Alt 6								
Alt 7								
Alt 8								
Total w/ Alternates	$ -	$ 18,599	$ 46,000	$ 48,200	$ 22,330	$ 18,780	$ 43,800	$ -

Apparent Low Bid

Recommended Trade Contractor		Price
BASE BID =	Reed Eagle	$ 18,599.00
TOTAL w/ ALT =		$ 18,599.00

Contractor:	Crossland Construction						
Base Bid:	$ 167,000						
Alt 1							
Alt 2							
Alt 3							
Alt 4							
Alt 5							
Alt 6							
Alt 7							
Alt 8							
Total w/ Alternates:	$ 167,000	$ -	$ -	$ -	$ -	$ -	$ -

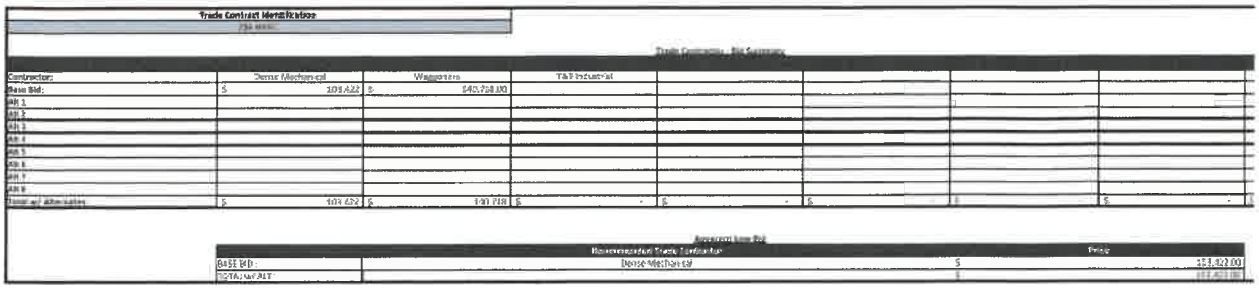
Recommended Trade Contractor	Price
BASE BID:	Crossland Construction	$ 167,000.00
TOTAL w/ ALT:		$ 167,000.00

Contractor:	Prairie Pro	Kinsler Pro					
Base Bid:	$ 50,000	$ 48,900					
Alt 1							
Alt 2							
Alt 3							
Alt 4							
Alt 5							
Alt 6							
Alt 7							
Alt 8							
Total w/ Alternates:	$ 50,000	$ 48,900	$ -	$ -	$ -	$ -	$ -

Recommended Trade Contractor	Price
BASE BID:	Kinsler Pro	$ 48,900.00
TOTAL w/ ALT:		$ 48,900.00

Contractor	T&T Plumbing	Waggoners					
Base Bid:	-	$ 166,214					
Alt 1	-						
Alt 2	-						
Alt 3	-						
Alt 4	-						
Alt 5	-						
Alt 6	-						
Alt 7	-						
Alt 8	-						
Total w/ Alternates:	$ -	$ 166,214	$ -	$ -	$ -	$ -	$ -

Recommended Trade Contractor	Price
BASE BID:	Waggoners	$ 166,214.00
TOTAL w/ ALT:		$ 166,214.00



Trade Contract Identification	
[illegible]	

Trade Contractor - Bid Summary

Contractor:	Dense Mechanical	Waggoner	T&T Industrial				
Base Bid:	$ 103,422	$ 140,718.00					
Alt 1							
Alt 2							
Alt 3							
Alt 4							
Alt 5							
Alt 6							
Alt 7							
Alt 8							
Total w/ Alternates	$ 103,422	$ 140,718	$ -	$ -	$ -	$ -	$ -

Awarded Trade Bid

	Recommended Trade Contractor	Price
BASE BID:	Dense Mechanical	$ 153,422.00
TOTAL AWARD		$ 153,422.00

Substantial Completion

Substantial Completion is set as September 30th, 2024. This is based on this amendment being executed within the acceptance period listed in Exhibit G.

Acceptance Period

1. Acceptance of GMP No. 2 is required on or before April 23rd, 2024

2. Should the pricing and terms of the GMP Amendment No. 2 not be accepted prior to the above referenced date, the pricing for the scope of work included with GMP Amendment No. 2 will need to be revaluated.

Norman ECOC
Bid Package #4 (RV Storage Facility)
Bid Tab

CROSSLAND CONSTRUCTION COMPANY, INC.

Norman ECOC		Bid Package #4 (RV Storage Facility)		Subcontractor
SF:	3,298			
Date:	4/3/2024			
BP#	Description	Bid Price		Subcontractor
3A	Concrete	$	72,000.00	Crossland Construction
6A	Architectural Millwork	$	3,000.00	Wood Systems
8A	Door Assemblies – Supply & Install	$	22,000.00	Piper Wetherford of Oklahoma
8D	Overhead Doors	$	84,984.00	DH Pace
9A	Gypsum Assemblies	$	19,030.00	Wiljo
9B	Flooring & Wall Tile	$	3,643.00	Bryan's
9C	Painting & Wall Covering	$	18,599.00	Real Eagle
10A	Specialties	$	1,818.00	Czarniecki
10B	Signage	$	1,675.00	Vital Signs
13A	Pre-Engineered Metal Buildings - Supply & Erection	$	167,000.00	Crossland Construction
21A	Fire Suppression	$	48,900.00	Kanske Fire
22A	Plumbing	$	164,214.00	Waggoners
23A	HVAC	$	103,422.00	Dense Mechanical
26A	Electrical & Fire Alarm	$	168,986.00	Prime
31A	Earthwork	$	12,870.00	Hammer
	Allowances	$	15,000.00	
	Subtotal Direct Costs	**$**	**907,141.00**	
3.00%	Construction Contingency	**$**	**27,214.23**	
	General Conditions			
	Project Requirements			
	Insurance	**$**	**7,007.66**	
	Construction Management Fee	**$**	**34,359.75**	
	Construction Total	**$**	**975,722.64**	

August 11, 2023

Honorable City Council Members
Honorable Trustees of the Norman Municipal Authority
201 West Gray Street
Norman, Oklahoma 73069

Dear Mayor Heikkila and Council Members:

The Public Safety Sales Tax (PSST) Oversight Committee met on August 10, 2023 and voted to communicate to Council a request for funding the construction of a vehicle storage facility as part of the Emergency Communications and Operations Center (ECOC) project in the amount of $875,000 from available city funding sources. The ECOC facility is a PSST project voted upon and approved by the citizens of Norman in 2015.

1. The plan to complete the ECOC project with a vehicle storage building was part of the original 2017 design. The facility was reluctantly removed during a value engineering process in 2019 and returned during the final design when funding for the full scope of the project (hardening, size, etc.) was provided in 2020. The vehicle facility is fully designed and was included as an alternative option in the construction guaranteed maximum price (GMP) bidding process completed earlier this year. Due to significant construction price increases in 2022, this alternate was not able to be funded with currently available resources.

2. The proposed approximately 3,300 square foot facility will allow for the safe and secured storage of the City of Norman Emergency Services Command Post, Emergency Management trailers and mass care equipment, and city outdoor warning system parts and materials. Total assessment of these items today is approximately $932,000. No alternative facility is currently available. These critical city resources, which are maintained by both the Norman Fire and Police Departments, are relied upon for use, by the city as a whole, to provide services and resources to our residents in critical times of need.

3. **The Committee recommends to Council that any and all avenues of funding be explored to fund the construction of the ECOC vehicle storage facility. Two options would include use of available fund balances of the Public Safety Sales Tax Fund or General Fund. This is an important need and is necessary to help ensure safe and efficient storage of these critical assets. The cost of the facility is less than the current value of the assets it will store on day one. Additionally, delaying the construction to a later project following**

completion of the main ECOC construction will result in unknown cost increases for future development. This action was approved 6-1 by the Committee.

We are glad to respond to any questions you may have regarding our discussion and this action.

Sincerely,

Linda Price, Chair
Public Safety Sales Tax Oversight Committee

EC: Public Safety Sales Tax Oversight Committee Members
Darrel Pyle, City Manager/NMA General Manager
Anthony Francisco, Finance Director/NMA Treasurer
Kathryn Walker, City Attorney/NMA General Counsel
Kevin Foster, Chief of Police
Travis King, Fire Chief

File Attachments for Item:

10. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO AND FINAL ACCEPTANCE OF CONTRACT K-2223-47: BY AND BETWEEN THE CITY OF NORMAN AND NASH CONSTRUCTION FOR THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT AND FUND TRANSFER AS DETAILED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2023

REQUESTER: Jason Murphy, Stormwater Program Manager

PRESENTER: Scott Sturtz, Interim Public Works Director

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO AND FINAL ACCEPTANCE OF CONTRACT K-2223-47: BY AND BETWEEN THE CITY OF NORMAN AND NASH CONSTRUCTION FOR THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT AND FUND TRANSFER AS DETAILED IN THE STAFF REPORT.

BACKGROUND:

For several years, residents of The Vineyard Addition have experienced property damage due to flooding. The Vineyard Additions is a residential subdivision located east of Porter Avenue and South of Tecumseh Road. In July 2015, the City hired Meshek and Associates to perform an analysis of flooding issues reported by the residents of The Vineyard Addition. This included a review of the previous drainage reports and studies that were available. Additional detailed modeling was done to determine if any structural changes could be made that would reduce the risk of flooding in this area.

Meshek and Associates provided preliminary and final project plans for this project. These plans propose to reduce the flood risk by expanding and re-grading the existing detention pond to increase the storm water storage. The existing sidewalk will be shifted several feet to the north to allow for the pond to be expanded. The dam on the eastern boundary of the pond will be raised approximately five feet above existing grade to provide additional storm water storage. Any water from the spillway will be conveyed across a new 7.5-foot-wide flume into Woodcrest Creek east of the new pond. The vertical wall on either side of the flume will vary in height along the length of the channel but will provide at least two feet of depth for stormwater storage and conveyance. This flume will also serve as a sidewalk for residents in the area. The existing discharge pipe will be upsized to address the modified flow. The detention pond and channel design will provide protection to residents from flooding caused by pond overtopping for storm events up to the 1 percent frequency storm.

The Oklahoma Department of Emergency Management and Homeland Security (ODEMHS) and Federal Emergency Management Agency (FEMA) provide disaster response and recovery assistance and pre-disaster mitigation grant funding for mitigation projects designed to prevent or reduce future loss of lives and property and/or minimize the costs of future disaster response and recovery. The Hazard Mitigation Grant Program provides federal funds up to 75% of the costs associated with hazard mitigation projects. The required 25% local match can be in the form of cash funding or "in kind" services.

Based on discussions with staff at Meshek and ODEMHS, the Vineyard Drainage Improvement Project was submitted for consideration, with City Manager approval, of a Hazard Mitigation Grant Program grant in the summer of 2019 at a cost of $753,600.00. In anticipation of approval, Meshek and Associates were consulted for an update of project costs in the summer/fall of 2021. The estimated cost of the project was increased to $893,590.45 based on increases of materials and other costs that occurred since the original application in 2019. The grant application was amended to reflect these new costs.

On January 19, 2022 the City was notified that the Vineyard Drainage Improvement Project was selected and approved by ODEMHS for $893,590.45. FEMA grants require the City to pay all costs up front and then receive reimbursement. The grant provides 75% of the project funds with a federal share in the amount of $670,192.84 and a 25% local match of $223,397.61. Reimbursed funds will be placed in revenue account Other Revenue-FEMA Stormwater (Account No. 225-333322).

On March 8, 2022, City Council accepted the Hazard Mitigation Grant Program grant in the amount of $893,590.45 and approved Contract K-2122-104 between the City of Norman and the Oklahoma Department of Emergency Management and Homeland Security entering in to a State and Local Agreement agreeing to comply with the rules of grant administration and the federal regulations regarding purchasing and expending federal funds. Details of the grant are shown below.

DR-4438-0012-OK	**Federal Share**	**Non-Federal Share**	**Total**
Project Costs	$670,192.84 (75%)	$223,397.61 (25%)	$893,590.45 (100%)
Subrecipient Management Costs	$0.00 (100%)	$0.00 (0%)	$0.00 (100%)
Total Obligation	$670,192.84	$223,397.61	$893,590.45

Bids were open on March 20, 2023, and Nash Construction of Oklahoma City was the low bidder.

On April 25, 2023, City Council approved Contract K-2223-47 with Nash Construction for the Vineyards Drainage Improvement Project for $728,216.25.

On September 26, 2023, City Council approved Change Order No. 1 to Contract K-2223-47 increasing the contract by $204,442.00 for a new contract price of $932,658.25.

DISCUSSION:

Construction projects are awarded to the lowest responsible bidder. Contractor bids are determined using estimated plan quantities multiplied by the contractor's unit prices for all bid items of the contract. The total of all of these costs represents the contractor's bid. During construction, each quantity is verified in the field and the contractor is to be reimbursed based on the actual quantity of materials and/or labor used.

Of the thirty one (31) bid items, nine (9) items had a quantity change. Two (2) quantity change resulted in decreased costs, while seven (7) quantity changes resulted in increased costs for an overall increase of $90,749.00 or 9.73%. The overall contract increased from $932,658.25 to $1,023,409.25. Please see the attached Change Order No. 2 for a complete list of bid item cost increases and decreases.

Funds exist for Change Order No. 2 in the FYE 2023 Butler Drive Project (No. DR0026, Acct. No. 50599968-46101 Construction) which was completed January 24, 2023.

The final payment amount owed to Nash Construction is $51,170.46, which includes the full 5% retainage.

RECOMMENDATION 1:

Staff recommends that Change Order No. 2, increasing Contract K-2324-47 for the Vineyards Drainage Improvement Project with Nash Construction by $90,749.00 be approved.

RECOMMENDATION 2:

Staff further recommends that funds be transferred from the FYE 2023 Butler Drive Project (No. DR0026, Acct. No. 50599968-46101 Construction) to the Vineyards Drainage Improvement Project (No. DR0020, Acct. No. 50595528-46101 Construction) in the amount of $90,749.00.

RECOMMENDATION 3:

Staff further recommends final acceptance of the Vineyards Drainage Improvement Project, Contract K-2223-47, and final payment to Nash Construction be approved in the amount of $51,170.46.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 2

DATE: April 23, 2024

CONTRACT NO.: K-2223-47

SUBMITTED BY: Jason Murphy

PROJECT: Vineyards Drainage Improvement Project

CONTRACTOR: Nash Construction
700 S. Irving
Oklahoma City, Oklahoma 73129

Original Completion Date: November 11, 2023

Previous Completion Date: November 11, 2023

ORIGINAL CONTRACT AMOUNT $ 728,216.25

(Increase) this change order 139 Calendar Days

New Completion Date: March 29, 2024

PRESENT CONTRACT AMOUNT $ 932,658.25

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	$97,870.00	$7,121.00

NET CHANGE $90,749.00

REVISED CONTRACT AMOUNT $1,023,409.25

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2223-47 Vineyard Drainage Improvement Project
Change Order No. 2

ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
2	Unclassified Excavation (2)	CY	3319.00	2875.00		$15.00	$43,125.00	
14	Class A Concrete	CY	297.20	7.80		$400.00	$3,120.00	
15	Class C Concrete	CY	17.00		7.80	$370.00		$2,886.00
18	4" Concrete Sidewalk	SF	1576.00	944.00		$6.00	$5,664.00	
20	Removal of Structures and Obstructions	LSum	2.00	3.90		$10,000.00	$39,000.00	
25	Fence-Style CLF (4' High)(Black Vinyl Coated	LF	145.00	40.00		$46.25	$1,850.00	
26	Fence-Post and Rail	LF	148.00	32.00		$24.25	$776.00	
27	(PL) Wood Privacy Fence (6')	LF	488.00	85.00		$51.00	$4,335.00	
28	(PL) Wood Privacy Fence (8')	LF	475.00		55.00	$77.00		$4,235.00
					TOTALS		$97,870.00	$7,121.00
					DIFFERENCE		$90,749.00	

CONTRACTOR: William K Nash DATE: 02 APR 2024

ENGINEER: Brandy Brooks DATE: 4/3/2024

CITY ATTORNEY: Elizabeth Wilson DATE: 4/18/24

ACCEPTED BY: _____ DATE: _____
(City Manager)

City of Norman
Purchasing Division
P.O. Box 370
Norman, OK 73070

AFFIDAVIT

State of Oklahoma

County of Oklahoma

PO No.

Invoice No. Final Retainage

Amount $ 51,170.46

In accordance with the Constitution of the State of Oklahoma Title 62, Section 310.9, this form must be completed and Submitted before any invoice over $12,500.00 can be processed for payment.

The undersigned CONTRACTOR, of lawful age, being duly sworn, on oath says that this invoice or claim is true and correct and that (s)he is authorized to submit the invoice pursuant to an approved Contract. Affidavit further states that the work as shown by this invoice have been completed in accordance with the plans, specifications furnished the Affidavit. Affidavit further states that (s)he has made no payment, given, or donated or agreed to pay, give or donate, either directly or indirectly, to any elected official, officer or employee of the City of Norman, or money or any other thing of value to obtain payment of the invoice or procure award of this Contract order pursuant to which an invoice is submitted.

Nash Construction Company
Company Name

By: Architect, Contractor, Supplier,
Engineer or Supervisory Official

Subscribed and sworn to before me this 1st day of April, 2024.

ASHLEY S. NASH NOTARY PUBLIC # 20013663 EXP. 11/05/24 STATE OF OKLAHOMA

Notary Public
(or officer having power to administer oaths)

My Commission Expires:

11/05/2024

BID: 2223-18
Contract #: K-2223-47
Project Title: Vineyard Drainage Improvement Project

APPLICATION AND CERTIFICATE FOR PAYMENT

LOCATION: NORMAN OK

ENGINEER:

TO: CITY OF NORMAN

CONTRACTOR: Nash Construction Company

APPLICATION DATE: 04/01/2024 APPLICATION NO. Final Re

PERIOD FROM: 03/01/2024 TO: 03/31/2024

CHANGE ORDER SUMMARY
Change Orders approved
in previous months by Owner

	ADDITIONS $	DEDUCTIONS $
TOTAL		

Subsequent Change Orders

Number	Approved Date		
1	09/26/2023	$223,984.00	$19,542.00
	TOTALS	$ 204,442.00	
Net change by Change Orders			

Application is made for Payment, as shown below, in connection with the Contract. The present status of the account for this Contract is as follows:

ORIGINAL CONTRACT SUM	$ 728,216.25
Net change by Change Orders	$ 204,442.00
CONTRACT SUM TO DATE	$ 932,658.25
TOTAL COMPLETED & STORED TO DATE	$ 1,023,409.25
RETAINAGE _____ %	$
TOTAL EARNED LESS RETAINAGE	$ 1,023,409.25
LESS PREVIOUS CERTIFICATES FOR PAYMENT	$ 972,238.79
	$ 51,170.46

The undersigned Contractor certifies that the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by them for work for which previous Certificates for Payment were issued and payments received from the City, and that the current payment shown herein is now due.

CONTRACTOR:
By: William B. Nash Date: 4/1/24

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Inspector certifies to the City that to the best of the Inspector's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED. $_____

INSPECTOR:
BY:_____

ENGINEER/OWNER
BY: _____

To: CITY OF NORMAN ENGINEERING DIVISION
Re: BID 2223-18 Vineyard Drainage Improvements

PAY ESTIMATE: Final Retainage
DATE: 1-Apr-24

APPLICATION AND CERTIFICATE FOR PAYMENT

Work Completed Through: 31-Mar-24

Item	Description	Unit	Estimated Quantity	Change Order Quantity	Total Quantity Bid+CO	Unit Price	Estimated Contract Value	Quantity This Estimate	Previous Estimated Quantity	Quantity to Date	Percent Complete	Value of Work this Estimate	Value of Work to Date
1	Clearing & Grubbing	ls	1.00		1.00	$ 12,189.00	12,189.00	0.00	1.00	1.00	100.00%	0.00	12,189.00
2	Unclassified Excavation	cy	2,253.0	1,066.0	3,319.00	$ 15.00	49,785.00	1,500.00	4,694.00	6,194.00	186.62%	22,500.00	92,910.00
3	Select Borrow	cy	1,225.0		1,225.00	$ 30.00	36,750.00	0.00	1,225.00	1,225.00	100.00%	0.00	36,750.00
4	Temporary Silt Fence	lf	1,650.0		1,650.00	$ 5.50	9,075.00	0.00	1,650.00	1,650.00	100.00%	0.00	9,075.00
5	Temporary Dilt Dike	lf	124.0		124.00	$ 13.50	1,674.00	0.00	124.00	124.00	100.00%	0.00	1,674.00
6	Nylon Erosion Control Mat	sy	71.0		71.00	$ 114.00	8,094.00	71.00	0.00	71.00	100.00%	8,094.00	8,094.00
7	Solid Slb Sod **(Like Kind)**	sy	6,266.0		6,266.00	$ 9.00	56,394.00	6,266.00	0.00	6,266.00	100.00%	56,394.00	56,394.00
8	Remove Trees 6" to 12" in Diameter	ea	99.0	74.0	173.00	$ 200.00	34,600.00	0.00	173.00	173.00	100.00%	0.00	34,600.00
9	Remove Trees 13" to 18" in Diameter	ea	25.0	57.0	82.00	$ 800.00	65,600.00	0.00	82.00	82.00	100.00%	0.00	65,600.00
10	Remove Trees 19" to 24" in Diameter	ea	5.0	39.0	44.00	$ 1,500.00	66,000.00	0.00	44.00	44.00	100.00%	0.00	66,000.00
11	Remove Trees 25" & more in Diameter	ea	5.0	15.0	20.00	$ 2,000.00	40,000.00	0.00	20.00	20.00	100.00%	0.00	40,000.00
12	Subgrade Methd B	sy	983.0		983.00	$ 5.00	4,915.00	0.00	983.00	983.00	100.00%	0.00	4,915.00
13	Granular Backfill **(#57 Crushed Stone)**	cy	782.0		782.00	$ 50.00	39,100.00	0.00	782.00	782.00	100.00%	0.00	39,100.00
14	Class A Concrete **-Includes Shoring & Equipment Rental**	LF	305.0		305.00	$ 400.00	122,000.00	0.00	305.00	305.00	100.00%	0.00	122,000.00
15	Class C Concrete	cy	17.0	-7.8	9.20	$ 370.00	3,404.00	0.00	9.20	9.20	100.00%	0.00	3,404.00
16	Reinforcing Steel	lbs	25,000.0	5,825.0	30,825.00	$ 4.00	123,300.00	0.00	30,825.50	30,825.50	100.00%	0.00	123,302.00
17	Filter Fabric	sy	3,747.0		3,747.00	$ 4.00	14,988.00	0.00	3,747.00	3,747.00	100.00%	0.00	14,988.00
18	4" Concrete Sidewalk	sf	1,576.0		1,576.00	$ 6.00	9,456.00	1,340.00	1,180.00	2,520.00	159.90%	8,040.00	15,120.00
19	24" HP Polypropylene Pipe (HP Storm Pipe) - **Includes Orange Safety Fence**	lf	1,040.0		1,040.00	$ 80.00	83,200.00	0.00	1,040.00	1,040.00	100.00%	0.00	83,200.00
20	Removal of Structures & Obstructions	ls	1.0	1.0	2.00	$ 10,000.00	20,000.00	0.00	5.90	5.90	295.00%	0.00	59,000.00
21	Removal of Fence	lf	818.0		818.00	$ 2.00	1,636.00	0.00	818.00	818.00	100.00%	0.00	1,636.00
22	Removal of Sidewalk	lf	348.0		348.00	$ 10.00	3,480.00	0.00	348.00	348.00	100.00%	0.00	3,480.00
23	Removal of Existing Pipe	lf	486.0		486.00	$ 10.00	4,860.00	0.00	486.00	486.00	100.00%	0.00	4,860.00
24	Removal of Headwall	ea	1.0		1.00	$ 2,000.00	2,000.00	0.00	1.00	1.00	100.00%	0.00	2,000.00
25	Fence -Style CLF **(4' High)(Black Vinyl Coated)**	lf	145.0		145.00	$ 46.25	6,706.25	0.00	185.00	185.00	127.59%	0.00	8,556.25
26	Fence Post & Rail	lf	148.0		148.00	$ 24.25	3,589.00	180.00	0.00	180.00	121.62%	4,365.00	4,365.00
27	(PL) Wood Privacy Fence (6')	lf	810.0	-322.0	488.00	$ 51.00	24,888.00	0.00	573.00	573.00	117.42%	0.00	29,223.00
28	(PL) Wood Privace Fence (8")	lf	153.0	322.0	475.00	$ 77.00	36,575.00	0.00	420.00	420.00	88.42%	0.00	32,340.00
29	Mobilization - **Includes Constrution Enternce & Traffic Control**	ls	1.0		1.00	$ 25,000.00	25,000.00	0.00	1.00	1.00	100.00%	0.00	25,000.00
30	Construction Staking	ls	1.0		1.00	$ 12,634.00	12,634.00	0.00	1.00	1.00	100.00%	0.00	12,634.00
31	Urban R/W Restoration - **Includes items mentioned on plan notes**	ls	1.0	0.1	1.10	$ 10,000.00	11,000.00	1.10	0.00	1.10	100.00%	11,000.00	11,000.00
					$ Total Base Bid		932,892.25			Percent Complete	109.70%	0.00	0.00

Original Contract Amount	$	932,892.25
New Contract Amount	$	
Contract Amendments	$	
Current Contract Amount	$	932,892.25

Previous Amount	Payment Amount
$ -	$
$ -	$
$ -	$
$ -	$

EARNING TO DATE	$	1,023,409.25
LESS PREVIOUS ESTIMATE	$	972,238.79
TOTAL RETAINAGE DUE	$	51,170.46

File Attachments for Item:

11. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER FOUR AND FINAL ACCEPTANCE TO CONTRACT K-2223-114: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY IN THE AMOUNT OF $2,040,703.65 AND CHANGE ORDER FOUR INCREASING THE CONTRACT BY $77,777.15 FOR A REVISED CONTRACT AMOUNT OF $2,118,480.80 FOR THE 12TH AVENUE N.E. AT HIGH MEADOWS DRIVE INTERSECTION IMPROVEMENT PROJECT, BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT TO PAY THE CONTRACTOR AND FOR MATERIAL TESTING SERVICES, AND FINAL CLOSE-OUT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER FOUR AND FINAL ACCEPTANCE TO CONTRACT K-2223-114: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY IN THE AMOUNT OF $2,040,703.65 AND CHANGE ORDER FOUR INCREASING THE CONTRACT BY $77,777.15 FOR A REVISED CONTRACT AMOUNT OF $2,118,480.80 FOR THE 12TH AVENUE N.E. AT HIGH MEADOWS DRIVE INTERSECTION IMPROVEMENT PROJECT, BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT TO PAY THE CONTRACTOR AND FOR MATERIAL TESTING SERVICES, AND FINAL CLOSE-OUT.

BACKGROUND:

The intersection of 12th Avenue NE and High Meadows Drive is a three-legged intersection that was signalized in 1993 without roadway improvements to provide a southbound left turn on 12th Avenue NE onto High Meadows Drive. The intersection is located north of Robinson Street with High Meadows Drive providing access to Eisenhower Elementary School and surrounding residential neighborhoods. The ever-increasing volume of traffic and the resulting increase of collisions have exposed the need for a dedicated turn lane and traffic signal modifications at this intersection.

Installing the southbound left turn lane requires widening of the existing four-lane section at the intersection. This project also provides the opportunity for the City to upgrade the signal interconnect system along 12th Avenue NE with fiber optic cable between Robinson Street and Rock Creek Road.

This section of 12th Avenue NE in Norman also serves as U.S. Highway 77. The Oklahoma Department of Transportation (ODOT) maintains jurisdiction over maintenance and improvements to the highway. However, 12th Avenue NE also serves as a major arterial street in Norman and intersects with many other city streets. While the City is responsible for the design of intersection signalization projects on 12th Avenue NE, future construction must be coordinated with ODOT. On August 1, 2017, City Council held a study session to discuss the Griffin Park Sports Complex Master Plan, which includes additional improvements to the adjacent transportation network.

DISCUSSION:

One of the transportation network improvements recommended in the Griffin Park Sports Complex Master Plan called for a new access point off of 12th Avenue NE (see attachment). This new access affects the on-going design of the improvements at the High Meadows intersection.

Following numerous discussions with ODOT, it was determined that the City of Norman would be responsible for bidding the project, utility relocation, acquisition of any right-of-way to construct the project, and the construction administration. The City of Norman is to invoice ODOT for 80% of the construction costs.

Bids were opened for the construction project on March 2, 2023. With a bid of $2,023,453.65, Rudy Construction Co., of Oklahoma City, was the apparent low bidder. The project is now substantially complete. Over the course of construction, three change orders were approved increasing the contract amount to $2,040,703.65. As the project is being closed out, the need for Change Order No. 4 in the amount of $77,777.15 to account for various project overruns during construction was determined. A copy of Change Order 4, resulting in a final contract amount of $2,118,480.80, is attached.

The ODOT share of $1,630,622.92 will be recorded to revenue account State Grant Revenue (Account 225-331380) when received. These funds were paid out by the City from the Special Grants Fund, 12th Avenue NE & High Meadows Drive, Construction (Account 22590079-46101; Project TR0051). This ODOT share was calculated as 80 percent of the original bid. The funding agreement states that all overruns would be the responsibility of the City to pay.

A previous Council Agenda Item on October 10, 2023, was approved to be able to pay for material testing services needed for the project. However, that item contained an error in the account whereby funds were to be taken. As a result, there have not been funds in the construction account to pay for these testing services. In total, $8,000 is needed to pay for these material testing services. Therefore, an additional $85,777.15 is needed to be able to pay all the remaining bills and close out this project.

Available funds have been identified in two accounts that could be used to pay the remaining bills for the High Meadows project. These include East Interstate Drive – Main to Robinson Project, Materials (Account 50596692-46301; Project SC0648) and Lindsey Street, 12 Avenue SE – Creekside, Construction (Account 50597718-46101; Project SC0671).

RECOMMENDATION 1:

Staff recommends approval of Change Order 4 to Contract K-2223-114 with Rudy Construction Company in the total amount of $77,777.15 for a revised, final construction amount of $2,118,480.80 for construction services associated with the modifications to 12th Avenue NE intersection with High Meadows Drive.

RECOMMENDATION 2:

Staff recommends the following transfer of funds to pay for the construction related services associated with Change Order 4 and the material testing services on the project.

Losing Account					Gaining Account				
Description	Project #	Org	Object	Transfer Amount	Description	Project #	Org	Object	Transfer Amount
E Interstate Dr:Main-Robn	SC0648	50596692	46301	-$69,511.38	12thAveNE& Highmeadows Dr	TR0051	50590079	46101	+$69,511.38
Lindsey St: 12th Ave SE - Creekside	SC0671	50597718	46101	-$16,265.77	12thAveNE& Highmeadows Dr	TR0051	50590079	46101	+$16,265.77

RECOMMENDATION 3:

Staff recommends the authorization of final close out on the project.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 004 DATE: April 3, 2024

CONTRACT NO.: K-2223-114 SUBMITTED BY: David Riesland

PROJECT: 12th Avenue NE & High Meadows Drive Intersection Improvements

CONTRACTOR: Rudy Construction Co.
P.O. Box 14575
Oklahoma City, Oklahoma 73113

Original Contract Time 180 days ORIGINAL CONTRACT AMOUNT $ 2,040,703.65

DESCRIPTION	DECREASE	INCREASE
Change in Pay Quantities	$0	$77,777.15
Change in Contract Time	0 Days	0 Days

NET CHANGE $77,777.15

REVISED CONTRACT AMOUNT $2,118,480.80

See Detailed Quantity Change Summary on Page 2 of 2.

Detail Quantity Change:

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	CO No. 4 QUANTITY	QUANTITY CHANGE	COST CHANGE
007	Solid Slab Sod	S.Y. $3.50	4,398.00	7,544.44	11,938.88	26,405.54
008	Aggregate Base Type A	C.Y. $85.00	714.00	64.47	778.47	5,479.95
016	P.C. Concrete Pavement (7")	S.Y. $23.00	730.00	150.42	880.42	3,459.66
017	P.C. Concrete for Pavement	C.Y. $260.00	142.00	68.20	210.20	17,732.00
023	6" Concrete Driveway	S.Y. $110.00	32.00	146.00	178.00	16,060.00
046	Removal of Sidewalk	S.Y. $12.00	206.00	720.00	926.00	8,640.00
	TOTAL COST CHANGE					$77,777.15

CONTRACTOR: _____ DATE: 4-16-24

ENGINEER: _____ DATE: 4-5-24

CITY ATTORNEY: Elisabeth Ludeka DATE: 4/18/24

ACCEPTED BY: _____ DATE: _____
(City Manager)

File Attachments for Item:

12. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2223-164: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RIVER NORTH TRANSIT, LLC, (VIA TRANSPORTATION, INC.), IN THE AMOUNT OF $39,225, FOR A REVISED NOT-TO-EXCEED AMOUNT OF $799,768, FOR EXPANSION OF THE NORMAN ON-DEMAND MICROTRANSIT PILOT PROGRAM; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Scott Sturtz, P. E., Interim Public Works Director

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2223-164: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RIVER NORTH TRANSIT, LLC, (VIA TRANSPORTATION, INC.), IN THE AMOUNT OF $39,225, FOR A REVISED NOT-TO-EXCEED AMOUNT OF $799,768, FOR EXPANSION OF THE NORMAN ON-DEMAND MICROTRANSIT PILOT PROGRAM; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Over the course of fiscal year 2021-2022 (FYE 2022), City staff presented and discussed many modes of transit which prompted a request from Council for a deeper understanding of microtransit. This type of service is relatively new and intended to help fill gaps left between public fixed route bus service and the privatized taxi or rideshare services that many people are familiar with.

At the conclusion of FYE 2022, the City Council amended the FYE 2023 budget to allocate $750,000 for a microtransit pilot program. In an effort to bring in expertise and fine tune what the service would look like, the City hired the consulting firm HNTB to better understand the goals of the City and explore alternative solutions within the microtransit industry that would meet those goals.

City staff and HNTB conducted two workshops with Council on October 18, 2022 and January 3, 2023 respectively. Following feedback from Councilmembers through those workshops, two recommendations were made. The first was for a microtransit pilot program consisting of turnkey microtransit service that would operate in the late evenings, Monday through Saturday either from 6pm-12am or 7pm-1am, as well as Sundays from 10am-6pm. The second recommendation was to invest in more robust software to improve existing paratransit service in partnership with EMBARK. The recommendation suggested this service be offered in a defined zone and limited in size, which could be proposed by potential vendors as a response to a Request for Proposal (RFP).

City staff and HNTB then worked to create RFP-2223-59, and proposals were scored by the selection committee using the evaluation criteria in the RFP which included: responsiveness to scope of work, past performance and references, cost, qualifications of project staff, qualifications of firm, and if the proposal included an Oklahoma-based firm or satellite office.

At the conclusion of the evaluation process, River North Transit, LLC (a wholly owned subsidiary of Via Transportation, Inc.) was selected as the most qualified proposer and Council approved Contract K-2223-164 on June 27, 2023. It is expected that some of the specifics of the service, such as the zone or fare, may be altered during the pilot period as both parties gain better understanding of the travel demands during the pilot program.

The requirements for operating characteristics and metrics listed below were included in the RFP and will be used as a part of the evaluation of the pilot program. It should be noted that the estimates from River North Transit's (Via's) proposal meets or exceeds each of these characteristics.

- Average walking distance: less than 0.10 miles.
- Maximum walking distance: less than 0.25 miles.
- Average wait time: less than 15 minutes.
- Maximum wait time: 20 minutes
- Percentage of on-time ride requests: 80%
- Average time added to shared trips: less than 8 minutes.

In the Spring of 2023, as Norman was concluding the RFP process, OU was looking to begin a similar process for their SafeRide program which offers students free rides Thurs-Sat 10pm-3am. It was identified that there may be efficiencies in combining resources to have 1 late night transit service for the community. Staff from both the City of Norman and OU worked together to combine resources with a goal of expanding the City and Via proposed service to incorporate the University's SafeRide program. On Aug. 8, 2023, Council approved Amendment 1 to K-2223-164 with River North Transit (Via Transportation) and its companion agenda item contract K-2324-50 with OU for Microtransit Services to include the SafeRide program.

This microtransit service is contracted for 12 months or until August 21, 2024; City Council may choose to extend the services as a part of the FYE 2025 budget process.

DISCUSSION:

At a Council Conference meeting on February 27, 2024, staff gave a presentation reviewing the Norman On-Demand microtransit pilot program data collected so far. This presentation covered engagement from OU students and the general public, ridership per service hour, service performance against the key performance indicators that were initially established, cost vs revenue, and some of the results of a customer satisfaction survey. In addition, Council had requested staff review expanding the service further west to encompass areas in the area of Ed Noble Parkway.

Included in the presentation were options from River North Transit, LLC (Via) for expanding the service map and extending Thursday, Friday, and Saturday late evening hours for the remainder of the existing contract, or through the summer months. Staff requested guidance on how to move forward regarding both expansion of the current service and whether to extend the pilot

program for another year. Council concurred that their desire was for the service to be expanded as presented and to extend the pilot for another year. However, once staff had more discussions with University staff, to decrease costs it was recommended to proceed with the zone expansion but not the extended hours for late night Thursday, Friday, and Saturday. This is due to the decrease in demand for SafeRide services the University has seen in the last few years during the summer months. However, the amendment does provide for OU students to continue receiving free fare for SafeRide over the summer on Thursday, Friday, and Saturdays from 10pm-1am.

The attached Amendment 2 to contract K-2223-164 shows River North Transit, LLC (Via) agreeing to the expansion of the microtransit pilot program starting on May 1, 2024, through the remainder of the existing contract at an additional not-to-exceed amount of $39,225 for a total contract not-to-exceed amount of $799,768. These are costs associated with incorporating the expansion of service area and the need for an additional vehicle. Specifically this amendment includes:

- Expanding the zone west as shown in the attached agreement.
- Increasing the number of vehicles from 5 to 6.
- Providing free fare for OU students for SafeRide services in the summer months, May 12, 2024 through August 21, 2024, on Thursday, Friday, and Saturdays from 10pm-1am.

It is recommended that an appropriation from General Fund Balance in the amount of $39,225 be allocated into the Transit and Parking Fund, Miscellaneous Services – Transit Operation Contract (account number 27550277-44766) to cover the costs associated with this expansion for the remainder of the existing contract.

Please note that this is a companion item to the proposed Amendment 1 to Contract K-2324-50 between the University and the City (K-2324-50; Amendment 1).

RECOMMENDATION:

1. Staff recommends that City Council approve Amendment 2 to contract K-2223-164 by and between the City of Norman, Oklahoma, and River North Transit, LLC (Via Transportation, Inc.) in the amount of $39,225 for a revised not-to-exceed amount of $799,768 for the expansion of microtransit pilot program as outlined in the staff report and in the revised Exhibit A: Scope of Services found in K-2223-164-AMD-2.

2. Staff recommends that an appropriation of $39,225 be made from the General Fund Balance (account 10-29000) to the Transit and Parking Fund, Miscellaneous Services – Transit Operation Contract (account number 27550277-44766).

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Amendment #2
to the
Exhibit A (Scope of Services)

River North Transit, LLC ("**Consultant**"), a wholly owned subsidiary of Via Transportation, Inc. ("**Via**") and the City of Norman, a municipal corporation ("**Customer**" and, together with Via, the "**Parties**") have entered into that certain agreement titled AGREEMENT FOR MICROTRANSIT SERVICES dated June 27, 2023 and modified by Amendment #1 to the MICROTRANSIT SERVICES BETWEEN THE CITY OF NORMAN AND RIVER NORTH TRANSIT, LLC dated August 8, 2023 (together, the "**Agreement**"). Upon execution of this Amendment #**2** (the "**Amendment**"), the Parties agree to modify the Agreement as follows:

1. **Amendment.** Section "Fees" of the Agreement is modified to read as follows:
    a. The total contract value shall not exceed $799,767.55 for the initial contract term.

2. **Amendment.** Section "Fees" of the Agreement is modified by replacing the first table therein with the following table:

Norman, OK: Via Total Not-to-Exceed Contract Value		
	Price per Driver Hour	**Total Price**
Fixed (Upfront Costs)	N/A	$83,078
Additional Wrapped WAV		$16,370
Total Upfront Cost		**$99,448**
Project Management & Other Operations*	$32.83	$242,450
Driver Pay (Incl. WAV)	$56.11	$414,372
Customer Service	$5.89	$43,498
Total Cost per Driver Hour	**$94.83**	**$700,320**
Total Not-to-Exceed Cost to Norman, OK		**$799,768**

Note: Pricing excludes all taxes and assumes service hours of August 21, 2023 to May 11, 2024 - 7:00 PM to 1:00 AM on Monday through Wednesday; 7:00 PM to 3:00 AM on Thursday through Saturday; 10:00 AM to 6:00 PM on Sundays. All other days during the term of the Agreement 7:00 PM to 1:00 AM on Monday through Saturday; 10:00 AM to 6:00 PM on Sundays.

- Includes IT hosting, technology access, operations support, and other miscellaneous costs.

Driver Hours Summary:

Total Implied Driver Hours	7,385
Total Implied Driver Hours (Weekly) August 21, 2023 - April 30, 2024	137
Total Implied Driver Hours (Weekly) May 1, 2024 - August 20, 2024	152

Service Hours Summary:

Total Implied Service Hours	2,528

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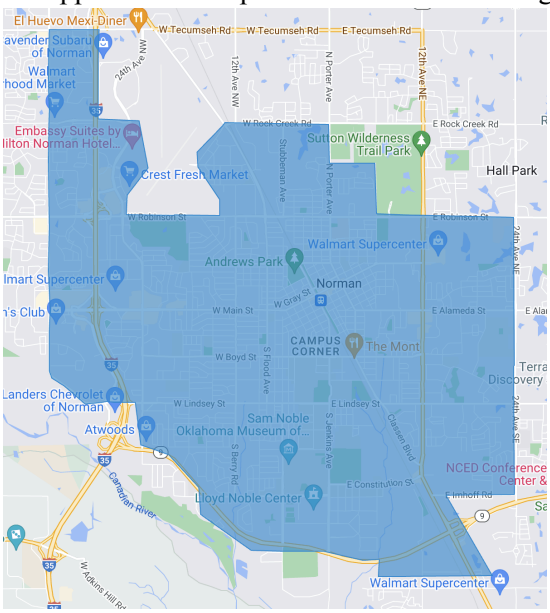
Total Implied Service Hours (Weekly)	49

3. **Amendment.** Section "Service Parameters" of the Agreement is modified to read as follows:
   a. Geographic Coverage Zone: Approximately 18.8 square miles coverage zone in Norman, OK with an approximate shape as indicated in the image below.
      i. 

   b. Fleet: The Vehicle Provider will offer a fleet of up to six (6) branded, licensed and insured vehicles, to be made available to independent contractor Driver Partners, who will be able to gain access to these vehicles after being registered onto the Platform. One of these six (6) vehicles will be treated as a spare vehicle, which will only be used if one of the core fleet vehicles becomes inoperable. If the branded vehicle fleet is not sufficient to meet service requirements for any reason, Consultant may supplement the fleet with a temporary fleet that would include other makes and models, as necessary in order to increase the supply of vehicle hours. Such vehicles may be unwrapped and identified by magnets.

4. **Conflicts, Use of Terms, Governing Law.** Capitalized terms used but not defined herein have the meanings set forth in the Agreement. Except as expressly provided herein, the terms and conditions of the Agreement remain unchanged. This Amendment #2 will be governed by the same law as the Agreement and is effective as of April 24, 2024.

RIVER NORTH TRANSIT, LLC

By: DocuSigned by: Dillon Twombly 3D9717A739E245B...

Name: Dillon Twombly

Title: Manager

Date: 4/18/2024

City of Norman

By:

Name:

Title:

Date:

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-50: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE UNIVERSITY OF OKLAHOMA FOR EXPANSION OF THE NORMAN ON-DEMAND MICROTRANSIT PILOT PROGRAM AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Scott Sturtz, P. E., Interim Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-50: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE UNIVERSITY OF OKLAHOMA FOR EXPANSION OF THE NORMAN ON-DEMAND MICROTRANSIT PILOT PROGRAM AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Over the course of fiscal year 2021-2022 (FYE 2022), City staff presented and discussed many modes of transit which prompted a request from Council for a deeper understanding of microtransit. This type of service is relatively new and intended to help fill gaps left between public fixed route bus service and the privatized taxi or rideshare services that many people are familiar with.

At the conclusion of FYE 2022, Council amended the FYE 2023 budget to include $750,000 for a Microtransit Pilot program. In an effort to bring in expertise and fine tune what the service would look like, the City hired the consulting firm HNTB to better understand the goals of the City and explore alternative solutions within the microtransit industry that would meet those goals.

City staff and HNTB conducted two workshops with Council on October 18, 2022 and January 3, 2023 respectively. Following feedback from Councilmembers through those workshops, two recommendations were made. The first was for a microtransit pilot program consisting of turnkey microtransit service that would operate in the late evenings, Monday through Saturday either from 6pm-12am or 7pm-1am, as well as Sundays from 10am-6pm. The second recommendation was to invest in more robust software to improve existing paratransit service in partnership with EMBARK. The recommendation suggests this service be offered in a defined zone and limited in size, which could be proposed by potential vendors as a response to a Request for Proposal (RFP).

City staff and HNTB then worked to create RFP-2223-59, and proposals were scored by the selection committee using the evaluation criteria in the RFP which included: responsiveness to scope of work, past performance and references, cost, qualifications of project staff, qualifications of firm, and if the proposal included an Oklahoma-based firm or satellite office.

At the conclusion of the evaluation process, River North Transit, LLC (a wholly owned subsidiary of Via Transportation, Inc.) was selected as the most qualified proposer and Council approved Contract K-2223-164 on June 27, 2023. It is expected that some of the specifics of the service, such as the zone or fare, may be altered during the pilot period as both parties gain better understanding of the travel demands during the pilot program.

The requirements for operating characteristics and metrics listed below were included in the RFP and will be used as a part of the evaluation of the pilot program. It should be noted that the estimates from River North Transit's (Via's) proposal meets or exceeds each of these characteristics.

- Average walking distance: less than 0.10 miles.
- Maximum walking distance: less than 0.25 miles.
- Average wait time: less than 15 minutes.
- Maximum wait time: 20 minutes
- Percentage of on-time ride requests: 80%
- Average time added to shared trips: less than 8 minutes.

In the Spring of 2023, as Norman was concluding the RFP process, OU was looking to begin a similar process for their SafeRide program which offers students free rides Thurs-Sat 10pm-3am. It was identified that there may be efficiencies in combining resources to have 1 late night transit service for the community. Staff from both the City of Norman and OU worked together to combine resources with a goal of expanding the City and Via proposed service to incorporate the University's SafeRide program. On Aug. 8, 2023, Council approved Amendment 1 to K-2223-164 with River North Transit (Via Transportation) and its companion agenda item contract K-2324-50 with OU for Microtransit Services to include the SafeRide program.

This microtransit service is contracted for 12 months or until August 21, 2024, City Council may choose to extend the services as a part of the FYE 2025 budget process.

DISCUSSION:

At a Council Conference meeting on February 27, 2024, staff gave a presentation reviewing the Norman On-Demand microtransit pilot program data collected so far. This presentation covered engagement from OU students and the general public, ridership per service hour, service performance against the key performance indicators that were initially established, cost vs revenue, and some of the results of a customer satisfaction survey. In addition, Council had requested staff review expanding the service further west to encompass areas in the area of Ed Noble Parkway.

Included in the presentation were options from River North Transit, LLC (Via) for expanding the service map and extending Thursday, Friday, and Saturday late evening hours for the remainder of the existing contract. Staff requested guidance on how to move forward regarding both expansion of the current service and whether to extend the pilot program for another year. Council concurred that their desire was for the service to be expanded as presented and to extend the pilot for another year. However, once staff had more discussions with University staff, to decreases costs it was recommended to proceed with the zone expansion but not the extended hours for late night Thursday, Friday, and Saturday. This is due to the decrease in demand for SafeRide services the University has seen in the last few years during the summer

months. However, the amendment does provide for OU students to continue receiving free fare for SafeRide over the summer on Thursday, Friday, and Saturdays from 10pm-1am.

The attached Amendment 1 to Contract K-2324-50 (K-2324-50-AMD-1) shows the University agreeing to expand the existing microtransit pilot program starting on May 1, 2024, through the remainder of the City's existing contract, thereby extending the University's contract through August 21, 2024. Specifically this expansion includes:

- Expanding the zone west as shown in the attached agreement.
- Increasing the number of vehicles from 5 to 6.
- Providing free fare for OU students for SafeRide services in the summer months, May 12, 2024 through August 21, 2024, on Thursday, Friday, and Saturdays from 10pm-1am.

Please note that this is a companion item to Via's contract K-2223-164 Amendment #2.

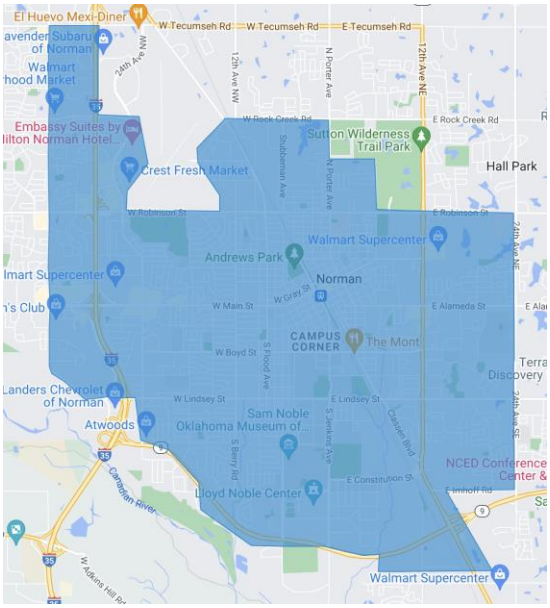
RECOMMENDATION:

1. Staff recommends that City Council approve Contract K-2324-50-AMD-1 by and between the City of Norman, Oklahoma, and the University of Oklahoma for the expansion of the microtransit pilot program as outlined in the staff report and in the revised Exhibit A: Scope of Services found in K-2223-164-AMD-2.

Amendment #1
to the
Exhibit A – Zone and
Exhibit B – Hours of Operation

The Board of Regents of the University of Oklahoma (herein referred to as "University"), and the City of Norman (herein referred to as "City"), a municipal corporation (together with University referred to as "Parties"), have entered into that certain agreement titled AGREEMENT FOR UNIVERSITY SAFERIDE PROGRAM OPERATING THROUGH CITY MICROTRANSIT SERVIVCE dated August 8, 2023 (the "**Agreement**"). Upon execution of this Amendment #**1** (the "**Amendment**"), the Parties agree to modify the Agreement as follows:

1. **Amendment.** Exhibit A – Zone of the Agreement is modified to show the map of service area as shown below:

i. 

2. **Amendment.** Exhibit B – Hours of Operation of the Agreement is modified to read as follows:
   a. Microtransit service shall be provided from 7pm-1am, Monday through Friday, and 10am-6pm on Sunday's during the agreement. From August 21, 2023 through May 11, 2024 the microtransit service will be extended to meet the University's historical SafeRide operating hours, extending the service hours to end at 3am on Thursdays, Fridays, and Saturdays. During SafeRide operation hours (10pm-3am), students will receive free (at no personal cost) transportation.

      In addition, from May 12, 2024 through August 21, 2024 the microtransit service will provide SafeRide operations on Thursday, Fridays, and Saturdays from 10pm-1am and students will receive free (at no personal cost) transportation.

      The following holidays will not have microtransit service:

      Memorial Day
      Labor Day
      Independence Day

3. **Conflicts, Use of Terms, Governing Law.** Capitalized terms used but not defined herein have the meanings set forth in the Agreement. Except as expressly provided herein, the terms and conditions of the Agreement remain unchanged. This Amendment #1 will be governed by the

same law as the Agreement and is effective as of April 23, 2024.

Board of Regents of the University of Oklahoma	**City of Norman**
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-140: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ACS PLAYGROUND ADVENTURES, INC. FOR THE BENTLEY PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF $200,000.00

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 4/23/2024

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-140: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ACS PLAYGROUND ADVENTURES, INC. FOR THE BENTLEY PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF $200,000.00

BACKGROUND:

In October 2015, Norman residents passed the Norman Forward initiative, which will fund various projects through a ½% sales tax increase over fifteen years. The Norman Forward Initiative includes a project to improve the City's neighborhood parks. The funds for this project are "pay-as-you-go," meaning that the City could do a few park projects per year as the funds from the sales tax are collected.

Also included in the Norman Forward initiative is a "pay-go" project to develop several new neighborhood parks throughout the town. The first new park to be developed for this project was identified as the Cedar Lane & Monterey neighborhoods' park site (Songbird Park) in southeast Norman. The second new neighborhood park currently under development is Bentley Park, located in the Bellatona neighborhood. This park will feature a playground, tennis court, pickleball court, picnic pavilion, protected areas of preserved prairie remnants, and a walking trail.

DISCUSSION:

On April 11, 2023, the City Council approved Contract Number K-2223-140 for the Bentley Park Playground project to ACS Playground Adventures, Inc., in the amount of $200,000.00. The work included installing all play equipment and synthetic turf safety surfacing. No partial payments have been made while ordering and installing the playground equipment.

On April 10, 2024, the City of Norman Parks and Recreation staff inspected the Bentley Park project and found it complete as per the specifications for the project.

RECOMMENDATION:

It is recommended that the City Council accept the Bentley Park Playground project as complete and approve payment in the amount of $200,000.00 to ACS Playground Adventures, Inc. Funding is available in the Norman Forward New Neighborhood Park Improvements Project, Construction (account 51798830-46101; project NFP104).

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2324-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PRECISION CONSTRUCTION AND CONTRACTING, L.L.C. FOR THE BENTLEY PARK TENNIS AND PICKLEBALL COURTS PROJECT AND FINAL PAYMENT OF $17,102.20.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 4/23/2024

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2324-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PRECISION CONSTRUCTION AND CONTRACTING, L.L.C. FOR THE BENTLEY PARK TENNIS AND PICKLEBALL COURTS PROJECT AND FINAL PAYMENT OF $17,102.20.

BACKGROUND:

In October 2015, Norman residents passed the Norman Forward initiative, which will fund various projects through a ½% sales tax increase over fifteen years. The Norman Forward Initiative includes a project to improve the City's neighborhood parks. The funds for this project are "pay-as-you-go," meaning that the City could do a few park projects per year as the funds from the sales tax are collected.

Also included in the Norman Forward initiative is a "pay-go" project to develop several new neighborhood parks throughout the town. The first new park to be developed for this project was identified as the Cedar Lane & Monterey neighborhoods' park site (Songbird Park) in southeast Norman. The second new neighborhood park currently under development is Bentley Park, located in the Bellatona neighborhood. This park will feature a playground, tennis court, pickleball court, picnic pavilion, protected areas of preserved prairie remnants, and a walking trail.

DISCUSSION:

On September 12, 2023, the City Council approved Contract Number K-2324-64 for the Bentley Park Tennis and Pickleball Courts project to Precision Construction and Contracting L.L.C., in the amount of $208,817.00. The work included constructing one stand-alone tennis court and one stand-alone pickleball court, complete with surfacing, nets, and perimeter fencing. Two partial payments were made during the construction process.

On April 10, 2024, the City of Norman Parks and Recreation Staff inspected the Bentley Park Tennis and Pickleball Courts project and found it complete as per the specifications for the project.

RECOMMENDATION:

It is recommended that the City Council accept the Bentley Park Tennis and Pickleball Courts project as complete and approve payment in the amount of $17,102.20 to Precision Construction and Contracting L.L.C. Funding is available in the Norman Forward New Neighborhood Park Improvements Project, Construction (account51798830-46101; project NFP104).

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2324-71: BY AND BETWEEN THE CITY OF NORMAN AND THE NORMAN YOUTH SOCCER ASSOCIATION INC., FOR THE USE AND MAINTENANCE OF GRIFFIN COMMUNITY PARK FOR A PERIOD OF FIVE YEARS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 4/23/2024

REQUESTER: Wade Thompson, Parks Manager

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2324-71: BY AND BETWEEN THE CITY OF NORMAN AND THE NORMAN YOUTH SOCCER ASSOCIATION INC., FOR THE USE AND MAINTENANCE OF GRIFFIN COMMUNITY PARK FOR A PERIOD OF FIVE YEARS.

BACKGROUND:

The Norman Youth Soccer Association Inc. (NYSA) has facilitated youth and adult soccer programs at Griffin Community Park since 1990. City Council last approved Contract K-1819-60 with NYSA on September 11, 2018, which has expired.

DISCUSSION:

The NYSA youth soccer program has grown rapidly since its inception in 1990, becoming one of the region's largest youth soccer organizations.

Contract Number K-2324-71 with the NYSA is the same as the previous contract, but also includes the addition of the care and use of the eleven additional fields built as part of Norman Forward, as well as updated language to meet changes in ordinances.

Contract K-2324-71 provides that NYSA will pay $1.00 per year for the use of the Park Property as shown in Exhibit A; all electrical costs associated with the use of the facility; and shall be responsible for all grounds maintenance of the facility at its own expense. The Association also agrees to provide a detailed annual report to the Board of Park Commissioners, including revenue and expenditure information for all activities offered by the Association.

RECOMMENDATION:

It is recommended that City Council approve Contract K-2324-71 with the Norman Youth Soccer Association, Inc. for use of Griffin Community Park for the Parks and Recreation Department.

Contract No. K-2324-71

AGREEMENT

This Agreement is a contract, made and entered into this _____ day of _____, 2024 by and between the City of Norman, a municipal corporation, hereinafter called the "City," and the Norman Youth Soccer Association, Inc., a non-profit corporation, hereinafter called "Association."

W I T N E S S E T H:

WHEREAS, the City is the lessee of public property in Cleveland County, Oklahoma, known as Griffin Community Park, and which was leased from the State of Oklahoma with public funds for a period of fifty (50) years beginning in 1986 and ending in 2036 for the purpose of establishing and maintaining a public park, and

WHEREAS, the City recognizes that the said Griffin Community Park shall be used for certain recreational purposes for the further benefit of the health, safety and welfare of the residents of said City, and

WHEREAS, the Association desires to occupy and use a certain area of the Griffin Community Park for the purpose of providing a soccer program for the use and benefit of its members, the youth of Norman, and the general public.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

(1) The City hereby grants the right and privilege to the Association to use, for the purpose stated, the following described property, to-wit:

A) Those parts of the Griffin Community Park which have been developed and are known as the soccer fields, as shown on the drawing which is attached as Exhibit "A" hereto and made a part hereof.

B) Griffin Community Park Soccer Fields Number One, Two and Three as shown on the drawing which is attached hereto and made a part hereof. The Association agrees to consider and make available Griffin Community Park Soccer Fields Number One, Two and Three during periods when fields are not scheduled for use by the Association, providing request for use by other sports associations is received at least ninety (90) days in advance of requested date. The Association agrees that no fees may be charged to other sports associations for said field use other than those provided for in this Agreement.

(2) This Agreement shall renew automatically on an annual basis, unless terminated pursuant to the provisions set forth herein, for a maximum contract term of five (5) years from the date above shown.

(3) The Association agrees to pay to the City for such rights and privilege the sum of one dollar ($1.00) per year, which sum shall be payable in advance on or before the 1st day of March each year of this Agreement.

(4) The Association agrees to pay the electrical cost for the use of Griffin Park Soccer Fields as metered. Payment shall be made to the City within thirty (30) days from date of invoice.

(5) It is agreed between the parties hereto that the purpose of operating such a soccer Association is to provide practice and playing fields, soccer facilities and equipment in Norman for youth soccer, to hold and arrange for soccer leagues, matches and competitions for the Norman community, and also to provide supervised instruction and training for players of the sport of soccer. It is understood and agreed that the Association has adopted safety rules and regulations, a copy of which is on file with the City, and will continue to practice and enforce such rules and regulations.

(6) The Association agrees to indemnify and hold the City harmless from and against all liability for injuries or death to persons, legal expense or damage to property caused by the Association's use of said right and privilege or that of its agents or employees; provided, however, that the Association shall not be liable for injury, damage or loss occasioned by the sole negligence of the City, its agents or employees; and provided further that the City shall give to the Association prompt and timely notice of any claim or suit instituted, which in any way directly or indirectly, contingently or otherwise, affects or might affect the Association, and the Association shall have the right to compromise and defend the same to the extent of its own interest.

(7) The Association shall, at its own expense, keep in force insurance of the following types, naming the City as co-insured, and in not less than the following amounts, issued by a company or companies licensed to do business in Oklahoma and is of sound and adequate financial responsibility, against all liabilities for accidents arising out of or in connection with the Association's use of said right and privilege, except when caused by the City's negligence or that of its agents or employees, and shall furnish to the City certificates evidencing such insurance subject to the limitations in respect to the City's sole negligence and the Association shall furnish a certificate to the effect that such insurance shall not be changed or cancelled without ten (10) days' prior notice to the City, said notice shall be written and shall be given by the Association, to wit:

(A) Worker's Compensation Insurance as prescribed by State Statute, if applicable.

(B) Provide insurance both liability for personal injury and property damage in limits prescribed by the Oklahoma Tort Claims Act and subsequent revisions thereto.

(8) Maintenance of Property

(A) The Association agrees to maintain all ground areas used by it, its members or patrons in a clean and orderly manner at all times by removing all debris, of every kind, deposited upon said ground by the Association, its members or patrons, at the conclusion of each and every period of use, at its own expense. The City will

provide sanitation dumpsters within the Griffin Community Park Soccer Fields in coordination with the Association for the Association's and the City's use.

(B) The Association will be responsible for all mowing at its own expense within the described grounds, which shall occur not less than two (2) times per month during the growing season.

(C) The Association agrees to apply adequate fertilizer, and adequate water, to be provided by the City, to keep all vegetation within the described grounds viable and healthy throughout the growing season.

(D) The Association agrees to maintain the existing irrigation system at its own expense and agrees to return said system to the City in proper working condition, normal wear and tear accepted, at such time as this lease is terminated by either party.

(E) The Association agrees to be responsible for the maintenance to the NYSA office building constructed in 2012. The Association shall provide insurance and reimburse the City for the electrical costs for the NYSA office building. The Association shall make reasonable efforts to make meeting space available in the NYSA office building to the City of Norman for baseball or other sports leagues to hold meetings, as needed, provided a request is made within a reasonable amount of time.

(F) It shall be the responsibility of the Association to maintain, locate and set into place all soccer goals within the described grounds.

(9) Events on Property.

(A) The Association shall schedule and periodically monitor how the premises are used. The Association shall not charge admission for regularly scheduled league games or make-ups for regularly scheduled league games. The Association shall allow the general public attendance and observation from any appropriate areas reserved for spectators to any league game without charge; provided that this Agreement neither authorizes nor forbids such disciplinary measures as may be necessary to maintain order at such games or functions of the Association. The Association's enforcement of the rules of its own program are not authorized, sanctioned or endorsed by the City, and shall not serve as a basis for a suit against the City, its officers or employees.

(B) The Association may charge an admission charge for any sanctioned tournament game or for any other sanctioned soccer event only after prior approval of the charge has been given by the Director of the City of Norman's Parks and Recreation Department or their designee.

(C) Unless previously agreed by the City and the Association, all tournament proceeds shall be made payable to the Association. Third party tournament hosts shall be

required to submit expenditure receipts to the Association for any proceeds derived by a tournament at the Griffin Community Park Soccer Fields. Said tournament proceeds may only be used for the purpose of benefiting the youth of Norman or those participating in the Association's programs. No other receipts shall be acceptable. Third party tournament organizers shall meet the same financial and tax reporting guidelines required of the Association by the City.

(D) The Association agrees to provide concession operations for all league and tournament games.

(E) The Association shall provide an overall schedule to the Director of the Parks and Recreation Department or their designee, of regular season play, as well as dates of tournaments and other sanctioned events.

(F) The Association agrees that all subcontractor agreements shall be designed to be financially beneficial to the Association. A copy of all such agreements for short term events less than thirty (30) days in duration, shall be provided to the City seven (7) business days before the contractor begins work. A copy of all such agreements for events that are thirty (30) days or more in duration, shall be provided to the City thirty (30) business days before the contractor begins work and receive approval from the Board of Park Commissioners.

(G) The Association agrees that no officer or member of the Association shall be allowed a commission, refund or rebate of any kind relative to the Griffin Community Park Soccer Fields or this Agreement.

(H) It is further agreed that should the City receive a third party request to use the facilities, the Association shall make a reasonable effort to accommodate said request, said approval not to be unreasonably withheld by the Association.

(I) The City retains the right to use the Griffin Community Park Soccer Fields for any reason with ninety (90) days' written notice to the Association. The City's use shall not interfere with the Association's recreation league events. The City's use shall also not interfere with the Association's major tournaments, the Celtic Cup and the Norman Classic Cup, so long as the schedule of events is provided to the City pursuant to Section 9(E). During such use by the City, the City will assume maintenance responsibilities of the Griffin Community Park Soccer Fields and will provide the Association a credit towards the Association's electrical costs, if any.

(J) It is understood that the Association may charge a light fee to any group which, during its lease, is requesting light usage. Light fee must be approved by the Director of Parks and Recreation or their designee. The Association shall be responsible for activating and deactivating any and all light usage at the Griffin Park Soccer Complex. It is also understood that the Association may charge additional fees in an amount to recover any maintenance expense which might be

incurred by the Association. The Association agrees that all fees charged to third party agreements shall be applied consistently.

(K) The Association will only operate events in Griffin Community Park within the rules and regulations set by the Norman Board of Parks Commissioners, including but not limited to operating events within regular park hours, as set by the Director of Parks and Recreation. Any deviation of the Board of Parks Commissioners' rules and regulations must have the written permission of the Director of Parks and Recreation or their designee.

(10) Recordkeeping and Reporting.

(A) The Association shall supply an annual report to the Director of the City of Norman's Parks and Recreation Department and the Norman City Council within forty–five (45) days to the start of the calendar year. The annual report shall include a summary of all activity along with revenue and expenditure summaries for the areas of concessions, league play and tournament play for the preceding year. Documentation of concession receipts and disbursements shall be kept on a daily basis. A detailed budget for the Association's operations at Griffin Community Park for the upcoming calendar year. The budgets shall include revenue and expenditure projections in the areas of concessions, league play, tournament play, capital equipment and capital projects. All detailed records associated with the soccer program shall be made available for review within ten (10) days by the Association upon request from the City of Norman. The annual report shall also include the following:

1. Narrative of all soccer league and tournament activity
2. Organization mission statement and goals
3. All league and tournament fee structure
4. Number of games, teams, players, tournaments and scholarships
5. Age of participants
6. Breakdown of revenues and expenditures by category
7. Disclosure of all commissions, refunds and rebates to the organization
8. Association's beginning and ending fund balance
9. Annual Association budget including revenue, maintenance and operating and capital costs
10. Current record of officers including who can authorize expenditures
11. Names of those responsible for maintaining books and records
12. Pricing schedule for recreational league, events, and rentals

(B) The Association shall submit a detailed pricing schedule of league and event costs annually to the Director of Parks and Recreation for approval. The pricing schedule should include: the cost of recreation registration for youth and adult leagues; the cost of materials required for league play, including but not limited to the cost of the required uniform; the cost of field and facility rentals; and any additional fees

related to a field or facility rental. The Director of Parks and Recreation must approve any adjustments made to the pricing schedule throughout the year.

(C) The Association shall provide quarterly financial reports to the City of Norman Parks and Recreation Department every four (4) months of the calendar year.

(D) The Association agrees to maintain all financial records associated with soccer for a period of seven (7) years. These financial records shall be maintained in such detail as to account for gross receipts and expenditures for all significant organization activity. The financial recording system shall be reviewed and approved by the City's Department of Finance for the purpose of maintaining a minimum accounting standard acceptable to both parties.

(E) Proceeds from the operation of the Griffin Community Park Soccer Fields shall be used for the operation, maintenance and improvement of the complex. The Director of the City of Norman Parks and Recreation Department or their designee, shall review and report to City Council annually that all necessary maintenance and improvements have been made to the complex.

(11) The Director of Parks and Recreation or their designee shall be an ex officio member of the Association's Board of Directors. The Director of Parks and Recreation shall be notified of any Board of Director meetings and shall receive a schedule of any pre-set Board of Director meetings for that calendar year within forty-five (45) days of the start of each calendar year.

(12) It is further understood and agreed between the parties that the right and privilege granted by this Agreement are subject to all ordinances, rules and regulations of the City governing all the activities on said Griffin Community Park, including all zoning, permitting and sanitary regulations of any governmental authority which the City may be authorized to enforce.

(13) Temporary and Permanent Structures

(A) The Association agrees that no permanent or temporary structure, or alterations to any such structures, of any nature shall be constructed by the Association upon any area used under this Agreement and/or the entirety of Griffin Community Park until detailed plans have been submitted to the Director of the Parks and Recreation Department or their designee, thirty (30) days in advance of any proposed construction and approval, in writing, has been given by said department.

(B) Permanent structures means a structure fixed to the ground by any of the various types of foundations, slabs, piers, poles, or other means. Also structures placed on the ground that lack foundations, slabs, piers, or poles, and that can only be moved through disassembly into its component parts or by techniques commonly used in house moving, or the latest definition within the IBC as adopted by the City of Norman.

(C) Temporary structures shall include structures erected for a period of less than 180 days, tents, umbrella or other membrane structures or the latest definition within the IBC as adopted by the City of Norman.

(D) Alterations to structures includes all planned construction or renovation that changes the current status of an existing structure, other than repair or addition. This would include changing the structure's current paint color, trim color, style of door/entry, etc.

(E) Any permanent structure approved by the City becomes property of the City upon termination of this Agreement. All City, state and federal rules and regulations must be complied with for the construction of any permanent and temporary structures (including signage). Depending on the size and scope of the structure, the Board of Park Commissioners' approval may be required as well.

(F) The area and style of planned signage (banners, advertisements, placards, posters, etc.) must be submitted for approval to the Director of the Parks and Recreation Department or their designee at least thirty (30) calendar days before its public display or installation.

(14) It is further understood that the facilities governed by this agreement are public facilities and that the Association shall be responsible for third party leases of Griffin Community Park Soccer Fields when available for public use.

(15) Notice. Any notice provided pursuant to this Agreement shall be mailed or delivered to officers of the Association or other person as designated by the Association. The Association agrees to inform the City, immediately after its annual election, the names of its officers for the ensuing year and the addresses to which such notice may be mailed or delivered. Any notice to be given to the City shall be directed to the Director of the Parks and Recreation Department of the City of Norman, 225 N. Webster Ave, Norman, OK 73070.

(16) Termination.

(A) Either party shall have the right to cancel this Agreement for any reasons provided thirty (30) days written notice is provided to the other party. If the City is cancelling the contract, prior to the proposed effective date of cancellation, the Association shall be afforded a hearing before the Board of Park Commissioners, if requested. The results of such hearing shall not be binding on the City as constituting a limitation upon its power to cancel this Agreement.

(B) In the event this Agreement is cancelled, for any reason, the Association shall have the right to remove any movable non-permanent improvements and/or structures provided or donated entirely by the Association within ninety (90) days after cancellation of this Agreement, clearing all debris and litter from said property in a clean and orderly condition, to the reasonable satisfaction of the City. Any improvements or structures not moved within ninety (90) days after satisfaction of any indebtedness shall become property of the City.

(17) The Association agrees further that it will not discriminate on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

(18) This Agreement shall not be assigned by the Association without prior written consent of the City of Norman, said consent not to be unreasonably withheld.

[Signatures on following page]

In Witness Whereof, the parties hereunto set their hands and seals the date first above written. The parties agree that they may conduct the transaction by electronic means and hereby state that an electronic signature is valid and shall have the same force and effect as an original signature.

NORMAN YOUTH SOCCER ASSOCIATION

BY: _____
President

Before me, the undersigned, a Notary Public in and for said County and State, this 12 day of April, 2024, personally appeared Chris Vinson to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

_____
Notary Public

My commission expires:
9/14/25

SEAN RHODES
Notary Public, State of Oklahoma
Commission #17008607
My Commission Expires 09-14-2025

CITY OF NORMAN

By: _____
Mayor

ATTEST:

_____
City Clerk

Approved as to form and legality this 19 day of April, 2024.

_____
City Attorney

Griffin Sports Complex Amenities

1. Existing Parking Lot
2. Proposed Parking Lot
3. Concession/ Restroom
4. Restroom Building
5. Soccer Plaza Area
6. Playground Area
7. Entry Sign
8. Shade Structure (Typ)
9. Premier Field Plaza
10. Entry Plaza
11. Drop-off Area
12. Existing Soccer Office
13. Existing Maintenance Building
14. Existing Pump House
15. Silos
16. Existing Walls
17. Sutton Wilderness Trail
18. Existing Dog Park

PDG gsb JOHNSON BROCKLESBY

NORMAN GRIFFIN SPORTS COMPLEX
PHASE I - REMAINING ITEMS

NORMAN, OKLAHOMA

August 23nd 2021

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF GRANT IN THE AMOUNT OF $6,000 FROM THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY TO BE USED TO HOLD AN ELECTRONICS WASTE EVENT IN FYE 2024; CONTRACT K-2324-171 AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Nathan Madenwald, P.E., Utilities Engineer

PRESENTER: Michele Loudenback, Environmental and Sustainability Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF GRANT IN THE AMOUNT OF $6,000 FROM THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY TO BE USED TO HOLD AN ELECTRONICS WASTE EVENT IN FYE 2024; CONTRACT K-2324-171 AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Electronic waste in the form of computer equipment, televisions, cellular telephones, etc., poses a risk to health and the environment. As new advances are made in these media, waste increases due to obsolescence, and more and more products are discarded. When broken or unwanted electronics are not properly disposed of, toxic substances like lead and mercury can leach into soil and water. This waste is not biodegradable and accumulates in the environment. Additionally, precious and valuable non-renewable resources are used in their production. Reusing these resources is vital, but irresponsible recovery of them (which often through open burning or acid bathing) can lead to harmful chemicals in our air.

Our new Household Hazardous Waste Facility does not take electronic waste due to current permitting and space requirements for its collection. So, to help with the prevention, control and abatement of pollution potentially caused by these solid wastes, the City of Norman contracts with a Sustainable Recycling (R2)-Certified electronic recycler to provide two yearly electronic waste collection events. These are free and open to Norman residents.

DISCUSSION:

The Oklahoma Department of Environmental Quality (DEQ) issued the grant opportunity for funding of collection events and staff submitted an application for one collection event to be held during Fiscal Year 2024.

On March 29, 2024, DEQ notified staff that the full grant request of up to $6,000 would be awarded and provided their contract for execution. Costs for the electronic waste collection event will be initially paid for by Environmental Services Grant – Business Service Hazardous Waste (Account No. 22110343-44109). An appropriation is need to upfront the funds. DEQ will reimburse the cost spent on the event up to $6,000, and that money will be receipted into

revenue account Other Revenue-State Grant Reimbusement (Account No. 221-331380). The $6,000 will provide sufficient funding for the collection event.

RECOMMENDATION NO. 1:

Staff recommends approval of Contract K-2324-171, a grant contract by and between the City of Norman, Oklahoma, and the Oklahoma Department of Environmental Quality (DEQ) accepting the Collection Event Funding in the amount of $6,000 for one electronics waste collection event to be held in Fiscal Year 2024.

RECOMMENDATION NO. 2:

Staff recommends appropriation of $6,000 from Special Grants Fund Balance (22-29000) to Environmental Services Grant – Business Service Hazardous Waste (Account No. 22110343-44109).

REIMBURSEMENT CONTRACT

This Contract made for the reimbursement of the cost to collect electronic waste at a one-day collection event, in support of the Solid Waste Management Act by and between the State of Oklahoma, ex.rel. The Department of Environmental Quality hereinafter referred to as "Department" and/or DEQ and City of Norman hereinafter referred to as "Contractor". In consideration of the provisions set forth herein; the parties mutually agree to the following provisions and any Addenda attached hereto and incorporated herein; Therefore, in consideration of the foregoing and the mutual Contracts set forth, Contractor and Department agree as follows:

I. STATUTORY AUTHORITY AND EFFECTIVE DATES OF CONTRACT

i. This contract is authorized pursuant to and in accordance with the provisions of Title 74 O.S. §581 and/or Title 74 O.S. §1001 through §1008; and 27A O.S. § 1-3-101 and 27A O.S. § 2-10-202, 27A O.S. §§ 2-3-201, 2-3-202 and 27A O.S. § 2-10-802(C);

ii. DEQ hereby agrees to grant the Contractor funding for reimbursement of expenses related to completion of the project as agreed by both parties, as further described by the scope of work and budget in Attachment A.

iii. In consideration of Contractor's completion of the work described, DEQ shall reimburse Contractor for eligible costs not otherwise reimbursed by another funding source. The maximum value of this Agreement shall not exceed $6,000; however, DEQ must be billed for exact cost of the allowable services under this agreement; no overage will be paid.

The Contract shall be in effect for the period from the date the contract is signed by both parties, or the day an executed Purchase Order has been issued, whichever is later through June 30, 2024.

II. REQUIREMENTS FOR DEQ FUNDS:

i. If equipment purchases are included as part of the project scope it shall be listed along with the work description of the project on Attachment A.

ii. Records shall be maintained and accounts, including property, personnel and financial records that properly document and account for all contract funds in conformance with Generally Accepted Accounting Principles (GAAP), which can be found here if needed: https://asc.fasb.org/. Effective control and accountability is maintained for all funds, property and other assets.

iii. Equipment means tangible, non-expendable, personal property having useful life of more than one (1) year and an acquisition cost of $5,000 or more per unit.

iv. Contractor is responsible for properly maintaining equipment and for obtaining all necessary permits associated with use.

v. Contractor certifies that equipment proposed for administering this Contract is not already on hand and is required for the operation of the Contract. Equipment acquired with DEQ funds must be used in the program or project for which it was acquired.

vi. Contractor must maintain records of property acquired with DEQ funds from the date of acquisition through final disposition. A control system must be developed to ensure adequate safeguards against loss, damage, or theft, adequate property records must be maintained, and a physical inventory must be completed at least once every two years.

vii. Contractor may use, manage, and dispose of equipment purchased in accordance with State laws and procedures. Equipment purchased with DEQ funds may not be offered as collateral in any transactions or sold within three (3) years from the date of purchase unless otherwise agreed by DEQ.

viii. In consideration of the mutual covenants, Contracts, terms, conditions and provisions hereof, the Parties agree as follows:

III. COMPLIANCE

i. Contractor agrees to possess and demonstrate compliance with all licenses, certifications, and permits that are required to lawfully perform the duties under this contract, including but not limited to Department Certification. Loss of required certification, permit, or license by the Contractor shall automatically terminate this contract.

ii. DEQ reserves the right to request copies of licensure at any time and Contractor agrees to provide proof of licensure.

iii. The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, including any regulations and rules promulgated by any governmental authorities which are applicable to the Contract.

iv. Observance of and compliance with these requirements shall be the sole responsibility of Contractor, without reliance on or direction by Department.

v. The Contract agrees to comply with the State of Oklahoma Contractor Registration Requirements. Requirements and Registration is available at: https://www.ok.gov/DCS/Central_Purchasing/Contractor_Registration/index.html

vi. The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at https://www.uscis.gov/e-verify.

vii. Termination of Contract shall be based on:

a. TERMINATION FOR CAUSE: The Contractor may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the Contractor. The State may terminate the Contract immediately, without a 30-day written notice to the Contractor, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

b. TERMINATION FOR CONVENIENCE: The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the Contractor a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the Contractor.

IV. COMPENSATION AND APPROPRIATIONS

i. COMPENSATION: In consideration of the faithful performance by the Contractor of the services identified in the Statement of Work and in conformity with the administrative procedures set forth herein, the Department agrees to compensate Contractor an amount not to exceed six Thousand Dollars | $6,000 unless amended in writing and approved by Contractor and Department. Compensation may be less than that requested in Contractor's application.

ii. INVOICES AND PAYMENTS Invoices shall be submitted monthly along with monthly progress reports. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered, or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received. State Acquisitions are exempt from sales taxes and federal excise taxes. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

iii. TAX EXEMPTION: State agency acquisitions are exempt from sales taxes and federal excise taxes. Contractors shall not include these taxes in price quotes.

iv. APPROPRIATIONS: The terms of any Contract resulting from any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year Contracts. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the contractor and shall be final and binding This contract is made subject to the availability of State and/or Federal funds and if such funds become unavailable during the term of this contract, then this Contract may be immediately reduced or terminated by the Department.

V. GENERAL PROVISIONS

i. PROVISIONS BINDING: The provisions of this Contract shall be binding on and ensure to the benefit of the Department and the Contractor and their respective successors and permitted assigns.

ii. ASSIGNMENT AND SUBCONTRACTING: This Contract may not be assigned without written approval from the Department. If approved, the assignment is subject to the terms of this contract or grantor agency; and, if the source of funding is federal, subcontractor is also subject to sub-recipient terms and conditions of that funding. The Contractor shall not engage in any subcontract to provide the services herein without prior written approval of the Department. If approved, the Contractor shall be liable for any act of the subcontractor, including any act that constitutes a breach of this contract. An approved subcontractor shall be subject to the terms of this contract or grantor agency. Any subcontracts shall be terminated if a conflict of interest arises between the subcontractor and the Department.

iii. FORCE MAJEURE: Performance may be suspended by either party in case of an Act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, labor, or transportation, accident, national defense requirement, or any cause beyond the control of such party, which prevents the performance of such party. In the event of any of the aforementioned circumstance, Contractor shall be obligated to provide for and Department to pay for only such services as are actually rendered.

iv. AFFIRMATION OF STATE EMPLOYMENT: Contractor, by execution of this Contract, acknowledges and affirms that he/she (1) is not a current employee of the Department, an agency of the State of Oklahoma and (2) has not been an employee of the Department, an agency of the State of Oklahoma within the twelve (12) months next preceding the effective date of this Contract.

v. INDEPENDENT CONTRACTOR: In the performance of all services rendered under this Contract, Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the parties, and accordingly shall not be eligible for rights or benefits accruing to state employees.

vi. AUDIT AND RECORDS CLAUSE: As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data or in any other form. In accepting any contract with the State, the contractor agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to the execution of the resultant contract. The contractor is required to retain all records and supporting documentation relative to this contract for the duration of the contract term and a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for seven years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later. Contractor agrees the review of all records as they relate to the performance of professional services are to be subject to examination by the Department, the State Auditor and Inspector and the State Purchasing Director.

vii. NO GRANT OF AUTHORITY: Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or any obligation of any kind, express or implied, in the name of or on behalf of the Department, and Contractor agrees not to assume or incur any such liability or obligation without the prior express written consent of the Department.

viii. NO OTHER CONTRACT: Contractor certifies and warrants that it has entered into no other Contract that would prevent performance of the services agreed to herein on the terms and conditions stated. Contractor further certifies and warrants that no such Contract will be entered into during the pendency of this Contract.

ix. ENTIRE CONTRACT: This Contract, along with any quotes, the purchase order, change orders if applicable, amendments if applicable, and other attachments or supporting documentation constitutes the entire Contract and understanding between the parties with respect to the matters contained herein and supersedes all other Contracts between and representations by the parties with respect to such matters.

x. AMENDMENT AND MODIFICATION: No oral statement of any person shall modify or otherwise affect the terms, conditions, or contract stated in the solicitation. All amendments to the solicitation shall be made in writing by the Agency. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the Contractor. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Agency in writing, or made unilaterally by the Contractor, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or contract stated in the resultant Contract.

xi. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS: The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants: A.) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency; B.) Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; C.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local); D.) Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.

xii. NOTICES: Any notice hereunder to be given by either party to the other shall be in writing and shall be effective when received.

xiii. NO WAIVER: Waiver by the Department of any breach of any provision of this Contract by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.

xiv. SEVERABILITY: The Contracts and covenants contained herein are severable, and in the event any of them shall be held to be invalid by a court of competent jurisdiction, this Contract shall be interpreted as if such invalid Contracts or covenants were not contained herein.

xv. CHOICE OF LAW: Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

xvi. CHOICE OF VENUE: Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

xvii. INDEMNIFICATION: The Contractor shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice if appliable, and general liability insurance of no less than $1,000,000.00 to adequately compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents, employees or the like. Contractor may not cancel or transfer the policy without giving the State thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the contract and provide the State with evidence of such insurance and renewals upon request. Notice of Self Insurance can also constitute policies and shall be provided for proof at the beginning of any renewal. Contractor shall be entirely responsible during the existence of the Contract for the liability and payment of taxes payable by or assessed to Contractor or its employees, agents and subcontractors of whatever kind, in connection with the Contract.

Contractor further agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and Workers' Compensation. Neither Customer nor the State shall be liable to the Contractor, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or Workers' Compensation or any benefit available to a State or Customer employee. The Policy Certificate Holder shall be listed as State of Oklahoma Department of Environmental Quality 707 N. Robinson | Post Office Box 1677 Oklahoma City, Oklahoma 73101-1677 on all insurance certificates.

xviii. DELIVERY: F.O.B. DESTINATION: Delivery, Inspection and Acceptance: Unless otherwise specified in the contract documents, all deliveries shall be F.O.B. Destination. The Contractor(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the Contractor until accepted by the receiving agency. The Contractor(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance. Contractor(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Agency.

xix. COMPLIANCE WITH THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007: The Contractor certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

xx. COMPLIANCE WITH APPLICABLE LAWS: The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the Contractor shall maintain all applicable licenses and permit requirements.

xxi. MONITORING AND FINANCIAL COMPLIANCE REVIEW: DEQ, through any authorized representative, has the authority, at reasonable times, to inspect, investigate or otherwise evaluate the services performed under this Contract and financial transactions related thereto. Such inspections, investigations or evaluations may be conducted on the premises where the services are being performed. If any inspection, investigation or evaluation is conducted by DEQ, Contractor shall provide all reasonable assistance necessary. All inspections, investigations or evaluations shall be performed in such manner as will not unduly interfere with the Contractor's performance of the services. DEQ shall have access to and the authority to examine and copy all records related to this Contract and the services to be provided under it at any time during the period such records are required to be maintained or retained by the Contractor. DEQ will not impose an unreasonable administrative burden on Contractor. Contractor shall establish and maintain confidential files or otherwise make such files available at the service delivery site for all program personnel and service recipients.

xxii. UNALLOWABLE COSTS: In the event any audit, audit resolution, review, monitoring, or any other oversight results in the determination that Contractor has expended DEQ funds on unallowable costs on this or any previous Contract, Contractor shall reimburse DEQ in full for all such costs on demand. DEQ may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

xxiii. APPEAL: In the event any audit resolution, review, monitoring, or oversight results in the determination that DEQ has overpaid the Contractor for this or any previous Contract, Contractor has a right to file a written app

to the DEQ Executive Director. DEQ will consider the appeal before final action or reimbursement is sought by DEQ. Payments under the Contract will continue while the appeal is pending unless the Contract is otherwise terminated.

xxiv. **Proper Invoice:** An invoice is considered proper if sent to the proper recipient and goods or services have been received. Contractor shall invoice DEQ monthly for the costs specified within the contract and/or purchase orders. The proper recipient of invoices is DEQ Accounts Payable. Invoices shall be sent to: Oklahoma Department of Environmental Quality Attention: Accounts Payable P.O. Box 1677 Oklahoma City, Oklahoma 73101-1677 or mailto: AccountsPayable@deq.ok.gov . Failure to comply may result in late payments. Invoices shall contain the purchase order number, a description of the products delivered or services provided, the dates of such delivery or provision of services, and the Contractor's Federal Employer Identification number.

xxv. **Unauthorized Obligation:** At no time during the performance of this contract shall the vendor have the authority to obligate DEQ for payment of any goods or services over and above the awarded contract. If the need arises for goods or services over and above the awarded contract for this project, vendor shall cease the project and contact the DEQ contract administrator for approval prior to proceeding. All work performed without an Executed Notice to Proceed and Purchase Order is an Unauthorized Obligation in which the agency will not be liable for.

In witness whereof, this Contract, consisting of sixteen (16) pages has been executed and delivered effective as of the date first above written.

Electronic Signature page will replace this page if applicable.

City of Norman **PO Box 370** **Norman, OK 73070**	**State of Oklahoma** **Oklahoma Department of Environmental Quality** **707 N. Robinson, P.O. Box 1677, Oklahoma City, Oklahoma, 73101-1677**
Signature of Authorized Representative	Signature of Authorized Representative
Larry Heikkila	
Printed Name of Authorized Representative	Printed Name of Authorized Representative
City Mayor	
Title of Authorized Representative	Title of Authorized Representative

Attachment A

Community Based Environmental Protection Projects
Oklahoma Department of Environmental Quality
Request to Enter Contract for Reimbursement
Collection Event Grant Application FY24

The Oklahoma Department of Environmental Quality (DEQ) has the jurisdictional area of environmental responsibility over the prevention, control and abatement of pollution caused by solid waste which presents a threat to human health or the environment, under provisions of 27A O.S. § 1-3-101 and 27A O.S. § 2-10-202; and
The Executive Director of DEQ is authorized under the provisions of 27A O.S. §§ 2-3-201 and 2-3-202 to enter into contracts for the purpose of carrying out any of the purposes, objectives or provisions of the Environmental Quality Code, Title 27A of the Oklahoma Statutes, for which DEQ has jurisdiction.
DEQ is authorized under the provisions of 27A O.S. § 2-10-802(C) to expend funds and enter into contracts with units of local government and political subdivisions of this State for purposes of administering the Oklahoma Solid Waste Management Act.
DEQ does not reimburse for buildings, vehicles, laptops, or drones.
Grant money is not guaranteed. Funding is limited. DEQ's ability to fund requests to local governments is entirely dependent on the amount of money available to DEQ to issue grants.
Basic Information:

- Grants are provided on a reimbursement basis.
- **Grantees must enter into a formal Agreement with DEQ as vendors. Until a fully executed Agreement and Purchase Order are issued, no funds are available. Funds spent prior to a formal Agreement and Purchase Order are not reimbursable.**
- All awarded funding must be spent in the fiscal year granted.
- Agreements expire June 30, 2024.
- Final invoices are due by August 31, 2024. Invoices submitted after August 2024 may not be reimbursed.

Process for Receiving Funds

1. Submit application.
2. DEQ reviews application. Discussion between DEQ and applicant may occur at this time. Applicant sends revised Scope of Work and Budget to DEQ, if necessary.
3. DEQ writes formal Agreement and sends through state's procurement process for approval.
4. DEQ sends applicant formal Agreement to sign and return, electronically.
5. DEQ signs, then sends an electronic copy of fully executed Agreement and Purchase Order to applicant.
6. Applicant may now begin to spend funds intended for reimbursement. **Funds spent prior to a fully executed Agreement and Purchase Order (between steps 1-5) are not reimbursable.**
7. Applicant sends invoices and monthly reports to DEQ.
8. DEQ Reimburses invoices within 45 days.

For more information and application deadlines, visit the DEQ website at https://www.deq.ok.gov/land-protection-division/waste-management/solid-waste/funding-opportunities-for-community-based-environmental-protection-projects/.

Application Submittal Instructions

Return by email to SWGrants@deq.ok.gov with the subject line,
"[Organization] FY24 [grant type] Grant Application DEQ"
e.g., Oklahoma County FY24 Equipment Grant Application DEQ

Or send a hard copy to:
Oklahoma Department of Environmental Quality
Attn: Libby McCaskill, Land Protection Division
P.O. Box 1677
Oklahoma City, OK 73101-1677
Phone: 405-702-5100
Fax: 405-702-5101

Collection Event Grant

Collection event grants are for hosting the collection of household hazardous waste (HHW) and typically also include the collection of electronic waste (e-waste), tires, unwanted residential pharmaceuticals, and used medical sharps. These grants are typically provided for one, or a series of, discrete collection events.

- The contractor shall use an R2 or e-Steward certified electronics recycler. Contractor shall utilize vendors that are compliant with DEQ rules.
  - Find a Recycler - e-Stewards
  - Find An R2 Certified Facility - SERI - Sustainable Electronics Recycling International
  - Often, HHW collection services partner with a certified electronic recycler
- The contractor shall coordinate with the Oklahoma Bureau of Narcotics for coordination on pharmaceuticals.
  - Beau Ratke: (918) 446-1616: BRatke@Obn.ok.gov
- Used tires may be collected for recycling for free using DEQ's Tire Program.
  - Kole Kennedy: (405) 702-5177: Kole.Kennedy@deq.ok.gov
- The contractor shall ensure medical sharps are safely collected and properly disposed. This can be done through coordination with the HHW collection vendor and a regulated medical waste disposal facility. Sharps collection may also be arranged directly through appropriate vendors. For a list of sharps disposal vendors that service Oklahoma, see Figure 5 on page 22 of the Oklahoma Meds and Sharps Disposal Committee's (OMSDC) "Building a Municipal Program for Home-Generated Medical Sharps" guide. You can find the guide on the OMSDC website: Safe Disposal of Pharmaceuticals and Medical Sharps in Oklahoma (productstewardship.us)
- After each collection event, the contractor shall provide an invoice including a description of the event, photos, and the types and amounts of waste collected.

The City of
NORMAN

225 N. Webster / P.O. Box 370
Norman, Oklahoma 73069 / 73070

Environmental Resilience and Sustainability
Phone: 405-292-9731
Fax: 405-292-9793
EnvironmentalServices@normanok.gov

March 15, 2024

Oklahoma Department of Environmental Quality
Attn: Libby MCaskill, Land Protection Division
P.O. Box 1677
Oklahoma City, OK 73101-1677
Phone: 405-702-5100
Fax: 405-702-5101

Dear Ms. McCaskill:

The City of Norman is submitting this application to request to enter contract for reimbursement for hosting one electronics waste collection event under the Community Based Environmental Protection Projects – Collection Event Grant for FY 24. The event is scheduled for May 4, 2024.

The request is for reimbursement for collection, transportation and disposal services of R2-certified contractor, United Electronics Recycling (R2v3 certification from SERI). This event will allow collection and proper recycling or disposal of electronics waste from the City of Norman, Cleveland County and surrounding areas.

Thank you for your consideration of this request. If you require any additional information, please do not hesitate to contact me at (405) 292-9731 or at Michele.Loudenback@NormanOK.gov.

Sincerely,

Michele Loudenback, RPES, CFM
Environmental and Sustainability Manager
City of Norman

Collection Event Grant Application FY24

The following information must be provided before a contract for reimbursement will be considered. Scoring will be based on the following categories: types of materials being collected, environmental improvement, feasibility, collaboration, scope of work, budget, quality of proposal, and past performance, if applicable. This form has been prepared to be applicable to a wide range of projects and as a result some of the questions may not seem directly applicable to what you propose. Please answer the questions to the best of your ability based on the information you have.

Date March 14, 2024

1. Name of entity that reimbursements will be issued to:

City of Norman

2. Dollar amount being requested: $6,000

3. Contact information

Name/Title:	Michele Loudenback, Environmental & Sustainability Manager
Phone Number:	405-307-7130
Email Address:	michele.loudenback@normanok.gov

4. Signatory Authority with legal authority to sign contract with DEQ:

Name/Title:	Larry Heikkila/Mayor
Phone Number:	405-366-5404
Email Address:	mayor@normanok.gov

5. Addresses

The contract will be sent here for signature (name and email):	Michele Loudenback; Michele.loudenback@normanok.gov
Reimbursements will go to this mailing address:	City of Norman, PO Box 370, Norman, OK 73070

Environmental Improvement

Question	Answer
a. What type of solid waste will be collected: HHW, electronic waste, medical pharmaceuticals, medical sharps, and/or tires?	Electronic waste. Only electronic waste will be collected for this event.
b. When do you anticipate holding the event(s)? Please provide an estimated time of year, or specific date.	We plan to hold one collection event on Star Wars Day, May 4, 2024, in conjunction with Green Norman Eco Month Activities to allow for increased promotion and advertisement of the events.
c. Who will be served by the program: municipalities, counties, region, population estimate?	While we will primarily promote the event within the City of Norman's corporate boundaries, we will also reach out to and invite surrounding municipalities and to the Cleveland County administration to offer the event to their residents. The 2020 census lists the population of Norman at 128,026. Cleveland County population is listed at 297,597. Potential participants are expected from Norman, Noble, Blanchard, Moore, Oklahoma City, Newcastle, Purcell, and parts of Cleveland and McClain counties.
d. Will your project contain an educational component? Please Describe. To make more efficient use of limited dollars, DEQ will prioritize applications that propose an educational aspect.	Yes. We will provide information regarding what type of wastes are acceptable at City of Norman's permanent Household Hazardous Waste Facility, as well as provide information and answer questions about upcoming initiatives like the Solar Initiative, a group-purchasing program for the installation of solar PV panels on residences and businesses.

Cost

Question	Answer
e. What is the total cost of this program?	$6,000
f. Are you partnering with anyone else to implement this program? To make more efficient use of limited dollars DEQ will prioritize applications that propose partnerships and collaboration.	We plan to partner with Cleveland County and the University of Oklahoma, as well as other surrounding areas, to encourage as much attendance to make the greatest impact possible.
g. Have you received a previous grant from the DEQ? If yes, what years, what dollar amount of funding was provided, and how much of that funding did you spend?	Yes, FY 20 - $55,370 – purchases of forklift, paint can crusher, and fluorescent bulb crusher FY 21 - $19, 125.07 – purchases of aerosol disposal system, sharps container kiosk, spill containment equipment, and utility carts, and the implementation of two electronic waste collection events. FY 23 - $4750 – implementation of one electronics waste collection event.

Scope of Work & Budget

Question	Answer
m. Detailed scope	Please attach a detailed scope of work and a detailed budget for the entirety of the project. More detailed and itemized budgets will be prioritized. Itemized budget items may include cost of labor, equipment, supplies, etc.

Additional Information

Question	Answer
n. Is there any other information that you would like to share?	In the near future, we plan to modify our permit to allow the permanent HHW facility to take E-waste year-round as well as expand our reach into other smaller communities which may want to be involved, on some sort of MOU/MOA process.

City of Norman Collection Event Grant Application FY25

Attachment 1

Scope of Work

To help with the prevention, control, and abatement of pollution caused by solid waste, the City of Norman will contract with R2-Certified electronic recycler, United Electronics Recycling (R2v3 certified through SERI) to provide one (1) electronics waste collection event to be held on May 4, 2024, Q4 FY24, for the residents of the City of Norman, Cleveland County and surrounding areas. This event will consist of collection, transportation and proper recycling or disposal of the electronics waste. The event will be held in Reaves Park, and City staff will provide logistic and traffic control services, allowing for maximal participation during the event hours.

Spring event budget:

Collection, transportation and proper recycling or disposal of electronics waste inclusive	$6, 000,
Total Cost for Both Events	**$6,000**

File Attachments for Item:

18. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-175: AN AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND SMC CONSULTING ENGINEERS IN THE AMOUNT OF $103,000 FOR PROFESSIONAL SERVICES FOR THE CRIMSON FLATS AFFORDABLE HOUSING PROJECT AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 4/23/24

REQUESTER: Anthony Purinton, Assistant City Attorney

PRESENTER: Anthony Purinton, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-175: AN AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND SMC CONSULTING ENGINEERS IN THE AMOUNT OF $103,000 FOR PROFESSIONAL SERVICES FOR THE CRIMSON FLATS AFFORDABLE HOUSING PROJECT AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City of Norman has contracted with Milestone Property Development, LLC (K-2324-94) for the development of an affordable housing project using SLFRF funds and Low Income Housing Tax Credit (LIHTC) funding. The City previously engaged SMC Consulting Engineers when developing the preliminary plat and site plan during the rezoning of the property for this use. K-2324-175 is for additional engineering services related to the site's final plat, public improvements, and private site development plans.

DISCUSSION:

Due to SMC's previous work on the property and knowledge of the underlying project, SMC is the recommended firm to prepare these engineering documents. The contract with the developer, Milestone Property Development, also explicitly states that SMC shall be the firm to conduct the engineering. The City's expenditure of funds for these engineering services will be applied to the City's obligation under the contract with the developer, which requires the City to expend $500,000.00 in site preparation on the property prior to purchase by the developer.

While there will not be a final award of LIHTC funds by the Oklahoma Housing Finance Agency (OHFA) until May 15, 2024, which is a requirement for the further development of the property, entering into this contract with SMC for engineering services puts the City in a position to quickly move forward on the project in the event the project is awarded. However, City Staff does believe the project will be awarded funding due to preliminary data released by OHFA. Given the multiple layers of State and Federal deadlines impacting both the City and the Developer, it is in the City's best interest to begin positioning itself to perform the necessary site work as soon as possible. If the project is not awarded federal funding, the City can request SMC to either

suspend or terminate services under this contract and the City will be obligated to pay for services actually performed.

Funds are already available for this contract in the Imhoff & Oakhurst Property Prep Project (Project BG0091, Account No. 50193395-46201 DESIGN), as City Council previously re-allocated funds for the $500,000.00 for the City's contribution to the property's site work when it approved item K-2324-94. These funds will be sufficient to fully fund the proposed contract fee of $103,000.

RECOMMENDATION:

Staff recommends that City Council approve Contract K-2324-175 with SMC Consulting Engineers in the amount of $103,000 for engineering services for the Crimson Flats Affordable Housing Project.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into between The City of Norman (OWNER) and SMC Consulting Engineers, P.C. (CONSULTANT) for the following reasons:

1. OWNER has contracted with Milestone Property Development, LLC for the development of affordable housing on approximately 5 acres of real property currently owned by OWNER (the Project); and,

2. OWNER requires certain professional engineering services in connection with the Project (the SERVICES); and,

3. CONSULTANT is prepared to provide the SERVICES.

In consideration of the promises contained in this AGREEMENT, OWNER and CONSULTANT agree as follows:

ARTICLE 1 - EFFECTIVE DATE
The effective date of this AGREEMENT shall be ___ day of _____, 2024.

ARTICLE 2 - GOVERNING LAW; VENUE
This AGREEMENT shall be governed by the laws of the State of Oklahoma. The venue for any action under this AGREEMENT shall be in the District Court of Cleveland County, Oklahoma or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.

ARTICLE 3 - SCOPE OF SERVICES
CONSULTANT shall provide the SERVICES described in Attachment A, Scope of Services.

ARTICLE 4 - SCHEDULE
CONSULTANT shall exercise its reasonable efforts to perform the SERVICES described in Attachment A according to the Schedule set forth in Attachment B.

ARTICLE 5 - COMPENSATION
OWNER shall pay CONSULTANT in accordance with Attachment C, Compensation.
Invoices shall be due and payable within thirty (30) days of receipt. OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

ARTICLE 6 - OWNER'S RESPONSIBILITIES
OWNER shall be responsible for all matters described in Attachment D, Owner's Responsibilities. OWNER hereby represents that it owns the intellectual property rights in any plans, documents or other materials provided by OWNER to CONSULTANT. If OWNER does not own the intellectual property rights in such plans, documents or other materials, prior to providing same to CONSULTANT, OWNER shall obtain a license or right to use, including the right to sublicense to CONSULTANT. OWNER hereby grants CONSULTANT the right to use the intellectual property associated with plans, documents or other materials it owns or has the right to use for the limited purpose of performing the SERVICES. OWNER represents that CONSULTANT'S use of such documents will not infringe upon any third parties' rights.

ARTICLE 7 - STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this AGREEMENT or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the SERVICES.

ARTICLE 8 -INDEMNIFICATION AND LIABILITY

Indemnification. To the extent permitted by law, including the Constitution of the State of Oklahoma, the CONSULTANT and the OWNER each hereby agree to defend, indemnify, and hold harmless the other party, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of the indemnifying party in the performance of SERVICES under this AGREEMENT. The indemnity provided by the CONSULTANT in this regard shall extend in favor of the OWNER to any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of any sub-consultant hired by CONSULTANT for the Project. The CONSULTANT and the OWNER each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of any such claims. This indemnity is not limited except as provided by applicable Oklahoma law. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this AGREEMENT to be furnished by the CONSULTANT shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to the OWNER at common law.

Survival. The terms and conditions of this Article shall survive completion of the SERVICES, or any termination of this AGREEMENT.

ARTICLE 9 - INSURANCE

During the performance of the SERVICES under this AGREEMENT, CONSULTANT shall maintain the following insurance:

a) General Liability Insurance, with a limit of $1,000,000 per occurrence and $2,000,000 annual aggregate.
b) Automobile Liability Insurance, with a combined single limit of $1,000,000 for each person and $1,000,000 for each accident.
c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance, with a limit of $500,000 for each occurrence.
d) Professional Liability Insurance, with a limit of $1,000,000 per claim and annual aggregate.

CONSULTANT shall, upon written request, furnish OWNER certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty (30) days' written notice to OWNER. OWNER shall require all Project contractors to include OWNER, CONSULTANT, and its parent company, affiliated and subsidiary entities, directors, officers and employees, as additional insureds on their General and Automobile Liability insurance policies, and to indemnify both OWNER and CONSULTANT, each to the same extent.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

CONSULTANT shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT that are outside of CONSULTANT's reasonable control and/or Scope of Services set forth in Attachment A; (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to, or otherwise under the control of the CONSULTANT, to fulfill contractual responsibilities to OWNER or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to CONSULTANT in Attachment A, Scope of Services. In the event the OWNER requests the CONSULTANT to execute any certificates or other documents, the proposed language of such certificates or documents shall be submitted to the CONSULTANT for review at least fifteen (15) days prior to the requested date of execution. The CONSULTANT shall not be required to execute any certificates or documents that in any way would, in CONSULTANT's sole judgment, (a) increase the CONSULTANT'S legal or contractual obligations or risks beyond the terms of this AGREEMENT; (b) require knowledge, services or responsibilities beyond the scope of this AGREEMENT; or (c) result in the CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot reasonably ascertain.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Because the CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet project schedules, the CONSULTANT's opinion of probable costs and of project schedules shall be made on the basis of experience and qualifications as a practitioner of its profession. The CONSULTANT does not guarantee that proposals, bids, or actual project costs will not vary from the CONSULTANT'S cost estimates or that actual schedules will not vary from the CONSULTANT'S projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, plans, drawings, and specifications prepared by CONSULTANT as deliverables pursuant to the Attachment A, Scope of Services are instruments of service in respect to the PROJECT. They are not intended or represented to be suitable for reuse by OWNER or others on modifications or extensions of the PROJECT or on any other project. Any reuse without prior written verification or adaptation by THE CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, documents, drawings, and specifications prepared by CONSULTANT and furnished to OWNER as part of the SERVICES shall become the property of OWNER; provided, however, that CONSULTANT shall have the unrestricted right to their use. CONSULTANT shall retain its copyright and ownership rights in its design, drawing details, specifications, data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the SERVICES shall remain the property of CONSULTANT.

ARTICLE 14 - TERMINATION AND SUSPENSION

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this AGREEMENT; provided, however, the nonperforming party shall have fourteen (14) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. OWNER may terminate or suspend performance of this AGREEMENT for OWNER'S convenience upon written notice to CONSULTANT. CONSULTANT shall terminate or suspend performance of the

SERVICES on a schedule acceptable to OWNER, and OWNER shall pay CONSULTANT for all the SERVICES performed. Upon restart of suspended SERVICES, an equitable adjustment shall be made to CONSULTANT'S compensation and the project schedule.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither OWNER nor CONSULTANT shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this AGREEMENT, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either OWNER or CONSULTANT under this AGREEMENT. CONSULTANT shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances. Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

ARTICLE 16 - NOTICES

Any notice required by this AGREEMENT shall be made in writing to the address specified below:

OWNER:

Anthony Purinton
Assistant City Attorney
City of Norman
P.O. Box 370
Norman, OK 73070

CONSULTANT

Christopher D. Anderson
SMC Consulting Engineers, P.C.
815 West Main
Oklahoma City, OK 73106

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of OWNER and CONSULTANT.

ARTICLE 17 - DISPUTES

In the event of a dispute between OWNER and CONSULTANT arising out of or related to this AGREEMENT, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation. Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 18 - EQUAL EMPLOYMENT OPPORTUNITY

CONSULTANT hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations, including the City of Norman's policies and provisions. The CONSULTANT

affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, gender identity or expression, marital status or familial status, including marriage to a person of the same sex, citizen status, national origin or ancestry, place of birth, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is CONSULTANT'S policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. The CONSULTANT further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

ARTICLE 19 - WAIVER

A waiver by either OWNER or CONSULTANT of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 20 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if it did not contain the particular portion or provision held to be void.

ARTICLE 21 - INTEGRATION

This AGREEMENT, including Attachments A, B, C, and D incorporated by this reference, represents the entire and integrated AGREEMENT between OWNER and CONSULTANT. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT.

ARTICLE 22 - SUCCESSORS AND ASSIGNS

OWNER and CONSULTANT each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this AGREEMENT and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this AGREEMENT.

ARTICLE 23 - ASSIGNMENT

Neither OWNER nor CONSULTANT shall assign any rights or duties under this AGREEMENT without the prior written consent of the other party; provided, however, CONSULTANT may assign its rights to payment without OWNER'S consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this AGREEMENT. Nothing contained in this Article shall prevent CONSULTANT from engaging independent CONSULTANTS, associates, and subcontractors to assist in the performance of the SERVICES.

ARTICLE 24 - NO THIRD PARTY RIGHTS

The SERVICES provided for in this AGREEMENT are for the sole use and benefit of OWNER and CONSULTANT. Nothing in this AGREEMENT shall be construed to give any rights or benefits to anyone other than OWNER and CONSULTANT.

ARTICLE 25 - WARRANTY OF AUTHORITY

The signatories to this AGREEMENT warrant and represent that each is authorized to execute this AGREEMENT and that their respective signatures serve to legally obligate their respective representatives, agents, successors and assigns to comply with the provisions of this AGREEMENT.

[Remainder of Page Left Intentionally Blank]

IN WITNESS WHEREOF, CONSULTANT has executed this AGREEMENT. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

SMC Consulting Engineers, P.C.
(CONSULTANT)

Signature Ch D. C

Name Christopher D. Anderson

Title Vice-President

Date 4-18-24

Attest:

Mellonee Pemer
Secretary

SMC CONSULTING ENGINEERS, P.C. CORPORATE SEAL OKLAHOMA

STATE OF OKLAHOMA)
) SS:
COUNTY OF Oklahoma)

On this 18th day of April, 2024, personally appeared before me, Christopher D. Anderson, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this Agreement for Professional Services, and acknowledged to me that he/she executed the same in his/her authorized capacity and fully executed the same as his/her free act and deed and for the sole consideration therein expressed.

Laura L Pons
NOTARY PUBLIC

MY COMMISSION EXPIRES: 6-1-2027

LAURA L. PONS NOTARY PUBLIC # 03006929 EXP. 06/01/27 STATE OF OKLAHOMA

IN WITNESS WHEREOF, OWNER has executed this AGREEMENT. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

DATED this ____ day of _____, 2024.

The City of Norman
(OWNER)

Signature _____

Name _____

Title _____

Date _____

Attest:

_____
City Clerk

Approved as to form and legality this 18 day of April 2024.

_____
City Attorney

ATTACHMENT A
SCOPE OF SERVICES

Article 3 of the AGREEMENT is amended and supplemented to include the following agreement of the parties. CONSULTANT shall, except as otherwise provided for herein, furnish all Engineering services, labor, equipment, and incidentals (SERVICES) as required for this AGREEMENT.

DESCRIPTION OF PROJECT

City of Norman is seeking the development of the property located at Oakhurst Drive and Imhoff Drive in Norman, Oklahoma. This proposal is for preparation of the Final Plat and supporting documents, Public Improvement Plans, and Private Site Development Plans. This project will be for approximately 5 acres for use as an affordable housing project.

DESIGN SERVICES

The following design services shall align with the tasks set forth in **Attachment C – Compensation**.

1. FINAL PLAT AND FINAL SITE DEVELOPMENT PLAN

a. CONSULTANT will prepare a Final Plat to meet City of Norman requirements and to be submitted to the City Staff for review and to be placed on the agenda of the Planning Commission.
b. CONSULTANT will prepare a Final Site Development Plan to be submitted with the Final Plat.
c. CONSULTANT will prepare the application for Final Plat.
d. CONSULTANT will attend necessary City Staff meetings, Planning Commission meetings, and City Council meetings.

2. PUBLIC IMPROVEMENT PLANS

This work shall consist of the following:

a. Prepare a professional evaluation of the drainage impacts of the proposed development per City of Norman requirements.
b. Prepare Paving and Drainage Plans
    i. Preparation of plans detailing the construction of street improvements and drainage appurtenances required to accommodate the proposed project. The plans shall be prepared to the specifications of the City of Norman Public Works Department. Any variances to the specifications must be agreed to by the City.
c. Prepare Waterline Plans.
    i. Preparation of plans detailing the construction of public water main extension and appurtenances required to accommodate the proposed project. The plans shall be prepared to the specifications of the City of Norman Public Works Department and the Oklahoma Department of Environmental Quality (ODEQ) requirements.
    ii. Preparation of ODEQ Engineering Report for Water Distribution Systems

and application for Permit to Construct Public Water Supply Facility.

3. PRIVATE SITE DEVELOPMENT PLANS

a. Prepare civil site, grading, and utility layout, paving, drainage, and site detail drawings for the city's approval and permitting. The Final Private Site Development Plans will be submitted to the Client for inclusion in the Architect's Building Permit submittal package to the city.
b. Coordinate with the city for curb cuts and utility connections in public right of way and/or easements (walks, driveways, utilities, etc.).
c. Coordinate with franchise utility companies for the extension of and/or relocation of existing utilities serving the Property.
d. Coordinate with Architect for site utilities to 5 feet outside of the building or building pad.
e. Coordinate with Architect for spot elevations at building entries, sidewalks, and ADA accessible routes.
f. Prepare civil sitework specifications and project notes to be included in the Private Site Development Plans.
g. If requested, attend meetings with Client and/or city staff regarding the Project.

4. COMPLY WITH ODEQ CRITERIA (EROSION CONTROL PLANS AND SEDIMENTATION CONTROL DESIGN).

This work consists of the following:

a. Prepare Erosion and Sedimentation Control Plans in accordance with the Oklahoma Department of Environmental Quality-General Permit OKR10 for Storm Water Discharges from Construction Activities.
b. Submit Erosion and Sedimentation Control Plans for approval to the City of Norman.
c. Prepare Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Oklahoma Department of Environmental Quality's General Permit requirements for construction sites larger than 1 acre and submit to ODEQ for review and approval.
d. File Notice of Intent with the Oklahoma Department of Environmental Quality for the Owner prior to start of the construction work.
e. File Notice of Termination with the Oklahoma Department of Environmental Quality for the Owner at the completion of the project.

5. 'AS-BUILTS' FOR PUBLIC IMPROVEMENT WORKS

a. The ENGINEER will provide the City of Norman with one set of 'As-Builts' plans for public improvement works.

6. REIMBURSABLE EXPENSES

a. City shall not be responsible for permit or filing fees required by City, State, or County for plan review or recording of documents unless OWNER explicitly agrees in writing. Permit fees shall be the responsibility of Chesapeake Community Advisors, Inc. and/or Milestone Property Development, LLC, unless otherwise indicated in writing by OWNER.
b. OWNER shall be responsible for project related expenses incurred by the CONSULTANT during the execution of services rendered within the scope of work

contracted, such as printing and copying expenses, express deliveries, courier services, submission fees and travel expenses, which will be reimbursable at cost.

c. Substantial changes requested by OWNER subsequent to authorization to complete plans, other than changes necessary to comply with City of Norman building or design requirements.

7. CONSTRUCTION

a. Bidding
CONSULTANT shall prepare and submit all required bid documents for approval by the OWNER. Once the documents and final opinion of probable construction cost are accepted by the OWNER, the CONSULTANT shall:

- Attend the Pre-Bid Meeting and provide information to the OWNER as appropriate to clarify, correct, or change the bidding documents; the OWNER will submit any required Addenda.
- Analyze and evaluate bids in order to make a written recommendation for award to the OWNER.
- Provide information or assistance needed by the OWNER in the course of any negotiations with prospective contractors.
- If bidding documents require, CONSULTANT shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by bidders.

At this time, bid documents are only needed for improvements related to the Imhoff road widening portion of the project. Bid documents relating to other improvements of the property may be added as a contract amendment.

b. Construction Support
CONSULTANT shall attend any scheduled Pre-Construction Meeting and will be available throughout construction to answer questions, including formal Requests for Information (RFIs), and assist the OWNER as necessary, helping to resolve any complications or conflicts that may arise. If shop drawings are to be produced during construction, CONSULTANT will be available to assist the OWNER in review. CONSULTANT shall attend regularly scheduled progress meetings, as required.

c. Record Drawings
Record Drawings will be prepared and submitted to the OWNER based upon field documents provided by the construction administrator.

MEETINGS

The CONSULTANT shall schedule monthly design progress meetings or conference calls with the OWNER to discuss current project status, upcoming milestones, and any issues arising on the project.

DESIGN CRITERIA

The design and plans shall conform to current (at the time of bidding) Federal, State of Oklahoma, City of Norman, and American Association of State Highway and Transportation

Officials (AASHTO) policies and standards unless modified in writing at the direction of the OWNER.

DELIVERABLES

The CONSULTANT shall provide monthly project status updates that include (but are not limited to) opinion of probable cost updates, schedule updates, action items, and the anticipated submittal date for upcoming milestones. CONSULTANT shall make available all design calculations upon request. CONSULTANT shall complete thorough quality control reviews prior to the submittal of all deliverables.

1. **Submission of Deliverables**

   a. **Plan Requirements**
   Preliminary and Final Plans shall consist of one (1) 24 x 36-inches (full size) and 11 x 17-inches (half size) prints TO SCALE. CONSULTANT shall provide plans in a digital format acceptable to OWNER.

   b. **Submission of Draft Final Plans and Design Analysis**
   CONSULTANT shall provide draft copies of all deliverables to OWNER for City Staff review. Upon revision and comment from City Staff, CONSULTANT shall make all necessary changes identified by City Staff

ADDITIONAL SERVICES NOT INCLUDED

Environmental Mitigation Plans such as Wetlands, LUST, Hazmat, Section 404 Permitting etc.
Full time construction inspection or observation.
Construction surveying or surveying for as-built conditions.
Property Acquisition
Appraisals -Negotiations & Acquisitions
Landscape and Irrigation Planes are not included as base services.
Off-site work, sewer studies, water studies.
Petroleum company issues such as easements, releases of easements, oil well abandonment issues, etc.
Preparation of Bid documents, other than those relating to improvements of the Imhoff road widening portion of the project. Further Bid documents required by OWNER will be negotiated as amendments to this contract.

ATTACHMENT B
PROJECT SCHEDULE

Article 4 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

It is understood and agreed that the date of beginning, rate of progress, and the time of completion of SERVICES under this AGREEMENT are essential provisions of this AGREEMENT. It is further understood and agreed that the services under this AGREEMENT shall commence upon execution of the AGREEMENT between OWNER & CONSULTANT and after receipt of a written Notice to Proceed from CONSULTANT. The parties mutually agree that time is of the essence in the performance of this AGREEMENT in order for OWNER to have advantage of existing funding. SUBCONSULTANT agrees to provide SERVICES for each phase of PROJECT as stated in Attachment A – Scope of Services, in accordance with the time frame as stated below:

TASK/MILESTONE	ANTICIPATED COMPLETION DATE
Draft documents for Imhoff Road widening plans	Within 45 days of notice to proceed from OWNER and receipt of topographic survey
Draft documents for remainder of project	Within 60 days of notice to proceed from OWNER and receipt of topographic survey
Final contract documents and other services necessary for the owner to advertise bids	Within 60 days following receipt of, and approval from Owner of the draft contract documents
Submission of record drawings	Within 30 calendar days after acceptance of construction project by Owner and receipt of As-Built survey

The parties further agree that CONSULTANT will meet this schedule using standards and procedures for their submissions consistent with those currently used by Engineers/Surveyors practicing in Oklahoma. This schedule excludes the governing agency review time (except as provided above) and any time lost while CONSULTANT is waiting for direction either by government agency or OWNER, and any excusable delays as described in Article 15 of the AGREEMENT.

Dates indicated are dependent upon timely review by OWNER & ODOT, Environmental Clearance, Right-of-Way Acquisition, Utility Relocations, and other factors beyond direct control of CONSULTANT.

ATTACHMENT C
COMPENSATION

Article 5 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

The CONSULTANT agrees to perform the SERVICES identified in **Attachement A – Scope of Services**, in accordance with the limitations and conditions set forth in the AGREEMENT to pay an amount not to exceed $103,000.00 unless changed or modified by a mutually executed contract amendment between the OWNER and the CONSULTANT.

The OWNER shall pay the CONSULTANT for completion of the SERVICES of each task identified in **Attachment A – Scope of Services**, in accordance with the amounts stated below:

DESIGN TASK	COMPENSATION
Task 1 – Final Plat and Final Site Development Plan	$10,000.00
Task 2 – Public Improvement Plans	$27,000.00
Task 3 – Private Site Development Plans	$37,000.00
Task 4 – Comply with ODEQ Criteria	$7,000.00
Task 5 – 'As-Builts'for Public Improvement Works	$7,000.00
Task 7 – Bidding Documents for Imhoff Road Widening	$5,000.00
TOTAL COMPENSATION (not including reimbursable expenses)	$93,000.00
Reimbursable Expenses	Not to Exceed $10,000

ATTACHMENT D
OWNER'S RESPONSIBILITIES

Article 6 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

I. OWNER RESPONSIBILITIES

1. Owner shall furnish to CONSULTANT all available information pertinent to PROJECT including previous reports, and any other data relative to design and construction of PROJECT.
2. OWNER shall be not be responsible for all permit fees, unless OWNER explicitly agrees in writing. Permit fees shall be the responsibility of Chesapeake Community Advisors, Inc. and/or Milestone Property Development, LLC, unless otherwise indicated in writing by OWNER.
3. OWNER shall examine all studies, reports, sketches, estimate specifications, plan drawings, proposals and any other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to delay SERVICES of CONSULTANT.
4. OWNER shall designate in writing a person to act as its representative in respect to the work to be performed under this AGREEMENT, and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the services covered by this AGREEMENT.
5. OWNER shall furnish assistance in locating existing OWNER-owned underground utilities and expediting their relocation in preparation for construction.
6. OWNER shall provide for meeting facilities (or arrange for meeting facilities) for all PROJECT meetings with OWNER or Public Meetings in connection with PROJECT.

II. SPECIAL RESPONSIBILITIES

1. OWNER shall furnish to CONSULTANT traffic studies as may be required for by ACOG, ODOT, and/or FHWA for consideration of PROJECT funding and/or PROJECT letting.
2. OWNER shall furnish Certificates of Title, Appraisals, and Right-of-Way Acquisition necessary for utility relocations and/or proposed construction of PROJECT.

File Attachments for Item:

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-137: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $2,066.85 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO REPAIR A CITY VEHICLE DAMAGED BY ANOTHER DRIVER IN A TRAFFIC COLLISION.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Jeanne Snider, Assistant City Attorney

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-137: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $2,066.85 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO REPAIR A CITY VEHICLE DAMAGED BY ANOTHER DRIVER IN A TRAFFIC COLLISION.

BACKGROUND:

Funding is required to repair City vehicles that are damaged in traffic collisions. To assist with this process, the City has contracted with Alternative Claims Management (ACM) to pursue reimbursement of damage costs from the other driver's insurance policy when the collision is the fault of the other driver.

ACM has remitted payment to the City in the amount of $2,066.85. This item requests appropriation of these funds to the Miscellaneous Services/Uninsured Losses account to pay for vehicle repairs.

DISCUSSION:

On January 30, 2024, a Norman Police Department vehicle (Unit 201118) received damage when another driver veered into the lane already occupied by the police vehicle. Allstate Insurance determined their driver to be at fault and payment was collected by ACM and remitted to the City in the amount of $2,066.85.

This insurance reimbursement payment was received by the City and forwarded for deposit into the Refunds/Reimbursements Risk Management account on April 2, 2024.

RECOMMENDATION:

Staff recommends the approval of R-2324-137 for the appropriation of the above-referenced insurance reimbursement funds of $2,066.85 from Refunds/Reimbursements Risk Management (Account 439-365264) to Miscellaneous Services – Uninsured Losses (43330104-44798) for the payment of repairs to the City of Norman Police Department vehicle.

R-2324-137

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $2,066.85 FROM THE REFUNDS / REIMBURSEMENTS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO A CITY OF NORMAN VEHICLE DAMAGED BY ANOTHER DRIVER.

§ 1. WHEREAS, Alternative Claims Management (ACM) assists the City of Norman to collect insurance funds when a City vehicle is damaged by another driver during an auto collision; and

§ 2. WHEREAS, ACM has remitted payment to the City in the amount of $2,066.85 representing funds received from insurance. These funds were forwarded for deposit into the City's Refunds/Reimbursements Miscellaneous Risk Management Account on April 2, 2024; and

§ 3. WHEREAS, these funds should be appropriated to the City vehicle repairs account so repairs can be made;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. THAT the following appropriation be made as follows:

Account Name	Losing Account	Gaining Account	Amount
Misc. Serv. – Uninsured Losses	439-365264	43330104-44798	$ 2,066.85

PASSED AND ADOPTED this 23rd day of April, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

office memorandum

DATE: April 2, 2024

TO: Clint Mercer, Chief Accountant

FROM: Sarah Encinias, Legal Admin Tech

SUBJECT: City of Norman Debt Recovery – Damage to Fleet Vehicle

The City of Norman has contracted with Alternative Claims Management (ACM) to provide damage recovery services for the City when a loss is caused by an at-fault party. At-fault parties are automobile drivers who are involved in a collision with a City vehicle and is found to be the cause, or at-fault, of the collision. ACM pursues payment from the at-fault party's insurance company and sends payment to the City.

Attached is check #26352 from ACM in the total amount of $2,066.85. This payment represents damage reimbursement from an insurance company for the incident described below.

Please advise if you need additional information regarding this payment.

Vehicle Unit	Date of Incident	Insured	Insurance	Payment Amount
201118	1/30/2024	H. Hickman	Allstate	$ 2,066.85

Attachment

cc: Kevin Foster, Chief of Police
Chad Vincent, Major, Community & Staff Services Bureau
Lisa Tullius, Admin Tech III
Mike White, Fleet Program Manager
Mark Delgado, Light Repair Supervisor
Jennell James, Fleet Service Writer
Barbara Andros, Revenue Collection Supervisor

CASH ONLY IF ALL *CheckLock*™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Alternative Claims Management

THE FROST NATIONAL BANK
SAN ANTONIO, TEXAS
30-9/1140

03/13/2024

PAY TO THE ORDER OF Norman Police Department $ **2,066.85

Two thousand sixty-six and 85/100********** DOLLARS

Details on Back

PROTECTED AGAINST FRAUD

Norman Police Department
1301 Da Vinci St
Norman, OK 73069 US

MEMO

Alternative Claims Management 26352

03/13/2024 Norman Police Department

Date	Type	Reference	Original Amount	Balance Due	Payment
03/13/2024	Bill	C-20725	2,066.85	2,066.85	2,066.85
		Check Amount			2,066.85

Trust:Frost Client Tru 2,066.85

Alternative Claims Management 26352

03/13/2024 Norman Police Department

Date	Type	Reference	Original Amount	Balance Due	Payment
03/13/2024	Bill	C-20725	2,066.85	2,066.85	2,066.85
		Check Amount			2,066.85

Trust:Frost Client Tru 2,066.85

PAYMENT RECORD

File Attachments for Item:

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-141: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CITY ATTORNEY TO RETAIN CERTAIN OUTSIDE COUNSEL TO PROVIDE LEGAL REPRESENTATION TO AND ON BEHALF OF THE CITY REGARDING DESIGN AND/OR CONSTRUCTION ISSUES WITH THE NORMAN PUBLIC LIBRARY CENTRAL.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Kathryn Walker

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-141: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CITY ATTORNEY TO RETAIN CERTAIN OUTSIDE COUNSEL TO PROVIDE LEGAL REPRESENTATION TO AND ON BEHALF OF THE CITY REGARDING DESIGN AND/OR CONSTRUCTION ISSUES WITH THE NORMAN PUBLIC LIBRARY CENTRAL.

BACKGROUND:

Mold was discovered in the Norman Public Library Central location in November 2023. The library was immediately closed for mold remediation efforts. Since that time, Staff and consultants have been working to determine the cause of the mold. Council was last provided an update at an executive session on April 2, 2024.

DISCUSSION:

To assist in discussions with the construction and design teams of the Central Library, Staff advised Council that it would be prudent to bring in outside legal counsel now. Requests for representation were sent to four (4) local firms. Two firms had conflicts of interest, one firm did not respond, and a proposal was received from Phillips Murrah law firm. Phillips Murrah has long represented the City in employment matters and has attorneys who specialize in construction law. The particulars of their proposal are attached to Resolution R-2324-141 as Exhibit A. Legal staff believes there are sufficient budgeted funds in FYE24 for outside legal expenses to cover activity related to the Central Library issue through June 30, and intends to utilize its budgeted funds for outside legal expenses in FYE25 to cover as much of the cost of representation as possible. Additional funding will be requested as necessary.

RECOMMENDATION:

Staff recommends adoption of Resolution R-2324-141.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CITY ATTORNEY TO RETAIN CERTAIN OUTSIDE COUNSEL TO PROVIDE LEGAL REPRESENTATION TO AND ON BEHALF OF THE CITY REGARDING DESIGN AND/OR CONSTRUCTION ISSUES WITH THE NORMAN PUBLIC LIBRARY CENTRAL.

§ 1. WHEREAS, in November 2023, mold was detected in the Norman Public Library Central, resulting in immediate and indefinite closure of the library and extensive mold remediation efforts; and

§ 2. WHEREAS, the City Council of the City of Norman budgets funding each year for the engagement of outside legal counsel and other related services; and

§ 3. WHEREAS, the City Council adopted Resolution R-2324-16, authorizing the City Attorney's office to engage specific law firms and lawyers to perform work on behalf of the City of Norman as outside counsel within the budgeted funding amount approved by the City Council; and

§ 4. WHEREAS, the City Attorney requests that Council authorize the hiring of outside counsel for the Central Library matter.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. THAT, the City Attorney's office is hereby authorized to engage Phillips Murrah Law Firm to provide legal representation to and on behalf of the City regarding the design and/or construction issues with the Norman Public Library Central as described more particularly in Exhibit A.

APPROVED by the Council of the City of Norman the ____day of _____, 2024.

By: _____ Date: _____
Mayor

ATTEST:

By: _____
CITY CLERK

APPROVED as to form and legality this _____ day of _____, 2024.

By: _____
City Attorney

PHILLIPS MURRAH P.C.
Attorneys and Counselors at Law

Jennifer K. Christian
Director
405.552.2490
jkchristian@phillipsmurrah.com

April 8, 2024

City of Norman
Attn: Kathryn Walker, City Attorney
Kathryn.Walker@NormanOK.gov
P.O. Box 370
Norman, OK 73070

Re: Proposal Relating to Possible Representation Related to Construction and/or Design Defects of the Norman Central Public Library

Dear Ms. Walker:

Please allow the following to serve as a proposal for the representation of the City of Norman by Phillips Murrah in connection with the above-referenced matter. If this proposal is accepted, we will prepare a formal engagement letter for the City of Norman. Phillips Murrah does not have any conflicts of interest with regard to the proposed engagement based upon information furnished to date.

Team and Billing Rates

We anticipate the core team will include some combination of the PM Directors and Associates listed below. Kathryn D. Terry and Phoebe M. Barber's standard rate for City of Norman-related matters is already discounted and billed at the rates reflected below. As for Jennifer K. Christian, her standard billing rate is $350/hour, but she will bill on this matter at the rate below, representing a 10% discount:

Jennifer K. Christian Jennifer K. Christian - Phillips Murrah Attorney	$350/hour reduced to $315/hour
Kathryn D. Terry Kathryn D. Terry - Phillips Murrah Attorney	$315/hour
Phoebe M. Barber Phoebe M. Barber - Phillips Murrah Attorney	$265/hour

If Phillips Murrah uses other Directors or Associates on this matter, their discounted rate will not exceed $350/hour. Paralegals rates will be billed at $175/hour.

Estimate of Possible Costs for Advisement/Litigation

The following is a good faith, conservative estimate of litigation costs, which may vary greatly depending upon the number of witnesses, the number of documents, the number and nature of motions filed, discovery disputes, and other matters that are largely outside the control of counsel that impact costs associated with representation.

Case Assessment, Development & Administration (factual investigation, client meetings, site visit, document review, witness interviews)	$3,500.00-$5,000.00
Pre-Trial Pleadings and Motions (Range from preparation of Petition to Responses to Motions to Dismiss, if any, and hearing attendance)	$2,000.00-$15,000.00
Discovery (includes written discovery, document review/analysis, and witness depositions)	$25,000.00-$50,000.00
Settlement Conference/Mediation Preparation and Attendance	$3,500.00-$5,000.00
Pretrial, Trial Preparation and Trial (assumes 2-week trial)	$75,000.00-$125,000.00

Thank you for allowing Phillips Murrah to present this proposal for your consideration. We look forward to hearing from you.

Sincerely,

Jennifer K. Christian
For the Firm

JKC/dmb

File Attachments for Item:

21. CONDUCTING AND CLOSING THE FIRST PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT THE FYE 2025 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Kim Coffman, Budget Manager

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONDUCTING AND CLOSING THE FIRST PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT THE FYE 2025 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.

CITY OF NORMAN

ANNUAL BUDGET

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

ON THE COVER: JAMES GARNER LEGACY

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

- Terry Bumgarner (James Garner's Nephew) –

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

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

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

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

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

Family Photos Courtesy of Scott Bumgarner
Family Photos Courtesy of Terry Bumgarner
Photos Courtesy of Visit Norman
Photos Courtesy of the University of Oklahoma Western Heritage Collection
"Revolutions" Schematic Drawings Courtesy of the Norman Arts Council (pending approval)
Graphic Art by The City of Norman Office Services Division

CITY COUNCIL

MAYOR
Larry Heikkila

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

Presented by:
Darrel Pyle, City Manager

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

THE CITY OF NORMAN

OUR MISSION

"WORKING TOGETHER TO DELIVER EXCEPTIONAL SERVICE"

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

TEAMWORK

We value each other's contribution and encourage teamwork.

CARING

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

ACCOUNTABILITY

We are responsible for our work and actions.

SERVICE

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

RESPECT

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

FAIRNESS

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

PROFESSIONALISM

We value a knowledgeable, capable and effective organization.

RESPONSIVENESS

We value a timely response to both customer and employee.

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

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

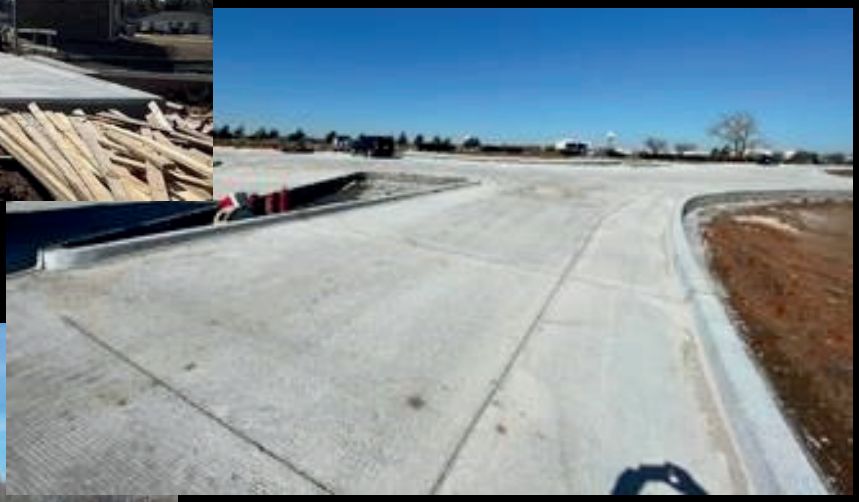
City of Norman
Oklahoma

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrill

Executive Director



James Garner Ave. Bridge Construction

Roundabout Construction

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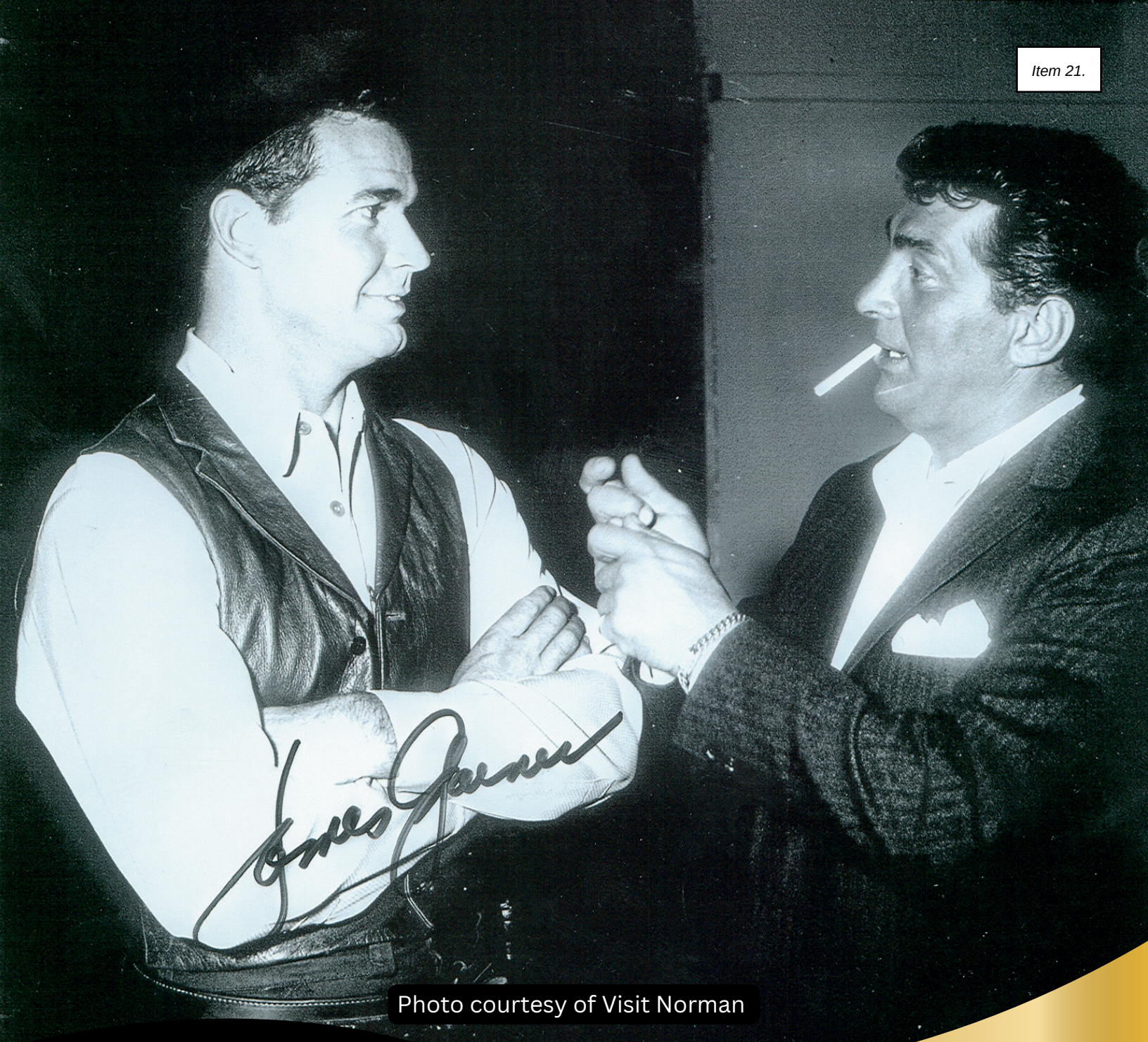


Photo courtesy of Visit Norman

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, 2024

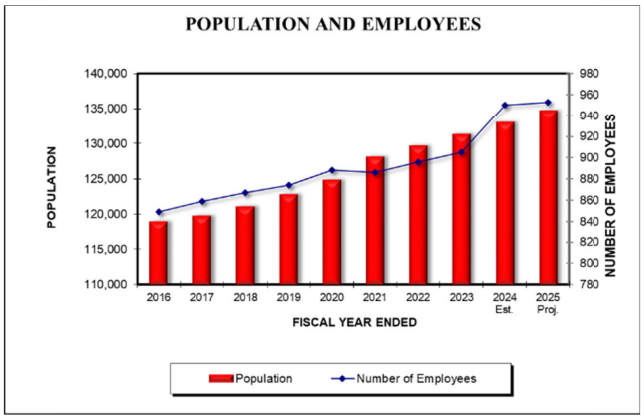
The Honorable Mayor and City Council Members
Municipal Building
Norman, Oklahoma

Dear Mayor Heikkila and Council Members:

INTRODUCTION

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

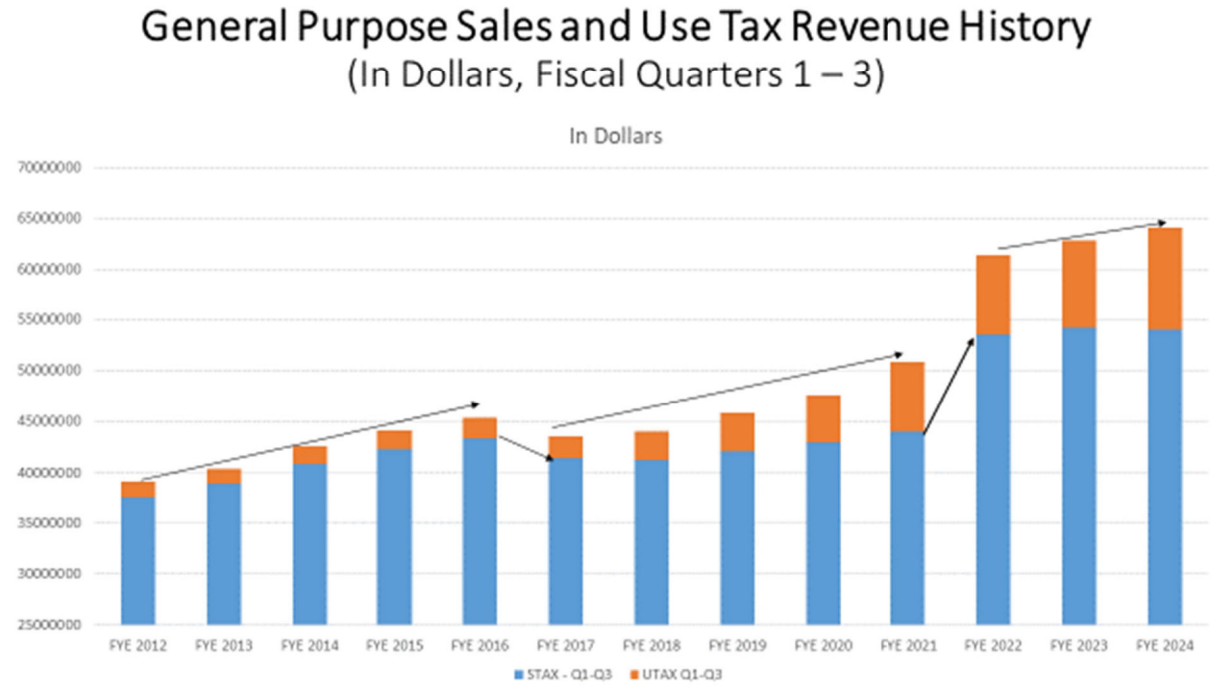
The FYE 2025 budget is being presented in a time of slow growth in the major revenue sources of the City, while expenditures increase. The Council and City management have done a good job of maintaining the growth in costs, particularly through holding steady on the number of personnel in the City workforce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



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

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

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



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

STRATEGIC PLANNING

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

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

NORMAN SALES TAX TRENDS

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

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

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

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

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

.

MAJOR GENERAL FUND REVENUE SOURCES, Fiscal Year 2023-2024

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

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

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

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

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

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

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

GENERAL FUND RESERVE LEVELS

The City of Norman, in keeping with State law and standards of financial prudence, seeks to maintain adequate levels of fund balance to meet emergency expenditure demands, unexpected claims for worker's compensation, and medical or torts against the City. Fund balance can only be appropriated for expenditure by an act of the City Council, and the adoption of the budget appropriates projected funds for expenditure in the upcoming fiscal year, less funds that are held in fund balance.

Norman has adopted fund balance policies in keeping with accepted accounting standards. By Ordinance O-1011-58 (adopted June 28, 2011) and as amended by Ordinance O-1819-10 (adopted September 11, 2018), the City has adopted formal reserve policies for the General Fund which require that an Emergency Reserve allocation of one percent (1%) of budgeted General Fund expenditures be appropriated within the General Fund budget; at least three percent (3%) of budgeted General Fund expenditures be held in General Fund balance (these are considered Operating, or "unrestricted" reserves by accounting standards) and at least an additional four percent (4%) of General Fund expenditures must be held in a segregated Net Revenue Stabilization (or "Rainy Day") Fund.

The Ordinance targets 5% of General Fund expenditures and up to a maximum of 6% of General Fund expenditures to be held in the Net Revenue Stabilization Fund. The Ordinance requires that at least the minimum fund balances be restored to the Rainy Day Fund within three years of any appropriation of fund balance in the Fund. Funds held in Net Revenue Stabilization Fund balance can only be appropriated by the Council if at least one of three circumstances is met:

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

- A natural or man-made disaster, declared by the President of the United States or the Governor of Oklahoma for the Norman area, has been declared which necessitates emergency expenditures to be made above the one percent (1%) Emergency Reserve appropriation;

- A major one-time or capital expenditure has been necessitated, such as for major repairs to City of Norman facilities or equipment damaged in storms or other circumstances.

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

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

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

FISCAL YEAR 2024-25 OPERATIONAL BUDGET PREPARATION

General Fund Budget Preparation

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

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

Personnel Cost Assumptions

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

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

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

Public Safety Sales Tax Fund Budget Preparation

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

Public Transportation and Parking Fund Budget Preparation

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

City of Norman Public Transit Center

Young Family Athletic Center Recreation Fund

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

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

Young Family Athletic Center

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

Operational Budget Summary

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

Capital Improvement Program Budget Preparation

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

General Obligation (G.O.) Bond Programs

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

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

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

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

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

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

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

NORMAN FORWARD Sales Tax Capital Projects Fund

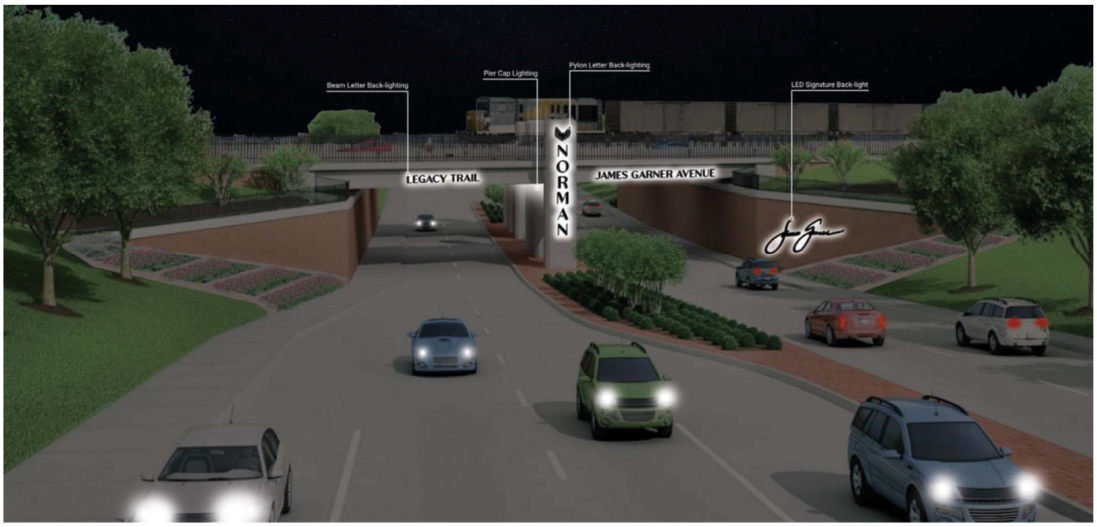
On October 13, 2015, the citizens of Norman approved a half-percent (0.5%), 15-year duration sales tax to pay for quality of life improvements throughout Norman. The approved initiative includes the following major capital projects (original budget allocations listed):

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

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

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

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



Nighttime View of James Garner Avenue Overpass of Robinson Street

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

Progress on Other Capital Projects

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

UTILITY ENTERPRISE FUNDS

The City of Norman operates three utility enterprises: Sanitation, Water, and Wastewater Reclamation (also known as "Wastewater" or "Sewer"). Enterprise funds are established to account for the operations of the City that endeavor to operate like private businesses, in that their services are provided to a discrete base of customers, as opposed to the citizenry as a whole; user fees are charged to those customers at a level that seeks to recover the full costs of providing the services; and services can be denied to customers who do not pay their user fees (unlike streets or open park spaces that cannot be denied to anyone). The budgetary status of the Water and Wastewater Utilities are driven in large part by major capital projects.

Norman Water Enterprise Utility

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

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

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

Norman Water Reclamation (Wastewater) Enterprise Utility

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

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

Norman Sanitation Enterprise Utility

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

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

CAPITAL BUDGET

Detailed information on individual capital improvement projects is given in the Fiscal Year 2024-2025 Capital Improvements Project (CIP) Budget document. Pursuant to voter-approved ordinances, seven-tenths of one percent (0.7%) of sales tax revenue is dedicated for capital improvements. This is the primary source of revenue for the Capital Fund.

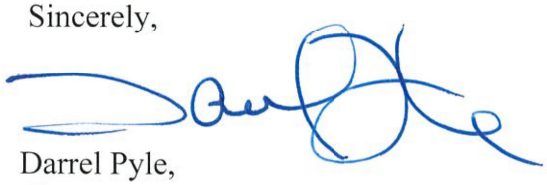
SUMMARY

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

CONCLUSION

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

Sincerely,



Darrel Pyle,
City Manager

Photos courtesy of Visit Norman

COMMUNITY PROFILE

History of Norman, Oklahoma

In 1870, the United States Land Office contracted with a professional engineer to survey much of Oklahoma territory. Abner E. Norman, a young surveyor, became chairman and leader of the central survey area in Indian Territory. The surveyor's crew burned the words "NORMAN'S CAMP" into an elm tree near a watering hole to taunt their younger supervisor. When the "SOONERS" (those who headed west before the official Land Run date, April 22, 1889) and the other settlers arrived in the heart of Oklahoma, they kept the name "NORMAN." Today, with an estimated 133,016 residents, Norman is the third largest city in the State of Oklahoma.

Norman was primarily developed around the Santa Fe Railroad. Home to a passenger depot as well as a freight station, Norman became the headquarters for the railway. As business grew, it was necessary to expand the depot three times in the first few years of its existence. The last expansion was announced by J.E. Hurley, General Manager of the Santa Fe Railway, in 1909. The Santa Fe Depot was deeded to the City in 1972 and has had major renovations in the recent past.

The City of Norman has agreed to preserve and maintain the Santa Fe Depot as a historical landmark and use the building in a manner as to benefit the entire community. Performing Arts Studio, Inc. leases the building for rental of meetings, banquets and parties. Daily Amtrak passenger service is provided at the depot as well.

The railroad laid the foundation for Norman to flourish into a prominent city. While other Oklahoma towns were battling to be the capitol, Norman's Mayor, T.R. Waggoner, directed a bill through the Territorial Legislature to become home of the state's first institution of higher learning. In 1890, Norman was chosen as the location for the University of Oklahoma (OU), contingent upon the county passing bonds to construct a building. Town and country residents were also required to donate 40 acres of land for a campus site. The residents of Norman were successful in all their plans to be OU's home and by 1895, the university enrolled 100 students. Today, the Norman campus has an enrollment of approximately 25,798.

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

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

Norman — The City of Festivals

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

Juneteenth Festival

Medieval Fair held in the Spring

Chocolate Festival in February

Jazz in June

Earth Day Festival in April

Midsummer Night's Fair held in July

Community Profile

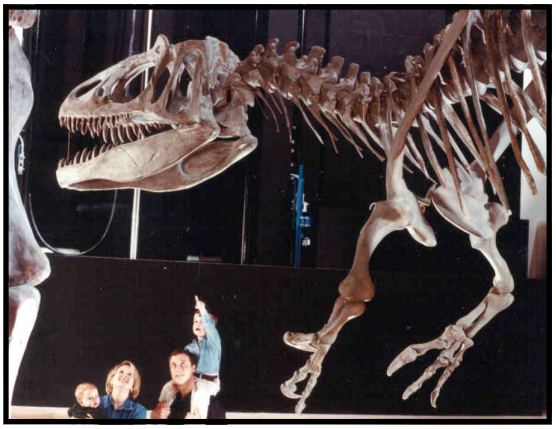
Norman is Oklahoma's third largest city and is home to the University of Oklahoma Sooners. Family oriented activities are abundant in Norman. Places of interest include Lake Thunderbird, great shopping areas including Campus Corner and Downtown Norman, and the Sam Noble Oklahoma Museum of Natural History.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

Max Westheimer Airport

Owen Field and Oklahoma Memorial Football Stadium

Norman Music Festival

Lake Thunderbird



Sam Noble Oklahoma Museum of Natural History

Norman Day at Reaves Park

Photos courtesy of Norman Convention & Visitor's Bureau

Community Profile

Municipal Parks and Recreation

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

Demographic Statistics Last Ten Years

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

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

Community Profile

Facilities and services not included in the reporting entity:

Hospitals:	
Number of Hospitals	2
Number of licensed patient beds (Norman Regional)	219
Number of licensed patient beds (Healthplex)	168
Number of Free Standing Emergency Departments (Norman Regional Nine)	1
Education (2023-2024 School Year):	
Total school enrollment – Norman Public Schools	15,687
Number of elementary schools	17
Number of elementary students	7,412
Number of elementary school instructors	668
Number of secondary schools	6
Number of secondary school students	8,275
Number of secondary school instructors	530
Number of vocational technology centers	1
Number of universities	1

The University of Oklahoma campus

Major Employers in Norman

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

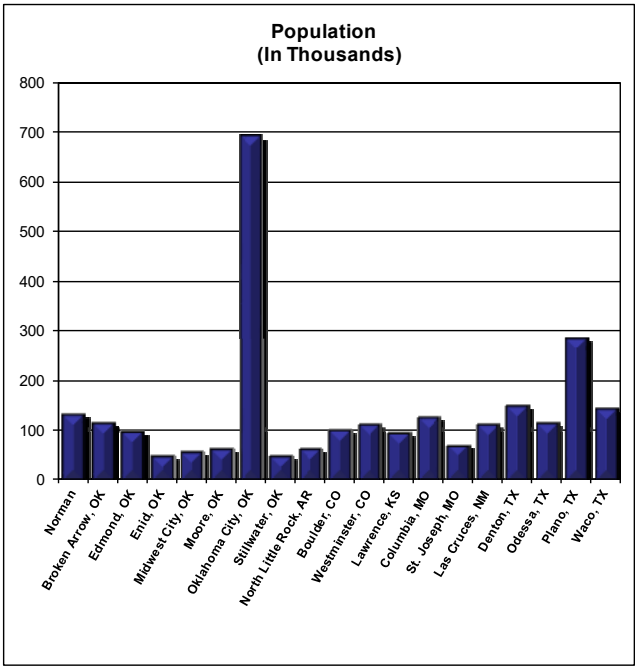
INTER-CITY BENCHMARK COMPARISONS

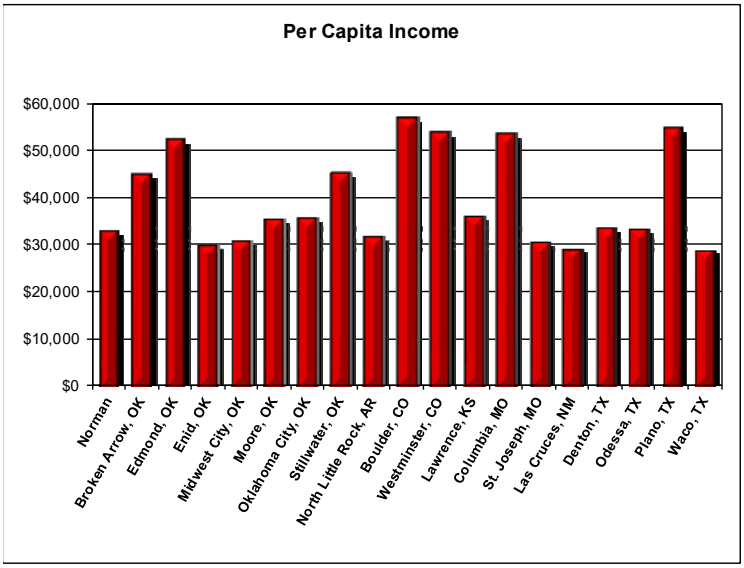
For purposes of comparative analysis, Norman compares ("benchmarks") itself to 18 other cities for a variety of criteria. These cities are generally selected based on the following factors.

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

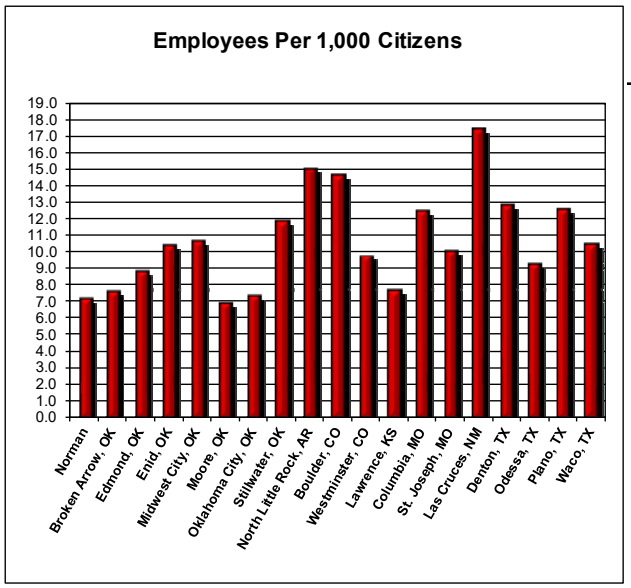
City	Population	Median Age	Square Miles
Norman	**133,016**	**32.3**	**189.5**
Broken Arrow, OK	117,911	37.0	45.6
Edmond, OK	98,743	37.4	90.0
Enid, OK	50,499	34.9	73.9
Midwest City, OK	57,950	36.2	24.4
Moore, OK	63,223	34.2	21.9
Oklahoma City, OK	694,768	34.7	620.4
Stillwater, OK	49,160	25.6	28.4
North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





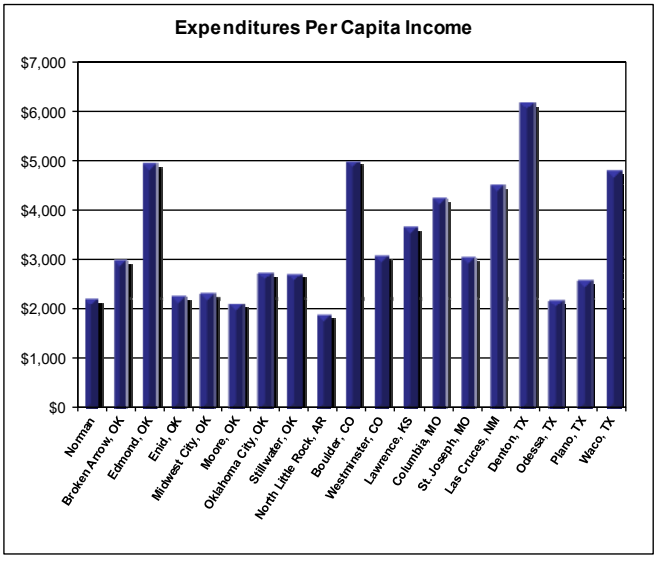
City	Per Capita Income
Norman	**$33,015**
Broken Arrow, OK	$45,118
Edmond, OK	$52,392
Enid, OK	$30,253
Midwest City, OK	$31,019
Moore, OK	$35,511
Oklahoma City, OK	$35,902
Stillwater, OK	$45,416
North Little Rock, AR	$31,941
Boulder, CO	$57,000
Westminster, CO	$53,965
Lawrence, KS	$36,032
Columbia, MO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

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



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

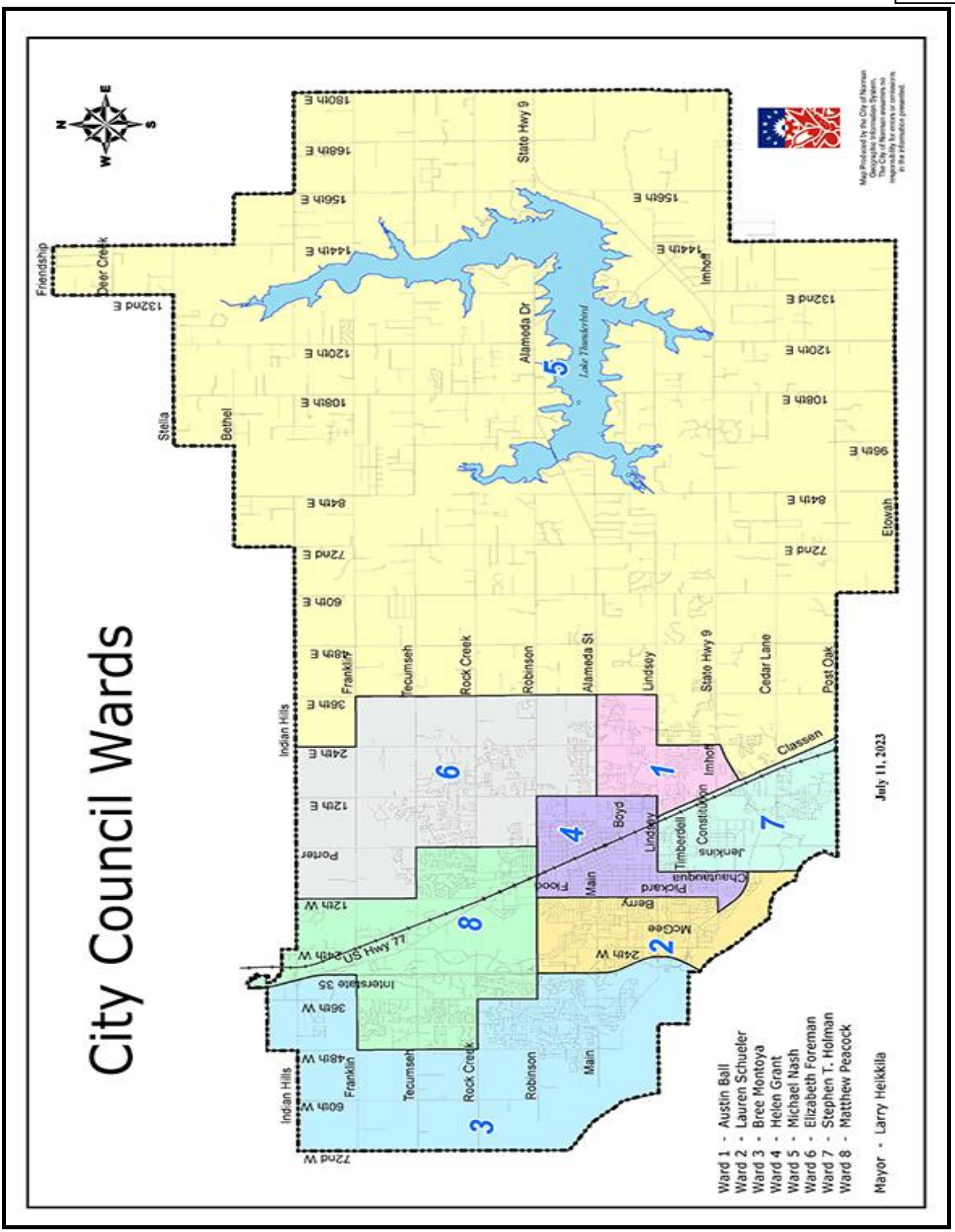
City	Budgeted Revenues (In Millions)	Budgeted Expenditures (In Millions)	Expenditures Per Capita
Norman	**$307.48**	**$296.90**	**$2,232**
Broken Arrow, OK	$363.64	$354.90	$3,010
Edmond, OK	$343.50	$487.50	$4,937
Enid, OK	$108.90	$115.30	$2,283
Midwest City, OK	$126.90	$136.00	$2,347
Moore, OK	$133.50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



Government Facilities and Service Statistics

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

Area in square miles	189.5
General Obligation Debt Rating (Moody's rating)	Aa2
Number of Employees (excluding police and fire):	
Union	403
Non-Union	210
Fire Protection:	
Number of Stations	9
Number of fire personnel	164
Number of calls answered (for 2023)	17,763
Number of inspections conducted (for 2023)	1,206
Police Protection:	
Number of stations (includes Norman Investigations Center)	2
Number of police personnel (includes emergency communications & animal welfare staff)	261
Number of black and white patrol units	90
Number of arrests including warrant requests (for 2023)	7,458
Traffic violations (for 2023)	21,664
Parking violations (for 2023)	11,454
Number of reported crimes (NIBRS Groups A & B 2023)	15,670
Police Department Calls for service (for 2023)	88,089
Sewerage System:	
Miles of sanitary sewers maintained by the City	530.6
Miles of storm sewers maintained by the City	102
Number of treatment plants	1
Daily average treatment in gallons	11,000,000
Design capacity of treatment plant in gallons	17,000,000
Water System:	
Miles of water mains maintained by the City	649.5
Number of service connections (includes 1,109 sprinkler connections)	42,580
Number of fire hydrants	7,008
Daily average production in gallons (for 2023-excluding water purchased from OKC)	13,912,000
Maximum daily capacity of plant in gallons	17,000,000
Number of water wells in operation	43
Street Maintenance:	
Miles of urban streets maintained by the City	550.3
Miles of rural streets maintained by the City	233.3
Number of street lights	6,744
Number of signalized locations	258


City Council Wards
Ward 1 - Austin Ball
Ward 2 - Lauren Schueler
Ward 3 - Bree Montoya
Ward 4 - Helen Grant
Ward 5 - Michael Nash
Ward 6 - Elizabeth Foreman
Ward 7 - Stephen T. Holman
Ward 8 - Matthew Peacock
Mayor - Larry Heikkila
July 11, 2023
Alameda Dr
State Hwy 9
Lake Thunderbird
Friendship
Deer Creek
Stella
Bethel
Imhoff
Elowah
Indian Hills
Franklin
Tecumseh
Rock Creek
Robinson
Alameda St
Lindsey
Cedar Lane
Post Oak
Classen
Boyd
Timberdell
Constitution
Jenkins
Chautauqua
Pickard
Berry
McGee
Flood
Main
Porter
Interstate 35
US Hwy 77
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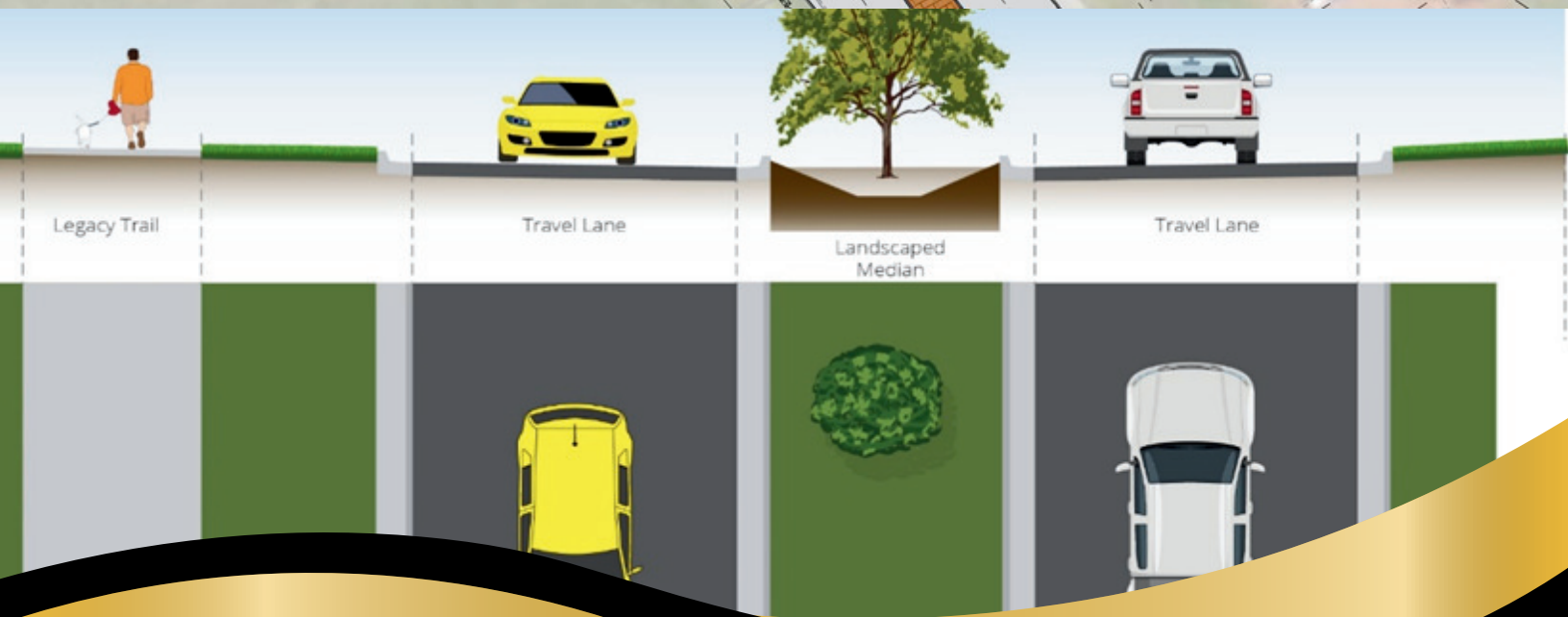


OVERVIEW / STATISTICAL

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.

CITIZENS OF NORMAN

CITY COUNCIL

BOARDS AND COMMISSIONS

INTERNAL AUDITOR

CITY MANAGER

Community & Business Relations
Communications
Environmental Quality

OFFICE OF THE CITY CLERK

MUNICIPAL COURT

INFORMATION TECHNOLOGY

LEGAL

Printing Services

HUMAN RESOURCES

Compensation & Benefits
Recruitment
Culture & Social Responsibility
Safety Management

FINANCE

Accounting
Budget
Utility Services
Treasury

PUBLIC WORKS

Engineering
Fleet Management
Stormwater Maintenance
Streets
Traffic Control
Transit & Parking

PLANNING AND COMMUNITY DEVELOPMENT

Code Compliance
Development Services
GIS Services

Permitting Services
Planning Services
CDBG Services

POLICE

Administration
Animal Welfare
Criminal Investigations
Emergency Communications

Patrol
School Resource Officers
Staff & Commu. Services
Special Investigations

FIRE

Emergency Management
Prevention
Suppression
Training

UTILITIES

Line Maintenance
Sanitation
Water Reclamation
Water Treatment

PARKS AND RECREATION

Park Development
Park & Facility Maintenance
Recreation
Westwood Park
YFAC

COUNCIL STRATEGIC PLAN, PRIORITIES, AND ISSUES

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

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

Council Priorities and Action Committees - 2024

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

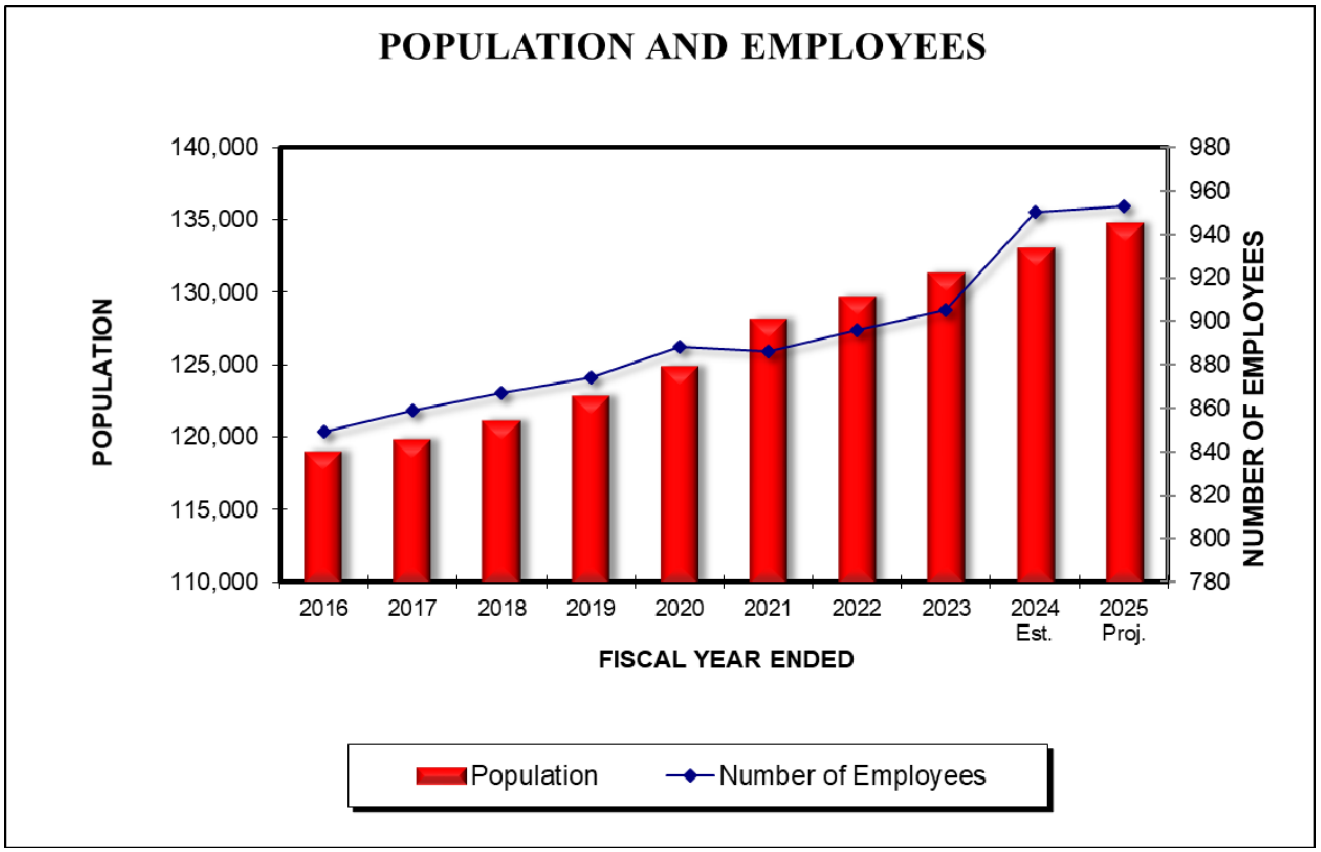
PERSONNEL HISTORY
(Headcount for all FT and PPT Personnel)

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

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

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

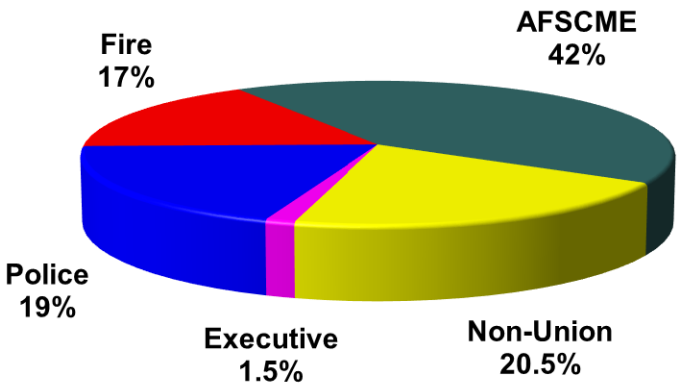
FYE 24 to FYE 25 - Added 4 School Resource Officers to the Public Safety Sales Tax Fund, added a Field Operations Supervisor, 3 Program Coordinators, 3 part-time Recreation Technicians, 6 part-time Recreation Leaders, 3 part-time Lifeguard Technicians, and 12 part-time Lifeguard Leaders to the YFAC Fund,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



Discussion of the Graph

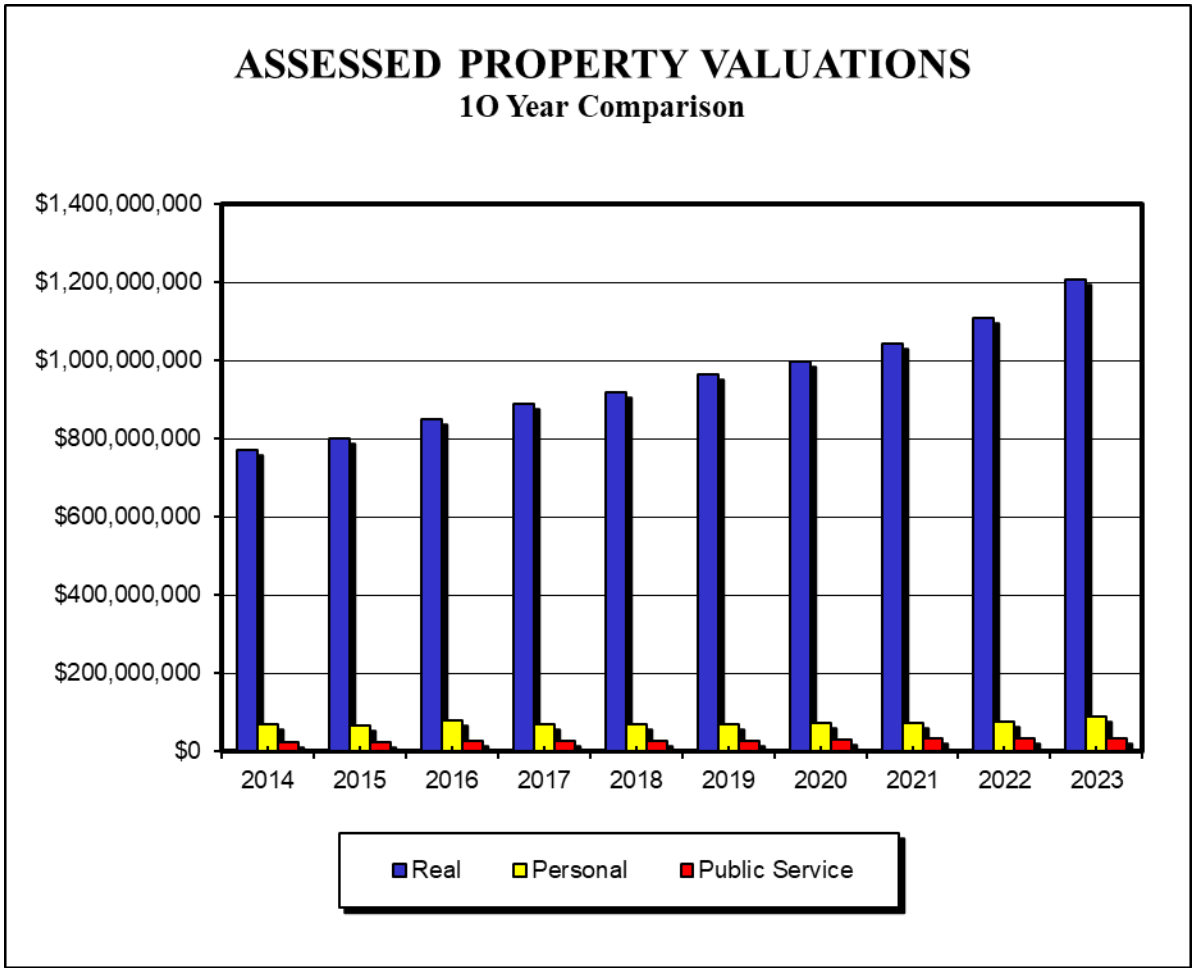
This graph illustrates the staffing level for the City of Norman relative to the population over a ten-year period. In FYE 2025, the City will employ 953 permanent employees, which is three more positions than budgeted in FYE 2024. Ninety positions are related to the Public Safety Sales Tax that was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

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



Discussion of the Graph

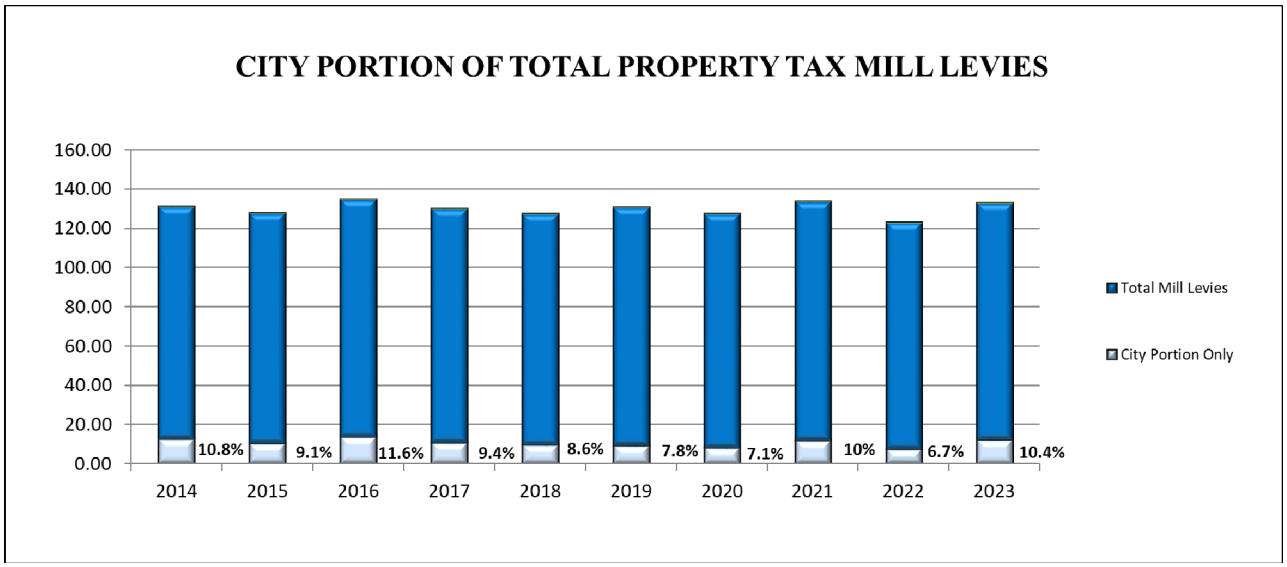
This graph illustrates the distribution of positions by bargaining unit. In FY 2024-2025 the City will employ 953 budgeted full-time and permanent part-time employees. The largest number of personnel (403) are in the American Federation of State, County and Municipal Employees (AFSCME) union. There are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



Discussion of the Graph

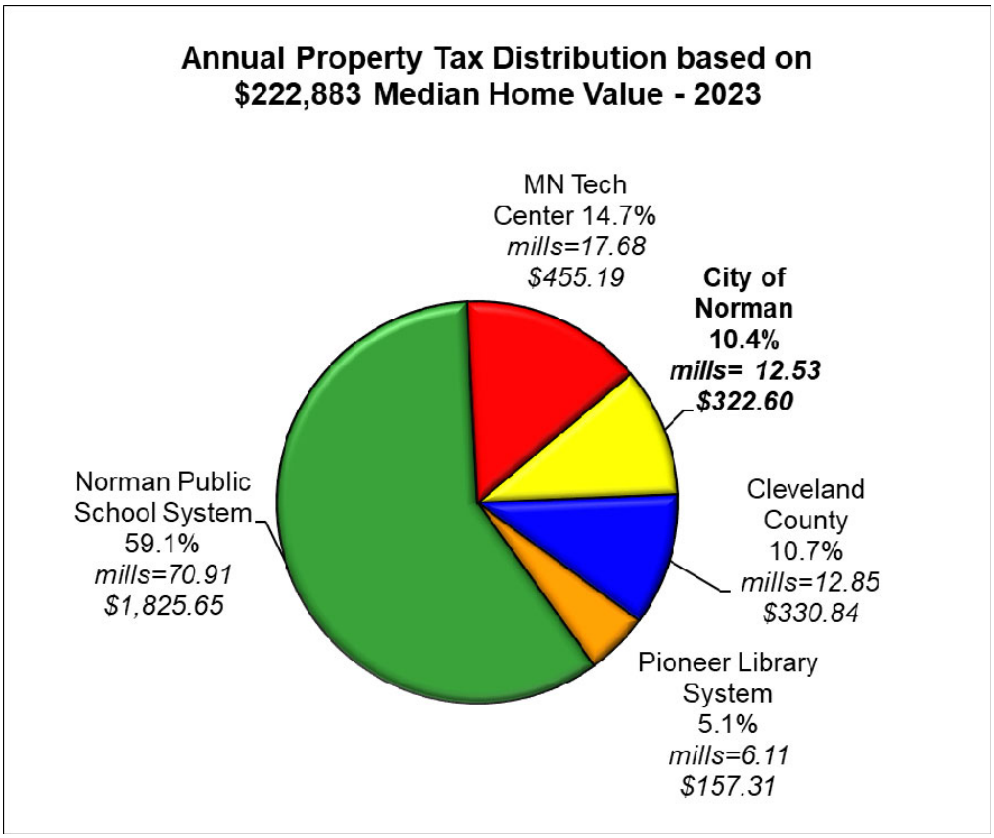
Property taxes are utilized by cities in Oklahoma only for repayment of debt and for payment of court judgements against the City. These taxes are assessed on approximately 12% of the estimated actual value of real, personal and public service property. The assessed property valuations reflect the revaluation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

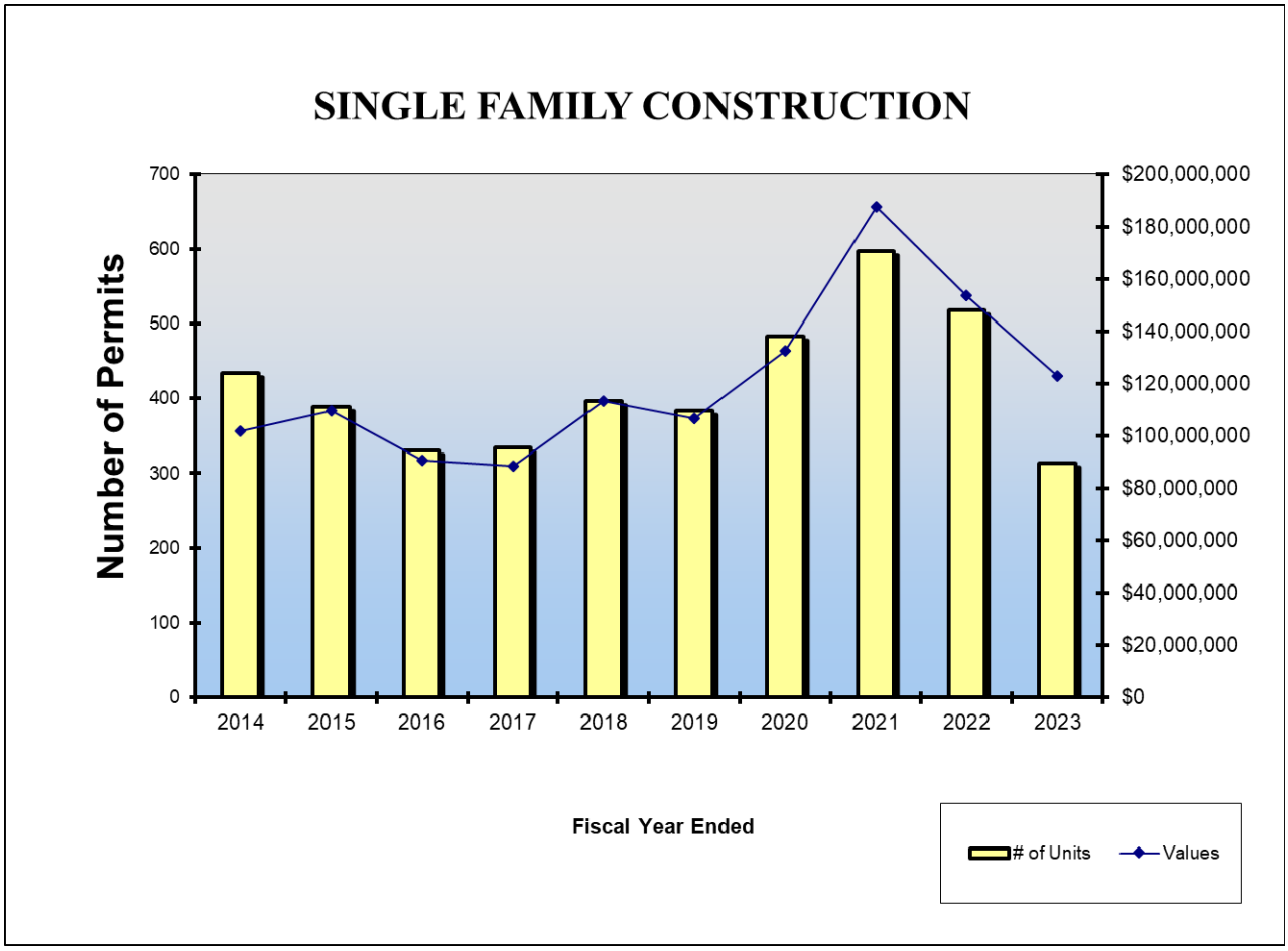
* Real Valuations do not include the homestead exemption



Discussion of the Graph

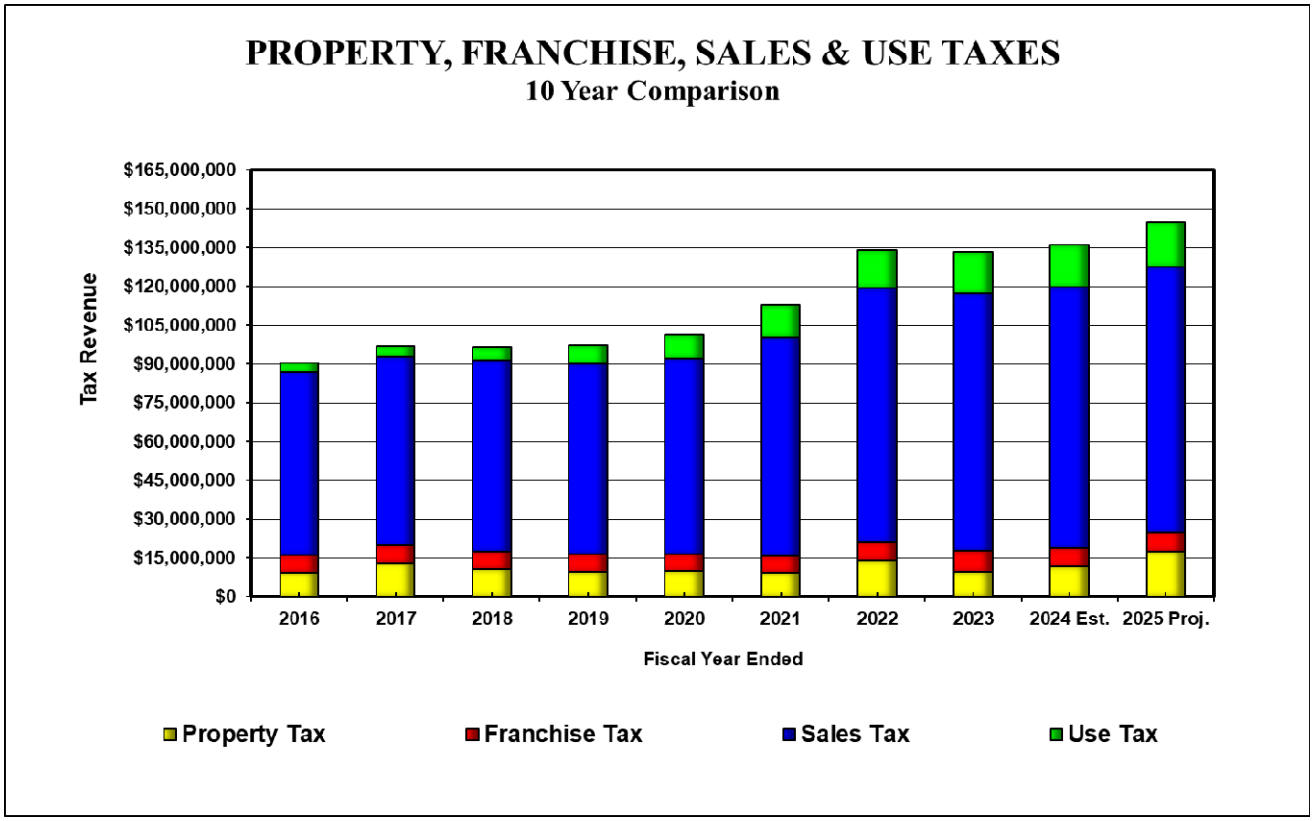
The City portion of actual property taxes levied in Norman in 2023 were 12.53 mills or $16,246,845 which is 1% of the assessed property value in Norman. According to the Cleveland County Assessor, the median home value in the City of Norman is an estimated $222,883.





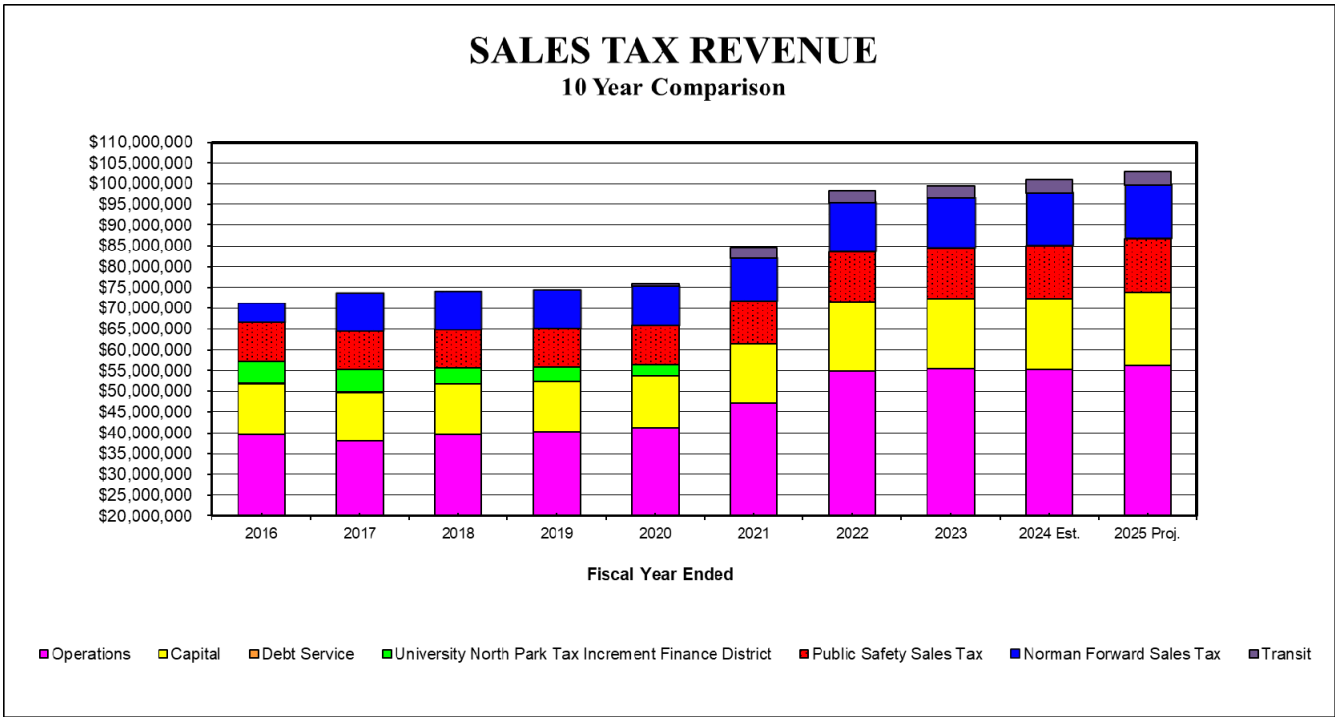
Discussion of the Graph

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



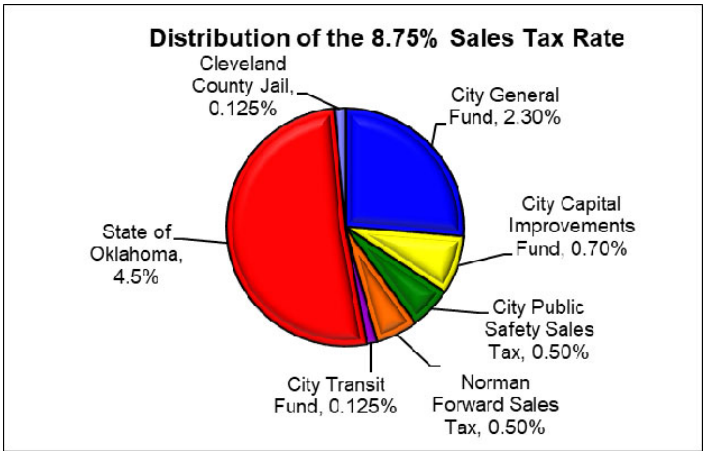
Discussion of the Graph

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

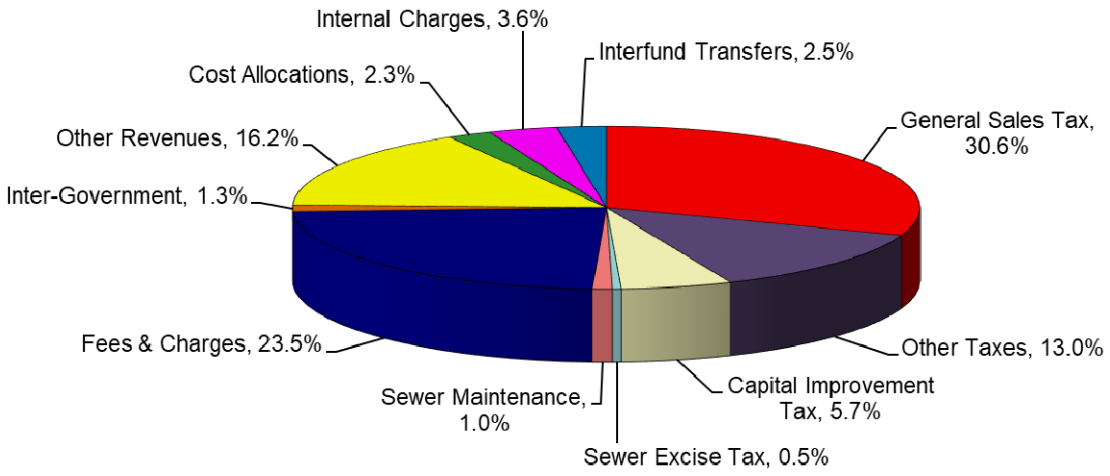
The City of Norman has a 4.125% sales tax rate effective April 1, 2020, which is the primary source of revenue for General Fund operations and capital expenditures. 7/10 of one percent (0.7%) of sales tax revenue is used to finance general governmental capital needs. Sales tax revenues steadily increased 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. 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 2025 Projected Figures:

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

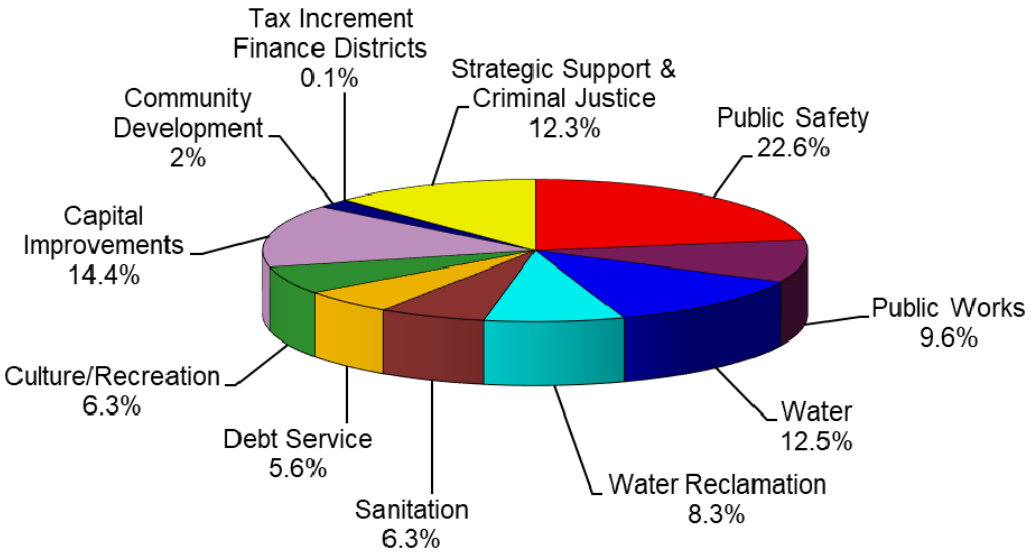
FYE 2025 ALL FUNDS PROJECTED TOTAL REVENUES
$307,477,182



Discussion of the Graph

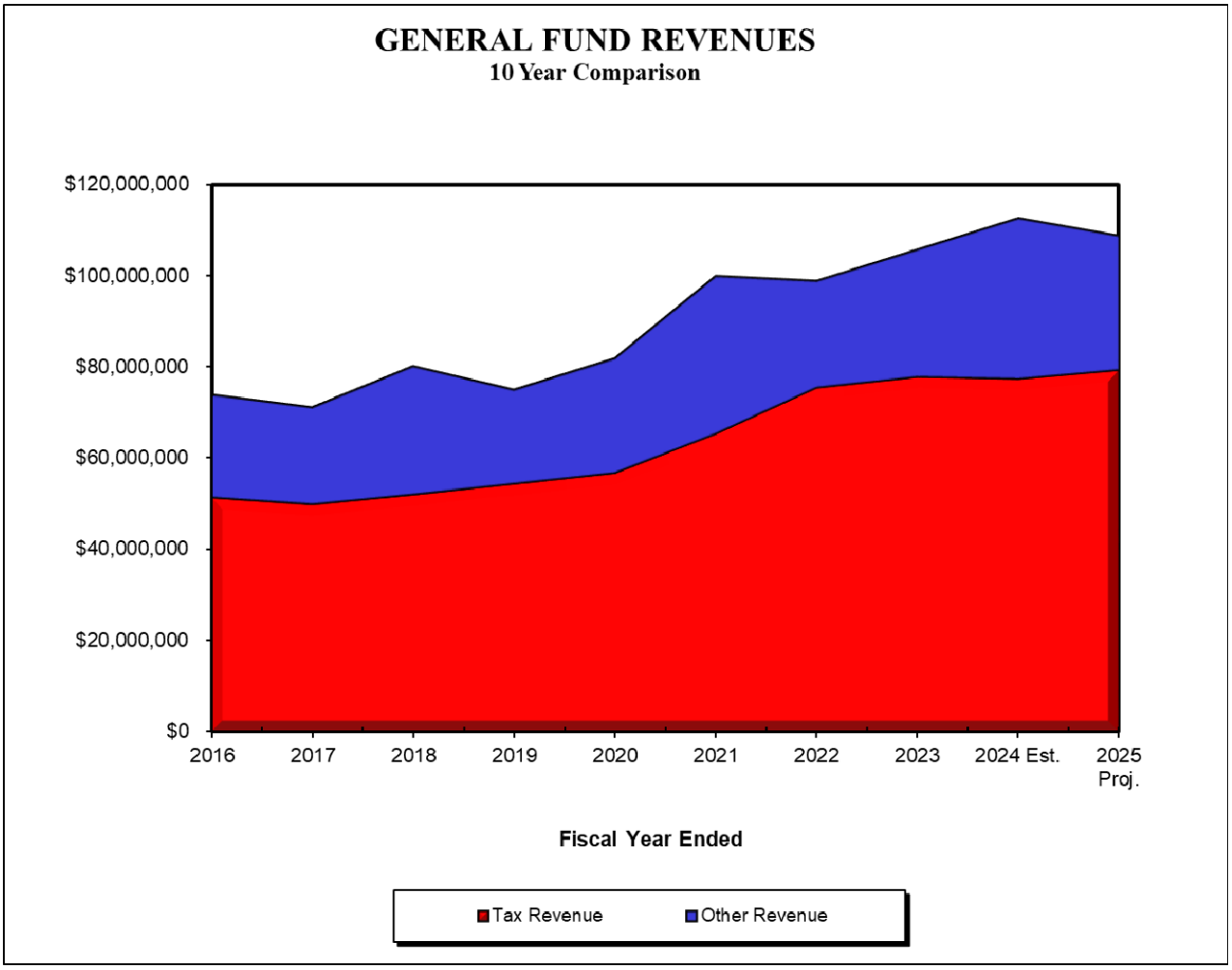
Budgeted revenues for FYE 2025 of $307,477,182 are derived from several sources. General Sales Tax and User Fees & Charges provide the City the largest share of revenue. Fees & Charges include user fees for Sanitation, Water, Water Reclamation, Westwood Park, licenses and fees for other City services. The City of Norman is very reliant on sales tax collections for its operations. The "Other Taxes" portion includes the small percentage of property tax the City gets.

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



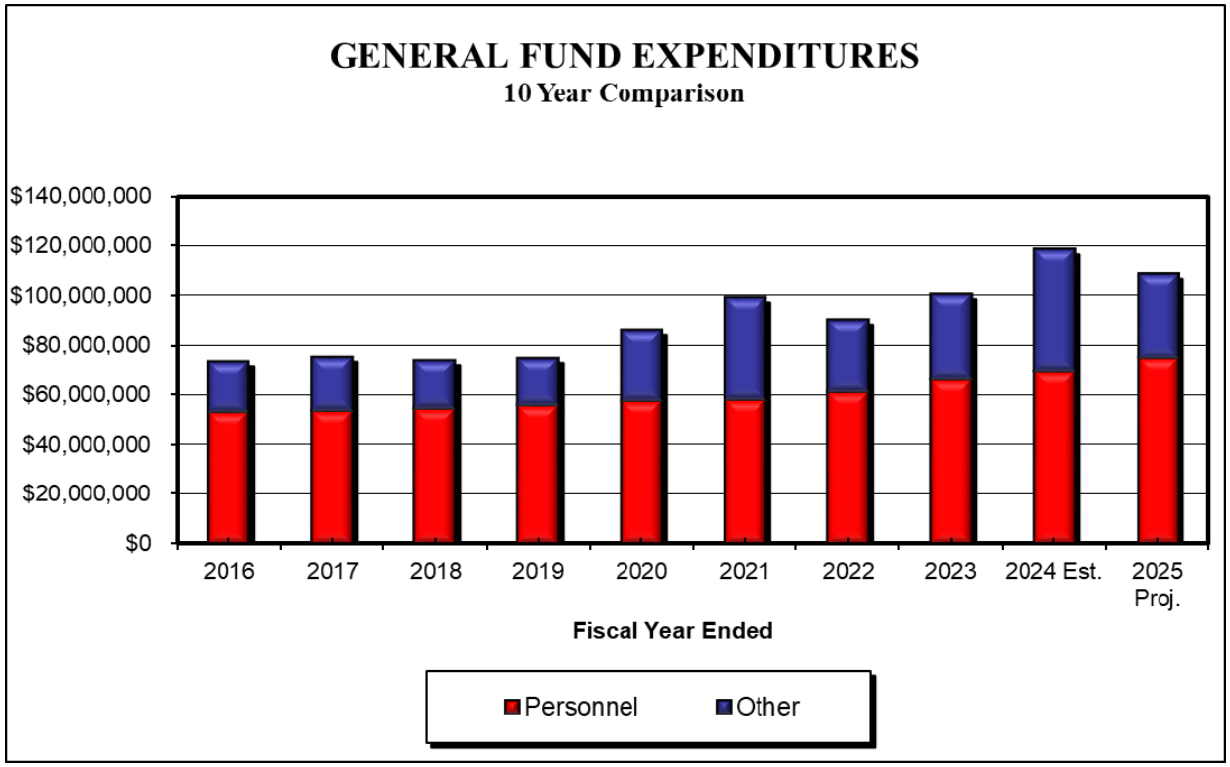
Discussion of the Graph

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



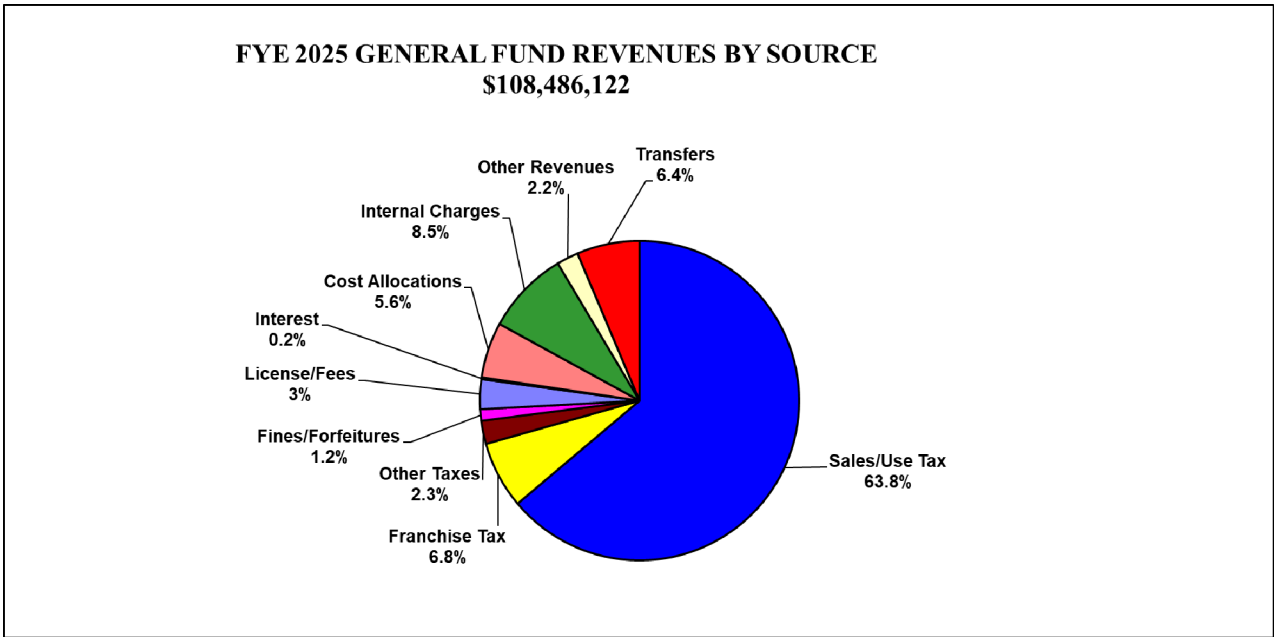
Discussion of the Graph

The primary sources of General Fund revenues are sales and franchise taxes. Total taxes were 70% of total revenues in FYE 2016 and FYE 2024, and are projected to be 73% of total revenues in FYE 2025. Beginning in FYE 11, the Public Safety Sales Tax was accounted for in the Public Safety Sales Tax Fund and removed from the General Fund. Beginning in FYE 20, the University North Park sales tax apportionment was accounted for in the General Fund and the Capital Fund in the same proportion as all general sales taxes. The associated increase in General Fund tax revenues is illustrated on the chart above.



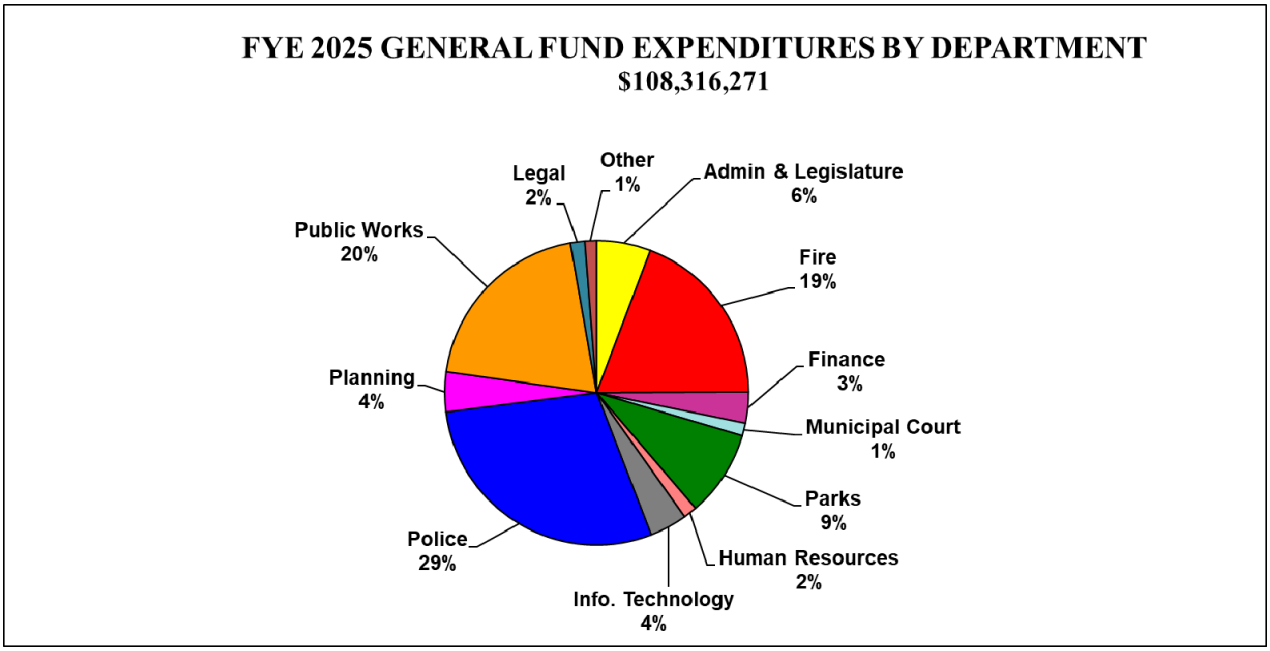
Discussion of the Graph

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



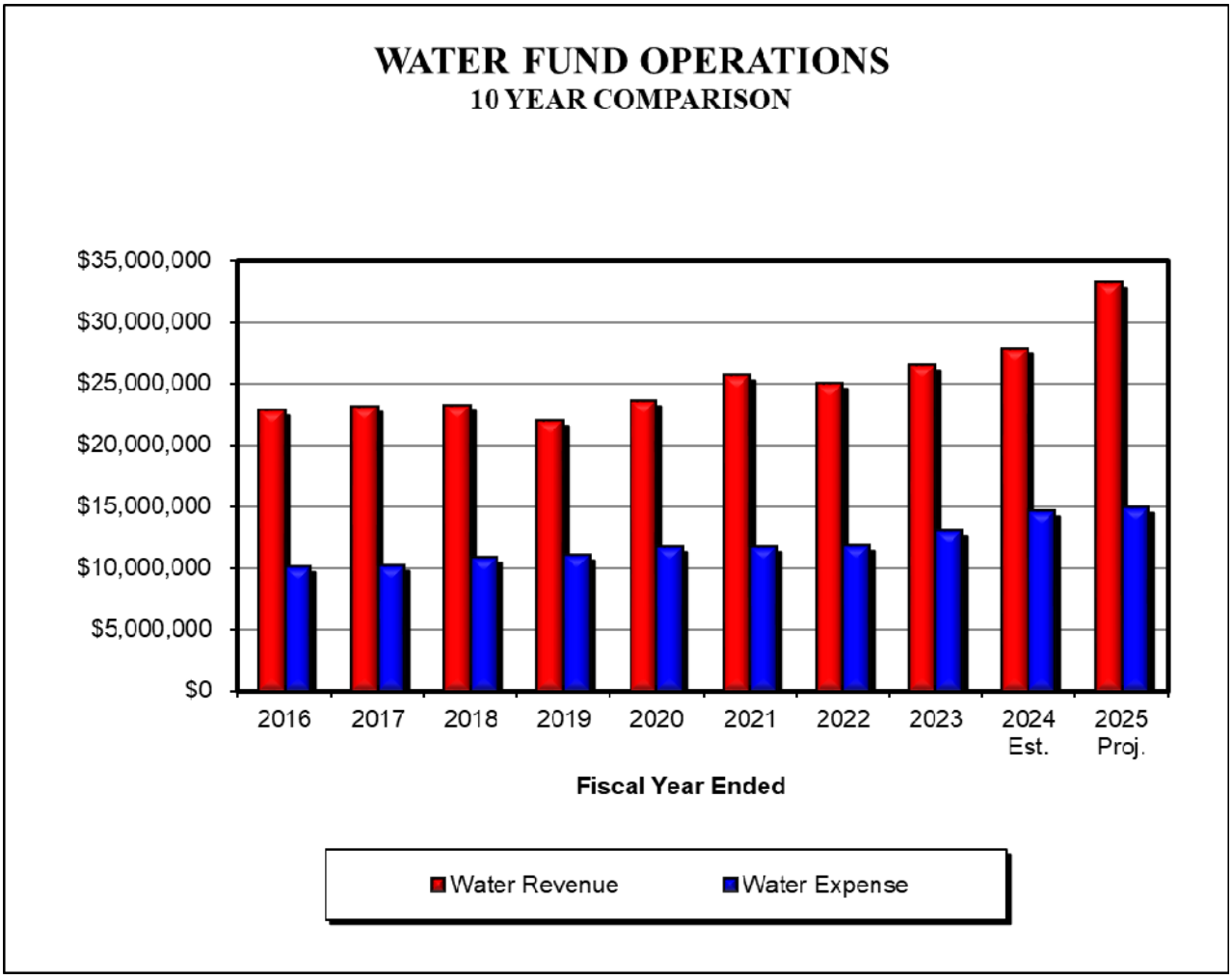
Discussion of the Graph

Taxes comprise approximately 73% of the General Fund's revenue; sales and use tax represents 63.8% while franchise fees represent 6.8% and other taxes account for 2.3%. Cost allocations represent 5.6% of the General Fund's revenue. These allocations are charges for central services such as management, accounting and data processing provided by the General Fund to other funds such as Enterprise Funds. Transfers include charges to the utility funds (payments in lieu of franchise fees and property taxes), a transfer from the Capital Fund for reimbursement of street maintenance crew labor used for capital projects and financing General Fund capital equipment needs, and a transfer from the Debt Service Fund for judgments and claims against the City. Other revenues include miscellaneous revenues such as animal adoption fees, weed abatement fees, returned check fees, etc.



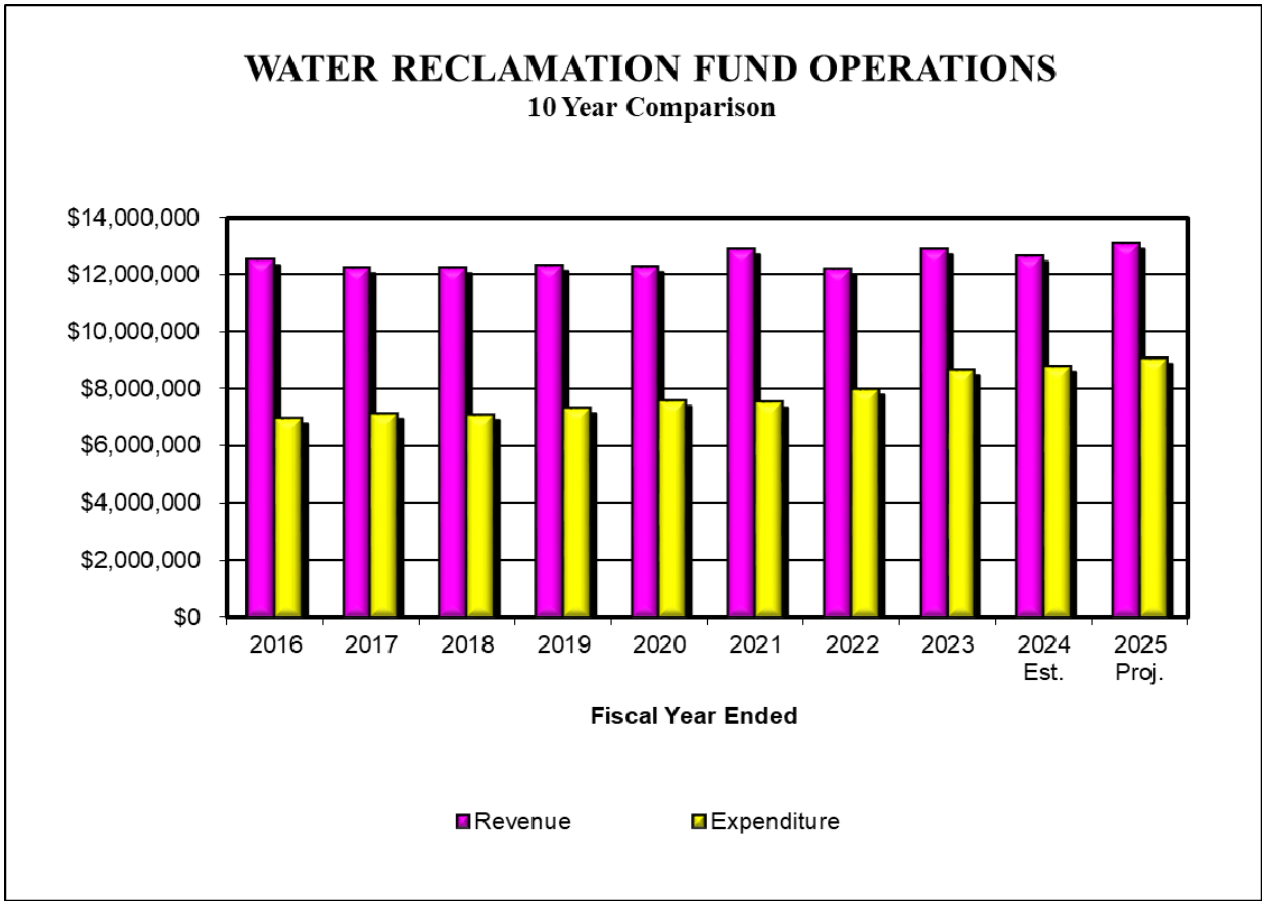
Discussion of the Graph

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



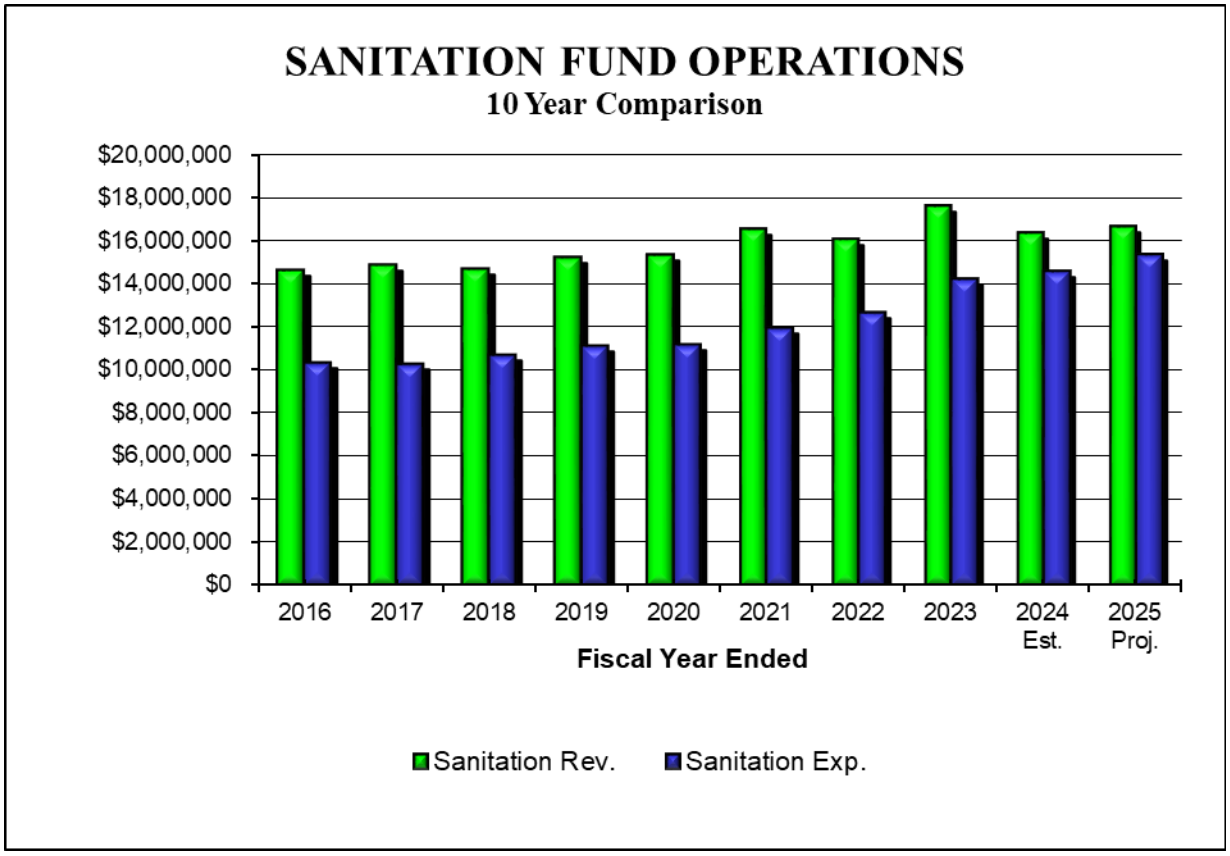
Discussion of the Graph

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



Discussion of the Graph

The Water Reclamation Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. The excess of operating revenues is used for capital outlay and capital project expenses, as well as to fund debt service. The last water reclamation rate increase was approved by the citizens on November, 12, 2013.



Discussion of the Graph

The Sanitation Enterprise Fund is accounted for as a separate fund and as such bears its proportionate share of administrative cost allocations and internal service charges. Revenues and expenditures shown in this graph represent operations only. The excess of operating revenues are used for capital outlay and capital project expenses. The last service rate increase was approved by voters on March 1, 2011.

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

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

NET CITY BUDGET
FISCAL YEAR ENDING 2025

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

Explanation of Significant Changes

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

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

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

TOTAL CITY REVENUES AND OTHER RESOURCES
FISCAL YEAR ENDING 2025

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

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

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

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

photo courtesy of Scott Bumgarner (nephew)

FINANCIAL POLICIES

FINANCIAL POLICIES

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

Balanced Budget

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

Five Year Forecast

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

Reasonable Cost of Service

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

Reserve Policies

Operating Reserve

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

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

2.) A natural or man-made disaster has occurred; AND the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund

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

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

Capital Reserve

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

Debt Reserve

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

Investment Policy

Policy:

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

Diversification:

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

Maximum Maturities:

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

Internal Control:

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

Performance Standards:

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

Reporting:

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

Debt Policy

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

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

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

The City of Norman's 2023 legal debt limit is approximately $129,664, based on Section 26 of the Oklahoma Constitution. It states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of

the City. This limit can be raised by a vote of the people. There is no real legal debt limit; the practical limit is based on what the voters would consider an appropriate level of property tax-backed debt.

The City maintained an "Aa2" rating from Moody's for those general obligation debt issues that are rated by the service. The Norman Utility Authority maintained an "Aa3" rating from Moody's for those debt issues that they rate.

Levelized Rates

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

Utility Transfer to General Fund

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

Municipal Budget Act

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

BUDGET CALENDAR

Fiscal Year Ending 2025

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

THE BUDGET AND ACCOUNTING PROCESS

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

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

THE BUDGET PROCESS

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

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

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

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

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

4. Expenditures may not legally exceed appropriations at the Fund level for each legally adopted

annual operating budget. The City Manager, without Council approval, may transfer appropriation balances from one expenditure account to another within a Fund/Department of the City. The City Council, however, must approve any transfer of unencumbered appropriation balance or portions thereof from one Fund to another.

5. Annual budgets are legally adopted for all governmental funds. Budgets for the Debt Service Funds are adopted on a basis consistent with Generally Accepted Accounting Principles. The expendable trust fund includes non-budgeted financial activities, which are not subject to an appropriated budget and the appropriation process nor to any legally authorized non-appropriated budget review and approval process.

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

THE ACCOUNTING PROCESS

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

BASIS OF PRESENTATION

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

CITY OF NORMAN FUNDS

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

GOVERNMENTAL FUNDS

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

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

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

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				
YFAC Fund		SR				
Seizures & Restitution		SR				
Special Grants		SR				
Art in Public Places		SR				
Westwood Park		SR				
Public Transportation		SR				
Sanitation					EN	
Water Reclamation					EN	
Sewer Maintenance					EN	
New Development Excise					EN	
Water					EN	
Risk Management						IS
Capital Projects				CA		
Norman Forward Sales Tax				CA		
Park Land & Development				CA		
University North Park TIF District				CA		
Center City TIF District				CA		
Arterial Roads Recoupment				CA		
General Debt Service			DS			
General Obligation Bond			DS			

BASIS OF ACCOUNTING

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

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

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

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

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

MUNICIPAL BUDGET ACT
(Title 11 Oklahoma Statutes 2006)

SECTION 17-201. MUNICIPAL BUDGET ACT.

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

SECTION 17-202. PURPOSE OF ACT.

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

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

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

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

SECTION 17-203. APPLICATION OF ACT

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

SECTION 17-204. DEFINITIONS

As used in this act:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. “Immediate prior fiscal year” means the year preceding the current year;

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

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

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

20. “Municipality” means any incorporated city or town; and

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

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

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

SECTION 17-206. REQUIREMENTS AND CONTENTS OF BUDGET

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

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

1. The budget shall contain a budget summary;

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

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

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

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

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

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

C. The estimate of revenues for any budget year shall include probable income by source which the municipality is legally empowered to collect or receive at the time the budget is adopted. The estimate shall be based on a review and analysis of past and anticipated revenues of the municipality. Any portion of the budget of revenues to be derived from ad valorem property taxation shall not exceed the amount of tax which is available for appropriation, as finally determined by the county excise board, or which can or must be raised as required by law. The budget of expenditures for each fund shall not exceed the estimated revenues for each fund. No more than ten percent (10%) of the total budget for any fund may be budgeted for miscellaneous purposes. Included in the budget of revenues or expenditures for any fund may be amounts transferred from or to another fund. Any such interfund transfer must be shown as a disbursement from the one fund and as a receipt to the other fund.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-212. FUNDS - ESTABLISHMENT - KINDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 17-214. FUNDS - OPERATING RESERVE

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 3002 – AUDITS (Title 68 Oklahoma Statutes 2001)

A. (Also pertains to counties and school districts).

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

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

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

NORMAN IMPLEMENTATION OF MUNICIPAL BUDGET STATUTES

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

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

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

"Chief Executive Officer" is the City Manager;

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

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

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

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

Photo courtesy of Visit Norman

FINANCIAL SUMMARIES

GENERAL FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

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

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

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

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

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

FYE 25 Budget

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

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

In the City's Comprehensive Annual Financial Report, (page 90) for Fiscal Year ending June 30, 2023, reconciliation is given between budget fund balance and the General Fund balance reported on the City Balance Sheet. This reconciliation is summarized as follows:

Fund balances – budgetary basis, June 30, 2023	$ 12,792,720
Encumbrances outstanding	5,473,549
Fund summary cash balance	18,266,269
Current year accruals	9,969,183
"Rainy Day" Fund Balance	4,517,987
Total fund balances – fund balance sheet, June 30, 2023	$ 32,753,439

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

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

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

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

Department	**Change**
Police Department	Added a Veterinary Technician

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

Five Year Outlook

- Sales tax revenues are projected at an increase of 2% from FYE 24 Estimate to FYE 25. Projections for FYE 26 through FYE 29 are also projected on an average annual growth rate of 2%.
- State use tax are projected to increase at an average rate of 4% and franchise and other taxes are projected to increase at an average of 3% from FYE 25 through FYE 29. Other major revenues are projected to increase at various rates.
- Transfers from the Water and Water Reclamation Utilities will be based on a rate equal to 5% of the gross operating revenues in each utility. This represents a policy to replicate the franchise fee payments from private utilities for franchise fees for the use of public rights-of-way. In addition, transfers from the Capital Improvement Fund are made for financing General Fund capital equipment needs.
- FYE 25 net expenditures represent an approximate 1% increase over the FYE 24 Budget. Total expenditures are projected to increase an average of 4% for future years.
- Other expenditure categories are generally based upon the current year level with a 1% increase per year after FYE 25, except Internal Services, which is projected at a 2% increase after FYE 25. Salaries and Benefits are projected at a 7% increase from FYE 24 to FYE 25 and a 5% annual increase after FYE 25.

Summary

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

GENERAL FUND (10)
STATEMENT OF REVENUES AND EXPENDITURES

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

NET REVENUE STABILIZATION FUND
BUDGET
HIGHLIGHTS

Background

In fiscal year 2011, Council directed staff to prepare a formal policy in Ordinance form codifying the City's reserve policies and complying with Governmental Accounting Standards Board Statement # 54. Direction was given to establish a separate "Rainy Day Fund" which could not be used except in unusual circumstances. The Ordinance (O-1011-58 effective July 28, 2011) established a Net Revenue Stabilization, or "Rainy Day Fund", which would have minimum fund balance of three percent (3%) of annual budgeted General Fund expenses, a target fund balance of four and a half percent (4.5%) of General Fund expenses and a maximum fund balance of six percent (6%) of annual General fund expenses. The Ordinance also requires a minimum General Fund Operating Reserve fund balance of three percent (3%) of General Fund expenses and requires that a two percent (2%) Emergency Reserve allocation be included in annual budgets. Taken together, these codified reserve requirements equal the 8% reserves required by policy in other City funds.

Under the Ordinance, Net Revenue Stabilization Fund balance could only be appropriated for expenditure by the City Council if at least one of three circumstances is met:

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

2.) A natural or man-made disaster has occurred, resulting in a federal or stated disaster declaration in Norman and the City of Norman has spent or obligated to spend the two percent Emergency Reserve account in the General Fund;

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

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

FYE 25 Budget

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

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

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

PUBLIC SAFETY SALES TAX FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

*Estimated

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

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

FYE 25 Budget

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

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

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

COMMUNITY DEVELOPMENT FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

FYE 25 Budget

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

COMMUNITY DEVELOPMENT FUND (21)
STATEMENT OF REVENUES AND EXPENDITURES

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

SPECIAL GRANTS FUND
BUDGET
HIGHLIGHTS

Background

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

DUI Enforcement	$21,316

DUI Enforcement

This program provides for additional officers on selected weekends, holidays, and other special events for enforcement against drinking drivers. The program is completely funded by fines paid by arrested and convicted drunk drivers. A fee from each offending person is collected by the District Court and one-half of the court cost is remitted to the City. The funds are used to pay overtime for enforcement and court time of the officers. FYE 25 expenditures are anticipated to be $21,316.

Other Grants

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

SPECIAL GRANTS FUND (22)
STATEMENT OF REVENUES AND EXPENDITURES

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

ROOM TAX FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

Special Revenue Fund Financial Policies

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

FYE 25 Budget

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

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

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

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

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

Five Year Outlook

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

ROOM TAX FUND (23)
STATEMENT OF REVENUE AND EXPENDITURES

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

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

INCOME:	
Norman Arts Council Share of City Room Tax Funds	$892,500
TOTAL INCOME	**$892,500**
EXPENSES:	
Arts Grants: (60%)	$535,500
Subtotal	**$535,500**
Norman Arts Council Hotel/Motel Administration: (19%) (estimate of spread of expenses)	
Executive Director's Operations Budget	$7,500
Payroll	$50,059
Insurance	$5,000
Communications	$5,000
Education (Professional Development)	$7,500
Fees and Services (Bank charges, Dues, Legal/accounting, Meetings)	$29,500
Printing (Equipment rental-RK Black)	$2,500
Rent	$56,441
Office Supplies	$3,500
Subtotal	**$167,000**
Norman Arts Council Programs: (15%)	
Second Friday	$15,000
Arts Education: Youth scholarships, Travel Scholarships	$25,000
Public Art	$30,000
Strategic Planning/ Consulting	$50,000
MAINSITE Gallery Exhibits	$15,000
Subtotal	**$135,000**
Norman Arts Council Marketing (6%)	
NAC Marketing/Development Expenses	$50,000
KGOU Advertising for Arts Orgs	$5,000
Subtotal	**$55,000**
TOTAL EXPENSES	**$892,500**

NORMAN CONVENTION & VISITORS BUREAU
FISCAL YEAR ENDING 2025 BUDGET

INCOME:	
Convention & Visitors Bureau/Sports Commission Share of City Room Tax Fund	$2,119,688
Advertising Income	35,000
Special Events	11,000
Souvenirs	2,500
TOTAL INCOME:	**$ 2,168,188**
EXPENSES:	
Advertising / Marketing	$ 643,865
Conference, Sports, and Groups Marketing	501,270
Venue Improvement Fund	150,000
Operations	353,762
Research	34,084
Personnel:	445,207
Executive Director	
Communications Manager	
Sales Manager	
Sales Manager	
Visitor Services Specialist	
Sports Commission	
Intern	
Special Events	15,000
Contingency	25,000
TOTAL EXPENSES	**$2,168,188**

YOUNG FAMILY ATHLETIC CENTER FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

FYE 25 Budget

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

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

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

SEIZURES AND RESTITUTION FUND
BUDGET
HIGHLIGHTS

Background

The Seizures and Restitution Fund is a Special Revenue Fund used to account for the revenue available through property seizures resulting from criminal investigations.

There are three basic sources of revenue available, two of which are controlled by the Cleveland County District Attorney and one controlled by the U.S. Federal Government.

Property that is seized by local enforcement officers is ultimately disposed of by court rulings. The property, including cash, is remanded to the District Attorney if the case does not involve federal laws. The District Attorney disposes of the non-cash property through an auction and deposits the proceeds into a revolving account. Periodically, distributions are made from the revolving account to municipalities.

The Courts also require restitution by defendants to law enforcement agencies for costs associated with an investigation. The restitution is made directly to the City and placed into this Fund.

The Courts remand property and cash seized through Federal cases to the Federal Government. If local law enforcement officers were involved in the case, they may make application to the Federal Government to recover property to offset the cost of their investigation.

State and Federal statutes provide that monies derived from these sources will be used to support drug enforcement activities and other criminal investigations.

FYE 25 Budget

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

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

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

CLEET FUND
BUDGET
HIGHLIGHTS

Background

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

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

As an "academy city", the City of Norman has the authority to retain $2 of the $10 penalty assessment collected for police, court and prosecution training. All remaining funds collected are forwarded to CLEET. The City is authorized to keep a 2% administrative fee on the amount collected, which is deducted from the $2 portion retained by the City.

State law also requires that municipalities collect a Fingerprinting Fee in the amount of $10, which is to be collected and reported to the Oklahoma State Bureau of Investigation (OSBI). The moneys collected from the fingerprinting fee pays for the Automated Fingerprint Identification System (AFIS) managed by the OSBI. An administrative fee of $.08 on each $10 assessment is retained by the City.

State law also provides for the collection of the Forensic Science Improvement Assessment in the amount of $10, which is to be collected at the same time and in the same manner as set forth in paragraph two above. Moneys from this fee are for the OSBI and will be used to upgrade laboratory facilities, equipment and personnel. Municipal courts are authorized to retain 5% of the amount collected as an administrative fee.

In addition, state law provides for a fee assessment of $5 on marijuana and paraphernalia convictions to be collected and reported to the Bureau of Narcotics (BON) Drug Education Revolving Fund. These fees are to be collected at the same time and in the same manner as set forth in paragraph two above. Moneys from these fees are to be used for purposes relating to drug education and information in the State of Oklahoma. No administrative fee is provided.

In summary, a total of $30 is collected on each traffic and non-traffic conviction or forfeiture (except possession of marijuana/paraphernalia which are $35), and deposited into a special revenue account created for that purpose. The assessments are in addition to and not in substitution for other fines and penalties provided by law. The money retained by the City, is divided between administrative fees, police training, and court/prosecution training. The City is authorized to retain all interest accrued prior to the due date for deposits. The remainder of money collected is forwarded monthly by the Court Clerk to CLEET, OSBI, and the BON.

FYE 25 Budget

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

CLEET FUND (26)
STATEMENT OF REVENUES AND EXPENDITURES

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

PUBLIC TRANSPORTATION FUND
BUDGET
HIGHLIGHTS

Background

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

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

FYE 25 Budget

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

PUBLIC TRANSPORTATION FUND (27)
STATEMENT OF REVENUES AND EXPENDITURES

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

ART IN PUBLIC PLACES FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

FYE 25 Budget

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

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

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

WESTWOOD PARK FUND
BUDGET
HIGHLIGHTS

Background

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

The Norman Municipal Authority (NMA) was created in 1965 for the purpose of issuing revenue bonds for the construction of the 18-hole municipal golf course and swimming pool. The original bonds were retired as of July 1, 1993. A bond issue of $2,315,000 was issued in May 2002 to fund renovations to the golf course approved by Council NMA in the Westwood Master Plan. Revenue from the Park Capital Improvement portion of the Room Tax was pledged to secure the bonded debt, and these revenues were transferred to the Westwood Fund to pay annual debt service. These bonds were retired in FYE 22.

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

FYE 25 Budget

Statement of Revenues and Expenditures

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

Projections for the swimming pool are based upon line-item analysis. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Reserve Policy

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

Five Year Outlook

Fees and charges, and service levels will continue to be monitored for adequacy and competitiveness to make needed capital improvements and meet all reserve requirements. Fee levels for use of Westwood Pool and Tennis have been re-set to reflect the expanded operations in the newly-constructed facilities.

Summary

Significant effort will continue to be made to address the financial viability of this fund, to adequately structure rates to recover cost of service, and to explore other options for funding the ongoing concerns of the Fund.

WESTWOOD PARK FUND (29)
STATEMENT OF REVENUES AND EXPENDITURES

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

WATER FUND
BUDGET
HIGHLIGHTS

Background

The Water Fund is an enterprise fund established to account for the resources utilized to treat and supply water to the customers of the City of Norman. Water is supplied from Lake Thunderbird that is owned by the Central Oklahoma Master Conservancy District (COMCD) and by water wells that are owned by the City. The cities of Del City, Midwest City and Norman created the COMCD for the purpose of creating a water supply. The City annually pays a reclamation charge to the District as the City's share of debt retirement for construction of the lake. The City also pays a pro rata share of the cost to operate the District. There are approximately 649.5 miles of water mains in the City. The City operates a treatment plant whose capacity for treated water is 17 million gallons per day / peak day and as of April 2024, serves an average of 42,500 customers.

FYE 25 Budget

Statement of Revenues and Expenditures

The Norman Water Utility has a highly progressive residential rate structure, designed to encourage conservation of water resources. Current (as of April, 2024) monthly residential water rates are as follows:

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

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

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

The Water Utility has undertaken an aggressive capital improvement program to enhance the City's water supply and treatment systems, including expansion projects to the City's groundwater well supplies and improvements to waterlines to provide additional water supply (by constructing pipe connections to "blend" water from wells with water quality exceeding standards with water from wells that fall slightly short of standards).

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

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

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

Additional water is supplied to Norman through a contract with the Oklahoma City Water Utilities Trust (OCWUT). Under this contract, available treated water is transported to Norman along a waterline located in northern Norman to supplement the water supplied by Norman's ground water and surface water facilities.

FYE 2025 expenditure projections are based on line-item analyses within the Water Division. Salary and benefit category expenditures are based on authorized staffing levels. The service and maintenance expenditure category includes increases in operating charges from the COMCD. All line items have been reviewed on multiple occaisions by Department staff, Finance Department staff, and by the City Manager.

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

Levelized Rate Policy

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

Reserve Policy

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

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

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

Transfer Policy

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

Five Year Outlook

There are various factors, such as weather, population growth, average individual growth in usage, and changes in the mix of residential and commercial revenues that affect total water utility revenues from year to year. Therefore, a conservative approach was taken in projecting revenues due to the uncertainty of the net effect of these factors.

Summary

The Norman Utilities Authority and City Council have directed a policy through which Norman's water will be treated to levels which meet not only current environmental standards but which provide for future treatment requirements and customer water quality demands.

WATER FUND (31)
STATEMENT OF REVENUES & EXPENDITURES

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

WATER RECLAMATION FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

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

Currently, there are approximately 530.6 miles of sewer lines included in the total system. The Water Reclamation Utility is undertaking an aggressive program to rehabilitate existing neighborhood sewer lines and mains, and to construct new sewer mains in north and east Norman. Additional sewer system capital projects are reported in the Sewer Maintenance Fund and Sewer Excise Tax Fund.

FYE 25 Budget

Statement of Revenues and Expenditures

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

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

FYE 25 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by department staff, Finance Department staff and the City Manager.

Levelized Rate Policy

Utility rates are set at a level to meet the average net income requirements over a five-year

period without the need for interim adjustments and to meet all reserve requirements at the end of the five-year period.

Reserve Policy

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

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

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

Transfer Policy

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

Five Year Outlook

Over the next five years operating revenues are projected to increase. FYE 25 projected revenues are 4% higher than FYE 24 budget revenues.

Summary

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

Water reclaimed by the Norman Water Reclamation Facility

WATER RECLAMATION FUND (32)
STATEMENT OF REVENUES AND EXPENDITURES

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

SEWER MAINTENANCE FUND
BUDGET
HIGHLIGHTS

Background

The Sewer Maintenance Fund is an enterprise fund established October 1, 2001, to account for revenues from the $5 per month Sewer System Maintenance Rate (SMR). It is used to account for all expenditures related to major maintenance of the water reclamation system (capital improvement projects accomplished through contracts with private construction vendors), primarily for rehabilitation of neighborhood sewer lateral lines.

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

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

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

FYE 25 Budget

Statement of Revenues and Expenditures

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

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

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

Reserve Policy

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

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

SEWER MAINTENANCE FUND (321)
STATEMENT OF REVENUES AND EXPENDITURES

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

NEW DEVELOPMENT EXCISE TAX FUND
BUDGET
HIGHLIGHTS

Background

The New Development Excise Tax Fund is an enterprise fund established October 1, 2001, as a result of Ordinance 0001-58, adopted by City Council on June 12, 2001, and approved by voters on August 14, 2001. The fund was established to account for revenues and capital project expenditures from excise tax levied and collected on new development (including developments of tax-exempt property owners) to be served by the City's water reclamation system. The tax imposed is collected at the time a building permit is issued for all construction and based upon the square footage as set forth in the permit as follows:

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

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

The funds collected from the Excise Tax shall be used exclusively for wastewater expansion, improvements, and to pay debt service on obligations issued to finance future improvements and expansion of the wastewater system. Since its inception in 2001, the Wastewater Excise Tax has generated over $25,000,000 for system expansion and improvement.

FYE 25 Budget

Statement of Revenues and Expenditures

Revenues have been estimated on historic building permit records applied to excise tax regulations (i.e., projections are based on revenues that would accrue if past building patterns in an "average" year are continued), and are projected at $1,470,000 for FYE 25.

Five Year Outlook

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

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

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

SANITATION FUND
BUDGET
HIGHLIGHTS

Background

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

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

Residential Customers $14.00/unit/month + $3/month for curbside recycling

	Container 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 25 Budget

Statement of Revenues and Expenditures

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

FYE 25 expenditure projections are based upon line-item analysis within the Utility. Salaries and benefits are based on current authorized staffing levels. All line items have been reviewed on multiple occasions by Utilities Department staff, Finance Department staff and the City Manager.

Reserve Policy

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

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

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

Levelized Rate Policy

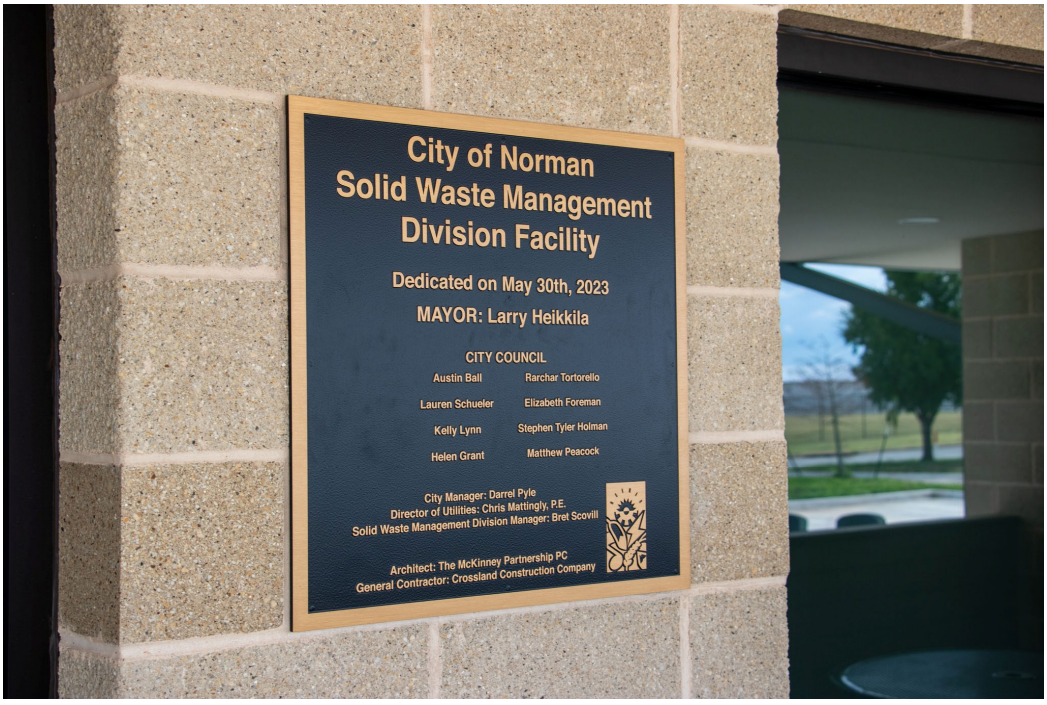
Utility rates should be set at a level to meet the average net income requirements over a five year period without the need for interim adjustments and to meet all reserve requirements at the end of the five-year period.

Five Year Outlook

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

Summary

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



SANITATION FUND (33)
STATEMENT OF REVENUES AND EXPENDITURES

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

RISK MANAGEMENT FUND
BUDGET
HIGHLIGHTS

Background

The Risk Management Fund is an Internal Service Fund established to account for the resources utilized to provide for the self-insurance of Worker's Compensation and Unemployment Insurance and to pay "stop loss" premiums on insurance for high-dollar employee health and property casualty claims.

Health insurance claims are accounted for in this fund. The City self-insures for these benefits and utilizes a third party administrator to administer the benefits. Consultants are also utilized to set premiums and structure plan benefits. FYE 25 health claim costs are projected to be $11,105,284.

Workers' Compensation benefits are paid to employees who are injured on the job. The Legal Department administers this program in conjunction with the Finance Department and Human Resources Department. Claims are submitted to the Finance Department for review and, if approved, are paid directly by the City. The projected cost in FYE 25 is $2,143,500.

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

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

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

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

Reserve Policy

Operating Reserves are based on a three-month claim history excluding judgments and claims as they are repaid from ad valorem tax revenues. Reserve levels for health insurance and workers' compensation meet and exceed this targeted level.

FYE 25 Budget

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

Five Year Outlook

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

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

RISK MANAGEMENT FUND (43)
STATEMENT OF REVENUES AND EXPENDITURES

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

CAPITAL IMPROVEMENTS FUND
BUDGET
HIGHLIGHTS

Background

The City of Norman Capital Improvements Budget document is produced as a separate document, which contains detailed descriptions of all current and proposed projects for the Fiscal Years Ending (FYE) 2025-2029. The document is divided into sections: an overview of policies and how the Capital Improvement Plan is based on Norman 2025, the City's Land Use and Transportation Plan; and summary information by project name, budget year, and funding source. Also, detailed project sheets describing the project, budget schedule, and progress by budget year.

The Capital Improvements Fund is established to account for capital projects funded by sales tax receipts or general obligation bond issues. Those projects relating to enterprise funds and funded with fees and charges are accounted for in the respective enterprise funds. All capital projects and their funding are approved by City Council. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan, FYE 2025-2029 document.

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

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

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

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

Capital Outlay on the other hand, is an expenditure directed towards maintaining or purchasing new or replacing tangible assets which themselves have expected life spans of one to five

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

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

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

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

FYE 25 Budget

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

Capital projects funded in FYE 2025 will impact the General Fund operating budget. Various transportation projects are included in the FYE 2025 capital projects. Some of these projects will be streets built at a much higher standard, reducing maintenance expenses and congestion, as well as increasing safety. Other impacts include additional traffic control and parks facilities that will cumulatively add to the City's maintenance burden in future years. Additional public safety personnel and facilities will also burden future capital budgets.

Each project in the Capital Improvements Plan, FYE 2025-2029 document is evaluated for operating budget impact. A "positive" impact is defined as it will either generate some revenue to offset expenses or will reduce operating costs, "negligible" is defined as operating expenses will increase no more than about $10,000 per year, "slight" is defined as operating expenses will increase between about $10,001 and $50,000 per year, "moderate" is operating expenses will increase between about $50,001 and $100,000 per year, and "high" is operating expenses will increase more than $100,001 per year.

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

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

Summary

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

CAPITAL IMPROVEMENTS FUND (50)
STATEMENT OF REVENUES AND EXPENDITURES

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

NORMAN FORWARD SALES TAX CAPITAL FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

Some of the projects include:

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

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

FYE 25 Budget

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

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

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

PARK LAND AND DEVELOPMENT FUND
BUDGET
HIGHLIGHTS

Background

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

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

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

Community parks include Andrews, Reaves, Griffin, Sutton, Saxon, Ruby Grant, and Legacy Park. There are an additional 57 neighborhood parks.

FYE 25 Budget

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

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

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

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

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
BUDGET
HIGHLIGHTS

Background

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

On May 23, 2006, the City Council adopted Ordinance O-0506-66, establishing the University North Park Tax Increment Finance District (City of Norman TIF #2). TIF #2 is located on a 580-acre tract of land along I-35 in north central Norman. Plans for the TIF include the construction of public infrastructure including road and traffic improvements; a conference center, a new community park ("Legacy Park") and extension of the City's Legacy Trail; construction of an overpass of Interstate 35 at Rock Creek Road; and economic development incentives designed to attract quality jobs and higher-end retail establishments to the UNP Development. The majority of the infrastructure and park projects have been completed.

FYE 25 Budget

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

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

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

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

CENTER CITY TIF FUND
BUDGET
HIGHLIGHTS

Background

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

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

FYE 25 Budget

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

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

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

GENERAL DEBT SERVICE FUND
BUDGET
HIGHLIGHTS

Background

Debt financing allows improvements to be made as the need arises rather than delaying the project until sufficient revenue is accumulated. By using debt financing, the cost of capital improvements can be more equitably distributed to the users of the facility over its expected useful life.

The goal of the City of Norman's debt policy is to maintain the ability to provide essential City services in a cost-effective manner. This goal is balanced with maintaining the ability to borrow at the lowest possible rates. For a project to be soundly financed through the issuance of long-term debt, the City uses the following guidelines:

- Revenue sources that will be used to pay off the debt are conservatively projected
- The financing of the improvement will not exceed its useful life
- The benefits of the improvement must out-weigh its cost, including the interest cost of financing
- Through the application of these policies, the Council rigorously tests the demand for debt financing

Debt financing supports necessary capital projects. These capital projects are integrated into the City's capital improvement plan, which also includes significant pay-as-you-go projects. All capital projects are linked to the services that the City provides to its residents, enterprise customers and visitors.

Outstanding Debt

The following table summarizes the City's outstanding debt as of the year ended June 30, 2023, including debt to be paid by City-operated enterprises.

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

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

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

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

THE CITY OF NORMAN

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

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

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

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

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

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

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

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

FYE 25 Budget

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

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

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

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

RETIREMENT SYSTEMS
BUDGET
HIGHLIGHTS

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

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

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the FYE 25 Budget as separate funds of the City. It should be noted that the costs of contributions to the systems appear as a part of salaries and benefit category of expenditure in every operating fund of the City.

Employee Retirement System

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

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

The Plan will remain in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. As of April 1, 2024, the Plan included 4 retirees and other beneficiaries.

Oklahoma Firefighters Pension and Retirement System

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

Members of the firefighter's retirement system are required to pay 8% of their base pay to the pension plan. By State Statute, the City contributes 14% of member's payroll to the OFPRS.

Oklahoma Police Pension and Retirement System

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

Photo courtesy of Visit Norman

GENERAL FUND

GENERAL OPERATING FUND

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

FUND SUMMARY

TOTAL GENERAL FUND (10)

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

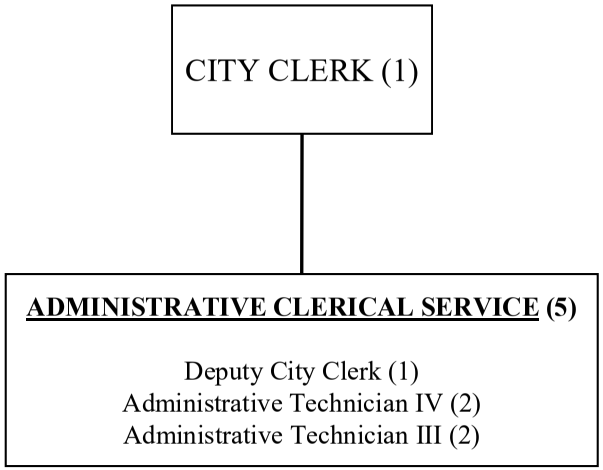
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	614	623	623	624	625
Part-time Positions	17	19	19	19	19
Total Budgeted Positions	631	642	642	643	644

EXPENDITURES:

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

OFFICE OF THE CITY CLERK

6 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY CLERK

MISSION:

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

DESCRIPTION:

- Official custodian of all records belonging to the City
  - maintains books properly indexed and open to the public for inspection
  - maintains separate books for ordinances, resolutions, and actions of the Council
- City Clerk serves as clerk to the Council
  - attends all Council meetings
  - maintains a record of the proceedings
  - signs and attests all ordinances, resolutions, and other acts of the Council
- Processes applications and monitors the City Boards, Commissions, and Committees
- Issues City licenses
- Prepares City Council agendas and minutes
- Operates the City's Action Center
- Provides clerical administrative support for the City Council
- Administers Municipal campaign contribution and expenditure reports to ensure their compliance with City and State law

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10120420 CITY CLERK

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CITY CLERK

GOALS:

To enhance customer service by:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 2022 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of requests for files maintained in Central Files processed within 24 hours	95%	95%	99%	85%	95%
Percent of agendas provided to City Council five days in advance of the meeting	97%	97%	99%	98%	97%
Percentage of Council items indexed and distributed within 3 days of Council action	90%	50%	95%	85%	75%
Percentage of minutes prepared within 3 days of Council meeting	80%	50%	90%	75%	50%
Percentage of minutes requiring correction	1%	1%	0%	0%	0%
Percent of responses to citizens by the next working day from Action Center personnel	98%	97%	99%	95%	90%

DIVISION SUMMARY

10120195 MUNICIPAL ELECTIONS

MISSION:

Pursuant to Article II, Sections 5 and 6, of the Charter of the City of Norman, funds are budgeted to pay for City Council elections and any special elections that are anticipated. By resolution adopted each year, the City Council shall designate a date in the following year, which is approved under then-current state law, for the holding of Norman's municipal elections and Municipal runoff elections. If allowed by then-current state law, the date for municipal elections shall be in February and the Municipal runoff elections shall be in April.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110101 CITY COUNCIL

GOALS:

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

OBJECTIVES:

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

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

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

PERSONNEL:

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

EXPENDITURES:

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

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

DIVISION SUMMARY

10110198 SISTER CITIES PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110005 INTERNAL AUDIT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110187 SOCIAL AND VOLUNTARY SERVICES

MISSION:

The mission of Social and Voluntary Services is to provide quality social and voluntary services to the citizens of Norman. They coordinate services designed to prevent, alleviate, or contribute to the solution of recognized social problems, and to improve the well-being of individuals, groups and the community.

DESCRIPTION:

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

PERSONNEL:

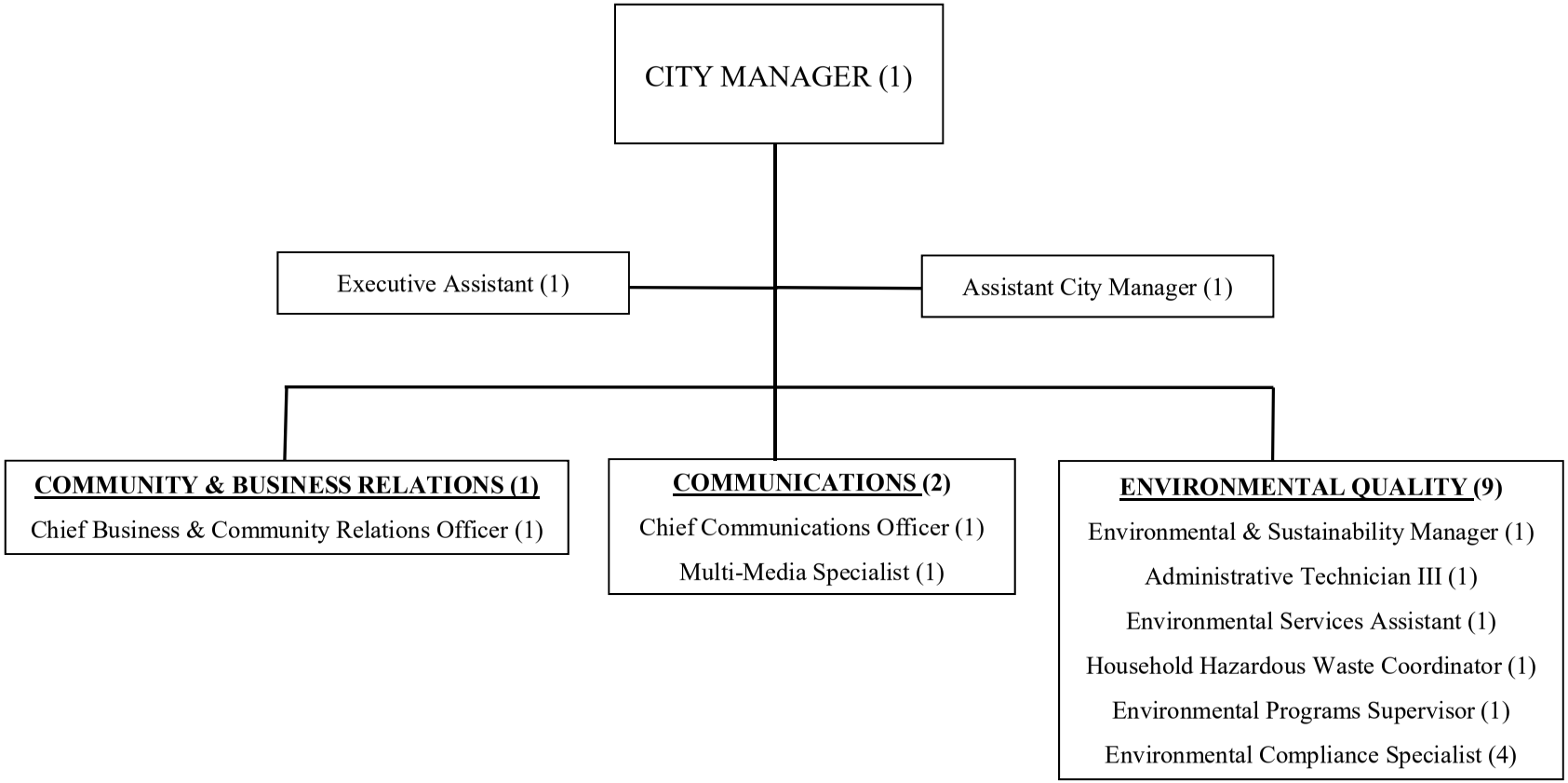
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

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

OFFICE OF THE CITY MANAGER

15 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110110 CITY MANAGER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	3	3	3	3

EXPENDITURES:

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

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

DIVISION SUMMARY

10110113 COMMUNICATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNICATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

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

DIVISION SUMMARY

10110111 COMMUNITY & BUSINESS RELATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY & BUSINESS RELATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

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

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

DIVISON SUMMARY

10110343 ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10110193 SPECIAL STUDIES / CONTRIBUTIONS

MISSION:

The mission of Special Studies/Contributions is to help the City of Norman move forward in funding special studies that are needed throughout the year.

DESCRIPTION:

Special Studies and Contributions is an account set up to help implement the funding to resolve various issues which arise during the fiscal year and are not anticipated in advance.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10110225 STORMWATER QUALITY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER QUALITY

GOALS:

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

OBJECTIVES:

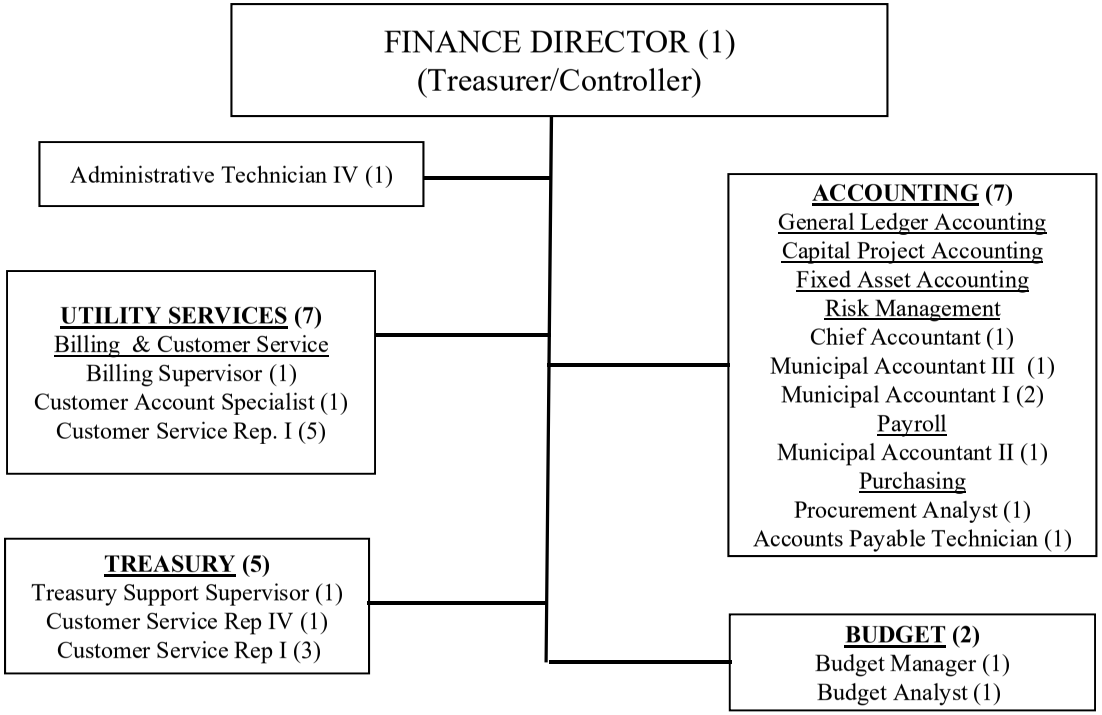
- To be the city liaison and provide assistance to the Environmental Control Advisory Board with public education and providing guidance to Council.
- Manage the Green Norman website.
- Continue coordination of the Earth Day Festival and Earth Month.
- Continue coordination and implementation of household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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

FINANCE DEPARTMENT

23 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FINANCE DEPARTMENT

MISSION:

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

DESCRIPTION:

The Department of Finance (DOF) is the central manager of the City's assets and is responsible for controlling and recording the organization's financial activity. Specifically, the DOF reviews and monitors financial activity against the City's financial plan (budget); initiates and records all investment activity; and prepares financial statements and schedules for audit and public information. The Department also provides purchasing, payroll, printing and mail processing services to user departments; and provides utility services connections, disconnections, billing, and collections to customers in the City of Norman.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10330320 ACCOUNTING

MISSION:

The mission of the Accounting Division is to provide, monitor and operate an accounting system which records all the financial transactions of the City on an accurate and timely basis for reporting and dissemination in appropriate format to user departments, management, oversight agencies, and citizens.

DESCRIPTION:

The Accounting Division maintains and operates the financial and budgetary accounting system, which captures and records all financial transactions of the City. In addition to the general ledger system, the Division maintains, processes, monitors and reconciles various sub-systems which capture detailed transactions in the areas of payroll administration and reporting, procurement of goods and services, accounts payable, accounts receivable, Risk Management, and fixed assets. The Division is responsible for special, monthly, and annual financial reporting in various formats, including the Comprehensive Annual Financial Report.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ACCOUNTING

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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	29	30	31	31	32
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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

To facilitate the success of the operating divisions of the Department of Finance in achieving their mission in support of the goals of the City of Norman.

OBJECTIVES:

Monitor the success of the operating divisions in achieving their stated performance measures and to increase returns on City investments within stated Investment Policy guidelines.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

BUDGET

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10330125 TREASURY

MISSION:

The primary mission of the Treasury Division is to act as the City's receipting and disbursing agent of public financial assets in order to maximize the utilization and safekeeping of City funds while maintaining a customer oriented and professional attitude.

DESCRIPTION:

Processing and records all City revenues, which include utility deposits and payments, either manually or by importing files from the bank to our new system Advanced Utilities. Processes and generates accounts receivables billing and maintains accounts receivable records for invoice billing and receiving revenues generated by all departments throughout the City. Making bank deposits daily. Maintaining the City's operating fund for all the departments by reimbursement of petty cash tickets, trip requests, writing checks and reconciling the credit statements and activities. Responsibilities include processing and balancing Site Development, Inspection deposits, Oil and Gas Cash Bonds, Bulk Water deposits, and all the liability funds. Processing and reconciling for bank debits and credits. Maintains and processes all returned checks. Processes utility and other types of credit card payments including the Interactive Voice Response (IVR) utility payments made by customers on the phone, and Paymentus (online utility payments made by customers), and maintains all credit card records for Municipal Court, Parks and Recreation, Westwood Golf, Planning/Development Service & the Transfer Station.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TREASURY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10330122 UTILITY SERVICES

MISSION:

The mission of the Utility Services division is to provide accurate and efficient billing services for the City of Norman utility customers; to be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customer and their needs. The customer service area strives to educate customers regarding operating procedures, and to research and provide accurate and prompt information to requests made by citizens and intra-city departments.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

UTILITY SERVICES

GOALS:

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

OBJECTIVES:

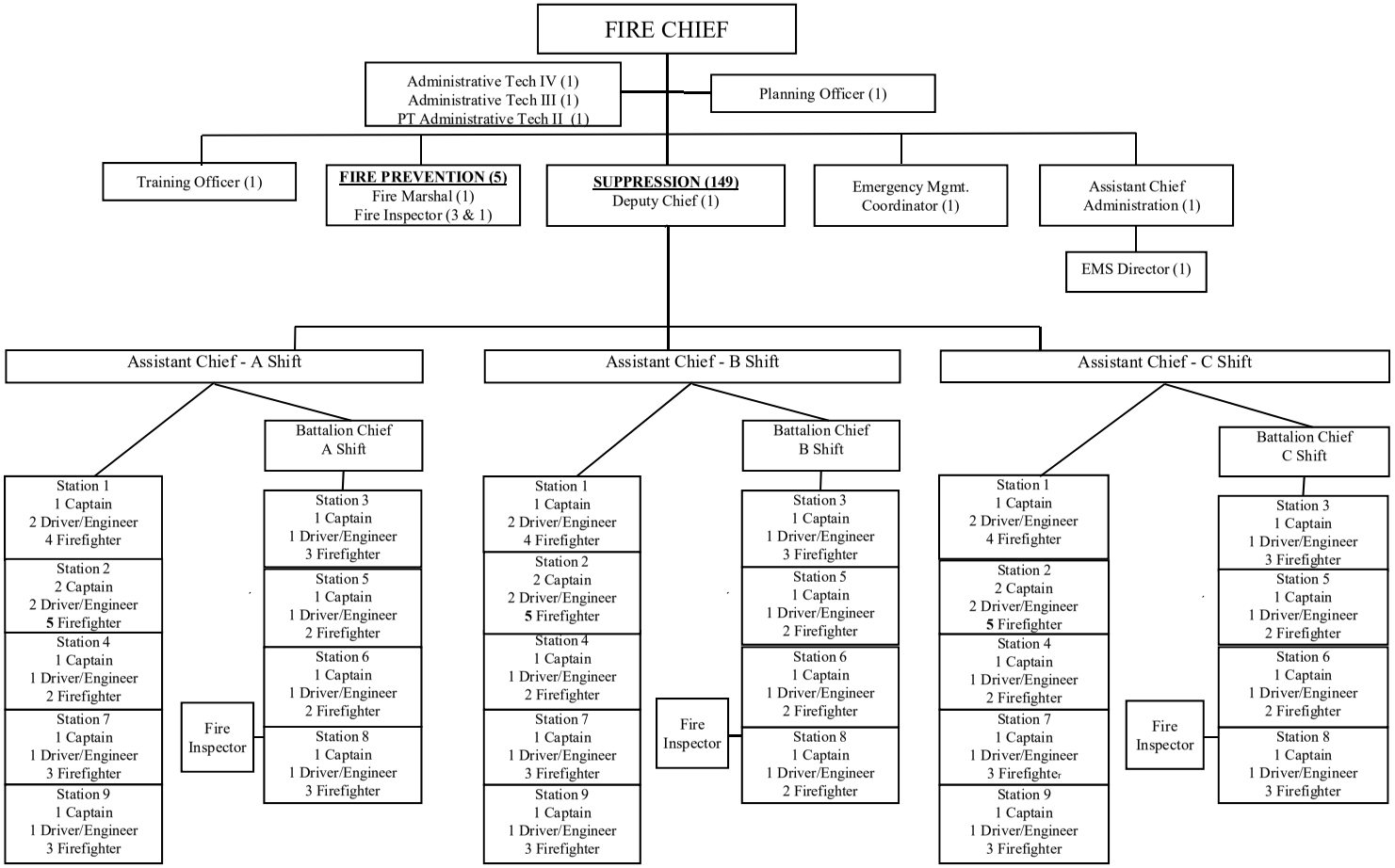
Please review the performance measurements for the objectives as a response to the goals listed above.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

FIRE DEPARTMENT

164 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	133	133	133	133	133
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	134	134	134	134	134

EXPENDITURES:

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

DIVISION SUMMARY

10664240 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

- To continue to supervise and oversee all Fire Department activities in order to assure effective service to the public.
- To continue to coordinate and implement departmental planning; budget formulation and administration; personnel administration; and effective distribution and assignment of resources for all Department staff members to provide a healthy and productive work environment.
- Examine 100% of all plans submitted for; deficiencies of built-in safeguards designed to prevent fire from starting, protect the occupants and limit the spread of fire should it occur.
- To continue to review and update policy, procedures, rules and regulations for the Fire Department.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10664144 DISASTER PREPAREDNESS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY MANAGEMENT

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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	49	46	40	40	40
Training attended	3	6	4	6	6
Public awareness activities	5	6	4	6	6
Staff exercises	0	0	1	0	1

DIVISION SUMMARY

10664142 PREVENTION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PREVENTION

GOALS:

- Provide for the public's safety by creating awareness of fire as a personal, family, business and community concern and by securing the cooperation of individuals and property owners in fire-safe practices for the safety of themselves and others.
- Maintain Fire Inspector and Fire Protection Engineer skills to current state law and national standards.
- Provide for the public safety through engineering and plan review to ensure compliance with the fire protection and life safety provisions of the fire prevention code.
- Determine the nature and scope of the local fire problem by identifying areas that may require corrective educational efforts, inspection emphasis, and legislation or criminal prosecution.

OBJECTIVES:

- Conduct 100% of all educational programs requested by the public. Host the annual Fire Prevention Week, Arson Awareness Week, Norman Regional Hospital Kids are Special Program, participate in Safety Town and other activities related to public education.
- Maintain Fire Inspector, Investigation and Plan review skills through training and certifications to met NFPA, IFC, CLEET (for commissioned personnel), seminars and the National Fire Academy.
- Following NOC and IFC codes inspect 100% of all new construction and existing "high hazard" properties, inspect 100% of all existing multi-residential properties. All other properties subject to fire inspections completed biannually.
- Determine the cause for 90% of all fires that occur. Maintain a 60% clearance rate and 95% conviction rate for fires determined to be arson.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Public education conducted	57	65	65	65	80
Personnel fully certified	5	6	6	6	8
Inspections	1,400	1,206	1,800	1,500	2,400
Plans reviewed	n/a	633	650	625	660
Juvenile Fire Starter Contacts	n/a	12	10	10	10
Fire Investigations	200	152	140	140	130
Calls	n/a	133	170	170	200

DIVISION SUMMARY

10664143 SUPPRESSION

MISSION:

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

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides the emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	119	119	119	119	119
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	119	119	119	119	119

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SUPPRESSION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10664141 TRAINING

MISSION:

Develop and maintain a highly skilled workforce.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRAINING

GOALS:

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

OBJECTIVES:

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

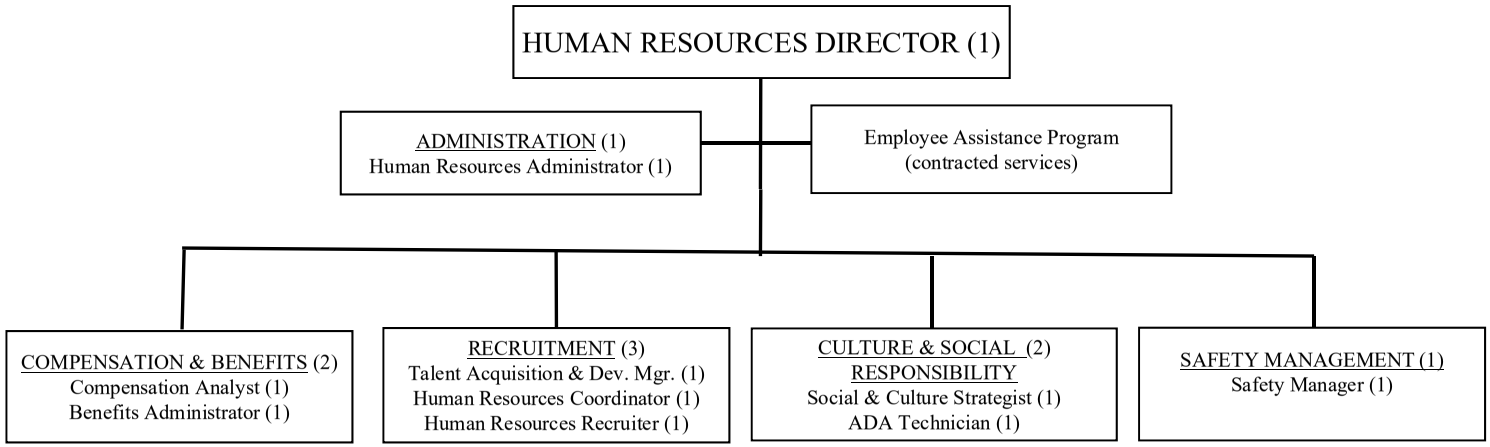
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

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

HUMAN RESOURCES DEPARTMENT

10 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL HUMAN RESOURCES DEPARTMENT

MISSION:

The Human Resources Department is committed to hiring, developing, and retaining a diverse, knowledgeable and effective workforce focused on providing high quality and cost-effective services to Norman citizens. Through leadership, direction, and support of the HR Staff partners with manager and employees. Our programs are designed to coincide with City Council goals and objectives while promoting open communication and representation between management and labor.

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

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

DIVISION SUMMARY

10131530 HUMAN RESOURCES

MISSION:

The Human Resources Department is committed to hiring, developing, and retaining a diverse, knowledgeable and effective workforce focused on providing high quality and cost-effective services to Norman citizens. Through leadership, direction, and support of the HR staff partners with manager and employees. Our programs are deigned to coincide with City Council goals and objectives while promoting open communication and representation between management and labor.

DESCRIPTION:

The Human Resources Department fulfills this mission through:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

HUMAN RESOURCES

GOALS:

- Provide and interpret policies, procedures, programs and collective bargaining agreements that uphold the welfare, safety, and rights of employees and management.
- Facilitate productive management/employee workplace partnerships, conflict resolution and negotiation.
- Utilize recruitment and selection methods that contribute to our highly qualified workforce.
- Administer a quality benefit program and employee classification and compensation system that is cost effective and assists in attracting and retaining employees.
- Provide appropriate evaluation criteria for assessing and improving job performance.
- Contribute to a high level of employee engagement that supports individual, group, and organizational performance.

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10131190 CULTURE & SOCIAL RESPONSIBILITY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CULTURE & SOCIAL RESPONSIBILITY

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT

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

DIVISION SUMMARY

10131192 EMPLOYEE ASSISTANCE PROGRAM

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10131232 SAFETY

MISSION:

The mission of the Safety Division to mentor and train all City of Norman employees to provide municipal services in a manner that minimizes worksite hazards, prevents injuries and damage to property and equipment. Additionally, this division ensures citizens are protected from potential hazards that may be caused by City employees engaged in service operations.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SAFETY

GOALS:

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

OBJECTIVES:

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

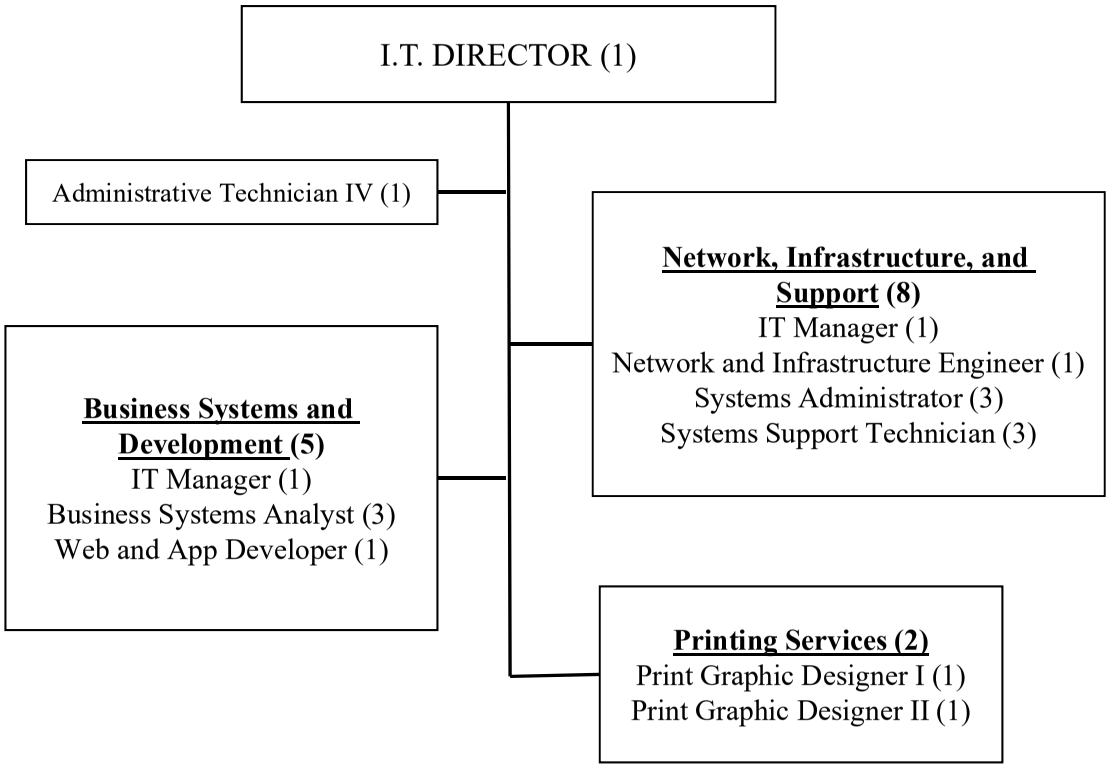
PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:
CON – City of Norman

INFORMATION TECHNOLOGY DEPARTMENT

17 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL INFORMATION TECHNOLOGY DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10123121 INFORMATION TECHNOLOGY

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION 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 to create a broader range of technology solutions that are more robust and secure.

OBJECTIVES:

- Sustain and monitor filters for email tracking, web filtering, and infrastructure protection to reduce system intrusion and to help create a solid sustainment strategy. This includes the implementation of cyber-security strategies with dedicated personnel to monitor our various IT systems. This will enhance security while minimizing data loss and maximizing data protection.

• Continue to educate and partner with end users via the IT Support Center for quick response to breaks, problems, and technical assistance requests. Utilize the SLA (Service Level Agreement) to help organize IT trouble tickets and communicate fix times with the end users. Keeps the flow of work between the IT staff and city employees organized and well communicated.

• Enhance the disaster recovery strategy by expanding backup services to additional critical data points. Partner with the EOC (Emergency Operations Center) team to build a world class data center with a focus on redundancy, uptime, and seamless failover to keep critical and Public Safety technology operational in the instance of power loss and/or a major disaster.

• Continue momentum generated over the previous years to improve data center wiring, electrical wiring, fire suppression, and cooling systems in the various data centers. This will protect the publics investment in the critical technologies that keep the city's services operational.

• Engage various city departments and divisions in the continuing effort to secure the city's physical locations with camera systems, building access management, and monitoring systems. This team effort by various city staff will create a more secure environment to not only protect the city network but also protect the valuable physical assets and people that the city has invested in.

• Enhance the city's Enterprise Resource Planning (ERP) system which is the various software suites responsible for data and management related to budgeting, accounts payable, accounts receivable, assets, inventory, purchasing, payroll, personnel, permits, code enforcement, land/parcel management, courts, and utility billing. Improve the business process by implementing and sustaining a modern ERP solution. Continue to manage, and maintain the ERP software and teach the business processes to all ERP system users. Reduce waste by automating manual processes and digitizing forms, documents, and records.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

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

DIVISION SUMMARY

10123123 OFFICE SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

OFFICE SERVICES

GOALS:

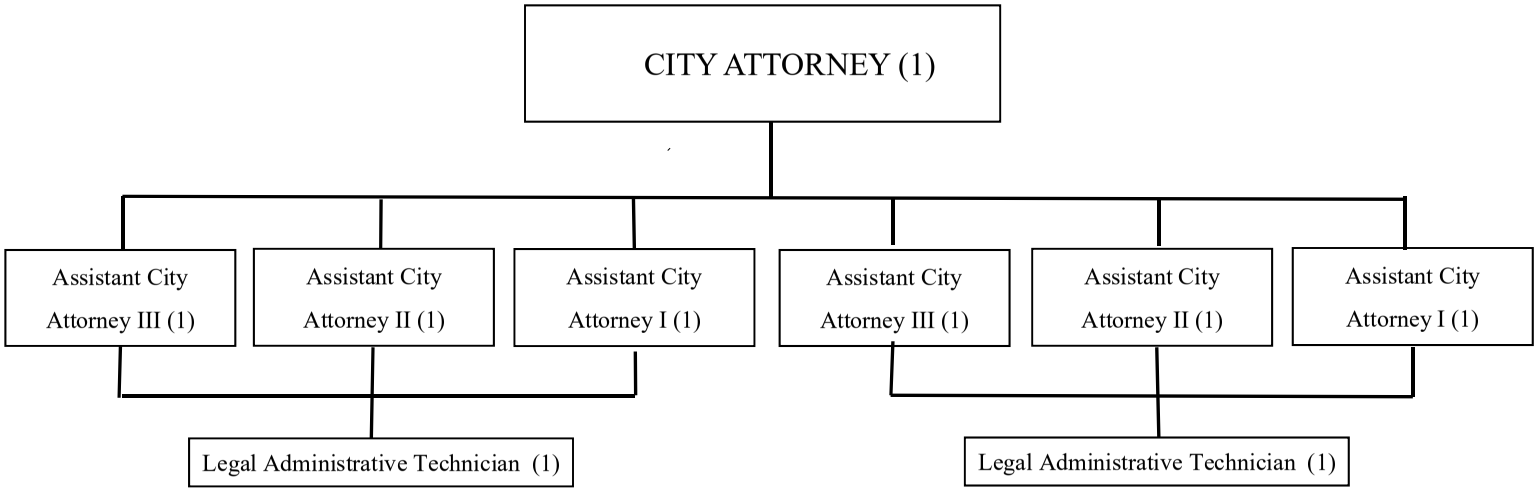
- Reduce the number of unneeded copies
- Strive for efficient excellence, flawless execution for quality and quantity while delivering a superior product in-house rather than outsourcing
- Review, examine, and evaluate needs of divisions citywide in effort to assist in time saving measures
- Improve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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

LEGAL DEPARTMENT

9 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL LEGAL DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10122220 LEGAL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

LEGAL

GOALS:

- Continue to enhance tort claims process
- Process workers' compensation cases more efficiently
- Process expungements more efficiently to ensure statutory requirements are met
- Expand and enhance staff productivity through better use of technology by staff
- Develop debt recovery/collections process for reimbursement of damages to City property
- Develop and produce a departmental policies/procedures handbook

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Quarterly review and update of departmental website	70%	70%	75%	70%	80%
Process payment of tort claims within 30 business days of receipt of departmental response	70%	70%	75%	70%	75%
Develop database to track current workers' compensation cases with dates of injury prior to February 1, 2014	95%	95%	98%	95%	98%
Develop database to track current workers' compensation cases under new Act and guidelines effective February 1, 2014	95%	95%	98%	95%	98%
Review expungement database and modify to include all necessary steps to finalize expungement of records	95%	95%	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	40%	40%	50%	40%	50%
Develop procedure and tracking mechanism for pursuing reimbursement of property damage to City property	95%	95%	98%	95%	98%
Develop departmental policy/procedures handbook	50%	50%	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:

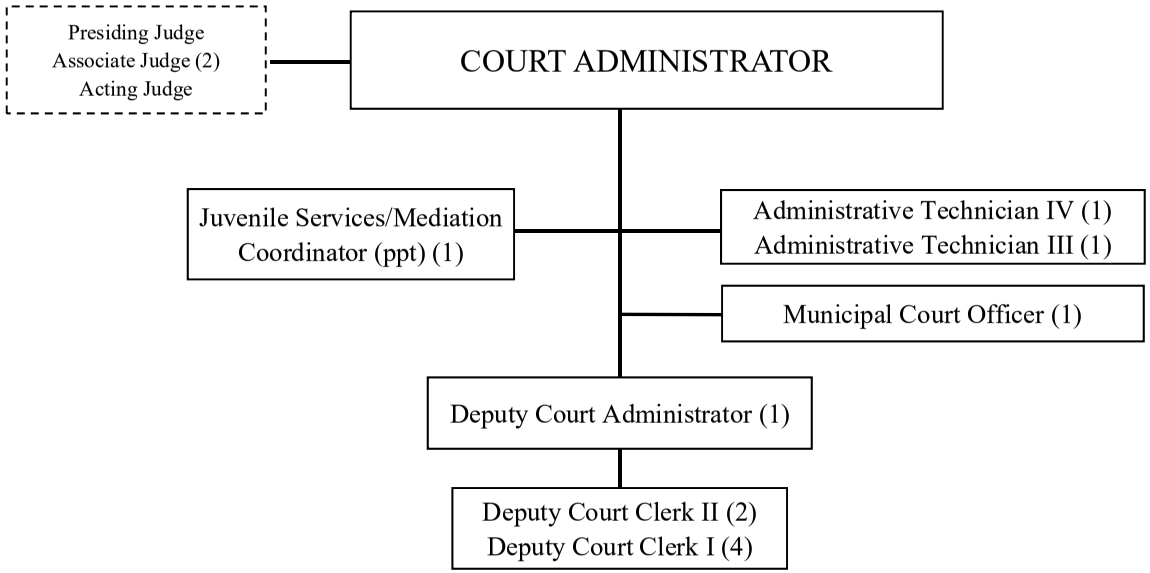
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

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

MUNICIPAL COURT

12 EMPLOYEES



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

DEPARTMENT SUMMARY

TOTAL MUNICIPAL COURT

MISSION:

The mission of the Municipal Criminal Court of Norman is to provide equal justice for all, and to protect the rights of the victim and accused. And, if the accused is convicted, assess a penalty, which will deter the defendant and others from similar conduct, which acts to the ultimate welfare of the entire community, reflecting judicial administration at its best.

DESCRIPTION:

The Court functions as the judicial branch of municipal government and is responsible for processing all alleged violations of municipal ordinances in a fair, impartial, expeditious, accurate and fiscally responsible manner.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

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

DIVISION SUMMARY

10121120 MUNICIPAL COURT

MISSION:

The mission of the Municipal Criminal Court of Norman is to provide equal justice for all, and to protect the rights of the victim and accused. And, if the accused is convicted, assess a penalty, which will deter the defendant and others from similar conduct, which acts to the ultimate welfare of the entire community, reflecting judicial administration at its best.

DESCRIPTION:

The Court functions as the judicial branch of municipal government and is responsible for processing all alleged violations of municipal ordinances in a fair, impartial, expeditious, accurate and fiscally responsible manner.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

MUNICIPAL COURT

GOALS:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

- Provide educational training for court and legal personnel, emphasizing professional development.

OBJECTIVES:

Access to Justice

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

Expedition and Timeliness

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

Equality, Fairness and Integrity

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

Independence and Accountability

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

Public Trust and Confidence

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:

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

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

DIVISION SUMMARY

10121135 JUVENILE PROGRAMS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

JUVENILE PROGRAMS

GOALS:

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

OBJECTIVES:

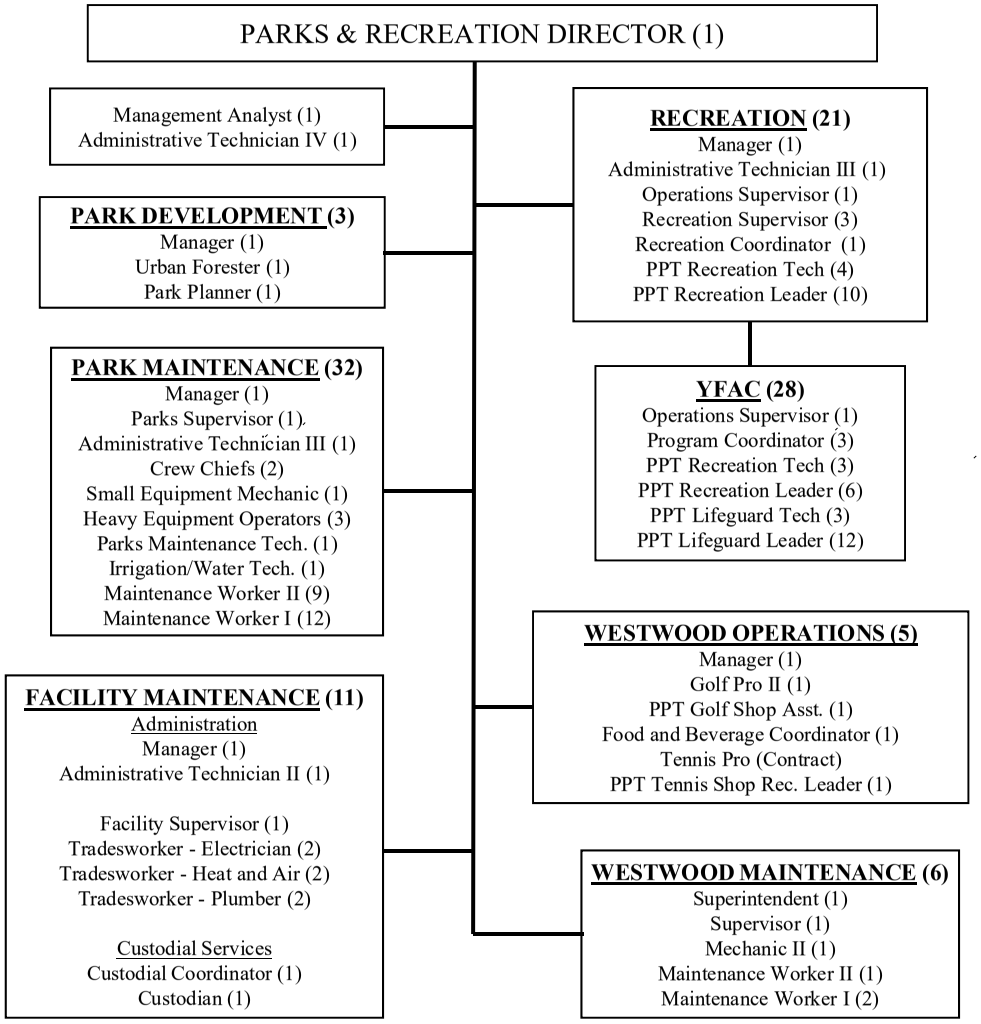
- Provide community service opportunities
- Refer to intervention services and counseling provided by Crossroads Youth and Family Services
- Utilize drug testing provided by Innovative Court Solutions
- Require participation in addiction information and counseling services provided by the Virtue Center

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Number of community service opportunities	85	47	60	57	72
Number of juveniles referred to intervention counseling	34	41	10	67	88
Number of juveniles referred to drug testing	24	25	25	46	58

PARKS & RECREATION DEPARTMENT

109 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL PARKS DEPARTMENT

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770370 ADMINISTRATION

MISSION:

The Parks and Recreation Administration Division is committed to professional leadership and direction of all divisions of the department.

DESCRIPTION:

The Parks and Recreation Administration Division is responsible for the department's short and long range capital projects planning, administration of the department's budget, the effective distribution of the department's resources and professional guidance to each division.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10770131 FACILITY CUSTODIAL SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY CUSTODIAL SERVICES

GOALS:

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

OBJECTIVES:

- Monitor custodial work in Municipal Complex and the library to make sure a high degree of building cleanliness is provided.
- Monitor supplies dispensed to make sure waste is at a minimum.
- Address day porter needs that cannot be accomplished with the nighttime custodians.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10770430 FACILITIES MAINTENANCE ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
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 quality maintenance for all City buildings, ball fields, tennis courts, water wells, lift stations, and storm sirens
- Administers repair and renovation projects for City facilities

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FACILITY MAINTENANCE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10770271 PARK DEVELOPMENT

MISSION:

To improve and preserve the City of Norman's tree canopy for appearance, safety and environmental purposes.

DESCRIPTION:

The Forestry Division administers planting programs and community forestry projects according to the community forestry plan and assists in a multiplicity of urban forestry activities interacting with other City departments, utility companies, State and Federal granting agencies and the citizens of Norman.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PARK DEVELOPMENT

GOALS:

- Implement the Community Forest Management Plan; follow recommended priority removals, pruning, replacement and maintenance schedule.
- Promote and provide urban forestry public education opportunities.
- Maintain public urban forest health.
- Collaborate with all City departments, State agencies and non-profit organizations to enhance and improve the urban forest.

OBJECTIVES:

- Obtain required funding to follow recommended schedule of removals, pruning and replacement.
- Provide workshops, volunteer opportunities and special events that teach proper care and maintenance of the tree canopy.
- Implement maintenance schedule of all public trees.
- Increase efforts for new planting opportunities; neighborhoods, green spaces, public schools, parks and open spaces.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10770284 PARK BOARD

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770410 PARKS MAINTENANCE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	32	32	32	32	32
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	32	32	32	32	32

EXPENDITURES:

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

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:

PERFORMANCE INDICATORS:

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

DIVISION SUMMARY

10770421 RECREATION ADMINISTRATION

MISSION:

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

DESCRIPTION:

The Recreation Administration Division operates six facilities aimed at target groups of citizens. These centers include: one Senior Citizens Center, two recreational centers attached to middle schools (Whittier and Irving), one agency based community center (Little Axe), one garden, dance and exercise center (Reaves) and one multi-purpose center (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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	5	5	5	5
Part-time Positions	2	3	3	3	3
Total Budgeted Positions	6	8	8	8	8

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

RECREATION ADMINISTRATION

GOALS:

- To meet the needs of the citizens of Norman by offering quality programs and facilities and special events.

OBJECTIVES:

- To inform the community of the myriad of recreational opportunities offered through the Parks and Recreation Department through brochures, newspaper advertisements and banners.
- To involve as many citizens as possible in both active and passive recreational activities that are offered through our recreation centers.
- To implement new programs according to citizen requests and new industry trends.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10770425 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:

The 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	1	1	1	1
Part-time Positions	4	4	4	4	4
Total Budgeted Positions	4	5	5	5	5

EXPENDITURES:

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

DIVISION SUMMARY

10770127 CHILDCARE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770323 SENIOR CITIZENS CENTER

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10770326 ADULT WELLNESS CENTER

MISSION:

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

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

DESCRIPTION:

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

PERSONNEL:

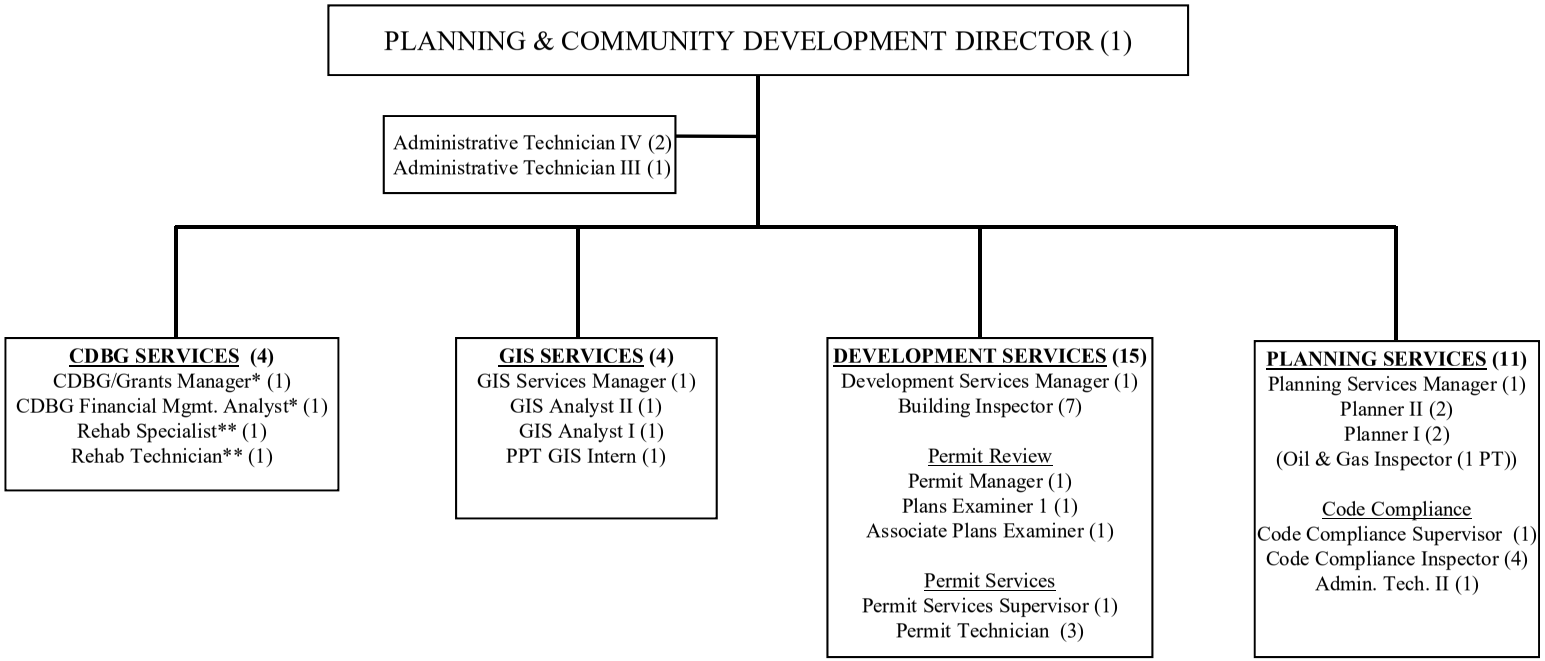
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

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

PLANNING & COMMUNITY DEVELOPMENT

38 POSITIONS



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

DEPARTMENT SUMMARY

TOTAL PLANNING & DEVELOPMENT

MISSION:

The mission of the Department of Planning & Community Development is to develop, implement, and monitor a comprehensive urban planning process, emphasizing continuing interdepartmental cooperation and assistance in the preparation of plans and programs, to protect the health, safety, and welfare of the citizens of Norman through enforcement of City Codes.

DESCRIPTION:

The Department of Planning & Community Development provides support to the City Council, Planning Commission, Board of Adjustment, Historic District Commission, Greenbelt Commission, and Board of Appeals. The Department is responsible for developing and updating Chapter 36 – the Zoning Ordinance – and updating the Comprehensive Land Use Plan and other plans for the City. The Department reviews building permit applications, rezoning requests and subdivision of property while ensuring timely hearing of requests, which are reviewed by various Boards and the City Council. The Department is also responsible for enforcing various codes and ordinances related to the health, safety and welfare of citizens; updating all ordinances, which comprise the regulatory framework against which development proposals are evaluated. In addition, the Department is responsible for the administration of ordinances that affect the health, safety and welfare of citizens, and administration of federal grants related to housing and urban development.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10440140 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide effective, efficient, and responsive services, and to account for the resources allocated to the Planning Services, Development Services, Code, Grants and GIS Services Divisions of the Department, and to provide support services to all divisions.

DESCRIPTION:

The Administration Division serves as the administrative head of the Department of Planning & Community Development, coordinating division functions to provide for the more efficient operation of the department and services to the citizens of Norman.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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 6, 16, 20, 24, 28, and 36 of the City of Norman Code of Ordinances, which include nuisance codes, signs, zoning and property maintenance, all of which directly affect the health, safety and welfare of the citizens of Norman. Code Compliance is responsible for review and processing of all sign permits. The Division also conducts annual inspections in order to ensure the health and safety of hotels and motels, rooming and boarding houses, fraternities and sororities, mobile home parks, salvage yards, towing storage yards and short-term rentals.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CODE COMPLIANCE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Percent of violations voluntarily abated after owner notification	69%	77%	69%	75%	75%
Percent of abatement work orders voluntarily abated after work order issued to contractor	26%	37%	26%	35%	30%
Percentage of code cases that are proactive	87%	90%	87%	90%	90%
Percent of total compliance rate	95%	97%	90%	96%	96%

DIVISION SUMMARY

10440153 PLANNING SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PLANNING SERVICES

GOALS:

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

OBJECTIVES:

- Assist the public in filing applications to the City Council, Planning Commission, Greenbelt Commission, Pre-Development and Board of Adjustment by providing clear direction and necessary assistance.
- Assist the Department in review of all required permits and licensing needed for applicants. Performs site inspections for building permits, rezoning and land use plan amendments.
- Expedite items from the Planning Commission to the City Council when possible, while ensuring that such items are correct, complete and express the concerns of the Planning Commission. Prepare detailed, accurate minutes of all public meetings.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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 by enforcing the currently adopted building, state, and local codes consistent with polities and ordinances adopted by the Norman City Council.

DESCRIPTION:

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

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

DEVELOPMENT SERVICES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10440150 GEOGRAPHIC INFORMATION SERVICES

MISSION:

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

DESCRIPTION:

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

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

GEOGRAPHIC INFORMATION SERVICES

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

Notes to Results Report:
GIS – Geographic Information System
GPS - Global Positioning System

DIVISION SUMMARY

10440184 GREENBELT COMMISSION

MISSION:

The mission of the Greenbelt Commission is to promote and protect the public health, safety and general welfare by creating a mechanism for providing a Greenbelt System, which will include preserved open spaces, protected natural areas and greenways/trails in a system of land parcels that together will work to help maintain and preserve the beauty and livability of the City.

DESCRIPTION:

Created by ordinance on May 11, 2004, the Greenbelt Commission is charged with advising the City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the open spaces, greenways and trail-way systems in the City of Norman. The Commission comments on Greenbelt Enhancement Statements submittal with development plats and Norman Rural Certificates of Survey (NRCOS).

PERSONNEL:

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

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ 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, as well as to promote the use of the historic districts for the culture, prosperity, education, and welfare of the people of the City and visitors to the City.

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10440181 PLANNING COMMISSION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

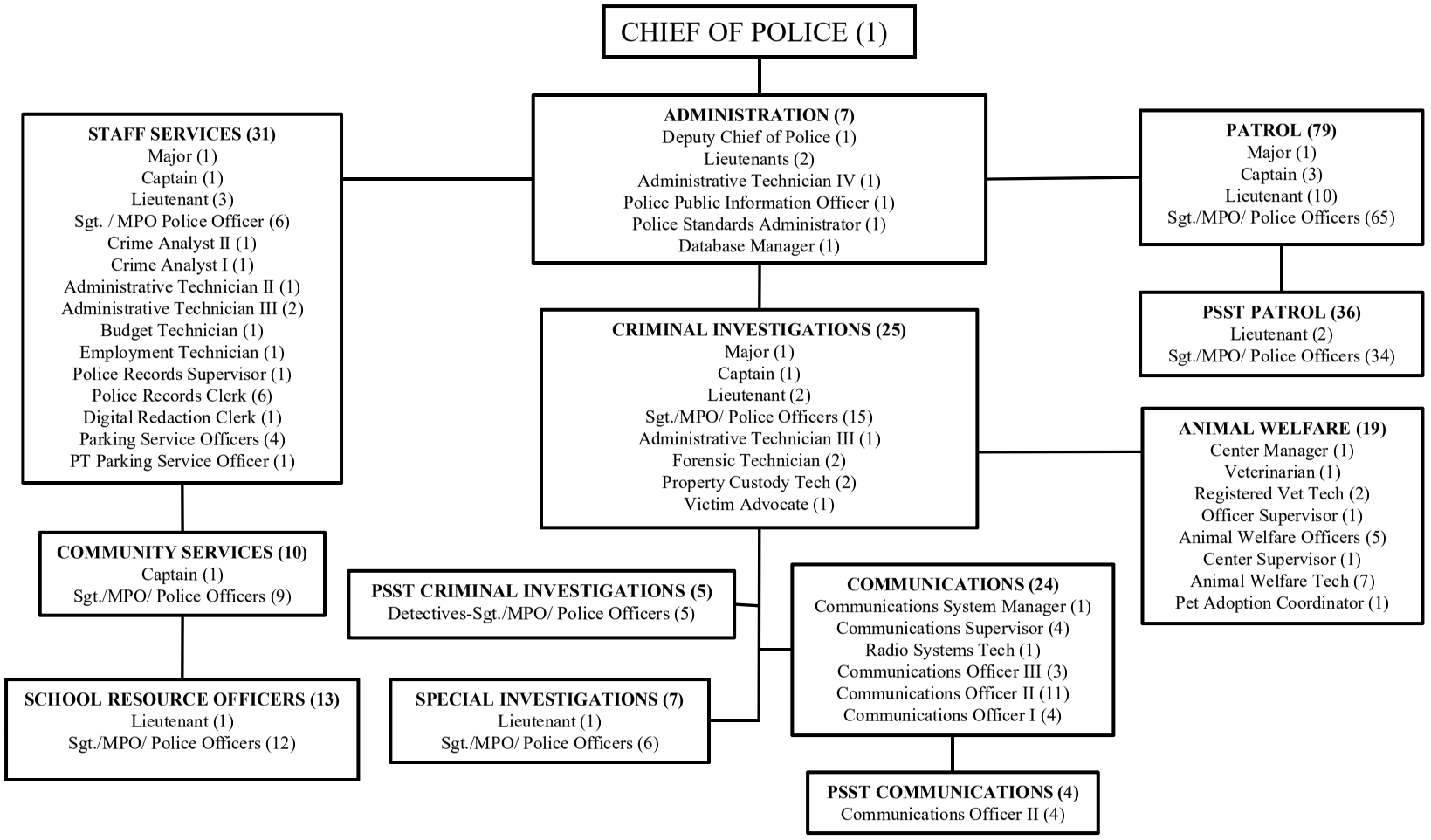
	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ 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

261 EMPLOYEES



DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT

MISSION:

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

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's residents, visitors, neighborhoods, and business community. To improve the quality of life of all persons by maintaining order, resolving problems, and providing leadership in a manner consistent with the law and reflective of shared community values.

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SUMMARY

10660310 ADMINISTRATION

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ADMINISTRATION

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10660270 ANIMAL WELFARE

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ANIMAL WELFARE

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10660321 CRIMINAL INVESTIGATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PEFORMANCE INDICATORS:					
Investigators	18	17	17	17	19
Cases closed by arrest	279	164	25	125	200
C.O.P. Follow-up	126	108	250	380	400
Cases Investigated	1,959	1,868	2,200	1,700	2,000
Deactivated Due to low staffing	315	271	250	260	240

Notes to Results Report:

COP-Community Oriented Policing

DIVISION SUMMARY

10660139 EMERGENCY COMMUNICATIONS

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10660322 PATROL

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10660230 SPECIAL INVESTIGATIONS

MISSION:

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

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

PERSONNEL:

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

EXPENDITURES:

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

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SPECIAL INVESTIGATIONS

GOALS:

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

OBJECTIVES:

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

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

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

DIVISION SUMMARY

10660115 STAFF SERVICES

MISSION:

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

DESCRIPTION:

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

PERSONNEL:

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

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 2,676,131	$ 3,835,511	$ 3,835,511	$ 3,835,511	$ 4,435,947
Supplies & Materials	$ 134,963	$ 311,899	$ 307,503	$ 307,503	$ 383,492
Services & Maintenance	$ 458,778	$ 564,041	$ 561,041	$ 561,041	$ 632,492
Internal Services	$ 142,699	$ 218,670	$ 218,670	$ 218,670	$ 232,694
Capital Equipment	$ 258,267	$ 223,400	$ 218,360	$ 218,360	$ 440,900
Subtotal	$ 3,670,838	$ 5,153,521	$ 5,141,085	$ 5,141,085	$ 6,125,525
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 3,670,838	$ 5,153,521	$ 5,141,085	$ 5,141,085	$ 6,125,525

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES

GOALS:

- Reduce Part A crimes by 2% from prior year
- Decrease incapacitating and fatality collisions by 5% from prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

OBJECTIVES:

- Coordinate efforts across the department to identify higher than average criminal activity patterns, and focus efforts on addressing the concerns.
- Monitor trends and patterns in traffic collisions and to identify areas requiring attention.
- Increase public education of services provided and officer involvement in community with the goal of connecting resources to those in need.
- Continue to recruit and train qualified candidates for all vacant positions in the agency.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Total number of in-service training hours scheduled of commissioned personnel	30	30	30	30	30
Total number of firearms training sessions for commissioned officer	4	4	4	4	4
Officers qualified on firearms courses	100%	100%	100%	100%	100%
Officers completing annual mental health training	100%	100%	100%	100%	100%
Records Counter Contacts	11,164	12,000	10,084	13,000	13,500
Records Phone Contacts	9,446	13,500	9,197	12,000	12,500
Records Cases Managed	7,831	13,000	11,641	12,000	12,500
Records Released	5,845	7,500	5,758	8,000	9,000
Videos Processed	268	850	760	400	800

PUBLIC WORKS DEPARTMENT

125 EMPLOYEES

PUBLIC WORKS DIRECTOR (1)

Management Analyst (1)

FLEET (29)
Fleet Program Manager (1)
Administrative Technician III (2)
Fleet Service Writer (1)

EQUIPMENT SUPPORT
Supervisor (1)
Maintenance Worker II (1)

FLEET REPAIR

LIGHT EQUIPMENT
Fleet Light Repair Supervisor (1)
Auto Service Technician (2)
Mechanic II (2)
Mechanic I (2)
Tire Repair Technician (1)

HEAVY EQUIPMENT
Fleet Heavy Repair Supervisor (1)
Mechanic I (2)
Mechanic II (3)
Field Service Mechanic II (1)
Auto Service Technician (2)

EMERGENCY EQUIPMENT
Emerg. Vehicle Tech Specialist (1)
Emerg. Vehicle Tech Mechanic II (1)

TRANSIT
Fleet Transit Repair Supervisor (1)
Transit Mechanic II (2)
Transit Service Technician (1)

STREETS (33)
Streets Program Manager (1)
Street Maintenance Supervisor (1)
Administrative Technician III (1)

STREET MAINTENANCE
Pavement Maint. Coordinator (1)

ASPHALT CREW
Crew Chief (1)
Heavy Equipment Operator (3)
Maintenance Worker II (3)
Maintenance Worker I (1)

CONCRETE CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maintenance Worker II (2)
Maintenance Worker I (1)

GENERAL PURPOSE CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maintenance Worker II (1)
Maintenance Worker I (1)

SURFACE MAINT. CREW
Crew Chief (1)
Heavy Equipment Operator (1)
Maintenance Worker II (1)
Maintenance Worker I (1)

ROADSIDE MAINT. CREW
Crew Chief (1)
Heavy Equipment Operator (3)
Maintenance Worker II (3)
Maintenance Worker I (1)

TRAFFIC CONTROL (20)
Transportation Engineer (1)
Capital Project Engineer (1)
Traffic Engineer (1)
Administrative Technician III (1)

SIGNING – STRIPING
PARKING METERS-STUDIES
Traffic Control Supervisor (1)
Crew Chief (1)
Traffic Technician (1)
Heavy Equipment Operator (1)
Maintenance Worker II (2)
Maintenance Worker I (2)
Traffic Sign Fabricator (1)

SIGNALIZATION
Traffic Signal Supervisor (1)
Traffic Signal Technician (5)
Traffic Line Locator (1)

TRANSIT & PARKING (3)
Transit & Parking Program Manager (1)
Transit Planner & Grants Specialist (1)
Administrative Technician III (1)

STORMWATER (20)
Stormwater Program Manager (1)
Administrative Technician III (1)

STORMWATER MAINTENANCE
Stormwater Supervisor (1)
Stormwater Inspector/Locator (1)

INFRASTRUCTURE MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maintenance Worker II (2)
Maintenance Worker I (2)

CHANNEL MAINTENANCE
Crew Chief (1)
Heavy Equipment Operator (1)
Maintenance Worker II (2)
Maintenance Worker I (2)

STREET SWEEPING & LITTER CREW
Crew Chief (1)
Maintenance Worker II (3)

ENGINEERING (18)
City Engineer (1)
Administrative Technician III (1)

CAPITAL PROJECTS
Capital Project Manager (1)
Capital Project Engineer (2)
Staff Engineer (1)

CONSTRUCTION
Construction Manager (1)
Utility Coordinator (1)
Construction Inspector (4)

DEVELOPMENT
Subdivision Develop. Manager (1)
Development Engineer (1)
Subdivision Develop. Coord. (1)

DESIGN AND SURVEY
Engineering Assistant (1)
City Surveyor (1)
Engineering Technician I (1)

DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS

MISSION:

The mission of the Public Works Department is to provide exceptional transportation, stormwater/flood control and subdivision development services to the citizens of Norman.

DESCRIPTION:

The Public Works Department is organized into seven functional divisions: Administration, Engineering, Fleet, Streets, Stormwater, Traffic Control, and Transit & Parking. The Department provides transportation, stormwater/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure and public transit and parking services. It provides support to every City department through specification development, acquisition assistance and maintenance of the City fleet.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	112	109	109	109	109
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	112	109	109	109	109

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 8,937,044	$ 9,965,774	$ 9,968,491	$ 9,968,491	$ 10,660,121
Supplies & Materials	$ 4,601,320	$ 5,130,754	$ 5,190,989	$ 5,190,989	$ 5,596,835
Services & Maintenance	$ 3,372,930	$ 3,607,798	$ 3,517,509	$ 3,517,509	$ 3,890,641
Internal Services	$ 1,019,845	$ 1,234,048	$ 1,234,048	$ 1,234,048	$ 825,376
Capital Equipment	$ 1,372,876	$ 3,249,658	$ 3,281,822	$ 3,281,822	$ 707,548
Subtotal	$ 19,304,015	$ 23,188,032	$ 23,192,859	$ 23,192,859	$ 21,680,521
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 19,304,015	$ 23,188,032	$ 23,192,859	$ 23,192,859	$ 21,680,521

DIVISION SUMMARY

10550201 ADMINISTRATION

MISSION:

The mission of the Administration Division is to provide management support to the Engineering, Fleet, Street, Stormwater, Traffic Control, and Transit & Parking Divisions.

DESCRIPTION:

The Administration Division is composed of the Director of Public Works and the Management Analyst.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 345,215	$ 319,568	$ 319,568	$ 319,568	$ 286,847
Supplies & Materials	$ 9,772	$ 5,267	$ 9,009	$ 9,009	$ 5,267
Services & Maintenance	$ 61,571	$ 56,607	$ 52,865	$ 52,865	$ 54,684
Internal Services	$ 47,653	$ 48,051	$ 48,051	$ 48,051	$ 40,411
Capital Equipment	$ -	$ -	$ -	$ -	$ 2,250
Subtotal	$ 464,211	$ 429,493	$ 429,493	$ 429,493	$ 389,459
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 464,211	$ 429,493	$ 429,493	$ 429,493	$ 389,459

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 Bond Program valued at $27 million.
- Serve as the City’s liaison to the Association of Central Oklahoma Governments (ACOG) for all transportation issues including acquisition of up to $10 million in federal grants per year for local projects in Norman.
- Serve as a key member of the City’s Response and Recovery Team for all weather disasters in Norman, particularly in the repair of damaged public infrastructure and the removal of debris.
- Maintain over 800 miles of public streets in Norman.
- Coordinate the land development, platting and building permit applications for hundreds of new residential, commercial and industrial properties each year.
- Maintain the City’s fleet of over 900 vehicle and equipment items to the satisfaction of our customers who are made up of other City department personnel.
- Manage the City's Public Parking Program.
- Manage the City's Public Transportation (bus) System, EMBARK Norman.
- Implement 2019 Transportation Bond Program including nineteen (19) projects.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Highway projects completed	95%	60%	95%	60%	60%
Implement Stormwater Master Plan	65%	50%	60%	65%	65%
Implementation of Wayfinding Plan	35%	50%	50%	50%	75%
Implementation of 2012 Bond Program	85%	88% #	88%	90%	94%
Implementation of 2019 Transportation Bond Program	10%	10%	10%	15%	22%
Completion of 2021-2026 Street Maintenance Bond Program	20%	40%	40%	60%	80%
Implementation 2014 Comprehensive Transportation Plan (CTP)	30%	45%	35%	35%	40%

Notes to Results Report: *NPDES – National Pollutant Discharge Elimination System

DIVISION SUMMARY

10550210 ENGINEERING

MISSION:

The mission of the Engineering Division is to provide prompt, courteous, skillful, and conscientious service to the citizens of Norman concerning transportation and development services.

DESCRIPTION:

The Engineering Division provides technical and management support for development, infrastructure and construction. Proposed public and private improvements, including platting and infrastructure design, within the City are administered and technically reviewed by Engineering staff. Roadway Capital Projects are administered within the division including design, acquiring right of way, utility relocation and construction of the improvements. The division is also responsible for construction inspection services for new infrastructure constructed as a part of new developments or capital projects.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,228,268	$ 1,322,590	$ 1,322,590	$ 1,322,590	$ 1,386,256
Supplies & Materials	$ 20,216	$ 30,470	$ 30,470	$ 30,470	$ 15,828
Services & Maintenance	$ 36,374	$ 48,093	$ 48,093	$ 48,093	$ 52,274
Internal Services	$ 42,384	$ 44,645	$ 44,645	$ 44,645	$ 56,218
Capital Equipment	$ 2,888	$ 10,000	$ 10,000	$ 10,000	$ -
Subtotal	$ 1,330,130	$ 1,455,798	$ 1,455,798	$ 1,455,798	$ 1,510,576
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,330,130	$ 1,455,798	$ 1,455,798	$ 1,455,798	$ 1,510,576

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

ENGINEERING

GOALS:

- Respond to requests for information in a prompt, courteous manner.
- Manage projects efficiently and professionally.
- Provide other City Departments / Divisions with prompt, quality service.

OBJECTIVES:

- Respond to citizen complaints and regulatory agencies in a courteous, professional and timely manner.
- Perform more in-house designs of capital improvements, instead of using consulting engineers.
- Build and inspect construction projects in strict accordance with the plans and specifications.
- Complete construction projects on time and within budget.
- Investigate issues in the public Right-of-Way promptly.
- Provide technical advice to other City Departments / Divisions.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Complete projects within 15% of the original budget, 80% of the time	100%	75%	80%	75%	70%
Complete projects on time, 75% of the time	90%	85%	80%	85%	85%
Keep engineering, staking and quality control costs to less than 15% of the construction costs, 90% of the time	100%	85%	90%	95%	100%
Addresses will be assigned within 5 working days, 70% of the time	95%	100%	70%	100%	100%
Lot line adjustments will be completed within 5 working days, 70% of the time	100%	90%	85%	90%	95%
Public requests for information will be provided within 2 hours, 70% of the time	98%	90%	95%	95%	90%
Will inspect all active projects once a day, 90% of the time	95%	100%	95%	100%	100%
Prepare development punch list within 1 day of the final inspection, 90% of the time	100%	95%	90%	95%	100%
Will comply with the project plans and specifications, 100% of the time	100%	100%	100%	100%	100%
The review of residential building permits will be completed within 3 working days, 75% of the time	98%	95%	75%	90%	100%
2012 Transportation Bond Program	70%	81%	86%	90%	90%
2019 Transportation Bond Program	0%	14%	32%	38%	45%
The review of commercial building permits will be completed within 7 working days, 75% of the time	100%	85%	75%	90%	90%

DIVISION SUMMARY

10550170 FLEET ADMINISTRATION

MISSION:

The mission of the Public Works Fleet Administration Division is to provide safe, economical, state-of-the-art, environmentally friendly transportation and service to allow departments to fulfill their official duties and to enhance citizen mobility, accessibility, and transportation choices that are safe, economical, and reliable. The Public Works Fleet Administration Division also ensures the City's Public Compressed Natural Gas (CNG) Fueling Facility and Public Electric Vehicle (EV) Chargers remain open to the public 24 hours a day. Fleet Administration uses a Fleet Management Information Software program to ensure accurate mechanic productivity, repair types, work orders, parts issued, inventory, fuel, and equipment replacement needs are posted. In addition, FuelMaster is a fuel management system used by the Fleet Division to track usage of compressed natural gas (CNG), unleaded and diesel. FuelMaster allows the Fleet Division to report accurate usage of CNG from the public and private sector to the IRS for tax purposes.

DESCRIPTION:

There are 29 employees within the Fleet Administration and Repair Divisions. The Fleet Division provides the administrative, logistical and mechanical support to all City departments who operate City owned equipment/vehicles. In addition, the Fleet Division provides the administrative, logistical, and mechanical support to the public who utilize the City's Public Compressed Natural Gas (CNG) Fueling Facility, as well as, the Public Transit services. Fleet staff is responsible for establishing citywide budget figures based on a five year average usage for the coming fiscal year with regards to the internal fuel, parts, and sublet accounts. Fleet Administrative staff establishes capital funds by awarding bids and/or using state contracts relating to the acquisition of new equipment/vehicles. The Equipment Support Supervisor and 1 Light Equipment Technician are responsible for the daily maintenance and the periodic repair, including ordering all parts and supplies for both repairs and preventative maintenance of the City of Norman's CNG Fueling Facility.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 396,784	$ 480,597	$ 483,314	$ 483,314	$ 525,617
Supplies & Materials	$ 14,614	$ 14,156	$ 9,106	$ 9,106	$ 14,156
Services & Maintenance	$ 70,160	$ 183,969	$ 193,302	$ 193,302	$ 110,001
Internal Services	$ 4,914	$ 7,669	$ 7,669	$ 7,669	$ 8,501
Capital Equipment	$ (146,029)	$ 4,000	$ 3,702	$ 3,702	$ 2,800
Subtotal	$ 340,443	$ 690,391	$ 697,093	$ 697,093	$ 661,075
Division Total	$ 340,443	$ 690,391	$ 697,093	$ 697,093	$ 661,075

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET ADMINISTRATION

GOALS:

- Provide support services to all City divisions and the public.
- Provide support services to all Norman citizens.
- Provide timely Preventive Maintenance.
- Web access to status of vehicle repair.
- Right-size the organization for long term sustainability.
- Fuel management and regulatory compliance.
- Pilot/demo/evaluate new vehicle and equipment technologies.
- Create a department culture that fosters and promotes teamwork.
- Strive to present a more professional appearance and attitude.

OBJECTIVES:

- To increase the awareness of the City's personnel in the need to support the Preventative Maintenance Service Program for vehicles/equipment to ensure safety standards are continually met, liabilities are reduced, and an overall reduction in maintenance costs can be achieved.
- Purchase vehicles and equipment following the guidelines of the City's Alternative Fuel Program.
- Work with City divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete, under-utilized equipment and vehicles from inventory.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Preventive maintenance program					
(missed or late services)	214	308	210	216	205
(completed services)	1,304	1,650	1,495	1,605	1,595
Capital Equipment/Vehicle Outlay					
General Fund (excluding Westwood)	$2,298,717	$2,155,485	$3,945,500	$5,645,751	$2,160,000
PSST Fund	$413,930	$287,792	$2,900,000	$2,693,600	$2,285,000
Water/WRF Utility Funds	$709,615	$137,365	$1,217,000	$239,175	$3,720,000
Sanitation Fund	$3,707,199	$3,099,689	$4,380,000	$3,653,759	$4,520,000
Public Transportation Fund	$1,361,417	$625,000	$1,746,492	$2,677,473	$2,430,000
Vehicle Replacement Report:					
No. of requests received for replacement					
General Fund (excluding Westwood)	156	139	126	32	92
PSST Fund	5	15	11	8	13
Water/WRF Utility Funds	17	3	16	5	19
Sanitation Fund	12	20	19	14	14
Public Transportation Fund	15	13	15	9	6
Fixed Routes	10	8	5	3	19
Paratransit	5	5	10	6	12

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
No. of requests approved for replacement					
General Fund (excluding Westwood)	34	16	20	46	32
PSST Fund	3	4	11	25	12
Water/WRF Utility Funds	17	3	17	17	20
Sanitation Fund	12	12	19	19	14
Public Transportation Fund	3	2	9	9	6
No. of requests deferred for replacement					
General Fund (excluding Westwood)	122	123	104	104	60
PSST Fund	2	11	0	0	0
Water/WRF Utility Funds	0	0	0	0	0
Sanitation Fund	0	1	10	10	0
Public Transportation Fund	2	3	3	3	0
Fuel Report:					
Diesel / gallons dispensed	253,735	24,437	278,591	278,591	298,000
Unleaded gasoline / gallons dispensed	235,363	252,400	260,768	260,768	271,000
Compressed natural gas dispensed	390,892	118,794	329,213	382,496	422,813
Compressed natural gas sold to public:					
Gallons	58,141	61,706	65,550	57,901	64,000
Sales	$90,986	$126,037	$137,655	$121,898	$134,400

Notes to Results Report:

Preventive Maintenance Program: This program is designed with the intent to "prevent" major repairs before they happen. Vehicles/equipment are scheduled on a routine basis, specifically every 4,000 miles (250 hours for those with meters) or every 6 months, whichever comes first. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis, specifically every 7,500 miles (500 hours for those with meters) or once a year, whichever comes first. Public Transportation fixed route and paratransit vehicles are scheduled on a routine basis, specifically every 5,000 miles. With the cleaner burning fuel on our CNG vehicles, they are scheduled on a routine basis of once a year.

Capital Equipment/Vehicle outlay: The Fleet Division uses the Oklahoma State Contract, where applicable, as one of its main tools in purchasing cars, police vehicles, pickup trucks and large chassis, which helps keep the initial investment lower.

Vehicle Replacement Analysis: Available through the FASTER program used by the Fleet Division, this report identifies units that are in need of replacement before maintenance costs exceed the value of a replacement. FASTER automatically calculates equipment replacement needs based on age, usage, and maintenance dollars spent using a fifteen (15) point system. Items ranked twelve (12) points and above are evaluated for replacement.

Support of City Policies: The Fleet Division supports and aids in drafting policies that prohibit unskilled and untrained employees from performing repairs and/or modifications to City vehicles and equipment.

DIVISION SUMMARY

10550175 FLEET CNG STATION

MISSION:

To provide Norman citizens and city departments with compressed natural gas 24 hours a day seven days a week.

DESCRIPTION:

The Compressed Natural Gas (CNG) Station is a fueling facility for the City's fleet and the public. Fleet tracks CNG usage of the public and City's fleet while maintaining the fueling facility with repairs and maintenance ensuring it is open to the public 24 hours a day. Track usage of compressed natural gas (CNG) and report bi-weekly usage of CNG from the public and private sector to the Internal Revenue Service and the Oklahoma Tax Commission and payment of motor fuel taxes collected. The approximate annual through-put of CNG gallons is 380,388.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 45,190	$ 76,554	$ 76,554	$ 76,554	$ 75,732
Supplies & Materials	$ 162,375	$ 234,700	$ 262,273	$ 262,273	$ 204,548
Services & Maintenance	$ 43,185	$ 109,700	$ 123,435	$ 123,435	$ 103,700
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ 3,500	$ 3,500	$ 3,500	$ -
Subtotal	$ 250,750	$ 424,454	$ 465,762	$ 465,762	$ 383,980
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 250,750	$ 424,454	$ 465,762	$ 465,762	$ 383,980

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET CNG STATION

GOALS:

To provide City of Norman citizens and City departments with compressed natural gas (CNG), and to provide consistent and reliable service 24 hours a day, 7 days a week.

OBJECTIVES:

Deliver the highest level of customer service, conduct all department business in an ethical and timely manner, and always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Number of CNG Transactions	6,916	10,927	6,255	8,550	11,500
Number of CNG gallons	390,892	118,794	329,213	382,496	422,813

DIVISION SUMMARY

10550173 FLEET FUEL & PARTS INVENTORY

MISSION:

The mission of the Fleet Division is to support the City departments and agencies in the delivery of municipal services by ensuring that the City vehicles (approximately 974) and other automotive-related equipment are available, dependable, and safe to operate. Supply the City vehicles and equipment with reliable fuel, including CNG, unleaded, and diesel. .

DESCRIPTION:

This division accounts for all the fuel and parts inventory for City vehicles and equipment. The Fleet Division oversees the annual fuel usage of all City Departments totaling 845,966 gallons of diesel, unleaded, and CNG annually.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ 3,127,596	$ 3,345,780	$ 3,318,207	$ 3,318,207	$ 3,851,631
Services & Maintenance	$ 413,002	$ 632,663	$ 518,928	$ 518,928	$ 680,600
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ 45,000	$ 45,000	$ 45,000	$ -
Subtotal	$ 3,540,598	$ 4,023,443	$ 3,882,135	$ 3,882,135	$ 4,532,231
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 3,540,598	$ 4,023,443	$ 3,882,135	$ 3,882,135	$ 4,532,231

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

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.
- Provide 24/7 access for unleaded, diesel, and compressed natural gas motor fuels for all City Departments.

MISSION:

Deliver the highest level of customer service, conduct all department business in an ethical and timely manner, and always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Non-consumable parts: On-Demand	>90%	>90%	>90%	>90%	>90%
Within 2 business hours	>95%	>95%	>85%	>85%	>85%
Citywide Gallons Used	953,935	790,640	649,785	921,855	991,813

DIVISION SUMMARY

10550171 FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

MISSION:

The mission of the Fleet Light Repair Shop is to support the City Departments and agencies in the delivery of municipal services by ensuring that City vehicles and other automotive-related equipment are available, dependable, and safe to operate in a timely manner.

DESCRIPTION:

The Fleet Light Repair Shop is comprised of one (1) Shop Supervisor and seven (7) Technicians: Two (2) Mechanic II's, two (2) Mechanic I's, two (2) Auto Service Technicians and one (1) Tire Technician. These eight (8) Fleet employees are responsible for all light equipment and automotive units in the City's Fleet. The Fleet Automotive/Light Equipment Shop has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided. The Shop Supervisor is responsible for prioritizing equipment repairs to ensure all departments have a safe and ample amount of equipment available at all times. The Supervisor oversees the day to day operations, approximately 730 assets, provides for the health, welfare, and safety of the division employees as it relates to personnel, equipment, shop, and environmental safety.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	7	7	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	7	7	7	7	7

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 573,561	$ 582,246	$ 582,246	$ 582,246	$ 643,206
Supplies & Materials	$ 24,494	$ 33,695	$ 30,910	$ 30,910	$ 33,653
Services & Maintenance	$ 24,250	$ 25,819	$ 26,604	$ 26,604	$ 33,619
Internal Services	$ 11,352	$ 47,942	$ 47,942	$ 47,942	$ 53,332
Capital Equipment	$ 14,031	$ 63,204	$ 63,204	$ 63,204	$ 42,448
Subtotal	$ 647,688	$ 752,906	$ 750,906	$ 750,906	$ 806,258
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 647,688	$ 752,906	$ 750,906	$ 750,906	$ 806,258

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET AUTOMOTIVE/LIGHT EQUIPMENT REPAIR

GOALS:

- Provide safe and reliable repairs to all Divisions that the Fleet Light Equipment Repair Services represents.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- Provide technician training that covers the latest technological advances for the City's equipment.
- 95% overall equipment availability at any given time.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all Department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City’s personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Number of light duty units	630	681	681	690	685
Number of light duty CNG units	95	123	123	120	120
Yearly productive average (national average is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (average exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
Preventive Maintenance Program:					
(missed or late services)	246	228	240	300	325
(completed services)	930	1,350	2,000	2,500	2,800
Work orders completed	3,877	2,728	2,500	2,020	2,200
(# of scheduled repairs)	1,548	1,521	1,600	1,675	1,300
(# of unscheduled repairs)	1,336	861	750	820	880
# of Sublet Vendor Repairs	111	24	25	30	50

Notes to Results Report:
ASE – Automotive Service Excellence
CNG – Compressed Natural Gas

DIVISION SUMMARY

10550172 FLEET TRUCK/HEAVY EQUIPMENT REPAIR

MISSION:

The mission of the Fleet Heavy Repair Shop is to service and maintain the City's fleet of heavy equipment and class 5 through class 8 trucks and trailers. Fleet services and repairs these units in the shop as well as in the field when necessary.

DESCRIPTION:

The Fleet Heavy Repair Shop consists of one (1) Public Works Supervisor, one (1) Field Service Mechanic II, three (3) Mechanic II's, two (2) Mechanic I's, and two (2) Service Technicians. These nine (9) employees are responsible for all heavy trucks and pieces of equipment. The Fleet Heavy Repair Shop is tasked with the maintenance, repair, and procurement of the City of Norman's heavy equipment and class 5 through class 8 trucks and trailers. The Heavy Shop oversees approximately 300 assets which includes all of the refuse trucks and all large equipment used to repair and maintain the Streets, Stormwater, Solid Waste Operations, and Line Maintenance divisions in the City of Norman. As well as all other departments in the City. The Fleet Heavy Equipment Shop has maintained the Automotive Service of Excellence (ASE) Blue Seal Program since October 2008. This is achieved by having 75% or more technicians ASE certified in each area of service provided.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 792,299	$ 821,359	$ 821,359	$ 821,359	$ 850,078
Supplies & Materials	$ 26,639	$ 34,362	$ 29,257	$ 29,257	$ 54,260
Services & Maintenance	$ 22,630	$ 17,999	$ 23,104	$ 23,104	$ 19,937
Internal Services	$ 8,781	$ 27,380	$ 27,380	$ 27,380	$ 19,348
Capital Equipment	$ 10,425	$ 100,100	$ 100,100	$ 100,100	$ 24,475
Subtotal	$ 860,774	$ 1,001,200	$ 1,001,200	$ 1,001,200	$ 968,098
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 860,774	$ 1,001,200	$ 1,001,200	$ 1,001,200	$ 968,098

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR SERVICES – HEAVY DUTY

GOALS:

- Provide safe and reliable repairs to all Divisions that Heavy Truck/Equipment Repair Services represents.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Heavy duty units	325	324	347	347	374
Heavy duty CNG vehicles	44	56	68	68	74
Yearly productive average (national standard avg is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (avg exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
Preventive Maintenance Program:					
(missed or late services)	50	62	65	60	50
(completed services)	375	477	50	714	800
Work orders completed	3,374	2,204	2,350	2,015	2,200
(# of scheduled repairs)	764	580	850	550	600
(# of unscheduled repairs)	2,005	1,334	900	800	750
(# of sublet vendor repairs)	119	101	108	112	115

Notes to Results Report:
ASE – Automotive Service Excellence
CNG – Compressed Natural Gas

DIVISION SUMMARY

10550222 STORMWATER MAINTENANCE

MISSION:

The Stormwater Division is responsible for the protection of the health, safety, and welfare of the people of Norman through the regulation and maintenance of the City's municipal separate storm sewer system (MS4) and the administration of the floodplain permitting process. The Stormwater Division, along with Stormwater Quality, controls the direct and indirect introduction of pollutants by any source or user into the MS4 through the permitting and inspection process and emergency spill response process to ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird Total Maximum Daily Load (TMDL). Maintenance and improvement of the City's MS4 addresses continued efficient day to day operation as well as emergency repairs to help insure floodwaters move safely throughout the city. The Stormwater Division is additionally responsible for administering the City's floodplain permitting process. Floodplain permitting efforts help ensure the welfare and protection from floodwaters of lives and property within the City as well as the protection of the City's natural water resources.

DESCRIPTION:

- Respond to citizen requests, drainage concerns, and the City of Norman Action Center notifications within a twenty-four hour period.
- Administer the floodplain and earth change permitting processes.
- Along with stormwater quality, ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.
- In collaboration with the Public Works Street Division, maintain 80 bridges and 2,000 culverts located within public streets rights-of-way or public drainage easements.
- Provide for the management and maintenance of the MS4 for flood control purposes.
- Perform erosion control and debris removal within publicly owned drainage ways.
- Maintain approximately 102 miles of storm sewers and 2,271,548 square feet of open channels.
- Conduct street sweeping on major arterial and collector streets.
- Provide emergency disaster response related to flooding, winter storms, severe storms, and non-hazardous material chemical spills.
- Coordinate rural drainage improvement projects with Cleveland County.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	18	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	18	20	20	20	20

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,320,156	$ 1,637,032	$ 1,637,032	$ 1,637,032	$ 1,766,872
Supplies & Materials	$ 330,704	$ 333,484	$ 342,700	$ 342,700	$ 329,572
Services & Maintenance	$ 126,527	$ 171,810	$ 166,665	$ 166,665	$ 174,582
Internal Services	$ 247,909	$ 252,817	$ 252,817	$ 252,817	$ 204,471
Capital Equipment	$ 851,036	$ 959,949	$ 939,177	$ 939,177	$ 22,450
Subtotal	$ 2,876,332	$ 3,355,092	$ 3,338,391	$ 3,338,391	$ 2,497,947
Division Total	$ 2,876,332	$ 3,355,092	$ 3,338,391	$ 3,338,391	$ 2,497,947

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STORMWATER MAINTENANCE

GOALS:

To manage and perform construction, maintenance, and inspections of the City of Norman's Municipal Separate Storm Sewer System (MS4), bridges, culverts, drainage channels, detention ponds, and surface waters for potential stormwater problems related to drainage and water quality. To manage stormwater pollution issues and flood damage control and respond to emergency situations. To aid in the Norman City Council Strategic Plan, vision, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Investigate drainage problems promptly.
- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide efficient storm sewer system maintenance.
- Maintain clean streets and limit the amount of pollutants that enter the storm sewer system by sweeping curb and gutter streets.
- Along with stormwater quality, ensure compliance with state stormwater regulations, including the Phase II MS4 general permit and the Lake Thunderbird TMDL.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Respond to stormwater complaints and drainage concerns within 24 hours	99%	99%	95%	99%	99%
Mechanically sweep 500 curb miles per month (6,000 annually)	85%	50%	85%	60%	85%
Inspect and clean 100% of the urban drainage inlets three times a year	90%	50%	65%	50%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, 6x per year	56%	90%	70%	65%	70%
Permit all floodplain activities as appropriate	100%	100%	95%	100%	95%
Camera stormwater infrastructure to inspect and identify. (4 map grids per month)	n/a	n/a	n/a	40%	85%

DIVISION SUMMARY

10550221 STREET MAINTENANCE

MISSION:

The Street Division is responsible for the management, maintenance and construction improvements of streets, alleys, bridges, culverts and their associated systems. Related activities include snow removal, ice control, and repairs to maintain roadway conditions within approved pavement management criteria. The Street Maintenance Division exists to provide safe, well-drained, durable streets, effective pavement management and responsive emergency services to all citizens of Norman and their visitors.

DESCRIPTION:

- Provide for the management, maintenance and construction of street, alleys, and drainage systems.
- Respond to citizen requests.
- Maintenance of Portland cement concrete, asphalt pavement, and aggregate surfaced rural roads and alleys.
- Provides maintenance and reconstruction/repair of the City's streets and roadways including roadbed drainage, bridges and culverts.
- Provides emergency disaster response related to flood, winter storms, severe storms, and other non-storm related emergency responses.
- Coordinates rural roadway improvement projects with Cleveland County.
- Mowing Rural and Urban right-of-ways.
- Apply vegetative chemical control to urban and rural right-of-ways.
- Provides snow removal and ice control for all Urban Streets and coordinates with Cleveland County and ODOT for snow and ice control for rural roads and state highways respectively.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	33	33	33	33	33
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	33	33	33	33	33

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 2,529,470	$ 2,808,977	$ 2,808,977	$ 2,808,977	$ 3,010,082
Supplies & Materials	$ 571,975	$ 833,324	$ 837,395	$ 837,395	$ 829,688
Services & Maintenance	$ 834,287	$ 296,959	$ 300,334	$ 300,334	$ 291,373
Internal Services	$ 568,102	$ 702,499	$ 702,499	$ 702,499	$ 311,859
Capital Equipment	$ 295,253	$ 1,477,550	$ 1,530,784	$ 1,530,784	$ 50,600
Subtotal	$ 4,799,087	$ 6,119,309	$ 6,179,989	$ 6,179,989	$ 4,493,602
Division Total	$ 4,799,087	$ 6,119,309	$ 6,179,989	$ 6,179,989	$ 4,493,602

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STREET MAINTENANCE

GOALS:

- To manage and perform maintenance and construction of streets, alleys, bridges, culverts.
- To manage and maintain urban and rural roadsides.
- To manage and perform snow/ice control and respond to emergency situations.
- Aid in the Norman City Council strategic plan, and goals, for a functional, attractive, and clean and green Norman.

OBJECTIVES:

- Manage and provide response to citizen's maintenance requests and the City of Norman Action Center notifications within a twenty-four hour response time.
- Provide safe and efficient transportation system.
- Weather damage response.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Distribute work order requests to field personnel within 1 day	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	95%	100%	95%
Overlay/pave 10 miles per year	123%	78%	100%	20%	100%
Replace 2,000 square yards of concrete pavement panels	176%	190%	100%	76%	100%
Grade all unpaved alleys 2 times per year (approx. 210 blocks)	31%	62%	100%	3%	100%
Mow 15 miles of Urban rights-of-way, eight (8) times per year	202%	205%	100%	112%	100%
Mow 148 miles of Rural rights-of-way, three (3) times per year	395%	399%	100%	30%	100%
Debris Removal - pre-positioned contractor on notice 24 hours prior to storm event	0%	100%	0%	0%	100%
Debris removal - issue notice to proceed/task order within 48 hours of storm event	n/a	100%	n/a	n/a	100%
Bond Program-contract all selected projects for the bond year within the same fiscal year	100%	100%	100%	100%	100%
Capital program-complete all selected projects within the same fiscal year.	95%	95%	100%	90%	100%

DIVISION SUMMARY

10550223 TRAFFIC CONTROL

MISSION:

The mission of the Traffic Control Division is to provide and maintain the controls necessary for the safe movement of traffic with minimum delay by using nationally accepted standards, guidelines and procedures.

DESCRIPTION:

The Traffic Control Division operates and maintains 252 traffic and pedestrian signals, more than 24,000 traffic control signs, 205 parking meters, and pavement markings on approximately 200 miles of City streets.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	20	20	20	20	20
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	20

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,706,101	$ 1,916,851	$ 1,916,851	$ 1,916,851	$ 2,115,431
Supplies & Materials	$ 312,935	$ 265,516	$ 321,662	$ 321,662	$ 258,232
Services & Maintenance	$ 1,740,944	$ 2,064,179	$ 2,064,179	$ 2,064,179	$ 2,369,871
Internal Services	$ 88,750	$ 103,045	$ 103,045	$ 103,045	$ 131,236
Capital Equipment	$ 345,272	$ 586,355	$ 586,355	$ 586,355	$ 562,525
Subtotal	$ 4,194,002	$ 4,935,946	$ 4,992,092	$ 4,992,092	$ 5,437,295
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 4,194,002	$ 4,935,946	$ 4,992,092	$ 4,992,092	$ 5,437,295

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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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	5	5	5	4 to 6	5
Preventive maintenance on each traffic signal once every 6 months	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS - RESULTS REPORT (continued)

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Development of periodic ACOG TIP submissions and addressing various call for projects to Regional Plan Updates	100%	100%	100%	100%	100%
Keep capital projects on schedule and within budget	95%	95%	95%	95%	95%
Response to reports of high priority sign damage (stop or yield signs) within one hour, other lower priority signs within one day, and street name signs within two weeks	100%	100%	99% high priority - 90% other signs	100%	100%
Percent of work hours lost due to on-the-job injuries	0.01%	<0.01%	<0.01%	<0.01%	<0.01%
Response to reports on traffic signal malfunctions within one hour	99%	100%	100%	100%	100%
Develop updated traffic signal timing plan for each closed loop system every 4 years	90%	90%	100%	90%	100%
Collect and evaluate traffic data for traffic calming project requests submitted between January and April, and between August and November, within 60 days of notice	90%	90%	100%	90%	100%
Conduct neighborhood meetings for eligible traffic calming projects between June and November and no more than 7 months from receipt of the neighborhood request	90%	90%	100%	90%	100%

NON-DEPARTMENTAL

The “Non-Departmental” divisions are City Boards, Commissions, and several City funded agencies and programs. All of these are funded in the General Fund. They are designated as “Non-Departmental” because they have City-wide impact and because no City personnel are budgeted in these divisions.

DIVISION SUMMARY

10770281 FIREHOUSE ART CENTER

MISSION:

The mission of the Firehouse Art Center is to serve as a vehicle for the visual arts to the citizens of Norman.

DESCRIPTION:

The Firehouse Art Center is a building owned and maintained by the City of Norman for the purpose of promoting and providing an opportunity for the visual arts to the citizens of Norman. The Firehouse Art Center, Inc. manages the day-to-day operations of the Firehouse. The City of Norman is currently providing funding for a portion of the utilities and a contribution to help allow continued operation of the center.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 75,948	$ 136,165	$ 136,165	$ 136,165	$ 137,954
Internal Services	$ 4,580	$ 3,932	$ 3,932	$ 3,932	$ 10,058
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 80,528	$ 140,097	$ 140,097	$ 140,097	$ 148,012
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 80,528	$ 140,097	$ 140,097	$ 140,097	$ 148,012

DIVISION SUMMARY

10770182 HISTORICAL MUSEUM

MISSION:

The mission of the Historical Museum is to serve as a museum and facility for special research dealing with local history.

DESCRIPTION:

The Norman and Cleveland County Museum is a house owned and maintained by the City of Norman for the purpose of serving as a museum and a facility for specialist research service dealing with local history for the benefit of the citizens of Cleveland County. The day-to-day operations of the museum are managed by the Norman and Cleveland County Historical Society. Currently, the City of Norman is providing a portion of the utility costs and a contribution to help with funding for the continued operation of the museum.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 50,718	$ 56,580	$ 56,580	$ 56,580	$ 56,086
Internal Services	$ 128	$ -	$ -	$ -	$ 2,434
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 50,846	$ 56,580	$ 56,580	$ 56,580	$ 58,520
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 50,846	$ 56,580	$ 56,580	$ 56,580	$ 58,520

DIVISION SUMMARY

10930194 INTERFUND TRANSFERS

MISSION:

Account for and monitor all inter-fund transactions from the General Fund to all other funds.

DESCRIPTION:

An account established to record the subsidies transferred from the General Fund to various funds to cover the costs for which user fees are insufficient.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Public Safety Sales Tax Fund	$ -	$ -	$ -	$ -	$ 212,216
Rainy Day Fund	$ 265,777	$ -	$ -	$ -	$ -
Westwood Fund	$ 20,000	$ 93,392	$ 93,392	$ 93,392	$ 30,559
Special Revenue Fund	$ 31,247	$ -	$ -	$ -	$ -
Capital Project Fund	$ 164,901	$ 1,391,635	$ 1,516,635	$ 1,516,635	$ -
Public Transit Fund	$ 2,872,484	$ 615,694	$ 752,547	$ 752,547	$ -
Risk Management Fund	$ 1,625,932	$ -	$ -	$ -	$ -
CLEET Fund	$ 17,977	$ -	$ -	$ -	$ -
Norman Forward Fund	$ 1,197,277	$ -	$ -	$ -	$ -
Division Total	$ 6,195,595	$ 2,100,721	$ 2,362,574	$ 2,362,574	$ 242,775

DIVISION SUMMARY

10120280 NORMAN PUBLIC LIBRARY

MISSION:

Pursuant to a contract with the Pioneer Library Systems entered into Contract K-1314-88 on November 12, 2013, where the City agreed to provide building maintenance, custodial services and utilities for the Central Library and two branch libraries.

DESCRIPTION:

The Facility Maintenance Division of the Parks and Recreation Department performs maintenance services and preventive maintenance programs to all three libraries. The City of Norman also provides custodial services to all three facilities. The current Central Library is located at 301 West Acres Street. In FYE 2014 Norman Library West was opened in a portion of the Pioneer Library Systems Administrative Services Facility located at 300 Norman Center Court. Norman Library East is located at 3051 Alameda Street and opened in June 2018.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 469,645	$ 559,065	$ 559,065	$ 559,065	$ 557,692
Internal Services	$ 144,194	$ 131,298	$ 131,298	$ 131,298	$ 218,608
Capital Equipment	$ -		$ -	$ -	
Subtotal	$ 613,839	$ 690,363	$ 690,363	$ 690,363	$ 776,300
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 613,839	$ 690,363	$ 690,363	$ 690,363	$ 776,300

DIVISION SUMMARY

10770286 SANTA FE DEPOT

MISSION:

The Norman Depot shall be available for use by the entire community. As stated in the lease of land 6(a): "The City of Norman agrees to preserve the Depot as an historical landmark and will utilize the building in such a manner as to benefit the entire community – restricted for public use."

DESCRIPTION:

The City will maintain the building and grounds and make the building available to the community on a rental-reservation basis. The building is also made available to morning and evening Amtrak passengers.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 5,223	$ 5,943	$ 5,943	$ 5,943	$ 6,417
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 5,223	$ 5,943	$ 5,943	$ 5,943	$ 6,417
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 5,223	$ 5,943	$ 5,943	$ 5,943	$ 6,417

DIVISION SUMMARY

10770183 SOONER THEATRE

MISSION:

The mission of the Sooner Theatre is to provide cultural and entertainment opportunities for the community by operating a financially sound performing arts center and by maintaining its historical integrity and character.

DESCRIPTION:

The Sooner Theatre is a building owned by the City of Norman for the purpose of promoting theatrical arts and entertainment for the citizens of Norman. The day-to-day operations of the theatre are managed by the Sooner Theatre, Inc. The City currently pays a portion of the utility costs and provides a contribution to help fund continued operation of the theatre.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 81,807	$ 83,019	$ 83,019	$ 83,019	$ 106,094
Internal Services	$ 6,098	$ 5,231	$ 5,231	$ 5,231	$ 8,392
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 87,905	$ 88,250	$ 88,250	$ 88,250	$ 114,486
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 87,905	$ 88,250	$ 88,250	$ 88,250	$ 114,486

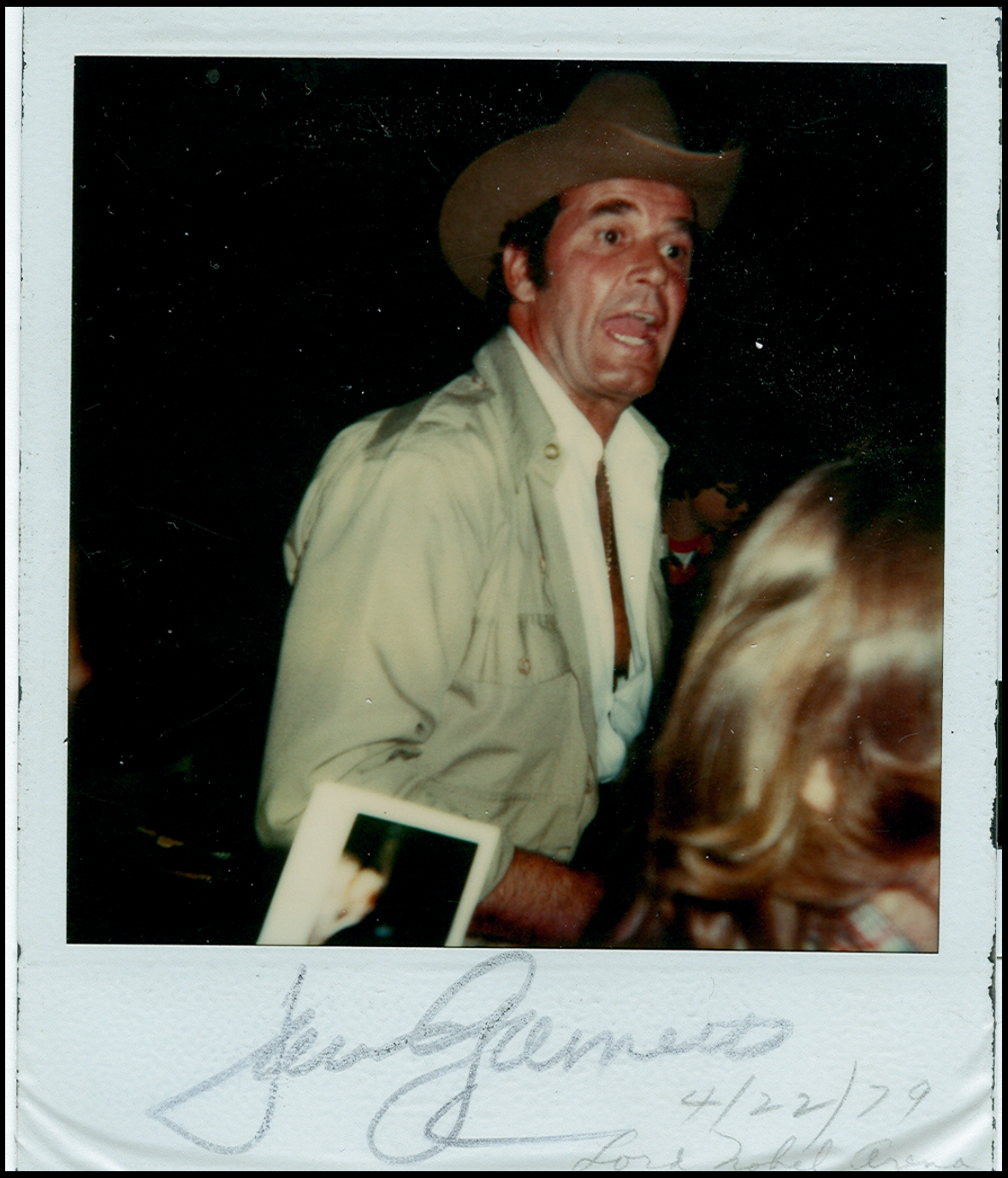


Photo courtesy of Visit Norman

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

The Special Revenue Funds account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specified purposes.

FUND SUMMARY

TOTAL ART IN PUBLIC PLACES FUND – (28)

MISSION:

To create exciting, appealing, and harmonious public spaces by integrating art into public places in the City of Norman.

DESCRIPTION:

On August 28, 2007, City Council passed Ordinance O-0708-5 to establish this fund which allows citizens, through pledges added to their monthly utility bill, to help fund public art in Norman.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ 16,000	$ 16,000	$ 16,000	$ 16,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ 16,000	$ 16,000	$ 16,000	$ 16,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ 12	$ -	$ -	$ -	$ -
Subtotal	$ 12	$ -	$ -	$ -	$ -
Fund Total	$ 12	$ 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 28,528	$ 30,505	$ 30,505	$ 30,505	$ 30,505
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 28,528	$ 30,505	$ 30,505	$ 30,505	$ 30,505
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ 28,528	$ 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 929	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 929	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 929	$ 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 27,599	$ 29,005	$ 29,005	$ 29,005	$ 29,005
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 27,599	$ 29,005	$ 29,005	$ 29,005	$ 29,005
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 27,599	$ 29,005	$ 29,005	$ 29,005	$ 29,005

FUND SUMMARY

TOTAL COMMUNITY DEVELOPMENT FUND - CDBG (21)

MISSION:

The mission of the CDBG program is to promote the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate incomes. CDBG eligible activities are initiated and developed at the local level based upon the community's needs, priorities, and benefits. The mission of the HOME Investment Partnership Program (HOME) provides formula grants to fund a wide range of activities including building, buying, and/or rehabilitation of affordable housing for rent or ownership or providing direct rental assistance to low-income people.

DESCRIPTION:

The Community Development Fund is a special revenue fund established to account for resources from a variety of federal programs funded by the Department of Housing & Urban Development. The fund activities include preparation and submission of grants, implementation and management of projects, monitoring of activities, and record keeping and reporting. Fund divisions reflect multi-year funding as well as different grant programs.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Community Development	$ 802,076	$ 607,539	$ 1,514,890	$ 1,514,890	$ 345,540
HOME	$ 572,398	$ 458,765	$ 1,355,451	$ 1,355,451	$ 458,765
Emergency Shelter	$ -	$ -	$ -	$ -	$ -
ARPA	$ -	$ -	$ 1,226,908	$ 1,226,908	$ -
Neighborhood Initiatives	$ -	$ -	$ -	$ -	$ 142,899
CDBG-DR	$ -	$ -	$ -	$ -	$ -
CDBG-CV	$ 765,751	$ -	$ 274,024	$ 274,024	$ -
SHPRP ARRA Grant	$ -	$ -	$ -	$ -	$ -
COC Planning Grant	$ -	$ -	$ -	$ -	$ -
Public Services	$ 41,412	$ 334,120	$ 250,892	$ 250,892	$ 453,220
Interfund Transfers		$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ 320,196	$ -	$ -	$ -	$ -
Fund Total	$ 2,501,833	$ 1,400,424	$ 4,622,165	$ 4,622,165	$ 1,400,424

DEPARTMENT SERVICE EFFORTS AND ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT FUND

GOALS:

- To provide resources to low-to-moderate income residents of targeted areas to revitalize the infrastructure of their residential areas according to an approved Consolidated Plan, with emphasis on leveraging other resources to accomplish as many improvements as possible.
- To assist social service providers who serve low-to-moderate income persons in the City in finding resources.
- To provide resources for a variety of housing programs to rehabilitate existing housing, including accessibility modifications and emergency repairs; and, to assist in the development of affordable rental housing.
- To provide resources to address the continuum of care for homeless persons by serving as the Collaborative Applicant for the Cleveland County Continuum of Care (OK-504).
- To continue support of an anti-poverty program to improve the general quality of life in the community.
- To acquire new resources for the City from available grant funds on a competitive basis through collaborative efforts with other agencies to address unmet needs.

OBJECTIVES:

- Facilitate the design and construction of infrastructure projects that primarily benefit low and moderate income areas of the City.
- Provide technical assistance to social service providers.
- Continue existing housing rehabilitation programs and review and potentially implement additional programs to address more households.
- Continue to facilitate the Continuum of Care Steering Committee as the lead entity for Cleveland County (OK-504); assist providers of homeless services in an effort to expand the continuum of care from prevention to permanent housing.
- Partner with and/or provide technical assistance to other appropriate local agencies to acquire new resources to address the needs of low-to-moderate income persons.
- Apply for additional resources, which are available on a competitive basis, to address the needs of low-to-moderate income persons.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
CDBG Entitlement funding	$910,483	$940,869	$892,642	$892,642	$941,659
CDBG CARES Act funding	$1,273,256	$0	$0	$611,000	$0
HOME Entitlement funding	$412,485	$412,485	$464,263	$464,263	$458,765
HOME Recovery funding	$0	$78,045	$1,438,455	$1,438,455	$0
Continuum of Care funding	$426,422	$447,669	$447,669	$447,669	$447,669
ESG CoC CARES Act funding	$767,882	$400,000	$400,000	$400,000	$0

Notes to Results Report:
CDBG – Community Development Block Grant
CDBG DR – Community Development Block Grant – Disaster Relief

FUND SUMMARY

TOTAL PARK LAND AND DEVELOPMENT FUND (52)

MISSION:

Established by City Ordinance to receive revenues from developer fees dedicated to the acquisition and development of park land around the City of Norman.

DESCRIPTION:

To efficiently receive and monitor the use of revenues dedicated to park land acquisition and development.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Community Park Improve	$ -	$ 300,000	$ 688,022	$ 688,022	$ -
Neighborhood Park Improve	$ -	$ -	$ 38,742	$ 38,742	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ (890)	$ -	$ -	$ -	$ -
Fund Total	$ (890)	$ 300,000	$ 726,764	$ 726,764	$ -

FUND SUMMARY

TOTAL PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

On May 13, 2008, the citizens of Norman passed a seven-year, one-half percent (1/2%) Public Safety Sales Tax (PSST) in order to increase the number of police officers and firefighters, and to construct two new fire stations. Ordinance O-0708-32 authorized the City to assess the new sales tax beginning October 1, 2008 and terminating on September 30, 2015. On April 1, 2014, the citizens passed a permanent one-half percent (1/2%) PSST in order to maintain the personnel added and to fund public safety equipment and projects.

DESCRIPTION:

The Public Safety Sales Tax Fund accounts for the revenues and expenditures related to the Public Safety Sales Tax. Both Police and Fire Departments have divisions in this Fund to account for the expenditures incurred related to the tax.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	84	86	90	90	90
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	84	86	90	90	90

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 10,170,103	$ 10,688,556	$ 11,154,780	$ 11,154,780	$ 11,741,528
Supplies & Materials	$ 551,146	$ 613,719	$ 622,515	$ 622,515	$ 699,584
Services & Maintenance	$ 249,783	$ 372,018	$ 378,447	$ 378,447	$ 307,543
Internal Services	$ 427,861	$ 667,931	$ 672,245	$ 672,245	$ 387,258
Capital Equipment	$ 282,241	$ 2,423,714	$ 4,009,761	$ 4,009,761	$ 383,770
Subtotal	$ 11,681,134	$ 14,765,938	$ 16,837,748	$ 16,837,748	$ 13,519,683
Capital Projects	$ 2,304,002	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 2,369,839	$ 2,381,075	$ 2,381,075	$ 2,381,075	$ 2,384,989
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumb	$ (7,075)	$ -	$ -	$ -	$ -
Subtotal	$ 4,666,766	$ 2,381,075	$ 2,381,075	$ 2,381,075	$ 2,384,989
Fund Total	$ 16,347,900	$ 17,147,013	$ 19,218,823	$ 19,218,823	$ 15,904,672

DEPARTMENT SUMMARY

TOTAL FIRE DEPARTMENT - PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The Fire Department Administration Division facilitates the effective integration and application of all available

DESCRIPTION:

The Norman Fire Department protects the citizens of Norman from emergencies and disasters through hazard suppression, prevention, mitigation, and educational programs.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 3,621,006	$ 3,827,637	$ 3,827,637	$ 3,827,637	$ 4,250,982
Supplies & Materials	$ 124,194	$ 133,736	$ 133,736	$ 133,736	$ 202,460
Services & Maintenance	$ 45,925	$ 86,693	$ 86,693	$ 86,693	$ 83,442
Internal Services	$ 104,411	$ 121,298	$ 121,298	$ 121,298	$ 96,776
Capital Equipment	$ (69,687)	$ 2,124,486	$ 3,295,301	$ 3,295,301	$ 216,050
Subtotal	$ 3,825,849	$ 6,293,850	$ 7,464,665	$ 7,464,665	$ 4,849,710
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 3,825,849	$ 6,293,850	$ 7,464,665	$ 7,464,665	$ 4,849,710

DIVISION SUMMARY

15665143 SUPPRESSION – PUBLIC SAFETY SALES TAX

MISSION:

Fire Suppression Division forces are in a constant state of readiness to respond effectively to any emergency.

DESCRIPTION:

The Fire Suppression Division, by maintaining an effective force of personnel and equipment, provides emergency response to occurrences of fire, explosion, hazardous, toxic, and biological materials releases, and medical emergencies. This division accounts for the Fire personnel associated with the Public Safety Sales Tax approved by the citizens of Norman on May 13, 2008.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	30	30	30	30	30
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	30	30	30	30	30

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 3,621,006	$ 3,827,637	$ 3,827,637	$ 3,827,637	$ 4,250,982
Supplies & Materials	$ 124,194	$ 133,736	$ 133,736	$ 133,736	$ 202,460
Services & Maintenance	$ 45,925	$ 86,693	$ 86,693	$ 86,693	$ 83,442
Internal Services	$ 104,411	$ 121,298	$ 121,298	$ 121,298	$ 96,776
Capital Equipment	$ (69,687)	$ 2,124,486	$ 3,295,301	$ 3,295,301	$ 216,050
Subtotal	$ 3,825,849	$ 6,293,850	$ 7,464,665	$ 7,464,665	$ 4,849,710
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 3,825,849	$ 6,293,850	$ 7,464,665	$ 7,464,665	$ 4,849,710

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 threat of harm or loss to the public.
- Provide an effective force of personnel and equipment in a constant state of readiness to assure the availability of a response at all times.

OBJECTIVES:

- Maintain per capita fire loss at less than the national average.
- Maintain typical staffing levels per unit at or above the national average.
- Expand our technical rescue capabilities.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Fire calls answered	331	273	325	275	300
Emergency medical calls answered	10,817	10,749	12,500	11,001	11,500
Average response time (urban area) (minutes)	6.23	6.26	5.3	6.2	6
Fire loss per capita	$40	$39	$35	$44	$38
Typical staff/unit	4	4	4	4	4
Ratio to national staff/unit	100%	100%	100%	100%	100%

DEPARTMENT SUMMARY

TOTAL POLICE DEPARTMENT – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

Passionately serving our community through education, innovation, enforcement, and excellence in everything we do.

DESCRIPTION:

The Norman Police Department's primary function, in partnership with the community, is to protect life and property, and to understand and serve the needs of the City's residents, visitors, neighborhoods, and business community. To improve the quality of life of all persons by maintaining order, resolving problems, and providing leadership in a manner consistent with law and reflective of shared community values.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	52	54	58	58	58
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	52	54	58	58	58

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 6,431,369	$ 6,696,067	$ 7,162,141	$ 7,162,141	$ 7,297,905
Supplies & Materials	$ 210,797	$ 250,911	$ 259,857	$ 259,857	$ 268,052
Services & Maintenance	$ 160,530	$ 169,345	$ 175,774	$ 175,774	$ 169,345
Internal Services	$ 323,450	$ 545,557	$ 549,871	$ 549,871	$ 259,578
Capital Equipment	$ 18,913	$ 255,100	$ 670,332	$ 670,332	$ 167,720
Subtotal	$ 7,145,059	$ 7,916,980	$ 8,817,975	$ 8,817,975	$ 8,162,600
Capital Projects	$ 942,088	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 2,369,839	$ 2,381,075	$ 2,381,075	$ 2,381,075	$ 2,384,989
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 3,311,927	$ 2,381,075	$ 2,381,075	$ 2,381,075	$ 2,384,989
Department Total	$ 10,456,986	$ 10,298,055	$ 11,199,050	$ 11,199,050	$ 10,547,589

DIVISION SUMMARY

15661321 CRIMINAL INVESTIGATIONS

MISSION:

It is the mission of the Norman Police Department Criminal Investigation Division to provide appropriate assistance to victims of crimes, conduct thorough investigations into reported criminal offenses, seek facts, and when appropriate, submit charges and assist in the successful prosecution of offenders.

DESCRIPTION:

The Criminal Investigations Division is comprised of two sections. The Investigative Section primarily investigates crimes related to persons and property related offences, including Part I crimes, crimes against children, domestic abuse, burglaries, stolen vehicles, fraud, and many other criminal offenses. The Forensic Services and Property Section supports the department through property storage, evidence processing, and video analysis operations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 692,585	$ 738,549	$ 738,549	$ 738,549	$ 794,386
Supplies & Materials	$ 6,047	$ 5,493	$ 5,493	$ 5,493	$ 5,924
Services & Maintenance	$ 600	$ 2,160	$ 2,160	$ 2,160	$ 2,160
Internal Services	$ 15,881	$ 13,462	$ 13,462	$ 13,462	$ 18,467
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 715,113	$ 759,664	$ 759,664	$ 759,664	$ 820,937
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 715,113	$ 759,664	$ 759,664	$ 759,664	$ 820,937

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

CRIMINAL INVESTIGATIONS – PUBLIC SAFETY SALES TAX

GOALS:

- Reduce Part A crimes by 2% from previous year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department.
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse.

OBJECTIVES:

- Streamline communication to ensure cohesive crime prevention and apprehension efforts across NPD.
- Increase public engagement through social media regarding cases, crime trends, and useful tips.
- Increase COP follow-ups by 15%
- Exhaustively investigate secondary and tertiary options for offenders involved in violent crimes that affect community safety.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Investigators	18	17	17	17	19
Cases closed by arrest	279	164	250	125	200
C.O.P. Follow-up	126	108	250	380	400
Cases investigated	1,959	1,868	2,200	1,700	2,000
Deactivated due to low staffing	315	271	250	260	240

Notes to Results Report:

COP – Community Oriented Policing Program

DIVISION SUMMARY

15661139 EMERGENCY COMMUNICATIONS

MISSION:

The mission of the Emergency Communications division is to maintain and enhance the quality of life in Norman by handling 911 and other calls for service; dispatch appropriate emergency services in a prompt, courteous and professional manner; thereby protecting lives and property while providing accurate information in our responses.

DESCRIPTION:

The Emergency Communications Division provides 24/7 services to internal and external customers. External customers include the public, other non-public safety agencies and other public safety agencies. Internal customers include the Norman Police Department, Norman Fire Department, EMSStat Emergency Medical Services, Little Axe Fire Department, and Norman Animal Welfare. The Emergency Communications Division is responsible for the maintenance and operations of the citywide radio systems that are used across many city departments and partnering jurisdictions. Additionally, the division is responsible for the continued development and operations of the new Norman Emergency Communications and Operations Center.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	4	4	4	4

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 77,645	$ 276,985	$ 276,985	$ 276,985	$ 220,359
Supplies & Materials	$ (3)	$ -	$ -	$ -	$ 3,860
Services & Maintenance	$ 1,189	$ 3,600	$ 3,600	$ 3,600	$ 1,200
Internal Services	$ 50	$ 101	$ 101	$ 101	$ 5,442
Capital Equipment	$ -	$ 3,200	$ 3,200	$ 3,200	$ -
Subtotal	$ 78,881	$ 283,886	$ 283,886	$ 283,886	$ 230,861
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ 78,881	$ 283,886	$ 283,886	$ 283,886	$ 230,861

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

EMERGENCY COMMUNICATIONS - PUBLIC SAFETY SALES TAX

GOALS:

- Reduce Part A crimes by 2% from prior year
- Decrease incapacitating and fatality collisions by 5% from prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

OBJECTIVES:

- Develop a plan to provide interoperability solutions to allow for communication with neighboring agencies.
- Recruit and retain quality Communications Officers, turnover rate <10%.
- Limit time to dispatch to < 60 seconds on 90% of all Fire/EMS and priority police calls.
- Limit 911 answer time to < 10 seconds.
- In conjunction with ACOG, implement regional Next Generation 911 (NG911) system.
- Limit administrative call queue time average to < 10 seconds.
- Train all Dispatchers in CIT awareness.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Interoperability solutions	75%	75%	100%	75%	100%
Dispatchers with CIT Training	95%	100%	Done	Done	Done
NG911	10%	25%	100%	50%	100%
Call Queue time (seconds)	13	13	9	13	9
911 answer time	88%	85%	95%	85%	95%
Time to dispatch	1:34	1:47	:59	1:44	1:20
Retention	86%	90%	90%	76%	90%

DIVISION SUMMARY

15661322 PATROL

MISSION:

The mission of the Patrol Division is to provide immediate response and stability to emergency situations, investigate criminal activities, develop community partnerships, and proactively identify and resolve public safety concerns of our community.

DESCRIPTION:

The Patrol Division is comprised of three Patrol Sections. The division provides around the clock response to emergency calls for assistance, provides directed proactive patrols, detain and arrest suspects who have warrants or have violated laws, provide initial investigations of criminal matters, investigate traffic collisions, and enforce traffic laws. The division uses a community policing approach to develop community partnerships intended to build community trust, improve accountability, and identify and resolve concerns of the community.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	36	36	36	36	36
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	36	36	36	36	36

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 4,226,024	$ 4,474,531	$ 4,474,531	$ 4,474,531	$ 4,400,741
Supplies & Materials	$ 203,760	$ 245,418	$ 245,418	$ 245,418	$ 249,322
Services & Maintenance	$ 94,591	$ 104,743	$ 104,743	$ 104,743	$ 109,543
Internal Services	$ 307,519	$ 531,767	$ 531,767	$ 531,767	$ 215,374
Capital Equipment	$ 18,913	$ 248,400	$ 248,400	$ 248,400	$ 167,720
Subtotal	$ 4,850,807	$ 5,604,859	$ 5,604,859	$ 5,604,859	$ 5,142,700
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 4,850,807	$ 5,604,859	$ 5,604,859	$ 5,604,859	$ 5,142,700

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

PATROL – PUBLIC SAFETY SALES TAX

GOALS:

- Reduce Part A crimes by 2% from previous year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department.
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse.

OBJECTIVES:

- Partner with the Pace Unit to identify and apprehend individuals involved in criminal activity
- Conduct thorough crime scene investigations whenever possible
- 5% increase in traffic contacts (citations and warnings) as compared to prior year
- Partner with COCMHC to provide limited co-response to homeless and mental health related calls on a routine basis

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Calls for service	79,114	83,191	90,000	90,000	93,000
Case reports taken	12,485	12,461	12,500	12,500	12,700
Traffic contracts (citations/warnings)	13,539	18,296	19,210	19,210	20,000
Collisions investigated	2,211	2,222	2,100	2,100	2,050
Arrests made	7,059	8,450	8,500	8,500	8,500

DIVISION SUMMARY

15661313 SCHOOL RESOURCE OFFICERS

MISSION:

Norman Police Department School Resource Officers (SROs) are dedicated to ensuring a safe learning environment while providing valuable resources to students, faculty, staff and parents. SROs also strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

DESCRIPTION:

The School Resource Officer Program provides specially trained, full-time uniformed police officers for assignment in various schools within the Norman Public Schools (NPS) and within the jurisdiction of the City of Norman. SROs ensure a safe learning environment while providing valuable resources to students, faculty, staff and parents. SROs strive to develop permanent solutions to problems within the school district while actively mentoring students in an effort to create future leaders within the community.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	9	9	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	13	13	13

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,435,115	$ 1,206,002	$ 1,672,076	$ 1,672,076	$ 1,882,419
Supplies & Materials	$ 993	$ -	$ 8,946	$ 8,946	$ 8,946
Services & Maintenance	$ 16,672	$ 8,815	$ 15,244	$ 15,244	$ 6,415
Internal Services	$ -	$ 227	$ 4,541	$ 4,541	$ 20,295
Capital Equipment	$ -	$ 3,500	$ 418,732	$ 418,732	$ -
Subtotal	$ 1,452,780	$ 1,218,544	$ 2,119,539	$ 2,119,539	$ 1,918,075
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,452,780	$ 1,218,544	$ 2,119,539	$ 2,119,539	$ 1,918,075

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

15661115 SCHOOL RESOURCE OFFICERS

GOALS:

• Reduce Part A crimes by 2% from the prior year

• Decrease incapacitating and fatality collisions by 5% from the prior year

• Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department

• Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

OBJECTIVES:

• Work with school staff to recognize concerns and use threat assessments to provide intervention when required

• Coordinate with outreach groups to utilize resources when appropriate, and assist with diversionary court/methods when safe to do so

• Increase Crime Stoppers marketing at schools to help bring recognition to the program and increase information sharing

• Conduct traffic safety engagement and education to parents and students and continue mentoring and relationship building programs such as JPA, PAL, and Safety Town

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
SRO's assigned	9	9	13	13	13
Incidents	470	555	575	600	625
Arrests	5	10	10	15	15
Protective custody detentions	45	69	65	70	75

DIVISION SUMMARY

15661115 STAFF SERVICES

MISSION:

The mission of the Staff Services Division is to work with internal and external partners and the community in an effort to increase department efficiency, readiness and accountability through the development of processes intended to achieve our department's mission and vision.

DESCRIPTION:

The Staff Services Division consists of a multiple sections including employee recruitment and hiring, training and development, payroll, budgeting and purchasing, crime analysis, technology maintenance and growth, research and development, personnel management, strategic planning, equipment inventories, records retention and release, digital media redactions and release, and PBX operations. The division provides front line customer support through the Records Section and is responsible for receiving and processing the city phone operator functions during business hours. In addition, the division includes Traffic, Parking Services, and Community Outreach Sections as well as the Problem Resolution Section. These elements of the division are focused on creating proactive, long term, root cause focused solutions to our community's social harms. The division provides extensive community outreach and crime prevention programs and partners with other community agencies in a unified effort to address concerns in our community.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 47,478	$ 50,027	$ 50,027	$ 50,027	$ 50,027
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 47,478	$ 50,027	$ 50,027	$ 50,027	$ 50,027
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 47,478	$ 50,027	$ 50,027	$ 50,027	$ 50,027

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

STAFF SERVICES - PSST

GOALS:

- Reduce Part A crimes by 2% from the prior year
- Decrease incapacitating and fatality collisions by 5% from the prior year
- Implement a department-wide initiative to enhance operational efficiency and collaboration by optimizing workflow processes, fostering interdepartmental communication, and improving the overall quality of service delivery across the department
- Establish and strengthen collaborative partnerships with local, regional, and state partners to comprehensively address community concerns related to homelessness, mental health, and drug abuse

OBJECTIVES:

- Coordinate efforts across the department to identify higher than average criminal activity patterns and focus efforts on addressing the concerns.
- Monitor trends and patterns in traffic collisions and to identify areas requiring attention.
- Increase public education of services provided and officer involvement in community with the goal of connecting resources to those in need.
- Continue to recruit and train qualified candidates for all vacant positions in the agency.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Total number of in-service training hours scheduled of commissioned personnel	30	30	30	30	30
Total number of firearms training sessions for commissioned officer	4	4	4	4	4
Officers qualified on firearms courses	100%	100%	100%	100%	100%
Officers completing annual mental health training	100%	100%	100%	100%	100%
Records Counter Contacts	11,164	12,000	10,084	13,000	13,500
Records Phone Contacts	9,446	13,500	9,197	12,000	12,500
Records Cases Managed	7,831	13,000	11,641	12,000	12,500
Records Released	5,845	7,500	5,758	8,000	9,000
Videos Processed	269	850	760	400	800

DEPARTMENT SUMMARY

TOTAL PUBLIC WORKS – PUBLIC SAFETY SALES TAX FUND (15)

MISSION:

The mission of the Public Works Department is to provide exceptional transportation, stormwater/flood control and subdivision development services to the citizens of Norman.

DESCRIPTION:

The Public Works Department is organized into six functional divisions: Administration, Engineering, Fleet Management, Streets, Stormwater, and Traffic Control. The Department provides transportation, stormwater/flood control and subdivision development services through the development review, construction, reconstruction, operation and maintenance of public infrastructure. It provides support to every City department through specification development, acquisition assistance, and maintenance of the City fleet.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 117,728	$ 164,852	$ 165,002	$ 165,002	$ 192,641
Supplies & Materials	$ 162,450	$ 229,072	$ 228,922	$ 228,922	$ 229,072
Services & Maintenance	$ 33,350	$ 115,980	$ 115,980	$ 115,980	$ 54,756
Internal Services	$ -	$ 1,076	$ 1,076	$ 1,076	$ 30,904
Capital Equipment	$ (9,500)	$ 44,128	$ 44,128	$ 44,128	$ -
Subtotal	$ 304,028	$ 555,108	$ 555,108	$ 555,108	$ 507,373
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 304,028	$ 555,108	$ 555,108	$ 555,108	$ 507,373

DIVISION SUMMARY

15550172 FLEET EVT

MISSION:

The mission of the Fleet Emergency Vehicle Technician (EVT) public safety support is to service and maintain the City's Public Safety fleet for the Police and Fire Departments. This program will support the Police and Fire Departments during natural disaster events, fire events and remote training.

DESCRIPTION:

The Emergency Vehicle Technician (EVT) program is responsible for maintenance, repair and procurement of the City of Normans Public Safety Fleet for the Police and Fire Departments. This program consists of one (1) Public Works Supervisor, one (1) EVT Specialist, and one (1) EVT Mechanic II . These three (3) employees are responsible for 38 specialized fire apparatus, and maintenance support for approximately 100 police vehicles. These include all pumper/tanker and ladder units for the Fire Department, as well as, the SWAT and the Mobile Emergency Command Center, and several Police Patrol units for the Police Department. The EVT Specialist and Mechanic II maintain master status in the Heavy Truck Automotive Service of Excellence (ASE) and master certification in the Emergency Vehicle Technician (EVT) program. The EVT program supplies support for the Police and Fire Department during natural disaster events, as well as, support service for the Law Enforcement Driver Training (LEDT) courses.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 117,728	$ 164,852	$ 165,002	$ 165,002	$ 192,641
Supplies & Materials	$ 162,450	$ 229,072	$ 228,922	$ 228,922	$ 229,072
Services & Maintenance	$ 33,350	$ 115,980	$ 115,980	$ 115,980	$ 54,756
Internal Services	$ -	$ 1,076	$ 1,076	$ 1,076	$ 30,904
Capital Equipment	$ (9,500)	$ 44,128	$ 44,128	$ 44,128	$ -
Subtotal	$ 304,028	$ 555,108	$ 555,108	$ 555,108	$ 507,373
Capital Projects					
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
Division Total					
	$ 304,028	$ 555,108	$ 555,108	$ 555,108	$ 507,373

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET - EVT

GOALS:

- Provide safe and reliable repairs for the Public Safety Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement of our Heavy Fire and Police Fleet units.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

OBJECTIVES:

- Deliver the highest level of customer service as well as availability of our Public Safety Fleet units.
- Conduct all department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Number of EVT units	23	36	38	39	40
Number of EVT CNG vehicles	-	5	5	5	5
Yearly productive average (national standard average is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (average exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
Preventive Maintenance Program:					
(missed or late services)	5	7	8	10	15
(completed services)	18	72	200	215	250
Work orders completed	185	374	450	450	500
(# of scheduled repairs)	76	148	300	300	350
(# of unscheduled repairs)	45	69	75	75	65
# of sublet vendor repairs	7	8	10	10	18

Notes to Results Report:
ASE – Automotive Service Excellence
CNG – Compressed Natural Gas

FUND SUMMARY

TOTAL PUBLIC TRANSPORTATION FUND (27)

MISSION:

The mission of the Public Transportation Fund is to provide exceptional transportation services to the citizens of

DESCRIPTION:

Transit and Parking Administration consists of 3 full time City staff that provide the following services:

• Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements.

• Research, apply, and manage grants.

• Research, review, coordinate, and implement service changes as necessary.

• Ensure the City of Norman remains in compliance with various federal and state requirements. Including Federal Transit Administration (FTA) regulations related to grant management, operations, and vehicle maintenance.

• Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary.

• Oversight and support of Parking Services operations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	9	9	9	9	9

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 799,930	$ 816,486	$ 816,486	$ 816,486	$ 884,634
Supplies & Materials	$ 438,400	$ 463,631	$ 474,328	$ 474,328	$ 365,844
Services & Maintenance	$ 4,303,783	$ 4,883,912	$ 5,115,912	$ 5,115,912	$ 5,130,592
Internal Services	$ 4,138	$ 36,050	$ 36,050	$ 36,050	$ 77,128
Capital Equipment	$ 1,325,851	$ 630,000	$ 645,286	$ 645,286	$ 22,500
Subtotal	$ 6,872,102	$ 6,830,079	$ 7,088,062	$ 7,088,062	$ 6,480,698
Capital Projects	$ 22,410	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumb	$ 1,076,499	$ -	$ -	$ -	$ -
Subtotal	$ 1,098,909	$ -	$ -	$ -	$ -
Fund Total	$ 7,971,011	$ 6,830,079	$ 7,088,062	$ 7,088,062	$ 6,480,698

DIVISION SUMMARY

27550276 FLEET REPAIR TRANSIT

MISSION:

The mission of the Public Works Fleet Public Transit Division is to provide safe, cost effective and sanitary public transportation to include para-transit routes for those who cannot access a fixed route bus stop to travel in and around the City of Norman.

DESCRIPTION:

The Public Works Fleet Public Transit division is comprised of one Shop Supervisor, one Transit Specialist, one Transit Service Technician, and two Transit Mechanic II's. These five employees are responsible for the daily availability, preventative maintenance, and repair of the City's twenty-eight transit buses and associated equipment, as well as three transit support vehicles. Fourteen of these units are powered by clean burning CNG engines. It is the goal of the Public Transit Division to have the daily pre-requested units available for operations by our contractor before 05:15 AM every weekday.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 477,133	$ 477,725	$ 477,725	$ 477,725	$ 527,011
Supplies & Materials	$ 427,881	$ 449,041	$ 443,568	$ 443,568	$ 38,991
Services & Maintenance	$ 186,239	$ 307,866	$ 313,339	$ 313,339	$ 325,830
Internal Services	$ 3,552	$ 34,827	$ 34,827	$ 34,827	$ 47,946
Capital Equipment	$ (450,793)	$ 630,000	$ 645,286	$ 645,286	$ -
Subtotal	$ 644,012	$ 1,899,459	$ 1,914,745	$ 1,914,745	$ 939,778
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 644,012	$ 1,899,459	$ 1,914,745	$ 1,914,745	$ 939,778

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

FLEET REPAIR TRANSIT – PUBLIC TRANSPORTATION

GOALS:

- Provide safe and reliable repairs for the Public Transit Fleet.
- Maintain the ASE Blue Seal of Excellence Program and keep the Fleet facility ASE certified.
- Allocate funds and provide specifications for the replacement the Transit Fleet.
- Provide outsourcing for repairs not provided in-house for vehicles and equipment.
- Deliver the highest level of customer service.
- Complete 80% of repairs in 24 hours and 90% of repairs in 48 hours.
- Provide 85% on demand for parts non-consumables; 90% of parts requirements will be available within 4 business hours; 98% on demand of repair parts designated as preventative maintenance requirements.
- Uphold a higher standard relationship with all customers.
- Productivity goal of 72% or above.
- 95% overall equipment availability at any given time.

OBJECTIVES:

- Deliver the highest level of customer service.
- Conduct all Department business in an ethical and timely manner.
- Always take a proactive rather than reactive approach to identify problems or issues and initiate corrective action immediately.
- Increase the awareness of the City's personnel in the need to support the Preventive Maintenance Service program for vehicles and equipment so that safety standards are continually met, liabilities are reduced, and an overall reduction in repair costs can be achieved.
- Benchmark repairs with industry standards.
- Keep come-back repairs to a minimum (<5%).

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Fixed Route units	9	13	13	14	14
Fixed Route CNG vehicles	4	13	13	12	8
Paratransit	13	14	14	14	14
Paratransit CNG Vehicles	9	9	9	9	9
Yearly productive average (national standard avg. is 70%)	>72%	>72%	>72%	>72%	>72%
Benchmark vehicle repair standards (average exceeding industry standard)	>50%	>50%	>50%	>50%	>50%
Preventive Maintenance Program:					
(missed or late services)	2	4	5	5	7
(completed services)	92	145	200	480	500
Work orders completed	1,065	905	1,075	1,150	1,200
(# of scheduled repairs)	145	179	140	172	185
(# of unscheduled repairs)	792	675	500	405	375
# of sublet vendor repairs	45	20	25	30	40

Notes to Results Report:
ASE – Automotive Service Excellence
CNG – Compressed Natural Gas

DIVISION SUMMARY

27550277 TRANSIT AND PARKING ADMINISTRATION

MISSION:

The mission of the Transit and Parking Administration Division is to provide safe, reliable, and efficient public transportation services to the citizens and visitors of the City of Norman.

DESCRIPTION:

The Transit and Parking Division consists of 3 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Oversight and support of Parking Services Operations
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 322,797	$ 338,761	$ 338,761	$ 338,761	$ 357,623
Supplies & Materials	$ 5,686	$ 8,700	$ 12,050	$ 12,050	$ 307,853
Services & Maintenance	$ 4,104,873	$ 4,546,046	$ 4,772,573	$ 4,772,573	$ 4,774,762
Internal Services	$ 586	$ 1,223	$ 1,223	$ 1,223	$ 29,182
Capital Equipment	$ 34,039	$ -	$ -	$ -	$ -
Subtotal	$ 4,467,981	$ 4,894,730	$ 5,124,607	$ 5,124,607	$ 5,469,420
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ 4,467,981	$ 4,894,730	$ 5,124,607	$ 5,124,607	$ 5,469,420

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

TRANSIT AND PARKING ADMINISTRATION

GOALS:

- Provide a safe, reliable, and efficient public transit service to citizens and visitors in order to increase access to and from destinations in Norman.
- Provide accessible and convenient public parking services to citizens and visitors in order to meet community needs and goals.
- Provide exceptional customer service to citizens and visitors of Norman in order to provide a more positive experience when using public transit and parking services.

OBJECTIVES:

- Plan for and make improvements outlined in the updated transit long range plan
- Improve overall satisfaction in public transit service
- Improve reliability of transit by increasing on-time performance
- Provide safe public transit service and attract both repeat and new passengers

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of public transportation customers surveyed as satisfactory	89%	n/a	n/a	n/a	85%
Number of fixed-route passenger trips provided	244,482	307,267	251,881	375,155	400,000
Number of paratransit trips provided	21,625	23,126	21,000	23,556	23,800
Percentage of on-time fixed-route arrivals	75%	75%	80%	68%	75%
Percentage of on-time paratransit pick-ups	98%	98%	98%	97%	98%
Number of bus passengers per service hour, cumulative	12.85	16	13	19	22
Number of bus passengers per day, average	801	1,004	800	1,100	1,000
Percentage of required paratransit pickups denied due to capacity (*One denial due to capacity was recorded in FY23)	0%	*0%	0%	0%	0%

DIVISION SUMMARY

27550278 PARKING SERVICES

MISSION:

The mission of the Transit and Parking Administration Division is to provide safe, reliable, and efficient public transportation services to the citizens and visitors of the City of Norman. This program began in FYE 24.

DESCRIPTION:

The Transit and Parking Division consists of 3 full time City staff that provide the following services:

- Oversight of a third party contractor for transit operations (30+ employees) to ensure compliance with local, state, and federal requirements
- Research, apply, and manage grants related to public transportation
- Research, review, coordinate, and implement public transit service changes as necessary
- Ensure the City of Norman remains in compliance with various federal requirements
- Oversight and support of Parking Services Operations
- Investigate and take appropriate action in response to complaints/inquiries from the public and initiate improvements to eliminate issues as necessary

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ 5,890	$ 18,710	$ 18,710	$ 19,000
Services & Maintenance	$ -	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ 22,500
Subtotal	$ -	$ 35,890	$ 48,710	$ 48,710	$ 71,500
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Department Total	$ -	$ 35,890	$ 48,710	$ 48,710	$ 71,500

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

27550278 PARKING SERVICES

GOALS:

- Provide accessible and convenient public parking services to citizens and visitors in order to meet community needs and goals
- Respond to citizen requests in a courteous, timely, and efficient manner
- Provide prompt assistance to other City Departments and Divisions
- Ensure employee safety

OBJECTIVES:

- Investigate issues related to parking meters reported by the public in a timely and courteous manner
- Respond to malfunctions and damaged parking equipment in a timely manner
- Perform preventative maintenance on all parking meter equipment
- Research, implement and manage improvements outlined in the parking strategic plan
- Provide a safe working environment for all employees

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Provide initial response to citizen inquires within 2 business days	n/a	n/a	n/a	n/a	n/a
Provide follow-up response to citizen inquires within 5 business days	n/a	n/a	n/a	n/a	n/a
Preventative maintenance on all parking equipment at least once in each month interval	n/a	n/a	n/a	n/a	n/a
Total maintenance cost as a percent of operating costs	n/a	n/a	n/a	n/a	n/a

FUND SUMMARY

TOTAL ROOM TAX FUND (23)

MISSION:

To account for and monitor all resources associated with the Room Tax Fund.

DESCRIPTION:

Established by City ordinances to receive revenues from the City Hotel/Motel Occupancy Tax to be used for promoting and fostering convention and tourism development in the City of Norman, support arts and humanities activities and provide funding for park development capital equipment.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 1,313,750	$ 2,784,000	$ 826,000	$ 826,000	$ 3,012,188
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,313,750	$ 2,784,000	$ 826,000	$ 826,000	$ 3,012,188
Capital Projects	$ 180,145	$ 175,000	$ 183,211	$ 183,211	$ 250,000
Cost Allocation	$ 86,815	$ 137,667	$ 137,667	$ 137,667	$ 148,750
Debt Service	$ 428,122	$ 429,578	$ 429,578	$ 429,578	$ 430,641
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumb	$ 10,765	$ -	$ -	$ -	$ -
Subtotal	$ 705,847	$ 742,245	$ 750,456	$ 750,456	$ 829,391
Fund Total	$ 2,019,597	$ 3,526,245	$ 1,576,456	$ 1,576,456	$ 3,841,579

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 86,815	$ 137,667	$ 137,667	$ 137,667	$ 148,750
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 86,815	$ 137,667	$ 137,667	$ 137,667	$ 148,750
Division Total	$ 86,815	$ 137,667	$ 137,667	$ 137,667	$ 148,750

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 412,500	$ 826,000	$ 826,000	$ 826,000	$ 892,500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 412,500	$ 826,000	$ 826,000	$ 826,000	$ 892,500
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 412,500	$ 826,000	$ 826,000	$ 826,000	$ 892,500

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 901,250	$ 1,958,000	$ -	$ -	$ 2,119,688
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 901,250	$ 1,958,000	$ -	$ -	$ 2,119,688
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 901,250	$ 1,958,000	$ -	$ -	$ 2,119,688

DIVISION SUMMARY

2379* - ROOM TAX - CAPITAL PROJECTS

MISSION:

To perform capital projects funded with Room Tax Funds.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 25 - FYE 29 for a detailed analysis of Room Tax Capital Projects.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 160,814	$ 175,000	$ 183,211	$ 183,211	$ 250,000
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 160,814	$ 175,000	$ 183,211	$ 183,211	$ 250,000
Division Total	$ 160,814	$ 175,000	$ 183,211	$ 183,211	$ 250,000

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 673	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ 1,461,780	$ 1,461,780	$ 1,461,780	$ -
Subtotal	$ 673	$ 1,461,780	$ 1,461,780	$ 1,461,780	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumb	$ (4,542)	$ -	$ -	$ -	$ -
Subtotal	$ (4,542)	$ -	$ -	$ -	$ -
Fund Total	$ (3,869)	$ 1,461,780	$ 1,461,780	$ 1,461,780	$ -

DIVISION SUMMARY

25660138 FEDERAL SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 673	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ 207,000	$ 289,800	$ 289,800	$ -
Subtotal	$ 673	$ 207,000	$ 289,800	$ 289,800	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 673	$ 207,000	$ 289,800	$ 289,800	$ -

DIVISION SUMMARY

25660235 STATE SEIZURES AND RESTITUTION

MISSION:

A special revenue fund established to record revenues and expenditures for the specified purpose of police investigations.

DESCRIPTION:

To provide assistance with police investigations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ 1,254,780	$ 1,171,980	$ 1,171,980	$ -
Subtotal	$ -	$ 1,254,780	$ 1,171,980	$ 1,171,980	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ 1,254,780	$ 1,171,980	$ 1,171,980	$ -

FUND SUMMARY

TOTAL SPECIAL GRANTS FUND (22)

MISSION:

Contributions or gifts of cash or other assets from another government agency to be used or expended for a specified purpose, activity or facility.

DESCRIPTION:

To account for and monitor all related revenues and expenditures for all special revenue grants and projects of the City of Norman.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 37,084	$ 55,561	$ 124,550	$ 124,550	$ -
Supplies & Materials	$ 41,646	$ -	$ 28,401	$ 28,401	$ 1,000
Services & Maintenance	$ 2,988,472	$ -	$ 89,916	$ 89,916	$ 18,500
Internal Services	$ 2,624	$ 1,016	$ 1,816	$ 1,816	$ 1,816
Capital Equipment	$ 1,288,842	$ -	$ 8,403,283	$ 8,403,283	$ -
Subtotal	$ 4,358,668	$ 56,577	$ 8,647,966	$ 8,647,966	$ 21,316
Capital Projects	$ 1,607,024	$ -	$ 18,061,355	$ 18,061,355	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 859,102	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ 779,080	$ -	$ -	$ -	$ -
Subtotal	$ 3,245,206	$ -	$ 18,061,355	$ 18,061,355	$ -
Fund Total	$ 7,603,874	$ 56,577	$ 26,709,321	$ 26,709,321	$ 21,316

FUND SUMMARY

TOTAL WESTWOOD PARK FUND (29)

MISSION:

Westwood Park is committed to providing accessible, attractive, enjoyable and safe park facilities and recreational activities for the citizens of Norman.

DESCRIPTION:

Westwood Park Fund is responsible for the management of the park system, recreational facilities and programs, and the Westwood Park Complex.

Beginning in FYE 2010, the Westwood Park Fund was classified as a Special Revenue Fund instead of an Enterprise Fund due to a change in City course of action regarding Westwood Golf and Pool operations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	9	9	9	9	9
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	10	10	10	10	10

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,662,571	$ 1,606,235	$ 1,606,235	$ 1,606,235	$ 1,729,774
Supplies & Materials	$ 616,857	$ 612,892	$ 613,240	$ 613,240	$ 613,279
Services & Maintenance	$ 296,065	$ 259,783	$ 292,561	$ 292,561	$ 338,982
Internal Services	$ 68,419	$ 77,775	$ 77,775	$ 77,775	$ 66,731
Capital Equipment	$ 291,397	$ 125,897	$ 125,897	$ 125,897	$ 66,186
Subtotal	$ 2,935,309	$ 2,682,582	$ 2,715,708	$ 2,715,708	$ 2,814,952
Capital Projects	$ 42,235	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ (77,169)	$ -	$ -	$ -	$ -
Subtotal	$ (34,934)	$ -	$ -	$ -	$ -
Division Total	$ 2,900,375	$ 2,682,582	$ 2,715,708	$ 2,715,708	$ 2,814,952

DIVISION SUMMARY

29970332 WESTWOOD GOLF COURSE

MISSION:

The mission of the Westwood Golf Course Division is to promote the game of golf and provide the highest quality golf facility possible to the citizens of Norman.

DESCRIPTION:

Westwood Golf Course is an 18-hole course, which includes a driving range, two large practice greens, a fully stocked pro shop and restaurant. Lessons are available, as well as programs for active men, women, juniors and seniors. Several tournaments are hosted at Westwood throughout the year.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 250,788	$ 293,911	$ 293,911	$ 293,911	$ 314,842
Supplies & Materials	$ 179,687	$ 161,892	$ 161,892	$ 161,892	$ 186,892
Services & Maintenance	$ 111,377	$ 47,803	$ 47,803	$ 47,803	$ 94,704
Internal Services	$ 2,566	$ 3,577	$ 3,577	$ 3,577	$ 4,371
Capital Equipment	$ -	$ -	$ -	$ -	$ 2,250
Subtotal	$ 544,418	$ 507,183	$ 507,183	$ 507,183	$ 603,059
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 544,418	$ 507,183	$ 507,183	$ 507,183	$ 603,059

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF COURSE

GOALS:

- To grow the game of golf and create future interest in Westwood as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman citizens and citizens from across the state.
- To continue to improve the course and provide an excellent golf facility with outstanding customer service and satisfaction.
- To increase revenue by increasing regular rounds of golf played, memberships, association activity and tournament
- To create junior, women's and couples play.

OBJECTIVES:

- Continue to improve membership programs and promote the men's, women's and junior associations to increase customer loyalty and frequency of play by implementing current trend indicators in the golf industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, association members and all players informed by emailing notices and having greater website ability becoming more proactive to the informational needs of the golfing community.
- Promote the game of golf through our professional teaching staff that has knowledge of golfing technique, principals and equipment to provide the individual golfer's game.
- Support junior clinics and the Junior Golf Academy.
- Continue the First Tee junior golf program.
- Continue to promote couples and family play and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Annual rounds of golf*	38,257	37,294	37,204	36,901	37,117
Men's & Women's Associations	18	19	20	19	20
Outside tournaments	37	37	35	37	38
Junior Academy Participants	90	90	90	90	90
Regular annual membership	1	0	0	0	0
Regular annual memb w/range	1	1	1	1	1
Regular annual memb w/cart	18	15	20	14	14
Regular annual memb w/cart & w/range	18	30	36	32	34
Senior annual membership	5	3	5	5	4
Senior annual memb w/range	0	0	0	0	0
Senior annual memb w/cart	2	1	2	2	2
Senior annual memb w/cart & w/range	6	10	5	5	6
Junior annual membership	1	4	3	5	3
Junior summer membership	2	2	4	3	4
Range only membership	1	0	0	0	0
Additional family member	12	13	14	14	15
Annual trail fee membership	1	0	0	0	0

Notes to Results Report: *Number of rounds played is affected by weather, course conditions, price and number of other available golf courses in the area.

DIVISION SUMMARY

29970231 WESTWOOD GOLF MAINTENANCE

MISSION:

To provide a quality championship golfing facility which will be an asset to the Norman community, as well as an attraction for out of town visitors.

DESCRIPTION:

The Westwood Maintenance Division is responsible for maintaining the grounds and equipment at Westwood Park. The facility is a 137-acre complex, which includes an 18-hole championship golf course, 12 lighted tennis courts, a park with playground and pavilion, a 250-space parking lot and a swim complex. The golf course has approximately 65 acres of intensely maintained turf. There are six full time staff members and approximately 6,000 man-hours of temporary labor during the growing season.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	6	6	6	6	6
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	6	6	6	6	6

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 624,445	$ 651,731	$ 651,731	$ 651,731	$ 635,900
Supplies & Materials	$ 177,349	$ 116,075	$ 116,075	$ 116,075	$ 121,637
Services & Maintenance	$ 72,007	$ 61,970	$ 61,970	$ 61,970	$ 84,078
Internal Services	$ 38,430	$ 40,173	$ 40,173	$ 40,173	$ 47,452
Capital Equipment	$ 269,091	$ 75,897	$ 75,897	$ 75,897	$ 41,436
Subtotal	$ 1,181,322	$ 945,846	$ 945,846	$ 945,846	$ 930,503
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,181,322	$ 945,846	$ 945,846	$ 945,846	$ 930,503

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD GOLF MAINTENANCE

GOALS:

- To maintain a high level of customer satisfaction with the golf course operations.
- To maintain a golf cart fleet that is comfortable, easy to operate, safe and trouble free for the customer.
- To maintain putting greens and other turf areas that are consistent, have a good pace and allow for healthy vigorous
- To provide a safe working environment for Westwood staff.
- To collect customer satisfaction data by customer surveys.

OBJECTIVES:

- Provide a program for customer comments.
- Produce vigorous turf using good cultural practices, as well as an integrated pest management system.
- Conduct regular safety meetings and training sessions.
- Initiate renovation projects.
- Monitor and improve quality of turf on the golf course.
- Achieve 95% customer satisfaction level.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
golf car availability	80%	85%	100%	99.9%	100%
turf quality	8.4	8.5	8.5	8.5	8.5
customer satisfaction	**	**	4.5	5	5
satisfaction survey participation	**	**	0.10%	0.10%	0.20%

DIVISION SUMMARY

29970133 WESTWOOD POOL

MISSION:

The Westwood Family Aquatic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through manager and lifeguard teamwork, training, responsiveness, and professionalism.

DESCRIPTION:

The Westwood Family Aquatic Center provides a 50 meter lap pool and diving area with a family slide, lazy river, zero depth entry family pool with toddler play features and a wet deck with dumping buckets and spray features similar to a splash pad during the summer months for use by the general public.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 666,544	$ 538,250	$ 538,250	$ 538,250	$ 645,900
Supplies & Materials	$ 77,569	$ 136,650	$ 136,650	$ 136,650	$ 106,650
Services & Maintenance	$ 92,542	$ 125,310	$ 158,088	$ 158,088	$ 141,500
Internal Services	$ 26,837	$ 32,953	$ 32,953	$ 32,953	$ 13,547
Capital Equipment	$ -	$ 50,000	$ 50,000	$ 50,000	$ 22,500
Subtotal	$ 863,492	$ 883,163	$ 915,941	$ 915,941	$ 930,097
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 863,492	$ 883,163	$ 915,941	$ 915,941	$ 930,097

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD POOL

GOALS:

- Provide a safe and healthy swim complex for the citizens of Norman and the surrounding communities.
- Manage the swim complex on a self-supporting basis.
- Increase the number of youth swim lesson participants each year.

OBJECTIVES:

- Provide highly qualified staff to monitor use of the complex.
- Provide quality swim lessons to the general public.
- Increase attendance through advertising and positive experiences.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Revenue in excess of operating cost	$105,000	$105,000	$1,700	$1,700	$8,500
Number of season passes sold	2,200	2,400	2,500	2,000	2,500
Number of swim lessons sold	860	950	1,000	1,000	1,200
Total season attendance	130,000	130,000	120,000	120,000	125,000

DIVISION SUMMARY

29770035 WESTWOOD CONCESSIONS

MISSION:

The Westwood Golf Grill and Aquatic Center Concession is dedicated to providing quality food, drink, snacks, and service in a safe and clean atmosphere for its customers; this is accomplished through the managers and servers teamwork by receiving training, prompt responsiveness, and professionalism.

DESCRIPTION:

The Westwood Golf Grill and Aquatic Center Concession provide food, snacks, and drinks to customers at the Westwood Golf Course and the Westwood Family Aquatic Center.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 120,794	$ 122,343	$ 122,343	$ 122,343	$ 133,132
Supplies & Materials	$ 174,919	$ 198,275	$ 198,623	$ 198,623	$ 198,100
Services & Maintenance	$ 16,337	$ 24,700	$ 24,700	$ 24,700	$ 18,700
Internal Services	$ 586	$ 1,072	$ 1,072	$ 1,072	$ 1,361
Capital Equipment	$ 3,900	$ -	$ -	$ -	$ -
Subtotal	$ 316,536	$ 346,390	$ 346,738	$ 346,738	$ 351,293
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 316,536	$ 346,390	$ 346,738	$ 346,738	$ 351,293

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WESTWOOD CONCESSIONS

GOALS:

- Provide food, drink, and snacks at an affordable cost for the citizens of Norman that visit the Westwood Family Aquatic Center and the Westwood Golf Course.

OBJECTIVES:

- Provide support and supplemental revenue to the aquatic center and golf course through providing food and drink service for activities at Westwood Park.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Projected Profit	$87,089	$107,957	$20,000	$21,000	$25,000
Pool Concession Revenue	$204,631	$190,310	$195,000	$190,000	$205,000
Golf Restaurant Revenue	$128,195	$130,206	$125,000	$122,000	$130,000
Alcohol Sales	$56,439	$61,487	$60,000	$57,000	$60,000

FUND SUMMARY

TOTAL YFAC FUND (24)

MISSION:

The Young Family Athletic Center stands as a pinnacle of excellence, offering premier basketball and volleyball courts, aquatics, sports medicine, youth sports, sports camps, and leagues. The facility will be sought after for sports tournaments, will be open for rentals, and have hours available for the community to enjoy.

DESCRIPTION:

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The aquatic portion of the building features two pools: an 8-lane 25-yard competition pool with adequate spectator seating and a 4-lane 25-meter pool used as a warm-up pool during swim competitions. Men's and Women's Locker Rooms are located adjacent to the pools. When the pools are not being used for competitions, the citizens of Norman will have access to the pool for general use and swimming.

The Multi-Sport Gymnasium portion of the building houses eight basketball courts with 12 volleyball courts, which overlay the basketball courts. The regulation-size basketball court overlay two basketball courts and runs in the opposite direction.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	4	4	4
Part-time Positions	0	0	24	24	24
Total Budgeted Positions	0	0	28	28	28

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ 606,488	$ 606,488	$ 984,625
Supplies & Materials	$ -	$ -	$ 139,360	$ 139,360	$ 129,500
Services & Maintenance	$ -	$ -	$ 222,261	$ 222,261	$ 554,120
Internal Services	$ -	$ -	$ 4,958	$ 4,958	$ 120,675
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ 973,067	$ 973,067	$ 1,788,920
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumb	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ -	$ -	$ 973,067	$ 973,067	$ 1,788,920

DIVISION SUMMARY

24770412 - YFAC ADMINISTRATION

MISSION:

The Young Family Athletic Center stands as a pinnacle of excellence, offering premier basketball and volleyball courts, aquatics, sports medicine, youth sports, sports camps, and leagues. The facility will be sought after for sports tournaments, will be open for rentals, and have hours available for the community to enjoy.

DESCRIPTION:

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The aquatic portion of the building features two pools: an 8-lane 25-yard competition pool with adequate spectator seating and a 4-lane 25-meter pool used as a warm-up pool during swim competitions. Men's and Women's Locker Rooms are located adjacent to the pools. When the pools are not being used for competitions, the citizens of Norman will have access to the pool for general use and swimming.

The Multi-Sport Gymnasium portion of the building houses eight basketball courts with 12 volleyball courts, which overlay the basketball courts. The regulation-size basketball court overlay two basketball courts and runs in the opposite direction.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	4	4	4

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ 224,002	$ 224,002	$ 331,423
Supplies & Materials	$ -	$ -	$ 73,389	$ 73,389	$ 129,500
Services & Maintenance	$ -	$ -	$ 207,261	$ 207,261	$ 504,120
Internal Services	$ -	$ -	$ 4,958	$ 4,958	$ 120,675
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ 509,610	$ 509,610	$ 1,085,718
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ -	$ 509,610	$ 509,610	$ 1,085,718

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

24770412 YFAC ADMINISTRATION

GOALS:

- To grow youth and adult sports and aquatics in Norman and create future interest in YFAC as an amenity that can be utilized for individual or family recreation, social activity, and as a conduit to conduct business for Norman residents as well as residents from across the state.
- To continue to improve the facility and provide an excellent sports and aquatics facility with outstanding customer service and satisfaction.
- To create revenue by increasing leagues, classes, memberships, and tournament rentals.

OBJECTIVES:

- Continue to improve membership programs and benefits as well as classes and leagues to increase customer loyalty and frequency of visitation by implementing current trend indicators in the youth and adult sports industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, parents and all players informed by continuously improving communication and becoming more proactive to the informational needs of the youth and adult sports community.
- Promote health and wellness through our memberships and class offerings.
- Support local operational partners and league operators.
- Continue to grow the local youth basketball and volleyball leagues.
- Continue to promote family visitation and tournaments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Regular Annual Memberships	n/a	n/a	n/a	n/a	800
Number of Day Passes sold annually	n/a	n/a	n/a	n/a	15,000
Annual Facility Rentals	n/a	n/a	n/a	n/a	90
Youth Athletics and Aquatics Class Attendance	n/a	n/a	n/a	n/a	1,000
Adult Athletics and Aquatics Class Attendance	n/a	n/a	n/a	n/a	500

DIVISION SUMMARY

24770413 - YFAC GYM

MISSION:

The Young Family Athletic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through Supervisor and staff teamwork, training, responsiveness, and professionalism.

DESCRIPTION:

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The Multi-Sport Gymnasium portion of the building houses eight basketball courts with 12 volleyball courts, which overlay the basketball courts. The regulation-size basketball court overlay two basketball courts and runs in the opposite direction.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	9	9	9
Total Budgeted Positions	0	0	9	9	9

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ 152,159	$ 152,159	$ 269,775
Supplies & Materials	$ -	$ -	$ 22,638	$ 22,638	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ 174,797	$ 174,797	$ 269,775
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ -	$ 174,797	$ 174,797	$ 269,775

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

24770413 YFAC GYM

GOALS:

- To grow youth and adult sports and aquatics in Norman and create future interest in YFAC as an amenity that can be utilized for individual or family recreation, social activity, and as a conduit to conduct business for Norman residents as well as residents from across the state.
- To continue to improve the facility and provide an excellent sports and aquatics facility with outstanding customer service and satisfaction.
- To create revenue by increasing leagues, classes, memberships, and tournament rentals.

OBJECTIVES:

- Continue to improve membership programs and benefits as well as classes and leagues to increase customer loyalty and frequency of visitation by implementing current trend indicators in the youth and adult sports industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, parents and all players informed by continuously improving communication and becoming more proactive to the informational needs of the youth and adult sports community.
- Promote health and wellness through our memberships and class offerings.
- Support local operational partners and league operators.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
You Athletics Class Attendance	n/a	n/a	n/a	n/a	500
Number of Sports Tournaments held annually	n/a	n/a	n/a	n/a	50
Youth Athletics Camps Attendance	n/a	n/a	n/a	n/a	250

DIVISION SUMMARY

24770414 - YFAC POOL

MISSION:

The Young Family Athletic Center is dedicated to providing quality service in a safe and healthy environment for the general public; this is accomplished through Supervisor and lifeguard teamwork, training, responsiveness, and professionalism.

DESCRIPTION:

The Young Family Athletic Center is a new approximately 122,000 square foot facility built on a 12-acre site on the north side of Norman, OK. The Young Family Athletic Center furthers the citizen-initiated Norman Forward mission to fund and create quality of life projects for the community. The aquatic portion of the building features two pools: an 8-lane 25-yard competition pool with adequate spectator seating and a 4-lane 25-meter pool used as a warm-up pool during swim competitions. Men's and Women's Locker Rooms are located adjacent to the pools. When the pools are not being used for competitions, the citizens of Norman will have access to the pool for general use and swimming.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	15	15	15
Total Budgeted Positions	0	0	15	15	15

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ 230,327	$ 230,327	$ 383,427
Supplies & Materials	$ -	$ -	$ 43,333	$ 43,333	$ -
Services & Maintenance	$ -	$ -	$ 15,000	$ 15,000	$ 50,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ 288,660	$ 288,660	$ 433,427
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ -	$ -	$ 288,660	$ 288,660	$ 433,427

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

24770414 YFAC POOL

GOALS:

- To grow youth and adult sports and aquatics in Norman and create future interest in YFAC as an amenity that can be utilized for individual or family recreation, social activity and as a conduit to conduct business for Norman residents as well as residents from across the state.
- To continue to improve the facility and provide an excellent sports and aquatics facility with outstanding customer service and satisfaction.
- To create revenue by increasing leagues, classes, memberships, and tournament rentals.

OBJECTIVES:

- Continue to improve membership programs and benefits as well as classes and leagues to increase customer loyalty and frequency of visitation by implementing current trend indicators in the youth and adult sports industry (pricing, programs and procedures) that influence our geographic location.
- Keep membership, parents and all players informed by continuously improving communication and becoming more proactive to the informational needs of the youth and adult sports community.
- Promote health and wellness through our memberships and class offerings.
- Support local operational partners and league operators.

PERFORMANCE MEASUREMENTS - RESULTS REPORT

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Youth Aquatics Class Attendance	n/a	n/a	n/a	n/a	500
Number of Swim Lessons Sold	n/a	n/a	n/a	n/a	500
Adult Aquatics Class Attendance	n/a	n/a	n/a	n/a	250
Number of accidents requiring EMS	n/a	n/a	n/a	n/a	0

ENTERPRISE FUNDS

ENTERPRISE FUNDS

The Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the City Council has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

UTILITIES DEPARTMENT

163 EMPLOYEES

Utilities Engineer (1)
Capital Projects Engineer (1)
Staff Engineer (1)
GIS Utilities Analyst (1)
GIS Utilities Technician (1)
Utilities Inspector (1)

UTILITIES DIRECTOR (1)

Administrative Technician IV (1)

SANITATION (58)

Administration (4)
Solid Waste Manager (1)
Administrative Technician III (2)
Dispatcher (1)

Commercial Collection (11)
Utilities Supervisor (1)
Sanitation Worker II (10)

Waste Disposal (13)
Utilities Supervisor (1)
Container Maintenance
Container Repair Asst. (1)
Container Program Tech (1)
Transfer Station
Transfer Station Attendant (1)
Heavy Equipment Operator (6)
Compost Facility
Heavy Equipment Operator (2)
Compost Facility Attendant (1)

Recycling (7)
Utilities Supervisor (1)
Recycling Operator (3)
Sanitation Worker II (3)

Residential Collection (23)
Utilities Supervisor (1)
Sanitation Worker II (9)
Sanitation Worker I (1)
Greenwaste Collection
Sanitation Worker II (6)
Sanitation Worker I (6)

WATER RECLAMATION (20)

Administration (3)
Plant Manager (1)
Utilities Supervisor (1)
Administrative Technician III (1)

Laboratory (3)
Lab Manager (1)
Lab Technician (2)

Bio-Solids (3)
Heavy Equipment Operator (3)

Operations & Maintenance (11)
Crew Chief (1)
Plant Mechanic (1)
Maintenance Worker II (1)
Maintenance Worker I (1)
Plant Operator (6)
PT Custodian (1)

WATER TREATMENT (18)

Administration (3)
Plant Manager (1)
Utilities Supervisor (1)
Administrative Technician III (1)

Laboratory (3)
Lab Manager (1)
Lab Technician (1)
PT Lab Intern (1)

Plant Operations (10)
Water Plant Specialist (1)
Plant Operator (5)
Plant Mechanic (1)
Plant Op./Maint. Tech (1)
Maintenance Worker I (1)
PT Custodian (1)

Wells (2)
Plant Operator (2)

LINE MAINTENANCE (59)

Administration (3)
Manager (1)
Administrative Technician III (2)

Water Line Maintenance (36)
Supervisor (1)
Specialist (1)
Crew Chief (4)
Heavy Equipment Operators (5)
Utility Distribution Worker II (8)
Utility Distribution Worker I (13)
Meter Service Supervisor (1)
Meter Service Rep. (3)

Sewer Line Maintenance (20)
Supervisor (1)
Specialist (1)
Crew Chief (2)
Heavy Equipment Operators (4)
Utility Collection Worker II (10)
Utility Collection Worker I (2)

DEPARTMENT SUMMARY

TOTAL UTILITIES DEPARTMENT

MISSION:

Providing environmentally sound and efficient utility services to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:

To manage, account for and administer the water system, water reclamation system, and sanitation services for the City of Norman. The department spans five separate Funds: the Water Fund, the Water Reclamation Fund, the Sewer Maintenance Fund, the New Development Excise Fund, and the Sanitation Fund.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	160	157	158	158	160
Part-time Positions	2	2	3	3	3
Total Budgeted Positions	162	159	161	161	163

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 13,847,952	$ 14,002,379	$ 13,971,379	$ 13,971,379	$ 14,991,181
Supplies & Materials	$ 5,363,619	$ 5,549,887	$ 5,546,582	$ 5,546,582	$ 5,799,402
Services & Maintenance	$ 8,389,920	$ 9,902,229	$ 9,987,892	$ 9,987,892	$ 10,122,705
Internal Services	$ 1,619,445	$ 1,895,028	$ 1,895,028	$ 1,895,028	$ 1,816,437
Capital Equipment	$ 3,913,340	$ 3,899,388	$ 4,153,913	$ 4,153,913	$ 4,414,070
Subtotal	$ 33,134,276	$ 35,248,911	$ 35,554,794	$ 35,554,794	$ 37,143,795
Capital Projects	$ 13,572,614	$ 15,087,000	$ 82,032,896	$ 82,032,896	$ 24,333,000
Cost Allocation	$ 6,019,551	$ 6,510,590	$ 6,510,590	$ 6,510,590	$ 6,803,037
Debt Service	$ 9,555,228	$ 9,772,020	$ 9,772,020	$ 9,772,020	$ 10,421,352
Interfund Transfers	$ 2,419,030	$ 1,741,770	$ 1,775,270	$ 1,775,270	$ 2,152,448
Audit Adjust/Encumbrances	$ 384,586	$ -	$ -	$ -	$ -
Subtotal	$ 31,951,009	$ 33,111,380	$ 100,090,776	$ 100,090,776	$ 43,709,837
Department Total	$ 65,085,285	$ 68,360,291	$ 135,645,570	$ 135,645,570	$ 80,853,632

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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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.	98%	100%	90%	96%	90%
Private water will permits to be reviewed and returned within 10 workdays of receipt from Planning Department, 90% of the time	100%	100%	90%	90%	90%
Complete calculation of Excise Tax and Payback Fees within 5 work days of receipt	100%	100%	90%	100%	95%

Notes to Results Report:
OSHA – Occupational Safety & Health Administration
CIP – Capital Improvement Projects

FUND SUMMARY

TOTAL SANITATION FUND (33)

MISSION:

The Solid Waste Administration's mission is to make safety our first priority: Provide a high level of service with high levels of efficiency: Provide employees with a sense of ownership: encourage our employees dedication of service to the community: be good custodians of the community assets: and be good custodians of the community environment. Our long term goal is to invest in infrastructure that will provide low cost Solid Waste Management that accommodates municipal growth.

DESCRIPTION:

Monitor all expenditures related to the Sanitation Division. Oversite of all collections service, recycling and disposal of municipal solid waste generated by the City of Norman. Maintain compliance with all local, state, and federal regulations. The Sanitation Division is keeping long term mentality that ensures low cost Solid Waste management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be built to grow the City.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	54	57	58	58	58
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	54	57	58	58	58

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 5,342,427	$ 4,993,698	$ 4,993,698	$ 4,993,698	$ 5,321,631
Supplies & Materials	$ 1,486,253	$ 1,449,065	$ 1,449,065	$ 1,449,065	$ 1,482,365
Services & Maintenance	$ 4,354,123	$ 4,922,470	$ 4,922,470	$ 4,922,470	$ 5,193,569
Internal Services	$ 1,089,893	$ 1,191,946	$ 1,191,946	$ 1,191,946	$ 1,115,110
Capital Equipment	$ 3,431,514	$ 3,479,713	$ 3,529,096	$ 3,529,096	$ 3,004,955
Subtotal	$ 15,704,210	$ 16,036,892	$ 16,086,275	$ 16,086,275	$ 16,117,630
Capital Projects	$ 2,593,534	$ 850,000	$ 3,038,338	$ 3,038,338	$ 600,000
Cost Allocations	$ 1,899,452	$ 2,116,952	$ 2,116,952	$ 2,116,952	$ 2,239,919
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ 166,433	$ -	$ -	$ -	$ -
Subtotal	$ 4,659,419	$ 2,966,952	$ 5,155,290	$ 5,155,290	$ 2,839,919
Fund Total	$ 20,363,629	$ 19,003,844	$ 21,241,565	$ 21,241,565	$ 18,957,549

DIVISION SUMMARY

33955160 SANITATION / ADMINISTRATION

MISSION:

The Sanitation Administration's mission is to make safety our first priority; provide a high level of service with high levels of efficiency; provide employees with a sense of ownership; encourage our employees' dedication of service to the community; be good custodians of the community assets; be good custodians of the community environment; and provide long term, low cost Solid Waste management.

DESCRIPTION:

Monitor all expenditures of the Sanitation Division. Oversight of all collection service, recycling and disposal of municipal solid waste generated by the City of Norman. Maintain compliance with all local, state and federal regulations. Invest in long term infrastructure.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	4	4	4	4	4
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	4	4	4	4	4

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 420,282	$ 424,595	$ 424,595	$ 424,595	$ 452,465
Supplies & Materials	$ 7,467	$ 26,570	$ 26,570	$ 26,570	$ 26,820
Services & Maintenance	$ 72,892	$ 87,038	$ 87,038	$ 87,038	$ 87,128
Internal Services	$ 23,172	$ 23,266	$ 23,266	$ 23,266	$ 45,963
Capital Equipment	$ (187)	$ -	$ -	$ -	$ -
Subtotal	$ 523,626	$ 561,469	$ 561,469	$ 561,469	$ 612,376
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 71,451	$ 76,368	$ 76,368	$ 76,368	$ 81,736
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 71,451	$ 76,368	$ 76,368	$ 76,368	$ 81,736
Division Total	$ 595,077	$ 637,837	$ 637,837	$ 637,837	$ 694,112

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / ADMINISTRATION

GOALS:

- Compliance with all federal, state, and local regulations, in both environmental and transportation.
- Protect the citizen's assets by proper care and proper spending.
- Provide a high level of service at a high level of efficiency.
- Continue to divert as tonnage from landfill use as per the expectation of the citizens of Norman.
- Supervise in a dignified manner that lends a sense of ownership to the employees.
- Define performance expectation to all employees.

OBJECTIVES:

- Provide employees with adequate resources for safe efficient operation.
- Emphasize safety as the first priority in every endeavor.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Total Sanitation accounts (residential and commercial)	45,790	45,790	46,000	46,352	47,000
Total tons MSW collected (residential, recycle, commercial, and private businesses)	117,700	122,294	122,000	123,500	125,000
Total annual disposal	$2,487,424	$2,588,934	$2,745,000	$2,780,000	$2,816,000
Total vehicle accidents	8	7	3	3	0

Notes to Results Report:
MSW – Municipal Solid Waste

DIVISION SUMMARY

33955162 SANITATION / COMMERCIAL COLLECTION

MISSION:

To maximize efficiencies while providing a high level of service to all City of Norman commercial customers. To provide a safe and enjoyable work environment for all employees. To be good stewards of the rate payer's money by incorporating cost efficient methods and equipment. To provide a measurable statistic for down time by category, so that the Sanitation Division can make long term sustainable improvements.

DESCRIPTION:

The Sanitation Division manages all commercial sanitation customers. The Sanitation Division provides routine service, billing and customer service to all City of Norman businesses in need of commercial trash service. The Sanitation Division provides daily collection and disposal of dumpster and roll off containers. The Sanitation Division manage the commercial sanitation fund.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	13	13	13	13	13
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	13	13	13	13	13

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,231,875	$ 1,082,802	$ 1,082,802	$ 1,082,802	$ 1,068,425
Supplies & Materials	$ 367,913	$ 345,485	$ 345,485	$ 345,485	$ 363,926
Services & Maintenance	$ 15,231	$ 58,417	$ 58,417	$ 58,417	$ 57,812
Internal Services	$ 257,071	$ 264,703	$ 264,703	$ 264,703	$ 279,366
Capital Equipment	$ 1,155,307	$ 1,032,700	$ 1,032,700	$ 1,032,700	$ 1,175,050
Subtotal	$ 3,027,397	$ 2,784,107	$ 2,784,107	$ 2,784,107	$ 2,944,579
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 285,472	$ 305,134	$ 305,134	$ 305,134	$ 326,587
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 285,472	$ 305,134	$ 305,134	$ 305,134	$ 326,587
Division Total	$ 3,312,869	$ 3,089,241	$ 3,089,241	$ 3,089,241	$ 3,271,166

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMMERCIAL COLLECTION

GOALS:

To provide a safe, effective, and efficient collection system for Commercial Solid Waste by dividing the increasing customer base into manageable routes in order to provide timely customer service and maintain and improve the appearance of the city.

OBJECTIVES:

Provide a high level of customer service, education on spring and fall clean-up events, vehicle accident and personal injury prevention training, continued monitoring of our customer base so as to provide effective and efficient commercial solid waste.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Number of commercial accounts	2,790	2,790	2,837	2,854	2,871
Annual tons collected	47,326	48,798	47,941	48,564	49,195
Annual disposal cost	$1,016,090	$1,077,464	$1,078,000	$1,080,000	$1,080,000
Chargeable vehicle accidents	5	3	0	2	0
Percent of hours lost to OJIs	2%	2%	1%	1.50%	0%

Notes to Results Report:
OJI-on the job injuries

DIVISION SUMMARY

33955165 SANITATION / COMPOST OPERATIONS

MISSION:

Provide quality compost in volumes that are sustainable as close to year round as possible. Operate in a safe manner with no lost time due to accidents. Provide courteous service. Offset as much landfill volume as our space will allow. Build infrastructure for long term cost stability.

DESCRIPTION:

Composting of yard waste from residential and commercial properties in the City of Norman. Divert from the landfill as many tons as our space will allow.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 367,938	$ 295,097	$ 295,097	$ 295,097	$ 300,488
Supplies & Materials	$ 66,104	$ 77,123	$ 77,123	$ 77,123	$ 83,067
Services & Maintenance	$ 7,977	$ 10,977	$ 10,977	$ 10,977	$ 7,541
Internal Services	$ 58,884	$ 48,874	$ 48,874	$ 48,874	$ 38,298
Capital Equipment	$ 327,122	$ -	$ -	$ -	$ -
Subtotal	$ 828,025	$ 432,071	$ 432,071	$ 432,071	$ 429,394
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 400,665	$ 514,882	$ 514,882	$ 514,882	$ 81,736
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 400,665	$ 514,882	$ 514,882	$ 514,882	$ 81,736
Division Total	$ 1,228,690	$ 946,953	$ 946,953	$ 946,953	$ 511,130

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / COMPOST OPERATIONS

GOALS:

- Recycle yard waste into compost that meets or exceeds commercial quality standards within 120 days of receipt.
- Provide full access to clients that desire to obtain compost or dispose of yard waste at the compost facility.
- Protect the environment by ongoing efforts to promote the compost program.
- Provide for the safety of the employees and public.
- Sell loading services for mulch at $2.00 per yard.

OBJECTIVES:

- Encourage citizens to recycle yard waste and divert yard waste from the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.
- Improve the quality of the compost by reducing dust, odor, and the speed of maturing process.
- Score 100% on all ODEQ inspections.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Volume of Yard waste received (tons)	38,136	32,845	32,000	33,000	33,000
vs.					
Compost/mulch generated (tons)	27,818	21,172	20,000	22,000	22,000
Savings from landfill (cost avoidance)	$818,788	$725,225	$675,000	$700,000	$700,000
Revenue from sale of Mulch	$193,353	$170,610	$165,000	$170,000	$170,000
Length of time to mature compost (in months)	3-5	3-5	3-5	3-5	3-5

Notes to Results Report:
ODEQ – Oklahoma Department of Environmental Quality

DIVISION SUMMARY

33950172 SANITATION / FLEET HEAVY REPAIR

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years, funds were transferred from the Sanitation Fund to the General Fund for the salary and benefits of a Fleet Auto Parts Assistant assigned to repair sanitation vehicles. Beginning in FYE 12, this cost is directly charged to this Sanitation Division. In FYE 14, the Fleet Auto Parts Assistant was 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 69,325	$ 107,065	$ 107,065	$ 107,065	$ 114,124
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 69,325	$ 107,065	$ 107,065	$ 107,065	$ 114,124
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 69,325	$ 107,065	$ 107,065	$ 107,065	$ 114,124

DIVISION SUMMARY

33955168 SANITATION / YARD WASTE

MISSION:

To provide an efficient, cost effective, sustainable, integrated Green Waste Management Program. The Sanitation Division continues to encourage our customers to utilize the Green Waste Program in connection with the composting operations to decrease the quantities of yard waste making it into our landfills. Continue to encourage customers to utilize biodegradable compost bags or reusable barrels instead of plastic bags.

DESCRIPTION:

The Sanitation division provides weekly curbside collection of residential yard waste both inside the city and in the rural areas of the City of Norman.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	12	12	12	12	12
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	12	12	12	12	12

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 695,934	$ 873,249	$ 873,249	$ 873,249	$ 922,373
Supplies & Materials	$ 119,098	$ 114,361	$ 114,361	$ 114,361	$ 91,774
Services & Maintenance	$ 222,572	$ 218,503	$ 218,503	$ 218,503	$ 233,503
Internal Services	$ 99,315	$ 122,313	$ 122,313	$ 122,313	$ 118,972
Capital Equipment	$ 134,090	$ 444,350	$ -	$ -	$ 445,400
Subtotal	$ 1,271,009	$ 1,772,776	$ 1,328,426	$ 1,328,426	$ 1,812,022
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 599,517	$ 640,850	$ 640,850	$ 640,850	$ 685,900
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 599,517	$ 640,850	$ 640,850	$ 640,850	$ 685,900
Division Total	$ 1,870,526	$ 2,413,626	$ 1,969,276	$ 1,969,276	$ 2,497,922

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / YARD WASTE

GOALS:

- To provide a safe, effective and efficient collection system for residential yard waste.
- To divide the increasing customer base into manageable routes to provide timely customer service.
- Maintain and improve the appearance of the City.

OBJECTIVES:

- To improve the high level of customer service we are providing.
- Provide employee and customer education.
- Provide spring and fall clean-up events.
- Provide vehicle accident and injury prevention training.
- Continue monitoring the customer base to provide effective and efficient yard waste collection.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	43,000	43,000	43,718	43,984	44,718
Annual tons collected	3,630	3,460	3,900	4,200	5,300
Saving from landfill (cost avoidance)	$77,937	$76,405	$90,174	$100,565	$113,791
Percent hours lost to OJI (hours lost/total hours worked)	1%	1%	1%	2%	0%
Chargeable vehicle accidents per year	1	2	0	1	0
Reduce average number of complaints per route per year	20	20	20	20	20
Average number of households per route per day	900	900	910	950	975

Notes to Results Report:
OJI – On-the-Job Injury

DIVISION

33955166 SANITATION / RECYCLING OPERATION

MISSION:

The mission of the City of Norman Recycling Department is to provide a cost effective, informative way for our residents to recycle. This will be accomplished through coordinated administrative, operational and educational projects in waste reduction, reuse, recycling and disposal.

DESCRIPTION:

The Recycling Department of the Sanitation division collects recyclables from local businesses and recycle centers placed throughout the city. The Recycling Department oversees a private contractor that collects our residents' recyclables at the curb. The Recycling Department holds said contactor to the same standard of services our residents have come to expect from our Solid Waste division.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	6	7	7	7
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	6	7	7	7

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 310,934	$ 321,751	$ 321,751	$ 321,751	$ 485,814
Supplies & Materials	$ 85,315	$ 116,081	$ 116,081	$ 116,081	$ 121,969
Services & Maintenance	$ 1,239,127	$ 1,620,150	$ 1,620,150	$ 1,620,150	$ 1,620,150
Internal Services	$ 73,018	$ 83,296	$ 83,296	$ 83,296	$ 52,118
Capital Equipment	$ 5,322	$ 68,087	$ 68,087	$ 68,087	$ 87,100
Subtotal	$ 1,713,716	$ 2,209,365	$ 2,209,365	$ 2,209,365	$ 2,367,151
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 47,416	$ 50,687	$ 50,687	$ 50,687	$ 54,250
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 47,416	$ 50,687	$ 50,687	$ 50,687	$ 54,250
Division Total	$ 1,761,132	$ 2,260,052	$ 2,260,052	$ 2,260,052	$ 2,421,401

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / RECYCLING OPERATION

GOALS:

- To maintain a recycling program that is convenient to the citizens of Norman
- To operate a recycling program that is cost effective
- To promote reuse of recycled materials
- To ensure employee safety

OBJECTIVES:

- Manage the program where proceeds from recyclable materials are at the highest prices available to the City of Norman.
- Encourage citizens to recycle and divert recyclable waste out of the landfill.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Revenue earned from recyclables (drop centers)	$250,312	$73,178	$100,000	$80,000	$150,000
Total tons of waste recycled (curbside)	2,106	1,796	2,150	2,150	2,200
Collect the following quantities (tons) of recyclable materials: (drop centers)					
aluminum	14.87	11	9	13	13
plastics	88	73	107	88	95
steel cans	11	7	22	99	22
mixed glass	295	178	120	186	350
metal	48	29	51	49	55
wood	34	249	45	46	60
mixed paper	176	103	390	177	350
cardboard	1,442	480	1,405	1,492	1,255
recycling center totals	2,106	674	2,150	2,150	2,200
Savings of landfill cost avoidance	$45,207	$24,770	$60,000	$83,560	$80,000
Collection of the following quantities (tons) of recyclable material (curbside recycling)					
Total tons of waste recycled	4,207	4,215	3,755	4,122	3,752
glass	423	424	800	412	0
aluminum	82	83	65	80	68
steel cans	90	90	90	88	83
plastics # pet	172	172	200	167	194
cardboard/occ	852	853	600	828	910
mixed paper	1,248	1,251	2,000	1,214	1,830
recycling totals	2,867	2,873	3,755	2,789	3,085
Savings of landfill cost avoidance	$82,898	$84,138	$80,620	$84,560	$80,500
recycling contamination rate-23%					

DIVISION SUMMARY

33955161 SANITATION / RESIDENTIAL COLLECTION

MISSION:

To provide an efficient, cost effective, and sustainable, integrated solid waste management program. To provide garbage collection, processing, and disposal services for residential customers by friendly, knowledgeable people.

DESCRIPTION:

The Sanitation Division provides once a week curbside collection of residential garbage inside the City and once a week curbside collection of residential garbage in the rural areas of the City of Norman. The Sanitation Division also collects household junk curbside inside the city and rural areas of the City of Norman. The Sanitation Division collects household junk twice a month for a fee.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	11	11	11	11	11
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,272,631	$ 1,048,376	$ 1,048,376	$ 1,048,376	$ 1,082,563
Supplies & Materials	$ 354,895	$ 334,217	$ 334,217	$ 334,217	$ 361,044
Services & Maintenance	$ 12,818	$ 1,694	$ 1,694	$ 1,694	$ 1,694
Internal Services	$ 354,735	$ 427,247	$ 427,247	$ 427,247	$ 335,846
Capital Equipment	$ 536,770	$ 1,313,501	$ 1,313,501	$ 1,313,501	$ 714,000
Subtotal	$ 2,531,849	$ 3,125,035	$ 3,125,035	$ 3,125,035	$ 2,495,147
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 352,205	$ 376,465	$ 376,465	$ 376,465	$ 846,418
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 352,205	$ 376,465	$ 376,465	$ 376,465	$ 846,418
Division Total	$ 2,884,054	$ 3,501,500	$ 3,501,500	$ 3,501,500	$ 3,341,565

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 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Number of residential accounts	43,000	43,000	43,718	43,984	44,718
Annual tons collected	36,545	35,737	63,700	37,500	41,368
Annual disposal cost	$784,261	$789,064	$787,949	$805,125	$888,171
Percent hours lost to OJI (hours lost/total hours worked)	2.0%	2%	0%	3%	0%
Chargeable vehicle accidents per year	4	2	0	3	0
Reduce average number of complaints per route per year	40	40	30	40	30
Average number of households per route per day	976	976	960	985	1,000

Notes to Results Report:
OJI – on-the-job injury

DIVISION SUMMARY

33930122 SANITATION / UTILITY SERVICES

MISSION:

To provide quality sanitation services to the citizens and businesses in the City of Norman in a dependable manner.

DESCRIPTION:

In previous years an interfund transfer from the Sanitation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 43,127	$ 44,679	$ 44,679	$ 44,679	$ 48,873
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 43,127	$ 44,679	$ 44,679	$ 44,679	$ 48,873
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 43,127	$ 44,679	$ 44,679	$ 44,679	$ 48,873

DIVISION SUMMARY

33955163 SANITATION / WASTE DISPOSAL

MISSION:

The mission of the City of Norman Transfer Station is to provide a convenient, clean, and environmentally sound facility for our commercial trucks, as well as residential homeowners and commercial customers. This will be accomplished through coordinated administrative, operational, and educational projects in waste reduction, reuse, and recycling.

DESCRIPTION:

The City of Norman Transfer Station receives solid waste including household garbage, yard waste, construction debris, and tires. The City of Norman Transfer Station loads garbage into transfer trailers, and transports it to the Oklahoma City landfill. Yard waste is processed at the compost facility. Tires are collected and transported by a licensed tire processing and recycling facility. There is a recycling drop center hub located at the facility.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	8	8	8	8	8
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	8	8	8	8	8

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 941,724	$ 796,084	$ 796,084	$ 796,084	$ 846,506
Supplies & Materials	$ 479,847	$ 435,228	$ 435,228	$ 435,228	$ 433,765
Services & Maintenance	$ 2,778,536	$ 2,925,691	$ 2,925,691	$ 2,925,691	$ 3,185,741
Internal Services	$ 223,697	$ 222,247	$ 222,247	$ 222,247	$ 244,547
Capital Equipment	$ 621,831	$ 621,075	$ 1,114,808	$ 1,114,808	$ 583,405
Subtotal	$ 5,045,635	$ 5,000,325	$ 5,494,058	$ 5,494,058	$ 5,293,964
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 142,726	$ 152,566	$ 152,566	$ 152,566	$ 163,292
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 142,726	$ 152,566	$ 152,566	$ 152,566	$ 163,292
Division Total	$ 5,188,361	$ 5,152,891	$ 5,646,624	$ 5,646,624	$ 5,457,256

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SANITATION / WASTE DISPOSAL

GOALS:

- Transfer all solid waste from the City of Norman Transfer Station within 48 hours and provide citizens a direct disposal opportunity.
- Provide an environmentally safe place to dispose of household waste at a reasonable rate.

OBJECTIVES:

- Utilize six transport trucks and trailers at all times during working conditions.
- Reduce blowing litter from transport trucks in route to the landfill.
- Maintain a clean site, free of loose litter.
- Provide full access to clients that desire to dispose of waste at the transfer station.
- Provide a safe working environment for all employees by providing proper safety equipment and training.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Tons of municipal solid waste transported to landfill	117,700	119,847	120,000	120,000	125,000
Disposal Cost	$2,487,424	$2,646,231	$2,640,000	$2,700,000	$3,125,000
Quantity of municipal solid waste received at transfer station outside of route collections	31,967	36,333	33,000	36,000	38,000
Miles driven per year (transport trucks)	209,000	209,000	210,000	211,000	212,000
Tons of household waste disposed of during spring & fall cleanup	2,140	2,454	2,200	2,400	2,600

*Seasonally adjusted forecast

DIVISION SUMMARY

033 – SANITATION / CAPITAL PROJECTS

MISSION:

To invest in infrastructure that will provide low cost solid waste management for the next 30+ years.

DESCRIPTION:

The Sanitation division is focused on maintaining low cost solid waste management for the rate payers in Norman for many years to come. Most of the investment will be in permanent structures that will be built with the City.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 2,593,534	$ 850,000	$ 3,038,338	$ 3,038,338	$ 600,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,593,534	$ 850,000	$ 3,038,338	$ 3,038,338	$ 600,000
Division Total	$ 2,593,534	$ 850,000	$ 3,038,338	$ 3,038,338	$ 600,000

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 level of quality that no negative environmental impact will occur to the South Canadian River or agricultural application sites.

DESCRIPTION:

The Water Reclamation Division's responsibility is to transport and treat all wastewater discharged into the City of Norman's sewer system, to a sufficient quality before discharging it into the South Canadian River. In FYE 02, the Water Reclamation Fund reorganized into five separate cost centers. On October 1, 2002, a new Sewer Maintenance Fund was created to account for the revenues and operations of the previous Sewer Line Maintenance cost center. In FYE 15, the sewer line maintenance operations were transferred from the Sewer Maintenance Fund. In FYE 24, the Environmental Services division was transferred to the City Manager's Department.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	45	39	39	39	40
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	46	40	40	40	41

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 3,611,424	$ 3,847,024	$ 3,797,024	$ 3,797,024	$ 4,189,832
Supplies & Materials	$ 678,489	$ 745,728	$ 742,037	$ 742,037	$ 776,441
Services & Maintenance	$ 1,305,555	$ 1,600,367	$ 1,696,158	$ 1,696,158	$ 1,544,277
Internal Services	$ 209,885	$ 300,811	$ 300,811	$ 300,811	$ 290,909
Capital Equipment	$ 308,839	$ 68,500	$ 106,400	$ 106,400	$ 1,016,000
Subtotal	$ 6,114,192	$ 6,562,430	$ 6,642,430	$ 6,642,430	$ 7,817,459
Capital Projects	$ 3,692,498	$ 1,325,000	$ 7,266,624	$ 7,266,624	$ 3,800,000
Cost Allocations	$ 2,161,078	$ 2,205,987	$ 2,205,987	$ 2,205,987	$ 2,300,118
Debt Service	$ 2,255,293	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,311,510
Interfund Transfers	$ 592,813	$ 615,334	$ 648,834	$ 648,834	$ 610,000
Audit Adjust/Encumbrances	$ 90,651	$ -	$ -	$ -	$ -
Subtotal	$ 8,792,333	$ 6,403,615	$ 12,378,739	$ 12,378,739	$ 9,021,628
Fund Total	$ 14,906,525	$ 12,966,045	$ 19,021,169	$ 19,021,169	$ 16,839,087

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 465,943	$ 488,793	$ 488,793	$ 488,793	$ 516,340
Supplies & Materials	$ 12,225	$ 11,261	$ 13,859	$ 13,859	$ 12,081
Services & Maintenance	$ 31,524	$ 69,982	$ 67,384	$ 67,384	$ 69,982
Internal Services	$ 10,397	$ 19,083	$ 19,083	$ 19,083	$ 12,018
Capital Equipment	$ (125)	$ -	$ -	$ -	$ -
Subtotal	$ 519,964	$ 589,119	$ 589,119	$ 589,119	$ 610,421
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 544,465	$ 663,143	$ 663,143	$ 663,143	$ 675,465
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 544,465	$ 663,143	$ 663,143	$ 663,143	$ 675,465
Division Total	$ 1,064,429	$ 1,252,262	$ 1,252,262	$ 1,252,262	$ 1,285,886

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / ADMINISTRATION

GOALS:

- Maintain permitted water quality requirements.
- Reduce operational and maintenance cost.
- Provide safe working conditions for all plant staff.
- Cross-train the majority of the staff members in operations, maintenance, centrifuge operations and laboratory

OBJECTIVES:

- Improve energy conservation through enhanced operator and maintenance input.
- Continue providing safety training for all staff members.
- Provide training for operators and maintenance staff for license upgrades.
- Facilitate cross-training by giving employees time to cross-train in other departments.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 20 ACTUAL	FYE 22 ACTUAL	FYE 23 PLAN	FYE 23 ESTIMATE	FYE 24 PROJECTED
PERFORMANCE INDICATORS:					
Maintain all water quality requirements	96%	100%	100%	100%	100%
Formal safety training hours per employee	12	12	12	12	12
Formal operations training hours per operator	12	12	12	12	12
Employees cross-trained	3	3	2	2	2

DIVISON SUMMARY

32955145 WATER RECLAMATION / BIO-SOLIDS

MISSION:

To transport environmentally safe bio-solids for beneficial usage on regulated farmlands and assist administration, maintenance, and operations in the performance of their duties.

DESCRIPTION:

Bio-solids sub-division operates all solids handling and dewatering equipment. They also transport our bio-solids to either our land application sites or the landfill. They are responsible for the operations of heavy equipment including front-end loaders, field tractors, forklifts, mowers, semi-tractor trailers and other equipment at the facility. This sub-division consists of three heavy equipment operators.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 294,882	$ 311,325	$ 311,325	$ 311,325	$ 331,114
Supplies & Materials	$ 328,330	$ 273,477	$ 298,477	$ 298,477	$ 282,271
Services & Maintenance	$ 73,479	$ 194,759	$ 249,759	$ 249,759	$ 194,759
Internal Services	$ 17,205	$ 25,371	$ 25,371	$ 25,371	$ 38,906
Capital Equipment	$ -	$ -	$ 4,900	$ 4,900	$ 315,100
Subtotal	$ 713,896	$ 804,932	$ 889,832	$ 889,832	$ 1,162,150
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 88,148	$ 93,449	$ 93,449	$ 93,449	$ 98,195
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 88,148	$ 93,449	$ 93,449	$ 93,449	$ 98,195
Division Total	$ 802,044	$ 898,381	$ 983,281	$ 983,281	$ 1,260,345

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / BIO-SOLIDS

GOALS:

- Comply with all Environmental Protection Agency and Oklahoma Department of Environmental Quality regulations relating to the safe transportation and beneficial use of agricultural application of bio-solids.
- Increase the number of hours of formal and informal training.
- Increase the percentage of waste products recycled.

OBJECTIVES:

- Continue safe operation of highway and field equipment.
- Make time available for formal employee training sessions.
- Increase the percentage of biosolids recycled for beneficial use.
- Achieve a minimum average temperature of 35.0 degrees C during bio-solid digestion for bio-solid pathogen and vector attraction.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Reportable number of vehicular accidents	0	0	0	0	0
Number of training hours per employee	19	19	19	19	19
Percentage of bio-solids used for agricultural application	n/a	n/a	100%	100%	100%
Percentage of months a temperature of 35 degrees C was achieved.	n/a	n/a	100%	57%	100%

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 43,454	$ 45,127	$ 45,127	$ 45,127	$ 46,839
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 43,454	$ 45,127	$ 45,127	$ 45,127	$ 46,839
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 43,454	$ 45,127	$ 45,127	$ 45,127	$ 46,839

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, and other parameters as deemed necessary.

DESCRIPTION:

Laboratory staff consists of two lab technicians and one lab manager. Their responsibility is to analyze all wastewater samples which include influent, effluent, activated sludge, bio-solids and other samples. They also ship samples for other analysis including metals, bio-monitoring and other parameters as deemed necessary.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 255,346	$ 288,821	$ 288,821	$ 288,821	$ 308,199
Supplies & Materials	$ 39,545	$ 40,800	$ 40,800	$ 40,800	$ 47,950
Services & Maintenance	$ 21,318	$ 26,290	$ 23,290	$ 23,290	$ 19,140
Internal Services	$ 32	$ 1,445	$ 1,445	$ 1,445	$ 4,125
Capital Equipment	$ 1,444	$ 2,000	$ 5,000	$ 5,000	$ 2,250
Subtotal	$ 317,685	$ 359,356	$ 359,356	$ 359,356	$ 381,664
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ 111,130	$ 119,073	$ 119,073	$ 119,073	$ 126,735
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 111,130	$ 119,073	$ 119,073	$ 119,073	$ 126,735
Division Total	$ 428,815	$ 478,429	$ 478,429	$ 478,429	$ 508,399

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / LABORATORY

GOALS:

- Improve ODEQ inspection reviews.
- Ensure the validity, reliability, and timeliness of the laboratory's analysis results.

OBJECTIVES:

- Adhere to the regulations in 40 CFR.
- Increase the percentage of "acceptable" quality control analysis.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 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%
New Lab Standard Operating Procedures	n/a	n/a	n/a	n/a	4

Notes to Results Report:
ODEQ – Oklahoma Department of Environmental Quality
CFR – Code of Federal Regulations
QC – Quality Control

DIVISION SUMMARY

32955246 WATER RECLAMATION / OPERATIONS & MAINTENANCE

MISSION:

Operations: To monitor the treatment process and interpolate lab data to make proper adjustments and to facilitate environmentally safe effluent. To maintain necessary monitoring records as required by management and regulatory agencies.

Maintenance: To maintain all treatment processes through preventative maintenance tasks, scheduled and unscheduled maintenance, repairing, calibrating, and monitoring of all equipment, and maintain maintenance records of that equipment.

DESCRIPTION:

Operations staff consists of 6 staff members, one crew chief, plant mechanic, maintenance worker II, maintenance worker I, and 1 maintenance operator. The maintenance operator covers shifts for the operations staff in the event they are off duty. Maintenance staff maintain the treatment equipment up to design standards including oil changes, repairs of any equipment taken out of service, and preventive maintenance on equipment. Other duties involve painting, mowing, cleaning of treatment equipment and new equipment installations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	10
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	11	11	11	11	11

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 853,412	$ 876,353	$ 876,353	$ 876,353	$ 929,305
Supplies & Materials	$ 168,255	$ 215,129	$ 162,229	$ 162,229	$ 217,670
Services & Maintenance	$ 744,866	$ 819,806	$ 837,806	$ 837,806	$ 721,259
Internal Services	$ 36,783	$ 40,236	$ 40,236	$ 40,236	$ 60,926
Capital Equipment	$ 58,309	$ 2,000	$ 32,000	$ 32,000	$ 22,900
Subtotal	$ 1,861,625	$ 1,953,524	$ 1,948,624	$ 1,948,624	$ 1,952,060
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 254,286	$ 275,266	$ 275,266	$ 275,266	$ 292,940
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 254,286	$ 275,266	$ 275,266	$ 275,266	$ 292,940
Division Total	$ 2,115,911	$ 2,228,790	$ 2,223,890	$ 2,223,890	$ 2,245,000

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / OPERATIONS & MAINTENANCE

GOALS:

- To comply with all Environmental Protection Agency (EPA) and Oklahoma Department of Environmental Quality (ODEQ) regulations as related to our Oklahoma Pollutant Discharge Elimination System (OPDES) permit.
- To increase the hours of formal and informal training.
- To effectively maintain and operate plant equipment.

OBJECTIVES:

- Maintain compliance with OPDES permit with emphasis on UV disinfection.
- Conduct in-house training on plant process and allow time for off campus training.
- Increase number of standard operating procedures.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Meet all DMR required effluent parameters	*98.8%	**96.4%	100%	100%	100%
Number of training hours per employee	***16	***16	24	22	22
Standard Operating Procedures on file	20	27	27	30	30

Notes to Results Report: *based on 84 total reported to DEQ with one violation being reported

**based on 84 total reported to DEQ with three violations being reported

***Covid restrictions limited training abilities

DIVISION

32955252 WATER RECLAMATION / SEWER LINE MAINTENANCE

MISSION:

To safely transport wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained to minimize service disruptions, household backups, and overflows into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

Sewer Line Maintenance personnel maintain approximately 510 miles of gravity mains, 13 miles of force mains, 5.7 miles of service laterals, 12,511 manholes, and 14 sewage lift stations. Personnel are on duty from 8:00 a.m. to 5:00 pm Monday-Friday, and on call 24 hours a day to ensure quick response to main breaks, sewer main stoppages, overflows and lift station malfunctions.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	20	20	20	20	21
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	20	20	20	20	21

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,650,055	$ 1,791,926	$ 1,741,926	$ 1,741,926	$ 2,009,162
Supplies & Materials	$ 166,000	$ 205,061	$ 226,672	$ 226,672	$ 216,469
Services & Maintenance	$ 461,124	$ 489,530	$ 517,919	$ 517,919	$ 539,137
Internal Services	$ 188,056	$ 214,676	$ 214,676	$ 214,676	$ 171,981
Capital Equipment	$ 66,961	$ 64,500	$ 64,500	$ 64,500	$ 675,750
Subtotal	$ 2,532,196	$ 2,765,693	$ 2,765,693	$ 2,765,693	$ 3,612,499
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 808,681	$ 856,304	$ 856,304	$ 856,304	$ 898,942
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 808,681	$ 856,304	$ 856,304	$ 856,304	$ 898,942
Division Total	$ 3,340,877	$ 3,621,997	$ 3,621,997	$ 3,621,997	$ 4,511,441

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER RECLAMATION / SEWER LINE MAINTENANCE

GOALS:

- Hydroclean 25% of 12" and under collection mains annually.
- Respond to and resolve collection system obstructions within 45 minutes during business hours.
- Respond to and resolve collection system obstructions within 2 hours during emergency call back.

OBJECTIVES:

- Minimize sewer backups
- Quick response to citizen and commerce requests for service
- Reduce on-the-job injuries
- Treat a minimum of 100,000 linear feet of sewer main for roots
- Clean a minimum of 1,500,000 feet of sewer main
- CCTV a minimum of 350,000 feet of sewer main
- Maintain a comprehensive lift station program
- Reduce number of unpermitted sanitary sewer overflows
- Acoustically survey 150,000 feet of sewer main.
- Respond to 100% of utility locate requests within 48 hours

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Legal claims per 10,000 customers	0	2	1	2	0
Response to citizen calls (minutes)	27	27	45	27	45
On the job injuries	1	1	0	0	0
Feet of sewer line cleaned	1,201,211	1,147,237	1,500,000	1,121,744	1,500,000
Feet of sewer line roots mechanically removed	311,127	46,347	60,000	33,690	60,000
Feet of sewer pipe treated for roots	74,476	102,614	85,000	100,000	85,000
Feet of sewer pipe CCTV inspected	231,864	281,354	350,000	278,256	350,000
Feet of sewer pipe acoustically surveyed	33,347	0	50,000	25,000	25,000
Lift station preventive maintenance hours	1,112	756	800	460	800
Safety training per employee per year	12	12	12	12	12
Number of locates completed	3,682	4,222	3,500	4,624	3,500
Number of service requests responded to	222	272	300	242	300
Number of sanitary sewer overflows	15	21	15	16	15
City side	6	11	5	2	5
Private side	9	10	10	14	10

Notes to Results Report:
OJI – On-the-Job Injuries
CCTV – Closed Circuit Television

DIVISION SUMMARY

32930122 WATER RECLAMATION / UTILITY SERVICES

MISSION:

To provide an environmentally safe, efficient and cost-effective wastewater treatment to the community for discharge to the South Canadian River.

DESCRIPTION:

In previous years an interfund transfer from the Water Reclamation Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 43,127	$ 44,679	$ 44,679	$ 44,679	$ 48,873
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 43,127	$ 44,679	$ 44,679	$ 44,679	$ 48,873
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 43,127	$ 44,679	$ 44,679	$ 44,679	$ 48,873

DIVISION SUMMARY

032 – WATER RECLAMATION / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Reclamation Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 25 - FYE 29 for a detailed analysis of Water Reclamation Fund Capital Operations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 3,692,498	$ 1,325,000	$ 7,266,624	$ 7,266,624	$ 3,800,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 3,692,498	$ 1,325,000	$ 7,266,624	$ 7,266,624	$ 3,800,000
Division Total	$ 3,692,498	$ 1,325,000	$ 7,266,624	$ 7,266,624	$ 3,800,000

DIVISION SUMMARY

32930149 WATER RECLAMATION / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record accumulation of resources for and the payment of general long-term debt principal and interest of the Water Reclamation Fund.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 2,255,293	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,311,510
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,255,293	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,311,510
Division Total	$ 2,255,293	$ 2,257,294	$ 2,257,294	$ 2,257,294	$ 2,311,510

FUND SUMMARY

TOTAL SEWER MAINTENANCE FUND (321)

MISSION:

The Sewer Line Maintenance Division is responsible for safely transporting wastewater from the community and commerce to the water reclamation facility. The wastewater collection system is maintained in such condition as to minimize service disruption, household backup or overflows into the environment. Public health and safety are the primary focus of this Division along with employee safety and development.

DESCRIPTION:

In FYE 15, the Sewer Line Maintenance Division was transferred to the Water Reclamation Fund.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 87,116	$ 91,883	$ 91,883	$ 91,883	$ 67,303
Supplies & Materials	$ 1,905	$ 3,082	$ 3,782	$ 3,782	$ 4,513
Services & Maintenance	$ 1,281	$ 4,725	$ 4,025	$ 4,025	$ 3,525
Internal Services	$ -	$ 1,031	$ 1,031	$ 1,031	$ 2,543
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 90,302	$ 100,721	$ 100,721	$ 100,721	$ 77,884
Capital Projects	$ 653,129	$ 2,800,000	$ 16,562,114	$ 16,562,114	$ 5,880,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 653,129	$ 2,800,000	$ 16,562,114	$ 16,562,114	$ 5,880,000
Fund Total	$ 743,431	$ 2,900,721	$ 16,662,835	$ 16,662,835	$ 5,957,884

DIVISION SUMMARY

32155253 UTILITIES INSPECTION

MISSION:

Provide quality control for the City of Norman's Water and Water Reclamation Capital Improvements Program while considering the best interest of the City of Norman, its citizens and the contractors performing the work.

DESCRIPTION:

Responsible for inspecting all stages of construction to identify problems and to ensure compliance with federal and state laws, City specifications, codes and regulations. Prepare necessary reports and maintain a daily log of construction activities. Advise and confer with citizens, contractors, engineers and City personnel concerning requirements, standards and/or changes that may be necessary for compliance with construction codes, specifications and regulations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	1	1	1	1	1
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	1	1	1	1	1

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 87,116	$ 91,883	$ 91,883	$ 91,883	$ 67,303
Supplies & Materials	$ 1,905	$ 3,082	$ 3,782	$ 3,782	$ 4,513
Services & Maintenance	$ 1,281	$ 4,725	$ 4,025	$ 4,025	$ 3,525
Internal Services	$ -	$ 1,031	$ 1,031	$ 1,031	$ 2,543
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 90,302	$ 100,721	$ 100,721	$ 100,721	$ 77,884
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 90,302	$ 100,721	$ 100,721	$ 100,721	$ 77,884

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

SEWER MAINTENANCE FUND / UTILITIES INSPECTION

GOALS:

- To ensure all work is performed and completed in accordance with City of Norman standards and specifications.
- To provide the City of Norman with an efficient and effective water and wastewater distribution system.
- Improve method of informing citizens of pending construction.

OBJECTIVES:

- Maintain accurate log of daily activity and construction progress. Daily reports for each project.
- Maintain capital project photo library and as-built plans.
- Attend seminars and educational classes to improve knowledge of water and wastewater operation.
- Update and modify City of Norman standards details as necessary.
- Test newly installed water/wastewater utilities.
- Assist other departments as needed.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Inspect all active projects once a day – 90% of the time	99%	99%	90%	99%	95%
Respond to public requests for information within 4 working hours – 90% of the time	100%	100%	90%	100%	90%

DIVISION SUMMARY

321- SEWER MAINTENANCE FUND / CAPITAL PROJECTS

MISSION:

To account for capital projects funded by the Sewer Line Maintenance Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 25 – FYE 29 for a detailed analysis of Sewer Line Maintenance Fund capital operations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 653,129	$ 2,800,000	$ 16,562,114	$ 16,562,114	$ 5,880,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 653,129	$ 2,800,000	$ 16,562,114	$ 16,562,114	$ 5,880,000
Division Total	$ 653,129	$ 2,800,000	$ 16,562,114	$ 16,562,114	$ 5,880,000

FUND SUMMARY

TOTAL NEW DEVELOPMENT EXCISE FUND (322)

MISSION:

To account for and monitor capital projects and debt service associated with the imposition of the City's Water Reclamation System New Development Excise Tax.

DESCRIPTION:

Effective October 1, 2001, a Wastewater System New Development Excise Tax was levied and collected on new development to be served by the City's Water Reclamation System.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 220,595	$ 2,000,000	$ 3,379,105	$ 3,379,105	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 1,898,890	$ 1,903,141	$ 1,903,141	$ 1,903,141	$ 1,903,141
Interfund Transfers	$ 623,000	$ -	$ -	$ -	$ -
Audit Adjust/Encumbrances	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 2,742,485	$ 3,903,141	$ 5,282,246	$ 5,282,246	$ 1,903,141
Fund Total	$ 2,742,485	$ 3,903,141	$ 5,282,246	$ 5,282,246	$ 1,903,141

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	60	60	60	60	61
Part-time Positions	1	1	2	2	2
Total Budgeted Positions	61	61	62	62	63

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 4,806,985	$ 5,069,774	$ 5,088,774	$ 5,088,774	$ 5,412,415
Supplies & Materials	$ 3,196,972	$ 3,352,012	$ 3,351,698	$ 3,351,698	$ 3,536,083
Services & Maintenance	$ 2,728,961	$ 3,374,667	$ 3,365,239	$ 3,365,239	$ 3,381,334
Internal Services	$ 319,667	$ 401,240	$ 401,240	$ 401,240	$ 407,875
Capital Equipment	$ 172,987	$ 351,175	$ 518,417	$ 518,417	$ 393,115
Subtotal	$ 11,225,572	$ 12,548,868	$ 12,725,368	$ 12,725,368	$ 13,130,822
Capital Projects	$ 6,412,858	$ 8,112,000	$ 51,786,715	$ 51,786,715	$ 14,053,000
Cost Allocations	$ 1,959,021	$ 2,187,651	$ 2,187,651	$ 2,187,651	$ 2,263,000
Debt Service	$ 5,401,045	$ 5,611,585	$ 5,611,585	$ 5,611,585	$ 6,206,701
Interfund Transfers	$ 1,203,217	$ 1,126,436	$ 1,126,436	$ 1,126,436	$ 1,542,448
Audit Adjust/Encumbrances	$ 127,502	$ -	$ -	$ -	$ -
Subtotal	$ 15,103,643	$ 17,037,672	$ 60,712,387	$ 60,712,387	$ 24,065,149
Fund Total	$ 26,329,215	$ 29,586,540	$ 73,437,755	$ 73,437,755	$ 37,195,971

DIVISION SUMMARY

31955330 WATER / UTILITIES DEPARTMENT ADMINISTRATION

MISSION:
Providing environmentally sound, efficient utility service to our customers in a professional, safe manner at sustainable rates.

DESCRIPTION:
To manage, account for and administer the water system, water reclamation system and sanitation services for the City of Norman.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 744,283	$ 812,404	$ 812,404	$ 812,404	$ 804,539
Supplies & Materials	$ 3,712	$ 3,387	$ 3,387	$ 3,387	$ 3,215
Services & Maintenance	$ 38,682	$ 77,627	$ 77,627	$ 77,627	$ 69,545
Internal Services	$ 22,279	$ 24,203	$ 24,203	$ 24,203	$ 33,559
Capital Equipment	$ (1,000)	$ -	$ -	$ -	$ -
Subtotal	$ 807,956	$ 917,621	$ 917,621	$ 917,621	$ 910,858
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 183,030	$ 200,776	$ 200,776	$ 200,776	$ 208,207
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 1,203,217	$ 1,126,436	$ 1,126,436	$ 1,126,436	$ 1,542,448
Subtotal	$ 1,386,247	$ 1,327,212	$ 1,327,212	$ 1,327,212	$ 1,750,655
Division Total	$ 2,194,203	$ 2,244,833	$ 2,244,833	$ 2,244,833	$ 2,661,513

Note: See Total Utilities Department Administration for Goals, Objectives and Performance Indicators.

DIVISION SUMMARY

31950510 WATER / ENGINEERING

MISSION:

To provide quality utility service to our customers in the most efficient and professional manner possible.

DESCRIPTION:

In previous years, an Interfund transfer from the Water Fund to the General Fund was made for 25% of the salary and benefits of a Development Engineer in the Public Works Department. Beginning FYE 12, this cost is directly charged to this Water division.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 43,454	$ 45,127	$ 45,127	$ 45,127	$ 46,839
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 43,454	$ 45,127	$ 45,127	$ 45,127	$ 46,839
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 43,454	$ 45,127	$ 45,127	$ 45,127	$ 46,839

DIVISION SUMMARY

31955233 WATER / UTILITIES MODELING

MISSION:

To maintain accurate and complete GIS information relating to the City's water and wastewater assets and make that information available to support utility planning operations; to facilitate the operation of water and wastewater models to assist in determining the impact of rehabilitation and new development on the City's utility infrastructure.

DESCRIPTION:

The division provides geographic data, analyses, and services to support the Department of utilities. The division serves as technical support to City applications that consume utility data, and assists in the integration of resources requiring a geographic component. The division also supports the reporting of utility asset information as required for regulatory compliance.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	2	2	2	2	2

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 97,075	$ 102,180	$ 102,180	$ 102,180	$ 107,229
Supplies & Materials	$ 32	$ 1,375	$ 1,375	$ 1,375	$ 1,375
Services & Maintenance	$ 5,058	$ 6,175	$ 6,175	$ 6,175	$ 6,175
Internal Services	$ -	$ -	$ -	$ -	$ 2,722
Capital Equipment	$ -	$ 3,500	$ 3,500	$ 3,500	$ -
Subtotal	$ 102,165	$ 113,230	$ 113,230	$ 113,230	$ 117,501
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 102,165	$ 113,230	$ 113,230	$ 113,230	$ 117,501

*Beginning FYE 08, Salary split between Water and Water Reclamation Funds.

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / UTILITIES MODELING

GOALS:

- To maintain accurate and complete records of City's utility infrastructure to support planning and operations.
- To respond swiftly and courteously to requests for information and provide quality service.
- To promote integration among databases having a geographic component to improve the city's reporting and planning capacity.
- To improve access to GIS data for various utility divisions and maximize use.

OBJECTIVES:

- Produce appropriate informational maps and reports as interactive web mapping applications.
- Maintain water and wastewater datasets as current information.
- Reduce the time it takes to integrate utility improvements into the GIS database.
- Provide GIS configuration and asset maintenance support to the City software applications including; Tyler EAM, Advanced CIS Infinity, and City View.
- Work with field personnel to improve the accuracy and completeness of GIS databases using GPS data collection.
- Facilitate operation of water wastewater modeling programs.
- Provide support to facilitate the integration of databases, to reduce duplication of effort, and promote efficiency.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Complete all custom requests for data within 1 week or by specified deadline	100%	100%	99%	99%	99%
Complete map requests within 2 days or by specified deadline	100%	100%	99%	99%	99%
Update five water or sewer utility as-builts or incorporate 100 GPS points into the GIS database per month, depending on source availability	100%	100%	90%	100%	90%
Provide data and support to facilitate water and wastewater modeling efforts by specified deadline	100%	100%	99%	99%	99%
Provide technical support to assist Utilities Department staff in the completion of reporting for regulatory compliance by required deadlines	100%	100%	99%	99%	99%

Notes to Results Report:

GIS – Geographic Information Systems

DIVISION SUMMARY

31955350 WATER / LINE MAINTENANCE ADMINISTRATION

MISSION:

The mission of the Line Maintenance division is to manage the daily operation and maintenance of the water distribution and wastewater collection systems in such a manner that reliable, effective and efficient service is provided to the citizenry of Norman.

DESCRIPTION:

Utility Line Maintenance Administration manages two sections, Water Line Maintenance and Sewer Line Maintenance, along with capital projects relating to the construction/rehabilitation of the water and collection systems. The administrative staff oversees all expenditures related to the division and follows, local, state and federal reporting procedures. All division employees including the administrative technicians are licensed by the Oklahoma Department of Environmental Quality (ODEQ). Administrative staff administers the required ODEQ training for staff members to ensure that necessary skills are obtained to safeguard public health and safety. In FYE 25, one of the two Admin Techs in this division moved to the Sewer Line Maintenance division to more accurately spread costs.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	2
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	2

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 269,643	$ 280,787	$ 280,787	$ 280,787	$ 210,374
Supplies & Materials	$ 1,627	$ 4,093	$ 4,093	$ 4,093	$ 3,954
Services & Maintenance	$ 23,688	$ 82,477	$ 82,477	$ 82,477	$ 115,935
Internal Services	$ 8,889	$ 6,515	$ 6,515	$ 6,515	$ 8,268
Capital Equipment	$ -	$ -	$ -	$ -	$ 10,250
Subtotal	$ 303,847	$ 373,872	$ 373,872	$ 373,872	$ 348,781
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 109,815	$ 120,467	$ 120,467	$ 120,467	$ 124,924
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 109,815	$ 120,467	$ 120,467	$ 120,467	$ 124,924
Division Total	$ 413,662	$ 494,339	$ 494,339	$ 494,339	$ 473,705

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE ADMINISTRATION

GOALS:

- Manage the water and sewer maintenance sections in such a manner as to provide optimum services to the citizens of Norman.
- Arrange for annual training of all Division personnel to ensure compliance with State of Oklahoma licensing procedures and statutes.
- Adhere to state and federal guidelines for data collection and reporting.
- Prepare voluntary CMOM (Capacity, Management, Operation and Maintenance) report for the sewer system of the City of Norman for the Utilities Director.
- Process all Division-received invoices same day of receipt.
- Complete capital projects within the fiscal year.
- Manage the history of maintenance, repairs, and customer service requests utilizing the Munis asset management program.
- Continue to place a great emphasis on the proper management of its water and sewer system.

OBJECTIVES:

- Provide adequate training for all personnel.
- Provide efficient and effective assistance to citizens in resolving requests.
- Submit regulatory compliance data to state and federal agencies with rule-specific guidelines.
- Process all invoices when received to meet payment authorization schedule.
- Maintain an organized project meeting schedule to review the status of all Line Maintenance Division capital projects.
- Process all daily work report data utilizing work order system through the Munis program.
- Reduce lost time due to injuries through monthly safety training meetings.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Average number of water and sewer service requests completed per day	21	21	25	23	25
% of state and federal regulatory compliance reports mailed within rule specific guidelines	100%	100%	100%	100%	100%
% of employees certified by ODEQ	100%	100%	100%	100%	100%
% of ODEQ training hours completed	100%	100%	100%	100%	100%
Annual safety training hours	12	12	12	12	12
On the job injuries	4	6	0	5	5
Total annual cross training hours	n/a	n/a	200	350	350
% of daily work reports entered into Munis database system for asset tracking within 3 days	90%	90%	90%	90%	90%

Notes to Results Report:
ODEQ – Oklahoma Department of Environmental Quality
CMOM-Capacity, Management, Operation and Maintenance

DIVISION SUMMARY

31955251 WATER / LINE MAINTENANCE

MISSION:

The mission of the Water Section of the Line Maintenance Division is to transport clean drinking water from point sources within the distribution system to public and private users, and help provide accurate and efficient billing services for the City of Norman utility customers. The water distribution system is to be maintained in such a manner that the drinking water is safe and that adequate fire suppression supply and storage is available at all times. Public health and safety are the primary focus of this section along with employee safety and development.

DESCRIPTION:

The Water Line Maintenance Division is responsible for reading water meters and maintaining approximately 648.6 miles of water lines, 6,991 fire hydrants, and 14,151 line valves, along with 5 water storage towers. New water meter services, as well as maintenance on over 42,663 existing water meters are provided by staff in this division. Personnel are on duty from 8am to 5pm, Monday - Friday, with all personnel subject to emergency callback 24/7 to ensure public health and safety, as well as integrity of the distribution system.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	35	35	35	35	36
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	35	35	35	35	36

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 2,241,600	$ 2,422,058	$ 2,422,058	$ 2,422,058	$ 2,663,536
Supplies & Materials	$ 523,343	$ 584,673	$ 577,859	$ 577,859	$ 587,844
Services & Maintenance	$ 99,348	$ 105,401	$ 164,973	$ 164,973	$ 105,480
Internal Services	$ 228,765	$ 307,714	$ 307,714	$ 307,714	$ 291,043
Capital Equipment	$ 46,637	$ 248,175	$ 365,417	$ 365,417	$ 290,700
Subtotal	$ 3,139,693	$ 3,668,021	$ 3,838,021	$ 3,838,021	$ 3,938,603
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 915,507	$ 1,004,273	$ 1,004,273	$ 1,004,273	$ 1,041,450
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 915,507	$ 1,004,273	$ 1,004,273	$ 1,004,273	$ 1,041,450
Division Total	$ 4,055,200	$ 4,672,294	$ 4,842,294	$ 4,842,294	$ 4,980,053

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LINE MAINTENANCE

GOALS:

- Maintain an infrastructure capable of transporting an adequate supply of potable water for the purpose of consumption, irrigation and fire suppression.
- Maintain a level of service for new meter installations so as not to create unnecessary delays in construction or disruption in customer service.
- Locate underground water lines as part of the Oklahoma One-Call System, Inc. to protect the City's infrastructure.
- Maintain residential Automatic Meter Reading (AMR) water meter installation.
- Maintain a comprehensive valve and fire hydrant maintenance program.
- Provide a stable and safe working environment.

OBJECTIVES:

- Minimize disruptions in customer service, by effectively maintaining the water distribution system, water towers, and fire hydrants.
- Respond to customer service requests within 30 minutes during business hours.
- Install new meters and services in an efficient manner. (National benchmark is 15.6 hours per set; City of Norman is less than 12 hours).
- Respond to 95% of Oklahoma One-Call System, Inc. locate calls for contractors and citizens of Norman within 48 hours.
- Install AMR/AMI water meters.
- Reduce on-the-job injuries through safety and education.
- Replace 4,500 linear feet of ductile iron and cast iron pipe annually.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Average repair time: water off to water on (in hours)	0.98	1.84	2.2	1.6	2.2
Number of AMR/AMI meters installed	0	785	0	632	900
Service calls completed	5,188	5,605	5,500	5,168	5,500
Number of locates completed	8,479	4,900	6,000	4,710	6,000
Number of valves exercised	2,203	2,538	2,000	1,200	2,000
On the job injuries	1	1	1	4	0
Fire hydrants maintained	1,340	1,068	1,500	758	1,500
Hours of safety training per year/per employee	12	12	12	12	12
Feet of deteriorated water lines replaced due to age and/or undersize in urban area	1,819	5,788	3,500	500	3,500

Notes to Results Report: AMR – Automated Meter Reading; OJI – On-the-job Injury

DIVISION SUMMARY

31955331 WATER / TREATMENT PLANT ADMINISTRATION

MISSION:

The overall mission of the Water Treatment Division is to efficiently provide safe high quality potable water to the City of Norman. The function of the Administration Division of the Water Production Group is to provide administration and over-sight of the other three water production divisions: Water Treatment Plant, Water Wells and Water Laboratory.

DESCRIPTION:

The Administration Division facilitates the work of the other water production divisions by coordinating work efforts, filing required reports, ordering materials and parts, ensuring safety of the workplace and providing training.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	3	3	3	3	3
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 325,579	$ 339,540	$ 339,540	$ 339,540	$ 334,346
Supplies & Materials	$ 5,018	$ 6,633	$ 6,633	$ 6,633	$ 10,670
Services & Maintenance	$ 46,801	$ 60,256	$ 60,256	$ 60,256	$ 56,487
Internal Services	$ 45,626	$ 51,762	$ 51,762	$ 51,762	$ 44,740
Capital Equipment	$ 1,721	$ 2,500	$ 2,500	$ 2,500	$ -
Subtotal	$ 424,745	$ 460,691	$ 460,691	$ 460,691	$ 446,243
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ 750,669	$ 862,135	$ 862,135	$ 862,135	$ 888,419
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 750,669	$ 862,135	$ 862,135	$ 862,135	$ 888,419
Division Total	$ 1,175,414	$ 1,322,826	$ 1,322,826	$ 1,322,826	$ 1,334,662

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT ADMINISTRATION

GOALS:

- To ensure employee safety and work to maintain an effective training program.
- Develop a public education program that includes: web based social media and public outreach at community events.
- Minimize the cost of water while maintaining quality.
- Develop interaction with staff on ideas to improve water treatment.

OBJECTIVES:

- Retain higher skilled workers and cross train workers.
- Improve the energy efficiency of the facility.
- Protect water levels and water quality in the ground water system.
- Minimize the cost of water produced by the division.

PERFORMANCE MEASUREMENTS - RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Safety training	30	70	70	70	70
OJI	0	0	0	0	0
Tours	18	19	15	15	20
Number of people on tours	212	238	200	200	200
Job related training (personnel hours)	720	639	600	550	600
Cross training (personnel hours)	40	50	40	40	50

DIVISION SUMMARY

31955136 WATER / LABORATORY

MISSION:

- Efficiently provide and maintain a laboratory where Water Treatment Plant (WTP) staff can promptly and accurately analyze water samples for various chemical and bacterial constituents.
- Effectively communicate with WTP staff in an effort to meet all DEQ and EPA regulated constituents and reporting requirements.
- Support other divisions.
- Educate the community about water safety and quality.
- Address citizen complaints and concerns regarding water quality of private water wells and City of Norman water system.

DESCRIPTION:

- Monitor water quality testing and accept responsibility for this data on Monthly Operations Report to the Oklahoma Department of Environmental Quality (ODEQ).
- Maintain the State Certification for the Bacteriological Laboratory.
- Collect and arrange for the analysis of tap, well, and distribution system samples for bacterial and chemical contamination.
- Communicate with DEQ to coordinate sampling and data reporting.
- Analyze samples from other public water systems and the public for bacterial contamination.
- Assist the public with drinking water complaints and private well contamination questions.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	2	2	2	2	2
Part-time Positions	1	1	1	1	1
Total Budgeted Positions	3	3	3	3	3

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 167,012	$ 190,455	$ 190,455	$ 190,455	$ 202,920
Supplies & Materials	$ 93,698	$ 88,263	$ 88,263	$ 88,263	$ 103,983
Services & Maintenance	$ 94,612	$ 117,395	$ 117,395	$ 117,395	$ 106,475
Internal Services	$ -	$ 81	$ 81	$ 81	$ 2,722
Capital Equipment	$ -	$ -	$ -	$ -	$ 9,265
Subtotal	$ 355,322	$ 396,194	$ 396,194	$ 396,194	$ 425,365
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 355,322	$ 396,194	$ 396,194	$ 396,194	$ 425,365

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / LABORATORY

GOALS:

- Maintain certification from the DEQ for bacterial testing.
- Minimize the number of bacterial samples rejected due to lab error.
- Ensure the WTP and Well field meet all DEQ and EPA regulations for water quality, testing, monitoring and reporting.
- Respond to customer complaints and inquiries in a professional and timely manner.
- Maintain records of the Water Treatment testing for use by ODEQ, citizens, staff, and consultants for a minimum of 10 years.
- Maintain an organized schedule for completing all necessary sample collections and ensure staff understands all standard operating procedures to collect and carry out any analyses.

OBJECTIVES:

- Microbiology Laboratory will pass all performance tests and DEQ inspections.
- Collect all required samples, submit for analysis, and review data for accuracy.
- Submit all data to regulatory agencies within the allowed timeframe.
- Fully document all complaints, inquiries in writing and respond to each situation appropriately.
- Staff will read and understand all completed standard operating procedures, and create new procedures when they arise, as well as complete an annual Laboratory Assessment.

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Micro sample collection	103%	100%	100%	100%	100%
Data submitted	100%	100%	100%	100%	100%
Complaints responded to in person	51%	61%	50%	58%	55%
Performance tests passed	100%	100%	100%	100%	100%
Laboratory inspection deficiencies	4	no audit	no audit	no audit	no audit
Internal Audit Findings	4	10	5	15	0
Compliance Chemistry Well Sample Collection	100%	100%	100%	100%	100%
Percent of samples invalidated	23%	27%	0%	15%	0%
Percent of samples rejected	n/a	75%	0%	1.20%	0%

DIVISION SUMMARY

31955234 WATER / TREATMENT PLANT

MISSION:

To provide for the safe, efficient and effective operation and maintenance of the Water Treatment Plant.

DESCRIPTION:

The Water Treatment Plant Division maintains the Water Treatment Plant, and operates both the Treatment Plant and water wells.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	10	10	10	10	11
Part-time Positions	0	0	1	1	1
Total Budgeted Positions	10	10	11	11	12

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 734,508	$ 653,466	$ 672,466	$ 672,466	$ 679,607
Supplies & Materials	$ 2,392,848	$ 2,552,370	$ 2,558,870	$ 2,558,870	$ 2,701,120
Services & Maintenance	$ 1,568,343	$ 1,913,058	$ 1,844,058	$ 1,844,058	$ 1,978,128
Internal Services	$ 11,594	$ 8,605	$ 8,605	$ 8,605	$ 21,495
Capital Equipment	$ 3,259	$ 52,000	$ 102,000	$ 102,000	$ 22,900
Subtotal	$ 4,710,552	$ 5,179,499	$ 5,185,999	$ 5,185,999	$ 5,403,250
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 4,710,552	$ 5,179,499	$ 5,185,999	$ 5,185,999	$ 5,403,250

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / TREATMENT PLANT

GOALS:

- Operate the water plant to meet demand, maintain water quality, and monitor cost associated with chemicals, labor allocation, and electricity throughout the year.
- Maintain the water plant in good operating condition.

OBJECTIVES:

Meet all primary drinking water standards. Perform scheduled preventive maintenance. Continue to use Antero system to schedule work, document the nature of work, condition of the equipment and categorize the nature of the work (emergency or routine).

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Percentage of time tap turbidity was less than 0.1 NTU (quality)	100%	100%	100%	100%	100%
Percent of bacteriologically "Safe" compliance water samples	99.5%	98%	100%	100%	100%
Number of complaints on water quality or pressure	78	41	50	80	50
Water production, million gallons per day					
Average day	14.5	14.9	13.7	16.5	16.8
Maximum day	20.9	25.5	23	23.3	23.3
Percentage of Lake Thunderbird Allocation used during the Water Year (Oct-Sept)	100%	100%	100%	100%	100%
Number of months more than 30.4 million gallons of water was purchased from Oklahoma City	1	6	0	1	0

DIVISION SUMMARY

31930122 WATER / UTILITY SERVICES

MISSION:

To provide accurate and efficient billing services for the City of Norman utility customers; to be a customer advocate within City guidelines by providing modern, adaptable, quality focused customer support, responsive to the customers and their needs. The customer service area strives to educate customers regarding operating procedures, and to research and provide accurate and prompt information to requests made by citizens and intra-city departments.

DESCRIPTION:

In previous years an interfund transfer from the Water Fund to the General Fund was made for the salary and benefits of a Meter Reader, Meter Service Rep., and a Customer Service Rep. I in the Utility Services Division of the Finance Department. One-third of the total cost is charged here beginning in FYE 19. The other two-thirds are split between the Water and Water Reclamation Funds.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 44,436	$ 46,012	$ 46,012	$ 46,012	$ 50,350
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 44,436	$ 46,012	$ 46,012	$ 46,012	$ 50,350
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 44,436	$ 46,012	$ 46,012	$ 46,012	$ 50,350

DIVISION SUMMARY

31955335 WATER / WATER WELLS

MISSION:

To ensure the City's water wells are available to the Plant Division in order to provide potable water to the citizens and visitors of Norman.

DESCRIPTION:

The Division maintains the City's water wells in good operating condition including mowing around wells and water towers.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 98,624	$ 177,745	$ 177,745	$ 177,745	$ 312,675
Supplies & Materials	$ 92,505	$ 111,218	$ 111,218	$ 111,218	$ 123,922
Services & Maintenance	$ 814,180	$ 1,012,278	$ 1,012,278	$ 1,012,278	$ 943,109
Internal Services	$ 2,514	$ 2,360	$ 2,360	$ 2,360	$ 3,326
Capital Equipment	$ 14,327	$ 45,000	$ 45,000	$ 45,000	$ 60,000
Subtotal	$ 1,022,150	$ 1,348,601	$ 1,348,601	$ 1,348,601	$ 1,443,032
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,022,150	$ 1,348,601	$ 1,348,601	$ 1,348,601	$ 1,443,032

DIVISION SERVICE EFFORTS AND ACCOMPLISHMENTS

WATER / WATER WELLS

GOALS:

- To maintain well grounds and equipment.
- To meet all DEQ requirements for ground water wells.

OBJECTIVES:

- Perform scheduled maintenance, use the Antero database to schedule work and document nature of work, document condition and categorize the nature of work (emergency or routine).

PERFORMANCE MEASUREMENTS – RESULTS REPORT:

	FYE 22 ACTUAL	FYE 23 ACTUAL	FYE 24 PLAN	FYE 24 ESTIMATE	FYE 25 PROJECTED
PERFORMANCE INDICATORS:					
Pumps replaced	6	2	6	6	5
Annual well disinfection completion	100%	100%	100%	100%	100%
Number of total coliform positive samples collected from GWR samples	3	1	5	5	5
Number of Emergency work orders on water wells	6	2	0	0	0
Million gallons of well water produced	1,256	1,522	1,430	1,620	1,500

DIVISION SUMMARY

031 - WATER / CAPITAL PROJECTS

MISSION:

To perform capital projects funded by the Water Fund.

DESCRIPTION:

See Capital Improvements Five Year Plan FYE 25 - FYE 29 for a detailed analysis of Water Fund Capital Operations.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 6,412,858	$ 8,112,000	$ 51,786,715	$ 51,786,715	$ 14,053,000
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 6,412,858	$ 8,112,000	$ 51,786,715	$ 51,786,715	$ 14,053,000
Division Total	$ 6,412,858	$ 8,112,000	$ 51,786,715	$ 51,786,715	$ 14,053,000

DIVISION SUMMARY

31930149 WATER / DEBT SERVICE

MISSION:

To account for and monitor all the resources for and the payment of general long-term debt principal and interest.

DESCRIPTION:

An account established to record the accumulation of resources for, and the payment of, general long-term debt principal and interest of the Water Fund.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 5,401,045	$ 5,611,585	$ 5,611,585	$ 5,611,585	$ 6,206,701
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 5,401,045	$ 5,611,585	$ 5,611,585	$ 5,611,585	$ 6,206,701
Division Total	$ 5,401,045	$ 5,611,585	$ 5,611,585	$ 5,611,585	$ 6,206,701

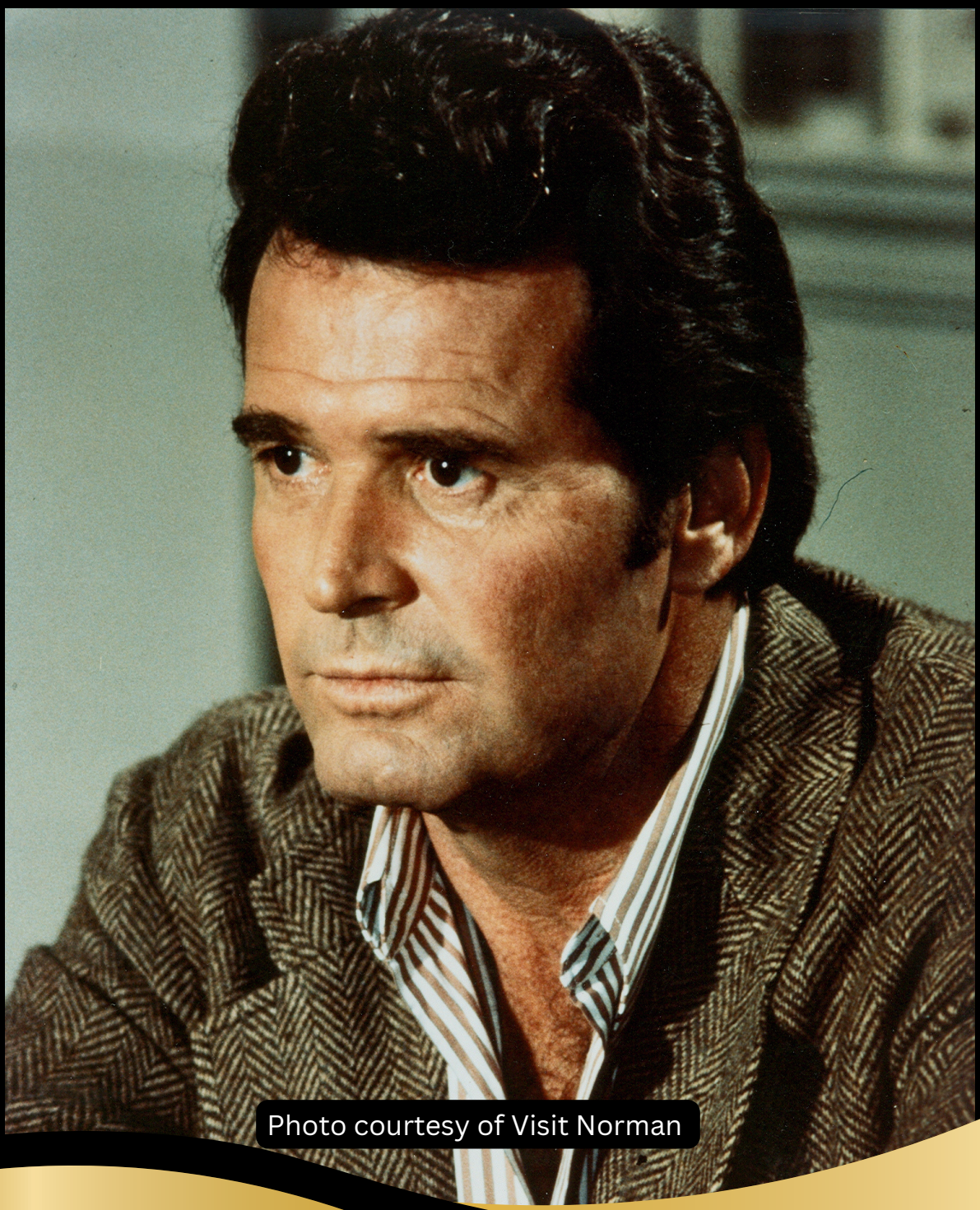


Photo courtesy of Visit Norman

INTERNAL SERVICE FUND

INTERNAL SERVICE FUNDS

The Internal Service Funds account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

FUND SUMMARY

TOTAL RISK MANAGEMENT FUND (43)

MISSION:

To administer an effective citywide Risk Management program that assists departments in developing employees motivated to work safely in a safe environment.

DESCRIPTION:

The Risk Management / Insurance Fund accounts for health insurance claims against the City including judgments and claims, workers' compensation and unemployment compensation.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 638,215	$ 1,035,696	$ 1,035,696	$ 1,035,696	$ 1,052,157
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 20,257,365	$ 15,601,963	$ 16,006,230	$ 16,006,230	$ 15,694,963
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 20,895,580	$ 16,637,659	$ 17,041,926	$ 17,041,926	$ 16,747,120
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ 73,066	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 73,066	$ -	$ -	$ -	$ -
Department Total	$ 20,968,646	$ 16,637,659	$ 17,041,926	$ 17,041,926	$ 16,747,120

DIVISION SUMMARY

43330105 HEALTH INSURANCE

MISSION:

Account for and monitor all expenditures related to employee health insurance.

DESCRIPTION:

The Health Insurance Division includes the personnel costs for the City's Benefits Specialist and health claim costs.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 95,428	$ 100,326	$ 100,326	$ 100,326	$ 106,471
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 17,942,215	$ 13,251,790	$ 13,251,790	$ 13,251,790	$ 13,251,790
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 18,037,643	$ 13,352,116	$ 13,352,116	$ 13,352,116	$ 13,358,261
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 18,037,643	$ 13,352,116	$ 13,352,116	$ 13,352,116	$ 13,358,261

DIVISION SUMMARY

43122351 JUDGMENTS AND CLAIMS

MISSION:

Account for and monitor all expenditures related to judgments and claims.

DESCRIPTION:

Established to record all expenditures throughout the fiscal year relating to judgments and claims. A judgment is defined as an amount to be paid or collected by a government as the result of a court decision. Judgments are placed on ad valorem (property) rolls and revenues are transferred from Debt Service Fund to cover claims and expenditures.

Claims are defined in the Governmental Tort Claims Act and are paid administratively or by City Council approval.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 1,083,272	$ 295,000	$ 595,000	$ 595,000	$ 295,000
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,083,272	$ 295,000	$ 595,000	$ 595,000	$ 295,000
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,083,272	$ 295,000	$ 595,000	$ 595,000	$ 295,000

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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 273,214	$ 282,670	$ 282,670	$ 282,670	$ 292,986
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 972,575	$ 542,173	$ 946,440	$ 946,440	$ 635,173
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,245,789	$ 824,843	$ 1,229,110	$ 1,229,110	$ 928,159
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,245,789	$ 824,843	$ 1,229,110	$ 1,229,110	$ 928,159

DIVISION SUMMARY

43330103 UNEMPLOYMENT COMPENSATION

MISSION:

To account for and monitor all unemployment compensation related expenditures.

DESCRIPTION:

An account established to record all unemployment compensation related expenditures throughout the fiscal year. The expenditures consist of unemployment benefits paid to separated City employees.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 28,018	$ 21,700	$ 21,700	$ 21,700	$ 21,700
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 7,113	$ 500	$ 500	$ 500	$ 500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 35,131	$ 22,200	$ 22,200	$ 22,200	$ 22,200
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 35,131	$ 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 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 241,555	$ 631,000	$ 631,000	$ 631,000	$ 631,000
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 1,052,190	$ 1,512,500	$ 1,212,500	$ 1,212,500	$ 1,512,500
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,293,745	$ 2,143,500	$ 1,843,500	$ 1,843,500	$ 2,143,500
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,293,745	$ 2,143,500	$ 1,843,500	$ 1,843,500	$ 2,143,500

Pictured left to right, brothers: Jack Bumgarner,
Jim Bumgarner (James Garner), and Charles Bumgarner.

(Photo courtesy of Terry Bumgarner, James Garner's nephew)

CAPITAL PROJECTS FUNDS

CAPITAL PROJECTS FUNDS

The Capital Projects Fund is established to account for capital projects funded with sales tax revenue. All capital projects, regardless of the source of funding, are identified and tracked in the Capital Improvements Plan document.

FUND SUMMARY

TOTAL CAPITAL PROJECTS FUND (50)

MISSION:

The mission of the Capital Projects Fund is to provide capital needs of the General Fund, supported services in accordance with City goals, policies and strategies as defined in the 2025 Land Use and Transportation Plan and the Five Year Capital Plan. Revenues are derived from the 70% of the second cent sales tax and part of the Room Tax that is dedicated to parks.

DESCRIPTION:

The Capital Improvements Fund is established to account for capital projects funded with sales tax money. Seventy percent (70%) of one cent ($.01) sales tax is set aside for capital improvements and allocated as follows: 5% contingency, 27% capital outlay (primarily used for vehicle replacements, and other general departmental capital equipment needs), 20% street projects, 7% maintenance of facilities, 5% Information Technology Infrastructure, and 36% other General Fund supporting capital projects. See the Capital Improvements Five-Year Plan FYE 25 - FYE 29 for a detailed analysis of Capital Project Fund.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,410,498	$ 1,311,545	$ 1,418,610	$ 1,418,610	$ 1,295,180
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 2,011	$ 16,499	$ 16,499	$ 16,499	$ 16,499
Internal Services	$ 200	$ 378	$ 378	$ 378	$ 7,053
Capital Equipment	$ 4,097,763	$ 4,635,671	$ 11,948,898	$ 11,948,898	$ 4,255,378
Subtotal	$ 5,510,472	$ 5,964,093	$ 13,384,385	$ 13,384,385	$ 5,574,110
Capital Projects	$ 28,188,597	$ 22,514,475	$ 81,230,255	$ 81,230,255	$ 26,210,303
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 892,514	$ -	$ 71,693	$ 71,693	$ -
Interfund Transfers	$ 6,074,019	$ 160,982	$ 637,493	$ 637,493	$ 226,265
Audit Adjust/Encumb	$ (78,682)	$ -	$ -	$ -	$ -
Subtotal	$ 35,076,448	$ 22,675,457	$ 81,939,441	$ 81,939,441	$ 26,436,568
Fund Total	$ 40,586,920	$ 28,639,550	$ 95,323,826	$ 95,323,826	$ 32,010,678

DIVISION SUMMARY

50550411 CAPITAL PROJECTS ENGINEER

MISSION:

The mission of this Division is to account for three (3) Capital Projects Engineers, a Capital Projects Manager, and a Construction Manager whose responsibility is to develop and implement capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for Capital Projects Engineers.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	5	5	5	5	5
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	5	5	5	5	5

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 1,183,317	$ 1,157,251	$ 1,157,251	$ 1,157,251	$ 1,126,734
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ 499	$ 499	$ 499	$ 499
Internal Services	$ 200	$ 378	$ 378	$ 378	$ 7,053
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 1,183,517	$ 1,158,128	$ 1,158,128	$ 1,158,128	$ 1,134,286
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 1,183,517	$ 1,158,128	$ 1,158,128	$ 1,158,128	$ 1,134,286

DIVISION SUMMARY

50120430 CAPITAL PROJECTS / FACILITY MAINTENANCE PERSONNEL

MISSION:

The mission of this Division is to account for the Facility Maintenance Superintendent who manages existing facility and maintenance projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for 15% of the Facility Maintenance Supervisor compensation due to Capital Project management. Prior to FYE 24, 85% of these salaries and benefits were paid in this division.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 93,475	$ 15,383	$ 15,383	$ 15,383	$ 22,396
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 93,475	$ 15,383	$ 15,383	$ 15,383	$ 22,396
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 93,475	$ 15,383	$ 15,383	$ 15,383	$ 22,396

DIVISION SUMMARY

50770370 CAPITAL PROJECTS / PARKS PERSONNEL

MISSION:

The mission of this Division is to account for a portion of two (2) Park Planners who manage park related capital projects per the approved five-year capital plan.

DESCRIPTION:

To efficiently account for a portion of Parks personnel related to Capital Project management.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ 129,290	$ 138,911	$ 138,911	$ 138,911	$ 146,050
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 129,290	$ 138,911	$ 138,911	$ 138,911	$ 146,050
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Division Total	$ 129,290	$ 138,911	$ 138,911	$ 138,911	$ 146,050

DIVISION SUMMARY

050 - CAPITAL PROJECTS

MISSION:

To perform capital projects and purchase capital equipment funded by the Capital Fund.

DESCRIPTION:

See Capital Improvements Five-Year Plan FYE 25 - FYE 29 for a detailed analysis of Capital Fund capital projects.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ 28,188,597	$ 22,514,475	$ 81,230,255	$ 81,230,255	$ 26,210,303
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 28,188,597	$ 22,514,475	$ 81,230,255	$ 81,230,255	$ 26,210,303
Division Total	$ 28,188,597	$ 22,514,475	$ 81,230,255	$ 81,230,255	$ 26,210,303

FUND SUMMARY

TOTAL NORMAN FORWARD SALES TAX FUND (51)

MISSION:

Norman Forward is designed to improve the quality of life in Norman through renovating, expanding, constructing, and funding projects including multiple recreational facilities, libraries, parks, athletic venues, public art, trails, and swim complexes. Norman Forward also includes traffic improvements and an extension of the existing James Garner Avenue. A citizen-initiated proposal, Norman Forward will enhance the Norman community for generations to come.

DESCRIPTION:

To efficiently receive and monitor the use of revenues received through a 15-year earmarked sales tax dedicated to 12 projects spanning the entire city at an estimated cost of $148 million, with other program expenses at an estimated cost of $55.4 million. Sales tax collections began on January 1, 2016 and will continue for 15 years.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 246,243	$ -	$ 78,389	$ 78,389	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 246,243	$ -	$ 78,389	$ 78,389	$ -
Capital Projects	$ 53,145,359	$ 5,042,767	$ 24,204,789	$ 24,204,789	$ 730,000
Cost Allocation	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 8,843,335	$ 9,598,911	$ 9,598,911	$ 9,598,911	$ 9,709,680
Interfund Transfers	$ 398,569	$ 412,998	$ 412,998	$ 412,998	$ 428,147
Audit Adjust/Encum.	$ 161,510	$ -	$ -	$ -	$ -
Subtotal	$ 62,548,773	$ 15,054,676	$ 34,216,698	$ 34,216,698	$ 10,867,827
Division Total	$ 62,795,016	$ 15,054,676	$ 34,295,087	$ 34,295,087	$ 10,867,827

FUND SUMMARY

TOTAL UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND (57)

MISSION:
Established to account for revenue generated from the University North Park Development Tax Increment District.

DESCRIPTION:
To account for the increment of sales and property taxes generated from Tax Increment District Two, University North Park.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ 108,751	$ 148,256	$ 301,243	$ 301,243	$ 148,256
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 108,751	$ 148,256	$ 301,243	$ 301,243	$ 148,256
Capital Projects	$ 100,134	$ -	$ 4,917,303	$ 4,917,303	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 100,134	$ -	$ 4,917,303	$ 4,917,303	$ -
Fund Total	$ 208,885	$ 148,256	$ 5,218,546	$ 5,218,546	$ 148,256

FUND SUMMARY

TOTAL CENTER CITY TAX INCREMENT FINANCE DISTRICT (58)

MISSION:

The Norman Center City Project Plan authorizes the allocation of Tax Increment Finance funds for public improvements projects undertaken by the City within the Center City, Increment District Number Three, project area.

DESCRIPTION:

To account for the increment of taxes generated from Tax Increment District Three, Center City.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ 218,600	$ 218,600	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Audit Adjust/Encum	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ 218,600	$ 218,600	$ -
Fund Total	$ -	$ -	$ 218,600	$ 218,600	$ -

FUND SUMMARY

TOTAL ARTERIAL ROADS RECOUPMENT FUND (78)

MISSION:

To provide for the recoupment of costs associated with improvements to arterial roads.

DESCRIPTION:

To account for periodic transfers from the Capital Fund for construction of arterial road improvements, and to account for those costs to be recovered from adjacent property owners.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Audit Adjustments	$ -	$ -	$ -	$ -	$ -
Interfund Transfers	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Fund Total	$ -	$ -	$ -	$ -	$ -

PUBLIC SAFETY SALES TAX FUND
FYE 25 Capital Improvement Projects Budget

Account Number	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
Bond Funded Expenditures									
15695523	**BP0029**	**Emergency Communications Center**	4,317,126	-	-	-	-	-	-
		Subtotal Bond Expenditures	**$ 4,317,126**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Pay-go Funded Expenditures									
15665143	FT0004	Fire Apparatus Replacement	4,185,622	-	-	-	-	-	-
15-		Capital Outlay	2,423,714	383,770	1,705,093	-	-	-	-
15-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	-
		Subtotal Pay-go Funded Expenditures	**$ 6,609,336**	**$ 383,770**	**$ 1,705,093**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL PSST FUND 15 Expenditures	**$ 10,926,462**	**$ 383,770**	**$ 1,705,093**	**$ -**	**$ -**	**$ -**	**$ -**

CDBG FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
21240297	GC0072	CDBG Land Acquisition RFPs	25,000	-	-	-	-	-	-
21240007	GC0080	Original Townsite Street Improvements B19	246,032	-	-	-	-	-	-
21240011	GC0084	Senior Center Kitchen Rehabilitation	45,186	-	-	-	-	-	-
21240011	GC0085	Non-Profit Rehabilitation B-20	1,817	-	-	-	-	-	-
21240023	GC0091	Senior Center Kitchen Rehab FYE 23	70,000	-	-	-	-	-	-
21240303	GC0094	Affordable Rental Housing - ARPA	1,226,908	-	-	-	-	-	-
21240027	GC0095	FY 24 Habitat Acquisition	40,000	-	-	-	-	-	-
21240028	GC0096	FY 24 NHA Land Acquisition	200,615	-	-	-	-	-	-
21240029	GC-	FYE 25 Habitat Acquisition	-	40,000	-	-	-	-	-
21240027	GC-	FYE 25 NHA Land Acquisition	-	100,000	-	-	-	-	-
		TOTAL CDBG FUND 21 PROJECTS	**$ 1,855,558**	**$ 140,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

SPECIAL GRANTS FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
22695523	BG0083	Emergency Operations Center ARPA	9,162,679	-	-	-	-	-	-
22550480	BG0085	Bus Stops, New	120,000	-	-	-	-	-	-
22550480	BG0086	City Hall Electric Vehicle Charging Station	186,000	-	-	-	-	-	-
22596688	BG0087	Traffic Management Center PayGo	378,548	-	-	-	-	-	-
22590303	BG0260	Northbase Ph2 Vehicle Wash Facility	350,146	-	-	-	-	-	-
22595528	DR0020	The Vinyeard Detn Draing	499,633	-	-	-	-	-	-
22592214	DR0022	Norman Midway Drive Project Scoping	31,447	-	-	-	-	-	-
22592214	DR0023	Norman Flood Warning System Development	20,715	-	-	-	-	-	-
22595303	DR0062	Imhoffe Creek Stabilization	3,000,000	-	-	-	-	-	-
22790074	PC0025	Sutton Wilderness Rec Trails Grant	85,700	-	-	-	-	-	-
22796638	PR0026	Firehouse Art Center Addition	325,000	-	-	-	-	-	-
22799966	PR0212	Tree Program Matching Funds	10,000	-	-	-	-	-	-
22590079	TR0051	12th Ave NE & High Meadows	1,630,682	-	-	-	-	-	-
		TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**$ 15,800,550**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

ROOM TAX FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
23798815	RT0008	12th Avenue Tennis Court Renovation	870	-	-	-	-	-	-
23798814	RT0087	Sooner Theatre Seat Replace & Interiors (matc	39	-	-	-	-	-	-
23796627	RT0090	Historic Museum Parking	4,843	-	-	-	-	-	-
23793364	RT0091	Westwood Tennis Center Improvements	155,308	250,000	-	-	-	-	-
23794442	RT0092	Westwood Park Masterplan	25,000	-	-	-	-	-	-
		TOTAL ROOM TAX FUND 23 PROJECTS	**$ 186,060**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

PUBLIC TRANSPORTATION FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
27590078	BG0084	North Base EV Charger - FTA	284	-	-	-	-	-	-
		TOTAL TRANSIT FUND 27 PROJECTS	**$ 284**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

WESTWOOD PARK FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
29793372	PC0029	Westwood Golf Improv - Bentley Donation	57,765	-	-	-	-	-	-
		TOTAL WESTWOOD FUND 29 PROJECTS	**$ 57,765**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

WATER FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
		WATER DISTRIBUTION SYSTEM							
31993360	WA0173	Master Meters Installation	322,529	-	-	-	-	-	-
31993395	WA0201	Backflow Prevention Program	63,215	-	-	-	-	-	-
31993360	WA0239	WL Improvements: Segment D 24" Phase 4	2,223,315	-	-	1,500,000	-	-	-
31996683	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	77,696	-	-	-	-	-	-
31996683	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	4,245,751	2,000,000	500,000	-	4,500,000	4,500,000	-
31993360	WA0246	Water Line Replacement: Parsons Addition	1,018,644	-	-	-	-	-	-
31999942	WA0337	Asset Management Plan	121,500	-	-	-	-	-	-
31995521	WA0338	Water Line Replacement: Classen/Flood, Highway 9 to Ind	2,893,027	400,000	5,270,000	3,340,000	5,050,000	6,840,000	-
31996683	WA0339	Water Line Replacement: Sooner Mall	58,217	-	-	-	-	-	-
31993360	WA0348	Corporate Addition Utilities	151,200	-	-	-	-	-	-
31993360	WA0349	Water Line Improvements-Segment B (24th NE: Robinson t	324,900	-	-	100,000	443,000	-	-
31993361	WA0351	Water Meter Automatic Metering Infrastructure (AMI)	3,796,315	-	-	-	-	-	-
31996683	WA0352	WL Replacement Southlake Addition	2,818,807	-	-	-	-	-	-
31996683	WA0353	Water Line Replacement: Jenkins Replacement	1,140,942	-	-	-	-	-	-
31996683	WA0354	Water Line Replacement: Porter Replacement	13,540	-	-	-	-	-	-
31995521	WA0363	Water Line Replacement: Fire Hydrant and Valve Replacen	259,658	100,000	100,000	100,000	100,000	100,000	-
31993395	WA0365	GIS As-Built Linking	90,075	-	-	-	-	-	-
31993346	WA0371	Crest Place - FY22 Urban SVC WL	104,000	-	-	-	-	-	-
31993346	WA0372	Blessing Court FY22 Urban SVC WL	16,000	-	-	-	-	-	-
31993346	WA0373	Jackson DR - FY22 Urban SVC WL	55,000	-	-	-	-	-	-
31993346	WA0377	Morren Dr - Urban SVC WL	66,000	-	-	-	-	-	-
31996683	WA0379	Water Line Replacement: Danfield -B/w Brookhaven	810,000	-	-	-	-	-	-
31993360	WA0380	Water Line Replacement: Tecumseh, 24th Ave NW to Jour	5,028,400	-	-	-	-	-	-
31993346	WA0381	Urban Service Area Waterlines FY 23	218,013	-	-	-	-	-	-
31993346	WA0383	Urban Service Area Waterlines FY 24	262,000	-	-	-	-	-	-
31996684	WA0384	Lead Service Line Inventory and Replacement	1,550,000	1,150,000	400,000	1,150,000	650,000	500,000	-
31993388	WA0385	Water Studies for Comp Plan	480,000	-	-	-	-	-	-
31993360	WA0386	42" WL Emergency Repair	150,000	-	-	-	-	-	-
31-	WA-	Westwood Estates Water Line Replacement	-	180,000	-	1,950,000	-	-	-
31-	WA-	Urban Service Area Water Line Projects	-	-	203,000	183,000	242,000	250,000	250,000
31-	WA-	Carter Water Line Replacement	-	120,000	1,500,000	-	-	-	-
31-	WA-	Water Line Replacement Hall Park Phase 2	-	-	-	1,162,000	-	-	-
31-	WA-	Water Line Replacement Flood Avenue	-	-	-	500,000	2,000,000	-	-
31-	WA-	Water Line Replacement: 24th NE Lindsey-Beaumont	-	-	-	-	959,000	-	-
31-	WA-	Water Line Replacemen: Alameda, 24th NE To Carter	-	-	-	-	-	-	8,330,000
31-	WA-	Water Line Replacement West Main: Berry-Interstate Dr	-	-	-	-	-	1,530,000	6,040,000
31-	WA-	Royal Oaks Water Line Replacement	-	180,000	2,000,000	-	-	-	-
31-	WA-	Water Line Maintenance Plan: 40 Year Duration	-	-	-	-	-	-	133,250,000
		Subtotal Water Distribution System Projects	**$ 28,358,744**	**$ 4,130,000**	**$ 9,973,000**	**$ 9,985,000**	**$ 13,944,000**	**$ 13,720,000**	**$ 147,870,000**
		WATER TOWERS							
	WA	Water Tower - New SE Tower	-	-	-	-	-	-	3,500,000
31993345	WA0182	Water Tower - Lindsey Tower	350,000	-	-	-	-	-	-
31993345	WA0294	Water Tower- Hall Park Tower	100,000	-	-	-	-	-	-
31993354	WA0364	Water Tower - Boyd Tower	376,500	-	-	230,000	-	856,000	-
31993345	WA0382	Water Tower - Robinson Tower	7,500	773,000	-	-	-	-	-
		Subtotal Water Tower Projects	**$ 834,000**	**$ 773,000**	**$ -**	**$ 230,000**	**$ -**	**$ 856,000**	**$ 3,500,000**
		WATER WELL IMPROVEMENTS							
31993345	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	198,476	-	-	-	-	-	-
31993345	WA0235	Water Well: 2015 Well Field Development (paygo)	136,141	-	-	-	-	-	-
		Subtotal Water Well and Distribution System Projects	**$ 334,617**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		WATER TREATMENT PLANT							
31993398	WA0214	WTP Well Field Blending	1,447,454	7,000,000	-	-	-	-	-
31999939	WA0248	WTP Fiber Expansion	55,000	-	-	-	-	-	-
31999939	WA0249	WTP SCADA Improvements	897	150,000	-	-	-	-	-
31999939	WA0291	WTP Improvement Phase 1	129,638	-	-	-	-	-	-
31999939	WA-	WTP Improvement Phase 2B	-	2,000,000					
31995521	WA0329	New Building for Line Maintenance (match)	1,978,154	-	-	-	-	-	-
31993395	WA0359	Corrosion Control Study	175,000	-	-	-	-	-	-
31993395	WA0360	Cyber & Physical Security Assessment (Split 50/50 betwe	113,749	-	-	-	-	-	-
31993395	WA0362	WTP Sludge Disposal Study	100,000	-	-	-	-	-	2,000,000
31993395	WA0370	WTP: Solar Array	24,500	-	-	-	-	-	-
31993395	WA0375	WTP: Clarifier 1 and 2 rehab	424,421	-	-	-	-	-	-
31993395	WA-	Update Wate Supply Plan	-	-	-	500,000	-	-	-
31993395	WA-	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,800
31993395	WA0376	WTP: Filter 1-4 Influent Pipe rehab	80,000	-	500,000	-	-	-	-
		Subtotal WTP Other Projects	**$ 4,528,813**	**$ 9,150,000**	**$ 500,000**	**$ 500,000**	**$ -**	**$ 12,536,200**	**$ 89,188,800**
		URBAN SERVICE AREA WATER LINES							
31993346	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
31993346	WA0341	Kiowa Way: Hunting Horse Tr to dead end cul de sac	29,000	-	-	-	-	-	-
31993346	WA0342	W. Brooks St: Berry Rd to Wylie Rd	103,000	-	-	-	-	-	-
		Subtotal Urban Service Area Water Line Projects	**$ 210,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		HOT SOILS WATER LINE REPAIR PROGRAM							
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	**$ 34,366,174**	**$ 14,053,000**	**$ 10,473,000**	**$ 10,715,000**	**$ 13,944,000**	**$ 27,112,200**	**$ 240,558,800**
		WATER BOND PROJECTS							
31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)	2,282,267	-	-	-	-	-	-
31999938	WB0291	WTP: Phase 2 Improvements	40,160	-	-	-	-	-	-
31999361	WB0351	WaterMeters, Advance Infrastr-Bond	14,999,980	-	-	-	-	-	-
		Subtotal Bond Expenses for 2006 Water Bond Projects	**$ 17,322,407**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL ALL WATER FUND 31 PROJECTS	**$ 51,688,581**	**$ 14,053,000**	**$ 10,473,000**	**$ 10,715,000**	**$ 13,944,000**	**$ 27,112,200**	**$ 240,558,800**

WATER RECLAMATION FUNDS
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
32-	WW-	Water Reclamation Facility Upgrades	-	2,000,000	-	2,000,000	-	-	-
32-	WW-	WRF Drying Bed	-	-	170,000	-	-	-	-
32-	WW-	Westside Lift Station Roof	-	-	-	-	55,000	-	-
32-	WW-	WestWRF Main Control Buidling Roof	-	-	-	-	-	-	360,000
32999942	WW0173	WRF Environmental Services Building Roof	-	-	-	-	55,000	-	-
32999942	WW0177	WW Conn Fee/Excise Tax Assessment	13,551	-	-	-	-	-	-
32993394	WW0205	WRF Non-Potable Reuse System	314,289	-	-	-	-	-	3,700,000
32993363	WW0312	Sludge Co-Composting	21,874	-	-	1,035,000	-	-	-
32990048	WW0317	WRF Re-Use Pilot Study	383,824	-	-	-	-	-	-
32999911	WW0318	WRF Storage Building	35,932	-	850,000	-	-	-	-
32999911	WW0319	WRF Septage Receiving Station	800	-	-	-	-	500,000	-
32999911	WW0323	WRF Blower Building Roof Replacement	-	-	-	-	132,000	-	-
32999911	WW0325	WRF Main Control Building Renovation	151,785	-	3,000,000	-	-	-	-
32999911	WW0326	Centrifuge Replacement	3,249,374	-	-	-	-	-	-
32995521	WW0329	Line Maintenance Building (match)	1,937,709	-	-	-	-	-	-
32999911	WW0331	WRF Solar Array	87,481	-	-	-	-	-	-
32999911	WW0332	Aeration Basin Turbo Blower Replacement	820,000	1,800,000	-	-	-	-	-
32999911	WW0336	Digester 3 Roof Replacement	250,000	-	-	-	-	-	-
		TOTAL WATER RECLAMATION FUND 32 PROJECTS	**$ 7,266,619**	**$ 3,800,000**	**$ 4,020,000**	**$ 3,035,000**	**$ 242,000**	**$ 500,000**	**$ 4,060,000**

SEWER MAINTENANCE FUNDS
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
32190048	WW0091	Replace Lift Station D Force Main-Phase 2	1,021,499	-	-	-	-	-	-
32190048	WW0174	Bishop Interceptors (match)	2,570,000	-	-	-	-	-	-
32193338	WW0178	SS Aerial Crossing: HWY 9 & OliverWood	384,033	-	-	-	-	-	-
32199974	WW0248	SS Emergency Repairs	552,499	100,000	100,000	100,000	100,000	100,000	-
32193338	WW0316	Sewer Maint Projects FY18	2,759,265	-	-	-	-	-	-
32193338	WW0321	Sewer Maint Projects FY19	5,737,603	-	-	-	-	-	-
32190048	WW0328	Brookhaven Creek Interceptors	450,000	-	-	-	-	-	-
32193338	WW0330	12th Ave NE Manhole Replacements	188,115	-	-	-	-	-	-
32193338	WW0334	Sewer Maint Projects FYE 2022	2,620,000	800,000	-	-	-	-	-
32192236	WW0335	Sewer Lift Station Rehab: Ashton Grove	45,100	-	-	-	-	-	-
32193338	WW0337	Sewer Maint Projects FYE 2024	150,000	4,900,000	-	-	-	-	-
32192236	WW0338	Sewer Lift Station Rehab: Sutton Place	60,000	-	-	-	-	-	-
32192236	WW0339	Healthplex Lift Station SCADA Improve	20,000	-	-	-	-	-	-
32192236	WW-	Sewer Lift Station Rehab - Sutton Place	-	80,000	-	-	-	-	-
		TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**$ 16,558,114**	**$ 5,880,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ -**

NEW DEVELOPMENT EXCISE FUNDS
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
32290048	WW0174	Bishop Creek Interceptors	139,700	-	-	-	-	-	1,791,700
32290048	WW0179	WW Master Plan	629,405	-	-	-	-	-	-
32290048	WW0308	SE Lift Station Payback	902,000	-	-	6,000,000	-	-	-
32299911	WW0326	WRF Dewatering Centrifuge Replacement	1,331,600	-	-	-	-	-	-
32290048	WW0328	Brookhaven Creek Interceptors	100,000	-	-	-	-	-	2,181,500
32290722	WW0348	Corporation Addition Utilities	276,400	-	-	-	-	-	-
32290722	WW-	4.5 MGD North WRF	-	-	-	-	-	-	50,200,000
TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS			**$ 3,379,105**	**$ -**	**$ -**	**$ 6,000,000**	**$ -**	**$ -**	**$ 54,173,200**

SANITATION FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
33999975	SA0005	Transfer Station Renovation	1,979,629	-	-	-	-	-	-
33999975	SA0012	Household Hazardous Waste Facility	105,125	-	-	-	-	-	-
33999975	SA0014	Compost Area Pad Improvements	196,388	-	-	-	-	-	-
33999975	SA0019	Compost Facility Scale House	365,794	-	-	-	-	-	-
33999975	SA0021	New Sanitation Facility	160,575	-	-	-	-	-	-
33999975	SA0022	West Norman Recycle Center	98,950	-	-	-	-	-	-
33999975	SA0024	Sanitation Storage Building	50,000	600,000	-	-	-	-	-
33999975	SA0025	Sanitation Cost of Service Study	60,000	-	-	-	-	-	-
33999975	WW0312	WRF Class A Sludge Improvements	21,874	-	-	-	-	-	-
		TOTAL SANITATION FUND 33 PROJECTS	**$ 3,038,335**	**$ 600,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
I. CAPITAL OUTLAY (Approximately 27% by Formula)									
50930194		**Capital Outlay (27% of Capital Sales Tax)**	4,635,671	4,255,378	4,822,952	4,919,411	5,017,799	5,118,155	-
**SUBTOTAL CAPITAL OUTLAY			**$ 4,635,671**	**$ 4,255,378**	**$ 4,822,952**	**$ 4,919,411**	**$ 5,017,799**	**$ 5,118,155**	**-**
II. STREET MAINTENANCE (Approximately 20% by Formula)									
50593369	SC0725	Alley Repair Program FY 22	9,535	-	-	-	-	-	-
50593369	SC0747	Alley Repair Program FY 24	200,000	-	-	-	-	-	-
50593369	SC-	Alley Repair Program FY 25	-	200,000	200,000	200,000	200,000	200,000	
		Asphalt Pavt Maint							
50595511	SC0748	24th Ave. NE:Tecumseh Rd to Rock Creek	314,543	-	-	-	-	-	-
50595511	SC0749	48th Ave NE: Robinson St. to Rock Creek	375,588	-	-	-	-	-	-
50595511	SC0750	144th Ave NE: Franklin Rd to North End	131,246	-	-	-	-	-	-
50595511	SC0751	60th Ave SE: Alameda St to Lindsey St	258,500	-	-	-	-	-	-
50595511	SC0752	E Franklin Rd: 156th Ave NE to 144th Ave NE	273,637	-	-	-	-	-	-
50595511	SC0753	60th Ave SE: Post Oak Rd to Etowah Rd	116,363	-	-	-	-	-	-
50595511	SC0754	Infrastructure Data Collection/Testing FYE 24	32,500	-	-	-	-	-	-
50595511	SC-	36th Ave SE: Lindsey-Alameda	-	258,838	-	-	-	-	-
50595511	SC-	Cinnamon Run: Allsprice Run-Nutmeg	-	202,591	-	-	-	-	-
50595511	SC-	144th Ave NE: Indian Hills-Bethel	-	255,487	-	-	-	-	-
50595511	SC-	84th Ave SE: HWY 9	-	324,736	-	-	-	-	-
50595511	SC-	Citywide Asphalt	-	303,225	1,502,377	1,502,377	1,502,377	1,502,377	
50595511	SC-	Infrastructure Data Collection/Testing FYE 25	-	32,500	-	-	-	-	-
		Asphalt Paver Patch							-
50596692	SC0648	East Interstate Dr: Main to Robinson	101,508	-	-	-	-	-	-
		Concrete Pavement Maintenance							
50597718	SC0671	Lindsey St: 12th SE to Creekside	95,000	-	-	-	-	-	-
50597718	SC0672	Rock Creek: Flood to Stubbeman	105,000	-	-	-	-	-	-
50597718	SC0714	Larsh's Addition	40,000	-	-	-	-	-	-
50597718	SC0718	Universal Heights	40,000	-	-	-	-	-	-
50597718	SC0719	Sherwood Forest	20,500	-	-	-	-	-	-
50597718	SC0737	Reeds Addition (College Ave-Brooks to Cruce St)	77,825	-	-	-	-	-	-
50597718	SC0755	Savannah Addition: Halray Dr	87,221	-	-	-	-	-	-
50597718	SC0756	Lakeview Terrace Addition: Stanton Dr	46,485	-	-	-	-	-	-
50597718	SC0757	Floyd Addition: Hoover St	61,452	-	-	-	-	-	-
50597718	SC0758	Casterock Addition: Castlerock Rd	30,105	-	-	-	-	-	-
50597718	SC0759	Castlerock Addition #4: Brownwood Ln	38,344	-	-	-	-	-	-
50597718	SC0760	Castlerock Addition #5: Bridge Port Ln	24,393	-	-	-	-	-	-
50597718	SC0761	Misc. Citywide Concrete Repair Locations	75,000	-	-	-	-	-	-
50597718	SC0762	Infrastructure Data Collection/Testing	12,500	-	-	-	-	-	-
50597718	SC0764	Reed Avenue Improvements	25,000	550,000	1,017,480	-	-	-	-
50597718	SC-	Park Drive: West Main-Symmes	-	70,000	-	-	-	-	-
50597718	SC-	Wildwood Green Addition	-	50,000	-	-	-	-	-
50597718	SC-	Parkway Drive: Interstate Dr-26th	-	75,000	-	-	-	-	-
50597718	SC-	Boardwalk:Interstate Dr-median	-	20,000	-	-	-	-	-
50597718	SC-	Misc. Citywide Concrete Repair Locations FY 25	-	148,000	375,500	375,500	375,500	375,500	-
50597718	SC-	Infrastructure Data Collection/Testing FY 25	-	12,500	-	-	-	-	-
50590051	SC0630	Concrete Valley Gutter Project FYE 2018	12,138	-	-	-	-	-	-
50590051	SC0654	Concrete Valley Gutter Project FYE 2019	51,008	-	-	-	-	-	-
50590051	SC0726	Concrete Valley Gutter Program	150,000	-	-	-	-	-	-
50596686	SC0727	Crack Seal Program FY 22	143,299	-	-	-	-	-	-
50596686	SC0763	Crack Seal FY 24	225,000	350,000	225,000	225,000	225,000	225,000	-
		Rural Roads Improvements							
50596696	SC0696	36th Ave NE	108,719	-	-	-	-	-	-
		Subtotal Street Maintenance Projects	**$ 3,282,409**	**$ 2,852,877**	**$ 3,320,357**	**$ 2,302,877**	**$ 2,302,877**	**$ 2,302,877**	**$ -**
III. INFORMATION TECHNOLOGY INFRASTRUCTURE (Approximately 5% by Formula)									
50-	TBD	Enterprise Hardware Infrastructure	-	600,000	-	-	-	-	-
50-	TBD	Enterprise Software Infrastructure	-	275,000	-	-	-	-	-
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			**$ -**	**$ 875,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
IV. MAINTENANCE OF EXISTING FACILITIES (Approximately 7% by Formula)									
50196677	EF0012	Park Parking Lots & Sidewalks Maintenance	54,001	65,000	-	-	-	-	-
50196677	EF0017	Sports Field Relighting	14,623	30,000	-	-	-	-	-
50196677	EF0062	Playground component replacement	34,240	30,000	-	-	-	-	-
50196677	EF0124	Park Sign & Fence Maintenance	25,000	25,000	-	-	-	-	-
50196677	EF0169	Painting Municipal Complex	50,000	-	-	-	-	-	-
50196677	EF0173	Recreation Center Interior Renovations	25,000	-	-	-	-	-	-
50196677	EF0180	Fire Administration Remodel	1,548	-	-	-	-	-	-
50196677	EF0187	Park Electrical Services Maintenance	5,000	10,000	-	-	-	-	-
50196677	EF0193	Sooner Theater Sign and Marquee Repairs	379	-	-	-	-	-	-
50196677	EF0197	Park Shelter,Restroom & Structure Maintenance	20,000	20,000	-	-	-	-	-
50196677	EF0225	Building C Restroom renovation	50,000	-	-	-	-	-	-
50196677	EF0226	Fire Station 4 - Rehabilitation	1,516	-	-	-	-	-	-
50196677	EF0227	Room in Police Building B	22,500	-	-	-	-	-	-
50196677	EF0229	Fire Station Overhead Doors	57,713	-	-	-	-	-	-
50196677	EF0230	Fire Station 9 Repairs	46,590	-	-	-	-	-	-
50696677	EF0231	Station 7 Apparatus Bay Heaters	14,520	-	-	-	-	-	-
50696677	EF0232	Fire Training Center Remodel	50,000	-	-	-	-	-	-
50696677	EF0233	Fire Station 2 Drop Celing	28,792	-	-	-	-	-	-
50696677	EF0234	Fire Station 4 Kitchen	14,500	-	-	-	-	-	-
50696677	EF0235	Fire Station 5 Flooring	7,500	-	-	-	-	-	-
50796677	EF0236	12th Ave Rec Center Improvements	60,000	45,000	-	-	-	-	-
50796677	EF0237	Westwood Aquatic Annual Maintenance	25,000	-	-	-	-	-	-
50196677	EF0238	City Facility Emergency Action Plan	70,000	-	-	-	-	-	-
50796677	EF0239	Historical House Exterior Paint & Repairs	150,000	-	-	-	-	-	-
50196677	EF0240	HVAC Automation	50,000	75,000	-	-	-	-	-
50696677	EF0241	PD Patol Briefing Room Floor	30,000	-	-	-	-	-	-
50696677	EF0242	PD Training Faciity Updates/HVAC	75,883	44,000	-	-	-	-	-
50595540	EF1002	Building Maintenance - Roofs	250,054	150,000	-	-	-	-	-
50595540	EF1003	Building Maintenance - Mechanical/HVAC	61,265	100,000	-	-	-	-	-
50595540	EF1004	Building Maintenance - Lighting	6,244	25,000	-	-	-	-	-
50595540	EF1008	Capital Plumbing Replacement	25,000	25,000	-	-	-	-	-

CAPITAL FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
50-	EF-	Library Backup Battery	-	15,000	-	-	-	-	-
50-	EF-	Library Furniture Replacement	-	50,000	-	-	-	-	-
50-	EF-	City Hall Floors	-	210,000	-	-	-	-	-
50-	EF-	Westwood Golf and Tennis Shop	-	65,000	-	-	-	-	-
50-	EF-	Facility Maintenance Emergency Repairs	-	241,877	-	-	-	-	-
50595540	EF1009	Mold Remediation and Reconstruction	254,250	-	-	-	-	-	-
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			$ 1,581,118	$ 1,225,877	$ -	$ -	$ -	$ -	$ -
V. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO									
		TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING							
50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975	-	-	-	-	-	-
50593387	SR0101	Site #9 Post Oak/108E/120E	20,650	-	-	-	-	-	-
50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572	-	-	-	-	-	-
50593387	SR0104	Site #28 72ndNE/Tecumseh	114,268	-	-	-	-	-	-
50593387	SR0110	Franklin: 26th E-48th E	3,414	-	-	-	-	-	-
50593352	TR0042	Hwy 9/Little River Bridge	1,605	-	-	-	-	-	-
50590079	TR0051	12th Ave. NE & Highmeadows Dr.	414,549	-	-	-	-	-	-
50590076	TR0057	Classen Blvd Signals	9,455	-	-	-	-	-	-
50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523	-	-	-	-	-	-
50590076	TR0061	12th SE & Triad Village Signal	71,252	-	-	-	-	-	-
50590076	TR0064	Flood Ave & Venture Drive Signal	254,310	-	-	-	-	-	-
50591169	TR0066	Railroad Quiet Zone	14,062	-	-	-	-	-	-
50595535	TR0068	ODOT Audit Adjustments	417,493	100,000	100,000	100,000	100,000	100,000	100,000
50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	525,604	-	670,000	-	-	-	-
50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000	-	-	-	-	-	-
50590076	TR0102	36th Ave NW & Crail Dr Signal	28,252	-	-	-	-	-	-
50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	214,363	-	-	-	-	-	-
50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	192,480	-	-	-	-	-	-
50590076	TR0108	36th Ave NW & Tecumseh Road	133,712	204,995	-	-	-	-	-
50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	17,123	-	-	-	-	-	-
50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	190,800	-	-	-	-	-	-
50596688	TR0111	Constitution Street Multi-Modal Path Extension	26,456	-	-	-	-	-	-
50596688	TR0112	Flood Avenue Multi-Modal Path	627,256	-	-	-	-	-	-
50597712	TR0113	Flood Sidewalk: Gray-Acres	4,168	-	-	-	-	-	-
50596611	TR0114	Tecumseh, Flood and Robinson Wayfinding	355,410	240,000	-	-	-	-	-
50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	21,283	-	-	-	-	-	-
50593357	TR0120	Technology Place street extension	550,000	-	-	-	-	-	-
50590689	TR0124	Traffic Management Center	11,695	-	-	-	-	-	-
50596688	TR0125	Hwy9 MultiModal Path 48th-72nd	223,162	529,492	-	-	-	-	-
50595552	TR0192	Jenkins: Imhoff-Lindsey Paygo	162,000	-	-	-	-	-	-
50594405	TR0419	James Garner: Acres-Duffy Paygo	235,341	-	-	-	-	-	-
		Subtotal Transp w/ Fed'l Funds	**$ 5,252,233**	**$ 1,074,487**	**$ 770,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**
		TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING							
50593373	CD0001	Community/Neighborhood Improvements	280,818	100,000	100,000	100,000	100,000	100,000	-
50593378	SC0659	Driveway Repair Program	20,889	10,000	10,000	10,000	10,000	10,000	10,000
50592206	TC0038	ADA Compliance Audit and Repair	730,739	300,000	300,000	300,000	300,000	300,000	300,000
50593391	TC0047	Regional Transportation Authority	348,950	215,033	215,033	-	-	-	-
50594407	TC0155	Sidewalk Horizontal Saw Cut Program	49,487	40,000	40,000	40,000	40,000	40,000	40,000
50596688	TC0158	Monument Signs	175,000	225,000	-	-	-	-	-
50597712	TC0159	Rock Creek & Ward 7 Sidewalks	216,635	-	-	-	-	-	-
50590073	TC0230	Traffic Calming	130,253	50,000	50,000	50,000	50,000	50,000	-
50593316	TC0238	Sidewalk Accessibility	44,561	45,000	45,000	45,000	45,000	45,000	45,000
50593317	TC0249	Sidewalk Prog Schools & Arterials	113,403	100,000	100,000	100,000	100,000	100,000	100,000
50596687	TC0254	Bridge Maintenance Program	1,462,457	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-
50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	12,884	-	-	-	-	-	-
50591179	TC0262	Sidewalks & Trails	720,589	140,000	140,000	140,000	140,000	140,000	140,000
50594406	TC0270	Street Striping	278,694	100,000	100,000	100,000	100,000	100,000	-
50590052	TC0273	Citywide Sidewalk Reconstruction	186,989	125,000	125,000	125,000	125,000	125,000	125,000
50597716	TC0274	Downtown Area Sidewalks & Curbs	53,930	50,000	50,000	50,000	50,000	50,000	50,000
50592206	TC0278	ADA Building & Park Evaluation	1,650	-	-	-	-	-	-
50596688	TC0279	Historical Markers	64,939	30,000	-	-	-	-	-
50592206	TC0280	Acres Street Inset Parking	18,453	-	-	-	-	-	-
50596687	TC0282	Bridge Program Site Discovery	469,503	-	-	-	-	-	-
50596688	TC0284	Festival Street Bollards Pilot	131,633	-	-	-	-	-	-
		Subtotal Transp City Funds Only	**$ 5,512,456**	**$ 2,530,033**	**$ 2,275,033**	**$ 2,060,000**	**$ 2,060,000**	**$ 2,060,000**	**$ 810,000**
BUILDINGS AND GROUNDS									
50196644	BG0046	Signage Replacement Municipal Complex	200,000	-	-	-	-	-	-
50195556	BG0047	Access Control System Consolidation/Migrations	1,945	-	-	-	-	-	-
50195556	BG0060	City Fiber Infrastructure Repair & Expansion	51,167	-	-	-	-	-	-
50195556	BG0063	City Website Design and Mobile App	66,000	-	-	-	-	-	-
50196644	BG0067	201 W Gray Admin Building Generator	165,000	-	-	-	-	-	-
50195529	BG0070	ERP Replacement Project (2017 Loan)	737,659	-	-	-	-	-	-
50193365	BG0071	Core Network Switches Replace	265,790	210,000	210,000	210,000	-	-	-
50495533	BG0074	GIS Mapping Update	130,519	225,000	-	225,000	-	225,000	-
50196644	BG0075	Municipal Complex Reno/Expansion (PayGo)	4,818,438	-	-	-	-	-	-
50196644	BG0078	Building A Generator	121,000	-	-	-	-	-	-
50590078	BG0081	Northbase EV Chargers	6,609	-	-	-	-	-	-
50193365	BG0082	718 N Porter	500,000	-	-	-	-	-	-
50550480	BG0085	Bus Stops, New	76,357	-	-	-	-	-	-
50550480	BG0086	City Hall Electric Veh Charging Sta	44,833	-	-	-	-	-	-
50596688	BG0087	Traffic Management Center	635,641	-	-	-	-	-	-
50799943	BG0088	Legacy Trail Lighting	16,183	-	-	-	-	-	-
50193365	BG0091	Imhoff & Oakhurst Property Prep	500,000	-	-	-	-	-	-
50593388	BG0164	Comprehensive Land Use Plan	2,085,100	-	-	-	-	-	-
50593388	BG0165	North Base Feasibility Study	49,950	-	-	-	-	-	-
50593388	BG0252	Transit/Fire Maintenance Facility	13,402	-	-	-	-	-	-
50593388	BG0253	Strategic Housing Plan	138,819	-	-	-	-	-	-
50593379	BG0254	Transit Transfer Station	490,236	-	-	-	-	-	-
50594908	BG0255	Debt Repayment for Asp Ave Parking Lot Purchase	434,000	-	-	-	-	-	-
50590078	BG0260	North Base Ph2 Vehicle Wash Facility	794,534	-	-	-	-	-	-
50196644	BP0045	Municipal Complex Reno/Expansion (2008 GOB)	2,520,471	-	-	-	-	-	-
50595534	WS0002	Debris Management Plan	13,359	-	-	-	-	-	-
		Subtotal Buildings and Grounds	**$ 14,877,012**	**$ 435,000**	**$ 210,000**	**$ 435,000**	**$ -**	**$ 225,000**	**$ -**

CAPITAL FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		PARKS AND RECREATION							
50796674	PC0003	Saxon Community Park Design & Improvements	10,059	-	-	-	-	-	-
50799973	PR0013	Park Site Amenities and Furnishings	71,420	45,000	45,000	45,000	45,000	45,000	45,000
50794442	PR0028	Carter/Alameda Stormwater Park	1,446,906	-	-	-	-	-	-
50790050	PR0140	Andrews Park Reforestation	222	-	-	-	-	-	-
50792218	PR0151	Park Mstr Pln: Eastwood Park	21,963	-	-	-	-	-	-
50792218	PR0153	Park Mstr Pln: NE Lions Park	26,952	-	-	-	-	-	-
50796639	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	29,533	-	-	-	-	-	-
50793364	PR0170	Westwood Tennis IT Fiber Network Connection	1,824	-	-	-	-	-	-
50795500	PR0173	Mural Pilot Program	150,000	-	-	-	-	-	-
50798813	PR0174	NEET Easement Vegetation Replacement	125,000	-	-	-	-	-	-
50799966	PR0212	Tree Program	171,981	65,000	15,000	15,000	15,000	15,000	15,000
		Subtotal Parks & Recreation	**$ 2,055,860**	**$ 110,000**	**$ 60,000**	**$ 60,000**	**$ 60,000**	**$ 60,000**	**$ 60,000**
		STORMWATER DRAINAGE AND STORM SEWER SYSTEMS							
50599967	DR0019	Drainage Miscellaneous Annual Projects	6,367	-	-	-	-	-	-
50595528	DR0020	Vineyard Detention Drainage	205,611	-	-	-	-	-	-
50592214	DR0022	Norman Midway Drive Project Scoping	10,482	-	-	-	-	-	-
50592214	DR0023	Norman Flood Warning System	14,405	-	-	-	-	-	-
50599966	DR0024	Rowena Dr Drainage Improvements	100,000	-	-	-	-	-	-
50599967	DR0025	Drainage Misc Projects FY23	38,000	-	-	-	-	-	-
50599967	DR0026	Butler Dr Drainage Improvements	152,074	-	-	-	-	-	-
50599967	DR0027	Findlay Drive Drainage Improvements	771,481	300,000	-	-	-	-	-
50599967	DR0028	Barton Street Drainage Improvements	189,000	-	-	-	-	-	-
50599906	DR0029	Rolling Meadows Pipe Replacement	25,000	-	-	-	-	-	-
50599906	DR0030	Regis Court Drainage Improvement	20,000	-	-	-	-	-	-
50599967	DR0032	Woodland Ave Pipe Replacement	300,000	-	-	-	-	-	-
50599906	DR0033	Force Account Drainage Misc FY24	150,000	50,000	75,000	100,000	125,000	150,000	150,000
50599967	DR0034	FYE 24 Inlet Rehab	250,000	-	-	-	-	-	-
50599967	DR0035	FYE 24 Drainage Rehab	100,000	-	-	-	-	-	-
50599967	DR-	FYE 25 Drainage Rehab	-	350,000	400,000	400,000	400,000	400,000	400,000
50599968	DR0036	Boyd St. Pipeline Replacement FY 24	120,500	900,000	-	-	-	-	-
50599968	DR0061	Lake Thunderbird Watershed TMDL Compliance	950,652	300,000	300,000	300,000	300,000	300,000	300,000
50595531	DR0062	Imhoff Creek Stabilization	2,013,529	550,000	550,000	550,000	550,000	550,000	550,000
50596686	DR0065	Misty Lake Dam Repair	610,512	-	-	-	-	-	-
		Subtotal Drainage	**$ 6,027,613**	**$ 2,450,000**	**$ 1,325,000**	**$ 1,350,000**	**$ 1,375,000**	**$ 1,400,000**	**$ 1,400,000**
		****SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)**	**$ 33,725,174**	**$ 6,599,520**	**$ 4,640,033**	**$ 4,005,000**	**$ 3,595,000**	**$ 3,845,000**	**$ 2,370,000**
VI. Transfers									
50930194		Transfer to GF St Maint Drainage Labor	77,175	-	-	-	-	-	-
50930194		Services and Maintenance Cap	16,699	23,552	23,788	24,025	24,266	24,508	
50930194		Transfer To Westwood Golf	131,830	-	-	-	-	-	-
		Subtotal Transfers for Projects	**$ 225,704**	**$ 23,552**	**$ 23,788**	**$ 24,025**	**$ 24,266**	**$ 24,508**	**$ -**
VII. SALARIES AND BENEFITS									
		Salary and Benefits	1,311,545	1,295,180	1,359,939	1,427,936	1,499,333	1,574,299	-
		****SUBTOTAL SALARIES AND BENEFITS**	$ 1,311,545	$ 1,295,180	$ 1,359,939	$ 1,427,936	$ 1,499,333	$ 1,574,299	$ -
VIII. BOND PROJECTS (October 2012 Referendum)									
50595552	BP0189	Lindsey: 24th SW to Berry Rd Widening	6,000	-	-	-	-	-	-
50595552	BP0190	Alameda Street Safety Project	601,054	-	-	-	-	-	-
50595552	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening	12,110	-	-	-	-	-	-
50595552	BP0192	24th East Widening from Lindsey to Robinson	3,012	-	-	-	-	-	-
50593352	BP0194	Bridge Replacement Main St Local Bridge No 016	78,450	-	-	-	-	-	-
50590079	BP0196	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	-	-	-	-	-	-
50595552	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	2,807,336	-	-	-	-	-	-
50595552	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1	15,270	-	-	-	-	-	-
		Subtotal 2012 GOB Fund 50	**$ 3,538,670**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
IX. BOND PROJECTS (April 2021 Referendum)									
50594401		**Urban Asphalt Pavement**							
	BP0563	Normandy Acres First FY24	592,240	-	-	-	-	-	-
	BP0564	Jones Addition FY24	158,950	-	-	-	-	-	-
	BP0565	Campus Addition FY24	120,890	-	-	-	-	-	-
	BP0566	Faculty Heights FY 24	203,280	-	-	-	-	-	-
	BP-	Parsons Addition FY 25	-	477,930	-	-	-	-	-
	BP-	Sherwood Forest Addition FY 25	-	56,800	-	-	-	-	-
	BP-	Highland Addition FY 25	-	166,000	-	-	-	-	-
	BP-	University Heights Addition FY 25	-	125,990	-	-	-	-	-
	BP-	Classen-Miller Addition FY 25	-	141,600	-	-	-	-	-
50593393		**Urban Concrete Pavement**							
	BP0567	Colonial Estates FY24	176,525	-	-	-	-	-	-
	BP0568	Heatherington Heights Addition FY24	661,500	-	-	-	-	-	-
	BP0569	Westfield Manor Additino FY24	110,250	-	-	-	-	-	-
	BP0570	Universal Heights Addition FY24	383,670	-	-	-	-	-	-
	BP0571	Edgemer Addition FY24	181,680	-	-	-	-	-	-
	BP0572	Brookhaven Addition FY24	231,525	-	-	-	-	-	-
	BP0573	Parsons Addition FY24	176,400	-	-	-	-	-	-
	BP0574	Hall Park Addition Fy24	381,354	-	-	-	-	-	-
	BP0575	Boyd View FY24	165,375	-	-	-	-	-	-
	BP0576	Woodslawn Addition FY24	330,750	-	-	-	-	-	-
	BP-	Colonial Estates FY 25	-	92,600	-	-	-	-	-
	BP-	Edgemere Addition 1 FY 25	-	185,200	-	-	-	-	-
	BP-	Westfield Manor Addition FY 25	-	347,250	-	-	-	-	-
	BP-	Westwood Estates 1 FY 25	-	740,800	-	-	-	-	-
	BP-	Brookhaven Addition FY 25	-	92,600	-	-	-	-	-
	BP-	Highmeadow Addition FY 25	-	115,750	-	-	-	-	-
	BP-	Edgemere Addition 2 FY 25	-	347,250	-	-	-	-	-
	BP-	Westwood Estates 2 FY 25	-	648,200	-	-	-	-	-
50593376		**Rural Asphalt**							
	BP0577	36th Ave NE:FranklinRd/Tecumseh FY24	227,040	-	-	-	-	-	-
	BP0578	36th Ave NE:TecumsehRd/RockCreekRd FY24	227,040	-	-	-	-	-	-
	BP-	48th Ave NE: Robinson/Alameda FY 25	-	237,600	-	-	-	-	-
	BP-	Robinson St: 48thNW/60thNW FY 25	-	234,405	-	-	-	-	-
	BP-	Robinson St: 72ndNE/84thNE FY 25	-	245,195	-	-	-	-	-
	BP-	Robinson St: 60thNE/72ndNE FY 25	-	242,880	-	-	-	-	-

CAPITAL FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
50593385		**Urban Reconstruction**							
	BP0521	Willowbrook Addition	6,240	-	-	-	-	-	-
	BP0541	Ross's Addition	184,171	-	-	-	-	-	-
	BP0542	Willowbrook Addition	494,600	-	-	-	-	-	-
	BP0579	Willow Brook Addition FY24	537,000	-	-	-	-	-	-
	BP0580	Broad Acres FY24	514,000	-	-	-	-	-	-
	BP-	North Base Ave FY 25	-	604,200	-	-	-	-	-
50593399		**Preventative Maintenance**			-				
	BP-	Carter Ave: Robinson/Main FY 25	-	12,060	-	-	-	-	-
	BP-	Kansas St: Berry/Flood FY 25	-	10,272	-	-	-	-	-
	BP-	Apache St: Carter/Cook FY 25	-	4,958	-	-	-	-	-
	BP-	Symmes St: Carte/Reed FY 25	-	4,896	-	-	-	-	-
	BP-	Eufala St: Carter/Reed FY 25	-	5,000	-	-	-	-	-
	BP-	Aniol: Apache/Symmes FY 25	-	2,328	-	-	-	-	-
	BP-	Cook Ave: Apache/Main FY 25	-	8,460	-	-	-	-	-
	BP-	Rancho Dr: Creston/Alameda FY 25	-	4,986	-	-	-	-	-
	BP-	Villa Dr: Creston/Alameda FY 25	-	5,992	-	-	-	-	-
	BP-	Creston Way: Reed/Tollie FY 25	-	4,826	-	-	-	-	-
	BP-	Tollie Dr: North/South end FY 25	-	2,982	-	-	-	-	-
	BP-	Boyd St: Berry/Wylie FY 25	-	9,792	-	-	-	-	-
	BP-	Boyd St: Wylie/Mcgee FY 25	-	10,136	-	-	-	-	-
	BP-	Murphy St: Lindsey/1300 block FY 25	-	18,529	-	-	-	-	-
	BP-	24th Ave SW: hwy9/End FY 25	-	27,355	-	-	-	-	-
	BP-	Rivercross Ct: 24th/End FY 25	-	6,026	-	-	-	-	-
	BP-	Olde Brook Ct: Main/End FY 25	-	10,508	-	-	-	-	-
	BP-	Ladbrook St: Baker/Laws FY 25	-	14,213	-	-	-	-	-
	BP-	Laws Dr: Ladbrook/Avon FY 25	-	41,422	-	-	-	-	-
	BP-	Winston Dr: Baker/Edwards FY 25	-	2,220	-	-	-	-	-
	BP-	Heritage Place Dr: Baker/Edwards FY 25	-	31,414	-	-	-	-	-
	BP-	Copperfield Dr: Northwest/NInterstateDr FY 25	-	21,538	-	-	-	-	-
	BP-	Gallant Way: Midway/Saratoga FY 25	-	8,375	-	-	-	-	-
	BP-	Northwest Blvd: RamblingOaks/NInterstateDr FY 25	-	31,727	-	-	-	-	-
	BP-	Pinafore Dr: Midway/Heritage FY 25	-	28,022	-	-	-	-	-
	BP-	Newport Dr: Victory/Galant FY 25	-	9,542	-	-	-	-	-
	BP-	Rhoades Dr: 48tSW/Montrose FY 25	-	4,858	-	-	-	-	-
	BP-	Portland St: Rhoades/Ramsey FY 25	-	7,138	-	-	-	-	-
	BP-	Independence Dr: Main/Midway FY 25	-	12,100	-	-	-	-	-
	BP-	Midway Dr: Victory/Heritage FY 25	-	15,603	-	-	-	-	-
	BP-	Montrose Cir: Rhoades/5200 Block FY 25	-	17,326	-	-	-	-	-
		TOTAL 2021 BOND	**$ 6,064,480**	**$ 5,496,854**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
X. BOND PROJECTS (April 2019 Referendum)									
50594019	BP0417	Jenkins Ave - Imhoff Road to Lindsey Street Widening & Reconst.	8,656,991	-	-	-	-	-	-
50594019	BP0418	Porter Ave Streetscape	408,755	-	-	-	-	-	-
50594019	BP0419	James Garner Ave - Acres to Duffy St Roadway Improvt	4,371,355	-	-	-	-	-	-
50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.	4,075,652	927,365	-	-	-	-	-
50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd Reconst.	2,345,578	-	-	-	-	-	-
50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Reconstruction	1,095,664	1,660,982	-	-	-	-	-
50594019	BP0424	Gray Street 2-way conversion	4,399,754	-	-	-	-	-	-
50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Widening	1,364,444	786,379	-	-	-	-	-
50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Widening	1,017,867	621,257	1,629,404	-	-	-	-
50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek Widening	721,557	1,742,876	400,000	1,229,367	-	-	-
50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widening	935,688	-	1,592,915	-	-	-	-
50594019	BP0429	Indian Hills Road - 48th Ave NW to I-35 Widening	-	-	1,373,561	2,711,200	4,396,865	-	-
50594019	BP0430	Indian Hills Road and I-35 Matching Funds	-	-	2,000,000	-	-	-	-
50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widening	-	-	768,261	444,000	-	1,353,778	-
50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widening	395,694	956,300	697,266	-	-	-	-
50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Reconst.	962,774	-	1,137,500	1,725,290	-	-	-
50594019	BP0434	Rock Creek Road - Queenston Ave to 24th Ave NE	589,934	-	477,500	1,057,160	-	-	-
50594019	BP0455	GOB 2019 Project Oversight	-	-	603,250	-	-	-	-
		TOTAL 2019 BOND	**$ 31,341,707**	**$ 6,695,159**	**$ 10,679,657**	**$ 7,167,017**	**$ 4,396,865**	**$ 1,353,778**	**$ -**
XI. BOND PROJECTS (October 2023 Referendum)									
50-	BP-	East Post Oak Road Bridge	-	1,819,111	-	-	-	-	-
50-	BP-	Main St. Bridge	-	645,905	-	-	-	-	-
		Subtotal 2023 GO Bond Total	**$ -**	**$ 2,465,016**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	**$ 85,706,478**	**$31,784,413**	**$ 24,846,726**	**$19,846,266**	**$16,836,140**	**$ 14,218,617**	**$2,370,000**
		RESERVE - 5% OF NEW REVENUE FOR CONTINGENCY	$ 858,458	$ 875,627	$ 893,139	$ 911,002	$ 929,222	$ 947,806	$ -

NORMAN FORWARD SALES TAX CAPITAL FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
I. Bond Funded									
51796639	NFB001	Griffin Park Remodel	3,409,725	-	-	-	-	-	-
51795546	NFB002	Indoor Aquatic Facility	494,121	-	-	-	-	-	-
51796601	NFB003	Indoor Sports Facility	51,144	-	-	-	-	-	-
51794442	NFB005	Community Sports Park Development	203,068	-	-	-	-	-	-
51792205	NFB006	Reaves Park Remodel	16,886	-	-	-	-	-	-
51790050	NFB019	Andrews Park Improvements	29,970	-	-	-	-	-	-
		SUBTOTAL BOND FUNDED	**$ 4,204,914**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
II. Paygo Funded									
51795500	NFP100	Public Arts Projects	513,609	-	-	-	-	-	-
51798830	NFP101	Neighborhood Park Improvements	652,977	650,000	650,000	650,000	600,000	700,000	700,000
51794442	NFP103	Lease Payments for Griffin Park	80,000	80,000	80,000	80,000	80,000	80,000	-
51798830	NFP104	New Neighborhood Park Development	1,094,787	-	-	-	-	-	-
51796674	NFP106	Saxon Park Development	1,251,581	-	-	-	-	-	-
51594403	NFP109	James Garner Blvd: Flood to Acres	663,368	-	-	-	-	-	-
51790601	NFP110	Young Family Athletic Center PayGo	10,688,868	-	-	-	-	-	-
51793365	NFP111	New Senior Citizens Center	3,037,300	-	-	-	-	-	-
51596688	NFP112	Flood Ave MultiModal Path NF	1,082,224	-	-	-	-	-	-
51594405	NFP120	Traffic and Road Improvements	929,446	-	-	-	-	-	-
		SUBTOTAL PAYGO FUNDED	**$ 19,994,160**	**$ 730,000**	**$ 730,000**	**$ 730,000**	**$ 680,000**	**$ 780,000**	**$ 700,000**
		TOTAL NORMAN FORWARD FUND 51 PROJECTS	**$ 24,199,074**	**$ 730,000**	**$ 730,000**	**$ 730,000**	**$ 680,000**	**$ 780,000**	**$ 700,000**

PARK LAND AND DEVELOPMENT FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
		COMMUNITY PARKS							
52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
52794442	PC0018	Sports Complex Bleachers	474	-	-	-	-	-	-
52790074	PC0019	Sutton Wilderness Trail	43,967	-	-	-	-	-	-
52795518	PC0022	Legacy Pk Foundation Strm Damg Repair	22,020	-	-	-	-	-	-
52790050	PC0023	Andrews Park Master Plan	50,000	-	-	-	-	-	-
52792205	PC0024	Reaves Park Restroom Building	260,000	-	-	-	-	-	-
52792205	PC0027	Reaves Park Maintenance Building	300,000	-	-	-	-	-	-
		Subtotal Community Parks	**$ 688,496**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NEIGHBORHOOD PARKS							
52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
52796609	PR0155	Brookhaven Park Improvements	5,943	-	-	-	-	-	-
52793067	PR0171	Summit Lakes Park Improv	7,325	-	-	-	-	-	-
		Subtotal Neighborhood Parks	**$ 38,268**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**$ 726,764**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

UNIVERSITY NORTH PARK TAX INCREMENT DISTRICT FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
EXPENDITURES									
57595512	UT0008	Economic Development	367,669	-	-	-	-	-	-
57595552	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	678	-	-	-	-	-	-
57595552	UT0015	24th & Flood at Tecumseh Intersection	2,478,984	-	-	-	-	-	-
57796601	UT0017	Recreation Facility	2,069,971	-	-	-	-	-	-
TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS			**$ 4,917,302**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CENTER CITY TIF FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2023 Revised Budget	FYE 2024 Adopted	FYE 2025	FYE 2026	FYE 2027	FYE 2028	BEYOND 5 YEARS
EXPENDITURES									
58593388	BG0089	CC TIF Urban Design/ Implementation Plan	100,000	-	-	-	-	-	-
		TOTAL CENTER CITY TIF FUND 58 PROJECTS	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

ARTERIAL ROADS RECOUPMENT FUND
FYE 25 Capital Improvement Projects Budget

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
EXPENDITURES									
78599964	AR	TBD	-	-	-	-	-	-	-
78595517	AR	TBD	-	-	-	-	-	-	-
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Photo courtesy of Visit Norman

OUTSTANDING DEBT

OUTSTANDING DEBT

This section includes all outstanding debt related to the General Fund and the Enterprise Funds.

The General Debt Service Fund is established to account for the receipt of monies collected for the payment of general obligation debt and the receipt of monies for the reimbursement of claims and judgments that the City has been ordered to pay.

Schedules for debt service payments made by Enterprise Funds are also included.

FUND SUMMARY

TOTAL GENERAL DEBT SERVICE FUNDS (60)

MISSION:

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on the general long-term debt of the City, other than debt service payments made by enterprise funds.

DESCRIPTION:

Account for and monitor tax levies and other financial resources for the payment of interest and principal on the general long-term debt of the City of Norman.

PERSONNEL:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Full-time Positions	0	0	0	0	0
Part-time Positions	0	0	0	0	0
Total Budgeted Positions	0	0	0	0	0

EXPENDITURES:

	FYE 23 ACTUAL	FYE 24 ORIGINAL	FYE 24 REVISED	FYE 24 ESTIMATED	FYE 25 PROPOSED
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -
Supplies & Materials	$ -	$ -	$ -	$ -	$ -
Services & Maintenance	$ -	$ -	$ -	$ -	$ -
Internal Services	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ -	$ -
Subtotal	$ -	$ -	$ -	$ -	$ -
Capital Projects	$ -	$ -	$ -	$ -	$ -
Cost Allocations	$ -	$ -	$ -	$ -	$ -
Debt Service	$ 9,814,383	$ 11,016,346	$ 11,016,346	$ 11,016,346	$ 16,181,336
Interfund Transfers	$ 468,293	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Audit Adjust/Encum	$ (3,831)	$ -	$ -	$ -	$ -
Subtotal	$ 10,278,845	$ 11,516,346	$ 11,516,346	$ 11,516,346	$ 16,681,336
Fund Total	$ 10,278,845	$ 11,516,346	$ 11,516,346	$ 11,516,346	$ 16,681,336

2012D GENERAL OBLIGATION BONDS
60930149

Name: Combined Purpose: For various street improvements
Issuer: City of Norman
Trustee: J.P. Morgan Chase
Amount: $20,050,000
Interest: 2.375% to 3%
Dated: December 1, 2012
Retired: December 1, 2032
Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2012-2013	0	0	0	0	20,050,000
2013-2014	20,050,000	0	722,241	722,241	20,050,000
2014-2015	20,050,000	1,055,000	465,669	1,520,669	18,995,000
2015-2016	18,995,000	1,055,000	434,019	1,489,019	17,940,000
2016-2017	17,940,000	1,055,000	402,369	1,457,369	16,885,000
2017-2018	16,885,000	1,055,000	375,994	1,430,994	15,830,000
2018-2019	15,830,000	1,055,000	354,894	1,409,894	14,775,000
2019-2020	14,775,000	1,055,000	333,794	1,388,794	13,720,000
2020-2021	13,720,000	1,055,000	312,694	1,367,694	12,665,000
2021-2022	12,665,000	1,055,000	291,594	1,346,594	11,610,000
2022-2023	11,610,000	1,055,000	270,494	1,325,494	10,555,000
2023-2024	10,555,000	1,055,000	249,394	1,304,394	9,500,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	9,500,000	1,055,000	228,294	1,283,294	8,445,000
2025-2026	8,445,000	1,055,000	205,875	1,260,875	7,390,000
2026-2027	7,390,000	1,055,000	181,478	1,236,478	6,335,000
2047-2028	6,335,000	1,055,000	156,422	1,211,422	5,280,000
2028-2029	5,280,000	1,055,000	130,706	1,185,706	4,225,000
2029-2030	4,225,000	1,055,000	104,330	1,159,330	3,170,000
2030-2031	3,170,000	1,055,000	77,296	1,132,296	2,115,000
2031-2032	2,115,000	1,055,000	47,624	1,102,624	1,060,000
2032-2033	1,060,000	1,060,000	15,900	1,075,900	0
		20,050,000	5,361,081	25,411,081	

2015 GENERAL OBLIGATION BONDS
60930149

Name: Combined Purpose
Issuer: City of Norman
Trustee: BancFirst
Amount: $22,525,000
Interest: .75% - 3.7% - estimated
Dated: April, 2015
Retired: June 1, 2035
Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	610,304	610,304	22,525,000
2016-2017	22,525,000	1,185,000	610,304	1,795,304	21,340,000
2017-2018	21,340,000	1,185,000	609,711	1,794,711	20,155,000
2018-2019	20,155,000	1,185,000	609,119	1,794,119	18,970,000
2019-2020	18,970,000	1,185,000	608,526	1,793,526	17,785,000
2020-2021	17,785,000	1,185,000	572,976	1,757,976	16,600,000
2021-2022	16,600,000	1,185,000	549,276	1,734,276	15,415,000
2022-2023	15,415,000	1,185,000	501,876	1,686,876	14,230,000
2023-2024	14,230,000	1,185,000	454,476	1,639,476	13,045,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	13,045,000	1,185,000	407,076	1,592,076	11,860,000
2025-2026	11,860,000	1,185,000	359,676	1,544,676	10,675,000
2026-2027	10,675,000	1,185,000	328,570	1,513,570	9,490,000
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
60930149

Name: Refunding
Issuer: City of Norman
Trustee: BancFirst
Amount: $7,775,000
Interest: 4.0 to 5.0%
Dated: June 1, 2016
Retired: June 1, 2027
Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	7,775,000	740,000	357,600	1,097,600	7,035,000
2017-2018	7,035,000	770,000	320,600	1,090,600	6,265,000
2018-2019	6,265,000	780,000	282,100	1,062,100	5,485,000
2019-2020	5,485,000	785,000	243,100	1,028,100	4,700,000
2020-2021	4,700,000	790,000	203,850	993,850	3,910,000
2021-2022	3,910,000	795,000	164,350	959,350	3,115,000
2022-2023	3,115,000	795,000	124,600	919,600	2,320,000
2023-2024	2,320,000	795,000	92,800	887,800	1,525,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	1,525,000	790,000	61,000	851,000	735,000
2025-2026	735,000	370,000	29,400	399,400	365,000
2026-2027	365,000	365,000	14,600	379,600	0
		7,775,000	1,894,000	9,669,000	

2019B GENERAL OBLIGATION REFUNDING BONDS
60930149

Name: Combined Purpose: For various street improvements
Issuer: City of Norman
Trustee: BancFirst
Amount: $20,000,000
Interest: 2.0 to 3.0%
Dated: June 1, 2019
Retired: June 1, 2039
Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2019-2020	0	0	544,875	544,875	20,000,000
2020-2021	20,000,000	1,050,000	544,875	1,594,875	18,950,000
2021-2022	18,950,000	1,050,000	523,875	1,573,875	17,900,000
2022-2023	17,900,000	1,050,000	502,875	1,552,875	16,850,000
2023-2024	16,850,000	1,050,000	481,875	1,531,875	15,800,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	15,800,000	1,050,000	460,875	1,510,875	14,750,000
2025-2026	14,750,000	1,050,000	429,375	1,479,375	13,700,000
2026-2027	13,700,000	1,050,000	397,875	1,447,875	12,650,000
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
60930149

Name: Combined Purpose: For municipal complex improvements
Issuer: City of Norman
Trustee: BancFirst
Amount: $11,250,000
Interest: 2.0 to 2.13%
Dated: August 1, 2020
Retired: August 1, 2040
Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2020-2021	0	0	0	0	11,250,000
2021-2022	11,250,000	0	347,532	347,532	11,250,000
2022-2023	11,250,000	590,000	225,788	815,788	10,660,000
2023-2024	10,660,000	590,000	213,988	803,988	10,070,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	10,070,000	590,000	202,188	792,188	9,480,000
2025-2026	9,480,000	590,000	190,388	780,388	8,890,000
2026-2027	8,890,000	590,000	175,638	765,638	8,300,000
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
60930149

Name: Combined Purpose: For various street improvements
Issuer: City of Norman
Trustee: BancFirst
Amount: $13,500,000
Interest: 0.25 to 1.50%
Dated: June 1, 2021
Retired: June 1, 2026
Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	13,500,000	0	135,000	135,000	13,500,000
2022-2023	13,500,000	3,375,000	135,000	3,510,000	10,125,000
2023-2024	10,125,000	3,375,000	126,563	3,501,563	6,750,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	6,750,000	3,375,000	92,813	3,467,813	3,375,000
2025-2026	3,375,000	3,375,000	50,625	3,425,625	0
		6,750,000	540,000	14,040,000	

2023A GENERAL OBLIGATION BONDS
60930149

Name: Combined Purpose: For various street improvements
Issuer: City of Norman
Trustee: BancFirst
Amount: $26,000,000
Interest: 3.0 to 4.00%
Dated: May 1, 2023
Retired: May 1, 2043
Source of Funds: Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2023-2024	26,000,000	0	903,500	903,500	26,000,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	26,000,000	1,365,000	903,500	2,268,500	24,635,000
2025-2026	24,635,000	1,365,000	862,550	2,227,550	23,270,000
2026-2027	23,270,000	1,365,000	821,600	2,186,600	21,905,000
2047-2028	21,905,000	1,365,000	780,650	2,145,650	20,540,000
2028-2029	20,540,000	1,365,000	739,700	2,104,700	19,175,000
2029-2030	19,175,000	1,365,000	698,750	2,063,750	17,810,000
2030-2031	17,810,000	1,365,000	657,800	2,022,800	16,445,000
2031-2032	16,445,000	1,365,000	616,850	1,981,850	15,080,000
2032-2033	15,080,000	1,365,000	575,900	1,940,900	13,715,000
2033-2034	13,715,000	1,365,000	534,950	1,899,950	12,350,000
2034-2035	12,350,000	1,365,000	494,000	1,859,000	10,985,000
2035-2036	10,985,000	1,365,000	439,400	1,804,400	9,620,000
2036-2037	9,620,000	1,365,000	384,800	1,749,800	8,255,000
2037-2038	8,255,000	1,365,000	330,200	1,695,200	6,890,000
2038-2039	6,890,000	1,365,000	275,600	1,640,600	5,525,000
2039-2040	5,525,000	1,365,000	221,000	1,586,000	4,160,000
2040-2041	4,160,000	1,365,000	166,400	1,531,400	2,795,000
2041-2042	2,795,000	1,365,000	111,800	1,476,800	1,430,000
2042-2043	1,430,000	1,430,000	57,200	1,487,200	0
		26,000,000	10,576,150	36,576,150	

2023B GENERAL OBLIGATION BONDS
60930149

Name: Combined Purpose: For various street improvements
Issuer: City of Norman
Trustee: BancFirst
Amount: $13,500,000
Interest: 3.0 to 4.00%
Dated: May 1, 2023
Retired: May 1, 2028
Source of Funds Property Tax (mill levy)

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2023-2024	13,500,000	0	438,750	438,750	13,500,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	13,500,000	3,375,000	438,750	3,813,750	10,125,000
2025-2026	10,125,000	3,375,000	337,500	3,712,500	6,750,000
2026-2027	6,750,000	3,375,000	236,250	3,611,250	3,375,000
2047-2028	3,375,000	3,375,000	135,000	3,510,000	0
		13,500,000	1,586,250	15,086,250	

2024A GENERAL OBLIGATION BONDS
60930149

Name: Combined Purpose: Constructing, reconstructing, repairing, improving and rehabilitation bridges
Issuer: City of Norman
Trustee: BancFirst
Amount: $16,000,000
Interest: ?.0 to ?.??%
Dated: April 1, 2024
Retired: April 1, 2044
Source of Funds Property Tax (mill levy)

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	16,000,000	840,000	0	840,000	15,160,000
2025-2026	15,160,000	840,000	0	840,000	14,320,000
2026-2027	14,320,000	840,000	0	840,000	13,480,000
2047-2028	13,480,000	840,000	0	840,000	12,640,000
2028-2029	12,640,000	840,000	0	840,000	11,800,000
2029-2030	11,800,000	840,000	0	840,000	10,960,000
2030-2031	10,960,000	840,000	0	840,000	10,120,000
2031-2032	10,120,000	840,000	0	840,000	9,280,000
2032-2033	9,280,000	840,000	0	840,000	8,440,000
2033-2034	8,440,000	840,000	0	840,000	7,600,000
2034-2035	7,600,000	840,000	0	840,000	6,760,000
2035-2036	6,760,000	840,000	0	840,000	5,920,000
2036-2037	5,920,000	840,000	0	840,000	5,080,000
2037-2038	5,080,000	840,000	0	840,000	4,240,000
2038-2039	4,240,000	840,000	0	840,000	3,400,000
2039-2040	3,400,000	840,000	0	840,000	2,560,000
2040-2041	2,560,000	840,000	0	840,000	1,720,000
2041-2042	1,720,000	840,000	0	840,000	880,000
2042-2043	880,000	880,000	0	880,000	0
		16,000,000	0	16,000,000	

2015 NORMAN MUNICIPAL AUTHORITY BONDS
15930149

Name: Combined Purpose
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $22,825,000
Interest: 2.330%
Dated: March 24, 2015
Retired: March 1, 2027
Source of Funds $.50 Public Safety Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2015-2016	0	0	497,845	497,845	22,825,000
2016-2017	22,825,000	1,810,000	521,338	2,331,338	21,015,000
2017-2018	21,015,000	1,865,000	478,873	2,343,873	19,150,000
2018-2019	19,150,000	1,915,000	435,128	2,350,128	17,235,000
2019-2020	17,235,000	1,965,000	390,217	2,355,217	15,270,000
2020-2021	15,270,000	2,015,000	344,141	2,359,141	13,255,000
2021-2022	13,255,000	2,070,000	296,842	2,366,842	11,185,000
2022-2023	11,185,000	2,120,000	248,320	2,368,320	9,065,000
2023-2024	9,065,000	2,180,000	198,574	2,378,574	6,885,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	6,885,000	2,235,000	147,489	2,382,489	4,650,000
2025-2026	4,650,000	2,295,000	95,064	2,390,064	2,355,000
2026-2027	2,355,000	2,355,000	41,240	2,396,240	0
		22,825,000	3,695,071	26,520,071	

2015B NORMAN MUNICIPAL AUTHORITY BONDS
51930149

Name: Combined Purpose
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $43,160,000
Interest: 2.980%
Dated: December 17, 2015
Retired: January 1, 2029
Source of Funds $.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	43,160,000	500,000	1,336,186	1,836,186	42,660,000
2017-2018	42,660,000	1,000,000	1,263,818	2,263,818	41,660,000
2018-2019	41,660,000	1,000,000	1,234,018	2,234,018	40,660,000
2019-2020	40,660,000	1,400,000	1,204,218	2,604,218	39,260,000
2020-2021	39,260,000	2,000,000	1,155,048	3,155,048	37,260,000
2021-2022	37,260,000	2,000,000	1,095,448	3,095,448	35,260,000
2022-2023	35,260,000	2,965,000	1,035,848	4,000,848	32,295,000
2023-2024	32,295,000	4,315,000	933,113	5,248,113	27,980,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	27,980,000	5,185,000	798,789	5,983,789	22,795,000
2025-2026	22,795,000	5,550,000	636,826	6,186,826	17,245,000
2026-2027	17,245,000	5,700,000	473,671	6,173,671	11,545,000
2027-2028	11,545,000	5,845,000	299,341	6,144,341	5,700,000
2028-2029	5,700,000	5,700,000	127,394	5,827,394	0
		43,160,000	11,593,718	54,753,718	

2017 NORMAN MUNICIPAL AUTHORITY BONDS
51930149

Name: Combined Purpose
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $30,950,000
Interest: 2.980%
Dated: June 27, 2017
Retired: July 1, 2030
Source of Funds $.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	30,950,000	400,000	379,653	779,653	30,550,000
2018-2019	30,550,000	800,000	728,400	1,528,400	29,750,000
2019-2020	29,750,000	800,000	709,200	1,509,200	28,950,000
2020-2021	28,950,000	1,000,000	688,800	1,688,800	27,950,000
2021-2022	27,950,000	1,500,000	664,800	2,164,800	26,450,000
2022-2023	26,450,000	2,000,000	622,800	2,622,800	24,450,000
2023-2024	24,450,000	2,000,000	574,800	2,574,800	22,450,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	22,450,000	2,000,000	526,800	2,526,800	20,450,000
2025-2026	20,450,000	2,000,000	478,800	2,478,800	18,450,000
2026-2027	18,450,000	2,800,000	426,000	3,226,000	15,650,000
2027-2028	15,650,000	3,100,000	358,800	3,458,800	12,550,000
2028-2029	12,550,000	3,700,000	280,800	3,980,800	8,850,000
2029-2030	8,850,000	5,400,000	188,400	5,588,400	3,450,000
2030-2031	3,450,000	3,450,000	41,400	3,491,400	0
		30,950,000	6,669,453	37,619,453	

2020 NORMAN MUNICIPAL AUTHORITY BONDS
51930149

Name: Combined Purpose
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $22,250,000
Interest: 2.290%
Dated: January 1, 2021
Retired: July 1, 1931
Source of Funds $.50 Norman Forward Sales Taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	22,250,000	1,800,000	519,035	2,319,035	20,450,000
2022-2023	20,450,000	1,750,000	458,000	2,208,000	18,700,000
2023-2024	18,700,000	1,350,000	418,498	1,768,498	17,350,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	17,350,000	800,000	391,590	1,191,590	16,550,000
2025-2026	16,550,000	600,000	375,560	975,560	15,950,000
2026-2027	15,950,000	650,000	361,820	1,011,820	15,300,000
2027-2028	15,300,000	900,000	344,645	1,244,645	14,400,000
2028-2029	14,400,000	1,000,000	325,180	1,325,180	13,400,000
2029-2030	13,400,000	4,500,000	275,945	4,775,945	8,900,000
2030-2031	8,900,000	6,800,000	183,200	6,983,200	2,100,000
2031-2032	2,100,000	2,100,000	24,045	2,124,045	0
		22,250,000	3,677,518	25,927,518	

2021 NORMAN MUNICIPAL AUTHORITY BONDS
23930149

Name: Hotel/Motel Tax Revenue Note, Taxable Series 2021
Issuer: Norman Municipal Authority
Trustee: BancFirst
Amount: $3,882,000
Interest: 1.890%
Dated: September 14, 2021
Retired: September 1, 2031
Source of Funds Hotel/Motel taxes

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2021-2022	3,882,000	149,000	34,036	183,036	3,733,000
2022-2023	3,733,000	358,000	68,872	426,872	3,375,000
2023-2024	3,375,000	365,000	62,078	427,078	3,010,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	3,010,000	373,000	55,141	428,141	2,637,000
2025-2026	2,637,000	381,000	48,053	429,053	2,256,000
2026-2027	2,256,000	390,000	40,805	430,805	1,866,000
2027-2028	1,866,000	399,000	33,396	432,396	1,467,000
2028-2029	1,467,000	407,000	25,817	432,817	1,060,000
2029-2030	1,060,000	417,000	18,077	435,077	643,000
2030-2031	643,000	427,000	10,149	437,149	216,000
2031-2032	216,000	216,000	2,042	218,042	0
		3,882,000	398,466	4,280,466	

2015 NORMAN UTILITIES AUTHORITY
31930149 & 32930149

Name: Norman Utilities Authority Refunding
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $17,505,000
Interest: 2.130%
Dated: March 10, 2015
Retired: November 1, 2026
Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	0	0	52,822	52,822	17,505,000
2015-2016	17,505,000	2,430,000	358,852	2,788,852	15,075,000
2016-2017	15,075,000	1,835,000	309,223	2,144,223	13,240,000
2017-2018	13,240,000	1,445,000	274,398	1,719,398	11,795,000
2018-2019	11,795,000	1,480,000	243,406	1,723,406	10,315,000
2019-2020	10,315,000	1,390,000	211,722	1,601,722	8,925,000
2020-2021	8,925,000	1,285,000	183,340	1,468,340	7,640,000
2021-2022	7,640,000	1,320,000	155,810	1,475,810	6,320,000
2022-2023	6,320,000	1,350,000	127,533	1,477,533	4,970,000
2023-2024	4,970,000	1,375,000	98,618	1,473,618	3,595,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	3,595,000	1,415,000	69,118	1,484,118	2,180,000
2025-2026	2,180,000	1,450,000	38,818	1,488,818	730,000
2026-2027	730,000	730,000	7,775	737,775	0
		17,505,000	2,131,435	19,636,435	

2009 NORMAN UTILITIES AUTHORITY
32230149

Name: Norman Utilities Authority Clean Water SRF Note
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $4,964,024
Interest: 2.910%
Dated: September 15, 2011
Retired: March 15, 2031
Source of Funds Sewer Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2013-2014	4,964,024	212,595	102,676	315,271	4,751,429
2014-2015	4,751,429	218,913	138,607	357,520	4,532,516
2015-2016	4,532,516	225,063	132,457	357,520	4,307,453
2016-2017	4,307,453	232,109	125,411	357,520	4,075,344
2017-2018	4,075,344	239,007	118,513	357,520	3,836,337
2018-2019	3,836,337	246,111	111,409	357,520	3,590,226
2019-2020	3,590,226	253,146	100,905	354,051	3,337,080
2020-2021	3,337,080	260,950	89,635	350,585	3,076,130
2021-2022	3,076,130	268,706	81,879	350,585	2,807,424
2022-2023	2,807,424	276,693	73,892	350,585	2,530,731
2023-2024	2,530,731	284,723	65,862	350,585	2,246,008

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	2,246,008	293,379	57,206	350,585	1,952,629
2025-2026	1,952,629	302,098	48,487	350,585	1,650,531
2026-2027	1,650,531	311,078	39,507	350,585	1,339,453
2027-2028	1,339,453	320,228	30,257	350,485	1,019,225
2028-2029	1,019,225	329,841	20,744	350,585	689,384
2029-2030	689,384	339,645	10,940	350,585	349,739
2030-2031	349,739	349,739	846	350,585	0
		4,964,024	1,349,233	6,313,257	

2014 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
32930149 & 32230149

Name: Norman Utilities Authority Series 2014 Clean Water SRF Loan
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $50,300,000
Interest: 1.75% plus .5% admin fee
Dated: March 10, 2015
Retired: November 1, 2026
Source of Funds: Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2014-2015	12,575,000	1,410,000	19,372	1,429,372	11,165,000
2015-2016	24,382,960	2,865,000	137,536	3,002,536	21,517,960
2016-2017	26,629,817	2,935,000	446,005	3,381,005	23,694,817
2017-2018	43,090,000	3,005,000	969,525	3,974,525	40,085,000
2018-2019	40,085,000	10,860,168	901,913	11,762,081	29,224,832
2019-2020	29,224,832	3,151,634	455,274	3,606,908	26,073,198
2020-2021	26,073,198	3,225,670	576,680	3,802,350	22,847,528
2021-2022	22,847,528	3,299,675	502,675	3,802,350	19,547,853
2022-2023	19,547,853	3,375,378	426,972	3,802,350	16,172,475
2023-2024	16,172,475	3,451,914	350,435	3,802,349	12,720,561

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	12,720,561	3,532,014	270,336	3,802,350	9,188,547
2025-2026	9,188,547	3,613,048	189,303	3,802,351	5,575,499
2026-2027	5,575,499	3,695,940	106,409	3,802,349	1,879,559
2027-2028	1,879,559	1,879,559	21,615	1,901,174	0
		50,300,000	5,374,050	55,674,050	

Note: Interest amounts estimated

2016 NORMAN UTILITIES AUTHORITY
31930149

Name: Norman Utilities Authority Revenue Note, Refunding Series 2016
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $9,380,000
Interest: 2.230%
Dated: May 19, 2016
Retired: September 1, 2030
Source of Funds Water Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2016-2017	9,380,000	470,000	161,734	631,734	8,910,000
2017-2018	8,910,000	570,000	195,515	765,515	8,340,000
2018-2019	8,340,000	585,000	182,749	767,749	7,755,000
2019-2020	7,755,000	595,000	169,647	764,647	7,160,000
2020-2021	7,160,000	610,000	156,267	766,267	6,550,000
2021-2022	6,550,000	625,000	142,609	767,609	5,925,000
2022-2023	5,925,000	640,000	128,560	768,560	5,285,000
2023-2024	5,285,000	655,000	114,232	769,232	4,630,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	4,630,000	665,000	99,570	764,570	3,965,000
2025-2026	3,965,000	685,000	84,629	769,629	3,280,000
2026-2027	3,280,000	700,000	69,242	769,242	2,580,000
2027-2028	2,580,000	715,000	53,575	768,575	1,865,000
2028-2029	1,865,000	735,000	37,520	772,520	1,130,000
2029-2030	1,130,000	750,000	21,017	771,017	380,000
2030-2031	380,000	380,000	4,236	384,236	0
		9,380,000	1,621,102	11,001,102	

2017 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31930149

Name: Norman Utilities Authority Series 2017 Drinking Water SRF Loan
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $31,000,000
Interest: 2.820%
Dated: October 1, 2017
Retired: October 1, 2039
Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2017-2018	12,750,000	0	150,400	150,400	12,750,000
2018-2019	21,623,038	0	680,913	680,913	21,623,038
2019-2020	28,004,393	1,550,000	866,234	2,416,234	26,454,393
2020-2021	29,450,000	1,550,000	833,945	2,383,945	27,900,000
2021-2022	27,900,000	1,204,869	596,949	1,801,818	26,695,131
2022-2023	26,695,131	1,239,564	754,577	1,994,141	25,455,567
2023-2024	25,455,567	1,273,314	720,827	1,994,141	24,182,253

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	24,182,253	1,311,925	682,216	1,994,141	22,870,328
2025-2026	22,870,328	1,349,703	644,438	1,994,141	21,520,625
2026-2027	21,520,625	1,388,570	605,571	1,994,141	20,132,055
2027-2028	20,132,055	1,427,033	567,108	1,994,141	18,705,022
2028-2029	18,705,022	1,469,648	524,493	1,994,141	17,235,374
2029-2030	17,235,374	1,511,968	482,173	1,994,141	15,723,406
2030-2031	15,723,406	1,555,506	438,635	1,994,141	14,167,900
2031-2032	14,167,900	1,599,251	394,890	1,994,141	12,568,649
2032-2033	12,568,649	1,646,351	347,790	1,994,141	10,922,298
2033-2034	10,922,298	1,693,759	300,382	1,994,141	9,228,539
2034-2035	9,228,539	1,742,533	251,608	1,994,141	7,486,006
2035-2036	7,486,006	1,792,194	201,947	1,994,141	5,693,812
2036-2037	5,693,812	1,844,319	149,822	1,994,141	3,849,493
2037-2038	3,849,493	1,897,428	96,713	1,994,141	1,952,065
2038-2039	1,952,065	1,952,065	42,076	1,994,141	0
		31,000,000	10,333,707	41,333,707	

Note: Interest amounts estimated

2018 NORMAN UTILITIES AUTHORITY - CONSTRUCTION
31930149

Name: Norman Utilities Authority Series 2018 Promissory Note
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $12,000,000
Interest: Ranging between 3.2% and 5.2%
Dated: July 18, 2018
Retired: October 1, 2038
Source of Funds Revenue Generated from NUA

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2018-2019	0	0	352,390	352,390	0
2019-2020	12,000,000	300,000	496,625	796,625	11,700,000
2020-2021	11,700,000	410,000	485,265	895,265	11,290,000
2021-2022	11,290,000	425,000	471,905	896,905	10,865,000
2022-2023	10,865,000	435,000	453,795	888,795	10,430,000
2023-2024	10,430,000	460,000	430,525	890,525	9,970,000

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	9,970,000	485,000	405,955	890,955	9,485,000
2025-2026	9,485,000	510,000	380,085	890,085	8,975,000
2026-2027	8,975,000	535,000	352,915	887,915	8,440,000
2027-2028	8,440,000	560,000	327,245	887,245	7,880,000
2028-2029	7,880,000	585,000	303,200	888,200	7,295,000
2029-2030	7,295,000	610,000	281,155	891,155	6,685,000
2030-2031	6,685,000	630,000	258,165	888,165	6,055,000
2031-2032	6,055,000	655,000	231,180	886,180	5,400,000
2032-2033	5,400,000	685,000	203,040	888,040	4,715,000
2033-2034	4,715,000	710,000	173,745	883,745	4,005,000
2034-2035	4,005,000	740,000	144,092	884,092	3,265,000
2035-2036	3,265,000	770,000	114,054	884,054	2,495,000
2036-2037	2,495,000	800,000	82,896	882,896	1,695,000
2037-2038	1,695,000	830,000	50,604	880,604	865,000
2038-2039	865,000	865,000	17,087	882,087	0
		12,000,000	6,015,923	18,015,923	

Note: Interest amounts estimated

2022 NORMAN UTILITIES AUTHORITY
31930149

Name: Norman Utilities Authority Clean Water SRF Note
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $15,000,000
Interest: 3.030%
Dated: November 4, 2022
Retired: March 15, 1941
Source of Funds: Water Fees

Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2022-2023	0	0	0	0	0
2023-2024	0	0	0	0	0

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	9,000,000	362,000	364,100	726,100	8,638,000
2025-2026	14,638,000	736,000	437,987	1,173,987	13,902,000
2026-2027	13,902,000	752,000	415,565	1,167,565	13,150,000
2027-2028	13,150,000	768,000	392,658	1,160,658	12,382,000
2028-2029	12,382,000	786,000	369,251	1,155,251	11,596,000
2029-2030	11,596,000	804,000	345,299	1,149,299	10,792,000
2030-2031	10,792,000	822,000	320,801	1,142,801	9,970,000
2031-2032	9,970,000	841,000	295,758	1,136,758	9,129,000
2032-2033	9,129,000	861,000	270,125	1,131,125	8,268,000
2033-2034	8,268,000	883,000	243,870	1,126,870	7,385,000
2034-2035	7,385,000	905,000	216,948	1,121,948	6,480,000
2035-2036	6,480,000	928,000	189,360	1,117,360	5,552,000
2036-2037	5,552,000	952,000	161,060	1,113,060	4,600,000
2037-2038	4,600,000	976,000	132,032	1,108,032	3,624,000
2038-2039	3,624,000	1,002,000	102,263	1,104,263	2,622,000
2039-2040	2,622,000	1,029,000	71,705	1,100,705	1,593,000
2040-2041	1,593,000	1,057,000	40,314	1,097,314	536,000
2410-2042	536,000	536,000	8,120	544,120	0
		15,000,000	4,377,216	19,377,216	

2024 NORMAN UTILITIES AUTHORITY
32930149

Name: Norman Utilities Authority Clean Water SRF Note
Issuer: Norman Utilities Authority
Trustee: BancFirst
Amount: $5,000,000
Interest: 2.820%
Dated: March 26, 2024
Retired: September 15, 2050
Source of Funds Sewer Fees

To be Paid

Fiscal Year	Principal Beginning Balance	Principal	Interest	Total Payment	Principal Ending Balance
2024-2025	5,000,000	0	51,716	51,716	5,000,000
2025-2026	5,000,000	69,100	105,753	174,853	4,930,900
2026-2027	4,930,900	141,200	140,090	281,290	4,789,700
2027-2028	4,789,700	145,400	136,023	281,423	4,644,300
2028-2029	4,644,300	149,500	131,826	281,326	4,494,800
2029-2030	4,494,800	153,900	127,519	281,419	4,340,900
2030-2031	4,340,900	158,300	123,088	281,388	4,182,600
2031-2032	4,182,600	162,800	118,531	281,331	4,019,800
2032-2033	4,019,800	167,600	113,829	281,429	3,852,200
2033-2034	3,852,200	172,400	109,002	281,402	3,679,800
2034-2035	3,679,800	177,300	104,039	281,339	3,502,500
2035-2036	3,502,500	182,500	98,932	281,432	3,320,000
2036-2037	3,320,000	187,700	93,663	281,363	3,132,300
2037-2038	3,132,300	193,100	88,258	281,358	2,939,200
2038-2039	2,939,200	198,600	82,698	281,298	2,740,600
2039-2040	2,740,600	204,400	76,979	281,379	2,536,200
2040-2041	2,536,200	210,300	71,077	281,377	2,325,900
2041-2042	2,325,900	216,300	65,021	281,321	2,109,600
2042-2043	2,109,600	222,600	58,792	281,392	1,887,000
2043-2044	1,887,000	229,000	52,381	281,381	1,658,000
2044-2045	1,658,000	235,600	45,768	281,368	1,422,400
2045-2046	1,422,400	242,300	38,985	281,285	1,180,100
2046-2047	1,180,100	249,400	32,007	281,407	930,700
2047-2048	930,700	256,600	24,826	281,426	674,100
2048-2049	674,100	263,900	17,418	281,318	410,200
2049-2050	410,200	271,500	9,817	281,317	138,700
2050-2051	138,700	138,700	1,999	140,699	0
		5,000,000	2,120,037	7,120,037	

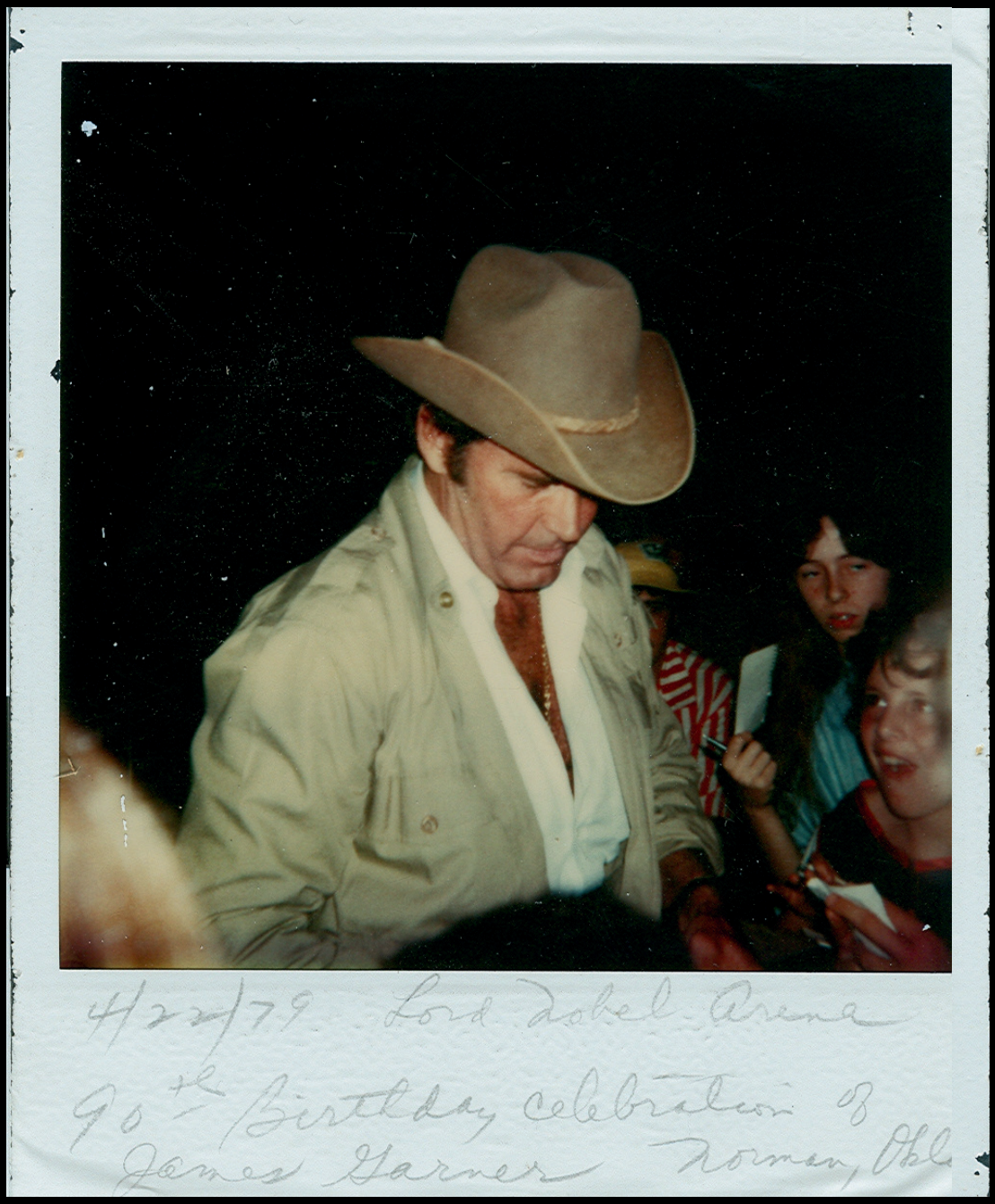


Photo courtesy of Visit Norman

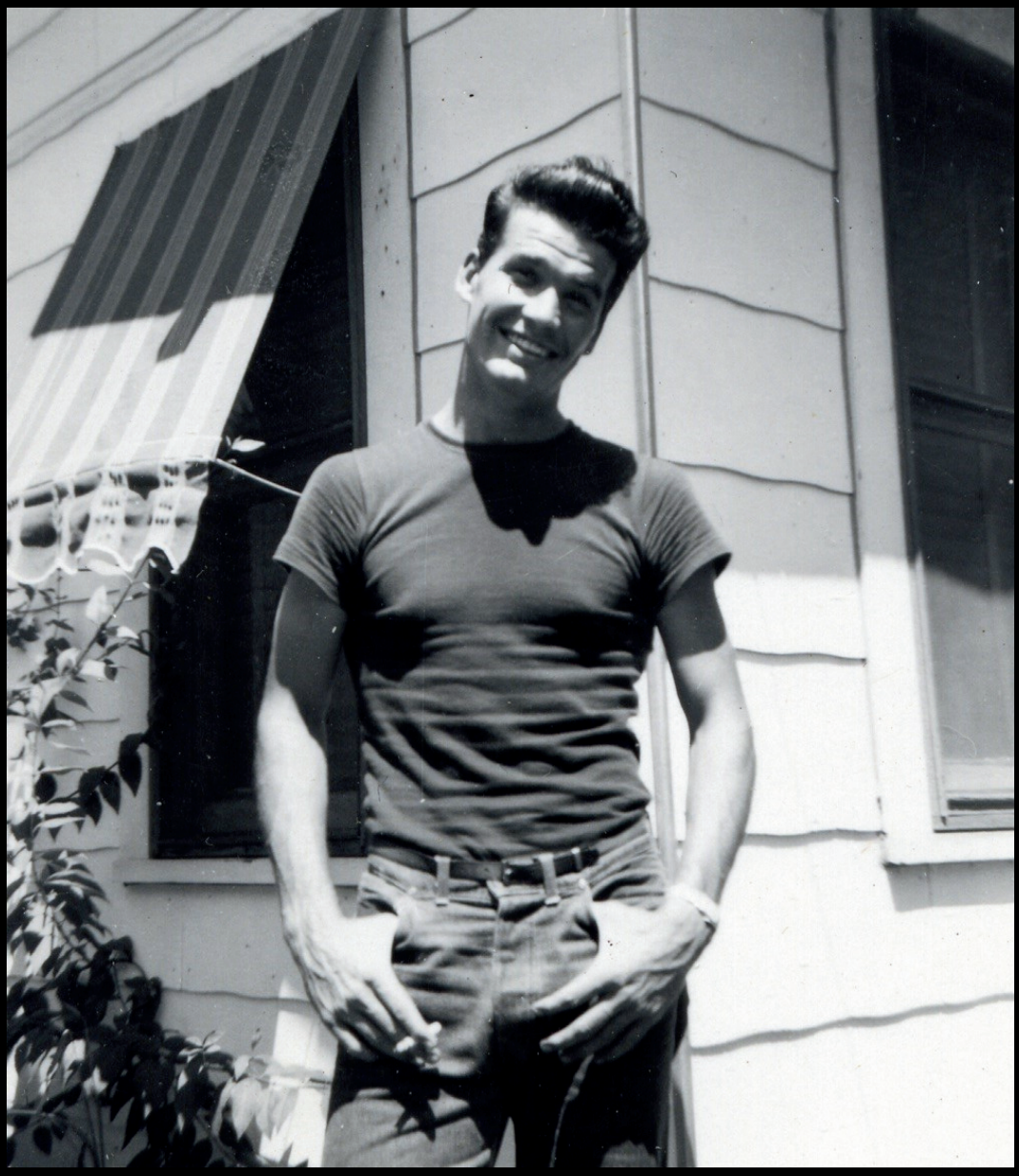
PENSION FUNDS

PENSION FUNDS

The City of Norman contributes to three separate retirement systems on behalf of City employees.

- Employee Retirement System
- Oklahoma Firefighters Pension and Retirement System
- Oklahoma Police Pension and Retirement System

Each of these retirement systems is administered by entities other than the City of Norman and as a result the City does not exercise budgetary control. Therefore, they are not included in the budget as separate funds of the City. It should be noted that the cost of contributions to the system by the City is a part of the City's budget and shows up as a part of salaries and benefits.



Young James Scott Bumgarner
(James Garner)
photo courtesy of Terry Bumgarner (nephew)

APPENDIX

GLOSSARY OF TERMS and ACRONYMS

ACTIVITY - A specified and distinguishable line of work performed by a Division.

ACCRUAL BASIS – The accrual basis of accounting recognizes revenues in the period earned and expenses in the period incurred rather than when cash is received or paid.

AD VALOREM TAX – An ad valorem property tax is a tax imposed on the basis of the "value of the article or thing taxed." An ad valorem tax is usually imposed at recurring intervals on the same piece of property.

ADA – American Disabilities Act

AFIS – Automated Fingerprint Identification System

APPROPRIATION - A legal authorization made by the City Council which permits City officials to incur obligations for a specific purpose. Each appropriation is made at the Fund and Department level, which is the highest level of budget control.

ASSESSED VALUATION - A value set upon real estate or other property by a government as a basis for levying taxes.

ASSETS - Resources owned or held by the City which has monetary value.

BALANCED BUDGET - The City shall annually adopt a balanced budget in accordance with the Oklahoma Municipal Budget Act (Title 11 Oklahoma Statutes 2006). As such, expenditures may not legally exceed appropriations at the Fund level for each legally adopted annual operating budget (i.e., a fund balance cannot be negative).

BASIN – An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOLOGICAL OXYGEN DEMAND (BOD) – A standard measure of wastewater strength that quantifies the oxygen consumed in a stated period of time, usually 5 days and at 20°C.

BIOLOGICAL PROCESS – The process by which the metabolic activities of bacteria and other microorganisms break down complex organic materials to simple, more stable substances.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. Bio-solids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds is general obligation (GO) and revenue (Water/Sewer) bonds. These are most frequently used for construction of large capital projects, such as buildings and streets.

BUDGET - A plan of financial operation embodying an estimate of proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the City Council for adoption and sometimes it designates the plan finally approved by the body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGET YEAR – July 1 through June 30

BUDGETARY CONTROL - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users of sewer or water service furnished by the City. The current CIC is $1.00 per month for a residential customer. City Code Section 21-107 (a)(1) requires the CIC amount to equal 60 percent of the actual monthly sewer charge for commercial and industrial customers. The CIC was implemented on March 24, 1970, as part of Ordinance 2156.

CAPITAL OUTLAY - is an expenditure directed towards maintaining or purchasing new or replacing tangible assets which themselves have expected life spans of one to five years. Expenses are generally one-time and occur within a single budget year. Examples include the purchase of vehicles and equipment.

CAPITAL PROJECT FUNDS – generally cost more than $10,000, are relatively fixed or permanent in nature and have an expected life of more than five years. Such projects consist of the construction of a new, expanded or improved tangible asset, which is physically fixed. Major projects normally require more than one fiscal year to complete. Contracted services for design, land acquisition, utility relocations and construction may be required. Examples include land purchase, new buildings, building additions, street improvements, utility line improvements, parks and playgrounds, and major drainage channel improvements.

CBOD – Carbonaceous Biochemical Oxygen Demand

CDBG – Community Development Block Grant Program

CFR – Code of Federal Regulations

CHIEF EXECUTIVE OFFICER – City Manager

CLEET – Council on Law Enforcement Education and Training

CNG – Compressed Natural Gas Vehicles

COLLECTION SYSTEM – In wastewater, a system of conduits, generally underground pipes, that receives and conveys sanitary wastewater and/or stormwater. In water supply, a system of conduits or canals used to capture a water supply and convey it to a common point.

COMCD – Central Oklahoma Master Conservancy District

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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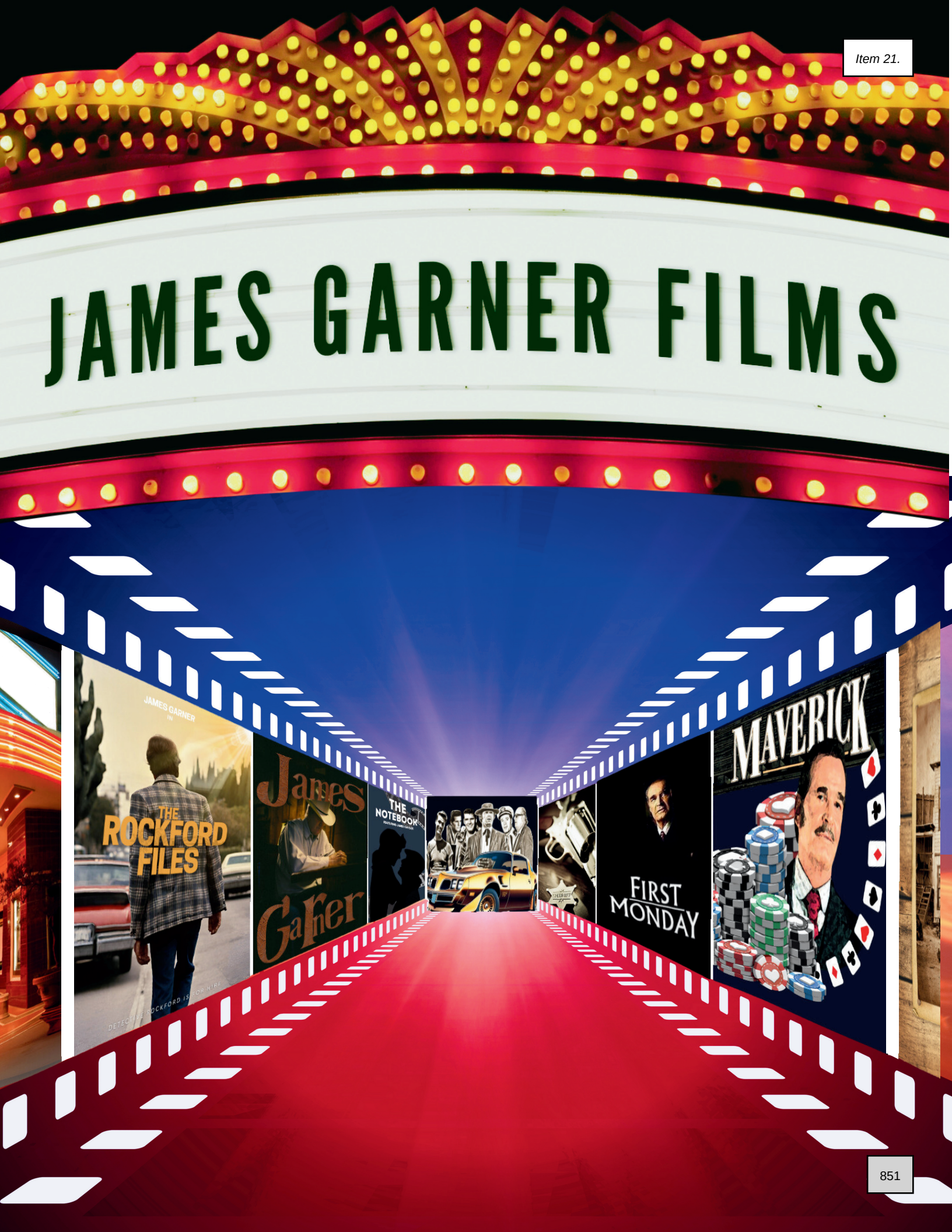
MAVERICK
PRODUCTION
DIRECTOR
CAMERA
DATE
SCENE
TAKE
JAMES GARNER

JAMES GARNER FILMS



CITY OF NORMAN

CAPITAL IMPROVMENT PROJECTS BUDGET

FISCAL YEAR ENDING: JUNE 30, 2025
FINANCIAL PLAN - FISCAL YEAR END 2026-2029

ON THE COVER: JAMES GARNER LEGACY

"I don't think you could find anyone more proud of being from Norman, Oklahoma than James Scott Bumgarner."

- Terry Bumgarner (James Garner's Nephew) –

James Scott Bumgarner was born in Norman, Oklahoma on April 7, 1928. He was born in east Norman's Denver community, which is now under Lake Thunderbird, and grew up in central Norman. He served in the U.S. Merchant Marine and U.S. Army National Guard during World War II and the Korean War, earning numerous commendations and medals. He achieved great fame over his career as an actor, appearing in over 50 theatrical films and several network television series, including starring roles in the very successful "Maverick" (1957-1962) and "The Rockford Files" (1974-1980) TV series. He was nominated for Academy Awards for his movie roles in Murphy's Romance (1985) and The Notebook (2004), and received numerous Emmy Awards for his television roles, including a Best Leading Actor Award in 1977 for The Rockford Files. In 2004, he was given the Screen Actors Guild Lifetime Achievement Award.

Garner was an avid golfer and car driver, and performed most of his own stunts in his "Rockford Car", a 1978 Pontiac Firebird (actually 3-4 specially-equipped cars per season were used on the set of The Rockford Files), which is depicted on the cover. Many viewers considered "the car the star" of the show. Garner also drove the "pace car" in the Indianapolis 500 car race on two occasions.

Garner returned to Norman often to visit family, and in 2006, the former Front Street, running parallel to the BNSF railroad tracks in downtown Norman was named for him, along with the unveiling of a statue commemorating his "Support Your Local Sheriff" movie roles. James Garner Avenue is being extended and widened as a part of the NORMAN FORWARD program (a voter-approved, temporary ½ percent sales tax approved in 2015 for quality of life improvements throughout Norman), from Main Street north to a modern roundabout that will connect with Flood Street to form a new vehicle and pedestrian access to downtown Norman. The James Garner Avenue road project is also an extension of Legacy Trail, a widened, paved pedestrian trail adjacent to the railroad tracks throughout Norman.

The James Garner Avenue overpass of Robinson Street will feature backlit artwork commemorating "the Rockford Car" and James Garner's signature, and the middle of the roundabout will form the plinth for an attractive public art piece, "Revolutions" by Oklahoma artist Paul Bagley (pending Council approval). Architectural design drawings of the James Garner Avenue widening project are included in this document. Construction of the widened and extended James Garner Avenue is expected to be completed in the summer of 2024.

Jim Garner, née James Scott Bumgarner of Norman, Oklahoma, died on July 19, 2014 in Los Angeles, California.

Family Photos Courtesy of Scott Bumgarner
Family Photos Courtesy of Terry Bumgarner
Photos Courtesy of Visit Norman
Photos Courtesy of the University of Oklahoma Western Heritage Collection
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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.

FYE 2025 Capital Improvement Projects BUDGET

and

FYE 2026 - 2029 Capital Improvement Projects PLAN

City of Norman, Oklahoma

PRELIMINARY

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Norman
Oklahoma

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrill

Executive Director

Executive Summary of the FYE 2025
Capital Improvement Projects Budget - By Fund

I. Dedicated Public Safety Sales Tax Fund (15)

Revenues to this fund derive from a one-half percent (1/2%) Public Safety Sales Tax (PSST). Ordinance O-0708-32, passed in 2008 and permanently extended in 2014 by Ordinance O-1314-33, authorized the City to assess the new sales tax to increase the number of police officers and firefighters, construct two new fire stations, and fund several critical public safety needs. Revenue bonds were issued in fiscal year ending 2015 to finance three of the critical public safety needs.

II. Community Development Block Grant Fund (21)

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). Revenues to this fund derive from Federal Government grants. The City will advance the funds and the grant program will reimburse the City based on regularly filed claims. During FYE 25 there are two capital projects totaling $140,000.

III. Special Grants Fund (22)

Revenues to this fund derive from contributions, gifts of cash, or other assets from another government or non-profit agency to and used for a specific purpose. They are budgeted as received.

IV. Room Tax Fund (23)

The Room Tax Fund is a Special Revenue Fund established to account for a tax on the gross revenues of hotel and motel establishments. Fifteen percent (15%) of Room Tax revenue is budgeted for Parks Development. There is one project in FYE 25 totaling $250,000.

V. Public Transportation Fund (27)

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.

VI. Water Fund (31)

Capital projects are funded through user fees, bonds, loans and grants. Funding for capital projects in FYE 25 totals$14,053,000. Project expenses from the Water Fund included are for the Water Distribution System ($4,130,000), Water Wells ($773,000), and the Water Treatment Plant ($9,150,000) in FYE 25. Significant impact on the operating budget is expected. Most of the impact cannot be quantified at this time. However, it is estimated that annual payments for water rights will impact the operating budget, as wells are constructed, by approximately $11,000 per well per year. These wells will produce approximately 300,000 gallons each, which will generate potential revenue of $124,000/well/year at $1.14/1,000 gallons.

VII. Water Reclamation Fund (32)

Funding for these projects are wastewater user fees, revenue bonds, and project specific grants. Capital project expenses for 2 projects in FYE 25 are $3,800,000.

VIII. Sewer Maintenance Fund (321)

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. Four pay-as-you-go capital projects are funded in FYE 25 in the amount of $5,880,000. Replacement of deteriorated sewer lines should decrease infiltration and inflow into the collection system, reducing treatment costs and line maintenance costs.

IX. New Development Excise Tax Fund (322)

The New Development Excise Tax Fund, established October 1, 2001, accounts 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. Revenues are used for constructing improvements to wastewater collection, conveyance and treatment facilities. These are for new growth (full build-out) related wastewater capital projects, including interceptor improvements and north side wastewater treatment plant environmental impact studies, as required by the Environmental Protection Agency (EPA) as part of the permitting process.

X. Sanitation Fund (33)

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. There is one project valued at $600,000 in FYE 25.

XI. Capital Fund (50)

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. Capital Sales Tax revenue is projected to be $17.5 million in FYE 25. Bond projects will use $14,657,029 of GOB. $300,000 is anticipated to be available from earned interest.

Capital Outlay

By Council policy, 27% of the capital sales tax revenue is dedicated for capital outlay. In FYE 25, the amount of $4,255,378 will be transferred to the General Fund for capital outlay and $66,186 will be transferred to the Westwood Fund (29).

Street Maintenance

Street maintenance continues to be a high priority. Revenue dedicated for street improvements by formula is 20% of the capital sales tax. In FYE 25, $2,852,877 is budgeted for alley repair, asphalt and concrete pavement maintenance, asphalt paver patch, crack seal, force account drainage materials, and rural road improvements. In FYE 25 an additional $89,340 is transferred to the General Fund for Storm Water Drainage Labor. A significant amount of street maintenance, not included here, is funded in the GOB projects listed below.

Maintenance of Existing Facilities

Maintenance of existing facilities is to preserve existing facilities and prevent/postpone need for major capital expenditures. Historically, revenue dedicated for facility maintenance by formula is 5% of the capital sales tax projections. Due to an increase in square footage maintained by the City, Council chose to increase this variable in the formula to 7% in FYE 24. This will be offset by reducing the general contingency amount to 5%. In FYE 25, $1,225,877 is proposed for 18 individual projects.

Other Capital Projects

Other capital project expenses include $6,599,520 for projects, $1,295,180 for salaries & benefits and $23,552 for Services & Maintenance. Major project categories include Transportation ($3,629,520), Buildings and Grounds ($435,000), Parks and Recreation ($110,000) and Stormwater ($2,450,000).

Information Technology Infrastructure

In FYE 25, the City Manager is proposing a change in formula dedicating approximately 5% of Capital Sales Tax revenue for Information Technology Infrastructure. In FYE 25, two projects totaling $875,000 are proposed.

GOB Projects – 2012

On August 18, 2012, voters approved $42,575,000 in major street and bridge projects. Property tax is the authorized funding source. Some of these expenses have been approved in amendments to the Budget. There are no requests in FYE 25.

GOB Projects – 2019
On April 2, 2019, voters approved $72,000,000 in transportation improvement projects. General obligation bonds will be sold with a property tax as the funding source. There is $6,695,159 in expenses programmed for FYE 25, with the remaining program scheduled from FYE 26 to beyond 5 years

GOB Projects – 2021
On April 6, 2021, voters approved $27,000,000 in street maintenance projects as a continuance of the 2016 street maintenance program. General obligation bonds have been sold with a property tax as the funding source. There are projects valued at $5,496,854 scheduled for FYE 25.

GOB Projects - 2023
On October 10, 2023, voters approved $50,000,000 in bridge maintenance projects. General obligations bonds will be sold with property tax as the funding source. There is a total of $2,465,016 in expenses programmed for FYE 25, with the remaining program scheduled from FYE 26 to beyond 5 years.

Capital projects will affect the General Fund operating budget. Facility/infrastructure improvements and replacements are built to higher standards, and should reduce maintenance expenses, increase efficiency and increase safety (i.e. the Maintenance of Existing Facilities set-aside, Building Maintenance Projects, etc.). However, there will be a gradual but cumulative demand to maintain more traffic control facilities, buildings and parks in future years.

XII. Norman Forward Sales Tax Fund (51)

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. This one half of one percent (1/2%) 15-year temporary sales tax increase to fund Norman Forward Quality of Life Projects was approved by voters on October 13, 2015 and was effective January 1, 2016. Some of the projects will be funded on a pay as you go basis. Some of the projects are of greater costs, and therefore require borrowing funds through general obligation bonds. In FYE 25, $730,000 of pay-go funds were appropriated for 2 projects. The individual projects' impacts on the operating budget may be significant because they are new and expanded facilities

.

XIII. Park Land and Development Fund (52)

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. Typically, projects appear before Council for budgeting when sufficient development occurs to warrant improvements and sufficient funds collected to pay for the improvements. There are no projects scheduled for FYE 25

XIV. University North Park Tax Increment Finance District Fund (57)

The purpose of the University North Park TIF (TIF #2) is to facilitate development and improvements in the University North Park Area, in accordance with the Oklahoma Constitution and Local Development Act. City Council and property owners identified projects to fund. There are no scheduled projects for FYE 25.

XV. Center City Tax Increment Finance District Fund (58)

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. There are currently no new projects scheduled for FYE 25.

XVI. Arterial Road Recoupment Fund (78)

The Arterial Road Recoupment Fund's purpose is to act as a revolving fund to match private funds in constructing arterial roads, in an effort to prevent dangerous gaps. As land is developed, developers are required to construct or fund the widening of the adjacent arterial roads that serve their subdivision. Because it is rare that all adjacent land develops at the same time, the resulting scenario is unimproved road segments, or gaps. In effect, the directional lanes would be two lanes, then one lane, then two lanes, such that dangerous driving conditions occur. The intent is that development pay its way when it (recoupment district) develops. Initial funding of this program was from the Capital Fund. Future revenues will reimburse this fund as a revolving source for this program. In FYE 25, no new project budgets are scheduled.

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Beam Letter Back-lighting
Pier Cap Lighting
Pylon Letter Back-lighting
LED Signature Back-light
LEGACY TRAIL
NORMAN
JAMES GARNER AVENUE

OVERVIEW

OVERVIEW OF THE CAPITAL IMPROVEMENTS PLAN

1. PLANNING

The Capital Improvements Plan (CIP) is the schedule established by the City of Norman that identifies the major improvement projects and schedules them to fit its fiscal capabilities for five years into the future. Annual reviews are made of the capital improvement projects budget and plan, and the plan is extended one year, to maintain a six-year schema.

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.

The CIP maintains a multi-year time frame. Information is updated annually in conjunction with the budget process. Prior years' actual project expenditures are included. The first year shown is the budget for the active fiscal year. The second year is the next fiscal year, for which an official annual budget is being prepared. The remaining four years are projections of anticipated revenues and expenses based on estimated needs and priorities.

Capital projects originate at virtually any point in time and from a variety of sources. Any citizen, organization, Board or Commission may submit requests to Council at any time. Also, special studies and master plans for various city services (such as wastewater, water, parks and recreation, or transportation) culminate at various times, usually resulting in recommended capital projects, including operating impact, scheduling, and revenue sources. If Council determines sufficient need and/or funds exist, then the Capital Budget and/or Plan may be amended. Otherwise, the annual planning and budgeting process begins in the Fall of each year.

2. BUDGETING

The Capital Improvements Budget follows the Oklahoma Municipal Budget Act. The budget is organized by Fund, which is described throughout this document. This is a multi-year program, identifying total project expenses related to a particular project. Past actual expenses are included, however, the first single year is the active fiscal year. After the end of this fiscal year, both the encumbered and unencumbered budgeted amounts automatically roll into the following fiscal year's budget to maintain funding continuity, until the projects are individually closed. The second single year is the additional new funding for the upcoming fiscal year's budget. The remaining years constitute a plan.

The Municipal Budget Act authorizes optional (effective July 1, 2006) nonfiscal budgeting for capital expenses. "*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 reappropriated 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*." (11 O.S., Section 17-206, D.). In other words, once appropriated, a budget (encumbered and unencumbered balances) could automatically carry over from one fiscal year to the next until that project is either completed, its budget spent, or the project declared closed. It would no longer be necessary for Council to reconcile and reappropriate unencumbered fund balances for capital project accounts, but only to declare when a grant, project or purpose is closed or completed. This policy was adopted by Council beginning with the FYE 2010 budget.

The Capital Improvement Project Funding Process: During the Fall, Council and Staff begin reviewing the status of capital project implementation and the need to incorporate adjustments or amendments to policy, priorities, scope or costs. Typically Council holds this initial review in November. A first draft proposal for a new CIP is prepared for Council's consideration and comment in February. In response, revisions are prepared and a fiscally responsible multi-year plan is prepared. Additional Council study sessions are held during March, April and May for recommendations and adjustments from City Staff. Two public hearings are then held at regularly scheduled Council meetings, and the final decision for which projects to appropriate funds goes to Council and the City Manager. When adopted in June, the first year becomes the fiscal year budget and the remaining years constitute the projected Capital Improvements Plan.

3. IMPLEMENTATION

With City approval and/or funding available, project managers pursue the necessary steps to implement the approved projects. Typically there are four implementation stages. Design of the improvement is accomplished by a qualified professional and requires proper selection procedures (this may be staff or consultant). Right-of-way acquisition must provide fair treatment of the owner's rights and use of public funds, and sometimes involves hiring of consultant services. Utility relocations involve both City and non-city owned "public" and private facilities and requires coordination of work space and scheduling. Finally, facility construction requires fair selection of contractors, traffic management, inspections, and approvals throughout the period of construction.

When projects anticipate outside funding (such as grants, transportation matching funds, private donations) there are additional requirements of the City. Outside revenues usually are limited to certain types of expenses, with the City responsible for the remainder. Schedules and

costs are affected by such things as the availability of grants, results of plan reviews, differing construction standards, and specific property acquisition procedures.

4. 2025 LAND USE AND TRANSPORTATION PLAN POLICY

General Policies were determined through an extensive citizen participation process and Council action; and documented in the long range general plan for the City. The overall GOAL is to implement City Council public service policies as defined in the 2025 PLAN adopted by Council. It also serves as the basis for infrastructure master plans (i.e., water, wastewater, drainage, parks, et. al).

a. In summary, the 2025 PLAN establishes the following goals related to capital improvements:

Goal 1 – Affirmatively and responsibly manage the location of growth in Norman based on available public services and environmental suitability of the land for development.
Goal 2 – Utilize the provision of infrastructure in supporting and influencing growth into areas most suitable for development.
Goal 3 - Encourage and support diversified housing types and densities in order to serve different income levels, family structures and ownership.
Goal 4 – Enhance the quality of economic growth in the City by attracting high technology-related industries that have low environmental impacts.
Goal 5 – Retain the distinct character of rural Norman and protect the environmentally sensitive Little River Drainage Basin.
Goal 6 – Develop and maintain a greenbelt system for Norman.
Goal 7 - Continue efforts to promote the enhancement and stability of the core area.

b. Land use patterns (industrial parks/corridors, commercial nodes, neighborhood units, tourist commercial nodes, suburban large lot development, etc.) designated in the 2025 PLAN, as well as environmental and natural resource protection, topography, geology and geography, shall determine design, capacities and location of facilities.

c. Specific capital projects in the 2025 PLAN shall be considered for programming, subject to the most current review and priorities of City Council.

d. Utility System Master Plans (i.e., Water, Wastewater, Drainage, Parks, Greenways, et al) shall be utilized to designate the provision of all major City of Norman utility systems in advance of demand, based on projected population, innovative practices, and the Development Sector concept (drainage sub-basins).

e. All available funding sources shall be used to provide basic public utility services, including utility districts, grants and loans, general obligation bonds, revenue bonds, private participation, intergovernmental agreements, tax increment financing districts, et al.

5. GENERAL PROGRAMMING ASSUMPTIONS

The following assumptions also affect the Capital Improvements Plan:

a. The City will have enough of the right kind of personnel to accomplish approved projects or effectively manage contractors.

b. Priorities will change periodically based on programming factors such as available funding, emergency situations, shifts in City policies or strategies, regional or national economics, unforeseen opportunities, incorrect assumptions, project scope, federal or state regulations.

c. The purpose of projects significantly affects the timing of construction. Factors influencing timing of a project include any of the following:
- community activity external to capital program management - land development requiring city services, peak hour demand on the water system;
- federal or state regulations - EPA and ODEQ wastewater treatment effluent standards;
- emergencies - special events, storms, drought, infrastructure failure; and
- physical dependence of one project on another - sewage collection lines dependent on interceptors, and sewer/water lines under streets that are both scheduled for improvement.

d. Projects that started in a phased manner are high priority for continued funding. The first priority in this category are those being funded by general obligation or revenue bonds, because the funds must be spent within a specified time period after sale and there is an obligation to the voters and higher governments to finish these as soon as practical.

e. The Capital Projects Plan shall act as a guide and shall be annually reviewed, updated, and incorporated into Capital Budgets.

f. Once Council approves budgets, the funds will remain as commitments unless Council acts otherwise or the projects are closed.

g. Cost under-runs will be determined, as individual projects are closed. Project managers make written requests to:

- Declare when a project has been completed, and
- Release unused funds for other uses by closing them.

h. Project budget transfers shall follow the City's Account Transfer Manual.

i. The CIP will primarily be a "pay-as-you-go" (PAYGO) effort incorporating debt financing and private funds as appropriate.

j. Enterprise Funds shall finance related capital projects. If revenues are insufficient, it may be necessary to request voters to increase user fees and/or authorize revenue bonds.

k. The Capital Fund (funded by 70% of one percent (0.7%) sales tax) will pay for capital project needs which are not associated with enterprise revenues or which require supplemental funding.

l. Each year, the Capital Budget will attempt to include funds for capital needs of all related services.

m. The completion of arterial streets with existing paving gaps shall be a high priority, and scheduled within the Arterial Road Recoupment Fund when possible.

n. A sound financial program to maintain and upgrade existing section line roads shall be included.

o. The future impact on the operating budget is an important consideration when evaluating capital projects because it may be necessary to adjust those funds. Operating budget impact comments are included on each project sheet. In most instances, it is difficult to predict the dollar impact, so the following general categories are used: "positive" (will either generate some revenue to offset expenses or will reduce operating costs), "negligible" (operating expenses will increase no more than about $10,000 per year), "slight" (operating expenses will increase between about $10,001 & $50,000 per year), "moderate" (operating expenses will increase between about $50,001 & $100,000 per year), or "high" (operating expenses will increase more than about $100,001 per year).

6. AMENDMENTS

In order for the five-year Capital Improvement Plan to remain a useful guide for public and private investment, it is necessary that it be flexible. City Council is the only body that can amend the CIP. Major reasons for amendments include the following:

a. Change of Council policy,
b. Annual budgeting process,
c. Rescheduling approved projects,
d. Adding new projects,
e. Deleting projects,
f. Changing the scope of approved projects,
g. Changing financial assumptions or revenue projections, or
h. Changing the 2025 LAND USE AND TRANSPORTATION PLAN.

All amendments shall be justified by incorporating:

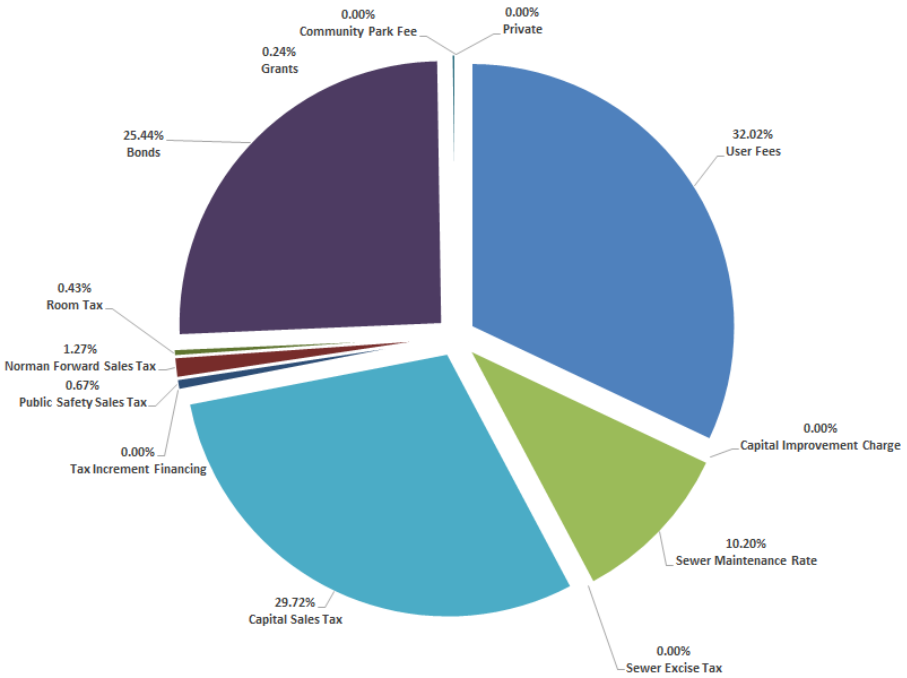
a. Detailed project description,
b. Justification; and
c. Funding

7. FYE 25 CAPITAL IMPROVEMENTS PROJECTS BUDGET

The FYE 25 CIP includes revenues from several sources and expenditures for various purposes. The first chart illustrates sources of revenues expected in FYE 25 for spending on capital improvement projects. The second chart illustrates expenses for capital projects. This chart reflects anticipated revenues from all sources that are available in FYE 25 for capital projects. Most revenue sources are earmarked for specific purposes and are not available for anything else. Only revenues needed to meet FYE 25 needs are shown, but are not typically equal for any given fiscal year. User Fees provides the greatest proportion of revenue for capital projects at 32.02%, followed by Capital Sales Tax at 29.72%, and then Bonds at 25.44%.

Sources of Revenue - All Capital Projects

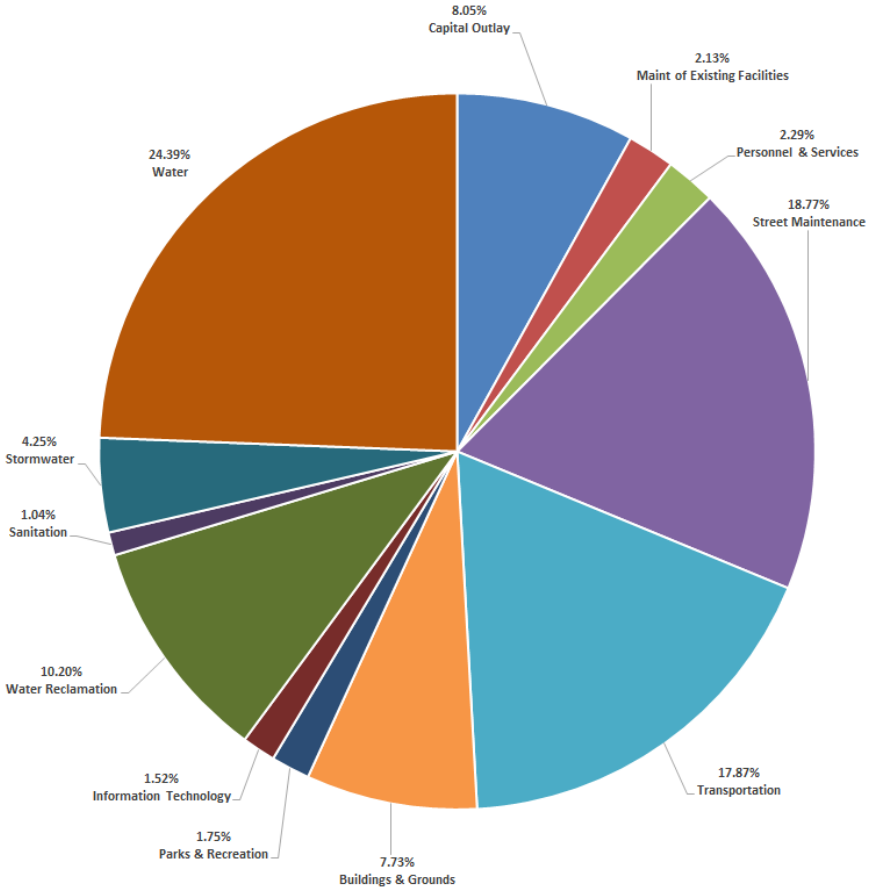
User Fees	$18,453,000
Capital Improvement Charge	$ 0
Sewer Maintenance Rate	$ 5,880,000
Sewer Excise Tax	$ 0
Capital Sales Tax	$17,127,384
Tax Increment Financing	$ 0
Public Safety Sales Tax	$ 383,770
Norman Forward Sales Tax	$ 730,000
Room Tax	$ 250,000
Bonds	$14,657,029
Grants	$ 140,000
Private	$ 0
Community Park Fee	$ 0
Total	**$57,621,183**



Due to the nature of capital projects, expenses may not occur in the year proposed, and balances may be carried forward, because most project expenses occur over several fiscal years. However, this chart represents new budget requests for FYE 25 only. The greatest shares are proposed for Water at 24.39%, followed by Street Maintenance at 18.77%, and then by Transportation at 17.87%.

Capital Expenditure Sources - All Capital Projects

Capital Outlay	$4,724,655
Maint of Existing Facilities	$1,225,877
Personnel & Services	$1,233,225
Street Maintenance	$11,689,747
Transportation	$10,299,679
Buildings & Grounds	$4,455,000
Parks & Recreation	$1,010,000
Water Reclamation	$5,880,000
Sanitation	$600,000
Stormwater	$2,450,000
Water	$14,053,000
Total	**$57,621,183**



Capital Outlay for non-enterprise related services are funded from the Capital Sales Tax in Fund 50. By policy, Council annually designates 27% of the projected new Capital Sales Tax revenue. Enterprise related capital outlay expenses are funded with enterprise sources.

In FYE 25, the largest portion of Capital Outlay Expenditures is for Fleet/Vehicles at 49.96%followed by Public Safety equipment at 20.65%, and other equipment at 14.82%. Expenditures for capital outlay from the Capital Fund in FYE 25 include the following:

Computer related equipment	$ 534,002	11.29%
Public Safety equipment**	$ 976,449	20.65%
Fleet/Vehicles***	$ 2,362,460	49.96%
Other equipment	$ 700951	14.82%
Furniture/Appliances/Fixtures	$ 12,500	0.26%
Undesignated outlay	$ 142,022	3.00%
Total	**$ 4,728,384**	**100.00%**

Notes:
*** Fleet/Vehicles includes police & fire fleet
** Computer includes police and fire pcs

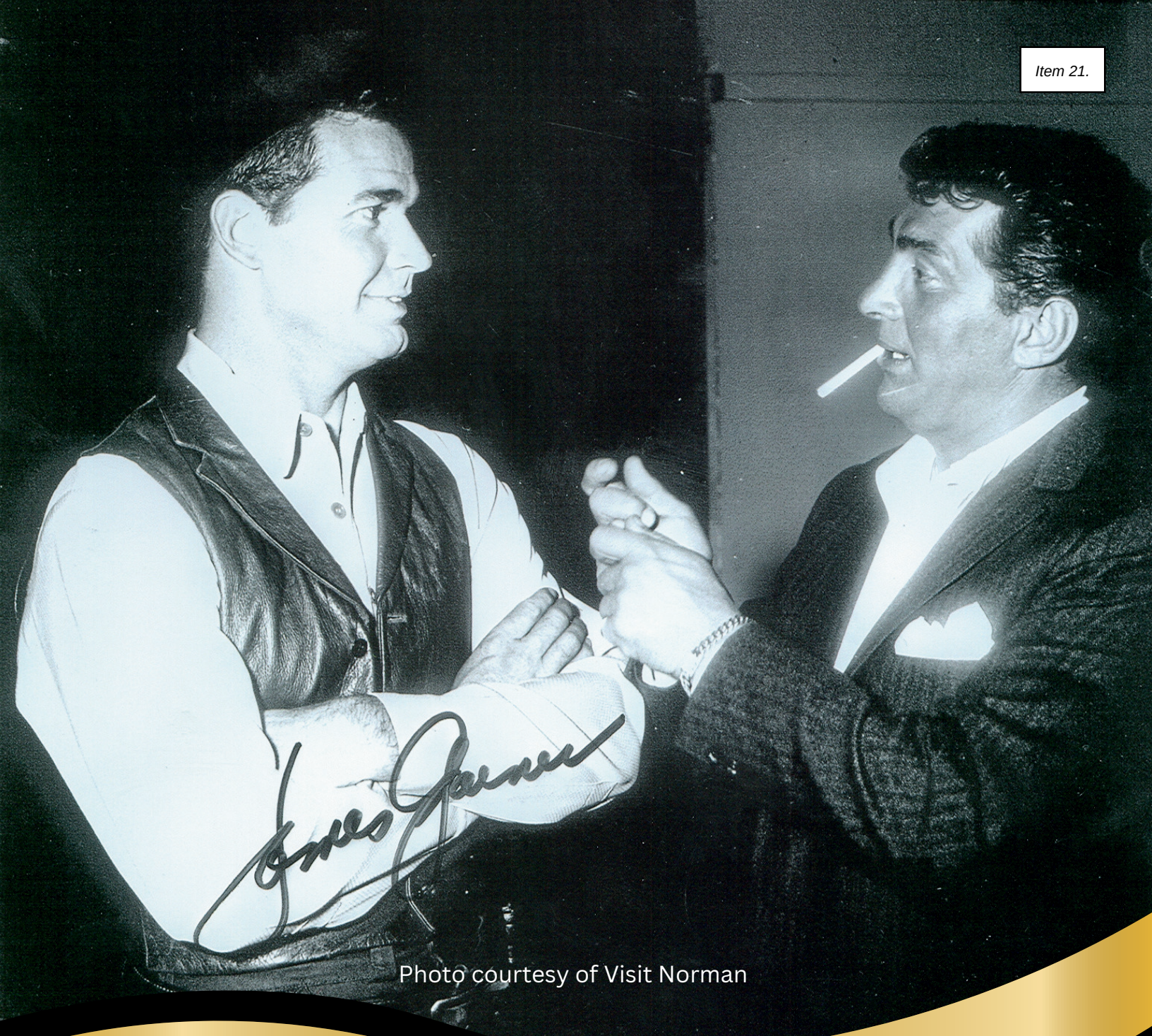


Photo courtesy of Visit Norman

PUBLIC SAFETY SALES TAX FUND

CAPITAL IMPROVEMENTS PLAN

PUBLIC SAFETY SALES TAX FUND – 15

ASSUMPTIONS

1. This fund accounts for the proceeds of a specific revenue source that is legally restricted to expenditure for specific purposes.
2. Revenue is received in the form of a one-half percent (1/2%) special sales tax.
3. Projects are expected to be completed within a designated amount of time.
4. There are no proposed projects in FYE 25.

FUND 15 DEDICATED PUBLIC SAFETY SALES TAX

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 9,203,485	$ 2,215,026	$ 7,770,413	$ 0	$ 0	$ (0)	$ (0)
2								
3	Revenues:							
4	Sales Tax - Dedicated Public Safety	$ 12,062,397	$ 12,675,272	$ 12,675,272	$ 12,928,778	$ 13,187,353	$ 13,451,100	$ 13,720,122
5	State Use Tax - Dedicated Public Safety	1,928,454	1,854,351	1,854,351	1,909,982	1,967,281	2,026,299	2,087,088
6	Interest / Other Income	259,164	50,000	50,000	50,000	50,000	50,000	50,000
7								
8	Subtotal	$ 14,250,015	$ 14,579,623	$ 14,579,623	$ 14,888,760	$ 15,204,634	$ 15,527,399	$ 15,857,210
9								
10	I/F Transfer - General Fund	-	-	1,429,532	212,216	1,398,167	328,922	-
11	I/F Transfer - Capital Fund	-	-	476,511	70,739	466,055	109,641	-
12	SRO Reimbursement - NPS	664,814	698,055	698,055	732,957	769,605	808,086	848,490
13								
14	Subtotal	$ 664,814	$ 698,055	$ 2,604,098	$ 1,015,912	$ 2,633,827	$ 1,246,649	$ 848,490
15								
16	Total Revenue	$ 14,914,829	$ 15,277,678	$ 17,183,721	$ 15,904,672	$ 17,838,462	$ 16,774,048	$ 16,705,700
17								
18	Expenditures:							
19	Salary / Benefits	$ 10,170,103	$ 10,688,556	$ 11,154,780	$ 11,741,528	$ 12,328,604	$ 12,945,034	$ 13,592,286
20	Supplies/Materials	551,146	613,719	762,094	699,584	706,580	713,646	720,782
21	Services/Maintenance	249,783	372,018	412,254	307,543	310,618	313,724	316,861
22	Internal Service	427,862	667,931	672,245	387,258	395,003	402,903	410,961
23	Capital Equipment	282,241	2,423,714	5,254,560	383,770	1,705,093	-	-
24	Capital Projects	2,789	-	-	-	-	-	-
25	Bond Project - '16 Issue	2,301,213	-	4,317,126	-	-	-	-
26	Debt Service	2,369,839	2,381,075	2,381,075	2,384,989	2,392,564	2,398,741	-
27								
28	Subtotal	$ 16,354,976	$ 17,147,013	$ 24,954,134	$ 15,904,672	$ 17,838,462	$ 16,774,048	$ 15,040,890
29								
30	Audit Adjustments	(7,075)	-	-	-	-	-	-
31								
32	Subtotal	$ (7,075)	$ -	$ -	$ -	$ -	$ -	$ -
33								
34	Total Expenditures	$ 16,347,901	$ 17,147,013	$ 24,954,134	$ 15,904,672	$ 17,838,462	$ 16,774,048	$ 15,040,890
35								
36	Net Expenditures	$ 16,347,901	$ 17,147,013	$ 24,954,134	$ 15,904,672	$ 17,838,462	$ 16,774,048	$ 15,040,890
37								
38	Net Difference	$ (1,433,072)	$ (1,869,335)	$ (7,770,413)	$ 0	$ (0)	$ (0)	$ 1,664,810
39								
40	Ending Fund Balance	$ 7,770,413	$ 345,691	$ 0	$ 0	$ (0)	$ (0)	$ 1,664,810
41								
42	Reserves:							
43	Reserved for encumbrances	$ 2,672,968	$ -	$ -	$ -	$ -	$ -	$ -
44	Reserve for Bond Proceeds - 16 Issue	7,365,700	54,974	3,048,574	3,048,574	3,048,574	3,048,574	3,048,574
45	Reserved for PSST activities	(2,268,255)	290,717	(3,048,574)	(3,048,574)	(3,048,574)	(3,048,574)	(1,383,764)
46								
47	Total Reserves	$ 7,770,413	$ 345,691	$ 0	$ 0	$ (0)	$ (0)	$ 1,664,810

Public Safety Sales Tax Project Table
Fund 15

Account Number	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
Bond Funded Expenditures									
15695523	**BP0029**	**Emergency Communications Center**	4,317,126	-	-	-	-	-	-
		Subtotal Bond Expenditures	**$ 4,317,126**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Pay-go Funded Expenditures									
15665143	FT0004	Fire Apparatus Replacement	4,185,622	-	-	-	-	-	-
15-		Capital Outlay	2,423,714	383,770	1,705,093	-	-	-	-
15-	FT	Fire Station 5 Reconstruction/Relocation	-	-	-	-	-	-	-
		Subtotal Pay-go Funded Expenditures	**$ 6,609,336**	**$ 383,770**	**$ 1,705,093**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL PSST FUND 15 Expenditures	**$ 10,926,462**	**$ 383,770**	**$ 1,705,093**	**$ -**	**$ -**	**$ -**	**$ -**

Photos courtesy of Visit Norman

CDBG FUND

CAPITAL IMPROVEMENTS PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT FUND – 21

ASSUMPTIONS

1. This fund accounts for the proceeds of a specific revenue source that is legally restricted to expenditure for specific purposes.
2. Revenue is received in the form of special grant reimbursement for capital projects.
3. There are two projects for FYE 25 totaling $140,000.

COMMUNITY DEVELOPMENT - FUND 21

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY
1	Beginning Fund Balance	$ 3,946,059	$ 3,946,059	$ 3,634,875	$ 3,634,875
2					
3	Revenues				
4	Other Revenues	$ 2,181	$ -	$ -	$ -
5	Grant Revenue	839,857	941,659	1,765,782	941,659
6	Home Grant Revenue	575,246	458,765	1,355,451	458,765
7	Emergency Shelter	(5,756)	-	-	-
8	CDBG_CV	310,084	-	137,801	-
9	CDBG_CV2	469,037	-	136,223	-
10	COC Planning Grant	-	-	-	-
11	ARPA			1,226,908	
12	I/F Transf - Capital	-	-	-	-
13					
14	Total Revenue	$ 2,190,649	$ 1,400,424	$ 4,622,165	$ 1,400,424
15					
16	Expenditures				
17	Community Development 18	$ 6,225	$ -	$ 76,825	-
18	Community Development 19	(995)	-	30,435	
19	Community Development 20	7,948	-	246,032	
20	Community Development 21	21,178		27,004	-
21	Community Development 22	28,770	-	38,357	
22	CDBG Housing 22	53,381	-	239,747	
23	Community Development 23	297,112		70,000	-
24	CDBG Public Svs 23	41,412		56,772	-
25	CDBG Housing 23	388,457		38,951	-
26	FY16 Home Grant		-	8,274	-
27	Community Development 24		187,850	327,850	
28	CDBG Housing 24		419,689	419,689	
29	CDBG Public Svs 24		334,120	194,120	
30	Community Development 25				180,540
31	CDBG Housing 25				165,000
32	CDBG Public Svs 25				453,220
33	CDBG Neighborhood Initiatives 25				142,899
34	FY17 Home Grant	-	-	-	-
35	FY18 Home Grant	58,691			
36	FY19 Home Grant	208,804	-		
37	FY20 Home Grant	283,435		29,519	-
38	FY21 Home Grant	1,444		414,654	
39	FY23 Home Grant	20,024		444,239	-
40	FY24 Home Grant		458,765	458,765	
41	FY25 Home Grant				458,765
42	Emergency Shelter Grant	-	-	-	-
43	Accruals/Adjustments	320,196	-	-	-
44	COC Planning Grant	-	-	-	-
45	CDBG-CV	310,084		137,801	-
46	CDBG-CV2	455,667		136,223	
47	ARPA			1,226,908	
48					
49	Subtotal	$ 2,501,833	$ 1,400,424	$ 4,622,165	$ 1,400,424
50	I/F Transf - Capital	-	-	-	0
51					
52	Total Expenditures	$ 2,501,833	$ 1,400,424	$ 4,622,165	$ 1,400,424
53					
54	Net Difference	$ (311,184)	$ -	$ -	$ -
55					
56	Ending Fund Balance	$ 3,634,875	$ 3,946,059	$ 3,634,875	$ 3,634,875
57					
58	Reserves:				
59	Reserve for Contingency	3,634,875	3,946,059	3,634,875	3,634,875
60					
61	Total Reserves	3,634,875	3,946,059	3,634,875	3,634,875

Community Development Block Grant Project Table
Fund 21

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
21240297	GC0072	CDBG Land Acquisition RFPs	25,000	-	-	-	-	-	-
21240007	GC0080	Original Townsite Street Improvements B19	246,032	-	-	-	-	-	-
21240011	GC0084	Senior Center Kitchen Rehabilitation	45,186	-	-	-	-	-	-
21240011	GC0085	Non-Profit Rehabilitation B-20	1,817	-	-	-	-	-	-
21240023	GC0091	Senior Center Kitchen Rehab FYE 23	70,000	-	-	-	-	-	-
21240303	GC0094	Affordable Rental Housing - ARPA	1,226,908	-	-	-	-	-	-
21240027	GC0095	FY 24 Habitat Acquisition	40,000	-	-	-	-	-	-
21240028	GC0096	FY 24 NHA Land Acquisition	200,615	-	-	-	-	-	-
21240029	GC-	FYE 25 Habitat Acquisition	-	40,000	-	-	-	-	-
21240027	GC-	FYE 25 NHA Land Acquisition	-	100,000	-	-	-	-	-
		TOTAL CDBG FUND 21 PROJECTS	**$ 1,855,558**	**$ 140,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: FYE 25 Habitat Acquisition
Project Category:
Department: Planning
Manager: Lisa D. Krieg
Ward(s):

Project Type: Transportation w/ St or Fedl Funds
Project Number: GC
Account Number: 21240031 - 46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy:

Detailed Project Description:

Funding provided by the Community Development Block Grant Program within the B24 - Fifth Year Action Plan for Acquisition of Property by Rose Rock Habitat for Humanity, Inc. Property acquisition may include nonresidential or residential property to be utilized for affordable housing.

: Expenditure Schedule Through Account 21240031 - 46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$150,000	$70,000	$40,000	$40,000					
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$0								
TOTAL	$150,000	$70,000	$40,000	$40,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☒

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: FYE 25 NAHC Acquisition
Project Category:
Department: Planning
Manager: Lisa D. Krieg
Ward(s):

Project Type: Transportation w/ St or Fedl Funds
Project Number: GC
Account Number: 21240031 - 46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy:

Detailed Project Description:

Funding provided by the Community Development Block Grant Program within the B24 - Fifth Year Action Plan for Acquisition of Property by Norman Affordable Housing Corporation. Property acquisition may include nonresidential or residential property to be utilized for affordable housing.

: Expenditure Schedule Through Account 21240031 - 46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$780,515	$480,000	$200,515	$100,000					
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$0								
TOTAL	$780,515	$480,000	$200,515	$100,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

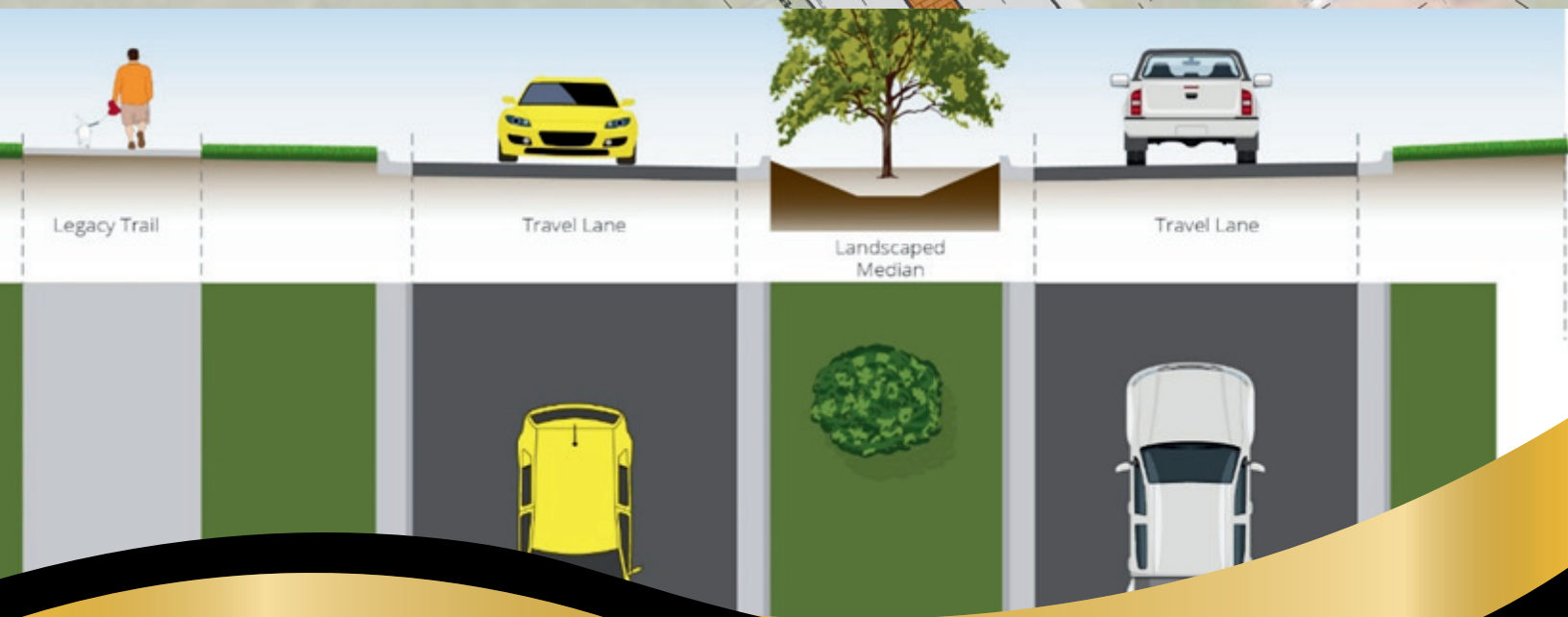
This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☒

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.



SPECIAL REVENUE FUND

CAPITAL IMPROVEMENTS PLAN

SPECIAL REVENUE FUND - 22

ASSUMPTIONS

1. This fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.
2. Revenues are received in the form of special grants for capital projects. Local match is typically budgeted in the fund that is its source.
3. Projects are typically completed within a short amount of time and future programming is rare.
4. Agencies approve grants at various times throughout the year.
5. Council will be presented with proposals as projects and funding becomes available in the future.

SPECIAL GRANTS - FUND 22

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY
1	Beginning Fund Balance	$ 135,186	$ 2,458,226	$ 6,085,571	$ 6,085,571
2					
3	Revenues				
4	Okla. Highway Grant-DRE Training	$ -	$ -	$ -	$ -
5	County Court DUI Fines	16,192	-	-	21,316
6	Safe Oklahoma Grant	1,690,147	-	-	
7	SHPO/CLG Grant	8,647	1,016	19,391	-
8	Emergency Management Planning Grant	86,162	-	36,213	-
9	Homeland Security	-	-	48,538	-
10	Traffic & Alcohol Enforcement	(15,566)	-	-	-
11	Jag Grant	73,416	-	57,782	-
12	DOJ BJA Grant	-	-	-	
	Traffic Control	8,333	-	378,548	
13	ACOG Fleet Conversion	-	-	306,000	-
14	Sutton Wilderness	25,500	-	85,700	
15	FTA Grant - Elec Bus	672,169	-	2,322,904	
16	FTA Grant - Charging Stations	11,195	-	284	
17	Wash Facility ARPA	456,106	-	350,140	
18	Midway Drive Drainage	135,337	-	52,163	
19	Imhoff Creek Stabilization		-	3,000,000	
20	The Vinyard Detention Drainage	170,559	-	499,634	
21	I/F Transf - Capital	5,701,588	-	-	-
22	I/F Transf - GF	31,247	-	-	-
23	Other Revenue/audit accruals	-	-	-	-
24	Firehouse Art Center Grant		-	325,000	-
25	VOCA Grant	26,272	55,561	127,050	-
26	BOR Grant	-			
27	Arts & Humanities - ARPA	-			
28	Business Incubator ARPA	1,000,000	-	-	
29	Affordable Housing ARPA	558,762	-	-	
30	EOC - ARPA	787,321	-	9,162,679	
31	Incentives - ARPA	-	-	-	
	Social Services - ARPA	1,893,160	-	5,654,216	
	12th & Highmeadows Dr.			1,630,683	
	Tree Matching Grant			10,000	
	Interest income	217,711			
32					
33	Subtotal	$ 13,554,258	$ 56,577	$ 24,066,925	$ 21,316
34					
35	Total Revenue	$ 13,554,258	$ 56,577	$ 24,066,925	$ 21,316
36					
37	Expenditures				
38	DUI Enforcement	$ 2,639	$ -	$ -	$ 21,316
73	Safe Oklahoma Grant	59,464	-	-	
40	SHPO/CLG Grant	8,407	1,016	19,391	-
41	Homeland Security	-	-	48,538	-
42	Traffic & Alcohol Enforcement	10,175	-	-	-
43	Audit Adj/Encumbrances	779,080		-	-
44	Jag Grant	52,301	-	57,782	-
45	DOJ BJA Grant	-	-	-	
46	Emergency Management Planning Grant	75,654	-	36,213	
47	Traffic Control	24,333		378,548	-
48	ACOG Fleet Conversion		-	306,000	-
49	FTA Grant - Elec Bus	647,500	-	2,322,904	
50	FTA Grant - Charging Stations	32,200	-	284	
51	Wash Facility ARPA	456,107	-	350,140	
52	Midway Drive Drainage	135,337	-	52,163	
53	Imhoff Creek Stabilization ARPA		-	3,000,000	
54	The Vinyard Detention Drainage	170,559	-	499,634	
55	Emergency Management Grant	-	-	-	-
56	Sutton Wilderness	25,500	-	85,700	
57	Firehouse Art Center Grant		-	325,000	-
58	VOCA Grant	26,272	55,561	127,050	-
59	Stormwater Quality Grant	-	-	-	
60	Arts & Humanities - ARPA	-	-	-	
61	EOC - ARPA	787,321	-	9,162,679	
62	Incentives - ARPA	-	-	-	
63	Business Incubator ARPA	1,000,000	-	-	
64	Affordable Housing ARPA	558,762	-	5,654,216	
	Social Services ARPA	1,893,160	-	-	
	12th & Highmeadows Dr.			1,630,683	
	Tree Matching Grant			10,000	
65					
66	Subtotal	$ 6,744,771	$ 56,577	$ 24,066,925	$ 21,316
67	I/F Transf - Capital	859,102	-	-	-
68					
69	Total Expenditures	$ 7,603,873	$ 56,577	$ 24,066,925	$ 21,316
70					
71	Net Difference	$ 5,950,385	$ -	$ -	$ -
72					
73	Ending Fund Balance	$ 6,085,571	$ 2,458,226	$ 6,085,571	$ 6,085,571
74					
75	Reserved for County DUI Program	$ 388,937	$ 375,384	$ 388,937	$ 388,937
76	Unreserved	4,909,313	2,082,842	5,696,634	5,696,634
77					
78	Total Reserves	$ 6,085,571	$ 2,458,226	$ 6,085,571	$ 6,085,571

Special Revenue Fund Project Table
Fund 22

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
22695523	BG0083	Emergency Operations Center ARPA	9,162,679	-	-	-	-	-	-
22550480	BG0085	Bus Stops, New	120,000	-	-	-	-	-	-
22550480	BG0086	City Hall Electric Vehicle Charging Station	186,000	-	-	-	-	-	-
22596688	BG0087	Traffic Management Center PayGo	378,548						
22590303	BG0260	Northbase Ph2 Vehicle Wash Facility	350,146						
22595528	DR0020	The Vinyeard Detn Draing	499,633	-	-	-	-	-	-
22592214	DR0022	Norman Midway Drive Project Scoping	31,447	-	-	-	-	-	-
22592214	DR0023	Norman Flood Warning System Development	20,715	-	-	-	-	-	-
22595303	DR0062	Imhoffe Creek Stabilization	3,000,000						
22790074	PC0025	Sutton Wilderness Rec Trails Grant	85,700	-	-	-	-	-	-
22796638	PR0026	Firehouse Art Center Addition	325,000	-	-	-	-	-	-
22799966	PR0212	Tree Program Matching Funds	10,000	-	-	-	-	-	-
22590079	TR0051	12th Ave NE & High Meadows	1,630,682	-	-	-	-	-	-
		TOTAL SPECIAL REVENUE FUND 22 PROJECTS	**$ 15,800,550**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Jim Bumgarner (James Garner) and a childhood friend, Pud Jackson, standing just east of where his statue is now, in downtown Norman, OK.

photo courtesy of Scott Bumgarner (nephew)

ROOM TAX FUND

CAPITAL IMPROVEMENTS PLAN

ROOM TAX FUND - 23

ASSUMPTIONS

1. The referendum of July 15, 1980 authorized collection and delineated disbursement of a 4% Hotel/Motel Room Tax. Approximately 25% of the Room Tax Revenues (net of Administrative Fees) are specifically to be used for visible, image enhancing projects. April 2, 2013 Voters authorized increasing the Room Tax rate to 5%. This amount was reduced to 4% in FYE 18 due to budgetary constraints.

2. There is one scheduled project in FYE 25 totaling $250,000.

ROOM TAX - FUND 23

	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1 Beginning Fund Balance	$ 811,443	$ 529,926	$ 1,018,206	$ 925,378	$ 805,048	$ 1,293,369	$ 1,807,516
2							
3 Revenues							
4 Taxes	$ 2,209,338	$ 3,439,166	$ 3,439,166	$ 3,718,750	$ 3,830,313	$ 3,945,222	$ 4,063,579
5 Interest/Investment Income	17,022	2,500	2,500	2,500	2,500	2,500	2,500
6 I/F Transf - Westwood Fund	-						
7 Bond Proceeds - 2021 Note	-		-				
8							
9 Total Operating Revenues	$ 2,226,360	$ 3,441,666	$ 3,441,666	$ 3,721,250	$ 3,832,813	$ 3,947,722	$ 4,066,079
10							
11 Expenditures							
12 Administration	$ 86,815	$ 137,667	$ 137,667	$ 148,750	$ 153,313	$ 157,909	$ 162,643
13 Arts & Humanities	412,500	826,000	826,000	892,500	919,875	947,453	975,859
14 Parks Capital Projects	180,145	175,000	183,249	250,000	-	-	-
15 Conventions/Visitor Bureau	901,250	1,958,000	1,958,000	2,119,688	1,839,750	1,894,906	1,951,718
16 I/F Transf - Norman Forward Fund	-		-				
17 Debt Service - 2021 Note	428,122	429,578	429,578	430,642	431,554	433,306	434,897
18 Carryover Encumbrances/Audit Adj.	10,765	-	-	-	-	-	-
19							
20 Total Expenditures	$ 2,019,597	$ 3,526,245	$ 3,534,494	$ 3,841,580	$ 3,344,492	$ 3,433,574	$ 3,525,117
21							
22							
23 Net Difference	$ 206,763	$ (84,579)	$ (92,828)	$ (120,330)	$ 488,321	$ 514,148	$ 540,962
24							
25 Ending Fund Balance	$ 1,018,206	$ 445,347	$ 925,378	$ 805,048	$ 1,293,369	$ 1,807,516	$ 2,348,478
26							
27 Reserves:							
28 Reserved for Administration	$ (10,765)	$ 1	$ -	$ 100	$ 100	$ 100	$ 100
29 Reserved for Arts & Humanities	140,383	17,997	140,383	141,008	141,008	141,008	141,008
30 Reserved for Parks & Rec.	258,799	348,335	471,972	684,455	1,172,776	1,686,923	2,227,885
31 Reserved for Conv. & Tourism	629,788	79,015	313,024	(20,415)	(20,415)	(20,414)	(20,415)
32							
33 Total Reserves	$ 1,018,205	$ 445,347	$ 925,378	$ 805,148	$ 1,293,469	$ 1,807,616	$ 2,348,578

Room Tax Fund Project Table
Fund 23

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
23798815	RT0008	12th Avenue Tennis Court Renovation	870	-	-	-	-	-	-
23798814	RT0087	Sooner Theatre Seat Replace & Interiors (match)	39	-	-	-	-	-	-
23796627	RT0090	Historic Museum Parking	4,843	-	-	-	-	-	-
23793364	RT0091	Westwood Tennis Center Improvements	155,308	250,000	-	-	-	-	-
23794442	RT0092	Westwood Park Masterplan	25,000	-	-	-	-	-	-
		TOTAL ROOM TAX FUND 23 PROJECTS	**$ 186,060**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Westwood Tennis Center Improvements
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: Josh Holman
Ward(s): 8

Project Type: Parks & Recreation
Project Number: RT0091
Account Number: 23793364
Begin & End Dates: 7/1/2023 To 6/30/2030
Life Expectancy: 25 Years

Detailed Project Description:

Since the addition of the new 2-court indoor facility was completed as part of the NORMAN FORWARD program, there has been an increase in year-round activity at the Westwood Tennis Facility. Also, there has been an increase in participation in Pickleball, which is a modified version of tennis played on the same courts, just in a smaller area around the net. Due to the increased activity, the court surfaces must be kept playable, which requires regular re-surfacing by qualified tennis court construction contractors. This is the only way to keep us qualified to host US Tennis Association (USTA) events. We have started a project to re-surface all of the outdoor courts over the current and the next fiscal years. We also need to replace the old incandescent court light fixtures on the oldest courts with modern LED box fixtures, add walkways to connect the pro shop to the courts west of the building, add a drinking fountain inside of the pro shop, and improve the site furnishings and drainage around the facility. Future phases of work would include the consturction of either 4 outdoor pickleball courts east of the tennis courts or to build an indoor pickleball facility in that space--both of which would increase the year-round usage of the facility. These types of projects will likely be included as part of the Westwood Park Master Plan budgeted in FYE2024, and being completed at the time of this budget request. Keeping the courts playable and sanctioned is the focus of this work.

: Expenditure Schedule Through Account 23793364 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$400,000		$150,000	$250,000					
46301 MATLS	$0								
TOTAL	$400,000	$0	$150,000	$250,000	$0	$0	$0	$0	$0

Operating Impact: Negligible — Capital Fund

If funding allows, we propose this project be a Room Tax project, as has already been done for the first two years of funding. Otherwise, we will request the ongoing improvements be approved via Capital Fund. Whichever fund is identified, the court resurface needs to be done ASAP, to avoid being dropped from USTA consideration.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☐	☒	☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

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PUBLIC TRANSPORTATION FUND

CAPITAL IMPROVEMENTS PLAN

PUBLIC TRANSPORTATION FUND - 27

ASSUMPTIONS

1. This fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

2. No projects are scheduled for FYE 25. Council will be presented with proposals as projects and funding become available in the future.

Public Transportation & Parking Fund (27)

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 1,535,769	$ 0	$ 508,504	$ 164,250	$ 337,618	$ 0	$ 0
2								
3	Revenues							
4	Fare Sales	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	Advertising Fees	13,872	12,000	12,000	12,000	12,000	12,000	12,000
6	Grant Revenue - FTA	3,003,173	2,360,933	2,360,933	2,360,933	2,360,933	2,360,933	2,360,933
7	Grant Revenue - ODOT PTRF	292,897	150,000	150,000	207,400	207,400	207,400	207,400
8	Grant Revenue - Other	450,000		-				
9	Sales Tax	3,015,600	3,168,818	3,168,818	3,232,194	3,296,838	3,362,775	3,430,031
10	Use Tax	482,113	472,633	472,633	491,539	511,200	531,648	552,914
	Parking Fees	-	-	-	300,000	306,000	312,120	318,362
11	Misc	62,500	50,000	50,000	50,000	50,000	50,000	50,000
12	Interest Income	32,382	-	-	-	-	-	-
13								
14	Subtotal	$ 7,352,537	$ 6,214,384	$ 6,214,384	$ 6,654,066	$ 6,744,371	$ 6,836,876	$ 6,931,640
15								
16	I/F Transf - General Fund	$ 2,872,484	$ 615,694	$ 3,060,134	$ -	$ 76,947	$ 425,591	$ 437,267
17	I/F Transf - Capital Fund	-	-	-	-	-	-	-
18								
19	Total Revenue	$ 10,225,021	$ 6,830,078	$ 9,274,518	$ 6,654,066	$ 6,821,318	$ 7,262,467	$ 7,368,907
20								
21	Expenditures							
22	Salaries & Benefits	$ 799,929	$ 816,486	$ 816,486	$ 884,634	$ 928,866	$ 975,309	$ 1,024,074
23	Supplies & Materials	438,400	463,631	488,218	365,844	369,502	373,197	376,929
24	Services & Maintenance	4,303,783	4,883,912	6,100,316	5,130,592	5,181,898	5,233,717	5,286,054
25	Internal Service	4,138	36,050	36,050	77,128	78,671	80,244	81,849
26	Capital Equipment	1,325,851	630,000	2,177,702	22,500	600,000	600,000	600,000
27	Capital Projects	22,410	-	-	-	-	-	-
28	Audit adjustments	1,076,499	-	-	-	-	-	-
29								
30	Subtotal	$ 7,971,010	$ 6,830,079	$ 9,618,772	$ 6,480,698	$ 7,158,937	$ 7,262,467	$ 7,368,907
31								
32	I/F Transf - General Fund	$ 3,101,276	$ -	$ -	$ -	$ -	$ -	$ -
33	I/F Transf - Capital Fund	$ 180,000		$ -				
34								
35	Total Expenditures	$ 11,252,286	$ 6,830,079	$ 9,618,772	$ 6,480,698	$ 7,158,937	$ 7,262,467	$ 7,368,907
36								
37	Net Difference	$ (1,027,265)	$ (1)	$ (344,254)	$ 173,368	$ (337,618)	$ (0)	$ 0
38								
39	Ending Fund Balance	$ 508,504	$ (0)	$ 164,250	$ 337,618	$ 0	$ 0	$ 0
40								
41	Reserves							
42		$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	Unreserved	508,504	(0)	164,250	337,618	0	0	0
44								
45	Total Reserves	$ 508,504	$ (0)	$ 164,250	$ 337,618	$ 0	$ 0	$ 0

Public Transportation & Parking Fund Project Table

Fund 27

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
27590078	BG0084	North Base EV Charger - FTA	284	-	-	-	-	-	-
		TOTAL TRANSIT FUND 27 PROJECTS	**$ 284**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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WATER FUND

CAPITAL IMPROVEMENTS PLAN

WATER FUND - 31

ASSUMPTIONS

1. The primary basis for project selection and priorities include:
   - Water Master Plan recommendations,
   - Maintenance records,
   - Size - all lines under 6" should be replaced to provide pressures for adequate fire flows and the ability to connect standard 6" fire hydrants and meet State Health Department Standards,
   - Infrastructure projects nearby - all water projects should be coordinated with street projects so as not to cause damage to recently improved streets and duplication of work,
   - Age and materials - older lines are generally constructed of substandard materials or are deteriorating, and should be replaced with materials meeting current standards, and
   - Demand - all lines less than 6" serving more than four houses are very critical and should be higher priority.
   - Studies and Reports (i.e. Water system Computer Modeling, Arsenic Study, WTP Engineering Study, et al)

2. There should be a balance of improvements to all parts of the water system. Each year there should be improvements to supply, transmission, treatment, distribution, feeder lines and storage of potable water.

3. Staffing level and equipment capabilities in the Line Maintenance Division will not increase or decrease and present abilities to replace lines will remain stable. This division can currently install lines up to 8" in diameter.

4. All Projects will be scheduled on a PAYGO basis until and unless the voters approve revenue bonds.

5. Revenues from the Capital Improvements Charge (CIC) shall be used for water line replacement and construction of new lines.

6. Voters approved a water rate increase on September 12, 1995 to fund additional wells and distribution lines.

7. Voters approved an incremental water rate increase on May 10, 1999 for high volume residential users to promote water conservation and pay for increased water supply beyond the resources available.

8. On March 7, 2006, the voters approved a water rate hike to fund an increase in water capacity and enhanced maintenance at the water treatment plant, as well as new treatment units to reduce taste and odor problems. Cost overruns are shown as Pay-Go expenses.

9. New funding for eleven pay-go projects are included for funding in FYE 25 totaling $14,053,000.

WATER - Fund 31

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 32,465,109	$ 4,694,259	$ 33,831,700	$ 5,133,195	$ 1,264,777	$ 925,599	$ 1,414,963
2								
3	Operating Revenues:							
4	Enterprise Fund Fees/Chgs	$ 23,358,646	$ 21,696,400	$ 24,696,400	$ 30,000,000	$ 30,600,000	$ 31,212,000	$ 31,836,240
5	Connection Fee	705,688	832,320	832,320	848,966	865,946	883,265	900,930
6	Capital Improvement Charge	1,589,833	1,421,791	1,421,791	1,436,009	1,450,369	1,464,873	1,479,522
7	Cost Allocation	805,976	832,425	832,425	841,392	849,806	858,304	866,887
8								
9	Total Operating Revenues	$ 26,460,143	$ 24,782,936	$ 27,782,936	$ 33,126,367	$ 33,766,121	$ 34,418,442	$ 35,083,579
10								
11	Operating Expenditures:							
12	Salaries / Benefits	$ 4,806,985	$ 5,069,774	$ 5,088,774	$ 5,412,415	$ 5,683,036	$ 5,967,188	$ 6,265,547
13	Supplies / Materials	3,196,972	3,352,012	3,484,305	3,536,083	3,571,444	3,607,158	3,643,230
14	Services / Maintenance	2,728,961	3,374,667	3,473,799	3,381,334	3,415,147	3,449,299	3,483,792
15	Internal Services	319,666	401,240	401,240	407,875	416,033	424,353	432,840
16	Cost Allocations	1,959,021	2,187,651	2,187,651	2,263,000	2,285,630	2,308,486	2,331,571
17	Employee Turnover Savings		(76,047)	(76,047)	(81,186)	(85,246)	(89,508)	(93,983)
18								
19	Total Operating Expenditures	$ 13,011,605	$ 14,309,297	$ 14,559,722	$ 14,919,521	$ 15,286,044	$ 15,666,976	$ 16,062,997
20								
21	Net Operating Revenue	$ 13,448,538	$ 10,473,639	$ 13,223,214	$ 18,206,847	$ 18,480,077	$ 18,751,465	$ 19,020,582
22								
23	Other Revenues:							
24	Interest Income	$ 799,873	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
25	Other Misc. Revenue	435,789	-	-	-	-	-	-
26	Revenue Bond Proceeds	-	-	15,000,000	-	-	-	-
27	Grant Revenue	-	-	2,000,000	-	-	-	-
28								
29	Total Other Revenues	$ 1,235,662	$ 120,000	$ 17,120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
30								
31	Other Expenditures:							
32	Audit Accruals/Adj/Encumbrances	127,502						
33	Master Conservancy Debt	$ 264,829	$ 334,884	$ 334,884	$ 334,315	$ 333,797	$ 263,200	$ 263,200
34	Debt Service - 15 Issue	1,480,034	1,476,119	1,476,119	1,486,619	1,491,319	740,275	-
35	Debt Service - 16 Issue	770,060	771,732	771,732	767,071	772,129	771,742	771,075
36	Debt Service - 17 Issue	1,994,641	1,996,641	1,996,641	1,996,641	1,996,641	1,996,641	1,996,641
37	Debt Service - 18 Issue	889,508	893,025	893,025	893,455	892,585	890,415	889,745
38	Debt Service - 22 Issue	1,973	139,184	139,184	728,600	1,176,487	1,170,065	1,163,158
39	Capital Projects	6,158,406	8,112,000	34,504,468	14,053,000	10,473,000	10,715,000	13,944,000
40	Capital Projects - 18 Issue	254,452	-	2,282,267	-	-	-	-
41	Capital Projects - 22 Issue			14,999,980				
42	Capital Equipment	172,987	351,175	516,983	393,115	230,000	230,000	230,000
43	I/F Transf - General Fund	1,203,217	1,126,436	1,126,436	1,542,448	1,573,297	1,604,763	1,636,858
44	I/F Transf - Capital Fund	-	-	-	-	-	-	-
45								
46	Total Other Expenditures	$ 13,317,609	$ 15,201,196	$ 59,041,719	$ 22,195,264	$ 18,939,255	$ 18,382,101	$ 20,894,677
47								
48	Net Revenues (Expenditures)	$ 1,366,591	$ (4,607,557)	$ (28,698,505)	$ (3,868,417)	$ (339,178)	$ 489,364	$ (1,754,095)
49								
50	Ending Fund Balance	$ 33,831,700	$ 86,701	$ 5,133,195	$ 1,264,777	$ 925,599	$ 1,414,963	$ (339,131)
51								
52	Reserves							
53	Reserve for Operations	$ 1,040,928	$ 1,144,744	$ 1,164,778	$ 1,193,562	$ 1,222,884	$ 1,253,358	$ 1,285,040
54	Reserve for Encumbrances	4,098,016	-	-	-	-	-	-
55	Reserve for Bond Projects - 18 Issue	3,894,886	1,572,459	1,612,619	1,612,619	1,612,619	1,612,619	1,612,619
56	Reserve for Bond Projects - 22 Issue	14,999,980	20	-	-	-	-	-
57	Reserve for Capital	15,259,440	12,296,250	15,259,440	15,561,050	17,257,067	20,528,100	27,112,200
58	Reserve (Deficit) Surplus	(5,461,550)	(14,926,772)	(12,903,642)	(17,102,454)	(19,166,971)	(21,979,114)	(30,348,990)
59								
60	Total Reserves	$ 33,831,700	$ 86,701	$ 5,133,195	$ 1,264,777	$ 925,599	$ 1,414,963	$ (339,131)

Water Fund Project Table
Fund 31

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
		WATER DISTRIBUTION SYSTEM							
31993360	WA0173	Master Meters Installation	322,529	-	-	-	-	-	-
31993395	WA0201	Backflow Prevention Program	63,215	-	-	-	-	-	-
31993360	WA0239	WL Improvements: Segment D 24" Phase 4	2,223,315	-	-	1,500,000	-	-	-
31996683	WA0240	Water Line Replacement: 24th NE: Robinson to Alameda	77,696	-	-	-	-	-	-
31996683	WA0242	Water Line Replacement: Robinson- 24th NW to WTP	4,245,751	2,000,000	500,000	-	4,500,000	4,500,000	-
31993360	WA0246	Water Line Replacement: Parsons Addition	1,018,644	-	-	-	-	-	-
31999942	WA0337	Asset Management Plan	121,500	-	-	-	-	-	-
31995521	WA0338	Water Line Replacement: Classen/Flood, Highway 9 to Indian Hill	2,893,027	400,000	5,270,000	3,340,000	5,050,000	6,840,000	-
31996683	WA0339	Water Line Replacement: Sooner Mall	58,217	-	-	-	-	-	-
31993360	WA0348	Corporate Addition Utilities	151,200	-	-	-	-	-	-
31993360	WA0349	Water Line Improvements-Segment B (24th NE: Robinson to Tecu	324,900	-	-	100,000	443,000	-	-
31993361	WA0351	Water Meter Automatic Metering Infrastructure (AMI)	3,796,315	-	-	-	-	-	-
31996683	WA0352	WL Replacement Southlake Addition	2,818,807	-	-	-	-	-	-
31996683	WA0353	Water Line Replacement: Jenkins Replacement	1,140,942	-	-	-	-	-	-
31996683	WA0354	Water Line Replacement: Porter Replacement	13,540	-	-	-	-	-	-
31995521	WA0363	Water Line Replacement: Fire Hydrant and Valve Replacements	259,658	100,000	100,000	100,000	100,000	100,000	-
31993395	WA0365	GIS As-Built Linking	90,075	-	-	-	-	-	-
31993346	WA0371	Crest Place - FY22 Urban SVC WL	104,000	-	-	-	-	-	-
31993346	WA0372	Blessing Court FY22 Urban SVC WL	16,000	-	-	-	-	-	-
31993346	WA0373	Jackson DR - FY22 Urban SVC WL	55,000	-	-	-	-	-	-
31993346	WA0377	Morren Dr - Urban SVC WL	66,000	-	-	-	-	-	-
31996683	WA0379	Water Line Replacement: Danfield -B/w Brookhaven	810,000	-	-	-	-	-	-
31993360	WA0380	Water Line Replacement: Tecumseh, 24th Ave NW to Journey Pa	5,028,400	-	-	-	-	-	-
31993346	WA0381	Urban Service Area Waterlines FY 23	218,013	-	-	-	-	-	-
31993346	WA0383	Urban Service Area Waterlines FY 24	262,000	-	-	-	-	-	-
31996684	WA0384	Lead Service Line Inventory and Replacement	1,550,000	1,150,000	400,000	1,150,000	650,000	500,000	-
31993388	WA0385	Water Studies for Comp Plan	480,000	-	-	-	-	-	-
31993360	WA0386	42" WL Emergency Repair	150,000	-	-	-	-	-	-
31-	WA-	Westwood Estates Water Line Replacement	-	180,000	-	1,950,000	-	-	-
31-	WA-	Urban Service Area Water Line Projects	-	-	203,000	183,000	242,000	250,000	250,000
31-	WA-	Carter Water Line Replacement	-	120,000	1,500,000	-	-	-	-
31-	WA-	Water Line Replacement Hall Park Phase 2	-	-	-	1,162,000	-	-	-
31-	WA-	Water Line Replacement Flood Avenue	-	-	-	500,000	2,000,000	-	-
31-	WA-	Water Line Replacement: 24th NE Lindsey-Beaumont	-	-	-	-	959,000	-	-
31-	WA-	Water Line Replacemen: Alameda, 24th NE To Carter	-	-	-	-	-	-	8,330,000
31-	WA-	Water Line Replacement West Main: Berry-Interstate Dr	-	-	-	-	-	1,530,000	6,040,000
31-	WA-	Royal Oaks Water Line Replacement	-	180,000	2,000,000	-	-	-	-
31-	WA-	Water Line Maintenance Plan: 40 Year Duration	-	-	-	-	-	-	133,250,000
		Subtotal Water Distribution System Projects	**$ 28,358,744**	**$ 4,130,000**	**$ 9,973,000**	**$ 9,985,000**	**$ 13,944,000**	**$ 13,720,000**	**$ 147,870,000**
		WATER TOWERS							
	WA	Water Tower - New SE Tower	-	-	-	-	-	-	3,500,000
31993345	WA0182	Water Tower - Lindsey Tower	350,000	-	-	-	-	-	-
31993345	WA0294	Water Tower- Hall Park Tower	100,000	-	-	-	-	-	-
31993354	WA0364	Water Tower - Boyd Tower	376,500	-	-	230,000	-	856,000	-
31993345	WA0382	Water Tower - Robinson Tower	7,500	773,000	-	-	-	-	-
		Subtotal Water Tower Projects	**$ 834,000**	**$ 773,000**	**$ -**	**$ 230,000**	**$ -**	**$ 856,000**	**$ 3,500,000**
		WATER WELL IMPROVEMENTS							
31993345	WA0212	Water Well: 2015 Water Wells & Lines (paygo)	198,476	-	-	-	-	-	-
31993345	WA0235	Water Well: 2015 Well Field Development (paygo)	136,141	-	-	-	-	-	-
		Subtotal Water Well and Distribution System Projects	**$ 334,617**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		WATER TREATMENT PLANT							
31993398	WA0214	WTP Well Field Blending	1,447,454	7,000,000	-	-	-	-	-
31999939	WA0248	WTP Fiber Expansion	55,000	-	-	-	-	-	-
31999939	WA0249	WTP SCADA Improvements	897	150,000	-	-	-	-	-
31999939	WA0291	WTP Improvement Phase 1	129,638	-	-	-	-	-	-
31999939	WA-	WTP Improvement Phase 2B	-	2,000,000					
31995521	WA0329	New Building for Line Maintenance (match)	1,978,154	-	-	-	-	-	-
31993395	WA0359	Corrosion Control Study	175,000	-	-	-	-	-	-
31993395	WA0360	Cyber & Physical Security Assessment (Split 50/50 between 031/	113,749	-	-	-	-	-	-
31993395	WA0362	WTP Sludge Disposal Study	100,000	-	-	-	-	-	2,000,000
31993395	WA0370	WTP: Solar Array	24,500	-	-	-	-	-	-
31993395	WA0375	WTP: Clarifier 1 and 2 rehab	424,421	-	-	-	-	-	-
31993395	WA-	Update Wate Supply Plan	-	-	-	500,000	-	-	-
31993395	WA-	Lake Thunderbird Augmentation	-	-	-	-	-	12,536,200	87,188,800
31993395	WA0376	WTP: Filter 1-4 Influent Pipe rehab	80,000	-	500,000	-	-	-	-
		Subtotal WTP Other Projects	**$ 4,528,813**	**$ 9,150,000**	**$ 500,000**	**$ 500,000**	**$ -**	**$ 12,536,200**	**$ 89,188,800**
		URBAN SERVICE AREA WATER LINES							
31993346	WA0332	Stinson St: Jenkins Ave to George Ave	78,000	-	-	-	-	-	-
31993346	WA0340	Hunting Horse Tr: Wyandotte Wy - 1010 Hunting Horse Tr	-	-	-	-	-	-	-
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	-	-	-	-	-	-
		Subtotal Urban Service Area Water Line Projects	**$ 210,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		HOT SOILS WATER LINE REPAIR PROGRAM							
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	**$ 34,366,174**	**$ 14,053,000**	**$ 10,473,000**	**$ 10,715,000**	**$ 13,944,000**	**$ 27,112,200**	**$ 240,558,800**
		WATER BOND PROJECTS							
31993345	WB0212	2015 Water Wells and Supply Lines (2 MGD)	2,282,267	-	-	-	-	-	-
31999938	WB0291	WTP: Phase 2 Improvements	40,160	-	-	-	-	-	-
31999361	WB0351	WaterMeters, Advance Infrastr-Bond	14,999,980	-	-	-	-	-	-
		Subtotal Bond Expenses for 2006 Water Bond Projects	**$ 17,322,407**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL ALL WATER FUND 31 PROJECTS	**$ 51,688,581**	**$ 14,053,000**	**$ 10,473,000**	**$ 10,715,000**	**$ 13,944,000**	**$ 27,112,200**	**$ 240,558,800**

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Robinson Waterline: 24th NW to WTP
Project Category: Water Line Replacement
Department: Utilities
Manager: Nathan Madenwald
Ward(s): 3, 4, 6, and 8

Project Type: Water
Project Number: WA0242
Account Number: 31996683
Begin & End Dates: 7/1/2019 To 6/30/2028
Life Expectancy: 50

Detailed Project Description:

Water Distribution Projects: The proposed water distribution system improvements are broken out by location and assume that funding will be pro-rated between development related and maintenance related needs. Line replacements are generally required due to age, material type and the current state of deterioration. Existing users are expected to pay for maintenance related costs while increasing the size of a waterline is a development related cost to be paid by connection fees or impact fees. Costs are pro-rated by comparing the internal area of the existing pipe to the area of the enlarged pipe. This additional project funding, along with previously allocated funds, should completely fund the next phase of the 30-inch water line along Robinson Avenue from 24th Avenue NE to just west of 12th Avenue NE.

: Expenditure Schedule Through Account 31996683 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$1,478,000	$689,041	$288,959		$500,000				
46001 LAND	$826,000	$99,565	$726,435						
46701 UTILITIES	$0								
46101 CONST	$17,848,000	$3,617,642	$3,230,358	$2,000,000		$9,000,000			
46301 MATLS	$0								
TOTAL	$20,152,000	$4,406,248	$4,245,752	$2,000,000	$500,000	$9,000,000	$0	$0	$0

Operating Impact: Negligible Fund 31

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: WL Replacement: Classen/Flood WL
Project Category: Water Line Replacement
Department: Utilities
Manager: Nathan Madenwald
Ward(s): 8

Project Type: Water
Project Number: WA0338
Account Number: 31995521
Begin & End Dates: 7/1/2019 To 6/30/2030
Life Expectancy: 50

Detailed Project Description:

Water Distribution Projects: The proposed water distribution system improvements are broken out by location and assume that funding will be pro-rated between development related and maintenance related needs. Line replacements are generally required due to age, material type and the current state of deterioration. Existing users are expected to pay for maintenance related costs while increasing the size of a waterline is a development related cost to be paid by connection fees or impact fees. Costs are pro-rated by comparing the internal area of the existing pipe to the area of the enlarged pipe.

Classen/James Garner/Flood from Highway 9 to Indian Hills Road: Project will replace 25,700 LF 16" cast iron waterlines with 16" PVC waterlines along Classen from Highway 9 to Lindsey, then along the James Garner/BNSF RR to Robinson, then along Flood to Tecumseh Road. Project will also replace 12,200 LF 12" DIP waterlines with 12" PVC from Franklin to Well #20 just north of Indian Hills Road.

: Expenditure Schedule Through Account 31995521 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$1,746,000	$50,672	$95,328	$400,000	$240,000	$360,000	$600,000		
46001 LAND	$1,186,000		$116,000		$480,000	$220,000	$370,000		
46701 UTILITIES	$0								
46101 CONST	$21,086,000	$177,301	$2,678,699		$4,550,000	$2,760,000	$4,080,000	$6,840,000	
46301 MATLS	$0								
TOTAL	$24,018,000	$227,973	$2,890,027	$400,000	$5,270,000	$3,340,000	$5,050,000	$6,840,000	$0

Operating Impact: Negligible Fund 31

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Fire Hydrant and Valve Replacement Proje
Project Category: Water Line Maintenance
Department: Utilities
Manager: Scott Aynes
Ward(s): All

Project Type: Water
Project Number: WA0363
Account Number: 31995521
Begin & End Dates: 7/1/2023 To 6/30/2030
Life Expectancy: 50

Detailed Project Description:

This is an annual maintenance project to replace age related fire hydrants and isolation valves within the distribution system on an needed basis. Unneeded funds to be returned to the Water Fund (031) balance at the end of each fiscal year. Location of replacement assets to be determined on a case by case basis. Funds will purchase new fire hydrants, valves, water line fittings and aggregate materials for related asset replacements.

: Expenditure Schedule Through Account 31995521 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$889,000	$129,342	$259,658	$100,000	$100,000	$100,000	$100,000	$100,000	
TOTAL	$889,000	$129,342	$259,658	$100,000	$100,000	$100,000	$100,000	$100,000	$0

Operating Impact: Positive Fund 31

Main replacement will reduce reactive repairs required by Line Maintenance.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Lead Service Line Inventory and Replacem
Project Category: Water Service Lines
Department: Utilities
Manager: Nathan Madenwald
Ward(s): All

Project Type: Water
Project Number: WA0384
Account Number: 31995521
Begin & End Dates: 7/1/2023 To 6/30/2030
Life Expectancy: 50

Detailed Project Description:

The recent Lead and Copper Rule Revision will require new measures for utilities to comply with the rule. Specifically included within this proposed funding are 1) Inventory of approximately 5,000 service lines, 2) Distribution of pitchers to 20,000 locations, and 3) testing of 20,000 locations resulting from any disturbance. Costs for the inventory continue until completed. Reduced costs for the pitchers and testing are proposed in later years since the Advanced Water Metering project will be completed.

: Expenditure Schedule Through Account 31995521 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$4,400,000		$900,000	$500,000	$1,000,000	$1,000,000	$500,000	$500,000	
46301 MATLS	$1,750,000		$650,000	$650,000	$150,000	$150,000	$150,000		
TOTAL	$6,150,000	$0	$1,550,000	$1,150,000	$1,150,000	$1,150,000	$650,000	$500,000	$0

Operating Impact: Negligible Fund 31

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Westwood Estates Water Line Repl
Project Category: Water Line Maintenance
Department: Utilities
Manager: Peter Wolbach
Ward(s): 2

Project Type: Water
Project Number: WAXXXX
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2026
Life Expectancy: 50

Detailed Project Description:

Existing water lines within the Westwood Estates Subdivision are ductile iron lines older than 50 years in age. These lines have experienced increased rates of leaks and failures and warrant replacement. The project includes approximately 7650 linear feet of 6 and 8-inch water lines.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$180,000			$180,000					
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,950,000				$1,950,000				
46301 MATLS	$0								
TOTAL	$2,130,000	$0	$0	$180,000	$1,950,000	$0	$0	$0	$0

Operating Impact: Positive Fund 31

Proactive replacement will reduce reactive maintenance by City staff.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Carter Water Line Replacement
Project Category: Water Line Maintenance
Department: Utilities
Manager: Kenneth Giannone
Ward(s): 4

Project Type: Water
Project Number: WAXXXX
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2026
Life Expectancy: 50

Detailed Project Description:

Existing water lines within the Carpenter Subdivision and along N Carter Avenue are cast iron lines older than 50 years in age. These lines have experienced increased rates of leaks and failures and warrant replacement. The project includes approximately 5,200 linear feet of 6, 8, and 12-inch water lines.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$120,000			$120,000					
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,500,000				$1,500,000				
46301 MATLS	$0								
TOTAL	$1,620,000	$0	$0	$120,000	$1,500,000	$0	$0	$0	$0

Operating Impact: Positive Fund 31

Proactive replacement will reduce reactive maintenance by City staff.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Royal Oaks Water Line Replacement
Project Category: Water Line Maintenance
Department: Utilities
Manager: Peter Wolbach
Ward(s): 6

Project Type: Water
Project Number: WAXXXX
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2026
Life Expectancy: 50

Detailed Project Description:

Existing water lines within the Royal Oaks Subdivision east of the pond are ductile iron and were generally constructed in the 1980s. These lines have experienced increased rates of failure and warrant replacement. The project includes approximately 8,000 linear feet of 6 and 8-inch water lines.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$180,000			$180,000					
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,000,000				$2,000,000				
46301 MATLS	$0								
TOTAL	$2,180,000	$0	$0	$180,000	$2,000,000	$0	$0	$0	$0

Operating Impact: Positive Fund 31

Proactive replacement will reduce reactive maintenance by City staff.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Water Tower Maint: Robinson Tower
Project Category: Water Towers
Department: Utilities
Manager: Kenneth Giannone
Ward(s): 8

Project Type: Water
Project Number: WA0382
Account Number: 31993345
Begin & End Dates: 7/1/2024 To 6/30/2026
Life Expectancy: 15

Detailed Project Description:

To continue to store drinking water in a safe environment, water towers must be continually maintained. Water tower inspection and resurfacing occurs on an approximate 10 year cycle; the Robinson Water Tower located at 435 W. Robinson was last coated in July 2006. During resurfacing, structural defects or deterioration will be rehabilitated in order to extend the life of the tower.

: Expenditure Schedule Through Account 31993345 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$105,500		$7,500	$98,000					
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$675,000			$675,000					
46301 MATLS	$0								
TOTAL	$780,500	$0	$7,500	$773,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund 31

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Well Field Blending
Project Category: Water Treatment Plant
Department: Utilities
Manager: Rachel Croft
Ward(s): All

Project Type: Water
Project Number: WA0214
Account Number: 31993398
Begin & End Dates: 7/1/2015 To 6/30/2026
Life Expectancy: 40

Detailed Project Description:

The groundwater system currently includes wells, pumps and water lines that convey water to the distribution system to serve our customers. No treatment currently occurs to the groundwater including no disinfection or the addition of a disinfectant residual. Additionally, naturally occurring minerals are present within the Garber Wellington Aquifer and have Maximum Contaminant Levels set by the EPA that could require future treatment processes to be added.

This project includes multiple efforts to modify the well system to increase the available well flow to the water system and improved water quality by completing piping modifications and construction of a centralized facility within the groundwater well field to initially provide disinfection and disinfectant residual but include sufficient space to allow for future treatment processes to be added.

: Expenditure Schedule Through Account 31993398 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$1,470,001	$235,437	$1,234,564						
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$7,107,000	$1,531	$105,469	$7,000,000					
46301 MATLS	$937,500	$830,078	$107,422						
TOTAL	$9,514,501	$1,067,046	$1,447,455	$7,000,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund 31

Additional staff time will be necessary to operate and maintain the facility which will increase operating costs but staff time will lessen by improving water quality and reducing the potential for water quality events.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: WTP SCADA Improvements
Project Category: Water Treatment Plant
Department: Utilities
Manager: Rachel Croft
Ward(s): All

Project Type: Water
Project Number: WA0249
Account Number: 31999939
Begin & End Dates: 7/1/2017 To 6/30/2025
Life Expectancy: 10

Detailed Project Description:

Past improvements have been completed to upgrade the Water Treatment Plant SCADA system but additional upgrades are necessary to keep the systems current and provide for improved maintenance of the systems, ongoing system security, and increased data accessibility and functionality for City staff.

: Expenditure Schedule Through Account 31999939 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$204,999	$54,102	$897	$150,000					
46301 MATLS	$0								
TOTAL	$204,999	$54,102	$897	$150,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund 31

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: WTP Phase 2B Improvements
Project Category: Water Treatment Plant
Department: Utilities
Manager: Rachel Croft
Ward(s): All

Project Type: Water
Project Number: WAXXXXX
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2026
Life Expectancy: 40

Detailed Project Description:

The Phase 2 Water Treatment Plant Improvements were successfully completed and including construction of chemical systems, ozone, disinfection, control building addition, new storage building and additional site improvements necessary for the project. This project will further improve the plant by completing minor improvements to better facilitate the operation of the Phase 2 systems. Specifically included are:
1. Modification and addition of sampling facilities within the ozone basin;
2. New water chiller system to provide cooler water for ozone generator heat dissipation and onsite sodium hypochlorite generation; and
3. Additional salt tank for improved deliveries of salt used for the onsite sodium hypochlorite system.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,000,000			$2,000,000					
46301 MATLS	$0								
TOTAL	$2,000,000	$0	$0	$2,000,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund 31

Additional staff time will be necessary to operate and maintain the facility which will increase operating costs but staff time will lessen by improving water quality and reducing the potential for water quality events.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

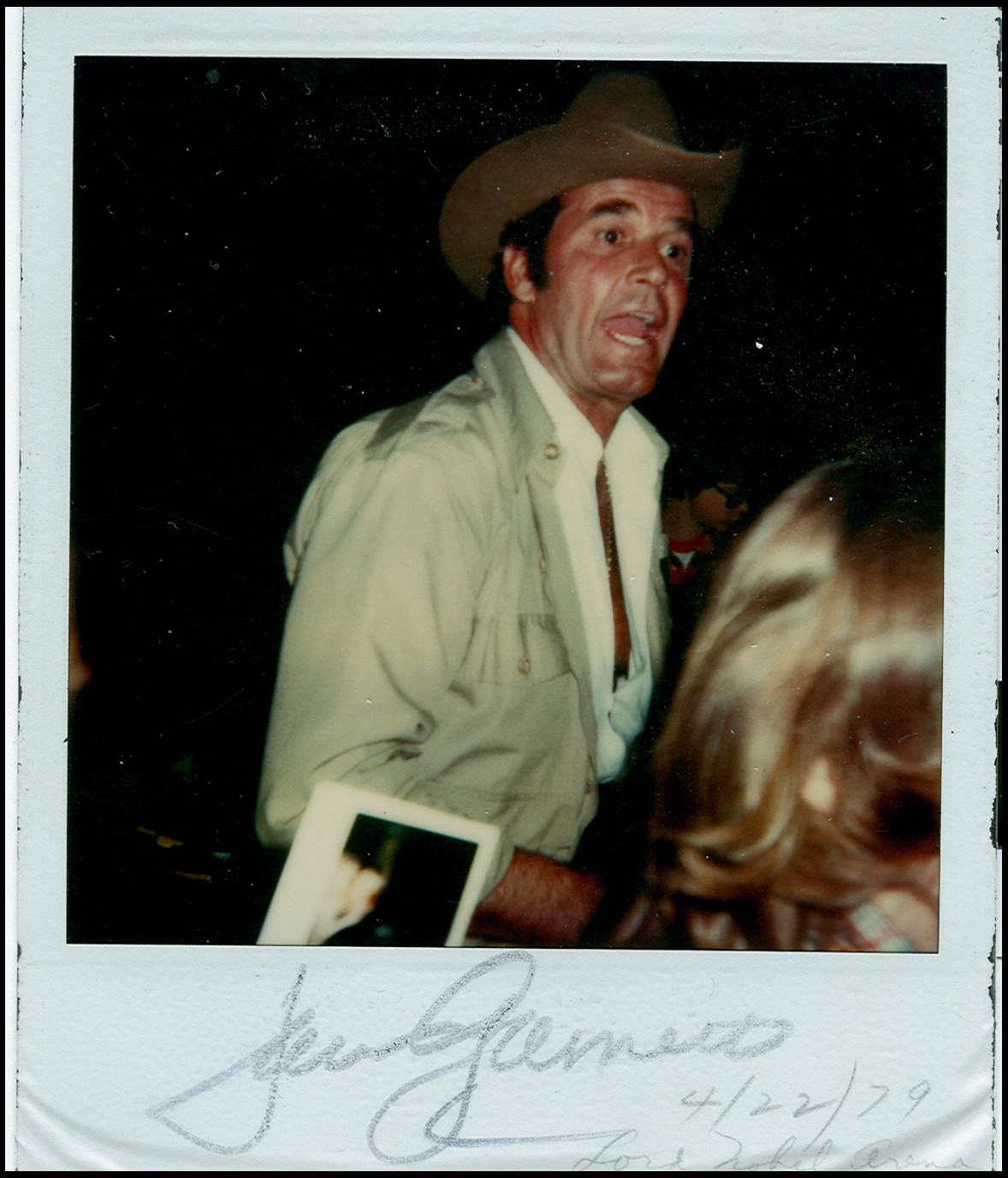


Photo courtesy of Visit Norman

WATER RECLAMATION FUND

CAPITAL IMPROVEMENTS PLAN

WATER RECLAMATION FUND – 32

ASSUMPTIONS

1. Primary factors affecting project selection and priorities include:
   - Compliance with EPA administrative orders,
   - Relative impact on other parts of the sanitary sewerage system,
   - Maintenance history and service calls,
   - Inspections,
   - Wastewater Master Plan recommendations,
   - Accessibility,
   - Relative location downstream or upstream in the system, and
   - Coordination with nearby infrastructure projects.

2. Fund 32 is the Norman Utilities Authority Wastewater Reclamation Facility Fund that accounts for revenues associated with existing customers and ongoing accounts.

3. A 25 member, Council-appointed, Implementation Committee, will prioritize improvements to both the interceptors and the treatment plant with the assistance of staff. For interceptors, the committee might consider the following factors:
   - Sales tax funded project scope should be appropriate to allow funding on a "pay-as-you-go" basis.
   - Those interceptor segments shown to be most severely overloaded under the existing wastewater loading should be most highly rated. Similarly, those becoming overloaded under an obligated loading would have a higher priority than one becoming overloaded under full build-out. Expressed differently, those interceptors needing only a small increase in capacity to meet full build-out demands would have a higher priority than interceptors needing a large increase in capacity.
   - Downstream interceptor segments should generally be of higher priority than upstream segments. Interceptor projects in separate drainage basins can occur simultaneously as they are not interdependent.
   - Since excise tax funding is expected to lag behind sales tax funding, interceptor segments that are the same size under both the obligated and the full build-out scenarios might be funded first. Generally, this implies the service area is close to being fully developed, or a portion of the existing flow will be diverted to the proposed northern wastewater treatment plant.
   - Parallel interceptors might have a lower priority than a replacement interceptor might since additional rights-of-way may need to be acquired for parallel interceptors. Right-of-way/easement acquisition often delays project start-up.
   - The new interceptors serving existing customers in the Lift Station D service area must be timed to come on-line concurrently with the proposed northern wastewater treatment plant. Design and right-of-way acquisition for these interceptors might have a high priority while construction might be delayed several years.

4. In FYE 2015 Council approved 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 fee.

5. Funding for two projects is scheduled in FYE 25 totaling $3,800,000.

WASTEWATER - FUND 32

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 8,543,627	$ 403,589	$ 7,333,700	$ 5,856,882	$ 2,188,351	$ (1,057,116)	$ (3,684,628)
2								
3	Operating Revenues:							
4	Enterprise Fund Fees/Chgs	$ 11,856,258	$ 11,773,639	$ 11,773,639	$ 12,200,000	$ 12,200,000	$ 12,200,000	$ 12,200,000
5	Capital Improvement Charge	998,378	849,216	849,216	857,708	866,285	874,948	883,698
6								
7	Total Operating Revenues	$ 12,854,636	$ 12,622,855	$ 12,622,855	$ 13,057,708	$ 13,066,285	$ 13,074,948	$ 13,083,698
8								
9	Operating Expenditures:							
10	Salaries and Benefits	$ 4,136,225	$ 3,847,024	$ 3,847,024	$ 4,189,832	$ 4,399,324	$ 4,619,290	$ 4,850,254
11	Supplies and Materials	762,157	745,728	778,523	776,441	784,205	792,047	799,968
12	Services and Maintenance	1,483,474	1,600,367	1,689,713	1,544,277	1,559,720	1,575,317	1,591,070
13	Internal Services	264,453	300,811	300,811	290,909	296,727	302,662	308,715
14	Cost Allocations	1,998,829	2,205,987	2,205,987	2,300,118	2,323,119	2,346,350	2,369,814
15	Employee Turnover Savings	-	(57,705)	(57,705)	(62,847)	(65,990)	(69,289)	(72,754)
16								
17	Total Operating Expenditures	$ 8,645,138	$ 8,642,212	$ 8,764,353	$ 9,038,730	$ 9,297,105	$ 9,566,377	$ 9,847,067
18								
19	Net Operating Revenue	$ 4,209,498	$ 3,980,643	$ 3,858,502	$ 4,018,979	$ 3,769,180	$ 3,508,571	$ 3,236,630
20								
21	Other Revenues:							
22	Interest Income	$ 136,411	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
23	Bond Proceeds/Grant Reimb.	-	-	5,000,000	-	-	-	-
24	Misc. Revenue/Cost Allocation	812,500	-	-		-	-	-
25								
26	Total Other Revenues	$ 948,911	$ 50,000	$ 5,050,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
27								
28								
29	Other Expenditures:							
30	Audit Accruals/Adjustments	$ (304,953)						
31	Debt Service-14 SRF Note	2,255,293	2,257,294	2,257,294	2,257,294	2,257,294	2,257,294	1,129,897
32	Debt Service-24 SRF Note	-	-	-	54,216	177,353	283,790	283,923
33	Capital Projects	3,692,498	1,325,000	7,266,624	3,800,000	4,020,000	3,035,000	242,000
34	Capital Equipment	132,685	68,500	212,569	1,016,000	-	-	-
35	I/F Transf - General Fund	592,813	615,334	648,834	610,000	610,000	610,000	610,000
36								
37	Total Other Expenditures	$ 6,368,336	$ 4,266,128	$ 10,385,321	$ 7,737,510	$ 7,064,647	$ 6,186,084	$ 2,265,820
38								
39	Net Revenues (Expenditures)	$ (1,209,927)	$ (235,484)	$ (1,476,818)	$ (3,668,531)	$ (3,245,466)	$ (2,627,512)	$ 1,020,810
40								
41	Ending Fund Balance	$ 7,333,700	$ 168,105	$ 5,856,882	$ 2,188,351	$ (1,057,116)	$ (3,684,628)	$ (2,663,818)
42								
43	Reserves							
44	Reserve for Encumbrances	$ 1,852,317	$ -	$ -	$ -	$ -	$ -	$ -
45	Reserve for Operations	691,611	691,377	701,148	723,098	743,768	765,310	787,765
46	Reserve for Capital	2,319,400	2,319,400	2,319,400	1,949,250	1,259,000	371,000	500,000
47	Reserve (Deficit) Surplus	2,470,372	(2,842,672)	2,836,334	(483,997)	(3,059,884)	(4,820,938)	(3,951,583)
48								
49	Total Reserves	$ 7,333,700	$ 168,105	$ 5,856,882	$ 2,188,351	$ (1,057,116)	$ (3,684,628)	$ (2,663,818)

Water Reclamation Fund Project Table
Fund 32

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
32-	WW-	Water Reclamation Facility Upgrades	-	2,000,000	-	2,000,000	-	-	-
32-	WW-	WRF Drying Bed	-	-	170,000	-	-	-	-
32-	WW-	Westside Lift Station Roof	-	-	-	-	55,000	-	-
32-	WW-	WestWRF Main Control Buidling Roof	-	-	-	-	-	-	360,000
32999942	WW0173	WRF Environmental Services Building Roof	-	-	-	-	55,000	-	-
32999942	WW0177	WW Conn Fee/Excise Tax Assessment	13,551	-	-	-	-	-	-
32993394	WW0205	WRF Non-Potable Reuse System	314,289	-	-	-	-	-	3,700,000
32993363	WW0312	Sludge Co-Composting	21,874	-	-	1,035,000	-	-	-
32990048	WW0317	WRF Re-Use Pilot Study	383,824	-	-	-	-	-	-
32999911	WW0318	WRF Storage Building	35,932	-	850,000	-	-	-	-
32999911	WW0319	WRF Septage Receiving Station	800	-	-	-	-	500,000	-
32999911	WW0323	WRF Blower Building Roof Replacement	-	-	-	-	132,000	-	-
32999911	WW0325	WRF Main Control Building Renovation	151,785	-	3,000,000	-	-	-	-
32999911	WW0326	Centrifuge Replacement	3,249,374	-	-	-	-	-	-
32995521	WW0329	Line Maintenance Building (match)	1,937,709	-	-	-	-	-	-
32999911	WW0331	WRF Solar Array	87,481	-	-	-	-	-	-
32999911	WW0332	Aeration Basin Turbo Blower Replacement	820,000	1,800,000	-	-	-	-	-
32999911	WW0336	Digester 3 Roof Replacement	250,000	-	-	-	-	-	-
		TOTAL WATER RECLAMATION FUND 32 PROJECTS	**$ 7,266,619**	**$ 3,800,000**	**$ 4,020,000**	**$ 3,035,000**	**$ 242,000**	**$ 500,000**	**$ 4,060,000**

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Water Reclamation Facility Upgrades
Project Type: Water Reclamation
Project Category: Water Reclamation Facility
Project Number: WW
Department: Utilities
Account Number:
Manager: Peter Wolbach
Begin & End Dates: 7/1/2024 To 6/30/2028
Ward(s): All
Life Expectancy: 25

Detailed Project Description:

The Water Reclamation Facility had a project completed in 2017 to significantly upgrade the plant but there were still many components that were unable to be addressed as part of that project plus regular, ongoing uprades will be need for any wastewater facility to keep it operating efficiently and within permit limits.
1. Inspection, rehabilitation, and coating of two secondary clarifiers that were installed in 1999.
2. Inspection, rehabilitation, and coating of a secondary pump station with two wet wells. Additionally, rewiring of pumps and drains will be fixed.
3. Inspection, rehabilitation, and coating of two sludge wet wells and associated drain valves to properly convey sludge to thickening units.
4. Modifications to reclaimed water system to reduce the need for potable water at the facility.
5. Replacement of fine screens for Westside Lift Station.
6. Upgrading of PLCs used to control equipment within the WRF to ensure proper security and operations.
Funding may be insufficient to complete all of this work in FYE2025 but additional work will be completed in later years as additional funding comes available. Work will be prioritized based on level and consequence of failure.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$400,000			$200,000		$200,000			
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$3,600,000			$1,800,000		$1,800,000			
46301 MATLS	$0								
TOTAL	$4,000,000	$0	$0	$2,000,000	$0	$2,000,000	$0	$0	$0

Operating Impact: Negligible WRF Fund- 32

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title:	Aeration Basin Turbo Blower Replcmnt	Project Type:	Water Reclamation
Project Category:	Water Reclamation Facility	Project Number:	WW0332
Department:	Utilities	Account Number:	32999911
Manager:	Nathan Madenwald	Begin & End Dates:	7/1/2021 To 6/30/2024
Ward(s):	All	Life Expectancy:	20

Detailed Project Description:

This project will include construction costs associated with the replacement of two turbo blowers installed in the recently WRF upgrades but never met project specifications. The equipment and materials will be provided by the manufacturer at their cost.

Additionally, this project will include two replacement centrifugal blowers that are near the end of their useful life.

: Expenditure Schedule Through Account 32999911 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$40,000	$40,000							
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,580,000	$280,000	$500,000	$1,800,000					
46301 MATLS	$0								
TOTAL	$2,620,000	$320,000	$500,000	$1,800,000	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

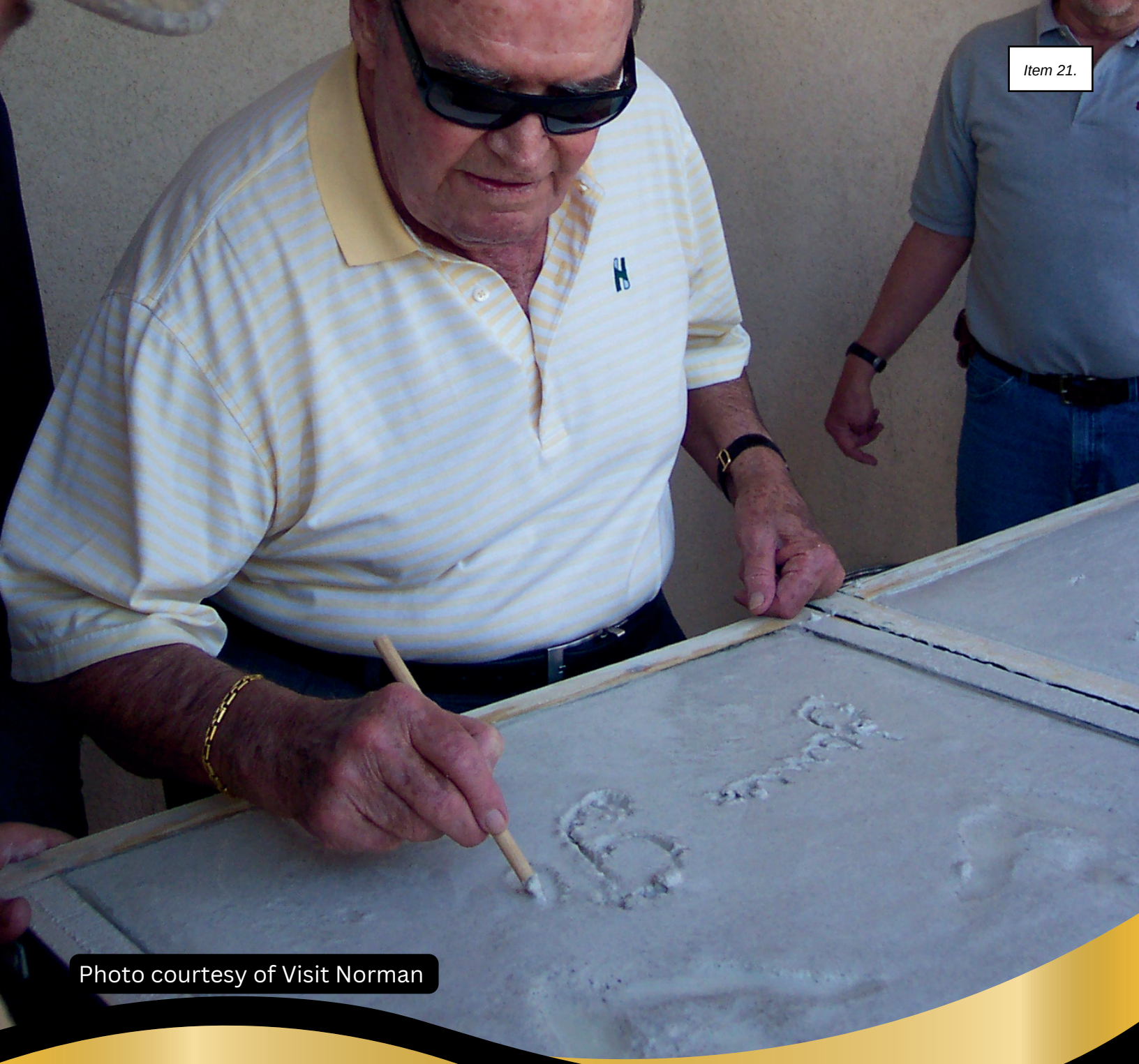


Photo courtesy of Visit Norman

SEWER MAINTENANCE FUND

CAPITAL IMPROVEMENTS PLAN

SEWER MAINTENANCE FUND – 321

ASSUMPTIONS

1. Primary factors affecting project selection and priorities include:
   - Compliance with EPA administrative orders,
   - Relative impact on other parts of the sanitary sewerage system,
   - Maintenance history and service calls,
   - Inspections,
   - Wastewater Master Plan recommendations,
   - Accessibility,
   - Relative location downstream or upstream in the system, and
   - Coordination with nearby infrastructure projects.

2. New sources of revenue were approved by voters on August 14, 2001 became effective October 1, 2001 and are:
   - Sewer Maintenance (Fund 321) - $5 per month, sewer service maintenance rate charged to each residence, apartment, business or mobile home receiving sewer service in the City; to be used for establishing an upgraded sewer maintenance program and not to pay debt service.

3. A 25 member, Council-appointed, Implementation Committee, will prioritize improvements to both the interceptors and the treatment plant with the assistance of staff. For interceptors, the committee might consider the following factors:
   - Sales tax funded project scope should be appropriate to allow funding on a "pay-as-you-go" basis.
   - Those interceptor segments shown to be most severely overloaded under the existing wastewater loading should be most highly rated. Similarly, those becoming overloaded under an obligated loading would have a higher priority than one becoming overloaded under full build-out. Expressed differently, those interceptors needing only a small increase in capacity to meet full build-out demands would have a higher priority than interceptors needing a large increase in capacity.
   - Downstream interceptor segments should generally be of higher priority than upstream segments. Interceptor projects in separate drainage basins can occur simultaneously as they are not interdependent.
   - Since excise tax funding is expected to lag behind sales tax funding, interceptor segments that are the same size under both the obligated and the full build-out scenarios might be funded first. Generally, this implies the service area is close to being fully developed, or a portion of the existing flow will be diverted to the proposed northern wastewater treatment plant.
   - Parallel interceptors might have a lower priority than a replacement interceptor might since additional rights-of-way may need to be acquired for parallel interceptors. Right-of-way/easement acquisition often delays project start-up.
   - The new interceptors serving existing customers in the Lift Station D service area must be timed to come on-line concurrently with the proposed northern wastewater treatment plant. Design and right-of-way acquisition for these interceptors might have a high priority while construction might be delayed several years.

4. In FYE 2015 Council approved 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 fee.

5. Three projects are scheduled for funding in FYE 25 totaling $5,880,000.

Sewer Maintenance - Fund 321

	FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
Beginning Fund Balance	$ 13,991,321	$ 1,886,283	$ 17,390,640	$ 3,851,676	$ 1,048,902	$ 4,054,183	$ 7,087,664
Operating Revenues:							
Sewer Maintenance Rate	$ 3,225,049	$ 3,123,871	$ 3,123,871	$ 3,155,110	$ 3,186,661	$ 3,218,528	$ 3,250,713
Total Operating Revenues	$ 3,225,049	$ 3,123,871	$ 3,123,871	$ 3,155,110	$ 3,186,661	$ 3,218,528	$ 3,250,713
Operating Expenditures:							
Salaries and Benefits	$ 87,116	$ 91,883	$ 91,883	$ 67,303	$ 70,668	$ 74,202	$ 77,912
Supplies and Materials	1,905	3,082	3,082	4,513	4,558	4,604	4,650
Services and Maintenance	1,281	4,725	4,725	3,525	3,560	3,596	3,632
Internal Services	-	1,031	1,031	2,543	2,594	2,646	2,699
Total Operating Expenditures	$ 90,302	$ 100,721	$ 100,721	$ 77,884	$ 81,380	$ 85,047	$ 88,892
Net Operating Revenue	$ 3,134,747	$ 3,023,150	$ 3,023,150	$ 3,077,226	$ 3,105,281	$ 3,133,481	$ 3,161,821
Other Revenues:							
Interest Income	$ 295,349	$ -	$ -	$ -	$ -	$ -	$ -
Misc. Revenue	(648)	-	-	-	-	-	-
Transfer from Excise Tax Fund	623,000						
Total Other Revenues	$ 917,701	$ -	$ -	$ -	$ -	$ -	$ -
Other Expenditures:							
Capital Projects	$ 653,129	$ 2,800,000	$ 16,562,114	$ 5,880,000	$ 100,000	$ 100,000	$ 100,000
I/F Transf - Capital Fund	-						
Audit Accruals/Adjustments	-	-	-	-	-	-	-
Total Other Expenditures	$ 653,129	$ 2,800,000	$ 16,562,114	$ 5,880,000	$ 100,000	$ 100,000	$ 100,000
Total Revenues	$ 4,142,750	$ 3,123,871	$ 3,123,871	$ 3,155,110	$ 3,186,661	$ 3,218,528	$ 3,250,713
Total Expenditures	$ 743,431	$ 2,900,721	$ 16,662,835	$ 5,957,884	$ 181,380	$ 185,047	$ 188,892
Net Revenues (Expenditures)	$ 3,399,319	$ 223,150	$ (13,538,964)	$ (2,802,774)	$ 3,005,281	$ 3,033,481	$ 3,061,821
Ending Fund Balance	$ 17,390,640	$ 2,109,433	$ 3,851,676	$ 1,048,902	$ 4,054,183	$ 7,087,664	$ 10,149,485

Sewer Maintenance Fund Project Table
Fund 321

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
32190048	WW0091	Replace Lift Station D Force Main-Phase 2	1,021,499	-	-	-	-	-	-
32190048	WW0174	Bishop Interceptors (match)	2,570,000	-	-	-	-	-	-
32193338	WW0178	SS Aerial Crossing: HWY 9 & OliverWood	384,033	-	-	-	-	-	-
32199974	WW0248	SS Emergency Repairs	552,499	100,000	100,000	100,000	100,000	100,000	-
32193338	WW0316	Sewer Maint Projects FY18	2,759,265	-	-	-	-	-	-
32193338	WW0321	Sewer Maint Projects FY19	5,737,603	-	-	-	-	-	-
32190048	WW0328	Brookhaven Creek Interceptors	450,000	-	-	-	-	-	-
32193338	WW0330	12th Ave NE Manhole Replacements	188,115	-	-	-	-	-	-
32193338	WW0334	Sewer Maint Projects FYE 2022	2,620,000	800,000	-	-	-	-	-
32192236	WW0335	Sewer Lift Station Rehab: Ashton Grove	45,100	-	-	-	-	-	-
32193338	WW0337	Sewer Maint Projects FYE 2024	150,000	4,900,000	-	-	-	-	-
32192236	WW0338	Sewer Lift Station Rehab: Sutton Place	60,000	-	-	-	-	-	-
32192236	WW0339	Healthplex Lift Station SCADA Improve	20,000	-	-	-	-	-	-
32192236	WW-	Sewer Lift Station Rehab - Sutton Place	-	80,000	-	-	-	-	-
		TOTAL SEWER MAINTENANCE FUND 321 PROJECTS	**$ 16,558,114**	**$ 5,880,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ -**

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sanitary Sewer Emergency Repairs
Project Category: Line Maintenance
Department: Utilities
Manager: Scott Aynes
Ward(s): All

Project Type: Water Reclamation
Project Number: WW0248
Account Number: 32199974
Begin & End Dates: 7/1/2002 To 6/30/2050
Life Expectancy: 50 years

Detailed Project Description:

This is an annual project to perform emergency repairs of sanitary sewer lines by outside contractor on an as-needed basis. Location of repairs to be determined on a case by case basis when repairs are beyond the scope of Sewer Line Maintenance staff due to depth, location or manpower restrictions.

: Expenditure Schedule Through Account 32199974 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,907,016	$854,516	$552,500	$100,000	$100,000	$100,000	$100,000	$100,000	
46301 MATLS	$0								
TOTAL	$1,907,016	$854,516	$552,500	$100,000	$100,000	$100,000	$100,000	$100,000	$0

Operating Impact: Negligible 321

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sewer Maintenance Project FY 2022
Project Category: Sanitary Sewer Replacements
Department: Utilities
Manager: Peter Wolbach
Ward(s): 2 and 8

Project Type: Water Reclamation
Project Number: WW0334
Account Number: 32193338
Begin & End Dates: 7/1/2021 To 6/30/2026
Life Expectancy: 50 years

Detailed Project Description:

In 2001, the citizen's of Norman approved a Sewer Maintenance Fee of $5 per month per household to be deposited in the Sewer Maintence Fund 321. New projects are funded annually with funding utilized for design, inspection and construction activities which will repair or replace our aging sewer collection system including sewer lines and lift stations.
ORIGINAL SCOPE
Annual rehabilitation project is generally bounded by Westridge Terrace to the west, W. Boyd St. to the North, Wiley Road to the East, and Lindsey Street to the south. Additional lines may be added by staff if funding is available. Repair to or replacement of about 21,100 feet of sewer is needed in the project area, subject to adjustments by staff due to unforeseen system operational considerations. Alternates may be bid, but are not identified yet.
REVISED SCOPE
Based on current system condition and frequency of maintenance by staff, the location of this project is being changed to cover two different areas:
1. Lines north of Dakota Street and east of Fairway Drive up to the golf course; and
2. Lines between Stubbeman Avenue and Porter Avenue and generally north of Mimosa Drive.
These areas include approximately 18,200 linear feet.

The portion originally programmed for FYE 2022 has been moved to FYE 2027.

: Expenditure Schedule Through Account 32193338 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$120,000		$120,000						
46001 LAND	$30,000		$30,000						
46701 UTILITIES	$0								
46101 CONST	$3,270,000		$2,470,000	$800,000					
46301 MATLS	$0								
TOTAL	$3,420,000	$0	$2,620,000	$800,000	$0	$0	$0	$0	$0

Operating Impact: Positive Fund 321

Replacement of old lines will reduce the frequency of maintenance.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sewer Maintenance Project FY 2024
Project Category: Sanitary Sewer Replacements
Department: Utilities
Manager: Peter Wolbach
Ward(s): 1

Project Type: Water Reclamation
Project Number: WW0337
Account Number: 32193338
Begin & End Dates: 7/1/2023 To 6/30/2026
Life Expectancy: 50 years

Detailed Project Description:

In 2001, the citizen's of Norman approved a Sewer Maintenance Fee of $5 per month per household to be deposited in the Sewer Maintence Fund 321. New projects are funded annually with funding utilized for design, inspection and construction activities which will repair or replace our aging sewer collection system including sewer lines and lift stations.
ORIGINAL SCOPE
Annual rehabilitation project, generally bounded by Main to the North, Imhoff Creek to the west, W. Boyd to the south and Wylie to the East. Additional lines may be added by staff if funding is available. Repair to or replacement of about 18,800 feet of sewer is needed in the project area, subject to adjustments by staff due to unforeseen system operational considerations. Alternates may be bid, but are not identified yet.
REVISED SCOPE
Based on current system condition and frequency of maintenance by staff, the location of this project is being changed to cover This project will now replace the sewer lines generally located east of 12th Avenue NE, north of Lindsey, south of Alameda and west of Grill Avenue. These areas include approximately 27,750 linear feet.

: Expenditure Schedule Through Account 32193338 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$120,000		$120,000						
46001 LAND	$30,000		$30,000						
46701 UTILITIES	$0								
46101 CONST	$4,900,000			$4,900,000					
46301 MATLS	$0								
TOTAL	$5,050,000	$0	$150,000	$4,900,000	$0	$0	$0	$0	$0

Operating Impact: Positive Fund 321

Replacement of old lines will reduce the frequency of maintenance.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sewer Lift Station Rehab - Sutton Place
Project Category: Line Maintenance
Department: Utilities
Manager: Jared Mattern
Ward(s): 6

Project Type: Water Reclamation
Project Number: WWXXXX
Account Number: 32192236
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 years

Detailed Project Description:

This is an annual project to rehabilitate lift stations and associated appurtenances; funds remaining at end of fiscal year are returned to fund balance. Design life of a lift station is twenty years; future projects to be determined based on need.
FYE 25 project is to rehabilitate pumps, valves and electrical control panels at the Park Hill Lift Station.

: Expenditure Schedule Through Account 32192236 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$20,000			$20,000					
46301 MATLS	$60,000			$60,000					
TOTAL	$80,000	$0	$0	$80,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund 321

Increases reliability of lift station.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

SEWER NEW DEVELOPMENT FUND

CAPITAL IMPROVEMENTS PLAN

NEW DEVELOPMENT EXCISE TAX FUND –322

ASSUMPTIONS

1. Primary factors affecting project selection and priorities include:
   - Compliance with EPA administrative orders,
   - Relative impact on other parts of the sanitary sewerage system,
   - Maintenance history and service calls,
   - Inspections,
   - Wastewater Master Plan recommendations,
   - Accessibility,
   - Relative location downstream or upstream in the system, and
   - Coordination with nearby infrastructure projects.
2. New sources of revenue were approved by voters on August 14, 2001 and became effective October 1, 2001:
   - New Development Excise Tax (Fund 322) – an excise tax on new residential and commercial development to be served by the sewer system. This revenue is to be used for future improvements and expansion to the city's wastewater system. The amount generated is dependent on growth, but is anticipated to be $2 million per year. Projects will be funded primarily Pay Go and debt financed as needed.
3. A 25 member, Council-appointed, Implementation Committee, will prioritize improvements to both the interceptors and the treatment plant with the assistance of staff. For interceptors, the committee might consider the following factors:
   - Sales tax funded project scope should be appropriate to allow funding on a "pay-as-you-go" basis.
   - Those interceptor segments shown to be most severely overloaded under the existing wastewater loading should be most highly rated. Similarly, those becoming overloaded under an obligated loading would have a higher priority than one becoming overloaded under full build-out. Expressed differently, those interceptors needing only a small increase in capacity to meet full build-out demands would have a higher priority than interceptors needing a large increase in capacity.
   - Downstream interceptor segments should generally be of higher priority than upstream segments. Interceptor projects in separate drainage basins can occur simultaneously as they are not interdependent.
   - Since excise tax funding is expected to lag behind sales tax funding, interceptor segments that are the same size under both the obligated and the full build-out scenarios might be funded first. Generally, this implies the service area is close to being fully developed, or a portion of the existing flow will be diverted to the proposed northern wastewater treatment plant.
   - Parallel interceptors might have a lower priority than a replacement interceptor might since additional rights-of-way may be required for parallel interceptors. Right-of-way/easement acquisition often delays project start-up.
   - The new interceptors serving existing customers in the Lift Station D service area must be timed to come on-line concurrently with the proposed northern wastewater treatment plant. Design and right-of-way acquisition for these interceptors might have a high priority while construction might be delayed several years.
4. There are no projects scheduled for FYE 25.

NEW DEVELOPMENT - FUND 322

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PROJECTED	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 6,679,569	$ 4,568,028	$ 5,100,288	$ 1,288,042	$ 854,900	$ 421,759	$ (6,011,383)
2								
3	Operating Revenues:							
4	Excise Tax - Residential	$ 876,983	$ 1,100,000	$ 1,100,000	$ 1,100,000	$ 1,100,000	$ 1,100,000	$ 1,100,000
5	Excise Tax - Commercial	160,729	300,000	300,000	300,000	300,000	300,000	300,000
6								
7	Total Operating Revenues	$ 1,037,712	$ 1,400,000	$ 1,400,000	$ 1,400,000	$ 1,400,000	$ 1,400,000	$ 1,400,000
8								
9	Total Operating Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10								
11	Net Operating Revenue	$ 1,037,712	$ 1,400,000	$ 1,400,000	$ 1,400,000	$ 1,400,000	$ 1,400,000	$ 1,400,000
12								
13	Other Revenues:							
14	Interest Income	$ 125,492	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000
15								
16	Total Other Revenues	$ 125,492	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000
17								
18	Other Expenditures:							
19	Debt Service - 09 SRF	$ 351,334	$ 353,085	$ 353,085	$ 353,085	$ 353,085	$ 353,085	$ 353,085
20	Debt Service - 14 SRF	1,547,556	1,550,056	1,550,056	1,550,056	1,550,056	1,550,056	776,279
21	Capital Projects	220,595	2,000,000	3,379,105	-	-	6,000,000	
22	Transfer to Maint. Fund	623,000						
23								
24	Total Other Expenditures	$ 2,742,485	$ 3,903,141	$ 5,282,246	$ 1,903,141	$ 1,903,141	$ 7,903,141	$ 1,129,364
25								
26	Net Revenues (Expenditures)	$ (1,579,281)	$ (2,433,141)	$ (3,812,246)	$ (433,141)	$ (433,141)	$ (6,433,141)	$ 340,636
27								
28	Ending Fund Balance	$ 5,100,288	$ 2,134,886	$ 1,288,042	$ 854,900	$ 421,759	$ (6,011,383)	$ (5,670,746)

New Development ExciseTax Fund Project Table
Fund 322

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
32290048	WW0174	Bishop Creek Interceptors	139,700	-	-	-	-	-	1,791,700
32290048	WW0179	WW Master Plan	629,405	-	-	-	-	-	-
32290048	WW0308	SE Lift Station Payback	902,000	-	-	6,000,000	-	-	-
32299911	WW0326	WRF Dewatering Centrifuge Replacement	1,331,600	-	-	-	-	-	-
32290048	WW0328	Brookhaven Creek Interceptors	100,000	-	-	-	-	-	2,181,500
32290722	WW0348	Corporation Addition Utilities	276,400	-	-	-	-	-	-
32290722	WW-	4.5 MGD North WRF	-	-	-	-	-	-	50,200,000
		TOTAL NEW DEVELOPMENT EXCISE FUND 322 PROJECTS	**$ 3,379,105**	**$ -**	**$ -**	**$ 6,000,000**	**$ -**	**$ -**	**$ 54,173,200**

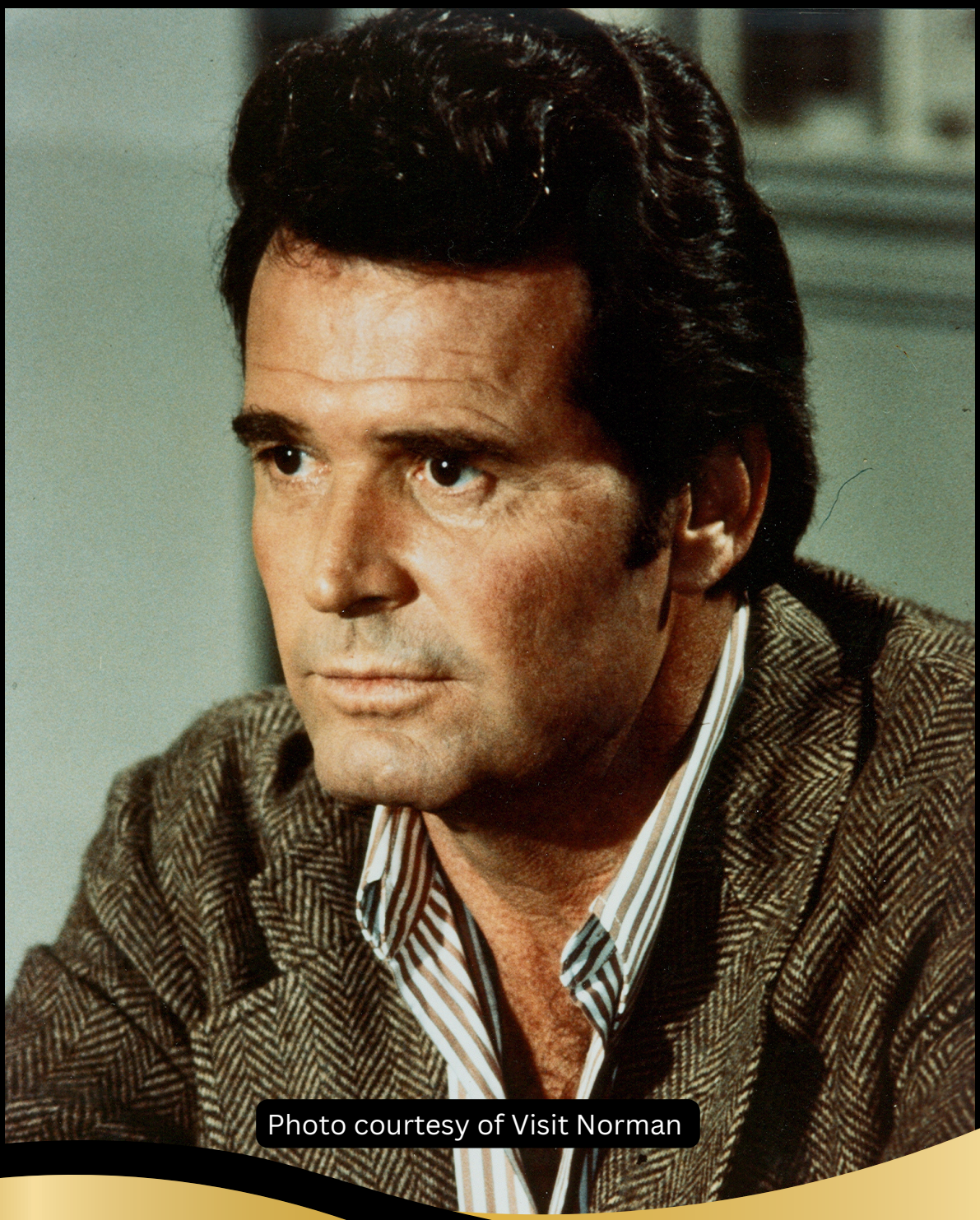


Photo courtesy of Visit Norman

SANITATION FUND

CAPITAL IMPROVEMENTS PLAN

SANITATION FUND - 33

ASSUMPTIONS

1. All Projects are scheduled on a pay-go basis and cannot be funded until and unless the voters approve a revenue rate increase and/or revenue bonds.

2. Revenues from the Sanitation Fees shall be used for construction of new facilities or maintenance of existing facilities.

3. One project is scheduled for funding in FYE 25 in the amount of $600,000.

SANITATION - FUND 33

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 14,770,036	$ 6,386,020	$ 12,267,716	$ 4,207,683	$ 2,188,335	$ 1,494,022	$ 710,485
2								
3	Operating Revenues:							
4	Enterprise Fund Fees/Chgs	$ 16,961,456	16,114,940	$ 16,114,940	16,405,009	16,700,299	17,000,904	17,306,920
5	Other Revenue	643,596	230,883	230,883	233,192	235,524	237,879	240,258
6								
7	Total Operating Revenues	$ 17,605,052	$ 16,345,823	$ 16,345,823	$ 16,638,201	$ 16,935,823	$ 17,238,783	$ 17,547,178
8								
9	Operating Expenditures:							
10	Salaries / Benefits	$ 5,342,427	$ 4,993,698	$ 4,886,633	$ 5,321,631	$ 5,587,713	$ 5,867,098	$ 6,160,453
11	Supplies / Materials	1,486,253	1,449,065	1,456,454	1,482,365	1,497,189	1,512,161	1,527,283
12	Services / Maintenance	4,354,123	4,922,470	4,927,412	5,193,569	5,245,505	5,297,960	5,350,940
13	Internal Services	1,089,893	1,191,946	1,191,946	1,115,110	1,137,412	1,160,160	1,183,363
14	Cost Allocations	1,899,452	2,116,952	2,116,952	2,239,919	2,262,318	2,284,941	2,307,790
15								
16	Total Operating Expenditures	$ 14,172,148	$ 14,674,131	$ 14,579,397	$ 15,352,594	$ 15,730,137	$ 16,122,320	$ 16,529,829
17								
18	Net Operating Revenue	$ 3,432,904	$ 1,671,692	$ 1,766,426	$ 1,285,607	$ 1,205,686	$ 1,116,463	$ 1,017,349
19								
20	Other Revenue:							
21	Interest Income	$ 256,257	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
22	Bond/Grant Proceeds	-	-	-	-	-	-	-
23								
24	Total Other Revenue	$ 256,257	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
25								
26	Other Expenditures:							
27	Audit Accruals/Adjustments	$ 166,433						
28	Capital Equipment	3,431,514	$ 3,479,713	$ 7,088,121	$ 3,004,955	$ 2,200,000	$ 2,200,000	$ 2,200,000
31	Capital Projects	2,593,534	850,000	3,038,338	600,000	-	-	-
33	I/F Transfer - Capital Fund	-						
34								
35	Total Other Expenditures	$ 6,191,481	$ 4,329,713	$ 10,126,459	$ 3,604,955	$ 2,200,000	$ 2,200,000	$ 2,200,000
36								
37	Net Revenues (Expenditures)	$ (2,502,320)	$ (2,358,021)	$ (8,060,033)	$ (2,019,348)	$ (694,314)	$ (783,537)	$ (882,651)
38								
39	Ending Fund Balance	$ 12,267,716	$ 4,027,999	$ 4,207,683	$ 2,188,335	$ 1,494,022	$ 710,485	$ (172,166)
40								
41	Reserves							
42	Reserve for Operations	$ 1,133,772	$ 1,173,930	$ 1,166,352	$ 1,228,208	$ 1,258,411	$ 1,289,786	$ 1,322,386
43	Reserve for Capital	2,480,991	2,551,239	2,480,991	2,200,000	2,200,000	2,200,000	2,200,000
44	Reserve (Deficit) Surplus	8,652,953	302,831	560,340	(1,239,873)	(1,964,389)	(2,779,301)	(3,694,552)
45								
46	Total Reserves	$ 12,267,716	$ 4,027,999	$ 4,207,683	$ 2,188,335	$ 1,494,022	$ 710,485	$ (172,166)

Sanitation Fund Project Table
Fund 33

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
33999975	SA0005	Transfer Station Renovation	1,979,629	-	-	-	-	-	-
33999975	SA0012	Household Hazardous Waste Facility	105,125	-	-	-	-	-	-
33999975	SA0014	Compost Area Pad Improvements	196,388	-	-	-	-	-	-
33999975	SA0019	Compost Facility Scale House	365,794	-	-	-	-	-	-
33999975	SA0021	New Sanitation Facility	160,575	-	-	-	-	-	-
33999975	SA0022	West Norman Recycle Center	98,950	-	-	-	-	-	-
33999975	SA0024	Sanitation Storage Building	50,000	600,000	-	-	-	-	-
33999975	SA0025	Sanitation Cost of Service Study	60,000	-	-	-	-	-	-
33999975	WW0312	WRF Class A Sludge Improvements	21,874	-	-	-	-	-	-
		TOTAL SANITATION FUND 33 PROJECTS	**$ 3,038,335**	**$ 600,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sanitation Storage Facility
Project Category: Building and Grounds
Department: Utilities
Manager: Nathan Madenwald
Ward(s): 7

Project Type: Sanitation
Project Number: SA0024
Account Number: 33999975
Begin & End Dates: 7/1/2023 To 6/30/2025
Life Expectancy: 40

Detailed Project Description:

Determine the need for a new storage facility for the Sanitation Division within the yard area near the recently constructed Sanitation Container Maintenance Building by completing a study to confirm need and determine location of a building.

: Expenditure Schedule Through Account 33999975 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$50,000		$50,000						
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$600,000			$600,000					
46301 MATLS	$0								
TOTAL	$650,000	$0	$50,000	$600,000	$0	$0	$0	$0	$0

Operating Impact: Positive — Sanitation Fund

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

Pictured left to right, brothers: Jack Bumgarner,
Jim Bumgarner (James Garner), and Charles Bumgarner.

(Photo courtesy of Terry Bumgarner, James Garner's nephew)

CAPITAL FUND

CAPITAL IMPROVEMENTS PLAN

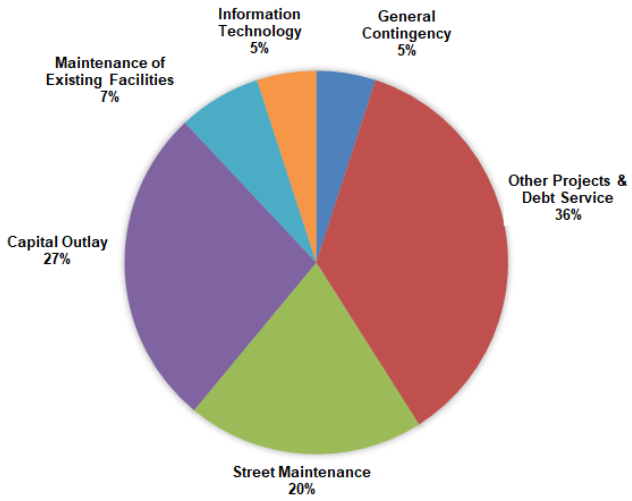
CAPITAL FUND – 50

ASSUMPTIONS

1. Capital Fund revenues are primarily received from 70% of one percent of sales tax (0.7%), per referendum of September 1976. Their purpose is to finance General Fund related capital needs. Revenue amounts are projected to increase at annual growth rates based on trend line analysis.

2. New capital sales tax revenue will be generally allocated as follows:
   5% General Contingency – reserved for inflation and unanticipated needs; (changed from 7% in FYE 24).
   7% Maintenance of Existing Facilities – preventive maintenance needs; (changed from 5% in FYE 24).
   5% Information Technology Infrastructure - major hardware and software updates (Proposed addition in FYE 25).
   27% Capital Outlay – major equipment such as vehicles and computer hardware;
   20% Street Maintenance – life extending treatments to public streets and drainage ways, one street crew and one drainage crew; and (proposed change from 25% in FYE 25)
   36% Pay-As-You-Go (PAYGO) projects not eligible for an enterprise fund revenues, Debt Service for the 1992 General Obligation Bonds, transfer to Arterial Road Recoupment Fund and salaries for city personnel working on capital projects.

Allocation of New Sales Tax



3. Until a Drainage Utility is created for future funding of storm water drainage projects, such projects will be funded from capital sales tax revenues.

4. As feasible, the City will pursue funding from all eligible sources (such as the State and Federal governments, as well as private interests), when pursuing street and intersection improvements and it is assumed they will participate at the eligible funding levels.

5. Park development projects will be phased on a PAYGO basis, using city funds, private contributions, and Federal or state assistance. Park Development Fees (Fund 52) will also be available for construction of Community and Neighborhood Parks.

6. It is assumed that improvements and expansion of existing neighborhood parks is more important than acquiring and constructing new neighborhood facilities, unless it involves undeveloped neighborhood parks in areas with growing demand for services. Further, land desired for future community park and open space needs should be acquired at the earliest possible date in order to preserve it from being otherwise developed.

7. The City will explore the option of selling bonds to advance major projects, due to a lack of other available revenues.

8. Periodically, the private sector participates in project expenses through impact fees.

9. See Figures in the Appendix and individual project sheets for locations of specific projects.

10. Beginning in FYE 08, the Capital Fund began subsidizing the Westwood Fund by means of transfers. These funds are spent on capital projects and capital equipment. In FYE 24, $75,897 is proposed for Golf Course equipment.

11. The Electorate approved a sales tax for public safety (referred to herein as Public Safety Sales Tax, PSST) on May 13, 2008 and an extension of the PSST on April 1, 2014, earmarking part of the proceeds for construction, equipping and staffing of two new fire stations and other police and fire related capital purposes. These have been included in the capital budget as Fire Station 8, Fire Station 9 and the Smalley Center. The sales taxes will be transferred from the General Fund to the Capital Fund at the rate of expenditures.

12. In previous years, the Capital Fund paid for personnel working on capital projects by transferring from the Capital Fund to non-enterprise funds. Beginning in FYE 2012, salaries and benefits will be paid directly from the Capital Fund. Personnel include: 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 Utility Coordinator, and 15% of a Parks Manager. Two new capital project engineers were added in FYE 17.

13. In August, 2012 a General Obligation Bond referendum was approved ($42,575,000) for street maintenance program. Some of these were previously partially funded with Capital Sales Tax. The Pay-Go funding will be reallocated to other needs as Council reviews specific projects.

14. In April, 2016 a General Obligation Bond referendum was approved ($25,360,000) for continuation of the previous street maintenance program with additional street locations. This was funded with a temporary property tax.

15. In April, 2019 a General Obligation Bond referendum was approved ($72,000,000) for transportation projects. This is funded with a temporary property tax.

16. On April 6, 2021 a General Obligation Bond referendum was approved ($27,000,000) for continuation of the previous (2016) street maintenance program with additional street locations and the addition of a preventative maintenance program. This is funded with a temporary property tax.

17. On October 10, 2023 a General Bond referendum was approved ($50,000,000) for bridge maintenance projects. This is funded with a temporary property tax.

CAPITAL FUND - 50

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 67,372,713	$ 25,614,314	$ 86,069,956	$ 26,006,915	$ 38,208,770	$ 31,303,467	$ 30,107,602
2								
3	Revenues:							
4	Sales Tax	$ 16,887,357	$ 17,169,150	$ 17,169,150	$ 17,512,533	$ 17,862,784	$ 18,220,039	$ 18,584,440
5	Interest/Investment Income	495,455	400,000	400,000	400,000	400,000	400,000	400,000
6	GO Bond Interest Income	1,131,172	300,000	300,000	300,000	300,000	300,000	300,000
7	Donations/Other	66,176	-	-	-	-	-	-
8								
9	Subtotal	$ 18,580,160	$ 17,869,150	$ 17,869,150	$ 18,212,533	$ 18,562,784	$ 18,920,039	$ 19,284,440
10	I/F Transf - CDBG Fund	-	-	-	-	-	-	-
11	I/F Transf - Special Grants Fund	859,102		-				
12	I/F Transf - General Fund	164,901	1,391,635	1,391,635				
13	I/F Transf - Water Fund	-		-				
14	I/F Transf - Sewer Maint. Fund	-						
15	I/F Transf - Sanitation Fund	-		-				
16	I/F Transf - Transit & Parking Fund	180,000		-				
17	Bond Proceeds	39,500,000	-	16,000,000	26,000,000	-	-	-
18								
19	Total Revenue	$ 59,284,163	$ 19,260,785	$ 35,260,785	$ 44,212,533	$ 18,562,784	$ 18,920,039	$ 19,284,440
20								
21	Expenditures:							
22	Salary and Benefits	$ 1,410,498	$ 1,311,545	$ 1,418,610	$ 1,295,180	$ 1,359,939	$ 1,427,936	$ 1,499,333
23	Services and Maintenance	2,211	16,877	16,877	23,552	23,788	24,025	24,266
24	Capital Outlay (Transfer)	4,097,763	4,635,671	11,948,898	4,255,378	4,822,952	4,919,411	5,017,799
25	Street Maintenance	3,075,933	2,302,877	3,282,412	2,852,877	3,320,357	2,302,877	2,302,877
26	Capital Projects (See Detail)	7,791,760	6,940,585	33,882,574	6,599,520	4,640,033	4,005,000	3,595,000
27	Maintenance of Facilities	265,437	819,086	984,308	2,100,877	-	-	-
28	Paygo (Bond Projects)	-	-	-	-	-	-	-
29	New Bond Projects - 15 - 2012 Vote	973,714		-				
30	New Bond Projects - 18 - ERP	223,893		737,659				
31	New Bond Projects - 19A - 2016 Vote	4,764,771		-				
32	New Bond Projects - 19B - 2019 Vote	3,120,007		11,275,622				
33	New Bond Projects - 20A - 2008 Vote	4,771,074		1,413,710				
34	New Bond Projects - 21 - 2021 Vote	3,202,008	5,009,718	6,064,481	2,210,192		-	-
35	New Bond Projects - 23A - 2019 Vote		7,184,742	20,066,089	6,695,159	10,679,657	7,167,017	4,396,865
36	New Bond Projects - 23B - 2021 Vote		257,467	3,523,400	3,286,662			
37	New Bond Projects - 24A - 2023 Vote				2,465,016			
38	Bond Issue Cost	892,514	-	-	-	-	-	-
39	Debt Service	-	-	71,693	-	-	-	-
40	Audit Accruals/Adj/Encumbrances	(78,682)	-	-	-	-	-	-
41								
42	Subtotal	$ 34,512,901	$ 28,478,568	$ 94,686,333	$ 31,784,413	$ 24,846,725	$ 19,846,266	$ 16,836,139
43	I/F Transf - GF (Storm Water Drainage Labor)	81,034	85,085	85,085	89,340	93,807	98,497	103,422
44	I/F Transf - Special Grant Fund	5,701,588	-	-	-	-	-	-
45	I/F Transf - PSST Fund	-	-	476,511	70,739	466,055	109,641	-
46	I/F Transf - CDBG Fund	-	-	-	-	-	-	-
47	I/F Transf - Westwood - Golf	291,397	75,897	75,897	66,186	61,500	61,500	61,500
48	I/F Transf - Transit & Parking Fund	0						
49								
50	Total Expenditures	$ 40,586,920	$ 28,639,550	$ 95,323,826	$ 32,010,678	$ 25,468,087	$ 20,115,904	$ 17,001,061
51								
52	Net Difference	$ 18,697,243	$ (9,378,765)	$ (60,063,041)	$ 12,201,855	$ (6,905,303)	$ (1,195,865)	$ 2,283,379
53								
54	Ending Fund Balance	$ 86,069,956	$ 16,235,549	$ 26,006,915	$ 38,208,770	$ 31,303,467	$ 30,107,602	$ 32,390,981
55								
56	Reserves:							
57	General Contingency	1,182,115	858,458	1,201,841	875,627	893,139	911,002	929,222
58	Reserve for Bond Proceeds - 15 - 2012 Vote	-	-	-	-	-	-	-
59	Reserve for Bond Proceeds - 18 - ERP	-	-	-	-	-	-	-
60	Reserve for Bond Proceeds - 19A - 2016 Vote	-	-	-	-	-	-	-
61	Reserve for Bond Proceeds - 19B - 2019 Vote	11,275,622	-	-	-	-	-	-
62	Reserve for Bond Proceeds - 20A - 2008 Vote	1,413,710	-	-	-	-	-	-
63	Reserve for Bond Proceeds - 21 - 2021 Vote	10,625,706	-	2,210,192	-	-	-	-
64	Reserve for Bond Proceeds - 23A - 2019 Vote	26,463,281	5,276,616	6,397,192	25,702,033	15,022,376	7,855,359	3,458,494
65	Reserve for Bond Proceeds - 23B - 2021 Vote	13,728,400	13,242,533	10,205,000	6,918,338	6,918,338	6,918,338	6,918,338
66	Reserve for Bond Proceeds - 24A - 2023 Vote	-		16,000,000	13,534,984	13,534,984	13,534,984	13,534,984
	Reserve for Bond Proceeds - 24B - 2023 Vote				26,000,000	26,000,000	26,000,000	26,000,000
67	Reserve for Encumbrances	13,682,824	-	-	-	-	-	-
68	Available for New Projects	7,698,298	(3,142,058)	(10,007,310)	(34,822,212)	(31,065,370)	(25,112,081)	(18,450,057)
69								
70	Total Reserves	$ 86,069,956	$ 16,235,549	$ 26,006,915	$ 38,208,770	$ 31,303,467	$ 30,107,602	$ 32,390,981

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
I. CAPITAL OUTLAY (Approximately 27% by Formula)									
50930194		**Capital Outlay (27% of Capital Sales Tax)**	4,635,671	4,255,378	4,822,952	4,919,411	5,017,799	5,118,155	-
**SUBTOTAL CAPITAL OUTLAY			**$ 4,635,671**	**$ 4,255,378**	**$ 4,822,952**	**$ 4,919,411**	**$ 5,017,799**	**$ 5,118,155**	-
II. STREET MAINTENANCE (Approximately 20% by Formula)									
50593369	SC0725	Alley Repair Program FY 22	9,535	-	-	-	-	-	-
50593369	SC0747	Alley Repair Program FY 24	200,000	-	-	-	-	-	-
50593369	SC-	Alley Repair Program FY 25	-	200,000	200,000	200,000	200,000	200,000	
		Asphalt Pavt Maint							
50595511	SC0748	24th Ave. NE:Tecumseh Rd to Rock Creek	314,543	-	-	-	-	-	-
50595511	SC0749	48th Ave NE: Robinson St. to Rock Creek	375,588	-	-	-	-	-	-
50595511	SC0750	144th Ave NE: Franklin Rd to North End	131,246	-	-	-	-	-	-
50595511	SC0751	60th Ave SE: Alameda St to Lindsey St	258,500	-	-	-	-	-	-
50595511	SC0752	E Franklin Rd: 156th Ave NE to 144th Ave NE	273,637	-	-	-	-	-	-
50595511	SC0753	60th Ave SE: Post Oak Rd to Etowah Rd	116,363	-	-	-	-	-	-
50595511	SC0754	Infrastructure Data Collection/Testing FYE 24	32,500	-	-	-	-	-	-
50595511	SC-	36th Ave SE: Lindsey-Alameda	-	258,838	-	-	-	-	-
50595511	SC-	Cinnamon Run: Allsprice Run-Nutmeg	-	202,591	-	-	-	-	-
50595511	SC-	144th Ave NE: Indian Hills-Bethel	-	255,487	-	-	-	-	-
50595511	SC-	84th Ave SE: HWY 9	-	324,736	-	-	-	-	-
50595511	SC-	Citywide Asphalt	-	303,225	1,502,377	1,502,377	1,502,377	1,502,377	
50595511	SC-	Infrastructure Data Collection/Testing FYE 25	-	32,500	-	-	-	-	-
		Asphalt Paver Patch							-
50596692	SC0648	East Interstate Dr: Main to Robinson	101,508	-	-	-	-	-	-
		Concrete Pavement Maintenance							
50597718	SC0671	Lindsey St: 12th SE to Creekside	95,000	-	-	-	-	-	-
50597718	SC0672	Rock Creek: Flood to Stubbeman	105,000	-	-	-	-	-	-
50597718	SC0714	Larsh's Addition	40,000	-	-	-	-	-	-
50597718	SC0718	Universal Heights	40,000	-	-	-	-	-	-
50597718	SC0719	Sherwood Forest	20,500	-	-	-	-	-	-
50597718	SC0737	Reeds Addition (College Ave-Brooks to Cruce St)	77,825	-	-	-	-	-	-
50597718	SC0755	Savannah Addition: Halray Dr	87,221	-	-	-	-	-	-
50597718	SC0756	Lakeview Terrace Addition: Stanton Dr	46,485	-	-	-	-	-	-
50597718	SC0757	Floyd Addition: Hoover St	61,452	-	-	-	-	-	-
50597718	SC0758	Casterock Addition: Castlerock Rd	30,105	-	-	-	-	-	-
50597718	SC0759	Castlerock Addition #4: Brownwood Ln	38,344	-	-	-	-	-	-
50597718	SC0760	Castlerock Addition #5: Bridge Port Ln	24,393	-	-	-	-	-	-
50597718	SC0761	Misc. Citywide Concrete Repair Locations	75,000	-	-	-	-	-	-
50597718	SC0762	Infrastructure Data Collection/Testing	12,500	-	-	-	-	-	-
50597718	SC0764	Reed Avenue Improvements	25,000	550,000	1,017,480	-	-	-	-
50597718	SC-	Park Drive: West Main-Symmes	-	70,000	-	-	-	-	-
50597718	SC-	Wildwood Green Addition	-	50,000	-	-	-	-	-
50597718	SC-	Parkway Drive: Interstate Dr-26th	-	75,000	-	-	-	-	-
50597718	SC-	Boardwalk:Interstate Dr-median	-	20,000	-	-	-	-	-
50597718	SC-	Misc. Citywide Concrete Repair Locations FY 25	-	148,000	375,500	375,500	375,500	375,500	-
50597718	SC-	Infrastructure Data Collection/Testing FY 25	-	12,500	-	-	-	-	-
50590051	SC0630	Concrete Valley Gutter Project FYE 2018	12,138	-	-	-	-	-	-
50590051	SC0654	Concrete Valley Gutter Project FYE 2019	51,008	-	-	-	-	-	-
50590051	SC0726	Concrete Valley Gutter Program	150,000	-	-	-	-	-	-
50596686	SC0727	Crack Seal Program FY 22	143,299	-	-	-	-	-	-
50596686	SC0763	Crack Seal FY 24	225,000	350,000	225,000	225,000	225,000	225,000	-
		Rural Roads Improvements							
50596696	SC0696	36th Ave NE	108,719	-	-	-	-	-	-
		Subtotal Street Maintenance Projects	**$ 3,282,409**	**$ 2,852,877**	**$ 3,320,357**	**$ 2,302,877**	**$ 2,302,877**	**$ 2,302,877**	**$ -**
III. INFORMATION TECHNOLOGY INFRASTRUCTURE (Approximately 5% by Formula)									
50-	TBD	Enterprise Hardware Infrastructure	-	600,000	-	-	-	-	-
50-	TBD	Enterprise Software Infrastructure	-	275,000	-	-	-	-	-
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			**$ -**	**$ 875,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
IV. MAINTENANCE OF EXISTING FACILITIES (Approximately 7% by Formula)									
50196677	EF0012	Park Parking Lots & Sidewalks Maintenance	54,001	65,000	-	-	-	-	-
50196677	EF0017	Sports Field Relighting	14,623	30,000	-	-	-	-	-
50196677	EF0062	Playground component replacement	34,240	30,000	-	-	-	-	-
50196677	EF0124	Park Sign & Fence Maintenance	25,000	25,000	-	-	-	-	-
50196677	EF0169	Painting Municipal Complex	50,000	-	-	-	-	-	-
50196677	EF0173	Recreation Center Interior Renovations	25,000	-	-	-	-	-	-
50196677	EF0180	Fire Administration Remodel	1,548	-	-	-	-	-	-
50196677	EF0187	Park Electrical Services Maintenance	5,000	10,000	-	-	-	-	-
50196677	EF0193	Sooner Theater Sign and Marquee Repairs	379	-	-	-	-	-	-
50196677	EF0197	Park Shelter,Restroom & Structure Maintenance	20,000	20,000	-	-	-	-	-
50196677	EF0225	Building C Restroom renovation	50,000	-	-	-	-	-	-
50196677	EF0226	Fire Station 4 - Rehabilitation	1,516	-	-	-	-	-	-
50196677	EF0227	Room in Police Building B	22,500	-	-	-	-	-	-
50196677	EF0229	Fire Station Overhead Doors	57,713	-	-	-	-	-	-
50196677	EF0230	Fire Station 9 Repairs	46,590	-	-	-	-	-	-
50696677	EF0231	Station 7 Apparatus Bay Heaters	14,520	-	-	-	-	-	-
50696677	EF0232	Fire Training Center Remodel	50,000	-	-	-	-	-	-
50696677	EF0233	Fire Station 2 Drop Celing	28,792	-	-	-	-	-	-
50696677	EF0234	Fire Station 4 Kitchen	14,500	-	-	-	-	-	-
50696677	EF0235	Fire Station 5 Flooring	7,500	-	-	-	-	-	-
50796677	EF0236	12th Ave Rec Center Improvements	60,000	45,000	-	-	-	-	-
50796677	EF0237	Westwood Aquatic Annual Maintenance	25,000	-	-	-	-	-	-
50196677	EF0238	City Facility Emergency Action Plan	70,000	-	-	-	-	-	-
50796677	EF0239	Historical House Exterior Paint & Repairs	150,000	-	-	-	-	-	-
50196677	EF0240	HVAC Automation	50,000	75,000	-	-	-	-	-
50696677	EF0241	PD Patol Briefing Room Floor	30,000	-	-	-	-	-	-
50696677	EF0242	PD Training Facilty Updates/HVAC	75,883	44,000	-	-	-	-	-
50595540	EF1002	Building Maintenance - Roofs	250,054	150,000	-	-	-	-	-
50595540	EF1003	Building Maintenance - Mechanical/HVAC	61,265	100,000	-	-	-	-	-
50595540	EF1004	Building Maintenance - Lighting	6,244	25,000	-	-	-	-	-
50595540	EF1008	Capital Plumbing Replacement	25,000	25,000	-	-	-	-	-
50-	EF-	Library Backup Battery	-	15,000	-	-	-	-	-
50-	EF-	Library Furniture Replacement	-	50,000	-	-	-	-	-
50-	EF-	City Hall Floors	-	210,000	-	-	-	-	-
50-	EF-	Westwood Golf and Tennis Shop	-	65,000	-	-	-	-	-
50-	EF-	Facility Maintenance Emergency Repairs	-	241,877	-	-	-	-	-
50595540	EF1009	Mold Remediation and Reconstruction	254,250	-	-	-	-	-	-
**SUBTOTAL MAINTENANCE OF EXISTING FACILITIES			**$ 1,581,118**	**$ 1,225,877**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
V. OTHER CAPITAL PROJECTS PAY-AS-YOU-GO									
		TRANSPORTATION SYSTEMS WITH STATE AND FEDERAL FUNDING							
50593387	SR0100	Site #7 RckCrk/156NE/168NE	27,975	-	-	-	-	-	-
50593387	SR0101	Site #9 Post Oak/108E/120E	20,650	-	-	-	-	-	-
50593387	SR0102	Site #11 RckCrk/168NE/180NE	18,572	-	-	-	-	-	-
50593387	SR0104	Site #28 72ndNE/Tecumseh	114,268	-	-	-	-	-	-

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
50593387	SR0110	Franklin: 26th E-48th E	3,414	-	-	-	-	-	-
50593352	TR0042	Hwy 9/Little River Bridge	1,605	-	-	-	-	-	-
50590079	TR0051	12th Ave. NE & Highmeadows Dr.	414,549	-	-	-	-	-	-
50590076	TR0057	Classen Blvd Signals	9,455	-	-	-	-	-	-
50590079	TR0059	Rock Creek: 12th NW & Trailwoods Signal	290,523	-	-	-	-	-	-
50590076	TR0061	12th SE & Triad Village Signal	71,252	-	-	-	-	-	-
50590076	TR0064	Flood Ave & Venture Drive Signal	254,310	-	-	-	-	-	-
50591169	TR0066	Railroad Quiet Zone	14,062	-	-	-	-	-	-
50595535	TR0068	ODOT Audit Adjustments	417,493	100,000	100,000	100,000	100,000	100,000	100,000
50595552	TR0094	Rock Creek: Grandview to 36th NW Widening	525,604	-	670,000	-	-	-	-
50590076	TR0101	US 77 (Classen) & Post Oak Signal	75,000	-	-	-	-	-	-
50590076	TR0102	36th Ave NW & Crail Dr Signal	28,252	-	-	-	-	-	-
50595552	TR0104	Robinson Street West of I-35 (match for Fund 57)	214,363	-	-	-	-	-	-
50595552	TR0106	Cedar Lane: E of 24th SE to 36th SE (PayGo)	192,480	-	-	-	-	-	-
50590076	TR0108	36th Ave NW & Tecumseh Road	133,712	204,995	-	-	-	-	-
50590076	TR0109	36th NW: Bart Conner to Cascade Blvd Signal Interconnect	17,123	-	-	-	-	-	-
50597712	TR0110	Classen Sidewalks: Boyd to 12th Ave SE	190,800	-	-	-	-	-	-
50596688	TR0111	Constitution Street Multi-Modal Path Extension	26,456	-	-	-	-	-	-
50596688	TR0112	Flood Avenue Multi-Modal Path	627,256	-	-	-	-	-	-
50597712	TR0113	Flood Sidewalk: Gray-Acres	4,168	-	-	-	-	-	-
50596611	TR0114	Tecumseh, Flood and Robinson Wayfinding	355,410	240,000	-	-	-	-	-
50597712	TR0115	McGee Drive Sidewalk: SH9-Lindsey	21,283	-	-	-	-	-	-
50593357	TR0120	Technology Place street extension	550,000	-	-	-	-	-	-
50590689	TR0124	Traffic Management Center	11,695	-	-	-	-	-	-
50596688	TR0125	Hwy9 MultiModal Path 48th-72nd	223,162	529,492	-	-	-	-	-
50595552	TR0192	Jenkins: Imhoff-Lindsey Paygo	162,000	-	-	-	-	-	-
50594405	TR0419	James Garner: Acres-Duffy Paygo	235,341	-	-	-	-	-	-
		Subtotal Transp w/ Fed'l Funds	**$ 5,252,233**	**$ 1,074,487**	**$ 770,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**
		TRANSPORTATION SYSTEMS WITH ONLY CITY FUNDING							
50593373	CD0001	Community/Neighborhood Improvements	280,818	100,000	100,000	100,000	100,000	100,000	-
50593378	SC0659	Driveway Repair Program	20,889	10,000	10,000	10,000	10,000	10,000	10,000
50592206	TC0038	ADA Compliance Audit and Repair	730,739	300,000	300,000	300,000	300,000	300,000	300,000
50593391	TC0047	Regional Transportation Authority	348,950	215,033	215,033	-	-	-	-
50594407	TC0155	Sidewalk Horizontal Saw Cut Program	49,487	40,000	40,000	40,000	40,000	40,000	40,000
50596688	TC0158	Monument Signs	175,000	225,000	-	-	-	-	-
50597712	TC0159	Rock Creek & Ward 7 Sidewalks	216,635	-	-	-	-	-	-
50590073	TC0230	Traffic Calming	130,253	50,000	50,000	50,000	50,000	50,000	-
50593316	TC0238	Sidewalk Accessibility	44,561	45,000	45,000	45,000	45,000	45,000	45,000
50593317	TC0249	Sidewalk Prog Schools & Arterials	113,403	100,000	100,000	100,000	100,000	100,000	100,000
50596687	TC0254	Bridge Maintenance Program	1,462,457	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-
50597712	TC0256	Sidewalk: Brooks: Jenkins - Classen	12,884	-	-	-	-	-	-
50591179	TC0262	Sidewalks & Trails	720,589	140,000	140,000	140,000	140,000	140,000	140,000
50594406	TC0270	Street Striping	278,694	100,000	100,000	100,000	100,000	100,000	-
50590052	TC0273	Citywide Sidewalk Reconstruction	186,989	125,000	125,000	125,000	125,000	125,000	125,000
50597716	TC0274	Downtown Area Sidewalks & Curbs	53,930	50,000	50,000	50,000	50,000	50,000	50,000
50592206	TC0278	ADA Building & Park Evaluation	1,650	-	-	-	-	-	-
50596688	TC0279	Historical Markers	64,939	30,000	-	-	-	-	-
50592206	TC0280	Acres Street Inset Parking	18,453	-	-	-	-	-	-
50596687	TC0282	Bridge Program Site Discovery	469,503	-	-	-	-	-	-
50596688	TC0284	Festival Street Bollards Pilot	131,633	-	-	-	-	-	-
		Subtotal Transp City Funds Only	**$ 5,512,456**	**$ 2,530,033**	**$ 2,275,033**	**$ 2,060,000**	**$ 2,060,000**	**$ 2,060,000**	**$ 810,000**
		BUILDINGS AND GROUNDS							
50196644	BG0046	Signage Replacement Municipal Complex	200,000	-	-	-	-	-	-
50195556	BG0047	Access Control System Consolidation/Migrations	1,945	-	-	-	-	-	-
50195556	BG0060	City Fiber Infrastructure Repair & Expansion	51,167	-	-	-	-	-	-
50195556	BG0063	City Website Design and Mobile App	66,000	-	-	-	-	-	-
50196644	BG0067	201 W Gray Admin Building Generator	165,000	-	-	-	-	-	-
50195529	BG0070	ERP Replacement Project (2017 Loan)	737,659	-	-	-	-	-	-
50193365	BG0071	Core Network Switches Replace	265,790	210,000	210,000	210,000	-	-	-
50495533	BG0074	GIS Mapping Update	130,519	225,000	-	225,000	-	225,000	-
50196644	BG0075	Municipal Complex Reno/Expansion (PayGo)	4,818,438	-	-	-	-	-	-
50196644	BG0078	Building A Generator	121,000	-	-	-	-	-	-
50590078	BG0081	Northbase EV Chargers	6,609	-	-	-	-	-	-
50193365	BG0082	718 N Porter	500,000	-	-	-	-	-	-
50550480	BG0085	Bus Stops, New	76,357	-	-	-	-	-	-
50550480	BG0086	City Hall Electric Veh Charging Sta	44,833	-	-	-	-	-	-
50596688	BG0087	Traffic Management Center	635,641	-	-	-	-	-	-
50799943	BG0088	Legacy Trail Lighting	16,183	-	-	-	-	-	-
50193365	BG0091	Imhoff & Oakhurst Property Prep	500,000	-	-	-	-	-	-
50593388	BG0164	Comprehensive Land Use Plan	2,085,100	-	-	-	-	-	-
50593388	BG0165	North Base Feasibility Study	49,950	-	-	-	-	-	-
50593388	BG0252	Transit/Fire Maintenance Facility	13,402	-	-	-	-	-	-
50593388	BG0253	Strategic Housing Plan	138,819	-	-	-	-	-	-
50593379	BG0254	Transit Transfer Station	490,236	-	-	-	-	-	-
50594908	BG0255	Debt Repayment for Asp Ave Parking Lot Purchase	434,000	-	-	-	-	-	-
50590078	BG0260	North Base Ph2 Vehicle Wash Facility	794,534	-	-	-	-	-	-
50196644	BP0045	Municipal Complex Reno/Expansion (2008 GOB)	2,520,471	-	-	-	-	-	-
50595534	WS0002	Debris Management Plan	13,359	-	-	-	-	-	-
		Subtotal Buildings and Grounds	**$ 14,877,012**	**$ 435,000**	**$ 210,000**	**$ 435,000**	**$ -**	**$ 225,000**	**$ -**
		PARKS AND RECREATION							
50796674	PC0003	Saxon Community Park Design & Improvements	10,059	-	-	-	-	-	-
50799973	PR0013	Park Site Amenities and Furnishings	71,420	45,000	45,000	45,000	45,000	45,000	45,000
50794442	PR0028	Carter/Alameda Stormwater Park	1,446,906	-	-	-	-	-	-
50790050	PR0140	Andrews Park Reforestation	222	-	-	-	-	-	-
50792218	PR0151	Park Mstr Pln: Eastwood Park	21,963	-	-	-	-	-	-
50792218	PR0153	Park Mstr Pln: NE Lions Park	26,952	-	-	-	-	-	-
50796639	PR0169	Griffin Park Trail & Parking Lot Expansion (MP)	29,533	-	-	-	-	-	-
50793364	PR0170	Westwood Tennis IT Fiber Network Connection	1,824	-	-	-	-	-	-
50795500	PR0173	Mural Pilot Program	150,000	-	-	-	-	-	-
50798813	PR0174	NEET Easement Vegetation Replacement	125,000	-	-	-	-	-	-
50799966	PR0212	Tree Program	171,981	65,000	15,000	15,000	15,000	15,000	15,000
		Subtotal Parks & Recreation	**$ 2,055,860**	**$ 110,000**	**$ 60,000**	**$ 60,000**	**$ 60,000**	**$ 60,000**	**$ 60,000**
		STORMWATER DRAINAGE AND STORM SEWER SYSTEMS							
50599967	DR0019	Drainage Miscellaneous Annual Projects	6,367	-	-	-	-	-	-
50595528	DR0020	Vineyard Detention Drainage	205,611	-	-	-	-	-	-
50592214	DR0022	Norman Midway Drive Project Scoping	10,482	-	-	-	-	-	-
50592214	DR0023	Norman Flood Warning System	14,405	-	-	-	-	-	-
50599966	DR0024	Rowena Dr Drainage Improvements	100,000	-	-	-	-	-	-
50599967	DR0025	Drainage Misc Projects FY23	38,000	-	-	-	-	-	-
50599967	DR0026	Butler Dr Drainage Improvements	152,074	-	-	-	-	-	-
50599967	DR0027	Findlay Drive Drainage Improvements	771,481	300,000	-	-	-	-	-
50599967	DR0028	Barton Street Drainage Improvements	189,000	-	-	-	-	-	-
50599906	DR0029	Rolling Meadows Pipe Replacement	25,000	-	-	-	-	-	-
50599906	DR0030	Regis Court Drainage Improvement	20,000	-	-	-	-	-	-
50599906	DR0031	Force Account Drainage Misc FY23	-	-	-	-	-	-	-
50599967	DR0032	Woodland Ave Pipe Replacement	300,000	-	-	-	-	-	-

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
50599906	DR0033	Force Account Drainage Misc FY24	150,000	50,000	75,000	100,000	125,000	150,000	150,000
50599967	DR0034	FYE 24 Inlet Rehab	250,000	-	-	-	-	-	-
50599967	DR0035	FYE 24 Drainage Rehab	100,000	-	-	-	-	-	-
50599967	DR-	FYE 25 Drainage Rehab	-	350,000	400,000	400,000	400,000	400,000	400,000
50599968	DR0036	Boyd St. Pipeline Replacement FY 24	120,500	900,000	-	-	-	-	-
50599968	DR0061	Lake Thunderbird Watershed TMDL Compliance	950,652	300,000	300,000	300,000	300,000	300,000	300,000
50595531	DR0062	Imhoff Creek Stabilization	2,013,529	550,000	550,000	550,000	550,000	550,000	550,000
50596686	DR0065	Misty Lake Dam Repair	610,512	-	-	-	-	-	-
		Subtotal Drainage	**$ 6,027,613**	**$ 2,450,000**	**$ 1,325,000**	**$ 1,350,000**	**$ 1,375,000**	**$ 1,400,000**	**$ 1,400,000**
		****SUBTOTAL OTHER CAPITAL PROJECTS (Pay Go)**	**$ 33,725,174**	**$ 6,599,520**	**$ 4,640,033**	**$ 4,005,000**	**$ 3,595,000**	**$ 3,845,000**	**$ 2,370,000**
VI. Transfers									
50930194		Transfer to GF St Maint Drainage Labor	77,175	-	-	-	-	-	-
50930194		Services and Maintenance Cap	16,699	23,552	23,788	24,025	24,266	24,508	
50930194		I/F Transf - PSST Fund	-	-	-	-	-	-	-
50930194		Transfer To Westwood Golf	131,830	-	-	-	-	-	-
		Subtotal Transfers for Projects	**$ 225,704**	**$ 23,552**	**$ 23,788**	**$ 24,025**	**$ 24,266**	**$ 24,508**	**$ -**
VII. SALARIES AND BENEFITS									
		Salary and Benefits	1,311,545	1,295,180	1,359,939	1,427,936	1,499,333	1,574,299	-
		****SUBTOTAL SALARIES AND BENEFITS**	$ 1,311,545	$ 1,295,180	$ 1,359,939	$ 1,427,936	$ 1,499,333	$ 1,574,299	$ -
VIII. BOND PROJECTS (October 2012 Referendum)									
50595552	BP0189	Lindsey: 24th SW to Berry Rd Widening	6,000	-	-	-	-	-	-
50595552	BP0190	Alameda Street Safety Project	601,054	-	-	-	-	-	-
50595552	BP0191	12th Ave SW: Highway 9 to Cedar Lane Widening	12,110	-	-	-	-	-	-
50595552	BP0192	24th East Widening from Lindsey to Robinson	3,012	-	-	-	-	-	-
50593352	BP0194	Bridge Replacement Main St Local Bridge No 016	78,450	-	-	-	-	-	-
50590079	BP0196	Cedar Lane Rd: 12th Ave SE to 24th Ave SE Widening	15,438	-	-	-	-	-	-
50595552	BP0197	36th Ave NW: Tecumseh to Indian Hills Rd Widening	2,807,336	-	-	-	-	-	-
50595552	TR0193	Lindsey: 24th SW to Berry Rd Widening Phase 1	15,270	-	-	-	-	-	-
		Subtotal 2012 GOB Fund 50	**$ 3,538,670**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
IX. BOND PROJECTS (April 2021 Referendum)									
50594401		**Urban Asphalt Pavement**							
	BP0563	Normandy Acres First FY24	592,240	-	-	-	-	-	-
	BP0564	Jones Addition FY24	158,950	-	-	-	-	-	-
	BP0565	Campus Addition FY24	120,890	-	-	-	-	-	-
	BP0566	Faculty Heights FY 24	203,280	-	-	-	-	-	-
	BP-	Parsons Addition FY 25	-	477,930	-	-	-	-	-
	BP-	Sherwood Forest Addition FY 25	-	56,800	-	-	-	-	-
	BP-	Highland Addition FY 25	-	166,000	-	-	-	-	-
	BP-	University Heights Addition FY 25	-	125,990	-	-	-	-	-
	BP-	Classen-Miller Addition FY 25	-	141,600	-	-	-	-	-
50593393		**Urban Concrete Pavement**							
	BP0567	Colonial Estates FY24	176,525	-	-	-	-	-	-
	BP0568	Heatherington Heights Addition FY24	661,500	-	-	-	-	-	-
	BP0569	Westfield Manor Additino FY24	110,250	-	-	-	-	-	-
	BP0570	Universal Heights Addition FY24	383,670	-	-	-	-	-	-
	BP0571	Edgemer Addition FY24	181,680	-	-	-	-	-	-
	BP0572	Brookhaven Addition FY24	231,525	-	-	-	-	-	-
	BP0573	Parsons Addition FY24	176,400	-	-	-	-	-	-
	BP0574	Hall Park Addition Fy24	381,354	-	-	-	-	-	-
	BP0575	Boyd View FY24	165,375	-	-	-	-	-	-
	BP0576	Woodslawn Addition FY24	330,750	-	-	-	-	-	-
	BP-	Colonial Estates FY 25	-	92,600	-	-	-	-	-
	BP-	Edgemere Addition 1 FY 25	-	185,200	-	-	-	-	-
	BP-	Westfield Manor Addition FY 25	-	347,250	-	-	-	-	-
	BP-	Westwood Estates 1 FY 25	-	740,800	-	-	-	-	-
	BP-	Brookhaven Addition FY 25	-	92,600	-	-	-	-	-
	BP-	Highmeadow Addition FY 25	-	115,750	-	-	-	-	-
	BP-	Edgemere Addition 2 FY 25	-	347,250	-	-	-	-	-
	BP-	Westwood Estates 2 FY 25	-	648,200	-	-	-	-	-
50593376		**Rural Asphalt**							
	BP0577	36th Ave NE:FranklinRd/Tecumseh FY24	227,040	-	-	-	-	-	-
	BP0578	36th Ave NE:TecumsehRd/RockCreekRd FY24	227,040	-	-	-	-	-	-
	BP-	48th Ave NE: Robinson/Alameda FY 25	-	237,600	-	-	-	-	-
	BP-	Robinson St: 48thNW/60thNW FY 25	-	234,405	-	-	-	-	-
	BP-	Robinson St: 72ndNE/84thNE FY 25	-	245,195	-	-	-	-	-
	BP-	Robinson St: 60thNE/72ndNE FY 25	-	242,880	-	-	-	-	-
50593385		**Urban Reconstruction**							
	BP0521	Willowbrook Addition	6,240	-	-	-	-	-	-
	BP0541	Ross's Addition	184,171	-	-	-	-	-	-
	BP0542	Willowbrook Addition	494,600	-	-	-	-	-	-
	BP0579	Willow Brook Addition FY24	537,000	-	-	-	-	-	-
	BP0580	Broad Acres FY24	514,000	-	-	-	-	-	-
	BP-	North Base Ave FY 25	-	604,200	-	-	-	-	-
50593399		**Preventative Maintenance**			-				
	BP-	Carter Ave: Robinson/Main FY 25	-	12,060	-	-	-	-	-
	BP-	Kansas St: Berry/Flood FY 25	-	10,272	-	-	-	-	-
	BP-	Apache St: Carter/Cook FY 25	-	4,958	-	-	-	-	-
	BP-	Symmes St: Carte/Reed FY 25	-	4,896	-	-	-	-	-
	BP-	Eufala St: Carter/Reed FY 25	-	5,000	-	-	-	-	-
	BP-	Aniol: Apache/Symmes FY 25	-	2,328	-	-	-	-	-
	BP-	Cook Ave: Apache/Main FY 25	-	8,460	-	-	-	-	-
	BP-	Rancho Dr: Creston/Alameda FY 25	-	4,986	-	-	-	-	-
	BP-	Villa Dr: Creston/Alameda FY 25	-	5,992	-	-	-	-	-
	BP-	Creston Way: Reed/Tollie FY 25	-	4,826	-	-	-	-	-
	BP-	Tollie Dr: North/South end FY 25	-	2,982	-	-	-	-	-
	BP-	Boyd St: Berry/Wylie FY 25	-	9,792	-	-	-	-	-
	BP-	Boyd St: Wylie/Mcgee FY 25	-	10,136	-	-	-	-	-
	BP-	Murphy St: Lindsey/1300 block FY 25	-	18,529	-	-	-	-	-
	BP-	24th Ave SW: hwy9/End FY 25	-	27,355	-	-	-	-	-
	BP-	Rivercross Ct: 24th/End FY 25	-	6,026	-	-	-	-	-
	BP-	Olde Brook Ct: Main/End FY 25	-	10,508	-	-	-	-	-
	BP-	Ladbrook St: Baker/Laws FY 25	-	14,213	-	-	-	-	-
	BP-	Laws Dr: Ladbrook/Avon FY 25	-	41,422	-	-	-	-	-
	BP-	Winston Dr: Baker/Edwards FY 25	-	2,220	-	-	-	-	-
	BP-	Heritage Place Dr: Baker/Edwards FY 25	-	31,414	-	-	-	-	-
	BP-	Copperfield Dr: Northwest/NInterstateDr FY 25	-	21,538	-	-	-	-	-
	BP-	Gallant Way: Midway/Saratoga FY 25	-	8,375	-	-	-	-	-
	BP-	Northwest Blvd: RamblingOaks/NInterstateDr FY 25	-	31,727	-	-	-	-	-
	BP-	Pinafore Dr: Midway/Heritage FY 25	-	28,022	-	-	-	-	-
	BP-	Newport Dr: Victory/Galant FY 25	-	9,542	-	-	-	-	-
	BP-	Rhoades Dr: 48tSW/Montrose FY 25	-	4,858	-	-	-	-	-
	BP-	Portland St: Rhoades/Ramsey FY 25	-	7,138	-	-	-	-	-
	BP-	Independence Dr: Main/Midway FY 25	-	12,100	-	-	-	-	-
	BP-	Midway Dr: Victory/Heritage FY 25	-	15,603	-	-	-	-	-

Acct No	Project	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
	BP-	Montrose Cir: Rhoades/5200 Block FY 25	-	17,326	-	-	-	-	-
		TOTAL 2021 BOND	**$ 6,064,480**	**$ 5,496,854**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
X. BOND PROJECTS (April 2019 Referendum)									
50594019	BP0417	Jenkins Ave - Imhoff Road to Lindsey Street Widening & Reconst.	8,656,991	-	-	-	-	-	-
50594019	BP0418	Porter Ave Streetscape	408,755	-	-	-	-	-	-
50594019	BP0419	James Garner Ave - Acres to Duffy St Roadway Improvt	4,371,355	-	-	-	-	-	-
50594019	BP0420	Cedar Lane - E of 24th Ave SE to 36th Ave SE Reconst.	4,075,652	927,365	-	-	-	-	-
50594019	BP0421	Constitution St - Jenkins Ave to Classen Blvd Reconst.	2,345,578	-	-	-	-	-	-
50594019	BP0423	36th SE - Cedar Lane to SH9 Widening and Reconstruction	1,095,664	1,660,982	-	-	-	-	-
50594019	BP0424	Gray Street 2-way conversion	4,399,754	-	-	-	-	-	-
50594019	BP0425	36th Ave NW - Indian Hills Rd to City Limits Widening	1,364,444	786,379	-	-	-	-	-
50594019	BP0426	24th Ave NE - Rock Creek to Tecumseh Widening	1,017,867	621,257	1,629,404	-	-	-	-
50594019	BP0427	48th Ave NW Phase 1 - Robinson to Rock Creek Widening	721,557	1,742,876	400,000	1,229,367	-	-	-
50594019	BP0428	Lindsey Street Phase 1 - Elm Ave to Jenkins Ave Widening	935,688	-	1,592,915	-	-	-	-
50594019	BP0429	Indian Hills Road - 48th Ave NW to I-35 Widening	-	-	1,373,561	2,711,200	4,396,865	-	-
50594019	BP0430	Indian Hills Road and I-35 Matching Funds	-	-	2,000,000	-	-	-	-
50594019	BP0431	48th Ave NW Phase 2 - Rock Creek to Tecumseh Widening	-	-	768,261	444,000	-	1,353,778	-
50594019	BP0432	Lindsey Street Phase 2 - Pickard Ave to Elm Ave Widening	395,694	956,300	697,266	-	-	-	-
50594019	BP0433	Tecumseh - 12th Ave NE to 24th Ave NE Reconst.	962,774	-	1,137,500	1,725,290	-	-	-
50594019	BP0434	Rock Creek Road - Queenston Ave to 24th Ave NE	589,934	-	477,500	1,057,160	-	-	-
50594019	BP0455	GOB 2019 Project Oversight	-	-	603,250	-	-	-	-
		TOTAL 2019 BOND	**$ 31,341,707**	**$ 6,695,159**	**$ 10,679,657**	**$ 7,167,017**	**$ 4,396,865**	**$ 1,353,778**	**$ -**
XI. BOND PROJECTS (October 2023 Referendum)									
50-	BP-	East Post Oak Road Bridge	-	1,819,111	-	-	-	-	-
50-	BP-	Main St. Bridge	-	645,905	-	-	-	-	-
		Subtotal 2023 GO Bond Total	**$ -**	**$ 2,465,016**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL CAPITAL FUND 50 PROJECTS' EXPENSES	**$ 85,706,478**	**$ 31,784,413**	**$ 24,846,726**	**$ 19,846,266**	**$ 16,836,140**	**$ 14,218,617**	**$ 2,370,000**
		RESERVE - 5% OF NEW REVENUE FOR CONTINGENCY	$ 858,458	$ 875,627	$ 893,139	$ 911,002	$ 929,222	$ 947,806	$ -

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Alley Repair Program
Project Category: General Maintenace
Department: Public Works
Manager: Joseph Hill
Ward(s): 4 and 7

Project Type: Street Maintenance
Project Number: SC0725, SC0747
Account Number: 50593369
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project addresses the repairs associated with deteriorated alleys Citywide. Specific locations will be identified based on criteria and priority established by Alley Maintenance Program.

: Expenditure Schedule Through Account 50593369 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$27,900	$27,900							
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,872,013	$672,013	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	
46301 MATLS	$0								
TOTAL	$1,899,913	$699,913	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Asphalt Pavement Maintenance
Project Category: General Maintenace
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Street Maintenance
Project Number: See attached listing
Account Number: 50595511
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

The maintenance strategy can involve deep patching, paver patching, asphalt milling, asphalt overlay, surface sealing or any combination of treatments. These maintenance methods can be performed by City personnel or contracted personnel. The projects and locations for FYE 2025 identified by the City's Pavement Management System, are as shown on the attached location sheet.

: Expenditure Schedule Through Account 50595511 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$449,154	$254,154	$32,500	$32,500	$32,500	$32,500	$32,500	$32,500	
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$6,137,687	$2,030,802	$821,377	$0	$821,377	$821,377	$821,377	$821,377	
46301 MATLS	$12,793,986	$8,206,609	$648,500	$1,344,877	$648,500	$648,500	$648,500	$648,500	
TOTAL	$19,380,827	$10,491,565	$1,502,377	$1,377,377	$1,502,377	$1,502,377	$1,502,377	$1,502,377	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

CITY OF NORMAN

CITYWIDE ASPHALT PAVEMENT MAINTENANCE

Project No	FYE 2025 Locations	61-01	62-01	63-01	Budget	Priority
SC	**36th Ave SE**			$ 258,838	$ 258,838	
	Lindsey Street to Alameda Street					
SC	**Cinnamon Run Addition**			$ 202,591	$ 202,591	
	Allsprice Run, Ginger Drive & Nutmeg Dr					
SC	**144th Ave NE**			$ 255,487	$ 255,487	
	Indian Hills Road to Bethel Road					
SC	**84th Ave SE**			$ 324,736	$ 324,736	
	Highway 9 North 1.25 mile					
SC	**Citywide Asphalt**			$ 303,225	$ 303,225	
	Various Locations					
SC	**Infrastructure Data Collection/Testing**		$ 32,500		$ 32,500	
SC					$ -	
	CITYWIDE ASPHALT PAVEMENT MAINTENANCE FYE 2025					
	Total	$ -	$ 32,500	$ 1,344,877	$ 1,377,377	

ANNUAL BUDGET

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Reed Avenue Reconstruction
Project Category: Road Improvement
Department: Public Works
Manager: Joseph Hill
Ward(s): 4

Project Type: Street Maintenance
Project Number: SC0764
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2026
Life Expectancy: 20 years

Detailed Project Description:

The project will involve full reconstruction of Reed Avenue between Main Street and Eufaula Street to include excavation and paving of alleyway connecting Reed Avenue to Cook Avenue. Roadway width to be adjusted to account for roadside parking and emergency vehicle access.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$275,000		$25,000	$250,000					
46001 LAND	$0								
46701 UTILITIES	$300,000			$300,000					
46101 CONST	$1,017,480				$1,017,480				
46301 MATLS	$0								
TOTAL	$1,592,480	$0	$25,000	$550,000	$1,017,480	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This item is follow up to request by CM Grant in FYE '24 budget to survey Reed Avenue as described above for feasibility of improvements

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Concrete Pavement Maintenance
Project Category: General Maintenace
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Street Maintenance
Project Number: See attached listing
Account Number: 50597718
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

The maintenance strategy involves the replacement of select substandard concrete pavement. This work can be performed by a combination of contracted personnel or City personnel. The project locations identified by the Pavement Management System are listed on the following page.

: Expenditure Schedule Through Account 50597718 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$142,500	$67,500	$12,500	$12,500	$12,500	$12,500	$12,500	$12,500	
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,399,500	$876,500	$75,000	$148,000	$75,000	$75,000	$75,000	$75,000	
46301 MATLS	$2,963,615	$1,308,615	$288,000	$215,000	$288,000	$288,000	$288,000	$288,000	
TOTAL	$4,505,615	$2,252,615	$375,500	$375,500	$375,500	$375,500	$375,500	$375,500	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

CITY OF NORMAN

CONCRETE PAVEMENT MAINTENANCE						
Project No.	**FYE 2025 Locations**	**61-01**	**62-01**	**63-01**	**Budget**	**Priority**
SC	**Park Drive**			$ 70,000.00	**$ 70,000.00**	
	West Main Street to West Symmes Street					
SC	**Wildwood Green Addition**			$ 50,000.00	**$ 50,000.00**	
	Various panel replacement locations include Sequoyah Trails,					
	Woodlake Drive, Wyandotte Way & Hunting Horse Trail					
SC	**Parkway Drive**			$ 75,000.00	**$ 75,000.00**	
	Interstate Drive to 26th Ave NW					
SC	**Boardwalk**			$ 20,000.00	**$ 20,000.00**	
	Interstate Drive 100 feet east Median Replacement					
SC	**Misc. Concrete Repair Locations**	$ 148,000.00			**$ 148,000.00**	
SC	**Infrastructure Data Collection/Testing**		$ 12,500.00		**$ 12,500.00**	
	CONCRETE PAVEMENT MAINTENANCE FYE 2025					
		$148,000	$12,500	$215,000	**$375,500**	

ANNUAL BUDGET

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Crack Seal
Project Category: General Maintenace
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Street Maintenance
Project Number: SC0763
Account Number: 50596686
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project is designed to seal cracks in asphalt and concrete pavements. This preventative maintenance method prevents moisture from penetrating the pavement into the subgrade and extends the life-cycle of the pavement. City Staff will identify locations to be sealed.

: Expenditure Schedule Through Account 50596686 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,799,045	$1,324,045	$225,000	$350,000	$225,000	$225,000	$225,000	$225,000	
46301 MATLS	$0								
TOTAL	$2,799,045	$1,324,045	$225,000	$350,000	$225,000	$225,000	$225,000	$225,000	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Enterprise Hardware Infrastructure
Project Category: Information Technology
Department: IT
Manager: Robert Gruver
Ward(s): ALL

Project Type: Information Technology
Project Number:
Account Number:
Begin & End Dates: 1/7/2024 To 1/7/2028
Life Expectancy: 7 years

Detailed Project Description:

The city technology hardware Infrastructure requires ongoing funding for expansion, support, and replacements. This infrastructure is critical to the technical operations of all City services. The infrastructure includes disk backup and replication, application server hardware, file systems hardware, storage hardware, and general network hardware. If this equipment is not maintained on an ongoing basis the city enterprise hardware infrastructure would be at risk of an outage by a hardware failure or a security incident (no security updates for end of support hardware) that could affect all City services.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$600,000			$600,000					
TOTAL	$600,000	$0	$0	$600,000	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This hardware is critical for running any technology based services in the City from Police and fire response to residents paying their utility bill. It has to be replaced.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Enterprise Software Infrastructure
Project Category: Information Technology
Department: IT
Manager: Robert Gruver
Ward(s): ALL

Project Type: Information Technology
Project Number:
Account Number:
Begin & End Dates: 1/7/2024 To 1/7/2028
Life Expectancy: 7 years

Detailed Project Description:

Our current Office Enterprise Software will require ongoing funding to maintain a current and security business environment. With this funding the IT Department will be able to support the ever-changing security and version updates. This software is the base for all City of Norman correspondents, documentation and application interaction and reporting. This software is critical to City Operations.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$275,000			$275,000					
TOTAL	$275,000	$0	$0	$275,000	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This software is critical for running any technology based services in the City from Police and fire response to residents paying their utility bill. It has to be replaced and updated.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Parking Lot & Sidewalk Maintenance
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: Bethany Grissom
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0012
Account Number: 50196677
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 25 Years

Detailed Project Description:

This is a annually occurring project that was put in place several years ago to provide funding on an as-needed basis for repair and/or replacement of various paved surfaces in Norman Parks. We are always assessing the condition of our park facilities; and prioritizing the replacement needs of all of the standard features at any given park. We also experience regular instances of unforeseen damage to parking lots and sidewalks, which make those parks move up the list for quicker replacement of these things. We do not have a set list of where funds will be spent each fiscal year; however, the funds are always used to help us continue to provide high-quality parks for the citizens of Norman. Parking lots need regular re-striping and other maintenance as they get used. Sidewalks can often be damaged after storm events, when utility trucks and other heavy equipment must be used in the parks to remove or repair damaged areas on an emergency basis. Other paved areas experience cracks and breaks over time which need replacement.

: Expenditure Schedule Through Account 50196677 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$670,000	$240,000	$40,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000
46301 MATLS	$0								
TOTAL	$670,000	$240,000	$40,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000

Operating Impact: Negligible Fund(s) Impacted

Starting in 2025, we are requesting that the annual budget be raised from $40,000 to $65,000 per year. This will help cover costs associated with the large increase in parking lots and sidewalks that have come with the completion of several Norman Forward projects at Griffin & Reaves Parks, the Senior Wellness and the YFAC.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Sports Lighting Maintenance
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: Wade Thompson
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0017
Account Number: 50196677
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 20 Years

Detailed Project Description:

This is a annually occurring project that was put in place several years ago to provide funding on an as-needed basis for repair and/or replacement of various parts associated with sports fields and courts in Norman Parks. We are always assessing the condition of our lighted sports play areas. These lighting systems require regular replacement of bulbs, fuses, switches, contactors and other components, which wear out over time and with increased use. We do not have a set list of where funds will be spent each fiscal year; however, the funds are always used to help us continue to provide high-quality recreation opportunities for the citizens of Norman. These funds are most often used at the baseball and softball fields at Reaves Park and LIttle Axe Park, the Soccer Fields at Griffin Park and the Tennis courts at Westwood Park. We also have lights at the Blake Baldwin Skatepark in Andrews Park, at Rotary Park, Lions Park and a few other parks, where a large cost is associated with the need for a large bucket truck to access the larger poles. We often schedule replacements for multiple parts at one time at our larger multi-field parks, in order to not pay for multiple mobilizations of a large bucket truck several times in any given time period.

: Expenditure Schedule Through Account 50196677 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$190,000	$100,000	$10,000	$30,000	$10,000	$10,000	$10,000	$10,000	$10,000
46301 MATLS	$0								
TOTAL	$190,000	$100,000	$10,000	$30,000	$10,000	$10,000	$10,000	$10,000	$10,000

Operating Impact: Negligible Fund(s) Impacted

As we replace the lighting systems in our parks, we are converting to LED lights and remote access controls, which will greatly reduce replacement needs for bulbs and extend the life span of most of the parts associated with our field and court lighting. We are asking for a 1-year increase in FYE25 to replace lights at Lions Park Tennis Court.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☐	☐	☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Playground Equipment Maintenance
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: Wade Thompson
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0062
Account Number: 50196677
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 20 Years

Detailed Project Description:

This is a annually occurring project that was put in place several years ago to provide funding on an as-needed basis for repair and/or replacement of various playground components in Norman Parks. We are always assessing the condition of our park facilities; and prioritizing the replacement needs of all of the standard features at any given park. We also experience regular instances of vandalism and/or unforeseen damage to playground equipment, which make those parks move up the list for quicker replacement of these things. We do not have a set list of where funds will be spent each fiscal year; however, the funds are always used to help us continue to provide high-quality parks for the citizens of Norman. Playgrounds often have several moving parts which eventually wear-out.

: Expenditure Schedule Through Account 50196677 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$335,000	$125,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000
46301 MATLS	$0								
TOTAL	$335,000	$125,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000

Operating Impact: Negligible Fund(s) Impacted

We requested that the annual budget for this item be doubled, beginning in FYE2024, due to the recent substantial increase in costs for these types of items and the increase in number of playgrounds city-wide in recent years. As playgrounds become damaged beyond repair, they are replaced via separate project funding.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

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City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Sign and Fence Maintenance
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: James Briggs
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0124
Account Number: 50196677
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 20 Years

Detailed Project Description:

This is a annually occurring project that was put in place several years ago to provide funding on an as-needed basis for repair and of various fences and signs in Norman Parks. We are always assessing the condition of our park facilities; and prioritizing the replacement needs of all of the standard features at any given park. We also experience regular instances of vandalism and/or unforeseen damage to signs and fences, which make those parks move up the list for quicker replacement of these things. We do not have a set list of where funds will be spent each fiscal year; however, the funds are always used to help us continue to provide high-quality parks for the citizens of Norman.

: Expenditure Schedule Through Account 50196677 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$325,000	$150,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000
46301 MATLS	$0								
TOTAL	$325,000	$150,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000

Operating Impact: Negligible Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Electrical Service Maintenance
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: Wade Thompson
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0187
Account Number: 50196677
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 20 Years

Detailed Project Description:

This is a annually occurring project that was put in place several years ago to provide funding on an as-needed basis for repair and of various electrical outlets, light fixtures and other electrical systems in Norman Parks. This project includes outlets in the downtown area near trees and landscape beds, which are used for regular lighting projects and minor power needs during outdoor events. We are always assessing the condition of our park facilities; and prioritizing the replacement needs of all of the standard features at any given park. We also experience regular instances of vandalism and/or unforeseen damage to park and landscape area electrical outlets and fixtures, which make those locations move up the list for quicker replacement as-needed. We do not have a set list of where funds will be spent each fiscal year.

: Expenditure Schedule Through Account 50196677 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$110,000	$45,000	$5,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
46301 MATLS	$0								
TOTAL	$110,000	$45,000	$5,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000

Operating Impact: Negligible Fund(s) Impacted

We are requesting to double the budget for this project beginning in FYE25 in order to help cover costs to upgrade to modern, more efficient solar lighting in several parks to help aid in security and safety. We will continue to evaluate costs and technology changes and adjust future requests when/if needed over time.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Restroom & Structure Maintenance
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: James Briggs
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0197
Account Number: 50196677
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 20 Years

Detailed Project Description:

This is a annually occurring project that was put in place several years ago to provide funding on an as-needed basis for repair and of various restroom buildings, picnic and shade pavilions and other structures and buildings in Norman Parks. We are always assessing the condition of our park facilities; and prioritizing the replacement needs of all of the standard features at any given park. We also experience regular instances of vandalism and/or unforeseen damage to park structures and buildings, which make those parks move up the list for quicker replacement of these things. We do not have a set list of where funds will be spent each fiscal year; however, the funds are always used to help us continue to provide high-quality parks for the citizens of Norman.

: Expenditure Schedule Through Account 50196677 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$240,000	$100,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
46301 MATLS	$0								
TOTAL	$240,000	$100,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000

Operating Impact: Negligible Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Parking Lot & Sidewalk Maintenance
Project Category: Parks and Recreation
Department: Parks and Recreation
Manager: Bethany Grissom
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0236
Account Number: 50696677
Begin & End Dates: 7/1/2023 To 6/30/2025
Life Expectancy: 25 Years

Detailed Project Description:

The 12th Avenue Recreation Center has been the home to countless programs and events over the years. It has hosted after-school programming and summer camps every day for decades, has been home to basketball leagues, volleyball, pickleball, martial arts, aerobics and may other sports, and was the origianl location for the Daddy-Daughter Dance and Mummy-Son Masquerade Ball when those programs started. It is our only stand-alone recreation center; and it will continue to offer programming and daily use after we opent the new Young Family Athletic Center in 2023. Over the years, we have made several upgrades to the mechanical systems, finshes, floors and furnishings in various parts of the building. Now it is time to continue that program, and modernize other spaces in the building. This request is intended to fund replacement of the floors, walls, built-in fixtures and audio/video capabilities of the after-school room and game room in the building. We also are including a second year of funding request to add a digital sign outside the facility that can be used to advertise our programming and post open/closed/event time/league information on a continually changing basis.

: Expenditure Schedule Through Account 50696677 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$50,000		$50,000						
46301 MATLS	$55,000		$10,000	$45,000					
TOTAL	$105,000	$0	$60,000	$45,000	$0	$0	$0	$0	$0

Operating Impact: Negligible Capital Fund

Many improvements will be guided by the facility assessment done in 2019 by the MacIntosh Group as part of the ADA Transition Plan.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☒	☐	☐	☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: HVAC Automation
Project Category: Buildings and Grounds
Department: Parks and Recreation
Manager: Lance Harper
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF0240
Account Number: 50595540
Begin & End Dates: 7/1/2023 To 6/30/2028
Life Expectancy: 15 Years

Detailed Project Description:

Facilities Maintenance oversees 47 occupied facilities and 72 unoccupied facilities. 11 of the occupied facility heating, ventilation & air conditioning (HVAC) systems are monitored, regulated and scheduled through "Automated Logic" software that enables system optimization, energy-efficiency and rapid troubleshooting with pinpoint accuracy. This project will enable Facilities Maintenance to expand this oversight to 3-5 additional facilities per year, with the end-goal of incorporating all occupied facilities into the software portfolio. The targeted facilities for FYE24 include: Fire Stations #2, 3 & 9. Includes whole Facility, to include associated IT rooms.

: Expenditure Schedule Through Account 50595540 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$525,000		$50,000	$75,000	$50,000	$50,000	$50,000	$50,000	$200,000
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$0								
TOTAL	$525,000	$0	$50,000	$75,000	$50,000	$50,000	$50,000	$50,000	$200,000

Operating Impact: High General Fund

This project would be to retro fit our existing buildings to include Automated Logic. Once most or all are retro-fitted the project would be closed out. Having this would reduce down time and extend the life of equipment. All new facilities are being equipped with this software and has proved to be extremely valuable to the operation of facility maintenance. We regularly know the problem prior to being on-site and can resolve quickly.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Police Training Facility Repair
Project Category: Buildings and Grounds
Department: Police / Staff Services
Manager: Captain Shawn Hawkins
Ward(s): 7

Project Type: Buildings and Grounds
Project Number: EF0242
Account Number: TBD
Begin & End Dates: 1/17/2024 To 6/30/2025
Life Expectancy: 20 -30 years

Detailed Project Description:

The purpose of this request is for $44,000 to replace a structure and fencing that was damaged by the February 26th tornado in 2023.

The structure is a cover over the five lane side of the range that is utilized for qualifications, training, and practice. Without the structure, the capabilities of the range is limited. The fencing was damaged in several locations and is in need of repair.

: Expenditure Schedule Through Account TBD **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$44,000			$44,000					
46301 MATLS	$0								
TOTAL	$44,000	$0	$0	$44,000	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☐	☒	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Capital Roofing Project
Project Category: Building and Grounds
Department: Parks and Recreation- Facilities
Manager: Lance Harper
Ward(s): All

Project Type: Maintenance of Existing Facilities
Project Number: EF1002
Account Number: 595540-46101
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 20 years

Detailed Project Description:

This project repairs, rehabilitates and replaces facility roofs that have exceeded their projected lifecycle, have high-volume failures, elevated criticality to the City's mission and/or "hard broke" assets. These projects shall be inspected, coordinated and performed by City Staff workers or third-party contractors to achieve efficient and economical conclusion. A portion of this project funding shall be allocated to achieve roof inspections for one-third of City facility roofs annually. They shall be triennially inspected and priority-ranked for repair, rehabilitation and replacement.

: Expenditure Schedule Through Account 595540-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,100,000	$400,000	$100,000	$150,000	$100,000	$100,000	$125,000	$125,000	
46301 MATLS	$0								
TOTAL	$1,100,000	$400,000	$100,000	$150,000	$100,000	$100,000	$125,000	$125,000	$0

Operating Impact: High — General funds

Facilities Maintenance typically receives 5-10 roof leak calls per rain event. This project will establish a long-term roof program to proactively address roof repairs, rehabilitations and replacements. The request is substantially higher than usual for a new program of this type but the overall condition of City facility roofs is lacking in a geographical area prone to extreme weather events.

This Project Needs Assistance From: Bldg Maint ☒ IT ☒ Pub Wks ☒ Utils ☒ Parks ☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No — If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Facility Maintenance HVAC Improvement
Project Category: Grounds and Buildings
Department: Parks and Recreation-Facilities
Manager: Lance Harper
Ward(s): ALL

Project Type: Buildings and Grounds
Project Number: EF1003
Account Number: 50595540
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 years

Detailed Project Description:

This project repairs, rehabilitates and replaces Heating, Ventilation and Air Conditioning (HVAC) systems and components throughout City facilities that have exceeded their projected lifecycle, have high-volume failures, elevated criticality to the City's mission and/or "hard broke" assets. These projects shall be performed by City Staff trades workers or third-party contractors to achieve efficient and economical conclusion

: Expenditure Schedule Through Account 50595540 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$450,000			$100,000	$75,000	$75,000	$100,000	$100,000	
46301 MATLS	$0								
TOTAL	$450,000	$0	$0	$100,000	$75,000	$75,000	$100,000	$100,000	$0

Operating Impact: High — General Funds

The summer of 2022 exposed notable vulnerabilities to the City's aging HVAC assets, inadequate resources to address hi-volume failures and the lack of a codified asset life-cycle replacement strategy. Facilities Maintenance is in the process of auditing and assessing more than 500 City HVAC assets and contrasting their condition and service life to American Society of Heating, Refrigerating and Air-Conditioning Engineers life-cycle criteria. The objective of this program is to forecast and program asset rehabilitation or replacements across the enterprise, in a manner that the investment is smooth and distributed versus turbulent and costly.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Facilities LED Lighting
Project Category: Parks and Recreation
Department: Facilities Maintenance
Manager: Lance Harper
Ward(s):

Project Type: Maintenance of Existing Facilities
Project Number: EF1004
Account Number: 50595540-46101
Begin & End Dates: 7/1/2024 To 7/30/2025
Life Expectancy: 6-12

Detailed Project Description:

This is an annually occurring project that was put in place several years ago. This fund was first used to change out older style florescent light fixtures to the T100 style then transitioned into retro-fitting of LED light fixtures. There are still many city buildings that have Florescent tube light fixtures.
Replacing fluorescent lights and fixtures with LED fixtures provide many positive results. They are more energy efficient and convert most of their energy into light, not heat, They last longer and require less frequent replacement. (most come with 6 year replacement warranty) They are safer and do not contain any toxic materials or emit UV rays. They are brighter and more omniderectional, providing even and consistent illumination.

: Expenditure Schedule Through Account 50595540-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$135,000			$25,000	$25,000	$25,000	$30,000	$30,000	
TOTAL	$135,000	$0	$0	$25,000	$25,000	$25,000	$30,000	$30,000	$0

Operating Impact: High Fund(s) Impacted

A majority of the City facilities are powered by OG&E. Some of these building qualify for energy savings rebates. These are instant rebates at the time of purchase of the fixture (s). The savings per fixture can be from a 20% to a 70% savings. We see on average for a 2x2 or 2x4 fixture a savings of 50%!

This Project Needs Assistance From: Bldg Maint ☒ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Capital Plumbing Replacement
Project Category: Building and Grounds
Department: Parks and Recreation
Manager: Lance Harper
Ward(s): All

Project Type: Parks & Recreation
Project Number: EF1008
Account Number: 50595540
Begin & End Dates: 7/1/2023 To 6/30/2028
Life Expectancy: 15-20 Years

Detailed Project Description:

This project repairs, rehabilitates and replaces plumbing systems that have exceeded their projected lifecycle, have high-volume failures, elevated criticality to the City's mission and/or "hard broke" assets. These projects shall be inspected, coordinated and performed by City Staff workers or third-party contractors to achieve efficient and economical conclusion. A portion of this project funding shall be allocated to achieve Hot-water and boiler inspections for all of City facility hot-water and boilers annually as required by the state of Oklahoma department of Labor. They shall be priority-ranked for repair, rehabilitation and replacement.

: Expenditure Schedule Through Account 50595540 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$195,000	$25,000	$25,000	$25,000	$25,000	$25,000	$35,000	$35,000	
46301 MATLS	$0								
TOTAL	$195,000	$25,000	$25,000	$25,000	$25,000	$25,000	$35,000	$35,000	$0

Operating Impact: High General Fund

Facilities Maintenance receives >2,000 calls throughout the year. This project will establish a long-term plumbing capital improvement program to proactively hot water heaters and other large plumbing repairs, rehabilitations and replacements. The request is for a new capital account of this type for plumbing. As we recently learned some of the hot water heaters in the high efficiency buildings have considerably high cost for replacement and would like to have the funds available for proactive hot water heater replacement and plumbing upgrades for buildings in need.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

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City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Library back up battery replacement
Project Category: Building and Grounds
Department: Parks and Recreations -Facilities
Manager: Lance Harper
Ward(s):

Project Type: Buildings and Grounds
Project Number:
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 5 years

Detailed Project Description:

Central Library and East Library have battery back up electrical systems. The life of the batteries in these systems is 5-7 years. At this time East library batteries are over 7 years old and Central Library is coming up on 5 years old. These batteries are showing a fault alarm on both libraries.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$15,000			$15,000					
TOTAL	$15,000	$0	$0	$15,000	$0	$0	$0	$0	$0

Operating Impact: High Fund General

The batteries and systems are currently in "default" mode. Future maintenance of these will fall under the generator technicians duties which will help lengthen the life of the batteries to their full potential.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Library furniture replacement
Project Category: Building and grounds
Department: Parks and Recreation Facilities
Manager: Lance Harper
Ward(s): 7

Project Type: Parks & Recreation
Project Number:
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2029
Life Expectancy: 10 years

Detailed Project Description:

East Library was a LEED project build completed approximately ten years ago. The furniture inside the library is the original furniture. This library, along with Central Library are used on a daily basis and have see a high number of patrons throughout the year. The libraries also host to educational, art and reading classes, they also host numerous programs and meetings. The libraries are a vital part of the City of Norman. The furniture within these buildings are starting to show their age. By starting a revolving replacement program for the furniture in these two buildings it will allow these two beautiful buildings to be inviting, clean and with safe, functional seating. The replacement of furniture will be based on usage, condition and safety.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$250,000			$50,000	$50,000	$50,000	$50,000	$50,000	
TOTAL	$250,000	$0	$0	$50,000	$50,000	$50,000	$50,000	$50,000	$0

Operating Impact: High General Funds

This Project Needs Assistance From: Bldg Maint ☒ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: City Hall flooring renovation
Project Category: Parks and Recreation
Department: Facilities
Manager: Lance Harper
Ward(s):

Project Type: Buildings and Grounds
Project Number:
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy:

Detailed Project Description:

The tile floors throughout City Hall are in need of updating and renovation. The main hallways and bathrooms tile floors would be removed and replaced. There are currently several broken tiles, worn tiles and mis-matched tiles throughout the building. This project would improve the appearance of the flooring to the public and provide flooring with a lifespan of 15-20 years.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$210,000			$210,000					
46301 MATLS	$0								
TOTAL	$210,000	$0	$0	$210,000	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This is a project that will get City Hall in the same condition as other campus buildings that have gone through major renovations.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Westwood Golf & Tennis Shops Project
Project Type: Parks & Recreation
Project Category: Parks and Recreation
Project Number: EF
Department: Parks & Recreation
Account Number: 50-
Manager: James Briggs
Begin & End Dates: 7/1/2024 To 6/30/2025
Ward(s): 8
Life Expectancy: 25 years

Detailed Project Description:

Although there have been recent construction projects for the Westwood Family Aquatics Center and Westwood Tennis Indoor Facility, there has not been any recent project to address the maintenance of the pro shop facilities for Golf and Tennis at the park. Combined with this, is the damage each facility received in 2021 from a series of hail storms at the park. The Mansard roof on the golf pro shop (the nearly vertical metal roof fascia that extends down on the edge of the covered walkways around the building) sustained significant damage to the paint from all of the impact; plus there are areas of the fascia and ceiling of the covered walkways that have been damaged over the years that need repair. There are also several windows in the golf shop that need to be re-sealed and then re-painted after repair. Also, the interior of the tennis shop needs to be painted and have it's floors re-sealed after a decade of heavy use, since the shop was expanded through a combination of donated funds and city funds. This project is part of the Existing Facility Maintenance Project category for all city of Norman properties. The Aquatic Center was built in 2017, and only needed minor hail damage repair after the 2021 storms. All interior surfaces inside the aquatics facility are in good shape. All facilities at Westwood will receive constant evaluation to insure they are maintained at the level of appearance and service that citizens expect.

: Expenditure Schedule Through Account 50- **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$5,000			$5,000					
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$40,000			$40,000					
46301 MATLS	$20,000			$20,000					
TOTAL	$65,000	$0	$0	$65,000	$0	$0	$0	$0	$0

Operating Impact: Slight General Fund

The tennis and golf pro shops will remain in-use until funding can be secured to demolish them and re-build new facilities, according to a master plan being prepared for the park. The project requested here is for basic maintenance of such buildings that will keep them operational until that future complete reconstruction.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☒	☐	☐	☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Emergency projects & contingency
Project Category: Parks and Recreation
Department: Facilities
Manager: Lance Harper
Ward(s): All

Project Type: Buildings and Grounds
Project Number:
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 5 years

Detailed Project Description:

This funding would be used for emergency situations, for example the recent pipe freezing and damage to the Development Center. The funds could also be used when a project runs over budget because of unforeseen circumstances or prices increases. Many Capitol improvements projects are priced 4-8 months before the work will start. Many times the increase in material has pushed a project over the original project budget amount. This fund, with the approval of the City Manager, would be used for any short comings in a project or in case of a emergency project.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$241,877			$241,877					
46301 MATLS	$0								
TOTAL	$241,877	$0	$0	$241,877	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

Emergency funds to be used on projects that have unforeseen cost increases and for emergency projects, all funds used must be approved by the City Manager.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: ODOT Audit Adjustment
Project Category: Engineering
Department: Public Works
Manager: Scott Sturtz
Ward(s): All

Project Type: Transportation w/ St or Fedl Funds
Project Number: TR0068
Account Number: 50595535
Begin & End Dates: 1/1/2009 To
Life Expectancy: N/A

Detailed Project Description:

In January 2009, Council adopted a new policy involving the creation of a project account called the ODOT Audit Adjustment Account with $100,000 dedicated to payment of ODOT final invoices. The intent of the policy was to replenish the account each budget year up to the balance of $100,000. Establishing this account, creates a process for all pending project accounts to be closed and the remaining project funds transferred back to the Capital Fund balance to be available for other projects. Since ODOT's final audit process takes three to seven years to complete, it was felt this process would free up the unencumbered project funds more quickly.

: Expenditure Schedule Through Account 50595535 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,200,000	$1,500,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000
46301 MATLS	$0								
TOTAL	$2,200,000	$1,500,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000

Operating Impact: Negligible Fund(s) Impacted

No operating impacts.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: 36th Ave NW & Tecumseh Road
Project Category: Intersection, and Traffic signal Modification
Department: Public Works
Manager: Paul D'Andrea
Ward(s): 8

Project Type: Transportation w/ St or Fedl Funds
Project Number: TR0108
Account Number: 50590079
Begin & End Dates: 2/1/2012 To 12/1/2026
Life Expectancy: 20 Years

Detailed Project Description:

The project adds an additional left turn lane for westbound traffic on Tecumseh Road turning south onto 36th Avenue NW.

Traffic impact fees totaling $204,994.80 are available and ready to be transferred into this project for construction.

: Expenditure Schedule Through Account 50590079 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$79,165	$79,165							
46001 LAND	$100,000		$100,000						
46701 UTILITIES	$0								
46101 CONST	$204,995			$204,995					
46301 MATLS	$0								
TOTAL	$384,160	$79,165	$100,000	$204,995	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

$5,000 per year for electricity and preventive maintenance.

Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☒	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: City funds and Federal Funds

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: 36th Ave W & Porter/Classen Wayfinding
Project Category: Signage
Department: Public Works
Manager: David Riesland
Ward(s): 1, 3, 4, 5, 6, 7, and 8

Project Type: Transportation City Funding Only
Project Number: TR0114
Account Number: 50599611
Begin & End Dates: 7/1/2017 To 6/30/2025
Life Expectancy: 10 Years

Detailed Project Description:

This project implements the Wayfinding Plan recommendations for Phase 4 touching 36th Avenue West and the Porter Avenue/Classen Boulevard corridor.

: Expenditure Schedule Through Account 50599611 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$160,000	$80,000	$40,000	$40,000					
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$780,000	$380,000	$200,000	$200,000					
46301 MATLS	$0								
TOTAL	$940,000	$460,000	$240,000	$240,000	$0	$0	$0	$0	$0

Operating Impact: Negligible — General Fund

$3,000 per year for sign maintenance. Phase 1 was completed in FYE 22, Phase 2 in FYE 23, and Phase 3 in FYE 24 from the City's Adopted Wayfinding Plan.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: SH-9 Multimodal Path 48th to 72nd Ave
Project Category: Multimodal Path
Department: Public Works
Manager: Jami Short
Ward(s): 5

Project Type: Transportation w/ St or Fedl Funds
Project Number: TR0125
Account Number: 50596688
Begin & End Dates: 7/1/2023 To 12/31/2024
Life Expectancy: 10 Years

Detailed Project Description:

Design and construct two miles of multimodal path along the north side of State Highway 9 from 48th Avenue SE to 72nd Avenue SE. Grants to pay 80% of the construction cost have been secured. Council has approved a funding agreement with ODOT for this project.

: Expenditure Schedule Through Account 50596688 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$223,162		$223,162						
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$529,492			$529,492					
46301 MATLS	$0								
TOTAL	$752,654	$0	$223,162	$529,492	$0	$0	$0	$0	$0

Operating Impact: Negligible General Fund

$2,500 per year in path maintenance.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Community/Neighborhood Improvements
Project Category: Community/Neighborhood Improvements
Department: Planning and Community Development
Manager: Lisa Krieg
Ward(s): 4

Project Type: Maintenance of Existing Facilities
Project Number: CD0001
Account Number: 50593373-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy:

Detailed Project Description:

Infrastructure projects identified within neighborhoods in the Core Area. FYE25 efforts will concentrate in leveraging funds from the CDBG Program within the established CDBG Target Area. Activities may include but not limited to sidewalk construction, lighting, tree planting, small drainage projects, and street improvements.

: Expenditure Schedule Through Account 50593373-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,140,139	$540,139	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	
46301 MATLS	$0								
TOTAL	$1,140,139	$540,139	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$0

Operating Impact: Negligible Fund(s) Impacted

$100,000 has been budgeted annually since 2008 with the exception of FYE16, FYE17, FYE18 and FYE19. Additional funding provided by this project for Campus Corner Improvements in FYE22.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Driveway Repair Program
Project Category: General Maintenance
Department: Public Works
Manager: Scott Sturtz
Ward(s): 4,7 & 8

Project Type: Transportation City Funding Only
Project Number: SC0659
Account Number: 50593370-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This program is to repair hazardous, deteriorated or non existing driveways in "Core Norman" and "Historic Norman" areas, meeting the criteria and procedures defined in the program policy and application packet. All inquiries regarding replacement of driveways will be directed to the Engineering Assistant.

: Expenditure Schedule Through Account 50593370-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$352,033	$282,033	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
46301 MATLS	$0								
TOTAL	$352,033	$282,033	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000

Operating Impact: Positive — General Fund

Will improve pedestrian, driveway access and safety.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: ADA Sidewalk Compliance Audit/Repair
Project Category: 2018 Transition Plan
Department: Public Works
Manager: Steve Guizzo
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: TC0038
Account Number: 50592206
Begin & End Dates: 7/1/2018 To
Life Expectancy: 20 Years

Detailed Project Description:

In the 2018 Kimley-Horn Self Evaluation and Transition Plan, 2020 McIntosh Evaluation and the 2021 Transit Transition Plan, it is noted that there were $6,929,987.00 in deficiencies identified. In order to remediate these deficiencies and make Norman a more inclusive City, there is the need to secure, $340,651.00 per year for the next 20 years. An Addendum to the 2018 Transition Plan was completed in 2021 with the addition of the 2021 Transit Transition Plan that totaled $86,214.00, which was included in funding in FYE 2023. Additional ADA evaluations are ongoing throughout the City of Norman including 58 parks, 52 existing buildings and over 700 miles of infrastructure consisting of sidewalks, signalized intersections and non-signalized intersections.

: Expenditure Schedule Through Account 50592206 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$3,482,000	$1,382,000	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000
46301 MATLS	$0								
TOTAL	$3,482,000	$1,382,000	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000

Operating Impact: Positive Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☒ IT ☒ Pub Wks ☒ Utils ☒ Parks ☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Regional Transportation Authority
Project Category: Other - Special Traffic Improvement
Department: Public Works
Manager: Taylor Johnson
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: TC0047
Account Number: 50593391
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 10+ years

Detailed Project Description:

This project will support the Regional Transportation Authority (RTA) of Central Oklahoma as it continues to study and plan for intercity public transportation services in the Oklahoma City Metropolitan Area. Since forming in 2019, the RTA has adopted a Transit System Plan, completed the alternative analysis for the corridors (North/South and East), and selected an alternative for each. The RTA is also studying a West and Airport Corridor. Work continues by the RTA's contractors to finalize what improvements need to be made to construct the system and thus produce plans and cost estimates for the North/South and East Corridors. This will lead to a proposed ballot initiative in the near future to the region's voters to approve the local funding mechanism to construct and operate the system. Federal funding would also be pursued to compliment the regional local funding.

: Expenditure Schedule Through Account 50593391 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$1,370,865	$591,849	$348,950	$215,033	$215,033				
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$0								
TOTAL	$1,370,865	$591,849	$348,950	$215,033	$215,033	$0	$0	$0	$0

Operating Impact: Negligible General Fund

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sidewalk Horizontal Saw Cut Program
Project Category: General Maintenance
Department: Public Works
Manager: Scott Sturtz
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: TC0155
Account Number: 50594407-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project locates non-ADA compliant sidewalks and makes minor repairs and identifies locations for larger repairs. This project leverages horizontal saw cutting technology to eliminate trip hazards less than two inches in height, which is 70% more cost-effective than conventional repair by replacement of concrete method. Specific project areas will be selected by City Staff based on density of hazards which can be remedied via horizontal saw cutting methods and submit the proposal to City Council for approval. City staff will source a contractor to perform work based on a cost per inch-feet of cuts and direct work up to the budget amount.

: Expenditure Schedule Through Account 50594407-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$720,000	$440,000	$40,000	$40,000	$40,000	$40,000	$40,000	$40,000	$40,000
46301 MATLS	$0								
TOTAL	$720,000	$440,000	$40,000	$40,000	$40,000	$40,000	$40,000	$40,000	$40,000

Operating Impact: Positive General Fund

Will improve pedestrian access and public safety.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Monument Signs
Project Category: Signage
Department: Public Works
Manager: David Riesland
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: TC0158
Account Number: 50596688
Begin & End Dates: 12/1/2023 To 6/30/2025
Life Expectancy: 10 Years

Detailed Project Description:

Study and implement monument signage, in conjunction with our stakeholders, at various locations throughout the City.

: Expenditure Schedule Through Account 50596688 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$175,000		$175,000						
46001 LAND	$25,000			$25,000					
46701 UTILITIES	$0								
46101 CONST	$200,000			$200,000					
46301 MATLS	$0								
TOTAL	$400,000	$0	$175,000	$225,000	$0	$0	$0	$0	$0

Operating Impact: Negligible General Fund

$2,500 per year for sign maintenance

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Traffic Calming
Project Category: Traffic Control Improvement
Department: Public Works
Manager: Jami Short
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: TC0230
Account Number: 50590073-46101
Begin & End Dates: 12/1/2003 To 6/30/2029
Life Expectancy: 20 Years

Detailed Project Description:

This project provides traffic calming devices (ie. speed humps, traffic circles, chicanes, etc.) along major residential collector streets with a documented speeding project. This project can also support passive traffic calming devices (ie. speed feedback speed limit signs, etc.).

: Expenditure Schedule Through Account 50590073-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,500,956	$1,950,956	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000
46301 MATLS	$0								
TOTAL	$2,500,956	$1,950,956	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000

Operating Impact: Negligible — General Fund

$3,000 per year for sign and pavement marking maintenance.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sidewalk Accessibility
Project Category: General Maintenance
Department: Public Works
Manager: Scott Sturtz
Ward(s): All

Project Type: Transportation w/ St or Fedl Funds
Project Number: TC0238
Account Number: 50593316-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This program is to provide wheelchair ramps, curb cuts and accessible routes where none exist and rebuild existing ramps that do not comply with the ADA guidelines. With input from residents and neighborhood programs, City staff will select appropriate locations and purpose to City Council.

: Expenditure Schedule Through Account 50593316-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$912,322	$612,322	$30,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000
46301 MATLS	$0								
TOTAL	$912,322	$612,322	$30,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000

Operating Impact: Positive — General Fund

Will improve pedestrian access and public safety.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sidewalk Program for Schools & Arterials
Project Category: General Maintenance
Department: Public Works
Manager: Scott Sturtz
Ward(s): All

Project Type: Transportation w/ St or Fedl Funds
Project Number: TC0249
Account Number: 50593317-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project constructs and repairs sidewalks adjacent to schools and along arterial roads with heavy pedestrian traffic and inadequate paths.

: Expenditure Schedule Through Account 50593317-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,291,698	$1,611,698	$80,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000
46301 MATLS	$0								
TOTAL	$2,291,698	$1,611,698	$80,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000

Operating Impact: Positive — General Fund

Will improve pedestrian access and public safety.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Bridge Maintenance Program
Project Category: General Maintenace
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Street Maintenance
Project Number: TC0254
Account Number: 50596687
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

The purpose and strategy of bridge maintenance and preservation program is to prolong the useful or service life of bridges, and forestall major repairs and replacement. This involves rehabilitation and preventative maintenance strategies, including sealing deck cracks, cutting back brush, patching deck spalls, removing silt buildup, removing debris and drifts, replacing expansion joints, placing rip rap, repairing spalling, scouring repair, erosion control and stabilization, and repairing structural members. Specific locations will be identified from the Biennial Bridge Inspection Report findings.

: Expenditure Schedule Through Account 50596687 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$1,711,173	$561,173	$250,000	$100,000	$200,000	$200,000	$200,000	$200,000	
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$6,149,847	$1,299,847	$750,000	$900,000	$800,000	$800,000	$800,000	$800,000	
46301 MATLS	$0								
TOTAL	$7,861,020	$1,861,020	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Sidewalks and Trails
Project Category: General Maintenance
Department: Public Works
Manager: Scott Sturtz
Ward(s): All

Project Type: Transportation w/ St or Fedl Funds
Project Number: TC0262
Account Number: 50591179-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project addresses sidewalks and trails throughout the City which complement adopted plans, including the 2021 Greenbelt Master Plan, Bikeway Transportation Master Plan, Parks Master Plan, etc. City Staff will leverage a weighted scoring model for specific project locations and purpose to City Council for approval.

: Expenditure Schedule Through Account 50591179-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,309,285	$1,349,285	$120,000	$140,000	$140,000	$140,000	$140,000	$140,000	$140,000
46301 MATLS	$0								
TOTAL	$2,309,285	$1,349,285	$120,000	$140,000	$140,000	$140,000	$140,000	$140,000	$140,000

Operating Impact: Positive — General Fund

Will improve pedestrian access and public safety.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Street Striping
Project Category: Traffic Control Maintenance
Department: Public Works
Manager: David Riesland
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: TC0270
Account Number: 50594406-46101
Begin & End Dates: 4/1/2017 To 6/30/2029
Life Expectancy: 3 Years

Detailed Project Description:

Continue to fund street striping city-wide.

: Expenditure Schedule Through Account 50594406-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,850,000	$750,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
46301 MATLS	$0								
TOTAL	$1,850,000	$750,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000

Operating Impact: Negligible — General Fund

Locations to be determined.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Citywide Sidewalk Reconstruction
Project Category: General Maintenance
Department: Public Works
Manager: Scott Sturtz
Ward(s): All

Project Type: Transportation w/ St or Fedl Funds
Project Number: TC0273
Account Number: 50590052-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project repairs hazardous and deteriorated sidewalks, curbs and gutters city wide, specifically along high-traffic arterial roads where City assumes repair responsibility and in residential areas via property owner's participation in the Sidewalk & Curb Replacement Program (SCRPP), commonly referred to as the "50/50 Program". Participation in the SCRPP, requires a 50% property owner cost share of the city's estimate based on unit prices of the City's contractor.

: Expenditure Schedule Through Account 50590052-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,911,718	$1,061,718	$100,000	$125,000	$125,000	$125,000	$125,000	$125,000	$125,000
46301 MATLS	$0								
TOTAL	$1,911,718	$1,061,718	$100,000	$125,000	$125,000	$125,000	$125,000	$125,000	$125,000

Operating Impact: Positive — General Fund

Will improve pedestrian access and public safety.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☒

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: Property owner participation in "50/50 Sidewalk Program"

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Downtown Sidewalks & Curbs
Project Category: General Maintenance
Department: Public Works
Manager: Scott Sturtz
Ward(s): All

Project Type: Transportation w/ St or Fedl Funds
Project Number: TC0274
Account Number: 50597716-46101
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This program is to address deteriorated sidewalks and curbs in the downtown area. The particular project area(s) to be repaired will be determined by City Staff based on weighted scoring models that meet the project criteria with consideration of input by residents and the Downtown Merchants Association.

: Expenditure Schedule Through Account 50597716-46101 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,196,097	$846,097	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
46301 MATLS	$0								
TOTAL	$1,196,097	$846,097	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000

Operating Impact: Positive — General Fund

Will improve pedestrian access and public safety.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Historical Markers at Various Locations
Project Category: Signage
Department: Public Works
Manager: David Riesland
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: TC0279
Account Number: 50596688
Begin & End Dates: 7/1/2021 To 6/30/2025
Life Expectancy: 10 Years

Detailed Project Description:

Install historical markers at locations to be determined throughout the City.

: Expenditure Schedule Through Account 50596688 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$120,000	$60,000	$30,000	$30,000					
46301 MATLS	$0								
TOTAL	$120,000	$60,000	$30,000	$30,000	$0	$0	$0	$0	$0

Operating Impact: Negligible General Fund

$2,500 per year for sign maintenance.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☒ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Network Switch Replacement
Project Category: Building Grounds
Department: Information Techjnology
Manager: Robert Gruver
Ward(s): ALL

Project Type: Buildings and Grounds
Project Number: BG071
Account Number:
Begin & End Dates: 1/7/2023 To 6/30/2028
Life Expectancy: 7 - 10 years

Detailed Project Description:

The City of Norman Network Switching infrastructure needs replacement. We have 91 network switches that are end of life and end of support. These switches in some cases are over 10 years old. They have served the City well but need to be replaced for support and performace reasons. These switches are the main infrastructure that provides network services from the PC to the Server. Without them we do not have the ability to provide and computer services to the employees or the public. City computer services have expanded and increase significantly in the last 10 years and we need to increase the performance of the network infrastructure to meet this expansion in services.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$840,000		$210,000	$210,000	$210,000	$210,000			
TOTAL	$840,000	$0	$210,000	$210,000	$210,000	$210,000	$0	$0	$0

Operating Impact: High Fund(s) Impacted

These switches need to be replaced for the City of Norman's IT department to provide reliable and adequate performance for the City Employees daily work requirements and to provide services to the residents.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☒	☐	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: GIS Base Map Update
Project Category: Geographic Information systems
Department: Planning
Manager: Joyce Green
Ward(s): All

Project Type: Maintenance of Existing Facilities
Project Number: BG0074
Account Number: 5095533-46201
Begin & End Dates: 12/17/2024 To 12/31/2025
Life Expectancy: 2 yr primary usage, permanent archive.

Detailed Project Description:

This project is standard maintenance of the GIS database. This project will update the City's base map to reflect new construction and any other changes on the ground, which have occurred since the last base map update was completed in 2023. The project will start in winter 2025 when leaf-off aerial photography will be collected. The deliverable products will be color orthoimagery and an update of the planimetric (structures, paving, etc.) base map & elevation data of entire city. The City may be able to coordinate this project with other ACOG agencies to reduce costs. It has three distinct components: aerial imagery with overlapping images that will allow accurate rectification and photogrammetric feature collection, which is budgeted at $45,000; planimetric mapping, which is budgeted a $100,000 and LiDAR collection and contour development, which is budgeted at $80,000. The amount budgeted should allow the City of Norman to choose a data vendor from that will do the work in the United States.

: Expenditure Schedule Through Account 5095533-46201 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$1,348,551	$673,551		$225,000		$225,000		$225,000	
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$0								
TOTAL	$1,348,551	$673,551	$0	$225,000	$0	$225,000	$0	$225,000	$0

Operating Impact: Negligible Fund(s) Impacted

This is maintenance of existing databases, so has little impact on ongoing operations. There will need to be adequate computer storage for the data. The City Surveyor is ask sometimes asked to assist by providing ground elevations during the data acceptance process.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☒	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Park Site Amenities
Project Category: Parks and Recreation
Department: Parks & Recreation
Manager: Bethany Grissom
Ward(s): All

Project Type: Parks & Recreation
Project Number: PR0013
Account Number: 050-9973-452
Begin & End Dates: 7/1/2018 To 6/30/2030
Life Expectancy: 25 years

Detailed Project Description:

This project is for the upgrade and replacement of old and high-maintenance park amenities. Items such as old picnic tables and benches will be replaced. Concrete pads will be installed under new and existing amenities to protect them from mower damage and to provide an all-weather surface for the user. Also included could be such items as deteriorated or damaged grills, trash cans, drinking fountains, landscaping, bike racks, sports equipment, etc. The project will also be used to make improvements to the public landscape areas in the City, such as traffic islands/medians, landscapes at public buildings and downtown landscape areas, which all are subject to mechanical and environmental damage throughout the year and are often in need of minor replacements. Any major landscape renovations at these sites will be requested as a stand-alone project and funded accordingly.

: Expenditure Schedule Through Account 050-9973-452 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$672,000	$367,000	$35,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000
TOTAL	$672,000	$367,000	$35,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000

Operating Impact: Negligible General Fund

Requesting a $10,000 increase in annual funding to allow us to continue to make similar improvements to various park sites each year at a time when material costs are rising substantially each year. We will re-evaluate costs vx. service in future years to make sure we are able to make a similar impact each year.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☐	☐	☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Tree Program
Project Category: Urban Forestry
Department: Parks & Recreation
Manager: Colin Zink
Ward(s): All

Project Type: Parks & Recreation
Project Number: PR0212
Account Number: 50799966
Begin & End Dates: 7/1/2024 To 6/30/2030
Life Expectancy: 50 years

Detailed Project Description:

Recent annual budget requests were approved to cover costs associated with hiring an outside forestry consultant group to perform an inventory of publicly managed trees, review our current tree ordinance and also develop an Urban Forest Management Plan (UFMP) to help guide the work of our Forestry Division for years to come. There has also been work done to help develop a plan to help protect the community from wildfires by partnering with the State Department of Forestry, which has funds available to help pay for wildfire mitigation programs. Before they can work on those projects, though, they need each town to have a Community Wildfire Protection Plan (CWPP) on file. The CWPP is a document that loops in all of the landowners, emergency responders, and residents onto the same page so that everyone knows what to do in the case of a wildfire. The CWPP also identifies high-priority mitigation projects (controlled fires, fire-breaks, vacant lot clearing, etc.) that should be done to lower the impact of a future wildfire. In Norman's case, we will work with each of the 9 Fire Station managers to identify the top one or two projects in their Fire Districts. Our Forester has submitted a federal CWDG grant application (Community Wildfire Defense Grant), and we are awaiting notice of an award, if any. So that we don't have to wait an additional year to start the CWPP process, we are requesting that funds be added to our FYE 2025 Tree Program budget to cover the costs of creating a CWPP and to fully fund the final parts of our Urban Forest Management Plan. If the grant is not awarded to Norman, then we will spend the requested funds on hiring a CWPP contractor right away. If the grant is awarded, then we can use that additional budget money towards the mitigation projects identified in the CWPP, once it's written.

: Expenditure Schedule Through Account 50799966 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$50,000			$50,000					
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$548,000	$383,000	$75,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000
TOTAL	$598,000	$383,000	$75,000	$65,000	$15,000	$15,000	$15,000	$15,000	$15,000

Operating Impact: Positive — General Fund

We anticipate additional increased funding requests in future years, once an Urban Forest Master Plan is developed and adopted by the City and as a Community Wildfire Protection Plan is developed. Possible cost shares could be done with Norman Fire Department. Those requests will be adjusted in future budget cycles.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☐	☐	☒

Reimbursable Account? ☒

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: If a grant is awarded to help fund a CWPP, then a special grant account will be set up to track those reimbursable costs.

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Drainage Projects
Project Category: Stormwater Drainage Sewer System
Department: Public Works
Manager: Jason Murphy
Ward(s): All

Project Type: Stormwater
Project Number: See attached listing
Account Number: 50599968
Begin & End Dates: 7/1/2024 To 6/30/2029
Life Expectancy: 20 years

Detailed Project Description:

This program is an ongoing annual program to address stormwater drainage deficiencies throughout the City. Specific locations are identified during each annual budget process. In FYE2024 a pipe failure on Boyd Street near the intersection of Lahoma Street was identified and an emergency repair was completed. During the repair additional damage was determined from Flood Avenue to University Boulevard along the stormwater pipe. Funds requested for FYE 2025 includes the additional location of Boyd Ave pipe replacement. Specific projects and funds are identified by fiscal year can be found on the attached sheet.

: Expenditure Schedule Through Account 50599968 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$3,253,056	$1,403,056	$700,000	$0	$250,000	$250,000	$250,000	$250,000	$150,000
46001 LAND	$54,825	$54,825							
46701 UTILITIES	$0								
46101 CONST	$7,760,179	$1,860,179	$300,000	$1,200,000	$850,000	$900,000	$950,000	$950,000	$750,000
46301 MATLS	$0								
TOTAL	$11,068,061	$3,318,061	$1,000,000	$1,200,000	$1,100,000	$1,150,000	$1,200,000	$1,200,000	$900,000

Operating Impact: Positive General Fund

Reduced employee services, materials, and Capital Equipment cost. Lower cost construction due to planned repair instead of emergency repair.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

CITY OF NORMAN

DRAINAGE PROJECTS

PROJ #		LOCATION	46301	46101	46201	BUDGET	PRIORITY
	1	**Drainage Projects FYE 2025**		**$ 1,200,000**	**$ -**	**$ 1,200,000**	
DR0036		Boyd Street Pipe Replacement		$ 900,000			**1**
DR0027		Findlay Drive Design Pipe Replacement		$ 300,000			**2**
DR0028		Barton Street Pipe Replacement		$ -			**3**
		FYE 2025 TOTAL	**$ -**	**$ 1,200,000**	**$ -**	**$ 1,200,000**	

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Force Account Drainage
Project Category: Stormwater Drainage Sewer Systems
Department: Public Works
Manager: Jason Murphy
Ward(s): All

Project Type: Stormwater
Project Number: DR0033
Account Number: 50599906
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

The Infrastructure Crew in the Stormwater Division is comprised of (4) personnel who install stormwater drainage improvements, including stormwater infrastructure installation and repair, adjunct street repairs, culvert crossdrains, and concrete channel repairs. This project funds the materials needed for these projects. FYE 2025 stormwater drainage improvement locations will be determined based on inspections and reports as needed.

: Expenditure Schedule Through Account 50599906 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$129,347	$129,347							
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$589,554	$589,554							
46301 MATLS	$913,113	$113,113	$150,000	$50,000	$75,000	$100,000	$125,000	$150,000	$150,000
TOTAL	$1,632,014	$832,014	$150,000	$50,000	$75,000	$100,000	$125,000	$150,000	$150,000

Operating Impact: Positive — General Fund

Reduced employee services, materials, and Capital equipment cost.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Drainage Rehabilitation Annual Project
Project Category: Stormwater Drainage Sewer Systems
Department: Public Works
Manager: Jason Murphy
Ward(s): All

Project Type: Stormwater
Project Number: DR New Project Number
Account Number: 50599967
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 years

Detailed Project Description:

The City of Norman's Stormwater Division is responsible for the maintenance of a vast network of stormwater inlets, flumes, vegetated channels, and storm sewer lines. Many of the City's inlets are decades old and built of brick and mortar. Over time, the brick and mortar inlets have demanded an outsized maintenance effort. Every year locations needing repair are reported to staff via citizen requests or during staff inspections, which allows staff to determine upcoming locations. This program funds these rehabilitation projects. These projects include repairing concrete flumes between houses, damaged or improperly sized storm sewer inlets and installation of new storm sewer inlets. This project will provide staff with the necessary funding to construct these small drainage projects. In so doing, it will produce a very positive citizen impact.

: Expenditure Schedule Through Account 50599967 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$36,842	$36,842							
46701 UTILITIES	$0								
46101 CONST	$4,018,798	$1,318,798	$350,000	$350,000	$400,000	$400,000	$400,000	$400,000	$400,000
46301 MATLS	$0								
TOTAL	$4,055,640	$1,355,640	$350,000	$350,000	$400,000	$400,000	$400,000	$400,000	$400,000

Operating Impact: Positive — General Fund

While maintenance of infrastructure is required, generally these small drainage projects will result in a decrease in overall City of Norman effort and budget expenditure due to updating, upgrading, and increased level of service and reduction in necessary response to customer complaints.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Lake Thunderbird Watershed TMDL
Project Category: Stormwater Drainage Sewer Systems
Department: Public Works
Manager: Jason Murphy
Ward(s): All

Project Type: Stormwater
Project Number: DR0061
Account Number: 50599968
Begin & End Dates: 7/1/2024 To 6/30/2029
Life Expectancy: 20 years

Detailed Project Description:

On November 5, 2015, the City submitted Compliance and Monitoring Plans (Plans) to the Oklahoma Department of Environmental Quality (ODEQ) for their review. ODEQ approved the City's Plans on September 21, 2016, and the Council adopted the approved Plans on October 25, 2016, through Council Resolution R-1617-41. This was the culmination of a contract entered into by the City with Olsson Associates to develop a plan to bring the City's stormwater discharges into compliance with the Waste Load Allocations developed from the Lake Thunderbird TMDL. The City has completed the first 5 year cycle of the Complaince and Monitoring Plans and is working to establish a baseline for flow and pollutant loading of streams flowing from or through the City to Lake Thunderbird based on these data. The Compliance and Monitoring Plans will be updated for Years 6-10 of the TMDL, and a new monitoring contract has been established with the Oklahoma Water Resources Board. Pollutants to be monitored in Years 6-10 include nitrogen, phosphorus, and total suspended solids. BMPs will continue to be implemented as part of the City's Compliance Plan, including education campaigns and other pollutant reduction programs . The goal of these efforts is to reduce pollutants in stormwater runoff at the source.

: Expenditure Schedule Through Account 50599968 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$3,503,056	$1,403,056	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000
46001 LAND	$54,825	$54,825							
46701 UTILITIES	$0								
46101 CONST	$1,860,179	$1,860,179							
46301 MATLS	$0								
TOTAL	$5,418,060	$3,318,060	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000

Operating Impact: Positive General Fund

This project should have a positive impact on operations. As water quality entering Lake Thunderbird improves, drinking water quality will improve

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Imhoff Creek Bank Stabilization
Project Category: Stormwater Drainage Sewer Systems
Department: Public Works
Manager: Jason Murphy
Ward(s): 2,4

Project Type: Stormwater
Project Number: DR0062
Account Number: 50595531
Begin & End Dates: 7/1/2014 To 7/1/2028
Life Expectancy: 10 years

Detailed Project Description:

The banks of Imhoff Creek are severely eroded and destabilized. The purpose of this project is to provide an engineering study of the hydraulic and hydrologic functions of the stream above and below the Imhoff Road bridge and to provide the necessary analysis and design of a stabilization project to address the severe erosion on the banks of Imhoff Creek beginning at Highway 9 and continuing north approximately 4200 feet. This project is identified as Project IC-2 in the Storm Water Master Plan. Meshek and Associates have prepared a conceptual design for this section of Imhoff Creek. Due to the extent of repairs needed and the associated costs, the design recommended the stabilization work be conducted in two phase. The first phase will involve Imhoff Creek from below the Imhoff Road bridge to Highway 9. The second phase will stabilize the banks of Imhoff Creek north of Imhoff Road bridge and continuing north for approximately 4200 feet. The FYE 2025 funds being requested will continue the process of funding construction costs for Phases 1 & 2, which are estimated at approximately $7.5 million.

: Expenditure Schedule Through Account 50595531 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$309,872	$309,872							
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$3,853,090	$3,090	$550,000	$550,000	$550,000	$550,000	$550,000	$550,000	$550,000
46301 MATLS	$0								
TOTAL	$4,162,962	$312,962	$550,000	$550,000	$550,000	$550,000	$550,000	$550,000	$550,000

Operating Impact: Positive General Fund

The impact of this project will improve and reduce loss of property, increase channel stability, and reduce maintenance activities required.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Urban Asphalt
Project Category: Bond Projects
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: See attached listing
Account Number: 50594401
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

These projects are designed to improve urban asphalt streets. These projects can include deep patch repairs, micro-surfacing, asphalt milling and asphalt overlay. Locations are identified on a separate page.

: Expenditure Schedule Through Account 50594401 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$5,242,475	$2,251,365	$1,075,360	$968,320	$947,430				
46301 MATLS	$0								
TOTAL	$5,242,475	$2,251,365	$1,075,360	$968,320	$947,430	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

URBAN ASPHALT					
PROJ #	**YEAR**	**STREET NAME**	**LIMITS OR SUBDIVISION**	**COST**	
BP	**2025**	**Parsons Addition**		**$**	**477,930**
		Flood Ave	Lindsey St/Boyd St	**$**	**477,930**
BP	**2025**	**Sherwood Forest Addition**		**$**	**56,800**
		Imhoff Rd	Walnut Rd/Berry Rd	**$**	**56,800**
BP	**2025**	**Highland Addition**		**$**	**166,000**
		Peters Ave	Frank St/Robinson St	**$**	**166,000**
BP	**2025**	**University Heights Addition**		**$**	**125,990**
		Barkley St	Lindsey St/Brooks St	**$**	**125,990**
BP	**2025**	**Classen-Miller Addition**		**$**	**141,600**
		Keith St	Ponca Ave/Classen Blvd	**$**	**43,200**
		Macy St	Oklahoma Ace/Classen Blvd	**$**	**98,400**
		YEAR 2025		***$***	***968,320***

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Urban Concrete
Project Category: Bond Projects
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: See attached listing
Account Number: 50593393
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

These projects are designed to improve urban concrete streets. These projects will include removal and replacement of select broken, damaged and compromised panels, as well as, joint crack sealing of streets in the urban concrete street system. Locations are identified on a separate page.

: Expenditure Schedule Through Account 50593393 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$12,177,000	$4,672,100	$2,434,320	$2,569,650	$2,500,930				
46301 MATLS	$0								
TOTAL	$12,177,000	$4,672,100	$2,434,320	$2,569,650	$2,500,930	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

URBAN CONCRETE				
PROJ #	**YEAR**	**STREET NAME**	**LIMITS OR SUBDIVISION**	**COST**
BP	**2025**	**Colonial Estates**	**(two locations)**	**$ 92,600**
		Mobile Cir	Louisiana St/Cul-de-Sace	$ 55,560
		Brooks St	Biloxi Dr/Richmond Dr	$ 37,040
BP	**2025**	**Edgemere Addition**	**(two locations)**	**$ 185,200**
		Huntington Way	Berry Rd/Rosedale Dr	$ 92,600
		Mercedes Dr	Melrose Dr/Main St	$ 92,600
BP	**2025**	**Westfield Manor Addition**	**(three locations)**	**$ 347,250**
		Nebraska St	Barbour Ave/Berry Rd	$ 115,750
		Iowa St	Sherry Ave/Rodewood Dr	$ 231,500
BP	**2025**	**Westwood Estates**	**(three locations)**	**$ 740,800**
		Merkle Dr	Main St/Dakota St	$ 439,850
		Rosewood Dr	Dakota St/Crestmont St	$ 208,350
		Mercedes Dr	Main St/Cul-de-Sac	$ 92,600
BP	**2025**	**Brookhaven Addition**		**$ 92,600**
		Brookhaven Blvd	Hidden Hill Rd/Rock Creek Rd	$ 92,600
BP	**2025**	**Highmeadow Addition**		**$ 115,750**
		Wind Hill Rd	Fairlawn Dr/Cul-de-Sac	$ 115,750
BP	**2025**	**Edgemere Addition**		**$ 347,250**
		Berry Rd	Main St/Robinson St	$ 347,250
BP	**2025**	**Westwood Estates**	**(three locations)**	**$ 648,200**
		Dakota St	24th Ave NW/Merkle Dr	$ 324,100
		Morgan Dr	Fairway Dr/Cul-de-Sac	$ 92,600
		Parkland Way	Sundown Dr/Fairway Dr	$ 231,500
YEAR 2025				***$ 2,569,650***

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Rural Road
Project Category: Bond Projects
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: See attached listing
Account Number: 50593376
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project is designed to improve the condition of rural roads. These projects can include roadside drainage improvements, sub grade stabilization, deep patch repairs, asphalt pavement applications or any combination of treatments to the rural street network. Locations are identified on a separate page.

: Expenditure Schedule Through Account 50593376 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$2,575,760	$1,161,600	$454,080	$960,080					
46301 MATLS	$0								
TOTAL	$2,575,760	$1,161,600	$454,080	$960,080	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

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RURAL ASPHALT				
PROJ #	**YEAR**	**STREET NAME**	**LIMITS OR SUBDIVISION**	**COST**
BP	**2025**	**48th Ave NE**	**Robinson St/Alameda St**	**$ 237,600**
BP	**2025**	**Robinson St**	**48th Ave NW/60th Ave NW**	**$ 234,405**
BP	**2025**	**Robinson St**	**72nd Ave NE/84th Ave NE**	**$ 245,195**
BP	**2025**	**Robinson St**	**60th Ave NE/72nd Ave NE**	**$ 242,880**
YEAR 2025				***$ 960,080***

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Urban Reconstruction
Project Category: Bond Projects
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: See attached listing
Account Number: 50593385
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

This project is designed to completely reconstruct an urban street. This project can include removal of existing pavement curb and/or gutter, stabilization of sub grade, construction of new curb and/or gutter and driveway approaches, full depth paving, and drainage improvements if required. The location is identified on a separate page.

: Expenditure Schedule Through Account 50593385 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$4,158,000	$1,684,000	$967,000	$604,200	$902,800				
46301 MATLS	$0								
TOTAL	$4,158,000	$1,684,000	$967,000	$604,200	$902,800	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

URBAN RECONSTRUCTION				
PROJ #	**YEAR**	**STREET NAME**	**LIMITS OR SUBDIVISION**	**COST**
		Krunkel Addition		
BP	**2025**	North Base Ave	Main St/Kansas St	**$ 604,200**
			YEAR 2025	***$ 604,200***

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Preventative Maintenance
Project Category: Bond Projects
Department: Public Works
Manager: Joseph Hill
Ward(s): All

Project Type: Transportation City Funding Only
Project Number: See attached listing
Account Number: 50593399
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy: 20 Years

Detailed Project Description:

Preventative maintenance are street maintenance strategies used to extend the life of pavement by protecting the street surface from the effects of aging, cracking, deterioration, and water infiltration. Prolonging the life of our city streets saves time and taxpayer money by intervening before full maintenance or reconstruction is needed. Preventative maintenance strategies can include crack sealing, chip sealing, micro-surfacing, slurry seal, and rejuvenators or any combination of actions.

: Expenditure Schedule Through Account 50593399 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$1,980,001	$859,360	$336,424	$394,604	$389,613				
46301 MATLS	$0								
TOTAL	$1,980,001	$859,360	$336,424	$394,604	$389,613	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

PREVENTATIVE MAINTENANCE				
PROJ #	YEAR	STREET NAME	LIMITS OR SUBDIVISION	COST
BP	2025	Carter Ave	Robinson St/Main St	$ 12,060
BP	2025	Kansas St	Berry Rd/Flood Ave	$ 10,272
BP	2025	Apache St	Carter Ave/Cook Ave	$ 4,958
BP	2025	Symmes St	Carter Ave/Reed Ave	$ 4,896
BP	2025	Eufaula St	Carter Ave/Reed Ave	$ 5,000
BP	2025	Aniol	Apache St/Symmes St	$ 2,328
BP	2025	Cook Ave	Apache St/Main St	$ 8,460
BP	2025	Rancho Dr	Creston Way/Alameda St	$ 4,986
BP	2025	Villa Dr	Creston Way/Alameda St	$ 5,992
BP	2025	Creston Way	Reed Ave/Tollie Dr	$ 4,826
BP	2025	Tollie Dr	North End /South End	$ 2,982
BP	2025	Boyd St	Berry Rd/Wylie Rd	$ 9,792
BP	2025	Boyd St	Wylie Rd/McGee Dr	$ 10,136
BP	2025	Murphy St	Lindsey St / S. 1300 Block	$ 18,529.00
BP	2025	24th Ave SW	Hwy 9 / End	$ 27,355
BP	2025	Rivercross Ct	24th Ave Sw / End	$ 6,026
BP	2025	Olde Brook Ct	Main St/End	$ 10,508
BP	2025	Ladbrook St	Baker St / Laws Dr	$ 14,213
BP	2025	Laws Dr	Ladbrook St / Avon Dr	$ 41,422
BP	2025	Winston Dr	Baker St / Edwards Dr	$ 2,220
BP	2025	Heritage Place Dr	48th Ave NW / Pinafore Dr	$ 31,414
BP	2025	Copperfield Dr	Northwest Blvd / N Interstate Dr	$ 21,538

BP	**2025**	**Gallant Way**	**Midway Dr / Saratoga Dr**	**$**	**8,375**
BP	**2025**	**Northwest Blvd**	**Rambling Oaks / N Interstate Dr**	**$**	**31,727**
BP	**2025**	**Pinafore Dr**	**Midway Dr / Heritage Pl**	**$**	**28,022**
BP	**2025**	**Newport Dr**	**Victory Dr / Galant Way**	**$**	**9,542**
BP	**2025**	**Rhoades Dr**	**48th Ave SW / Montrose Cir**	**$**	**4,858**
BP	**2025**	**Portland St**	**Rhoades Dr / Ramsey St**	**$**	**7,138**
BP	**2025**	**Independence Dr**	**Main St / Midway Dr**	**$**	**12,100**
BP	**2025**	**Midway Dr**	**Victory Dr / Heritage Pl**	**$**	**15,603**
BP	**2025**	**Montrose Cir**	**Rhoades Dr / W.5200 Blk**	**$**	**17,326**
			YEAR 2025	***$***	***394,604***

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Cedar Lane- E. of 24th to 36th SE
Project Category: Widening and Reconstruction
Department: Public Works
Manager: Tim Miles
Ward(s): 5

Project Type: Transportation w/ St or Fedl Funds
Project Number: BP0420
Account Number: 5059552
Begin & End Dates: 12/1/2015 To 12/30/2028
Life Expectancy: 20 Years

Detailed Project Description:

The project widens and improves safety on Cedar Lane Road just east of 12th Avenue SE to 24th Avenue NE.

: Expenditure Schedule Through Account 5059552 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$400,000	$400,000							
46001 LAND	$1,647,365	$720,000		$927,365					
46701 UTILITIES	$350,000	$350,000							
46101 CONST	$3,005,652	$0	$3,005,652						
46301 MATLS	$0	$0							
TOTAL	$5,403,017	$1,470,000	$3,005,652	$927,365	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

$5,000 per year for electricity and preventative maintenance. City Council will be required to approve a programming resolution requesting federal funds for the project. Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

City bond funds will be used to fund the local share of the construction cost.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☒	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: 2019 Bond and Federal Funds

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: 36th Ave. SE- Cedar Lane Rd. to SH-9
Project Category: Widening and Reconstruction
Department: Public Works
Manager: Tim Miles
Ward(s): 5

Project Type: Transportation w/ St or Fedl Funds
Project Number: BP0423
Account Number: 50594019
Begin & End Dates: 1/10/2023 To 12/30/2030
Life Expectancy: 20 Years

Detailed Project Description:

The project widens and reconstructs 36th Avenue SE, between Cedar Lane Road and State Highway 9.

: Expenditure Schedule Through Account 50594019 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$864,514	$772,512		$92,002					
46001 LAND	$575,000	$0	$575,000						
46701 UTILITIES	$300,000	$0		$300,000					
46101 CONST	$1,268,980	$0		$1,268,980					
46301 MATLS	$0	$0							
TOTAL	$3,008,494	$772,512	$575,000	$1,660,982	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

$5,000 per year for electricity and preventative maintenance. City Council will be required to approve a programming resolution requesting federal funds for the project. Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

The proposed improvements are eligible for recoupment.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☒	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: 2019 Bond and Federal Funds

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: 36th NW Phase 3- Indian Hills to Moore
Project Category: Widening and Reconstruction
Department: Public Works
Manager: Tim Miles
Ward(s): 8

Project Type: Transportation w/ St or Fedl Funds
Project Number: BP0425
Account Number: 50594019
Begin & End Dates: 12/1/2020 To 5/1/2028
Life Expectancy: 20 Years

Detailed Project Description:

The project widens and improves safety on 36th Avenue NW from north of Indian Hills Road to the City Limits.

: Expenditure Schedule Through Account 50594019 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$505,205	$458,835		$46,370					
46001 LAND	$979,700	$979,700							
46701 UTILITIES	$300,000		$300,000						
46101 CONST	$740,009			$740,009					
46301 MATLS	$0								
TOTAL	$2,524,914	$1,438,535	$300,000	$786,379	$0	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

$5,000 per year for electricity and preventative maintenance. City Council approved a programming resolution requesting federal funds for the project during the November 10, 2015 Council meeting. Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

City bond funds will be used to fund the local share of the construction cost.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☒	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: 2019 Bond and Federal Funds

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: 24th Ave NE-Rock Creek to Tecumseh
Project Category: Widening and Reconstruction
Department: Public Works
Manager: Jeff Fordice
Ward(s): 6

Project Type: Transportation w/ St or Fedl Funds
Project Number: BP0426
Account Number: 50594019
Begin & End Dates: 4/3/2021 To 12/30/2027
Life Expectancy: 20 Years

Detailed Project Description:

The project widens and improves safety on 24th Avenue NE from Rock Creek Road to Tecumseh Road.

: Expenditure Schedule Through Account 50594019 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$1,113,183	$991,926		$121,257					
46001 LAND	$420,000		$420,000						
46701 UTILITIES	$500,000			$500,000					
46101 CONST	$1,629,404				$1,629,404				
46301 MATLS	$0								
TOTAL	$3,662,587	$991,926	$420,000	$621,257	$1,629,404	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

$5,000 per year for electricity and preventive maintenance.

Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☒	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: 2019 Bond Funds and ACOG/ODOT Fed Funds

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: 48th NW Ph. 1-Robinson to Rock Creek
Project Category: Widening and Reconstruction
Department: Public Works
Manager: Paul D'Andrea
Ward(s): 3

Project Type: Transportation w/ St or Fedl Funds
Project Number: BP0427
Account Number: 50594019
Begin & End Dates: 12/1/2022 To 12/30/2028
Life Expectancy: 20 Years

Detailed Project Description:

The project widens and improves safety on 48th Avenue NW from Robinson Street to Rock Creek Road.

: Expenditure Schedule Through Account 50594019 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$748,509	$735,033		$13,476					
46001 LAND	$1,729,400			$1,729,400					
46701 UTILITIES	$400,000				$400,000				
46101 CONST	$1,229,367					$1,229,367			
46301 MATLS	$0								
TOTAL	$4,107,276	$735,033	$0	$1,742,876	$400,000	$1,229,367	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

$5,000 per year for electricity and preventive maintenance.

City Council approved a programming resolution requesting federal funds for the project during the November 10, 2015 Council meeting. Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☒ Utils ☒ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: 2019 Bond Funds and Federal Funds

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Lindsey St. Ph. 2- Pickard to Elm
Project Category: Widening and Reconstruction
Department: Public Works
Manager: Tim Miles
Ward(s): 4 & 7

Project Type: Transportation w/ St or Fedl Funds
Project Number: BP0432
Account Number: 50594019
Begin & End Dates: 4/3/2019 To 12/30/2031
Life Expectancy: 20 Years

Detailed Project Description:

The project widens and improves safety on Lindsey Street from Pickard Avenue to Elm Avenue. Work will include a road section with curb and gutter, bike lanes, sidewalks and drainage. Consideration will be given to turn lanes at major intersections.

: Expenditure Schedule Through Account 50594019 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$395,694		$395,694						
46001 LAND	$956,300			$956,300					
46701 UTILITIES	$0								
46101 CONST	$697,266				$697,266				
46301 MATLS	$0								
TOTAL	$2,049,260	$0	$395,694	$956,300	$697,266	$0	$0	$0	$0

Operating Impact: Negligible Fund(s) Impacted

$5,000 per year for electricity and preventative maintenance. City Council will be required to approve a programming resolution requesting federal funds for the project. Federal funds through ACOG to pay for 80% of the construction cost will be requested in the coming years.

City bond funds will be used to fund the local share of the construction cost.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☒	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? Yes

If Yes, Please Specify Which Sources: 2019 Bond and Federal Funds

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: East Post Oak Road Bridge
Project Category: Bond Projects
Department: Public Works
Manager: Joseph Hill
Ward(s): 5

Project Type: Transportation City Funding Only
Project Number: See attached listing
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy:

Detailed Project Description:

This project is included in the Bridge Maintenance Bond Program. These projects are to address the City's aging bridge infrastructure. This project is for the full replacement of the East Post Oak Road Bridge.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$282,700			$282,700					
46701 UTILITIES	$164,300			$164,300					
46101 CONST	$1,372,111			$1,372,111					
46301 MATLS	$0								
TOTAL	$1,819,111	$0	$0	$1,819,111	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Main Street Bridge
Project Category: Bond Projects
Department: Public Works
Manager: Joseph Hill
Ward(s): 2

Project Type: Transportation City Funding Only
Project Number: See attached listing
Account Number:
Begin & End Dates: 7/1/2024 To 6/30/2025
Life Expectancy:

Detailed Project Description:

This project is included in the Bridge Maintenance Bond Program. These projects are to address the City's aging bridge infrastructure. This bridge is to be rehabilitated. Rehabilitation can include, but is not limited to, such items as deck removal, deck patching, rigid overlays, epoxy overlays, substructure patching, joint repair or replacement, crack sealing, crack injection, grouting, carbon fiber pier wrapping, and bearing replacement.

: Expenditure Schedule Through Account by Fiscal Year:

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$645,905			$645,905					
46301 MATLS	$0								
TOTAL	$645,905	$0	$0	$645,905	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☐	☐	☒	☐	☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

Photo courtesy of Visit Norman

NORMAN FORWARD SALES TAX FUND

CAPITAL IMPROVEMENTS PLAN

NORMAN FORWARD SALES TAX FUND - 51

ASSUMPTIONS

1. This fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

2. Some of the projects will be funded on a pay as you go basis. Some of the projects are of higher importance and greater costs, and therefore require borrowing funds through general obligation bonds.

3. In FYE 25, $730,000 is scheduled for two pay-go funded projects. The individual projects' impacts on the operating budget may be significant because they are new and expanded facilities.

FUND 51 NORMAN FORWARD FUND

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 62,575,441	$ 610,037	$ 18,323,562	$ 1,287,576	$ 5,729,680	$ 10,554,092	$ 14,937,034
2								
3	Revenues:							
4	Sales Tax Revenue	12,062,398	12,675,272	12,675,272	12,928,778	13,187,353	13,451,100	13,720,122
5	Use Tax Revenue	1,928,453	1,890,533	1,890,533	1,966,154	2,044,800	2,126,592	2,211,656
6	Interest Income - Bonds	-	15,000	15,000	15,000	15,000	15,000	15,000
7	Interest Income	881,695	-	-	-	-	-	-
8	Donations/Other	2,473,314	2,678,295	2,678,295	400,000	400,000	400,000	400,000
9								
10	Subtotal	$ 17,345,860	$ 17,259,100	$ 17,259,100	$ 15,309,932	$ 15,647,154	$ 15,992,693	$ 16,346,779
11								
12	I/F Transf - General Fund	1,197,277		-				
13	I/F Transf - UNP TIF Fund	-		-				
14	I/F Transf - Room Tax Fund	-						
15								
16	Subtotal	$ 1,197,277	$ -	$ -	$ -	$ -	$ -	$ -
17								
18	Total Revenue	$ 18,543,137	$ 17,259,100	$ 17,259,100	$ 15,309,932	$ 15,647,154	$ 15,992,693	$ 16,346,779
19								
20	Expenditures:							
21	Audit Adjustments/Encumbrances	161,510	-	-	-	-	-	-
22	Services and Maintenance	246,243	-	78,389	-	-	-	-
23	Capital Projects - Pay Go	23,272,817	4,254,415	21,834,836	730,000	730,000	730,000	680,000
24	Capital Projects - 2017 Bonds	5,220,084	-	-	-	-	-	-
25	Capital Projects - 2020 Bonds	21,968,594	788,352	2,369,953	-			
26	Capital Projects - 2021 Room Tax Bds	2,683,864		-				
27	Debt Service - 2015 Bonds	4,005,473	5,250,613	5,250,613	5,986,289	6,189,326	6,176,172	6,146,842
28	Debt Service - 2017 Bonds	2,626,262	2,577,300	2,577,300	2,529,300	2,481,300	3,228,500	3,461,300
29	Debt Service - 2020 Bonds	2,211,600	1,770,998	1,770,998	1,194,091	978,061	1,014,321	1,247,145
30	I/F Transf - General Fund-East Library	75,000	75,000	75,000	75,000	75,000	75,000	75,000
31	I/F Transf - General Fund-Central Library	124,246	130,459	130,459	136,981	143,831	151,022	158,573
32	I/F Transf - General Fund-Ruby Grant Park	164,323	172,539	172,539	181,166	190,224	199,736	209,722
33	I/F Transf - Westwood Fund	35,000	35,000	35,000	35,000	35,000	35,000	35,000
34								
35	Total Expenditures	$ 62,795,016	$ 15,054,676	$ 34,295,087	$ 10,867,827	$ 10,822,742	$ 11,609,751	$ 12,013,582
36								
37	Net Difference	$ (44,251,879)	$ 2,204,425	$ (17,035,986)	$ 4,442,105	$ 4,824,412	$ 4,382,942	$ 4,333,196
38								
39	Ending Fund Balance	$ 18,323,562	$ 2,814,461	$ 1,287,576	$ 5,729,680	$ 10,554,092	$ 14,937,034	$ 19,270,230
40								
41	Reserves:							
42	General Contingency	844,368	887,269	887,269	905,014	923,115	941,577	960,409
43	Reserve for Bond Proceeds - 2017 Bonds	-	-	-	-	-	-	-
44	Reserve for Bond Proceeds - 2020 Bonds	2,369,953	(4,057,266)	-	-	-	-	-
45	Reserve for Bond Proceeds - 2021 Room Tax Bds	-	-	-	-	-	-	-
46	Available for Pay-Go Projects	15,109,241	5,984,458	400,307	4,824,666	9,630,977	13,995,457	18,309,821
47								
48	Total Reserves	$ 18,323,562	$ 2,814,461	$ 1,287,576	$ 5,729,680	$ 10,554,092	$ 14,937,034	$ 19,270,230

Norman Forward Sales Tax Fund Project Table
Fund 51

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
			EXPENDITURES						
I. Bond Funded									
51796639	NFB001	Griffin Park Remodel	3,409,725	-	-	-	-	-	-
51795546	NFB002	Indoor Aquatic Facility	494,121	-	-	-	-	-	-
51796601	NFB003	Indoor Sports Facility	51,144	-	-	-	-	-	-
51794442	NFB005	Community Sports Park Development	203,068	-	-	-	-	-	-
51792205	NFB006	Reaves Park Remodel	16,886	-	-	-	-	-	-
51790050	NFB019	Andrews Park Improvements	29,970	-	-	-	-	-	-
		SUBTOTAL BOND FUNDED	**$ 4,204,914**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
II. Paygo Funded									
051-	NFP	Canadian River Park Development	-	-	-	-	-	-	-
51795500	NFP100	Public Arts Projects	513,609	-	-	-	-	-	-
51798830	NFP101	Neighborhood Park Improvements	652,977	650,000	650,000	650,000	600,000	700,000	700,000
51794442	NFP103	Lease Payments for Griffin Park	80,000	80,000	80,000	80,000	80,000	80,000	-
51798830	NFP104	New Neighborhood Park Development	1,094,787	-	-	-	-	-	-
51796674	NFP106	Saxon Park Development	1,251,581	-	-	-	-	-	-
51790097	NFP107	New Trail Development Throughout Town	-	-	-	-	-	-	-
51594403	NFP109	James Garner Blvd: Flood to Acres	663,368	-	-	-	-	-	-
51790601	NFP110	Young Family Athletic Center PayGo	10,688,868	-	-	-	-	-	-
51793365	NFP111	New Senior Citizens Center	3,037,300	-	-	-	-	-	-
51596688	NFP112	Flood Ave MultiModal Path NF	1,082,224	-	-	-	-	-	-
51594405	NFP120	Traffic and Road Improvements	929,446	-	-	-	-	-	-
		SUBTOTAL PAYGO FUNDED	**$ 19,994,160**	**$ 730,000**	**$ 730,000**	**$ 730,000**	**$ 680,000**	**$ 780,000**	**$ 700,000**
		TOTAL NORMAN FORWARD FUND 51 PROJECTS	**$ 24,199,074**	**$ 730,000**	**$ 730,000**	**$ 730,000**	**$ 680,000**	**$ 780,000**	**$ 700,000**

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Neighborhood Park Improvements
Project Category: Parks and Recreation
Department: Parks & Recreation
Manager: Bethany Grissom
Ward(s): All

Project Type: Parks & Recreation
Project Number: NFP101
Account Number: 051-9830-452
Begin & End Dates: 7/1/2023 To 6/30/2030
Life Expectancy: 25 years

Detailed Project Description:

This project is designated to make improvements to all the neighborhood parks in the City of Norman. The level of improvement needed at each park varies from site to site; however, there is work to do at each park. Staff will prioritize and execute a plan for each park, in a way that maximizes our bidding prices each year to get the best value for similar improvement that may occur in the various parks. We will use the 2009 Parks and Recreation Master Plan as a guiding document for these improvements, along with continued staff evaluations of each park site on an annual basis to determine each park site's needs in the year when funding is available to tackle any given site. When possible, input from the neighborhoods served by each each park site will be gathered as part of the renovation process.

: Expenditure Schedule Through Account 051-9830-452 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$0								
46701 UTILITIES	$0								
46101 CONST	$6,500,000	$1,900,000	$650,000	$650,000	$650,000	$650,000	$600,000	$700,000	$700,000
46301 MATLS	$0								
TOTAL	$6,500,000	$1,900,000	$650,000	$650,000	$650,000	$650,000	$600,000	$700,000	$700,000

Operating Impact: Moderate — General Fund

The parks scheduled for renovation in FYE2025 included William Morgan, Russel Bates and Pebblebrook Parks, with continued small projects at other parks to improve the park shelters, landscapes and amenities as-allowed by the annual funding.

This Project Needs Assistance From:

Bldg Maint	IT	Pub Wks	Utils	Parks
☒	☐	☒	☒	☒

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

City of Norman

Capital Improvement Project Sheet
Fiscal Year Ending 2025

Project Title: Griffin Land Lease Payments
Project Category:
Department:
Manager:
Ward(s):

Project Type: Transportation w/ St or Fedl Funds
Project Number: NFP103
Account Number: 51794442
Begin & End Dates: To
Life Expectancy: 15 years

Detailed Project Description:

Lease payments for the Griffin property, including current Sutton Wilderness Park, Griffin Park, and Frances Cate Park.

: Expenditure Schedule Through Account 51794442 **by Fiscal Year:**

Account & Object	Total ALL Fiscal Years	Actual Prior Years	Budget FYE 2024	**FYE 2025**	FYE 2026	FYE 2027	FYE 2028	FYE 2029	Beyond 5 Years
46201 - DESIGN	$0								
46001 LAND	$80,000			$80,000					
46701 UTILITIES	$0								
46101 CONST	$0								
46301 MATLS	$0								
TOTAL	$80,000	$0	$0	$80,000	$0	$0	$0	$0	$0

Operating Impact: High Fund(s) Impacted

This Project Needs Assistance From: Bldg Maint ☐ IT ☐ Pub Wks ☐ Utils ☐ Parks ☐

Reimbursable Account? ☐

Is This Project Funded From More Than One Source? No

If Yes, Please Specify Which Sources:

*Project includes multiple city funds or State and Federal funds.

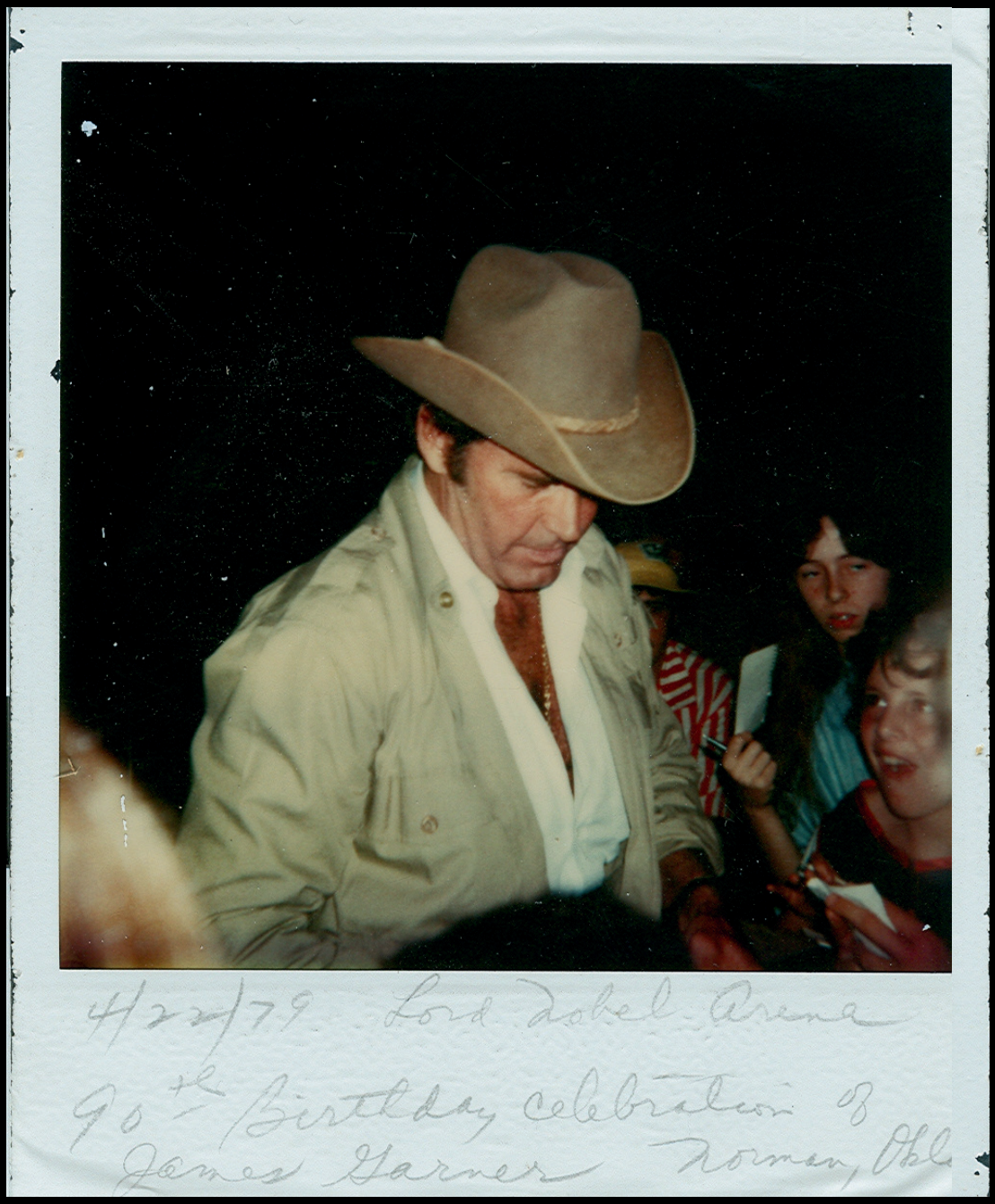


Photo courtesy of Visit Norman

PARK LAND AND DEVELOPMENT FUND

CAPITAL IMPROVEMENTS PLAN

PARK LAND AND DEVELOPMENT FUND - 52

ASSUMPTIONS

1. Revenues are earmarked for capital improvements to neighborhood and community parks

2. The funds specifically designated for community public parks improvements can only be spent in Griffin Community Park, Reaves Community Park, Andrews Community Park, Sutton Urban Wilderness Area, John Saxon Park and Ruby Grant Park.

3. The funds specifically designated for neighborhood parks, paid with the building permit for any new dwelling, may be spent to improve the neighborhood public park serving that dwelling, or nearby park.

4. Neighborhood park improvements will be scheduled when the Parks Board and City Council determine that there have been sufficient residential units constructed to warrant a capital project and sufficient fees have been collected to construct the project. This information changes daily and is maintained by the Parks Department.

5. No new projects are scheduled for FYE 25.

PARK LAND AND DEVELOPMENT - FUND 52

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 792,355	$ 504,558	$ 853,282	$ 221,518	$ 316,518	$ 411,518	$ 506,518
2								
3	Revenues							
4	Interest/Investment Income	$ 15,543	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
5	Community Park Fees	24,150	50,000	50,000	50,000	50,000	50,000	50,000
6	Neighborhood Park Fees	14,850	35,000	35,000	35,000	35,000	35,000	35,000
7	In-Lieu of/Other	5,494	-	-	-	-	-	-
8	I/F Transfer - Capital	-	-	-	-	-	-	-
9								
10	Total Revenue	$ 60,037	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000	$ 95,000
11								
12	Expenditures							
13	Community Park Projects	$ -	$ 300,000	$ 688,022	$ -	$ -	$ -	$ -
14	Neighborhood Park Projects	-	-	38,742	-	-	-	-
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	(890)	-	-	-	-	-	-
22								
23	Total Expenditures	$ (890)	$ 300,000	$ 726,764	$ -	$ -	$ -	$ -
24								
25	Net Difference	$ 60,927	$ (205,000)	$ (631,764)	$ 95,000	$ 95,000	$ 95,000	$ 95,000
26								
27	Ending Fund Balance	$ 853,282	$ 299,558	$ 221,518	$ 316,518	$ 411,518	$ 506,518	$ 601,518
28								
29	Reserves							
30	Reserve for Community Parks	$ 113,340	$ (110,810)	$ (524,682)	$ (474,682)	$ (424,682)	$ (374,682)	$ (324,682)
31	Reserve for Neighborhood Parks	1,425,180	1,097,533	1,421,438	1,456,438	1,491,438	1,526,438	1,561,438
32	Reserve for Park Land	(685,238)	(687,165)	(675,238)	(665,238)	(655,238)	(645,238)	(635,238)
33								
34	Total Reserves	$ 853,282	$ 299,558	$ 221,518	$ 316,518	$ 411,518	$ 506,518	$ 601,518

Park Land Development Fund Project Table
Fund 52

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
		COMMUNITY PARKS							
52792205	PC0013	Volleyball Court Improvements Reaves	12,035	-	-	-	-	-	-
52794442	PC0018	Sports Complex Bleachers	474	-	-	-	-	-	-
52790074	PC0019	Sutton Wilderness Trail	43,967	-	-	-	-	-	-
52795518	PC0022	Legacy Pk Foundation Strm Damg Repair	22,020	-	-	-	-	-	-
52790050	PC0023	Andrews Park Master Plan	50,000	-	-	-	-	-	-
52792205	PC0024	Reaves Park Restroom Building	260,000	-	-	-	-	-	-
52792205	PC0027	Reaves Park Maintenance Building	300,000	-	-	-	-	-	-
		Subtotal Community Parks	**$ 688,496**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		NEIGHBORHOOD PARKS							
52770342	PR0129	The Links Park Improvements	25,000	-	-	-	-	-	-
52796609	PR0155	Brookhaven Park Improvements	5,943	-	-	-	-	-	-
52793067	PR0171	Summit Lakes Park Improv	7,325	-	-	-	-	-	-
		Subtotal Neighborhood Parks	**$ 38,268**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
		TOTAL PARK DEVELOPMENT FUND 52 PROJECTS	**$ 726,764**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Jim (James Garner) with nephews Terry Bumgarner (left) and Scott Bumgarner (right) when James Garner was inducted into the Cowboy Hall of fame at the National Cowboy & Western Heritage Museum in Oklahoma City, Oklahoma.

(Photo courtesy of Scott Bumgarner)

UNIVERSITY NORTH PARK TIF FUND

CAPITAL IMPROVEMENTS PLAN

UNIVERSITY NORTH PARK TIF FUND - 57

ASSUMPTIONS

1. This fund accounts for proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

2. Projects were identified and approved by City Council in accordance with the provisions of the Local Development Act.

3. The Tax Increment Finance District was created to facilitate development and improvements in an area where such improvement would not have otherwise occurred.

4. The University North Park Area includes land adjacent to 24th Avenue NW, between Robinson Street and Tecumseh Road.

5. No new projects are scheduled for FYE 25.

University North Park TIF - Fund 57

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 10,535,206	$ 5,462,042	$ 10,860,713	$ 5,866,167	$ 5,941,911	$ 5,965,911	$ 5,989,911
2								
3	Revenues							
4	Interest Income	$ 334,392	$ 24,000	$ 24,000	$ 24,000	$ 24,000	$ 24,000	$ 24,000
5	Misc Income	10,644	-	-	-	-	-	-
6	BID Assessment Receipts	189,356	200,000	200,000	200,000	-	-	-
7								
8	Total Revenue	$ 534,392	$ 224,000	$ 224,000	$ 224,000	$ 24,000	$ 24,000	$ 24,000
9								
10	Expenditures							
11	Services /Maintenance	$ 4,610	$ 11,371	$ 11,371	$ 11,371	$ -	$ -	$ -
12	BID Expenses	104,141	136,885	289,872	136,885	-	-	-
13	Capital Projects	100,134	-	4,917,303	-	-	-	-
14	Audit adjustments	-	-	-	-	-	-	-
15	I/F Transf - Norman Forward Fund	-						
16								
17	Total Expenditures	$ 208,885	$ 148,256	$ 5,218,546	$ 148,256	$ -	$ -	$ -
18								
19	Net Difference	$ 325,507	$ 75,744	$ (4,994,546)	$ 75,744	$ 24,000	$ 24,000	$ 24,000
20								
21	Ending Fund Balance	$ 10,860,713	$ 5,537,786	$ 5,866,167	$ 5,941,911	$ 5,965,911	$ 5,989,911	$ 6,013,911
22								
23	Reserves							
24	Reserved for BID	$ 676,320	$ 585,864	$ 586,448	$ 649,563	$ 649,563	$ 649,563	$ 649,563
25	Available for Debt Repayment	-	-	-	-	-	-	-
26	Unreserved	10,184,393	4,951,922	5,279,719	5,292,348	5,316,348	5,340,348	5,364,348
27								
28	Total Reserves	$ 10,860,713	$ 5,537,786	$ 5,866,167	$ 5,941,911	$ 5,965,911	$ 5,989,911	$ 6,013,911

University North Park Tax Incremnet Finance District Fund Project Table
Fund 57

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
57595512	UT0008	Economic Development	367,669	-	-	-	-	-	-
57595552	UT0011	Robinson Street West of I-35 (MATCH Fund 50)	678	-	-	-	-	-	-
57595552	UT0015	24th & Flood at Tecumseh Intersection	2,478,984	-	-	-	-	-	-
57595512	UT0016	Legacy Park Parking Lot	-	-	-	-	-	-	-
57796601	UT0017	Recreation Facility	2,069,971	-	-	-	-	-	-
	TOTAL UNIVERSITY NORTH PARK TIF FUND 57 PROJECTS		**$ 4,917,302**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Photo courtesy of Visit Norman

CENTER CITY TIF FUND

CAPITAL IMPROVEMENTS PLAN

CENTER CITY TAX INCREMENT FINANCE DISTRICT FUND - 58

ASSUMPTIONS

1. The Norman City Council adopted the Norman Center City Project Plan and Tax Increment Finance District No. 3 on December 19, 2017 (O-1718-27).

2. The project plan authorizes $44,000,000 in project costs for public infrastructure, and an additional $3,400,000 in projects costs for contingencies and implementation/administration costs.

3. 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.

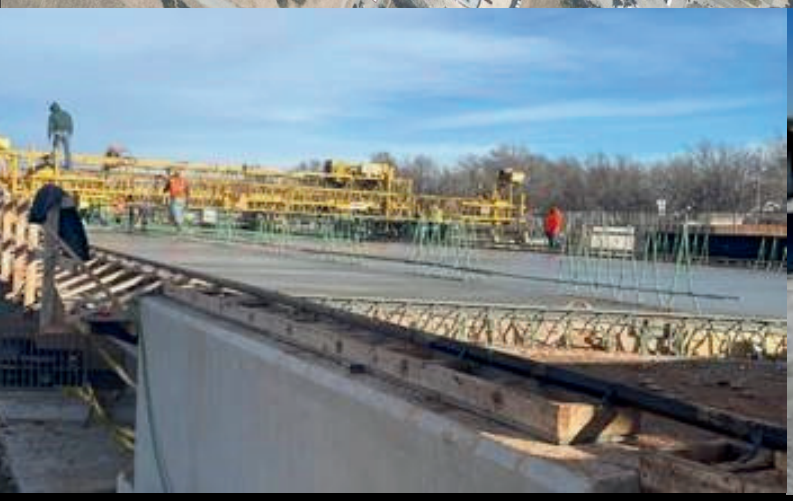
4. In FYE 25, there are no new projects scheduled.

Center City TIF - Fund 58

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 891,421	$ 2,207,281	$ 2,685,064	$ 3,882,324	$ 5,354,738	$ 6,885,969	$ 8,478,370
2								
3	Revenues							
4	Property Tax	$ 1,767,205	$ 1,470,414	$ 1,413,860	$ 1,470,414	$ 1,529,231	$ 1,590,400	$ 1,654,016
6	Interest Income	26,438	2,000	2,000	2,000	2,000	2,000	2,000
12								
13	Subtotal	$ 1,793,643	$ 1,472,414	$ 1,415,860	$ 1,472,414	$ 1,531,231	$ 1,592,400	$ 1,656,016
14								
15	I/F Transf - General Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17								
18	Total Revenue	$ 1,793,643	$ 1,472,414	$ 1,415,860	$ 1,472,414	$ 1,531,231	$ 1,592,400	$ 1,656,016
19								
20	Expenditures							
21	Capital Projects	$ -	$ -	$ 218,600	$ -	$ -	$ -	$ -
22	Audit adjustments	-	-	-	-	-	-	-
23	I/F Transf - General Fund	-		-				
24								
25	Total Expenditures	$ -	$ -	$ 218,600	$ -	$ -	$ -	$ -
26								
27	Net Difference	$ 1,793,643	$ 1,472,414	$ 1,197,260	$ 1,472,414	$ 1,531,231	$ 1,592,400	$ 1,656,016
28								
29	Ending Fund Balance	$ 2,685,064	$ 3,679,695	$ 3,882,324	$ 5,354,738	$ 6,885,969	$ 8,478,370	$ 10,134,386
30								
31	Reserves							
32		$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Unreserved	2,685,064	3,679,695	3,882,324	5,354,738	6,885,969	8,478,370	10,134,386
34								
35	Total Reserves	$ 2,685,064	$ 3,679,695	$ 3,882,324	$ 5,354,738	$ 6,885,969	$ 8,478,370	$ 10,134,386

Center City Tax Incremement Finance District Fund
Fund 58

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
58593388	BG0089	CC TIF Urban Design/ Implementation Plan	218,600	-	-	-	-	-	-
		TOTAL CENTER CITY TIF FUND 58 PROJECTS	**$ 218,600**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**



James Garner Ave. Bridge Construction

Roundabout Construction

ARTERIAL ROAD RECOUPMENT FUND

CAPITAL IMPROVEMENTS PLAN

ARTERIAL ROAD RECOUPMENT FUND - 78

ASSUMPTIONS

1. This fund accounts for the proceeds of a specific revenue that is legally restricted to expenditure for specific purposes.

2. Revenue is received from property owners either before development or at the time of land development for all local arterial street construction costs, which they would normally incur under development regulations.

3. Capital Sales Tax revenues, totaling $2,947,732, were transferred from the Capital Fund (Fund 50) to this fund to create the initial funding, with the intent that future revenues would be received as land would be developed, and thereby there would be a revolving funding source to continue the program. The Capital Fund was repaid $173,280 in FYE 02 and $27,200 in FYE 07.

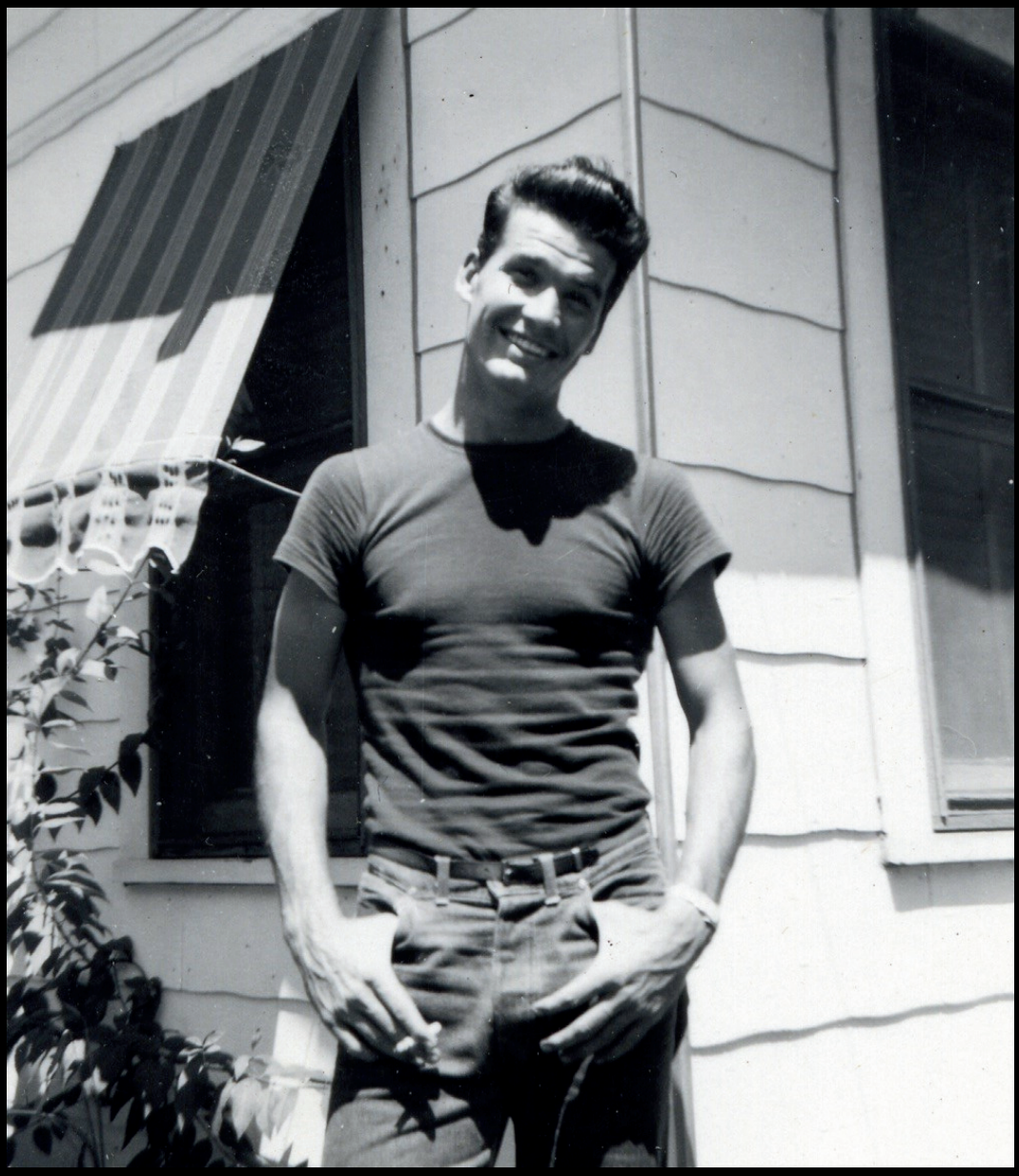
4. There is no new funding for projects in FYE 25. Additional project appropriations will be presented to council for consideration if they are identified.

ARTERIAL ROADS RECOUPMENT FUND 78

		FYE 23 ACTUAL	FYE 24 ADOPTED	FYE 24 ESTIMATED	FYE 25 PRELIMINARY	FYE 26 PROJECTED	FYE 27 PROJECTED	FYE 28 PROJECTED
1	Beginning Fund Balance	$ 773,444	$ 773,444	$ 793,987	$ 793,987	$ 793,987	$ 793,987	$ 793,987
2								
3	Revenues							
4	Reimbursements/Interest	$ 20,543	$ -	$ -	$ -	$ -	$ -	$ -
5	I/F Transf - Capital Fund	-	-	-	-	-	-	-
6								
7	Total Revenues	$ 20,543	$ -	$ -	$ -	$ -	$ -	$ -
8								
9	Expenditures							
10	Capital Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	Audit Adjustments	-	-	-	-	-	-	-
12								
13	Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14								
15	Net Difference	$ 20,543	$ -	$ -	$ -	$ -	$ -	$ -
16								
17	Ending Fund Balance	$ 793,987	$ 773,444	$ 793,987	$ 793,987	$ 793,987	$ 793,987	$ 793,987

Arterial Road Recoupment Fund Project Table
Fund 78

Acct No	Project Number	Project Name	FYE 2024 Revised Budget	FYE 2025 Preliminary	FYE 2026	FYE 2027	FYE 2028	FYE 2029	BEYOND 5 YEARS
		EXPENDITURES							
78599964	AR	TBD	-	-	-	-	-	-	-
78595517	AR	TBD	-	-	-	-	-	-	-
TOTAL ARTERIAL ROAD RECOUPMENT FUND 78 PROJECTS			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**



Young James Scott Bumgarner
(James Garneer)
photo courtesy of Terry Bumgarner (nephew)

APPENDIX

APPENDIX

Unfunded Project Requests FYE 25

Department	Request	Amount
Fire	Fire Station 1 Rebuild	$ 5,962,500
Fire	Fire Station 10 Eastside	$ 7,106,750
IT	ERP Replacement Project	$ 350,000
IT	Security System Replacement	$ 290,000
PD	Police Training Range Tower	$ 195,000
PD	Police Training Facility Security	$ 225,000
PD	Police Training Berm Reno	$ 4,750,000
PD	ECOC Vehicle Storage	$ 1,500,000
PD	Building B Space Updates	$ 550,000
Parks	Downtown Holiday Decorations	$ 70,000
Parks	AWE Parking Expansion	$ 275,000
Parks	Kidspace Playground Replace	$ 80,000
Parks	Little Axe Sports Complex upgrades	$ 200,000
Parks	New Community Park Splashpad	$ 700,000
Parks	Park Sign Update	$ 50,000
Parks	Public Beautification	$ 150,000
Parks	Ruby Grant Football Field Upgrade	$ 55,000
Parks	Ruby Grant Maintenance Building	$ 425,000
Parks	Tennis and Pickleball Projects	$ 175,000
Parks	Sooner Theatre Upgrades	$ 100,000
Parks	Westwood Aquatics Upgrade	$ 1,500,000
Parks	YFAC Parking Expansion	$ 375,000
Public Works	Cedar Lane Road Extension	$ 2,000,000
Public Works	Main St 2 Way Conversion	$ 600,000
Public Works	Fleet Facility Reno	$ 619,748
Public Works	CNG Station Compressor Replace	$ 1,420,000
Public Works	Bishop Creek Rehab	$ 2,463,000
Public Works	12th/Alameda Intersection Study	$ 50,000
Public Works	12th East/Beaumont Signal	$ 150,000
Public Works	Alameda/Crawford Intersection Study	$ 50,000
Public Works	Boyd/Classen Intersection Study	$ 50,000
Public Works	Classen/Post Oak Signal	$ 100,000
Public Works	Main/Wylie Signal	$ 100,000
Public Works	Paving Area West of Traffic Office	$ 125,000
Public Works	Rock Creek/Pendleton Signal	$ 100,000
Public Works	SH9 Multimodal 72nd to 96th	$ 225,000
Public Works	ADA Bus Stop Remediation	$ 112,035
Public Works	Municipal Complex Parking Exp	$ 390,000
Public Works	Transit Center Paving	$ 156,500
Public Works	West Gray St Parking Lot	$ 221,000

GLOSSARY OF TERMS and ACRONYMS

ACOG – Association of Central Oklahoma Governments.

ADA – American Disabilities Act

AERATION – The addition of air or oxygen to water or wastewater, usually by mechanical means, increases dissolved oxygen levels and maintains aerobic conditions.

ARR – Arterial Road Recoupment.

ASSETS – Resources owned or held by the City, which have monetary value.

BASIN - An area defined by the network of sewer line segments that are tributary to and terminate at a designated and control point.

BIOSOLIDS – Solid organic matter recovered from municipal wastewater treatment that can be beneficially used, especially as a fertilizer. Biosolids are solids that have been stabilized within the treatment process, whereas sludge has not.

BOND - A written promise to pay a sum of money on a specific date and at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common types of bonds are 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 the appropriating body has approved it.

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.

CAPITAL IMPROVEMENT CHARGE (CIC) – A charge placed upon all consumers and users for 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.

CIP – Capital Improvement Project or Capital Improvements Plan.

CAPITAL OUTLAY - Expenditures that result in the acquisition of or additions to fixed assets.

CAPITAL PROJECT FUNDS – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for financial resources segregated for the acquisition, construction or other improvement related to Capital Facilities other than those accounted for in Enterprise Funds and Trust Funds.

CLEANOUT - Outside access point on a property owner's service lateral that allows for cleaning in the event of a blockage.

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 use or structure. Monies received from the Connection charge are proportionally 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 – The area bounded by Berry Road on the west, Robinson Street 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.

DISINFECTION – The selective destruction of disease-causing microbes through the application of chemicals or energy.

DIVISION - A sub-section of a Department which carries out a specific line of work assigned to the Department.

EFFLUENT – Partially or completely treated water or wastewater flowing out of a basin or treatment plant.

EID – Environmental Information Document is the document which provides the basic information about a project and its environmental effects.

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 that is not an ad valorem tax and is generally imposed on the performance of an act, engaging in an occupation, or enjoying a privilege. 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.

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.

FHWA – Federal Highway Administration.

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 (FY) - 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.

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.

GENERAL FUND – An accounting fund type recommended by the Oklahoma Municipal Budget Act to account for all moneys received and disbursed for general governmental purposes.

GENERAL OBLIGATION BONDS (GO or GOB) - Legal debt instruments that 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.

HEADWORKS – The initial structure and devices located at the receiving end of a water or wastewater treatment plant**.**

HVAC – Heating, ventilation and air conditioning.

IAV – Individually assessed vehicle.

IMPACT FEES – Set aside fees collected from developers causing infrastructure adjustments to the community. Monies to be used as the development further impacts the municipality.

I/I - An abbreviation for Infiltration and Inflow into the Sanitary Sewer System.

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.

INFLUENT – Water or wastewater flowing to a basin or treatment plant.

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.

INTERCEPTOR SEWER - A sewer that receives flow from a number of other sewers or outlets for disposal or conveyance to a treatment plant.

INTERGOVERNMENTAL REVENUE - Grants, entitlements and cost reimbursements from another federal, state or local government.

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 Norman Utilities Authority and the 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 that 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 focusing on what is to be bought.

MATURITY – The date the principal amount of an investment security becomes due and payable.

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.

NON-EXCESSIVE I/I - Measured inflow and infiltration within a sanitary sewer system that is considered more expensive to eliminate through rehabilitation than to transport and treat at the Municipality's wastewater treatment facilities.

ODEQ – Oklahoma Department of Environmental Quality.

OG&E – Oklahoma Gas and Electric Company.

ODOT – Oklahoma Department of Transportation.

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. Municipalities are required by State Law to use annual operating budgets.

OSHA – Office of Safety and Health Administration.

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 (0-9697-30) allows the City Council to vote funds to pay costs of extending wastewater & water lines from an existing location to, along side or beyond the boundaries of a developer's new construction.

PAYGO – Cash basis of project funding, as opposed to incurring debt.

PEAK FLOW – Excessive flows experienced during hours of high demand; usually determined to be the highest 2-hour flow expected under any operational conditions.

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.

PUBLIC SECTOR - Those facilities operated and maintained by the Municipality.

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, 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, 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, (DEFICIT) - The amount by which fund balance does not meet all reserve requirements.

RESERVE, LEGAL - A portion of fund balance that may not be appropriated 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.

ROW – Right of Way.

SLUDGE – Accumulated and concentrated solids generated within the wastewater treatment process that have not undergone a stabilization process.

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.

STP-UZA – Federal Surface Transportation Program (STP) funds sub allocated by formula to urbanized areas (UZA) with a population greater than 200,000. [Statutory Reference: Title 23, United States Code, 133(d)(3) and 133(f)] authorized under the Surface Transportation Act of 1990 as amended.

SUBSIDY – A gift or grant of public moneys to a private individual or corporation or to another governmental jurisdiction, or a gift or grant of moneys from one sub-entity to another within a governmental jurisdiction.

SURCHARGE - A condition in which the wastewater flow rate in a sewer system exceeds the capacity of the sewer lines to the extent that raw sewage begins to rise within manholes. A sewer surcharge is experienced in advance of a Backup and Overflow.

TARGET AREA - Area selected for further study under the sewer system evaluation survey (SSES).

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

TIP – Transportation Improvement Program is a three-year, prioritized listing of transportation needs in the TMA. The TIP is administered by ACOG, ODOT and FHWA.

TMA – Transportation Management Area is that area where ACOG plans for transportation needs.

TMDL – Total Maximum Daily Load is 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.

WASTEWATER TREATMENT PLANT INVESTMENT FEE (WWTPIF) – A source of revenue for debt service and other capital and operational expenses of the Wastewater Treatment Plant improvements. The WWTPIF is the Norman Wastewater Utility's version of an impact fee that was authorized by Ordinance 9697-2 on July 23, 1996. The WWTPIF is a one-time charge paid at the time new homes or businesses are permitted for connection to the sewerage system.

WPA – Works Progress Administration.

WW – Wastewater.

CITY OF NORMAN, OKLAHOMA
FISCAL YEAR ENDING 2025 ANNUAL BUDGET
SUMMARY OF FUND BALANCES

CITY FUND CLASSIFICATION	BEGINNING FUND BALANCE	REVENUES			EXPENDITURES					REVENUES OVER (UNDER) EXPENSES	ENDING FUND BALANCE
		OPERATING REVENUES	INTERFUND TRANSFERS	TOTAL REVENUES	OPERATING EXPENSES	INTERFUND TRANSFERS	SUBTOTAL EXPENSES	EMP TURNOVER SAVINGS	TOTAL EXPENSES		
GOVERNMENTAL FUNDS											
General	$13,085,592	$101,595,809	$6,890,313	$108,486,122	$108,073,496	$242,775	$108,316,271	($800,000)	$107,516,271	969,851	14,055,443
SPECIAL REVENUE FUNDS											
Public Safety Sales Tax	0	15,621,717	282,955	15,904,672	15,904,672		15,904,672		15,904,672	0	0
Room Tax	925,378	3,721,250		3,721,250	3,841,580		3,841,580		3,841,580	(120,330)	805,048
Young Family Athletic Center	1	2,050,000		2,050,000	1,788,920		1,788,920		1,788,920	261,080	261,081
Seizures and Restitutions	225,695	500		500	0		0		0	500	226,195
Cleet	0	32,000		32,000	30,505		30,505		30,505	1,495	1,495
Public Transportation & Parking	164,250	6,654,066		6,654,066	6,480,698		6,480,698		6,480,698	173,368	337,618
Art in Public Places	3,466	16,000		16,000	16,000		16,000		16,000	0	3,466
Park Land and Development	221,518	95,000		95,000	0		0		0	95,000	316,518
Westwood Park	452,760	2,718,000	131,745	2,849,745	2,814,952		2,814,952	(76,821)	2,738,131	111,614	564,374
Net Revenue Stabilization	4,567,988	50,000		50,000			0		0	50,000	4,617,988
GRANT FUNDS											
Community Development	3,634,875	1,400,424		1,400,424	1,400,424		1,400,424		1,400,424	0	3,634,875
Special Grants	6,085,571	21,316		21,316	21,316		21,316		21,316	0	6,085,571
ENTERPRISE FUNDS											
Water	5,133,195	33,246,367		33,246,367	35,653,523	1,542,448	37,195,971	(81,186)	37,114,785	(3,868,418)	1,264,777
Water Reclamation	856,882	18,107,708		18,107,708	16,229,086	610,000	16,839,086	(62,847)	16,776,239	1,331,469	2,188,351
Sewer Maintenance	3,851,676	3,155,110		3,155,110	5,957,884		5,957,884		5,957,884	(2,802,774)	1,048,902
New Development Excise	1,288,042	1,470,000		1,470,000	1,903,141		1,903,141		1,903,141	(433,141)	854,901
Sanitation	4,207,683	16,938,201		16,938,201	18,957,549		18,957,549		18,957,549	(2,019,347)	2,188,335
INTERNAL SERVICE FUNDS											
Risk Management / Insurance	2,514,104	20,475,327	500,000	20,975,327	16,747,120		16,747,120		16,747,120	4,228,207	6,742,311
CAPITAL PROJECTS FUND											
Capital Improvements	26,006,915	44,212,533		44,212,533	27,529,035	4,481,643	32,010,678		32,010,678	12,201,855	38,208,770
University North Park TIF	5,866,167	224,000		224,000	148,256		148,256		148,256	75,744	5,941,911
Norman Forward	1,287,576	15,309,932		15,309,932	10,439,681	428,147	10,867,828		10,867,828	4,442,104	5,729,680
Arterial Roads Recoupment	773,444			0			0		0	0	773,444
Center City TIF	3,882,324	1,472,414		1,472,414			0		0	1,472,414	5,354,738
DEBT SERVICE FUNDS											
General Debt Service	3,052,159	16,084,496		16,084,496	16,181,336	500,000	16,681,336		16,681,336	(596,840)	2,455,319
G. O. Bonds	0			0			0		0	0	0
GRAND TOTAL ALL FUNDS	$88,087,261	$304,672,170	$7,805,013	312,477,183	$290,119,174	$7,805,013	$297,924,187	($1,020,854)	$296,903,333	$15,573,851	$103,661,111
Less: Interfund Transfers	0	0	(7,805,013)	(7,805,013)	0	(7,805,013)	(7,805,013)	0	(7,805,013)	0	0
Internal Service Charges	0	(10,919,109)		(10,919,109)	(10,919,109)	0	(10,919,109)	0	(10,919,109)	0	0
Cost Allocation Charges	0	(6,951,787)	0	(6,951,787)	(6,951,787)	0	(6,951,787)	0	(6,951,787)	0	0
Total Deductions	$0	($17,870,896)	($7,805,013)	(25,675,909)	($17,870,896)	($7,805,013)	($25,675,909)	$0	($25,675,909)	$0	$0
NET TOTAL ALL FUNDS	$88,087,261	$286,801,274	$0	286,801,274	$272,248,278	$0	$272,248,278	($1,020,854)	$271,227,424	$15,573,851	$103,661,111

Public hearings will be held on April 23, 2024 at 6:30 p.m. in the Council Chambers of the Norman Municipal Building for the purpose of discussion of the proposed budget. The proposed budget may be examined on weekdays at 201 West Gray in the City Clerk's office from 8:00 a.m. to 5:00 p.m. All interested citizens have the opportunity to give written and oral comments.

File Attachments for Item:

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-41 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT ONE (1), BLOCK ONE (1), OF ROSE ROCK SCHOOL ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1515 WEST MAIN STREET)

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 04/23/2024

REQUESTER: Rose Rock School Foundation

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-41 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT ONE (1), BLOCK ONE (1), OF ROSE ROCK SCHOOL ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1515 WEST MAIN STREET)

APPLICANT/REPRESENTATIVE Rose Rock School Foundation

WARD 2

CORE AREA No

BACKGROUND: The property is currently utilized by Rose Rock School; the approval of Ordinance No. O-1314-12 in 2013 allowed for the school use at this site. This new proposal involves adding new structures, including one carport, one flexible space, for storage or a shed, an outdoor cooking area, a temporary structure/tent known as a "Yome", and converting the pool into an underground greenhouse. Additionally, the applicant requested increasing the number of students from 59 to 75. This proposal requires rezoning from the existing PUD, Planned Unit Development, to a SPUD, Simple Planned Unit Development. (SPUDs are used for lots having less than 5 acres; the SPUD ordinance was adopted in 2017.)

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: A Greenbelt Enhancement Statement was not required for this application because the property is platted and a NORMAN 2025 amendment is not required.

PRE-DEVELOPMENT: A Pre-Development meeting is not required for this application. Rezoning alone of property less than 40-acres does not require a Pre-Development meeting.

ZONING ORDINANCE CITATION:

SEC 36-510 – SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

STAFF ANALYSIS: The particulars of this SPUD include:

USE:

Permitted Principle Use:

a. School for Pre-K through elementary level education.
b. Housing for one faculty member and his/her family.
c. Accessory structures. Permitted structures include:
    - Existing one-story garage shall remain. (proposed additional carport)
    - New storage sheds. Storage shed location zone as indicated on proposed site plan. Storage sheds shall have a maximum size of 400 square feet.

The total number of storage sheds shall not exceed three (3). (Storage sheds may consist of flexible space, such as a woodworking shed, outdoor cooking area, or other appropriate temporary learning sites.)

- New trash and recycling enclosures.
- New children's play structures and equipment, with a height not to exceed 10 feet. (Addition of a Yome)
- Conversion of existing pool into a subterranean greenhouse

Other Permitted Uses:

a. If the Permitted Principle Use, as stated in above, is discontinued, the property may be used for a detached one family dwelling

STUDENT COUNT: Rose Rock School will serve a maximum of 75 students, ranging from early childhood to elementary age children. This is an increase from the 59 allowed in the 2013 PUD.

OPERATING SCHEDULE:

a. A Rose Rock School staff member will live in residence on-site.
b. School day operating hours will be from 8:00 am to 5:00 pm, Monday through Friday.
c. Staggered drop-off and pick-up times in 15-minute intervals shall be utilized
   - Staggered drop-off times will be from 8:00 am to 8:45 am. Each drop-off interval will accommodate approximately 15 students.
   - Staggered pick up times shall be from 1:00 pm to 5:00 pm. Each pick-up interval will accommodate approximately 20 students.

PARKING

a. Parking and paving areas shall comply with City of Norman standards and be constructed with approved materials.
b. Twenty-five (25) parking spaces shall be provided.
c. If needed, special event parking shall utilize designated areas of the driveway. Off-site parking will be available at St. Stephen's Methodist Church at 1801 W. Brooks St., along with a shuttle or carpool service to Rose Rock School.

LANDSCAPING: Landscaping as shown on the Site Plan.

SIGNAGE: All signage shall comply with City of Norman requirements.

LIGHTING: Existing light fixtures on the existing buildings will remain. New light fixtures shall comply with the City of Norman's Commercial Outdoor Lighting Standards.

SANITATION/UTILITIES: Trash and recycling shall comply with City of Norman standards for commercial pick-up. Trash receptacle and enclosure as shown on Site Plan.

FENCING/WALLS. All fences, walls and screens shall comply with City of Norman requirements.

EXISTING ZONING: The existing zoning for the subject property is PUD, Planned Unit Development, adopted by Ordinance No. O-1314-12. The current PUD allows for the same principle use of a school but less students than now requested.

ALTERNATIVES/ISSUES:

IMPACTS: The applicant, Rose Rock School Foundation, requests to amend their zoning to include additional buildings and increase the number of students from 59 to 75. The proposed use will not have any adverse effects on the existing land use or considerably increase traffic in the area, the property will continue to serve the same purposes as currently adopted.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: If alterations to the layout of the building occur, a building permit will be required. Any alteration to the fire protection systems will also require permitting. With the increased occupant load, an updated life safety plan should be provided to staff to review for compliance with the new occupant loads. This is typically a floor plan, which shows the number of exits and their paths of egress including egress widths. The occupant loading should be reflected in the various rooms in such plan. Other features needing detail include, if the building is sprinkled or of fire resistant rated construction, if applicable. Conversion of a pool to a greenhouse will require a permit application. Plan submission should include a site plan, floor plans highlighting paths of egress, and structural details. Any accessory buildings in excess of 120 sq. ft. will require a permit and require a site plan, floor plan and possibly other submittals depending on the size of the proposed buildings.

PUBLIC WORKS/ENGINEERING: The property is already platted, no additional requirements.

TRAFFIC ENGINEER: The increase in the student population does not require additional submittal. The school zone warning/caution sign was installed for this site in 2015.

UTILITIES: No additional requirements for this application.

CONCLUSION: Staff forwards this request for rezoning from PUD, Planned Unit Development to a SPUD, Simple Planned Unit Development, and Ordinance No. O-2324-41 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of March 14, 2024, Planning Commission recommended adoption of Ordinance No. O-2324-41 by a vote of 7-0.

Rose Rock School Foundation – SPUD Narrative

1515 W. Main St. Norman, OK 73069
Submitted: August 5, 2013
Revised per Pre-Development Meeting Comments: August 29, 2013
Revised per City Comments: September 5, 2013 Submitted
with Final Plat: June 9, 2014
Revised for SPUD rezoning: March 8, 2024

Introduction:
The Rose Rock School in Norman seeks to rezone it from Planned Unit Development (PUD) to Simple Planned Unit Development (SPUD)

Rose Rock School Mission:
"The Rose Rock School offers an education that respects the developmental stages and unique qualities of each child. Our curriculum fosters acute cognitive skills, keen emotional awareness, and meaningful worldly activity. Our long-term goal is to help lead children toward conscious adulthood, in which they respect diversity, interact harmoniously with all people, nurture and protect the natural world, and give joyfully to the communities in which they live."

"Rose Rock offers innovative education in a nurturing environment. Our Kindergarten is held in a comforting home-like atmosphere that provides many natural opportunities for learning. We offer a mixed-age setting, where the children socialize in a close-knit community, cooperating with and caring for each other. The children interact daily with the natural world. They care for our garden, relate with animal life, and play outside in all seasons. Each meal is homemade with fresh, whole, organic food and served family-style around a beautiful, simply set table. The older children help with all aspects of meal preparation and clean-up. Each day is infused with the joyful work of a happy home, and the crafts and tasks change as we progress through the seasons."

Project Description:
The Rose Rock School is seeking to rezone the site from PUD, Planned Unit Development, to SPUD, Simple Planned Unit Development to amend the existing PUD to allowed additional buildings and additional students.

Project Schedule:
The construction of proposed site improvements and building improvements, where required, is anticipated to begin following all required City approvals. Improvements will be phased as needed to accommodate enrollment and City requirements. The proposed site improvements indicated, once constructed, are intended to accommodate a maximum of 75 students.

Proposed SPUD Zoning Requirements:

SPUD Statement of Purpose:
The intent of this SPUD is to develop zoning guidelines that will support the mission and needs of the Rose Rock School, preserve and enhance the existing site as well as the character of the surrounding residential neighborhood.

Rose Rock School Foundation – SPUD Narrative

1515 W. Main St. Norman, OK 73069
Submitted: August 5, 2013
Revised per Pre-Development Meeting Comments: August 29, 2013
Revised per City Comments: September 5, 2013 Submitted with Final Plat: June 9, 2014
Revised for SPUD rezoning: March 8, 2024

1. Permitted Principle Use:
   1a. School for pre-K through elementary level education.
   1b. Housing for one faculty member and his/her family.
   1c. Accessory structures. Permitted structures include:
      - Existing one-story garage shall remain. (proposed additional carport)
      - New storage sheds. Storage shed location zone as indicated on Site Plan. Storage sheds shall have a maximum size of 400 square feet. The total number of storage sheds shall not exceed (3) three. (Or flexible space such as woodworking shed, outdoor cooking, or other appropriate temporary learning site.)
      - New trash and recycling enclosures.
      - New children's play structures and equipment, with a height not to exceed 10 feet. Including a Yome (tent like semi-permanent structure).
      - Conversion of existing pool into subterranean greenhouse.

2. Other Permitted Uses
   2a. If the permitted principle use, as stated in #1 above, is discontinued, the property may be used for a detached one family dwelling.

3. Area Regulations:
   3a. The existing land area of approximately 3.72 acres, or 162,043 square feet shall remain as a single lot. Subdivisions are not permitted.
   3b. Front Yard: All accessory structures shall be set back from street right-of-way lines at a minimum of 50 feet.
   3c. Side Yard: All accessory structures shall be set back at a minimum of 20 feet.
   3d. Rear Yard: All accessory structures shall be set back at a minimum of 30 feet.
   3e. All existing structures to remain are located within the stated setbacks.
   3f. No additional buildings or structures are permitted other than noted on the site plan submitted.

4. Height Regulations:
   4a. Existing building height of (3) stories shall remain.
   4b. Existing (1) story garage remains.
   4c. New accessory structure height shall not exceed 10 feet.

5. Student Count:
   5a. Rose Rock School will serve a maximum of 75 students ranging from early childhood to mixed age elementary, per Oklahoma DHS.

Rose Rock School Foundation – SPUD Narrative

1515 W. Main St. Norman, OK 73069
Submitted: August 5, 2013
Revised per Pre-Development Meeting Comments: August 29, 2013
Revised per City Comments: September 5, 2013 Submitted
with Final Plat: June 9, 2014
Revised for SPUD rezoning: March 8, 2024

6. Operating Schedule:
   - 6a. A Rose Rock School staff member will live in residence on site.
   - 6b. School day operating hours will be from 8am to 5pm, Monday through Friday.
   - 6c. Staggered drop-off and pick-up times in 15 minute intervals shall be utilized.
   - 6d. Staggered drop-off times will be from 8:00 am through 8:45 am. Each drop-off interval will accommodate approximately 15 students.
   - 6e. Staggered pick up times shall be from 1pm through 5pm. Each pickup interval will accommodate approximately 20 students.

7. Landscaping
   - 7a. Landscaping as shown on the site plan.

8. Site Lighting
   - 8a. Existing light fixtures on the existing buildings remain.
   - 8b. New light fixtures shall comply with the City of Norman's Commercial Lighting Ordinance.

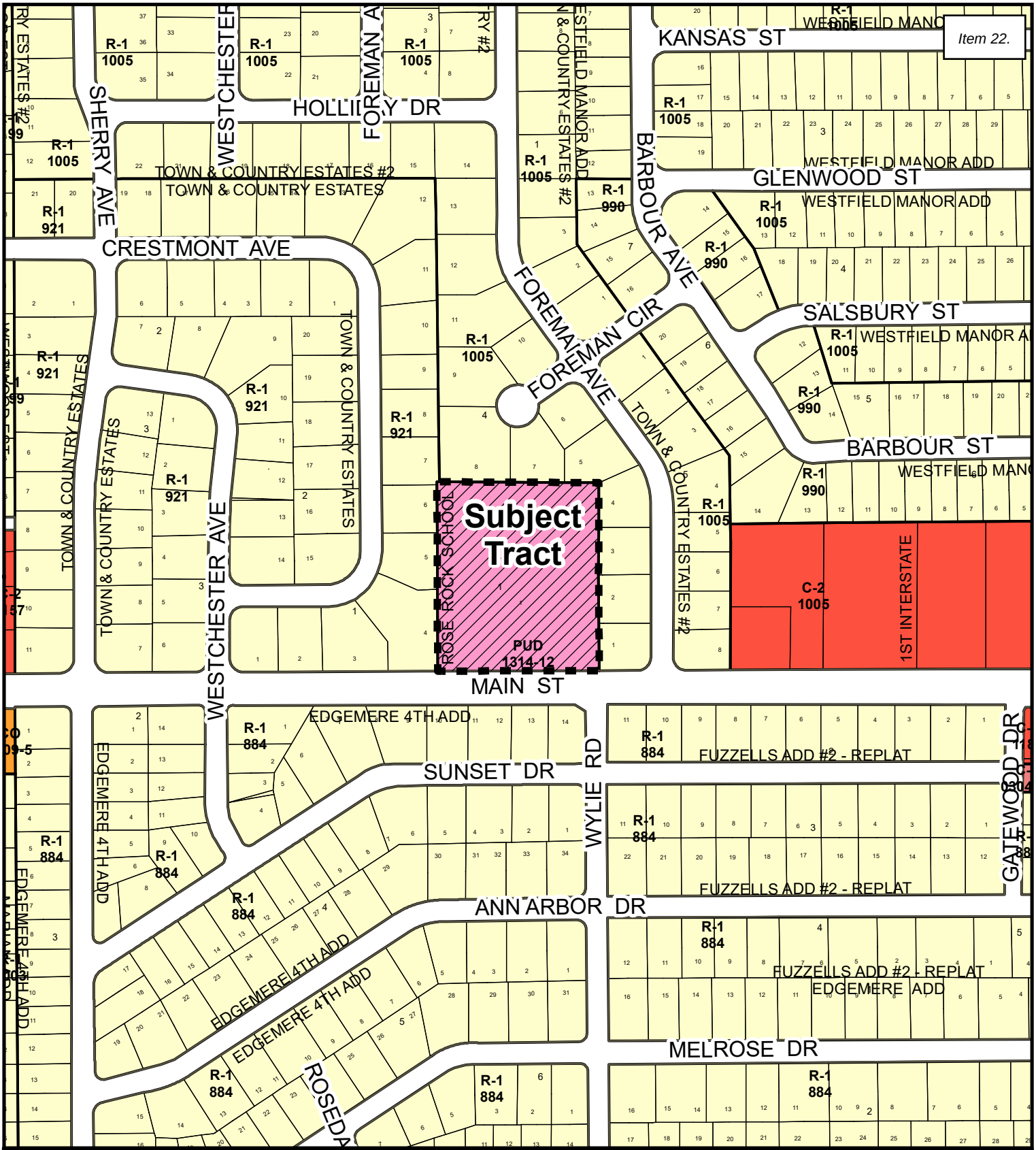
9. Waste Management
   - 9a. Trash and Recycling shall comply with City of Norman standards for commercial pick-up.
   - 9b. Trash receptacle and enclosure as shown on Site Plan.

10. Parking
    - 10a. Parking and paving areas shall comply with City of Norman standards and be constructed with approved materials.
    - 10b. (25) Twenty-five parking spaces shall be provided.
    - 10c. If needed, special event parking shall utilize designated areas of the driveways. Off-site parking will be available at St. Stephen's Methodist Church at 1801 W. Brooks St., along with a shuttle or carpool service to Rose Rock School.

11. Fencing Walls and Screening.
    - 11a. All fences, walls and screens shall comply with City of Norman requirements.

12. Signs
    - 12a. All signage shall comply with City of Norman requirements.

End of Proposed SPUD Zoning Requirements.



Location Map

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.

N W E S

February 5, 2024

0 150 300 Ft.

Subject Tract

Zoning

1053

G:\ArcGIS10.Map Templates\8x11_LocationMapArcMap10.mxd

O-2324-41

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT ONE (1), BLOCK ONE (1), OF ROSE ROCK SCHOOL ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1515 West Main Street)

§ 1. WHEREAS, Rose Rock School Foundation, the owners of the hereinafter described property, have made application to have the subject property removed from the PUD, Planned Unit Development District and placed in the SPUD, Simple Planned Unit Development District; and

§ 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on March 14, 2024 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the PUD, Planned Unit Development District and place the same in the SPUD, Simple Planned Unit Development District, to wit:

Lot 1, Block 1, of Rose Rock School Addition, to Norman, Cleveland County, Oklahoma.

Containing approximately 3.7 acres.

§ 5. Further, pursuant to the provisions of Section 36-510 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the SPUD Narrative, Site Development Plan, and supporting documentation, which are made a part hereof.

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of

_____, 2024.

_____
(Mayor)

ATTEST:

_____
(City Clerk)

NOT ADOPTED this _____day of

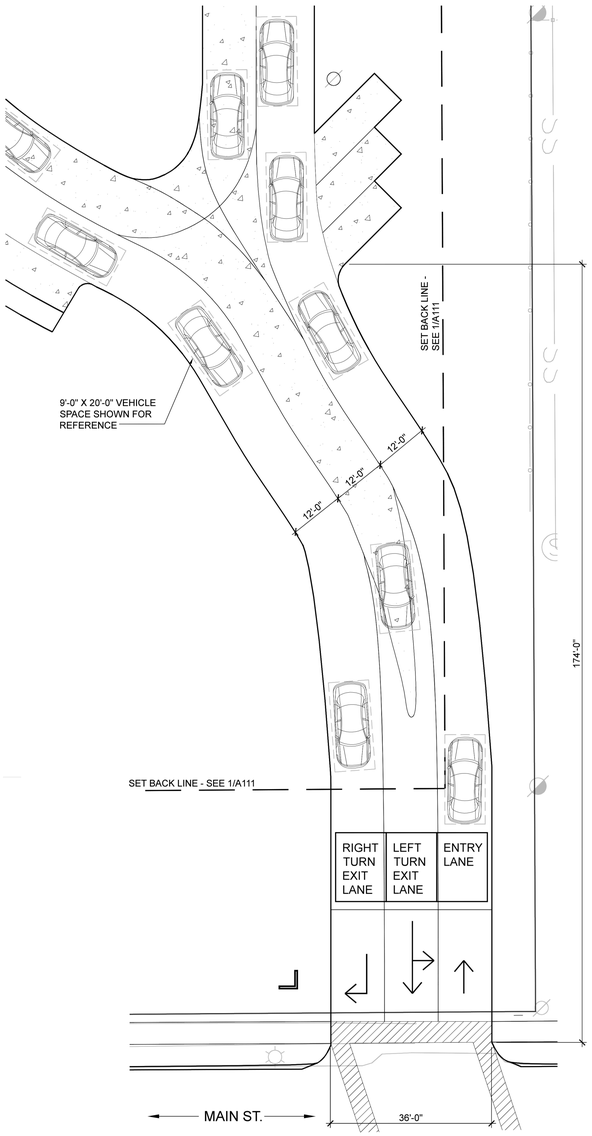
_____, 2024.

_____
(Mayor)

FINAL SITE DEVELOPMENT PLAN

ROSE ROCK SCHOOL - PLANNED UNIT DEVELOPMENT

A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA



1A ENLARGED SITE PLAN
TRAFFIC DIAGRAM
1/16" = 1'

0 2' 4' 8' 16' 32'

ZONING SUMMARY

SITE LOCATION:
1515 W. MAIN ST.
NORMAN, OK 73069

CURRENT ZONING: R-1 SINGLE FAMILY RESIDENTIAL
PROPOSED ZONING: PUD

SETBACKS PROVIDED:
50' FRONT
20' SIDE
30' REAR

OFF-STREET PARKING: 25 SPACES MIN PER PUD

LOT AREA:
3.72 ACRES (162,043 SF) - NO CHANGES PROPOSED

BUILDING FOOTPRINT
EXISTING HOUSE: 2,152 SF - NO CHANGES
PROPOSED
EXISTING GARAGE: 1,332 SF - NO CHANGES
PROPOSED
TOTAL: 3,484 SF
BUILDING AREA : SITE AREA =
3,484 SF : 162,043 SF = 2.15%

PROPOSED IMPERVIOUS PAVING AREA (INCLUDES BUILDINGS) : SITE AREA =
31,148 SF : 162,043 SF = 19.2%

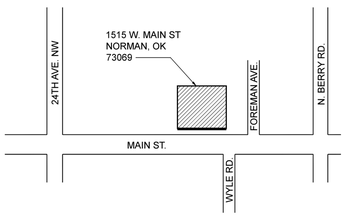
PROPOSED GREEN SPACE = 130,895 SF OR 80% OF SITE (130,895 / 59 STUDENTS = 2,218.5 GREEN SPACE SF PER STUDENT)

PROJECT NOTES

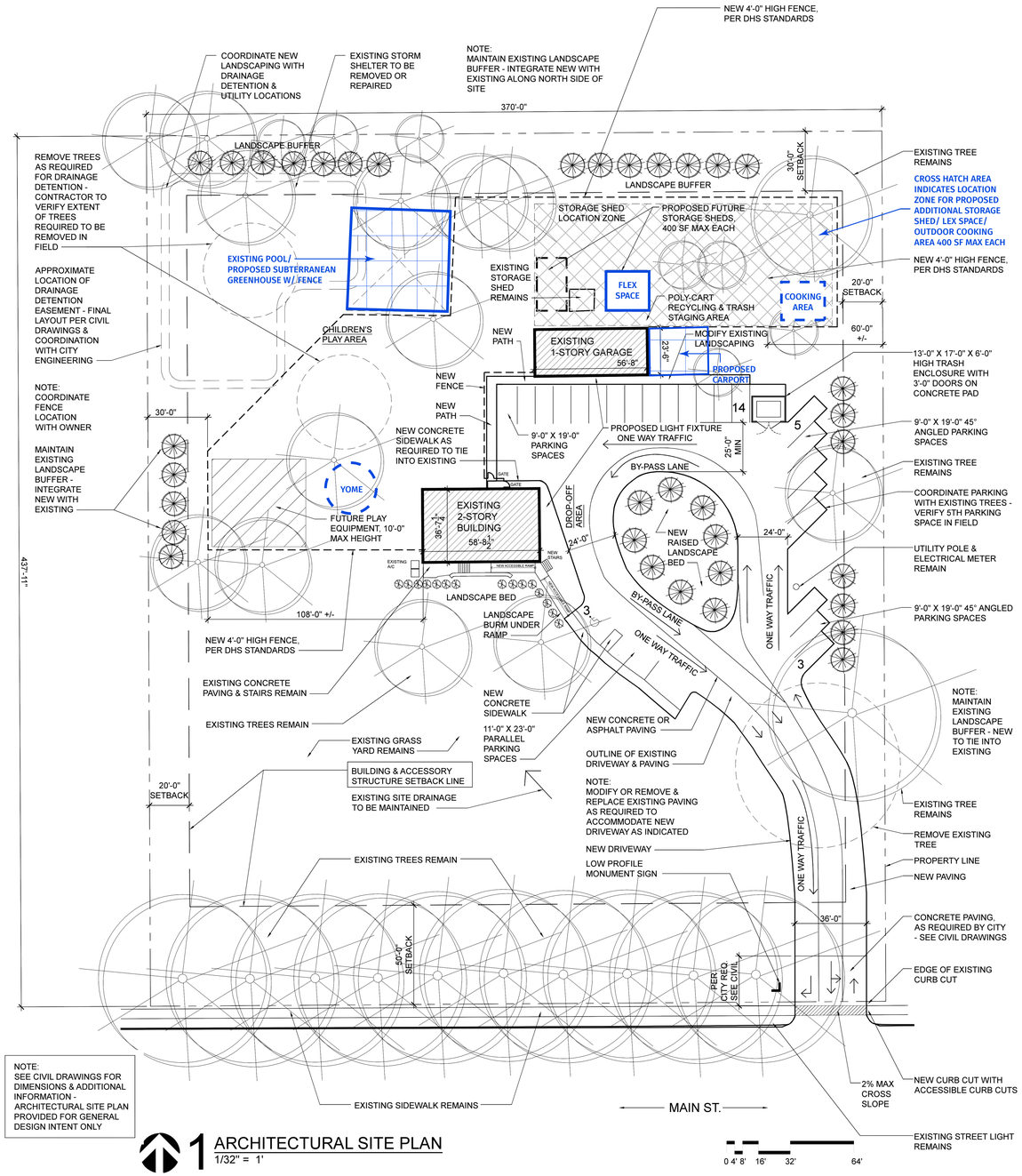
1. REFER TO PUD NARRATIVE FOR ADDITIONAL INFORMATION.

2. ALL NEW PAVING TO BE FLUSH WITH EXISTING PAVING TO REMAIN. IF RAISED CURB AROUND BUILDING IS UTILIZED, ACCESSIBLE CURB RAMPS SHALL BE PROVIDED. EXISTING SITE DRAINAGE PATHS TO REMAIN. NO CHANGES TO OVERALL SITE DRAINAGE PATTERNS ARE PROPOSED.

Project Schedule:
As stated in the approved PUD, the construction of proposed site improvements and building improvements, where required, is anticipated to begin following all required City approvals. Improvements will be phased as needed to accommodate enrollment and City requirements. The proposed site improvements indicated, once constructed, are intended to accommodate a maximum of 59 students.



2 LOCATION MAP
NOT TO SCALE



1 ARCHITECTURAL SITE PLAN
1/32" = 1'

ROSE ROCK SCHOOL

bgA
Butzer Gardner Architects
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ROSE ROCK SCHOOL
1515 W. MAIN ST.
NORMAN, OK 73069

Design by: bgA
Drawn by: bgA
Review by: bgA

City of Norman Mylar Submittal
02.10.2015

Date:

07.25.14
REVISED PER CITY COMMENTS

06.26.14
PERMITS

06.09.14
FINAL PLAT SUBMITTAL

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Drawing Title:

ARCHITECTURAL SITE PLAN

Sheet No.

A111

CITY OF NORMAN, OK
PLANNING COMMISSION MEETING - AMENDED
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, March 14, 2024 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14th day of March, 2024.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at https://norman-ok.municodemeetings.com at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 6:32 p.m.

ROLL CALL

PRESENT
Cameron Brewer
Steven McDaniel
Liz McKown
Chair Erica Bird
Doug McClure
Jim Griffith
Maria Kindel

ABSENT
Michael Jablonski
Kevan Parker

A quorum was present.

STAFF PRESENT
Lora Hoggatt, Planning Services Manager
Roné Tromble, Admin. Tech. IV
Beth Muckala, Assistant City Attorney
Bryce Holland, Multimedia Specialist
Awet Frezgi, Traffic Engineer
Paul D'Andrea, Capital Projects Engineer

NON-CONSENT ITEMS

Rose Rock School SPUD

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2324-41: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT ONE (1), BLOCK ONE (1), OF ROSE ROCK SCHOOL ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1515 WEST MAIN STREET)

ITEMS SUBMITTED FOR THE RECORD:
1. Staff Report
2. Location Map
3. SPUD Narrative
4. Final Site Development Plan

PRESENTATION BY STAFF: Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT: Brent Swift, 1112 Whispering Pines Drive, is a member of the Board of Rose Rock School. They would like to increase the number of students. They plan to remodel the garage to turn it into classroom space, and add a carport for the residents of the house. The yome will be used for music, teaching, and crafts.

Ms. McKown asked how many students are currently enrolled. Mr. Swift replied there are 54.

Ms. Bird asked for more information about the yome. Mr. Swift explained it is a semi-permanent structure, tent material with windows and doors, over a floating deck.

Ms. Bird asked about the underground greenhouse space. Mr. Swift explained that it will be a mix between a greenhouse and a subterranean hydroponic space to repurpose the existing pool and use it as a teaching tool.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:
Motion made by Kindel, seconded by Griffith, to recommend adoption of Ordinance No. O-2324-41 to City Council.

Voting Yea: Brewer, McDaniel, McKown, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Ordinance No. O-2324-41 to City Council passed by a vote of 7-0.

*